

**Bayview Village Association  
Board of Directors Meeting  
April 19, 2023  
Unapproved**

**Call to Order:** A regular meeting of the Bayview Village Home Owners Association (HOA) was called to order by President Mary Beth Neill at 3:00 PM. This meeting was held at the Bay Club

**Quorum:** A quorum was established with five members of the Board of Directors present: Mary Beth Neill, Judy McCay, Mary Baker Anderson, Gary Bequette, and Rick Stafford.

Guests: Steve Lemieux, Doug Hewett, Cheri Myers, Patsy Nadersahi, Dan Graham, and Brinton Sprague

**Approval of Minutes:** It was moved by Mary that the minutes of the BOD meeting held on March 8, 2023 be approved as submitted. The motion was seconded by Gary Bequette and was unanimously approved by the Board members present.

**Officer Reports:**

**President Mary Beth Neill:** Mary Beth reported that we have two homeowners graciously volunteer to run for the Board of Directors; however, we still need more homeowners to volunteer so we can have a functioning board with the required officer positions filled for governance. The deadline for submitting your name as a board candidate is May 1<sup>st</sup>. Mary Beth will send out the official call for nominations via email tomorrow.

Mary Beth asked if the survey of village mailboxes condition was completed and if there was any additional preventive maintenance that was recommended. Judy reported that the contractor, Michael Nordstrom, has inspected all the mailbox kiosks and let us know that two of them are in need of repair. Mary Beth also recommended that he take a look at the columns and trellises and report back on what repairs are needed. Mary Beth moved that the BOD approve up to \$3,200 to have any needed repairs completed this summer as was already budgeted and planned for out of the reserve funds. Judy seconded the motion and it was unanimously approved by the BOD.

**Treasurer Mary Baker Anderson:** A transfer of \$8,181 was made from the operating budget to the Reserve Fund for the third quarter. There were no unusual expenses during the last quarter.

**Architectural Review Committee Chair Gary Bequette:** Two ARC applications have been approved by the BOD in the past month: 1) Planting of new shrubs at 41 Windrose to fill in space left by the removal of 2 large pine trees and, 2) Remedial work to mitigate surface water collecting in the crawl space at 95 Martingale Pl. **Note:** Mary Beth emphasized how important

it is that homeowners complete an ARC application and receive BOD approval **before** any work is done on their property. It is especially important when the proposed work pertains to major landscape changes, and water issues and drainage solutions. This requirement serves to protect all homeowners and the Bayview Village Association from unintended sequelae, to ensure safety, and to preserve our property values.

**Landscape and VMC Chair Rick Stafford:** The early landscaping season got off to a good start this month with garden-bed pruning, weeding, and weed suppressant applied. After our first mowing, the lawns were treated with a moss and crane fly application. You should notice the moss in your lawn turning black. If there are areas where the moss wasn't treated, please send me an email ([neriagepotter@gmail.com](mailto:neriagepotter@gmail.com)) with your address and I will let the landscape crew know that you have been missed.

We still have several irrigation issues that are waiting for the Pacific repair crew to address. Specifically, the electrical work at 41 Mariner Place is ongoing with an anticipated repair timeline to be announced once the electrician has us scheduled. Pacific plans to do our annual back-flow testing of the irrigation system in the coming month.

**VMC:** The VMC committee will begin work on the third and final bed at the Mariner entrance. We have finalized a landscape plan and are pricing out our materials. Using volunteer labor, we will spread 10 yards of topsoil on the bed in preparation for the plantings. We will once again be asking village residents to help pay for plants. The cost of soil, irrigation and mulch will come out of the remainder of our 2022-2023 VMC budget. We still need an additional \$800 for plants and Karen Griffith has volunteered to send an email out to all Mariner Place residents giving them the opportunity to contribute money to pay for the plants. We will let the village know when the project begins. We will also be looking for a few volunteers, wheelbarrows and some nice spring weather. Work on the beds on Windrose Dr. will be done later this year and Windrose residents will be invited to contribute to those projects as well.

The north side of the Mariner Place entryway has never had an irrigation system. Rick recommended that a drip irrigation system be installed at this site to ensure that the new plantings survive and thrive. He estimated it would cost approximately \$2,650. Mary Beth moved that the money be taken from the Reserve Fund as it is a necessary upgrade to our irrigation system and will correct the oversight of having no irrigation in this limited common area. Rick seconded the motion and it was unanimously approved by the BOD.

A discussion was held about trying to find a new vendor to provide a bid for maintaining our irrigation system rather than relying on Pacific Landscape Management to do the work. Much like this Board did for the tree service, the intent is that we can get this work done cheaper and more efficiently in the future by separating it out of the lawn service landscape contract. Rick and Dan Graham will look into this possibility going forward.

