

**Bayview Village Association
Board of Directors Meeting
January 11, 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 3:30 PM. This meeting was held at the Bay Club

Quorum: A quorum was established with the Board of Directors present: Mary Beth Neill, Judy McCay, and Rick Stafford.

Absent: Mary Baker Anderson, Gary Bequette, Paula Waters

Guests: Doug Hewett and Brinton Sprague

Approval of Minutes: Rick Stafford moved that the minutes of the BOD meeting held on November 9, 2022 be approved as submitted. The motion was seconded by Judy McCay and was unanimously approved by the members present.

Officer Reports

President Mary Beth Neill: Mary Beth reported that the recent view maintenance work done on the Windrose hill is completed. Tree removal and topping was accomplished by Town & Country Tree Service according to the county permit and Bayview Village ARC approval. Any future tree work that is planned in the village will need to be submitted for ARC approval. It is important that we are fully compliant with the county permit and consider the view maintenance work from all homeowner view perspectives affected by topping and/or removal.

Our landscape company His Hands has just been acquired by Pacific Coast Landscape Management. The good news is that we will have continuity of management and the onsite crew that provides our services. Nothing should change except the color of the trucks, which is now orange. I am sending out a notice to all homeowners announcing this transition. There has been no change in scope or pricing in our annual contract and it will remain the same until a new contract is negotiated for the start of our fiscal year – July 2023.

Mary Beth thanked the welcome committee made up of Judy McCay and Karen Griffith for meeting with two new homeowners this month: Valerie Bartholme and Chester Mark who have moved into homes on Martingale Place. Judy and Karen are the warm welcome and smiling faces of Bayview who present a wealth of information and resources to our new neighbors. Please thank them for their generosity of time and effort.

Treasurer Mary Baker Anderson not present and submitted the following report

electronically: There was no unexpected activity this quarter, although electricity and water bills are slightly higher than budgeted. As approved by the board, a contribution of \$8,118 was made to the reserve for the second quarter.

Doug Hewett asked what is included in our electric bill. Mary Beth said it was for the electricity to run the irrigation clocks and timers. She reported that she has had preliminary discussions with our landscape company regarding upgrading our irrigation system to a smart-water irrigation control system to see if this makes sense for BVA in terms of cost efficiency and reliable performance. She wants to hold a separate meeting and have our irrigation specialist from Pacific Landscape Management to discuss upgraded technology with the BOD before we start planning the budget for next year.

Committee Reports

Architectural Review Committee Chair Gary Bequette: Gary was not at the meeting but had sent out two ARC request to the BOD prior to the meeting for their review and approval. One was for the work to shield the heat pump and propane tanks at the Kestler's home on Mariner and the other was for the replacement for the front door and sidelights at the home of the Mida's on Windrose. Mary Beth moved that the two ARC applications be approved; Rick seconded the motion and they were both unanimously approved by board members present.

Landscape Chairman Paula Waters was not present but submitted the following report electronically: His Hands is now part of Pacific Landscape Management. You will see a change of truck colors to orange, but the crew is the same. As noted in previous Board meetings the merger took place last year and the name has now been updated. We confirmed a couple of items with this vendor in our November meeting. The landscapers are here usually Monday and Tuesday but they are not here weekly during fall and winter and schedules may vary during the off-season.

Yard waste bags: You can use the green recycle plastic bags or the large clean green/brown paper bags. Put them out to the curb and the crew will pick these up. No plastic bags (i.e.: hefty black plastic bags) are allowable.

Garden bed clean up: If you do not want the landscaping crew to clean your garden beds you can opt out of having them do this work by sending me an email asking to be put on the "no bed work" list. However, they will still mow and edge your lawn. The landscape crew works the homeowners' garden beds throughout the spring and summer after the big spring clean-up.

Specialty Landscaping: If your yard has had upgrades and expansion to your garden beds the landscapers are not responsible for any additional upkeep as a result. They will do basic garden bed clean up. The additional landscaping upkeep will need to be managed by the homeowner.

Pruning: We are working with the landscaping crew to be careful and to not shear hedges and shrubs during the spring and fall clean up. It was suggested that someone from the Vegetation Management Committee be around to supervise the pruning so it is done properly.

Irrigation: We have the list of Irrigation issues from last fall and the plan is to address these repairs before the system is turned back on this spring. If you do not think we have your Irrigation issue noted, send me an email with your house number, irrigation issue(s) and specific

location of the issue(s). Remember, the system is not back on typically until June so we have some time to address issues over the winter and early spring.

Reserve Fund - Brinton Sprague (see new business below)

Vegetation Management Committee (VMC) – Rick Stafford: Rick reported that over the past two months members of the VMC committee met with three landscape contractors soliciting bids for continuing work on the Mariner Place entry way. This work would include preparing the bed for planting with an excavator and the cost of the required topsoil to replenish areas of severe erosion over several decades.

His Hands gave us a bid for \$10,000. The actual planting of the bed is to be accomplished by VMC members. His Hands would guarantee the irrigation system would be preserved during their prep work and all stumps would be removed.

Ken Taylor, landscape contractor, walked the Mariner Place site and felt the bed preparation could be less than \$5,000. Ken is preparing a full bid for the finished bed including purchasing and installation of the plantings, bark and the re-installation of the irrigation system. He felt the finished project could cost less than \$10,000 if the VMC helped with onsite labor. He said he could be ready to do the site preparation the last week of January.

