

**Bayview Village Homeowners Association
Board of Directors' Meeting Minutes
November 4, 2020**

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 4:32 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, Greg Pena, Judy McCay, Mary Baker Anderson, Nick Urum, Gary Bequette and Frank Ricco.

Meeting Guests: Garrett Halsey from Association Reserves and homeowners Brinton Sprague, Richard Stafford, and Lynne Pihl.

Approval of Minutes: One amendment was made to the minutes of the October 7, 2020 meeting regarding the lack of Block Captains on Martingale Place and Topside Court. The amended minutes were approved as corrected.

Special Guest Presentation/Discussion: Garrett Halsey, the representative from Association Reserves who is our consultant on the homeowner association's Reserve Study, answered questions prepared by members of the Board. In response to the question about how HOA items are selected to be included in the reserve study, Mr. Halsey stated that they generally represent approximately 1% of the annual budget and are items owned by the HOA which need replacement or maintenance on a periodic basis. Dues contributions and special assessments are the two ways to build and maintain an adequate reserve fund balance to cover risk and ensure the HOA designated assets are covered. The current balance in the HOA reserve account is \$43,668.88 which represents 16 percent of the projected amount that should be in the fund to cover costs of maintaining designated assets in proper condition throughout their estimated life span. This projection goes out to thirty years and includes scheduled lifecycle replacement/refurbishment costs.

As next steps, the Board will review all current information on the Reserve Fund study update and develop recommendations to send out to homeowners for comment. Mary Beth Neill thanked Garrett Halsey for attending the meeting to answer questions regarding the Reserve Study and for sharing potential strategies for funding reserves going forward.

Officer and Committee Reports

President Mary Beth Neill: The theme for this month's meeting is "Active Listening." It is a fundamental in building trust and essential for understanding all perspectives in a group. Active or mindful listening can potentially change the way we view issues and is a powerful tool in building consensus and resolving conflict. Active listening will support our planning and decision-making efforts.

Treasurer Mary Baker Anderson: It was a simple month for HOA financials. Quarterly dues were received totaling \$33,825. Expenses for post office box rental and monthly landscaping contract were on budget.

Architectural Review Committee Chair Gary Bequette: Eric Mikkelsen's previously approved ARC request for a propane tank installation has been changed to reposition the tank on the opposite side of the house which is an approved change.

FedEx repaired the damaged block of mail boxes on Windrose Drive that was knocked over with one of their trucks earlier this week. Their responsiveness was impressive and Gary will finish with painting the newly constructed supports.

A question was raised about the need to do an ARC request if utility work needs to be done on someone's property such as installing a new cable feed. While a formal ARC request is not required because it is utility company work, it is recommended that as a courtesy, homeowners having this type of work done notify their neighbors if the work will infringe on that homeowner's property or access to their property.

As a review of the established ARC approval process, all ARC requests should be presented by the ARC representative at regular Board meetings for review and decision, unless there are extenuating emergent circumstances that would require review and decision by the Board outside of the regular meeting. All members of the Board should see all ARC requests with the recommendation of the ARC representative notated. It was suggested that we send out an ARC "frequently asked questions" as a refresher and as a resource for new neighbors.

Landscape Chairman Nick Urum: Nick Urum, Frank Ricco and Greg Pena did a landscape walk-around with the Monarch Regional Manager to discuss various landscape issues. One of the items they discussed was the recent proposal from Monarch to charge for the pruning of the 68 Hawthorne trees planted along the sidewalks in the Village. The Regional Manager said that proposal was not appropriate and the trees were not properly pruned last year. They will be pruned later this year (November/December) at no additional cost since it is included in scope of the existing landscape contract.

During the walk-around with our Monarch representative it was determined that the two birch trees effecting the view of two homeowners on Martingale Place should be removed since they have not been pruned properly over the years to maintain views and pruning them back to create a vista corridor is not a feasible solution at this point. Greg Pena reported that the two homeowners who initially made the request to have the trees removed now, as opposed to waiting for the master plan for vegetation management in the common areas, were willing to have their arborist remove and haul away the birch trees at their expense in the coming weeks. Nick Urum made a motion to convey approval for this work to the two homeowners and the HOA will manage and pay for the stump removal as part of the larger stump grinding project which will include several throughout the village. The motion was seconded and approved.

