

**Bayview Village Association
Minutes of the Annual Meeting
June 29, 2022
Unapproved**

Call to Order: The annual meeting of the Bayview Village Home Owners Association (HOA) was called to order by President Mary Beth Neill at 3:00 PM. This meeting was held at the Bay Club.

Quorum: A quorum was established with 45 members of the Bayview Village Association present in person, by proxy or by absentee vote. Members of the Board of Directors present were: Mary Beth Neill, Judy McCay, Mary Baker Anderson, Nick Urum, Gary Bequette, Frank Ricco and Rick Stafford.

President Mary Beth Neill thanked all BOD members for their support and service during the past year and asked them to introduce themselves to the audience. She also introduced and thanked Brinton Sprague for managing the Reserve Fund process and Lynne Pihl for taking the lead on Pond management and leading the BVA and TLV pond committee.

Approval of 2021-22 Annual Meeting Minutes: Mary Beth Neill introduced the minutes of the 2021 Annual Meeting held on June 23, 2021. Gary Bequette moved that the minutes be approved; Mary Anderson Baker seconded the motion. The minutes were unanimously approved by the members present.

Officer Reports

President's Report - Mary Beth Neill: see the page 5 for Mary Beth's full report.

Treasurer's Report - Mary Baker Anderson: Mary referred homeowners to the budget information included in annual meeting packet of information. A slightly less than 5% increase (\$35 per quarters) in association dues has been proposed and will be receive a final vote by homeowners at this meeting. Our Landscape contract is the big driver for the budget increase for 2022 -2023. Utilities have also increased in cost.

One of the changes to the Treasurer function this year was to set up two separate bank account - one is for operating expenses with a current balance of approximately \$11,8 00 and the other is a Reserve Fund account with a balance of approximately \$80,700. Both accounts are now interest earning.

Committee Reports:

Architectural Review Committee Report - Gary Bequette, Chair: Gary reminded homeowners of the importance of complying with all ARC requirements. The South Bay Community Association (SBCA) has now – with a few exceptions - given each village BOD the responsibility

to approve changes within the Village without having to send them to SBCA. Applications for ARC request can be found on the Bayview Village website: bayviewvillage.info

Landscape Chair Report - Nick Urum, Chair: Nick reported on the successful transition from Monarch Landscaping to His Hands Landscaping service this year. Monarch had staffing issues and an unresponsive management team that included 4 different area managers in 6 months. They came from Tacoma and the crew usually left around 2:30 PM. They outsourced many of their services to outside vendors. His Hands has management that listens and a good stable working crew. They come from Silverdale and work a full day no matter the weather.

His Hands did a thorough irrigation system survey; locating each nozzle, valve and clock. We then contracted with them to do a “refresh” of the system replacing and adjusting faulty nozzles, valves and clocks. The Irrigation system was turned on this week.

Nick reported that June was a very wet month which impacted mowing especially on slopes. By the end of this month His Hands has caught up and is on schedule. The spring fertilizer has been applied and the grass will be mowed 1/3” higher for summer health.

Overall Nick said he is getting far fewer complaints from homeowners and now even gets compliments on the work done by His Hands. He passes those on to their management. He also asked that if there is a landscape emergency of any kind (such as an irrigation leak) to call him immediately. Otherwise, please make calls before 9:00 PM.

Mary Beth Neill mentioned the tree service that the association used earlier this year to prune and remove trees in the Village did a great job and were very reasonable in price. Town and Country Tree Service was the company we used if any homeowner is interested in doing tree work.

Reserve Study/Fund - Brinton Sprague, Chair: Brinton gave a brief history of the Reserve Study requirement that homeowner associations are required to do. The study is done to identify the funds needed now and in the future to maintain the capital assets of the association. He reported that we now have about \$80K in our Reserve Fund. The BOD is committed to continue to build this fund so we have the money needed to cover expenses for the maintenance of the associations’ assets – fences, columns, monuments, driveways and court yards, pond, and mail kiosks, etc.

The reserve fund is encouraged by State law and our governing documents. However, the Reserve Study and annual review of the study are required. Planned contributions to the fund during the next fiscal year will take the amount to over \$100K by the end of the year. We are working with a 30-year projection for capital asset management which is based on national standards as to what and when maintenance/replacement work needs to be done.

One of our big asset expenses is the maintenance of fences, columns and trellises. Most all courtyard fences were replaced by 2018, and shortly thereafter most of the fences were

removed from Martingale Place and Topside Court. The maintenance of the retention pond also creates a substantial expense for our association as well as Teal Lake Village since a majority of the associations' lots drain into the pond located on Bayview Village property. Besides needing regular maintenance, the pond provides some liability to the association because of the homes located down the hill from the pond so we need to manage it effectively.

