

**Bayview Village Association  
Board of Directors Meeting  
February 1, 2023  
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 3:32 PM. This meeting was held at the Bay Club

**Quorum:** A quorum was established with all five members of the Board of Directors present: Mary Beth Neill, Judy McCay, Mary Baker Anderson, Gary Bequette, and Rick Stafford. Paula Waters, our Vice President and Landscape Chair, had submitted her resignation to the BOD prior to the end of January.

**Guests:** Dan Graham

**Approval of Minutes:** It was moved by Gary Bequette that the minutes of the BOD meeting held on January 11, 2023 be approved as submitted. The motion was seconded by Rick Stafford and was unanimously approved by the board members present.

#### **OFFICER REPORTS**

**President Mary Beth Neill:** The projects Mary Beth has been working on will be covered as Old Business and New Business. A question was raised by Mary Baker Anderson about recruiting members for the BOD for the year 2023—2024. We currently have no volunteers express interest and no one has contacted current Board members. A call for volunteers was put out to the entire HOA during the announcement and invitation to the February Board meeting. Only one of the current 5 board members intends to continue serving at this point.

**Treasurer Mary Baker Anderson:** Mary reported that there were no unusual expenditures for the last month. Four homeowners are in arrears for their last quarterly payment and will be charged a late fee. Mary will be out of town at the end of March when she usually sends out quarterly assessment bills. It was decided that she will send the bills out on March 15<sup>th</sup> with a note of explanation for the early billing. Due date will remain unchanged at the end of April.

#### **COMMITTEE REPORTS**

**Architectural Review Committee Chair Gary Bequette:** Gary had no ARC applications to share with the BOD.

**Landscape Chairman:** There was no landscape report as the Landscape Chair had recently resigned. The Board is currently awaiting transfer of files so we can coordinate an action plan.

**Reserve Fund - Brinton Sprague:** Brinton was not at the meeting. A discussion took place about adding the irrigation system as a component item in the Reserve Study. We will work

with our landscape contractor, specifically the irrigation specialist, to determine what the ongoing expenditures will be to maintain and upgrade our system.

Mary Beth (with a professional carpenter), and Gary and Nick on an earlier separate survey, said they had looked at the columns and trellises in the village and determined they did not need extensive repair and/or replacement as was estimated and planned for in the current budget. The timeline for remaining useful life will be adjusted in the review of the reserve study this year and their refurbishment will be planned accordingly.

**Vegetation Management Committee (VMC) - Rick Stafford:** The VMC will be working with contractor Ken Taylor the week of February 13<sup>th</sup> (or thereabouts weather permitting), to cover the bare ground and replenish lost soil which has occurred over the past 33 years. This is an effort to cover the bare roots of trees and shrubs to prolong their lifespan and cover the low stumps and uneven ground that are currently trip hazards for both sides of the entrance to Mariner. Ken will schedule the delivery and installation of soil with the help and voluntary labor of the VMC. He will order and pick up selected and approved plantings which have been generously paid for by a few of the residents of Mariner Place. Ken will do the layout and the VMC will do the planting to reduce labor cost. This installation should take about 3 days once started and a notice of work will go out to the HOA. The cost for the soil replenishment is more than covered in the current VMC budget and the contribution of funds from homeowners for all new plantings will enable a small scale entryway refresh. After this project is completed by the volunteer crew of VMC members and helpers, the next village project will be the small bed at the end of Windrose. The current village plan is to continue to prioritize the greatest needs and manage the improvements within the VMC annual budget and with volunteer contributions from homeowners. All volunteers are welcome to support our efforts.

Two members of the VMC met last week with our volunteer webmaster Doug Hewett to start planning out the VMC link on the Village website. We are planning to include our up-to-date village tree plan, HOA common area garden bed refresh plans, and information and status reports on current and completed projects. It has been suggested we create a Village gnome character to author these newsletters with the idea that this would peak interest and encourage residents to visit the website to follow the Bayview Gnome.