After some discussion regarding the HOA's current landscaping contract with Monarch and how a previous 6-month extension put us off cycle for developing the annual operating budget, the

motion was made to negotiate a six month extension of our existing landscaping contract with Monarch to align the contract dates with our fiscal year and planning process. Mary Baker Anderson and Nick Urum will make this request of Monarch

Mary Baker Anderson and Nick Urum will work with Monarch to determine how much refund we will receive from the inadequate pruning of the birch trees done earlier this year.

Two water leaks at the end of Windrose Dr. have been repaired. Discussion came up about identifying how much we are spending on repairs and the need to conduct an assessment of the existing irrigation system which was designed and installed during the original development phase thirty-one years ago. Currently, we pay for repairs out of the operating budget.

Monarch issued a check to cover the window damage incurred by a homeowner on Martingale Place. Nick Uram will deliver to the homeowner to close the issue.

Detention Pond Chair Lynne Pihl: Mary Beth Neill thanked Lynne for leading the pond rehabilitation project. Lynne recently was contacted by Ludlow Bay Road residents just north of the pond and they expressed their gratitude for getting the work done. They had concerns that the delayed maintenance of the pond might have led to flood damage to their properties.

The balance for the work done by North West Tree and Excavation was paid in November and a request for reimbursement for their share was made to Teal Lak. Teal Lake is completing their final Board review prior to payment.

Lynne will be preparing a detailed list of other periodic pond maintenance requirements for the next couple of years so the costs can be worked into the budget planning process. The Board will review the projects and timeline and determine which are appropriate for annual operating funds and which should be maintained by the reserves fund.

The pond maintenance schedule as mandated by the county, recommends periodic Civil Engineering (every 5 years) and GeoTech (every 10 years) studies. The next Civil Engineering study is scheduled for 2021 and the next GeoTech study is scheduled in 2026. Since the remediation work that was delineated in the 2016 Civil Engineering study was just recently completed in 2020, Lynne moved that we inform Jefferson County that we will not do the Civil Engineering study in 2021, rather combine it with the next GeoTech study which is required in 2026. She also moved that she contact the county to see if they would agree to take over the maintenance of the detention pond in the future since it is such a big cost and requires a fair amount of expertise to maintain. The proposals were seconded and approved.

Old Business:

1. Greg Pena reported that he contacted Paul Hinton of the PLVC Trails Committee regarding the fencing at the east end of the pond. Hinton will get back to Greg with a possible solution for improving the coverage of the gate access point.

2. Mary Beth Neill reported that three homeowners responded to her request for people to serve on the newly chartered Vegetation Management Committee. Homeowners Richard Stafford on Martingale Place, Patricia Webber on Mariner Place, and Lynne Pihl on Windrose Drive volunteered to join the Landscape Chair Nick Urum and one other Board member TBD to serve on the committee. Nick suggested that we need someone to take responsibility for the review of the slopes within the Village. Mary Beth Neill indicated that slopes were included under the scope of the Vegetation Management Plan to be developed by this committee. Ideally we would like to have up to five interested homeowners to support this important planning effort.

New Business:

1. Judy McCay suggested the BOD do long-range budget planning rather than just address budget needs for the next year. This can help in identifying the reserve funding requirements and projected contributions to ensure that the HOA has the funds available when projects need to be done. The Board agreed and will schedule time for working meetings. It was noted by Mary Beth Neill that we already have a good starting point for determining future expenditures with the schedule outlined in the Reserve Study. The work of the Vegetation Management committee will also provide information for prioritization of funding for landscaping of the common areas.

Adjournment: The meeting adjourned at 6:22 PM. The December meeting will not be a regular BOD meeting. It will be a working meeting for the Board members to discuss the reserves strategy.

Submitted by

Judith M McCay, Secretary