

**Bayview Village Association  
Annual General Meeting Minutes  
June 23, 2021**

**Call to Order:** The Annual Meeting of the Bayview Village Association (BVA) was called to order by President Mary Beth Neill at 3:00 PM. This virtual meeting was held via Zoom.

**Quorum:** A quorum (minimum of 28) was established with 45 homeowners represented by proxy ballot received by the deadline prior to this meeting. A total of 18 members participated in the Zoom meeting.

**Approval of Minutes:** The minutes of the Annual General Meeting held on July 23, 2020 were approved as submitted.

**Welcome and Introduction of Board Members/Committee Chairs:** President Mary Beth Neill welcomed all homeowners attending this Zoom meeting and thanked the BOD for their service to the Association this past year. In addition to recognizing current Board members, Mary Beth thanked Karen Griffith and Judy McCay who serve as the Village Welcoming Committee; Brinton Sprague who serves as the Reserve Study Chair, and Lynne Pihl who serves as the Pond Chair.

**Officer and Committee Reports:**

**President Mary Beth Neill:** Mary Beth Neill referred homeowners to the written President's Report that was sent out with the notice of the Annual Meeting highlighting the accomplishments of the BOD and committees over the past year. She briefly reported on the current landscaping contractor issues and the inconsistent and below standard performance and informed homeowners that the current landscaping services with Monarch will be terminated in July. The Board has worked diligently to negotiate a solid contract with the new landscaping services which will begin on August 1<sup>st</sup> 2021. The company is based in Silverdale and we have met with the management team and onsite supervisor for multiple walk-around visits to identify areas that will need to be caught up and remediated over the next few weeks and to ensure an overall smooth transition. Mary Beth requested that homeowners be patient during this transition and give the new company an opportunity to establish their rhythm. Any concerns (and compliments!) should continue to be forwarded to Nick Uram, Landscape Chair. Homeowners should not individually direct workflow and request additional service from the crews teams.

Other highlighted accomplishments include:

- A Village Welcome Committee made up of Karen Griffith and Judy McCay continue to contact new homeowners and provide them with information about BVA, SBCA, Port Ludlow and the surrounding area, including information on emergency management activities within the community.
- A new Vegetation Management Committee (VMC) was formed this past year and is hard at work reviewing vegetation issues in the common areas. Activities have included homeowner Meet and Greet get-togethers to begin the discussion on homeowner

preferences and solicit ideas. Patricia Webber led this committee this past year and Richard Stoddard take over as Chair at the conclusion of this meeting.

- The Reserve Study is in its second year of a three year review process and is being led by Brinton Sprague. A professional Reserve Study company has been engaged to help us through this required planning process. The purpose of this study is to plan for and provide the funds necessary to maintain the capital assets of our Association.

**Treasurer Mary Baker Anderson:** Mary reported that for the 2020-2021 fiscal year we under-spent budget by about \$5200. This savings was largely from the “other landscape” budget line item. When this fiscal year is closed at the end of June, a final Statement of Financial Activity will be sent to all homeowners. The new 2021-2022 budget has been realigned so that capital asset expenses (pond, driveways, fences, etc.) that have previously been paid from the operating budget will now be paid from the Reserve Fund portion of the budget. Dues remained unchanged from the previous year. **The 2021-2022 budget was unanimously approved by homeowners who submitted ballots (45 approved out of 45 returned).**

**Landscape Chairman Nick Urum:** Nick reported it has been a very difficult year for the Village and for Monarch, our landscape contractor, due to the impact of the pandemic. There have been 4 changes in area managers in the past 16 months, work was scheduled and/or promised but not performed, and some jobs were not done satisfactorily even with multiple request for remediation. Nick announced that a new landscape contractor is coming on board the first of August and he expects a significant improvement in quality, communication, and service. Nick noted that Bernie Kessler on Mariner Place recently sent him a thank you note regarding good lawn cutting service this week in response to a complaint, and he thanked Mary Beth, Mary and Frank for their support with securing the new contract.

**Architectural Review Committee Chair Gary Bequette:** Gary presented one new ARC application for approval. Ross Blaker’s request to remove 2 pine trees (at homeowner’s expense) planted by the previous owners on the hillside below their property was approved. The majority of the BOD approved this application with Mary Baker Anderson abstaining, as she has not been able to review the application prior to the meeting.

Gary asked all homeowners to make sure their ARC requests are completed using the standard South Bay Community Association forms. These forms are available from Gary or can be found on the SBCA.CLUB website which is a link on the new Bayview Village website.

A BOD walk-around the village will be scheduled to assist homeowners in identifying any conditions on properties that may be outside of the Village CCR and ARC standards. Examples are overgrown trees which may impact storm water roof gutters and homeowner views, garage windows treatments, missing parts to chimney caps, houses in need of cleaning and paint. A review of the ARC standards and CCRs will assist homeowners in ensuring that their property values are maintained and enhanced throughout the village.

**Retention Pond Chair Lynne Pihl:** Lynne reported that by the end of 2021 we will have completed all the items noted by the last Geo-Tech and Civil Engineer reports received in 2016 regarding pond maintenance deficiencies. Pending completion is the reconstruction of the

pond berm which will be done when the water level is lower this summer. The large truck and backhoe still needs to be removed from the pond property by the contractor.