Gary asked about the plan to landscape around the black drainage pipe at the east end of the Windrose/Martingale hillside. Rick said that plans are being developed by the VMC to select appropriate plants to be placed alongside the pipe and at the bottom of the pipe where it drains into the storm water system. Plans are underway to redevelop the planted bed around the bottom of the drain pipe by the VMC with work to be done this summer.

Rick offered to take on the vacant Landscape Chair position as it works quite well with what he is doing for the Village as chair of the VMC. Dan Graham has agreed to manage the irrigation system portion of this responsibility. The budget planning and contract administration for the Landscape function will be done by the BOD.

**Pond – Lynne Pihl: (Absent from meeting)** Information provided by Mary Beth Northwest Landworks has been engaged to do the spring and fall mowing around the pond. The contract agreement contains the provision that the company will remove all equipment from the pond area after they complete their work. Mary Beth and Lynne walked the entire pond and drainage system down to the cove with our new contractor and he appears to be very knowledgeable, capable, and economical. Teal Lake has been updated and is on board.

The joint BVA and TLV Landscape committee plans to start monitoring the regrowth of plants around the pond this year as well as a test control planting that may lead to better vegetation management.

Judy McCay has agreed to become the point person for the Board to work with Acqualis regarding the video inspection of the drainage system for the detention pond. A zoom meeting will be scheduled in the near future to get this task scheduled. Acqualis is a national storm water management company with a subsidiary located in Edmonds, WA.

#### **Old Business:**

- **Irrigation Repair Plan Update:** Mary Beth, Dan and Rick will walk the village to review all known irrigation issues to work with the landscape company to make sure they get repaired before the system is turned in the spring.
- **Research on HOA Governance and Professional Management Options:** All but one current board member will not run for the board again for next year. They have all served for the past 3 years. Because of the ongoing difficulty in getting a volunteer to serve on the BOD Mary Beth looked into the possibility of hiring a professional firm that specializes in managing homeowners associations. She talked to four companies, two located in the Seattle area and two located on our side of the Sound, and found out that having an outside firm manage HOA affairs would cost each homeowner an extra \$25 to \$50 per month depending what services they would cover, boosting the homeowner assessment \$100 to \$200 per quarter. Our BVA Bylaws would still require that a President and Secretary/Treasurer be elected from the HOA members to set the agenda, develop and manage the budget, and direct the actions of the management company. The main rationale for hiring a professional HOA management firm is to alleviate the load of planning and executing major projects, landscape contract management, ARC services and CCRR violation notices, insurance policy review, financial bookkeeping and billing services. Another request will be sent out to all association members to try to get some homeowners to serve on next year's BOD understanding that we may be forced to hire a management firm. Mary Beth is awaiting a formal request for proposal (RFP) from a firm located in Poulsbo which appears to be a good fit and would have a person physically on location as our lead professional.

**New Business:**

- **Windrose Hill View Maintenance Project:** A formal complaint was filed with Jefferson County by a Ludlow Bay Road resident regarding the recent view maintenance work done on the Windrose hillside. Large cuts of timber were left on the hillside south of the pond in violation of the conditions of the County permit and the Bayview Village ARC requiring compliance with the county permit on file. Affected homeowners have been notified of the complaint and will take responsibility for correcting the situation according to the parameters in the permit. This is currently considered by the county to be in a “Voluntary Compliance” phase (no citations and no fines to the involved homeowners). The Board will continue to follow this issue until resolved. SBCA has also been made aware of the complaint.
- **Preliminary Schedule for 2023-2024 Budget Build, Reserves Workshop, and Annual General Meeting:** The annual meeting will be June 21, 2023 to be held at the Bay Club at 4:00 PM. Mary Beth will send out a “hold the date” notice. The BOD will begin working on building the budget for the next fiscal year and a draft presented at the March monthly meeting. The packet of information on the annual meeting to include nominations for Board membership will be mailed out via postal service to all homeowners at least 30 days before the annual meeting.

**Adjournment:** The meeting adjourned at 5:42 PM. The next BOD meeting will be held at the Bay Club on March 8th at 3:00 PM. Note the time change. An invitation will be sent to all homeowners inviting them to attend this meeting.

Submitted by

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Judith M. McCay, Secretary  
Bayview Village Association