Eric Gayman, garden designer and landscape contractor from Valley Nursery, visited Bayview Village on December 15th to give us ideas for designing three small beds on Windrose. He was very helpful in suggesting site appropriate plantings and the committee has since completed a full design of the first of the three beds. In addition, he felt that he could prepare the Mariner Place entryway site for planting for less than \$5,000. He said that it would be several months until spring or early summer before he could start the Mariner Place project.

The BOD asked Rick to set up a meeting with Ken Taylor next week to finalize his proposal so the BOD can make a decision on the project and move forward on both Mariner and Windrose prioritized projects. Current VMC budget for 2022-2023 may support both projects to be completed this fiscal year.

There is a change in the original Mariner PI re-landscape plan to eliminate the gravel walkway but it will still retain the plan for the concrete pad to support a bench.

Town and Country has been contracted by homeowners to do tree jobs in the village this week and left another large pile of chips for us to spread on the pond path. We are planning to have a work party to do this on a warm sunny day sometime in the next three months. A notice will go out and all are welcome to join in the fun.

Mary Beth said that we need to have stumps removed on the east side of the Mariner PI entry way to reduce the tripping/falling hazard for the landscaper crew and residents. This should be included in the planned soil enhancement and grading work.

Pond – Lynne Pihl submitted the following report electronically: The pond is functioning well, despite the return of the rains. The evacuation pipe from the pond to the Bay is well above the

height of even the biggest King tide, so there is no worry of the pond being affected by a back flush from the Bay.

We have still had no response from Cat Myhre at Action Services, the company who inspected and cleaned our catch basins in the past. I will continue to try to find a suitable company to do this required work.

I am waiting for a response from our Teal Lake/Bayview sub-committee for next steps on our vegetation control experiment at the pond. I am most anxious to know if 2023's test patch will work for this spring, or if fall is still the best time. Vegetation control is a little better right now from the natural effects of winter.

I have been exhaustively, combing our association contacts including Jefferson County, PL Surface Water Management (North Bay only), PLA, PLVC, SBCA, the Golf Course, Olympic Terrace, and of course the internet for a lead on a provider who can mow the inside edges of our Pond. I have just reached a company from Port Townsend called NW Landworks. Their representative and owner, Steve Martin, is coming to view our Pond Thursday afternoon and will meet with me and Mary Beth for a thorough walk around of the pond to discuss operations and our requirements. His company has the specialty equipment including a machine with an articulated mowing arm that is lighter weight for minimizing soil compaction. I am also asking him to present his business credentials on this first visit, so I can vet his company before we even get his bid for his work. AND, if and when we accept his bid, it will include a note that full payment will not be made until all equipment is removed from the site.

Old Business

- Irrigation Repair Plan update: We have 2 proposals from our landscape company to resolve the electrical failure to the irrigation system on Mariner Place. It was moved by Judy to accept the proposals, seconded by Rick and unanimously approved by the board members present. This work will be scheduled as soon as feasible and notice will be given to affected homeowners on 21, 31, 41, 51 Mariner Place.
- His Hand's Contract update: Nothing will change in the contract because of the company merger. A new landscape contract will be negotiated during the spring to start July 1, 2023 and options for renewal.

New Business

- Schedule Reserve Fund Workshop: Brinton asked to have a BOD workshop scheduled to review the component list on our Reserve Study to finally determine what items should be covered by our reserve fund. The question is what is the cost replacement and ongoing maintenance figures for the irrigation system as the Board has determined that this village asset should have been included on the reserve component list from the beginning due to the large funding requirement and life-cycle refurbish/replacement requirements of the system. Brinton said that we are currently 37% funded for the existing component list of 11 items which does not include figures for the irrigation system. The recent system survey conducted in April 2022 and discussions with our

landscape maintenance company indicate that it would take somewhere between \$179K and \$185K to completely replace our irrigation system. However, they have also stated that the underground piping is functional and in good shape so an alternative to redoing the entire system is to replace current clocks and timers with more efficient and reliable systems. We need to discuss technology upgrade options for our irrigation system issues before we complete the budget for the next fiscal year and adjust our reserve component list accordingly.

- **HOA Governance and Professional Management Option:** There will be a significant turnover in BOD members at the end of this fiscal year June 2023— several current Board members having served for the past 3 years are considering taking a break. It has been a challenge to find homeowners willing to serve on the Board and committees in past years with Board Officers doubling up on positions such as ARC and Landscape Chair. To cover down and maintain effective HOA governance, we may have to look into hiring a professional management firm to manage the HOA affairs. A critical and key position is Treasurer which would be supported by the professional association bookkeeping services. The professional association would also coordinate and manage projects and serve as support for the HOA Board which still needs to function as the final decision making body as elected by and on behalf of the homeowners. This option would require a dues increase if implemented. As it stands now, the Board, Committee Chairs, and Special Consultants manage all business and maintenance of the village, while strategically planning for future operations and requirements. This is a special community of people and a beautiful place to call home. Please consider sharing your time and talents by serving on the Board and/or committee.

Questions/Comments from Association Members: Doug Hewett informed us that our website will be down for 2 days at the end of January for routine host server maintenance purposes. He asked the BOD about the renewal of our website hosting package that is due in April. It was agreed that he would again pay for that renewal and the Board would reimburse him for the expense. He recommended that information about both BVA and SBCA dues be included on the financial page of the website. The BOD agreed that would be a good idea to make sure new residents understand that there are two separate associations with quarterly invoices. Judy provided him with some information from the welcome packet that he can use for the website.

Adjournment: The meeting adjourned at 5:20 PM. The next BOD meeting will be held at the Bay Club on Feb 1st at 3:30 PM. An invitation will be sent to all homeowners inviting them to attend this meeting.

Submitted by

Judith M. McCay, Secretary
Bayview Village Association