A joint pond operations committee with Teal Lake Village is being formed to direct the future maintenance planning for the pond. Teal Lake Village pays for 62% of the pond maintenance costs because of the number of lots that drain into the pond. Bayview Village pays for 38% of pond maintenance costs. These expenses and the timeline for planning and execution are included in our list of Reserve Capital Assets. Teal Lake has been a solid partner and we look forward to the continued collaboration.

**Vegetation Management Committee Chair Patricia Webber:** Patricia reported that the Village vegetation has been here for a long time but there hasn't really been a plan for long-term maintenance and refreshment of the various common areas. In the past there have been efforts to address vegetation management issues as needed and within a short timeframe, but there has never been a long-range plan for transition from 32 plus years old plantings. This committee is in the process of developing a comprehensive plan and now has representatives from every street on the committee who are willing to contribute to this project. Rich Stafford will take over the chair of this committee and volunteers are always welcome.

The committee has reviewed historical Village vegetation management surveys and reports and discovered that while the dates have changed, the issues/concerns are the same. Recently there have been some projects conducted by the VMC and homeowner volunteers that have taken care of problems at no expense to the Association. The committee will be working within the ARC requirements to make sure vegetation matters are handled properly and efficiently. The goal is to fix what is there and can be saved, remove things that are problematic, and replace those plantings and designs with better solutions.

Recent and on-going "Meet and Greets" with homeowners will help the committee develop a new vegetation management plan to include homeowner preferences. All homeowners have been invited to attend to make comments and suggestions to the committee. The goal is to select plants that are suitable to our environment and properly select trees that can be managed in terms of view maintenance, shaping/pruning, an overall aesthetic value. Rich Stafford, the new Vegetation Management Committee chair stated: "I just want the Village to look like we care about our surroundings. Maintenance of our vegetation is an evolving requirement and is never finished."

Mary Beth reported that recently an anonymous Bayview Village homeowner has offered to fund the cost for the development of a landscape design plan for the entire Village landscaped common areas. This will be a strong start of a multi-year project to refresh and revitalize our village vegetation.

#### **New Business:**

1. Reserve Study Update: The Reserve Fund is mandated by state law and designed to create a plan and funding to handle the major/common assets owned by the Association. We have a Reserve Study that identifies these assets and currently

includes: retention pond, concrete and asphalt driveways, fences, columns, trellises, and the Village sign monuments. With this newly approved 2021-2022 budget the Association will contribute \$9,900 to the fund which will increase the total fund to approximately \$38k for the maintenance/replacement of these items through their useful life. The Association's Reserve Fund contained approximately 14% of the required amount when the planning process was started two years ago in 2019. By the end of next fiscal year in 2022 we will be funded upwards of 40%, which places us in a much better position with the required funding for future maintenance of these assets. All capital assets will be reviewed during this planning process. For example: in past years, over \$180K has been spent on maintaining and replacing fences, columns and trellises. The Association needs to address the continuing expenses for these and other items in the Reserve Study and see if there are ways to be more efficient, reduce costs, and stabilize Association dues, while preserving the beauty and character of the Village. Homeowners will be given the opportunity to review proposals and participate in funding decisions for these items in the future.

2. BVA Website: Through the efforts of Mary Beth Neill, Judy McCay and Tom Spandrel of Teal Lake Village, a new website for Bayview Village has been developed and is currently being populated with information and resources. The URL to access this website is: [Bayviewvillage.info](http://Bayviewvillage.info). All pages are readily accessible with the exception of the Finance page which requires a password to access HOA financial information. The password was mentioned but will not be included in these minutes to preserve limited and controlled access. Please email Judy McCay, who is serving as our webmaster, to receive the password if you wish to access these documents. Judy asked homeowners to look at the website and offer any suggestions regarding content. Board and Committee meeting minutes, Association financial information, reports from various committees, welcoming of new residents, and photos of village activities will appear on the website. This is a work in progress and we will be providing instructional support in the near for homeowners who wish to access the website to keep abreast of Village happenings and planning activities.

#### **Election Results:**

**BOD members for 2021-2022:** All current Board members were re-elected and will serve for another year. There was one write-in candidate - Richard Stafford. He was elected as our newest Board member serving as the Chair of the VMC.

**Independent Audit:** The waiver of an independent audit was approved – 35 yes votes/10 no votes. Mary Beth suggested we may want to consider an audit after the Reserve Study has been completed and a few years under the new budgeting format have hit the books. The current estimate for an independent audit by certified firm is \$2500-2800. There is nothing in the historical archives to indicate when, if any, independent audit was done in previous years.

**Open Virtual Floor/Comments from Homeowners:**

Beth Clements thanked the BOD for their work this year.

Lynne Pihl also thanked the BOD for their efforts, as well as other homeowners who are joining in to work on issues and problems within the Village.

Patricia Webber suggested that it is a credit to Mary Beth’s leadership that all Board members opted to remain on the BOD for another year. She also thanked the 18 homeowners who participated in this Zoom meeting.

Beverly Clements asked about a picnic for the Village this summer. Mary Beth said that if there is a desire to do this and the Governor indicates that it is safe to do so the BOD is open to have volunteers take this on for planning and execution. Beverly Clements suggested a date around the Labor Day holiday and she would be willing to work on the committee but not chair the event.

Mary Beth gave a shout-out to the Port Ludlow Village Council Trails Committee for their work on maintaining the Mariner Place trail to the pond. She suggested that a personal “thank-you” to them from any homeowner would be appreciated. They work very hard to keep the trail passable.

**Adjournment:** There being no further business, the meeting adjourned at 4:14 PM.

Submitted by

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Judith M McCay, Secretary