

**Bayview Village Association**  
**Minutes of the Board of Directors' Meeting**  
**August 10, 2022**  
**Approved**

**Call to Order:** A regular meeting of the Bayview Village Home Owners Association (HOA) was called to order by President Mary Beth Neill at 3:31 PM. This meeting was held at the Bay Club

**Quorum:** A quorum was established with all six members of the Board of Directors (BOD) present: Mary Beth Neill, Paula Waters, Judy McCay, Mary Baker Anderson, Gary Bequette, and Rick Stafford.

**Guests:** Lynne Pihl, Brinton Sprague, Beth Weaver

**Approval of Minutes:** It was moved by Mary Beth that the minutes of the June 1st BOD meeting be approved as submitted. The motion was seconded by Gary Bequette and it was unanimously approved by the BOD. It was moved by Mary Beth that the minutes of the June 29<sup>th</sup> BOD meeting be approved as submitted. The motion was seconded by Gary Bequette and it was unanimously approved by the BOD. A draft of the minutes of the 2021-2022 Annual Meeting will be sent out to all homeowners for review. They will be presented for approval by homeowners at the next Annual Meeting in 2023.

**Officer and Committee Reports:**

**President Mary Beth Neill:** Mary Beth said Nick Uram's resignation as Landscape Chair was accepted on the date it was received. She acknowledged his dedication to the job for the past 5 years and appreciated the cheerful approach and selfless manner he always displayed. He is an asset to our community and we have been very fortunate in having him manage our day-to-day landscape needs for the past 5 years. Nick's gentle spirit and wise counsel will be very missed by this BOD.

**Treasurer Mary Baker Anderson:** Mary reported that many of our monthly expenses are a bit higher than expected as cost of services and utilities continues to rise. These include our QuickBooks subscription and bills for both water and electric service.

A discussion was held regarding late fees on our quarterly assessments. There are currently five homeowners who have not paid their latest assessment within the allocated 30 days and are now overdue. As stated in our bylaws the Board has the authority to make policy regarding late fee assessments as this has been an ongoing problem each quarter. A \$35 (5 %) late fee will be added to their next quarterly assessment bill if full payments have not been received within the prescribed 30 day pay period.

## **Committee Reports:**

**Architectural Review Committee Chair Gary Bequette:** Gary reported that there are no new ARC applications to be approved. He will contact those homeowners who still need to screen their heat pumps, generators and propane tanks from view and request that they get that work done.

**Landscape Chairman:** Due to the resignation of Nick Uram as Landscape Chair there was a brief review of ongoing efforts to repair the electric power to the irrigation system located in Mariner Place quad. Paula Waters, our Vice President, volunteered to assume the duties of Landscape Chair. Mary Beth will coordinate a meeting with Nick for a turnover and Vegetation Landscape Committee members to review the status of landscaping needs and ongoing management. Irrigation system repairs and upgrades remains a top priority and we are diligently working to find an electrician to do the repairs and awaiting specific parts on order for His Hands to complete the upgrades.

**Reserve Fund Brinton Sprague:** Brinton reported that he will be meeting tomorrow with Mike Walker, our account manager from Association Reserves, to review the status of our Reserve Study and component list. Mary and Judy will attend this meeting as representatives of the BOD.

A full review and printed report will be done this year as we start a new 3-year review cycle for the management and budgeting for our Reserve Fund. Brinton noted that while the Reserve Study is mandated by state law, the funding of a reserve fund is not; however BVA has chosen to set aside funds in a separate budget to pay for the maintenance and replacement of capital asset items owned by the association so the monies will available when they are needed and special assessments will not be required.

**Vegetation Management Committee (VMC) Rick Stafford:** The VMC is planning their **Town Hall to be held on Wednesday, August 31st at 4:00 PM at the Bay Club to discuss the specifics of the entryway project and the phased plan for the entire village vegetation refresh.** We hope for a big village turnout with many questions and ideas for financing. More details and an invitation via email blast will be sent to homeowners regarding this meeting.

The next two Saturday mornings the VMC will be hosting work parties. Interested volunteers are invited to roll up their sleeves and join in the fun. On Saturday the 13th we will meet at the pond to spread a load of cedar chips on the Around the Bay Trail. On Saturday the 20th the VMC is planning a Rhododendron shaping walkabout. We will meet at 10 am at the main entrance to Windrose Place. If you have overgrown rhododendrons that need trimming contact the VMC Chairperson Rick Stafford at [neriagepotter@gmail.com](mailto:neriagepotter@gmail.com).

On September 19, Town and Country Tree Service will begin a major tree pruning and shaping operation at the Mariner entryway. If village residents have trees on their private property that need attention they can email the VMC chairperson, Rick Stafford, to talk about adding their

pruning needs to Town and Country's visit to the village. Their prices for tree work are very reasonable and can be scheduled through the VMC. Invoices for any work scheduled on homeowners' property will be sent directly to the homeowner for payment.

**Pond – Lynne Pihl:** Lynne reported that the plastic sheeting that had been used to control weeds around the out flow in the big cell of the pond will be removed to facilitate weed removal and the upcoming mowing. The Pond committee is currently investigating alternatives for weed control that may reduce the need for mowing in future years.

**Old Business:** none

**New Business:**

- Replacement of Landscape Chair: Paula Waters volunteered to assume responsibility.
- Irrigation update and evaluation of strategy – there is some concern that our irrigation clocks in some areas are running 7 days a week. That will really drive up our water bill and those clocks need to be reset. We still need to find an electrician to solve the problem of no power to one of the clocks on Mariner Place. Mary Beth will coordinate with His Hands and our new Landscape Chair to address these problems. Individual homeowners are not to adjust the timing clocks for irrigation and we will continue to do our best to have these issues taken care of by the contractor.
- Locking Mailboxes – A homeowner on Mariner PI has expressed an interest in obtaining locking mailboxes to secure mail and packages. The board discussed the request for installation of a metal bank of locking boxes in place of current structures. The Board would like to further understand the extent of the issue and requests additional information so we can explore options with the concerned homeowner and recommend possible solutions. The Board did offer the suggestion for the homeowner to install a locking mailbox in place of their existing mailbox which has been successfully done by other homeowners. There is also an online registration with the United States Postal Service to sign up for daily email notification of mail and packages that are out for delivery. It was also mentioned that Amazon Prime, UPS, and any other delivery courier other than the USPS are not supposed to leave packages in the USPS mailbox and they are required to deliver to door unless otherwise directed by a homeowner.
- Establish committee to review and update BVA CC&Rs and By-Laws – Mary Beth discussed following up on the Board's idea of reviewing current governing documents. The Board is requesting a team of volunteers of interested homeowners to review the documents for purpose of update and revision. Interested volunteers can contact Mary Beth or any Board member.

**Questions/Comments from Association Members:** Rick Stafford, VMC Chair, asked to be involved in the selection of the vegetation to be planted along and at the end of the drainage pipe down the Martingale hillside to make sure they are suitable and coordinate with the recently developed Vegetation Management Plan for the HOA beds.

**Adjournment:** The meeting adjourned 5:06 PM. The next BOD meeting will be September 7<sup>th</sup> at 3:30 PM at the Bay Club.

Submitted by

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Judith M McCay  
Secretary, Bayview Village Association