

Bayview Village Association
Board of Directors' Meeting Minutes (as revised and approved)
April 13, 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 3:02 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 Uram, Gary Bequette, Frank Ricco and Rick Stafford.

Meeting Guests: Brinton Sprague, Lynne Pihl, Beth Weaver, Doug Hewett, Rick Meslang, Pat Lohrey and Greg Pena

Approval of Minutes: It was moved by Mary Beth Neill and seconded by Nick Uram that the minutes of the March 2, 2022 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 guests to the meeting and thanked Doug Hewett for taking over as the webmaster of the BVA website. She complimented him on the suggestion of using a new web host that will meet our needs and result in significant savings.

Treasurer Mary Baker Anderson: Mary reported she is currently working 3rd quarter financial statement and is restructuring the format to better reflect accounting of the Operations Budget and the Reserve Fund. The new format will be sent out when completed. The first quarter was \$7,000 over budget because we made an extra landscape contract payment. This was done because of an agreement with His Hands to pre-pay our landscape bill which results in a 2% reduction in overall annual cost. The second quarter was also negative because of large pond expenses that were budgeted for the 2021-2022 year but happened to be invoiced in the second quarter. Bayview also relies on Teal lake for reimbursement of their portion of pond expenses which may not coincide with the payment. The third quarter was under budget. Overall, spending is slightly over budget.

Nick reported that the quote for next year's landscape contract from His Hands will again reflect a 2% rebate if we pay our bill quarterly rather than monthly, and the overall contract is looking like it will be only a 4% increase over last year. Mary Beth reminded us that we are removing tree pruning expenses for the Hawthorns from the renewal contract that were previously included in the old contract. All tree services that fall under the HOA will be a separate budget line item included under the VMC as we now contract with a reliable certified tree service instead of the landscaping service to get this work done as prescribed.

Mary is working on the proposed budget for 2022-23 in collaboration with input from Brinton, Lynne, Nick, Judy and Rick. She suggested the BOD have a special work session on May 9th at 10:00 am at the Bay Club to discuss and finalize budget so it will be ready for approval by the BOD at the next regular monthly BOD meeting on May 11th. Mary will make arrangements for a meeting room at the Bay Club for this meeting.

Architectural Review Committee Chair Gary Bequette: Gary reported he received two ARC requests this past month. The first was from Rick Stafford who wants to install solar panels on his roof. The second ARC request pertains to the next phase of the homeowner group's tree trimming activity on the Windrose hillside. Gary recommended approval of the solar panels, and it was unanimously approved by the BOD. He also recommended approval of the ARC for the tree trimming on the Windrose hillside which is part of a previously approved and county permitted periodic tree trimming request (2019), and it was unanimously approved by the BOD.

Landscape Chairman Nick Uram: Nick reported aeration of the lawns started today and will be completed by tomorrow. Seed and lime have been ordered and may be applied next week if the weather cooperates. This service is complimentary this year as an incentive to secure our business, but next year it will be an additional expense in the new contract. The aerate, seed, lime (ASL) and moss treatments are vital to building and sustaining the turf.

As follow-up to trouble shooting the irrigation system, a recent test indicated there is no power to the irrigation system at 41 Mariner. It was checked out by the His Hands new irrigation lead, Jeff (with the help of Pat Lohrey). He reported seeing no problems in the electrical panel at that house and suggested we hire an electrician to locate and fix the electrical power problem. Pat Lohrey then suggested Nick contact Paul Courtney at 31 Mariner Place to see if the issue could be associated with the electric panel at his house rather than at 41 Mariner Place.

As follow-up to the turf and grading issue on Mariner Place, a water company (OWSI) employee checked on the situation in front of the first quad on Mariner Place and he resolved the problem of "jaunty" box lids that were left by their crew during a repair months ago. Reseeding the area will take place next week. A big Thank You to Mary and Nick for resolving this issue!

We still have two homes that have not been brought up to His Hands requested acceptable maintenance level due to overgrowth of shrubs/trees. In both cases, the previous homeowners requested no landscape services and did not maintain the private property areas allowing overgrowth. Since the previous homeowners moved and new homeowners assumed responsibility, the maintenance around these two houses was being performed by the previous landscaper Monarch. The question was asked, "Does the HOA pick up the cost of getting these 2 homes up to acceptable maintenance level?" Nick will talk to His Hands to see what specifically needs to be accomplished to get to a maintainable level. These homeowners were informed of the situation when the new contract started in August 2021.

A draft of the new landscape contract from His Hands was discussed and the BOD felt it addresses our requirements and is reasonable with only a proposed 4% increase over the last

contract in light of rising materials and labor costs. Mary wants to do a line-item comparison of the old and new contract to get a better understanding of coverage and costs before the BOD approves the contract. This will be a priority discussion item in the budget workshop session on Mary 9th.

Reserve Fund Chairman Brinton Sprague: Brinton deferred his input on the Reserve Study to the New Business item discussion on that topic.

Vegetation Management Committee Chairman Rick Stafford: Rick reported that on March 21st the second major step in our tree plan for the 2021- 2022 fiscal year was completed. Town and Country Tree Experts removed 9 hawthorn trees on the southeast side of Mariner. At the request of residents 4 additional trees were removed on the northwest side of Mariner at the expense of the homeowners and with the approval of nearby residents. This project is part of the master tree plan that was presented by the VMC and approved by the Board in 2021.

Town and Country provided a bid of \$750 to bring the turf area up to grade with topsoil and Hydro-seed. On consideration of this proposal the committee decided to request funding for the reseeding rather than waiting and covering the sodding in the holes ourselves next fall. Town and Country feels that reseeding should be done this spring for best results. Rick made a motion that the BOD approve the funds to do the reseeding work this spring. Gary seconded the motion and the BOD gave unanimous approval for the funding.

