

**Bayview Village Homeowners Association  
Board of Directors' Meeting Minutes  
May 5, 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 4:30 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, Greg Pena, Judy McCay, Mary Baker Anderson, Nick Urum, Gary Bequette and Frank Ricco.

**Meeting Guests:** Pat Lohrey, Brinton Sprague, Lynne Phil, Erik Mikkelsen

**Approval of Minutes:** It was moved by Nick Urum that the April 7, 2021 BOD meeting minutes be approved as submitted. The motion was seconded by Gary Bequette. The BOD voted unanimously to approve the minutes.

**Officer and Committee Reports:**

**President Mary Beth Neill:** The theme for the BOD for this month included a recap of past monthly themes throughout the year: Issues are Transient while Character is Permanent; Trust; Active-Listening; Flexibility; Planning; Teamwork; and Collaboration. This month's theme is "Communication" and how critical it is to the effective functioning of the BOD and oversight of the Association. The virtual meeting space via Zoom has enabled us to stay connected and get business accomplished, but we must keep in mind that communication occurs only when the sender and receiver understand intent and content. We are looking forward to resuming face-to-face meetings one day in the future.

**Treasurer Mary Baker Anderson:** Mary deferred her report to the discussion of the New Business agenda item: Draft Budget 2021-2022.

**Reserve Fund Chairman Brinton Sprague:** Brinton deferred his report to the discussion of the New Business agenda items: Future of Fences/Columns/Trellises and the Draft Budget for 2021-2022.

**Architectural Review Committee Chair Gary Bequette:** Gary reported there is one ARC application pending from Erik Mikkelsen on Windrose Drive for the installation of a heat pump. The application includes a plan for the required/appropriate fencing. Mary Beth asked Gary to check to see if it needs to be approved by SBCA since it is a new heat pump versus replacement of existing. The Mikkelsen ARC request was approved unanimously by BOD.

Gary reported that the company who has been hired to do the asphalt resealing work in the wanted to schedule the driveway work for May or June. Mary Beth stated that if the window of weather is good and the homeowners have adequate advance notice then go ahead and

schedule. Gary will schedule with the contractor and report back to the BOD so we can send out advance notice with instructions. Funding was budgeted in advance and is available in reserves fund rather than the operating budget.

Lynn Phil has submitted a plan to conduct further view maintenance activity on the slopes this summer. This is ongoing slope maintenance described in the previously approved view maintenance project (2019). Since the work has already been approved, the project does not need ARC or BOD approval, however the BOD requests notification of work in advance through the ARC process. This project is funded by the group of affected homeowners.

**Landscape Chairman Nick Urum:** Nick reported that he had a meeting with Monarch's managers. Nick felt no satisfactory solutions were offered for the many landscape concerns because Monarch has continual staffing and management problems. Nick did get a commitment to mow the slopes soon. The recent True-Green spraying was not planned appropriately with advance notice and overall was an incomplete and poor spraying job. Nick has made complaint and requested that Monarch contract to complete the job. The Board is looking to separate out turf treatment services, as well as the tree services, from the future lawn maintenance contract.

Nick and Mary Beth are currently in the process of getting bids from companies for a new landscape contractor. They are working with Teal Lake Village (TLV) who is also going looking for additional bids prior to their renewal. Part of the process will include looking into the possibility of breaking out various landscaping tasks – such as tree trimming, lawn spraying, etc. - to a more qualified company and potentially reduce surcharges. Nick is hoping that BVA may be able to save money and get better results if we don't count on one company to do everything.

Nick will get the stump-grinding work started next week. It has been previously approved by the BOD for up to \$1,000. Members of the Vegetation Management Committee will assist in marking the areas that will be cleared.

Michael Chamberlin, on Mariner Place, reported damage by Monarch to a light fixture along the edge of his property and asked when the repair will be made. Nick will follow up on this item.

A question was raised by Greg Pena regarding the tall grass on the slope around the temporary drain pipe on the Martingale hillside. Nick has addressed this issue with Monarch and will follow up on it.

**Retention Pond Chair Lynne Pihl:** Lynne reported that Travis, from Northwest Tree and Excavation, is ready to do the berm work. We have paid the deposit and Travis will start work as soon as the weather and his schedule allows.

Erik Mikkelsen asked if the proposed berm repair needs to be done. Mary Beth responded that we are going forward with the existing plan to rebuild the berm as specified in the Geo-Tech and Civil Engineering reports. We are not to full compliance yet and will research additional

methods to maintain the pond in the future that were discussed during the BVA/TLV pond walk-about last month.

Mary Beth asked when the spring mowing will take place. Lynn explained the plan for the spring mowing which will include the sides of both driveways into the pond. Mary Beth asked for more detail about the planned mowing this spring before work starts. Lynne will submit a chart to Mary Beth that provides details of the proposed mowing activity so we understand the work order. The funds are to be allocated as operating expenses going forward.