**Reserve Fund Chair Brinton Sprague:** The current Reserve Fund balance is \$98,843. This is 37% of the total funding goal, which is a contrast to the 9% funding we had 3 years ago. We expect to have close to \$100,000 in the Reserve Fund by the end of this fiscal year – June 30, 2023. Currently, BVA is in compliance with State Law regarding Reserve Studies for Homeowner Associations. Next year’s BOD will consider adding the irrigation system long term upgrade plan and maintenance requirements to the Reserve Study as it should have initially been included as a major component asset for Bayview Village. When the long term schedule and funding plan for the irrigation system is completed, it will require a redo of the current funding plan. Mary Beth commented that this would be a perfect opportunity to do this as we seek out potential vendors/contractors for the irrigation system.

**Pond Chair Lynne Pihl:** Spring mowing around the pond is completed. The plastic around the 100 year drain is gone leaving the ground in favorable shape for planting the *Experimental Garden* late this month. Steve Martin, our contractor from NW Landworks, reinforced the 100 year drainage pipe, and weed whacked around the concrete vault that was formerly crumbled by woody roots in the County’s road easement along Ludlow Bay Rd. Our years of investment in repairing our Pond’s structures have given us a good base to now improve water quality and develop more natural, self -sustaining methods of upkeep. At last, we have a dynamic group of talented people who are contributing their expertise and energy into achieving those two huge goals.

Judy McCay obtained estimates and schedules for the CCTV inspection of the pipes and catch basin vaults conducting surface waste water from our hillside into the Pond. We have a reasonable estimate for the inspection and approximate, flexible charges if cleaning or rework proves needful.

Claus Svendsen, from Teal Lake Village is leading our Pond Efficacy, and water purification projects in many directions. These include:

1. Plans to reduce the amount of bottom sludge
2. Water tests for purity into the Bay are being monitored
3. Protection of the sloped pond edges

Mary Beth Neill is procuring nesting habitat information that will enable us to encourage beneficial waterfowl. Tom Sprandel is diligently heading our *Experimental Garden* project which involves strategies with selective plant “chemical warfare”; organizing work parties for installation; and maintenance of the *Garden* until it gains self-sufficiency. He will announce opportunities for volunteers from both our Villages to get “hands on” with our *Experimental Garden*. Volunteer Ray Newson has found a source for signage to post in front of our *Experimental Garden* to let Trail Walkers know about our goals.

Thanks to those of both our Villages who have come together these last couple of years to put their expertise and resources into making our Pond the leading-edge of surface water management for our hillside homes in Port Ludlow.

### Old Business:

- **HOA governance and professional management options for 2023-2024:** In light of the fact that few homeowners are willing to serve on the BOD, the new board may have to seriously consider engaging a professional management company to handle many of the functions of the Association. This will entail a dues increase to help cover the cost.
- **Windrose Hill view maintenance remediation; Jefferson County permit violation with a 60-day period for voluntary compliance; notice of permit violation forwarded to involved homeowners:** It was reiterated that this issue does not belong to the HOA at-large as it is an issue for the involved individual homeowners who caused the violation of the County-approved tree trimming permit. They are responsible for any recommended actions and associated costs necessary to correct the situation as determined by Jefferson County. No further progress has been reported at this time.
- **Landscape contract renewal 2023-2024:** We currently have a contract proposal from Pacific Landscape Management for our next fiscal year. It includes a 7.9% increase over the current contract, includes the basic turf treatments (moss, fertilizer, and crane fly prevention) and will be reflected in the budget for next year.

### New Business:

- **Finalize 2023-2024 Budget/timeline for Annual Meeting:** The BOD decided that a 2.27% increase will be built into next year's budget to support the next Board for the potential of hiring a professional management firm, or at a minimum, an accounting service to manage the financial and billing functions. If the new Board decides to implement this strategy, additional supplemental funds may be provided by reducing the annual contribution to our Reserve fund. Annual Meeting packets will be mailed to all homeowners on May 17<sup>th</sup>.
- **Detention Pond storm drain inspection requirement/contractor proposal:** Judy presented two contacts from Acqualis for work on the detention pond. She recommended the one for the CCTV inspection of the pond pipes be approved and done as soon as can be scheduled. The second proposal is for any work required and dependent on what the CCTV inspection finds. If the pipes are in good condition we will not need to have Acqualis come back and clean all the catch basins. Mary Beth will review and sign the CCTV contract and Judy will arrange with the company to schedule the work.
- **Discuss defined scope of HOA responsibilities regarding drainage on individual property:** The discussion is captured under the ARC section regarding drainage with the emphasis on homeowner responsibility for prior approval of any drainage related projects.

**Questions/Comments from Association Members:** One homeowner raised a concern and wanted to make a complaint. Mary Beth directed her to the CC&Rs and ARC information which

is posted on the BVA website for additional information on the appropriate process and paperwork needed to bring the concern/complaint to the BOD for consideration. Mary Beth will also forward the form to any homeowners that wish to make a formal complaint to the Board after their unsuccessful attempts at resolving the issue neighbor-to-neighbor. If the Board is unable to gain resolution at the village level, then the complaint goes forward to SBCA for review and any further action.

**Adjournment:** The meeting adjourned at 5:55 PM. The next BOD meeting will be held at the Bay Club on May 10th at 3:00 PM. This meeting will be focused on final preparations for the Annual Meeting to be held on June 21, 2023. 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