

**Bayview Village Association  
Board of Directors' Meeting Minutes  
February 2, 2022**

**Call to Order:** A regular Board of Directors (BOD) meeting for the Bayview Village Home Owners Association (HOA) was called to order by President Mary Beth Neill at 4:30 PM. This virtual meeting was held via Zoom.

**Quorum:** A quorum was established with all members of the Board of Directors present - Mary Beth Neill, Judy McCay, Mary Baker Anderson, Nick Urum, Gary Bequette, Frank Ricco and Rick Stafford.

**Meeting Guests:** Pat Lohrey, Tom Kimpel, Greg Pena, Lynne Pihl, and Brinton Sprague

**Approval of Minutes:** It was moved by Mary Beth Neill that the minutes of the December 1, 2021 BOD meeting be approved as submitted. The motion was unanimously approved by the BOD.

**Officer and Committee Reports:**

**President Mary Beth Neill:** Mary Beth welcomed everyone back after the holidays. She asked that the BOD focus upcoming spring efforts on 4 main areas: 1) Continue communication and partnership with His Hands landscape service, 2) Repairs, upgrades, and improvements of the irrigation system, 3) Vegetation Management Committee design ideas for the Village, and 4) Notification of conflicts and/or deviations from village ARC standards. In keeping with the VMC mantra "We want our Village to look like we care".

**Treasurer Mary Baker Anderson:** Mary presented the financial statement of activity for the second quarter of this fiscal year. The statement sent to Board members is marked "preliminary" in that the transfer of funds from the Operating Account to the Reserve Account had not yet been made and is not reflected in this document. Mary then made the motion to transfer \$2,883 from the Operating Account to the Reserve Account to meet this quarter's Reserve Fund contribution. Mary Beth seconded the motion. The BOD unanimously approved the motion. An updated approved statement for the second quarter will be released upon completed transfer.

Mary moved that the BOD approve the scheduled quarterly movement of funds from the Operating Account to the Reserve Account without having to be approved by the BOD each quarter. This automatic transfer will be done only if the designated funds are available. A discussion and subsequent approval of any other amount will precede transfer allowing the Board flexibility in the event any unforeseen emergency operational expenses arise. Nick seconded the motion and it was unanimously approved by the BOD.

The second quarter income and expenses include a contribution of \$811 from Teal Lake Village for the maintenance mowing around the pond. Administration expenses include new checks, renewing the annual PO Box rental, and filing the annual report with the Washington Secretary of State. Other expenses are for the His Hands cleanup of Martingale large hillside at corner of Windrose, retainer payment for the Landscape Architect Design plan for village vegetation revitalization, and to His Hands for the comprehensive village-wide irrigation system audit.

**Architectural Review Committee Chair Gary Bequette:** Gary reported that he received no new ARC applications other than the one previously unanimously approved by the BOD earlier this month via email for construction of a screen for the heat pump at 101 Mariner Place. Mary Beth commented that the ARC application was very thorough and complete with schematics and rendering of the structure and could serve as an example for those homeowners who may need to design screens for their heat pumps, propane tanks, and generators which are currently exposed and out of CCR code.

**Landscape Chairman Nick Urum:** Nick reported that he had received numerous positive comments from BVA residents regarding the good work His Hands crews are doing – the crews are “efficient”, “thorough” and “fast.” Nick has been passing on homeowner comments to the His Hands management and they appreciate the positive feedback.

The irrigation audit was completed with the exception of testing one controller where there was no electrical power to the unit. This needs to be addressed. His Hands submitted a proposal to the BOD for recommended repairs and upgrades for Upper Bayview Village (Windrose, Martingale, Topside) at \$9,514.00; The estimate for recommended repairs for Lower Bayview Village (Mariner Place) at \$5,490. See Old Business for additional discussion on the proposal.