Lynne proposed that the next specified Geo-Tech and Civil Engineering reports be done at the same time in order to synchronize schedule. TLV strongly supports scheduling the inspections at the completion of all the work to bring the pond operations to standard and in compliance.

### **Old Business**

- Future transition of fences/trellises/columns (F/C/T) – Brinton suggested that we defer the decision about the F/C/T issues until we can introduce the discussion of taking a hard look at Village assets we are responsible as an HOA at the upcoming annual meeting. The recent F/C/T report provides background information that will help the HOA address this significant on-going financial requirement. Brinton will present this topic as a New Business agenda item and relate the financial requirement to maintain/replace these items as an aspect of the HOA reserves funding.
- BOD Nomination period ended May 1, 2021 but no homeowners have responded to the call for volunteers to serve on the Board. Mary Beth has made some phone calls and knocked on a few homeowners' doors in an effort to get more participation with no results to date. The call for nominations has been extended until May 10, 2021 in an effort to get more homeowner participation. Slate will be sent out with annual meeting package mailed out to homeowners.

### **New Business**

- Draft Budget 2021-2022 review – Mary Baker Anderson covered the April Statement of Activity and reported no unusual or unexpected expenses.
- Draft of the 2021-2022 budget – the draft budget was presented for discussion by Mary Baker Anderson. Mary stated that this new budget will manage the majority of expenses for long-term asset maintenance from the Reserve Fund rather than the operating budget, as has been done in the past. This proposed budget does not include a dues increase.

There are some new administrative expenses in the budget including a proposed bookkeeping service to manage the Association's financial record keeping and a new expense for the website. The funding for a bookkeeping service was approved by the BOD. The annual funding for the website was approved in the last BOD meeting.

Contributions to the Reserve Fund will be increased because funds from what had been previously considered operating expenses for long-term assets will be moved to the

Reserve Fund. However, the operating budget does include \$10,000 as a line item for unplanned operating expenses that may occur. Our last Reserve Study update in 2020 indicated that only 14% coverage of the recommended amount was in the Reserve Fund. After adjusting the component list of long-term assets in the Reserve Study and the contribution from operating to reserve fund, the new budget shows the Reserve Fund will be 41% of the recommended amount to the end of 2022. This strengthens the ability to fund long-term maintenance for assets and significantly reduces the occurrence of special assessments.

A discussion was held regarding the efficacy of sending out the Annual Meeting packet via email rather than U.S. Mail as has been done in the past. The BOD decided not to do this for this year's annual meeting and additional funds will be added to the Administrative Supplies line to reflect this anticipated expense. Electronic distribution may be considered in future years as a cost savings measure as homeowners become more familiar with and utilize the new BVA website.

Motion: Mary Baker Anderson made a motion to approve the transfer of \$25,000 Operating Funds to Reserve Fund for the 2021-22 budget and approve that the \$25,000 in the Reserve account be made available for operating expenses should unplanned issues arise. Greg Pena seconded the motion and the BOD unanimously approved the motion.

Motion: Greg Pena moved that the BOD accept the proposed budget for 2021-22 with the addition of adequate funds for sending the Annual Meeting notice by mail. Mary Beth Neill seconded the motion and it was approved by the BOD with a unanimous vote. The 2021-22 budget will be included in the Annual Meeting packet to be approved by vote of homeowners.

- Bayview Village Association website - Judy McCay reported the BVA website is up and running but not yet ready to be released. She asked for Board members to look at it and get back to her with suggestions. It is still a work in progress. Plan to introduce the Bayview Village website at the annual meeting on June 23, 2021.
- Legal Counsel Replacement for Bayview Village Association – Mary Beth Neill reported that she will be interviewing the two candidates recommended by Mr. Shattuck who is our former HOA attorney. The selection is pending.
- Review Timeline for Annual Meeting reports and mailing – All information for the Annual Meeting packet needs to be finalized no later than May 12th and placed in the mail by May 17<sup>th</sup> to facilitate the 30 day advance of meeting requirement. Judy McCay will handle this task. Pat Lohrey has volunteered to count votes on proxy ballot.

The Annual Meeting packet will include: President's letter and meeting invitation, the latest Statement of Financial Activity, the proposed 2021-2022 budget, a slate of candidates for the 2021-22 BOD, voting item regarding a budget audit and any other

resolutions, and any hard copy reports submitted by committee chairs. The deadline for homeowners mailing the ballots back is June 20, 2021.

**Adjournment:** The meeting adjourned at 6:18 PM. The next BOD meeting will be June 2nd at 4:30 PM. An invitation will be sent to all homeowners inviting them to attend this Zoom meeting.

Submitted by

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Judith M McCay, Secretary