

**Bayview Village Association
Board of Directors Meeting Minutes
October 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 4:30 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 and Rick Stafford.

Meeting Guests: Pat Lohrey, Brinton Sprague, Alex Salinas, Erik Mikkelsen, Rick Meslang, Lynne Pihl

Approval of Minutes: The minutes of the September 1, 2021 BVA BOD meeting were unanimously approved as submitted.

Officer and Committee Reports:

President Mary Beth Neill: Mary Beth thanked all the homeowner and board volunteers who are contributing to the affairs of the association by pitching in and generating ideas. There has been a lot of energy and time devoted to work parties and other volunteer efforts such as irrigation trouble-shooting and vegetation clean-up that benefit the association.

Treasurer Mary Baker Anderson: Mary stated that the association has now shifted to reporting financial information from monthly to quarterly. Administrative expenses this month include license renewal to Quick Books Online. Mary reported that she filed annual income tax return and no taxes due as expected. Mary Beth reported that we have retained Isaac A. Anderson as our legal representative and registered agent and he will file reports to the Washington Secretary of State as is mandated by the state for all HOA organizations.

Architectural Review Committee Chair Gary Bequette: Gary reported that there are 3 ARC applications for review at this meeting. Judy McCay wants to plant a smoke tree in the front garden. Paula Waters wants to paint her front and back doors blue. Ray and Atis Newsom want to replace their existing deck with a new one that will have the same footprint as the old one. Gary moved that all three applications be approved as submitted; Frank seconded the motion and they were unanimously approved by the BOD. Frank asked about tree trimming/removal down the back hill on Windrose Drive. Mary Beth stated this work has already received prior approval and the county permit is still valid so it is just a matter of hiring a certified tree service and alerting the BOD and homeowners to the scheduled work. The proper management of vegetation on the Windrose hillside is outlined in the arborist report and permit, but it should be documented with an ARC to make sure the BOD is aware of the

work to be done. Mary Beth referred Frank to the Windrose group of homeowners who have been instrumental in planning this ongoing effort for their view maintenance.

Landscape Chairman Nick Urum: Nick reported that His Hands will be doing a village-wide irrigation system survey and audit over the next several weeks. They will be focusing on sprinkler head repairs and any system leaks they may find. A seasonal “Blow-out” of the irrigation system will then be done to secure the system for the winter months. There was a brief discussion regarding an irrigation water leak in front of 21 Mariner Place. An estimate of \$600 has been provided by His Hands to fix this problem but the repair will not be done until His Hands completes the detailed irrigation system audit in order to understand the full extent of the issue. Another water leak has been identified between Courtney’s and Larkin’s houses and was determined to be an OWSI issue and they have accepted accountability for repairs and any expenses including increased water usage due to the leak. Repairs are anticipated in the next week.

His Hands has made a proposal to clean up the hillside at the corner of Windrose Dr. and Martingale Place for \$1,300. Rick Stafford as chair of the Vegetation Management Committee (VMC) said that maintenance of this area will be discussed by the committee as part of the common area plan. Rick recommended that the BOD not make a decision on His Hands offer until the committee has a chance to review the situation and understand what the work entails for the “clean-up”.

Nick reported that the garden areas of two homes in the Village are so overgrown that His Hands will not assume responsibility for maintenance until this problem is rectified. Nick said he will work with the homeowners to solve these problems so His Hands can take care of the maintenance in the future.

The yearly pruning of the Hawthorns is the next big project for the Village and is included for this year only in the landscaping contract. Nick will work with His Hands and the VMC in planning the pruning for this season and discuss a comprehensive tree plan for the future. After the trimming of the Hawthorns this Fall the Village common area tree management (Hawthorns, Birches) is a separate contracted service and associated expense apart from the annual lawn and bed services.

Mary Beth moved that the BVA move forward with a comprehensive irrigation system survey to be done by His Hands to understand the full extent of repairs/refurbishment/replacement. The proposal is an expense of \$3000 plus the applicable taxes which will be covered by the irrigation line item in the annual operating budget. Gary Bequette seconded the motion and it was approved unanimously by the BOD.

Reserve Fund Chairman Brinton Sprague: Brinton asked for the current reserve fund balance. Mary responded that the balance is now \$76,184. The Association is on track to contribute an additional \$38,100 to the Reserve Fund this year. Brinton will send out the updated Reserve Study document to all Board members tomorrow in order to fully prepare for the Reserve Study workshop to be held on Oct 25, 2021. BVA’s Reserve Study plan is current in meeting our legal

obligation regarding this State mandated requirement. Brinton pointed out that the irrigation system is not currently identified as a component in the study but could be added if we have a professional study done on the status of the irrigation system. This may be prudent to include irrigation system as an association component in the event that a major refresh and/or replacement is required in the future.