Currently, the risk of a special assessment for Bayview Village capital asset management is around 35% - up from about 9% when we started the reserve planning process. Our risk assessment will continue to improve as we increase the balance of our Reserve Fund. Safety will always determine the maintenance schedule. Next year's reserve budget includes funds for a video survey of the pond's drainage pipes, regular pond maintenance activities and repair and upgrading some of the columns and trellises.

Pond Chair Report - Lynne Pihl, Chair: Lynne stated that 5 to 6 years ago the association met a requirement to have studies of the pond done to assess the performance level and effectiveness of the pond. Those reports identified significant deferred maintenance which drove a major repair effort in the last two years. The pond has now been brought up meet the effective operations standard as detailed in the original design. We now face an ongoing vegetation problem – mowing the sides of the pond and removing alder trees that continue to grow into the sides of the pond. This summer we also need to do a video survey of the drainage pipes leading into the pond to ensure they are functioning properly.

One of the major accomplishments this year is the creation of a joint Bayview Village and Teal Lake Village pond committee. It was formed to get input, planning and expertise from the two organizations involved in the maintenance of the pond and to ensure the required on-going maintenance of the pond is carried out in a timely fashion. This committee will make sure that the required Civil Engineering and Geo-Tech studies and the required maintenance will be done as needed. Claus Svendsen, a Teal Lake Resident and an expert in water quality and natural plant chemistry will be conducting a trial this fall using native plants. It is hoped to eventually surround the pond with vegetation that retards unproductive species, and also helps to further purify the water that enters Ludlow Bay.

Proposed 2022-23 Budget - Mary Baker Anderson: Mary asked for questions regarding the proposed budget. She reiterated that that costs for maintaining the association in a prudent manner have all increased so an assessment increase was proposed so we have adequate funds to pay required expenses and not have to resort to special assessments.

Election of Board Members, Vote on 2022-2023 Budget and Waiver of the Audit: 45 ballots were cast by association members. Mary Beth asked for any nominations from the floor for a board member and there were none. All seven candidates on the ballot were elected. The waiver of the audit was approved by 86% of the votes cast (a minimum of 67% yes votes of the ballots cast are required to waive the audit). The 2022-2023 budget was approved with 41 yes votes and 2 no votes.

Vegetation Management Committee (VMC): Rick Stafford and the members of the Vegetation Management Committee presented a plan to refurbish the vegetation of the village.

New Business:

VMC Landscape Design Plan and Proposal: Mary Beth introduced the team members of the VMC: Mary Beth Neill, Patricia Weber, Donna Moore, Lynne Pihl, Dan Graham and Rick Stafford, as chair. Rick provided copies of the VMC charter to homeowners. Mary Beth reviewed their mandate of the committee which is to review and make recommendations for managing and upgrading the vegetation of the village. She said the goal of the committee is to “MAKE IT LOOK LIKE WE CARE.”

Individual members of the committee participated in presenting a plan for refreshing the appearance of Bayview Village’s trees and plants. A Landscape Architect was hired to analyze the village’s planted areas, and create a plan for improving the overall appearance of the village’s landscaping. They presented a plan that the landscape architect made for improving major area of the village and set the stage for implementing the plan. Our village’s landscaping is 30 years old, for the most part, and the idea is to retain what vegetation is still good, replace what needs to be replaced and create some newly designed areas. Two large posters were on display for homeowners to view regarding the proposed plan.

Rick encouraged other homeowners to join the committee and become part of the plan. No costs were discussed at this meeting. A Town Hall meeting will be held in August and all homeowners will be invited to attend to see and hear about more details and become part the process to decide what work should be done, the priority of the work, and how to pay for the work. Rick invited homeowners to come up to see the proposed plans after the meeting is adjourned to talk with committee members, provide ideas, volunteer their support and clarify any questions they may have.

Questions/Comments from Association Members: Karen Griffith thanked the BOD for all the work they put in to the management of the association’s business. She expressed her willingness to contribute to the execution of the Vegetation Management Committee’s plan to improve the overall appearance of the village’s landscaping.

Adjournment: The meeting adjourned 5:00 PM. A special BOD meeting will be held directly after the adjournment of the annual meeting so the newly elected board members can assume positions and responsibilities for the 2022-2023 year.

The next regular BOD meeting will be held on August 10, 2022 at 3:00 PM at the Bay Club.