A proposal has been received from His Hands for applying a 1” to 2” layer of new mulch in all open bed areas in the Village including private beds as well as common area beds. This proposal was not solicited by the Board, rather came as a suggestion from the landscape contractor as a way to enhance the village. The Board has on numerous occasions discussed the need for soil enhancement in beds with mulching as part of the revitalization of the common area beds. The mulching was deferred to the VMC for integration into the overall design plan to allow proper timing of application. The estimate received from His Hands is \$32,363 which apparently includes the entire village square footage versus only the common area beds. This proposal was tabled for future discussion. Judy suggested that we ask His Hands redo their bid to break out the cost for just the common areas and another to cover the cost for the beds around the homes. We also need to know what type of mulch they are considering. To be a follow-on discussion after VMC meets with Kevin Malone from His Hands.

The pruning of Hawthorn trees in the Village will begin this month and will start up top and work down to Mariner Place.

Pat Lohrey asked about trimming the tree on the hillside below her home and Nick said he would follow up on it. A discussion of where the tree is located, on homeowner property or

common natural vegetation area, and if the request is for homeowner view maintenance took place.

**Reserve Fund Chairman Brinton Sprague:** Brinton reported that our Reserve Study is good through June 30, 2022. Our current 3-year contract extends through that date and will be up for renewal. The Board will solicit requests for proposals and choose a Reserve Study professional to continue meeting the requirement of a full study every 3 years. This is an opportunity to update the component list and the useful life of our assets. In the coming months the BOD will need to once again review the Reserve Study component list and identify any projects that will feed into our budget building for 2022-2023. By law, HOAs are required to have a Reserve Study professional do a full study, but it was noted that the Board may be well-positioned to handle the yearly review and avoid additional expense of a 3-year contract. The main expense drivers on the component list are driveways, fences, and the pond.

**Vegetation Management Committee Chairman Rick Stafford:** Rick reported that the new tree service, Town and Country Tree Experts, completed their work on January 3, 2022. They pruned 12 Birch trees on Martingale and 10 Red Maples on Topside. The cost for Bayview Village was \$1489.21 with tax. The final expense was a little less than their bid as three of the birch trees were smaller than expected. Their work was excellent, accomplished on time, and according to (slightly under) bid. We would recommend using them again in the future and would recommend them to any of our village residents for tree work on their property. Homeowners should make sure their large trees are not encroaching on their (or neighbor's) gutters and are not allowed to grow above their roof line.

The VMC will be meeting on-site tomorrow with landscape architect and designer Bart Berg at the entrance to Mariner Place to begin the planning process of refreshing/revitalizing the original vegetation. Target date for completed landscape design is May 1, 2022. The VMC is working toward to having this phase of an overall village vegetation design plan to present to homeowners for discussion at the next annual meeting. Bart has received a retainer of \$1300, which is half of his estimated fee for the design. We are also hoping this new plan will inspire direction for our next project which is the selected removal and potential replacement of Hawthorn trees on Mariner Place. The next large design project anticipated will be the large Windrose/Martingale hillside, followed by refresh of the smaller beds throughout the common areas.

**Pond Chair Lynne Pihl:** Lynne reported that Travis, from Northwest Tree & Excavation, has completed all fiscal year 2021-2022 assigned tasks for pond improvement, which were identified as remediation areas in the 2016 Geo Tech and Civil Engineer inspection. His excellent work will make it easier and more cost efficient to maintain the pond in the future.

Two homeowners from Teal Lake Village, as well as President Mary Beth Neill, have joined Lynne to support her great efforts and to form a Pond committee. Teal Lake Village shares the financial obligation for the pond but BVA is solely responsible for pond operations and management. Ideas generated by this integrated committee will significantly contribute to the

efficient and effective management of the pond and will provide support to the Board for budgeting and planning. It is of critical importance that Teal Lake remains engaged and aware of the expense requirements. The deliverable for the Board is to establish a long-term (30+ year) overall plan to facilitate task management and financial control through our reserve fund. Travis will need to provide a proposal for the operational maintenance tasks to include in the upcoming budget build and Lynne has this for action.

