

**Bayview Village Homeowners Association  
Board of Directors' Meeting Minutes  
January 6, 2021**

**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:** Lynne Pihl, Richard Meslang, Ross Blaker and Tom Kimpel

**Approval of Minutes:** The minutes of the November 4, 2020 BOD meeting were unanimously approved with 1 correction. The minutes of the special BOD meeting on November 23, 2020 were also unanimously approved.

### **Officer and Committee Reports**

**President Mary Beth Neill:** The theme for this month's meeting is "Flexibility." Mary Beth encouraged board members to remain nimble and flexible as they adjust to emerging situations and new information within our Village so we can respond with best solutions in a timely manner. It is important to constantly assess, re-evaluate, and re-prioritize actions and projects in order to be good stewards of the Bayview Village Homeowners Association.

**Treasurer Mary Baker Anderson:** The current operating account bank balance is \$25,789.70. Dues expected to be received in January total \$39,480, slightly higher than the anticipated expenses for the quarter.

Currently, the HOA Reserve Account balance is \$46,144. It is now interest bearing (although low... 0.15% today). If our balance increases to above \$50,000, the rate doubles to 0.30%. I recommend that we transfer the remaining fiscal year's committed contributions of \$4,950 to the Reserve Account now, and not wait until the end of the next two quarters to make the quarterly transfers. This allows the HOA to earn the higher interest for a longer period of time.

It was moved that the Board approve the funding of the third and fourth fiscal year quarterly contributions to the Reserve Account to be made in early January as a lump sum, rather than waiting until the end of the third and fourth quarters. These additional funds will increase the interest rate on the new account. \$4950 will be transferred from the operating account to the reserve account effective with the passing of the Board Resolution. The motion was made by Mary Beth Neill and seconded by Judy McCay. The motion was approved unanimously.

**Architectural Review Committee Chair Gary Bequette:** The following ARC applications were approved: 1) heat pump for Malcom Montanjees at 77 Martingale Pl., 2) propane tank for Stephanie Henderson at 221 Windrose Drive, 3) front porch railing for Johnston/Baker at 70 Mariner Place and, 4) whole house generator installation for Gary Bequette at 131 Windrose Drive.

**Landscape Chairman Nick Urum:** Tree pruning of the Hawthorne trees has been done but not to our satisfaction and to the specifications outlined in the Landscaping contract. Nick has sent a letter to Monarch regarding the issue (to include pruning of the Birch trees which has not been done to date) and will report back to the BOD when he receives a response.

Nick suggested that the HOA might consider removing the tree trimming/pruning from the current contract with Monarch and get a local arborist to do professionally prune our trees in the future. He will take this as an action item and report back to the BOD with proposals for separating out this service from the existing landscape contract.

Monarch is currently in the process of cleaning out the beds around the homes. Mention was made about the trimming debris left behind by the crew who did the Hawthorn pruning several weeks ago.

A discussion was held about a way ahead for management of the various groups of and huge numbers of trees within the village. Mary Beth suggested that this might be part of the work of the new Vegetation Management Committee and will take this as an action item when this committee is up and running. This would become part of a long range plan encompassing a comprehensive look at which trees need to be shaped, removed, replaced, etc. Mary Beth mentioned that she is still in need of interested homeowners to volunteer to work on this committee and is looking for someone to serve as Chair.

**Retention Pond Chair Lynne Pihl:** The Port Ludlow Village Council (PLVC) Trails committee has expressed concern about the water collection along the trail at east end of pond. Bayview Village got permission to place the pond dredging material in the empty field to the south of that trail. A huge puddle has now formed because of the heavy rains and the altered elevation to the South of the trail. The staging of the heavy machinery used while dredging the pond may have also contributed to the pool that has formed. A solution to this problem was addressed with the pond project contractor, Travis from North West Tree and Excavation (NWT&E). He suggested two possible remedies: 1) Bridge or rock fill the depression or 2) Dig a trench along the south edge of the trail and divert water to natural gully to the east of the trail. Mary Beth recommended that the BOD representatives do an on-site inspection of the area before a decision is made. The BOD needs to look at various options to return this area to the original state prior to dredging. Judy and Lynne will do an onsite inspection Thursday morning at 10am and a Zoom meeting with Lynne, Judy, Greg and Mary Beth will be held Saturday at 1:00 PM to discuss the situation and come up with possible solutions to discuss with PLA as it is on their property, and Teal Lake Village since they contribute funds to this pond project.

Lynne presented a list of recommended follow-on pond improvements that were developed by the Civil and Geo-Tech engineer survey several years ago. Lynne will get bids for those projects, as well as approximate recommended time frames for the work, and present them to the BOD for discussion at the next meeting.

### **Old Business:**

1. Drainage issue at 123 & 125 Martingale: the temporary solution to the drainage emergency on the Martingale hillside is working as planned and appears to have halted the gradual collapse of the slope area associated with the cistern between the houses.

At the advisement of the contractor who did this temporary solution, no permanent work can be done until soil dries out and rainy season subsides. Mary Beth will develop a plan for fact-finding and schedule discussions as appropriate to support a permanent solution. Frank Ricco will talk with Richard Meslang and Beth Weaver to gain homeowner perspective and details of what drainage work was done by the contractor.

2. East gate access to pond area: Greg Pena reported that PLA has responded to our request for risk assessment and any additional measures to secure the east gate access area. PLA reports that they have physically assessed the area and do not share our concern with access at the east end of the pond as there are appropriate warning and risk signs posted on the gate. The PLVC trails committee was also approached to partner with us to possibly erect additional barrier measure. The Board needs to decide how we will resolve this issue and it was suggested that we could add additional fencing and/or rebar to block the side that is open due to lack of vegetation. The expense will have to be approved and prioritized by the Board.
3. Reserve Fund: in a recent workshop session of the BOD held on December 2, 2020, a review of the Reserve Fund components focused on a refinement of the items in the current document with the goal of eliminating some of those items, thus reducing the amount of money required for the Reserve Fund. The BOD will continue discussions and planning on this topic in preparation for HOA homeowners' annual meeting in June 2021. Mary Beth will set up another Zoom working session in late January.
4. Update on major projects timeline and planning: the sealing of the asphalt work done last year will be done this summer 2021. After an inspection of all concrete driveways, to include those scheduled for future replacement according to the existing reserve asset replacement timeline, decision is pending regarding the timeline for replacement of driveways at some homes on Topside Court, as well as Mariner Place. There currently are no safety hazards or evidence of ongoing degradation on the inspected driveways.

#### **New Business:**

1. Next Year's Operating Budget: planning for this will be deferred until March or April since the BOD needs additional details on projected expenses for the next fiscal year to include the Reserve Fund, the Landscaping contract, and Detention Pond expenses.
2. In response to homeowner reports and complaints, Mary Beth will send a reminder to comply with CCRs and Washington State codes that prohibit feeding wildlife from your home as it may attract rodents, raccoons, and bears to our Village.

**Adjournment:** The meeting adjourned at 6:41 PM. The next BOD regular meeting will be held on February 3, 2021 at 4:30 PM. All homeowners will receive an invitation to that Zoom meeting prior to the date.

Submitted by

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Judith M McCay, Secretary