Submitted by

Judith M. McCay
Secretary, Bayview Village Association

PRESIDENT'S ANNUAL REPORT – Mary Beth Neill

I am pleased to share with you the highlights of another busy year working with a very energetic and talented Board of Directors, Committee members, and Special Project coordinators. Their “can do” spirit inspires me, and I am privileged to lead this team of selfless volunteers. We conducted the business of the HOA through productive monthly Zoom meetings, and various working sessions devoted to reserve fund planning, budget review, and irrigation system overhaul. For a second year running, I have witnessed first-hand how much the Board cares and continues to represent homeowner interests to the best of our ability.

Here is a summary of accomplishments, ongoing projects, and a glimpse of future initiatives. The Board continues to focus on creating a manageable and affordable plan for day-to-day operations, as well as an emphasis on identifying the right HOA assets with a commitment to funding the reserves.

Highlights and Accomplishments:

1. Retention Pond berm rebuild was completed and bids received for ongoing vegetation management from a qualified contractor with the proper mowing equipment. An active pond committee composed of environmental experts, project management professionals, and interested volunteer homeowners from Bayview and Teal Lake Villages was formed and are currently researching economical environmental strategies for ongoing maintenance. Lynne Pihl will speak to some innovative ideas in her committee chair report.
2. Reserve Fund report was updated through year 3 of 3 and our Association Reserves contract renewed. Brinton Sprague will share details of where we stand with our ongoing funding efforts and component item changes we are anticipating in the near future.
3. Asphalt driveways resealing project was completed in July 2021 and the estimated useful life of the seal/repair is 5 years extending us out to 2026. Complete resurfacing remains on the reserves component list, but we do not anticipate any requirement for the work to be done within the next 10 years provided we keep up with sealing. We were very pleased with the quality and efficiency from our contractor and will likely use them again if possible.
4. Bayview Village website was launched and now has a dedicated volunteer homeowner to serve as our webmaster. Thank you Doug Hewett! Doug redesigned our site and found us a much more economical host server. We look forward to posting more real time notices and photos of village activities to keep information and communication flowing beyond periodic email messaging. Real estate agents are finding the information useful and helpful to buyers and sellers.
5. Vegetation Management Committee (VMC) improvement projects were accomplished with the help of various homeowners. Rick Stafford and committee will highlight this work and share a proposed master design plan for revitalizing Bayview Village common

areas as part of the VMC presentation under new business. This talented and energized group has been very active.

6. A new and improved landscape service was acquired and the contract began August 1, 2021. As we are nearing completion of the first year and into our busy growing/blooming season, we can visualize the major improvements. Our landscaping representative, Nick Uram, continues to provide outstanding oversight and communication with homeowners and His Hands contractor.
7. A comprehensive survey of the 32-year-old irrigation system was completed by specialists from His Hands, and the Board approved a major investment in the repair and updating of the system in order to be ready for this season. The Board conducted a cost analysis and the return on investment of updating our system versus complete replacement which was not recommended by the contractor at this time. The cost for a village wide system replacement was estimated at \$178,000. By definition this system belongs on the component list for reserve funding as it relates to useful life and periodic major maintenance repairs. The Board approved moving the irrigation system to the component list to ensure we are tracking funds as required for extension of the useful life and eventual replacement if deemed necessary and cost efficient in the future.
8. A survey of the remaining columns and trellises was conducted resulting in a Board decision to budget for a refurbishment and painting project to be completed in this next fiscal year. We will also be looking at fence tops for power-washing and/or painting as needed.

Future Initiatives:

- Perform a comprehensive review of our existing Covenants, Conditions, and Restrictions (CC&Rs) and BVA Bylaws to determine if there are any updates and revisions that are needed to enhance and update the governance of the HOA. The last review and revision resulting in an amendment of the supplemental declaration of CC&Rs was completed in 1994. There has been no review of the Bylaws since initial incorporation in 1989 and so the Board feels that there is an opportunity for alignment with modern HOA practices and with the current South Bay Community Association changes where appropriate. We will be looking to form project team of homeowner volunteers with support from the Board to take this for action.
- Call for interested volunteers to form a social events planning team if there is interest in holding periodic Bayview Village-wide gatherings.
- Embark on a phased transformation and revitalization of common area vegetation over the next several years as directed by the HOA membership and as budget supports. Future town hall sessions will be scheduled by the VMC to discuss details of special projects, the timelines, and various options for funding.
- Conduct survey of village common area storm water drainage in conjunction with the

upcoming inspection of the pond drainage outlets. The storm water system is directly connected to the retention pond and should be assessed accordingly.

In closing, I want to thank all those who have been routinely dedicating their time and talents to enhance the beauty, safety, and enjoyment of Bayview Village. We are always recruiting talent and hope that you will consider joining in the fun and community effort. It takes a Village!