## **Old Business**

- **Irrigation System Audit:** discussed report/proposal received from His Hands for overhaul and updating village irrigation; consider proposal so we can begin work prior to activating system for the upcoming season (refer to report sent out to Board by Nick Uram on January 22, 2022). Nick reported that the irrigation system needs major work to alleviate extra expense for emergency calls. Currently, the irrigation system failures are costing BVA additional money because of the water leakage, are a homeowner inconvenience, and we incur additional emergency repair expenses that occurs with our aging system. Mary asked how many years the proposed work would extend the life of the current system. Nick thought these proposed comprehensive repairs/updates would last up to another 8 years and be more reliable than what we have now, but would like to discuss useful age with the contractor. Nick also reported that if we went to a full replacement to a Smart Water System for the entire Village (which would include redoing clocks, valves, and sprinkler hardware for the entire system leaving the pipes in place as they are in good shape), it would cost approximately \$75,000 and may last for the next 20 years.

Mary suggested we ask His Hands to provide two formal bids for the full replacement with the Smart Water systems – one for upper BVA and one for lower BVA. Nick will contact His Hands for this information. The Board will do a cost benefit analysis upon receiving the full set of options. Nick will set up a Q & A session with the contractor to discuss what we can expect on our return of investment.

- The BOD discussed the idea of completing repairs/updates identified in the lower BVA bid this year and the upper BVA portion next year. The Mariner Place irrigation system has the majority of complaints and has unresolved issues that were identified by the previous landscape irrigation survey done in 2019. At the end of the season last year there were several areas identified as needing repairs due to standing water in front of homes and lack of water in another area. Mary Beth reminded the Board that we committed to addressing homeowner issues and asked then to wait for the full audit to be completed. We should be completing previously identified repair requirements on Mariner Place before the water gets turned on this season.

- **Feedback on Birch tree pruning:** done by newly contracted tree services: work was completed satisfactorily and under budget.

- **Letter to OWSI for turf restoration of the area they dug up for repairs:** Nick will hand deliver a demand letter to OWSI to fix the damage to the area on Mariner Place that occurred when they repaired a significant water OWSI water system leak last fall. The letter will be asking OWSI to make the required repairs at their expense.

## New Business

- **Schedule mid-year landscape performance review and discuss pending contract cost increase for 2022-2023:** Mary Beth wants to schedule a mid-year review with His Hands. Nick will arrange for this as we need to know what their bid will be for next year's contract. We expect it to be more than the current contract and the BOD may have to consider a dues increase for next year to cover increased costs of landscape and tree services.
- **Discuss homeowner process for written notification of ARC standards and/or CCR conflicts:** Mary Beth stated that there is an existing process in the SBCA ARC Standards (revised in 2019) that addresses non-compliance of standards and regulations by any homeowner. The Board's goal is to enforce those standards and assist and support homeowners in their compliance with ARC requirements. If resolution cannot be done at the Village level, conflicts and/or violations will be referred to the SBCA Board for resolution. Mary Beth will send the link to the ARC and/or CCR issue resolution process with the SBCA complaint form to all BOD members.

**Comments from guests:** Pat Lohrey reported on the distributions of K95 masks to Jefferson County residents. Once the masks are available to the County Health Department the PLVC will let homeowners know when they will be available at The Bay Club and The Beach Club. She also said the North Bay is short on Emergency Management block captains and asked if any BVA homeowners know of anybody who lives in North Bay who might be interested in supporting this critical program.

**Adjournment:** The meeting adjourned at 5:54 PM. The next BOD meeting will be March 2nd at 3:00 PM. The BOD decided to start the monthly meetings earlier starting with the next meeting in March. An invitation will be sent to all homeowners inviting them to attend this Zoom meeting.

Submitted by

---