In 2022-2023 tree work will be focused on the upper village. The plan is not to prune any of the Hawthorns next year and wait to see what happens to views and intrusions onto houses. This will help us gauge how big the hawthorns will get if left to grow natural with selected pruning as needed every few years. On the advice of the certified tree trimmers, the pruning of the Birch trees will now be done every 3 years as opposed to yearly, reducing expense. This should keep them healthy and looking good.

On April 3rd Bart Berg, Landscape Architect, submitted his initial plan for the phased village revitalization project. The VMC met and approved the plan except for the omission of one of the planting suggestions. The next step to be done later this month will be developing a final version of the entryway plan suitable for presentation at the Village at the annual meeting on June 29th. The committee will be meeting with Bart over the next few weeks to finalize a plant list and detailed plan for the future development and execution of the project.

The VMC met on the 11th of April to discuss the landscaping associated with the drainage project on Martingale Pl. The proposal calls for replacing the large white pipe with a smaller diameter black or green painted pipe in the same location and then camouflaging it with plantings. As part of our ongoing planning to refresh the 11 HOA garden beds, the VMC members have surveyed the HOA bed at the bottom end of the proposed drain pipe. We feel that we can help design an attractive solution for integrating the pipe into our planned refresh of this bed. We will make this garden bed project a top priority for the upcoming summer. Mary Beth asked Rick Meslang if he had talked to the neighbors about the proposed solution

and he said he and Beth Weaver have talked with them and are submitting the new ARC application. The current plan is to lay the new pipe on top of the hillside soil and mask it with plantings.

Pond Chair Lynne Pihl: Lynne reported she is trying to find a person/company that has an articulated mower that can trim the pond area including the inside of the pond banks. She also reported she is having difficulty getting Action Services to provide a bid for the video taping of the drainage pipes. They have said they will put us on their work schedule for mid-June.

The pond committee is continuing to have meetings to discuss how better to manage pond maintenance and expenses in the future.

Mary said that Northwest Tree and Excavation's heavy equipment still has not yet been removed from the pond area. She asked Lynne to work on getting this done or the HOA will need to take action to indemnify the HOA in case some damage may be done to the equipment.

Old Business

- The Bay Club has been reserved for the BVA Annual Meeting on June 29, 2022 at 3:00 PM; proxy ballots for voting will be available for homeowners who choose not to attend in person
- Mid-year landscape performance and contract renewal review. (see above in Landscape section)
- Olympic Water and Sewer's response to repair turf on Mariner Place repairs: Diana Smeland thanked us for working with them to get the "Mariner Mess" resolved.
- Determine timeline for delivery of Annual Meeting packets: packets will be prepared and hand delivered again this year to save on postage. These packets will go out at least 30 days before the annual meeting on June 29th.
- Deadline for nomination for BOD members for next year is May 1st: Mary Beth wants to remind all homeowners that if they are interested in becoming a board member, their name should be submitted to her no later than May 1st. She also asked if any board member has a problem with the Annual Meeting timeline she had previously sent out. There were no objections.

New Business

- 2022-2023 Draft Budget proposal: discussion of any additional projects that may need to be accomplished in 2022-2023. A special workshop for the BOD will be held on May 9th at 10:00 am at The Bay Club to discuss next year's budget. Board Committee Chairs with interest in a specific budget item are invited to attend.
- Decision on reserve study professional consultants for next 3 year cycle: Brinton, Mary and Judy recommend that we continue with the existing reserve fund professional consultant - Association Reserves - to provide services for our reserve study planning process and preparation for the next three years. The bid cost for the 3-year project was \$2840, which is the same cost we paid for the last three years. Brinton suggested that after working with the same company for two 3-year

cycles the BOD could then takeover 2 of the 3-year planning process, thus saving BVA some money. (According to state regulations, a reserve study consultant must be hired to review the plan once every 3-years.) Four companies submitted bids for our review. They ranged from a high of \$4650 to a low of \$2300. The component list options which drive the reserve budget will be updated during the budget and reserve planning process. Mary Beth made the motion to accept Associates Reserves' bid for another 3-year contract. Gary seconded the motion and the BOD unanimously approved the proposal.

- Consider future review of HOA Bylaws and CCRs by the 2022-2023 Board: Mary Beth suggested that a discussion be started about the revision/update of the Association's ByLaws and CC&Rs. Judy suggested that a review of the Bylaw's section covering the election of officers and their terms might benefit from a change to ensure more continuity of the BOD. Rick agreed that a thorough review would be of benefit to board members with the idea of perhaps clarifying and changing some things that would benefit all homeowners and prospective homeowners. Mary suggested that a task force be formed for this project after the Annual Meeting. The project would include an open invitation to all HOA and board members to serve on the task force. She also suggested that this activity would need to be figured into the budget process as it may require legal services.

Comments from guests: Brinton said that the landscaping of Mariner Place is looking the best as he as ever seen all the years he has lived here. Nick will pass that along to His Hands.

Rick Meslang said he has sent a letter to the BOD and SBCA ARC requesting permission to start work of the drainage project for the Weaver/Meslang property. He asked for status of this project. Mary Beth said that the current process is for SBCA ARC to provide approval for this work as submitted in the revised application. Rick stated that he thinks that SBCA has no authority in this decision. Mary Beth said the Board will follow up on this so the work can be completed as soon as possible and recommended that a new ARC be submitted to our board for review and recommendation and then to SBCA for their approval.

Adjournment: The meeting adjourned 4:26 PM. The next BOD meeting will be May 11th at 3:00 PM. An invitation will be sent to all homeowners inviting them to attend this in-person meeting at the Bay Club.

Submitted by