Vegetation Management Committee Chairman Rick Stafford: Rick reported a second work party on the Windrose entrance had taken place and there are now 6 pickup truck loads of debris piled down by the pond resulting from this effort. The debris needs to be taken to the recycle facility and Rick asked for the approval up to \$50 to get the vegetation delivered to the proper place. Frank seconded the request and it was unanimously approved by the BOD. The VMC will be formulating and proposing a tree plan for the Village. Rick alerted the BOD that he may be asking for approval of up to \$300 to hire certified arborist to assist with best management of our 100 plus trees in the common areas to include Hawthorns, Birches, and Pines. Mary Beth suggested that we ask His Hands if they would be interested in doing this work outside the regular contract. Nick said that he thinks His Hands might sub out this work to Darrel Emel's Tree Service. The VMC will ask if they might be interested in this project. Ongoing tree maintenance is a large expense and the plan will develop options for homeowners to consider.

Retention Pond Chair Lynne Pihl: Lynne asked Rick if the sawdust/wood chips collection being stored at the pond could be used by the PLVC trails committee. Rick said he would contact the committee to see if they are interested in using it as they maintain trails in the Village. The berm work has been completed and the manhole repair has also been completed by North West Tree and Excavation. Projects that remain from the original pond work bid from 2020-2021 is the seeding of the sides of the pond however, that work was not done as planned in the Spring since the grass grew back nicely without seeding. Lynne suggested that the funds allocated for that project be redirected to manage weed growth along the pond edges and the vegetation which encroaches on the 100-year storm drain. The Board will consider redirecting funds after a proposal for the additional work has been reviewed.

Lynne said she would like to organize a discussion regarding ongoing pond maintenance with both BVA and Teal Lake Village (TLV) representatives. Mary Beth will provide a list of TLV people to Lynne for this purpose.

When asked about remaining payments from TLV regarding recent pond work Mary reported that she is working with them to receive payment for their share of the final bill for the berm work. TLV also owed us \$744 which is their 62% share of the spring mowing service.

Old Business

- Update on Martingale Drainage Issue: A special BOD meeting was held on Oct 4th to discuss the ARC submitted by Beth Weaver and the Meslangs to remediate the drainage/hillside issue located at the top of the hillside between their properties. The ARC application was reviewed and discussed along with the certified professional geotechnical survey report that was obtained by the homeowners in support of their planned solution. The Board recommended approval (with 4 conditions) to the South

Bay Community Association which has the final approval authority for this project. Separate minutes for this special meeting will be distributed and will identify the conditions. Gary will provide feedback regarding these conditions to the homeowners and the application has been transmitted to the SBCA ARC committee for the final decision on October 15th at 9:30 at the Bay Club. Homeowners are in the process of securing a contractor to have the drainage solution completed before the extended winter rainy season.

- Board workshop for BVA Reserve Study. This workshop will be held on October 25, 2021 at 10 AM in the Bay Club Conference room. Board members should review the updates and send any edits/revisions to Brinton ahead of the meeting to facilitate discussion and decisions.

New Business

- Irrigation System Project Team – Mary Beth suggested that BVA organize a project team to support landscape contractor as they do the irrigation system study. She asked for volunteers to serve as observers as His Hands does this survey. Frank and Nick both thought it would be good to have one or more homeowners from each street to observe this survey so residents become knowledgeable about how the system works and could assist in turning off the water in the event of an emergency leak. • Erik Mikkelsen and Ray Newsom have been working on irrigation problems in their quad and investigating other areas as a courtesy service. They are trying to understand how the system works but still don't know where all the valve boxes are located. Erik stated that these boxes which are on private property are supposed to be maintained by individual homeowner, but there is not general awareness and understanding of the how the system should work. Future testing and inspection of the system should help identify where system components and sprinkler heads, are located. A binder was found in the archives that has now been digitized (Thank You Ray!) that documents some system components and it may be useful in the survey of the irrigation system. Erik will share this document with His Hands. Alex Salinas and Erik Mikkelsen have volunteered to be part of the irrigation system survey effort on Windrose. The Board will be looking for other volunteers on the various streets after the survey has been completed. The plan is to build a team of knowledgeable homeowners who can support other homeowners in the event of any irrigation issues, and identify early any areas needing immediate attention.

Adjournment: The meeting adjourned at 5:36 PM. The next BOD meeting will be Nov 3, 2021 at 4:30 PM. An invitation will be sent to all homeowners inviting them to attend this Zoom meeting.

Submitted by

Judith M McCay, Secretary