

**Bayview Village Association  
Board of Directors Meeting  
March 8, 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 3:00 PM. This meeting was held at the Bay Club

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

**Guests:** Doug Hewett

**Approval of Minutes:** It was moved by Gary Bequette that the minutes of the BOD meeting held on February 1st be approved with one edit submitted. The motion was seconded by Rick Stafford and was unanimously approved by the members present.

**Officer and Committee Reports:**

**President Mary Beth Neill:** Mary Beth thanked the Vegetation Management Committee for planning and executing the refurbishment of the Mariner Place entry way. VMC members provided much of the labor and generous donations for the new plantings were made by four Mariner Place homeowners. Photos will be posted on the website. The first of two approved 2023 vegetation mowings around the pond has been completed and it looks great. We are fortunate to have this new contractor.

**Treasurer Mary Baker Anderson:** Mary reminded us that the quarterly dues statements will go out early for the next quarter. They will be sent out on March 15<sup>th</sup> with the no later than due date remaining the same at April 30<sup>th</sup>. Please note that our Treasurer will be traveling during this time period so homeowner checks will not be deposited until after the first week of April. Thank you for your patience.

**Architectural Review Committee Chair Gary Bequette:** Gary reported that there was no ARC activity this past month. Mary Beth mentioned that if we don't get enough people to serve on the next Board, the ARC function may have to go back to SBCA for approval of all village ARC applications to include all limited common areas approvals. It is important that we have a Village ARC representative so that the association retains control of ARC approvals for Bayview Village. Anyone interested in being the ARC chair for next year should contact Mary Beth to ensure a smooth transition..

**Landscape/ VMC Chair Rick Stafford:**

**VMC:** Rick reported that during the past month Ken Taylor and his son James, along with the VMC committee members completed the installation on the Mainer Place entry way. Planning for this project was initiated in May 2022 with Bart Berg's wonderful garden design. What you

see installed right now cost us about one fifth of the original estimate given by our landscape contractor in June. The amount of new vegetation was carefully pared down to have the most dramatic impact and achieve the goal of refurbishing the area on both sides of the entrance. The irrigation installed is an efficient drip system designed to help save money on our water bill. The total cost of the \$15,000 project took nearly the entire VMC budget for 2022-2023 with four residents donating \$2,700 of the total cost to pay for the plantings. There is still one bed at the entry we would like to finish this season. We will be looking at doing this in early spring and hope to raise another \$1,500 from homeowners to complete this work.

The VMC has completed landscape designs for the three small beds on the south end of Windrose with the professional help of Eric Gayman from Valley Nursery in Poulsbo. We will continue designing Windrose bed refreshment through the spring and start work on estimates to include in the 2023-2024 operating budget. We hope to get as much feedback from BVA residents as possible, particularly those that live on Windrose. We will plan for a presentation regarding the design of these 3 beds at the upcoming Annual Meeting on June 21, 2023. If you have ideas for the Windrose beds, especially if the bed is across the street from your house, please contact Rick Stafford or other members of the VMC.

The VMC is working with our webmaster, Doug Hewett, to upload garden bed plans under a new tab on the BVA website so residents can view and give feedback on the plans prior to the Annual Meeting.

**Landscape:** We have now had three electricians trying to locate the circuit fault for the irrigation control box at 41 Marine Place. It appears that a new wire will need to be rerouted and installed as the existing wire goes under a heat pump pad on the homeowner's property. Rick will solicit bids from electricians to do the work before the irrigation system is turned on this spring. Rick asked for approval to spend up to \$350 to get the additional bids. Judy moved that the money be approved, Gary seconded the motion and it was approved unanimously by the BOD. The Pacific Landscape irrigation crew has been working on fixing leaks that have been reported to us in anticipation of our late spring irrigation start up. If you know of any leaks in your area, please email Rick so we can pass that information along to Kevin, who supervises our landscape crews.

Now that we are having some drier weather, Pacific Landscape will be doing their weed control/ spraying in the garden beds. Homeowners will be notified when that is to take place. The first mowing of our lawns will start before the end on March followed by a moss and crane fly treatment for the turf areas. The landscape crews have been spending their time doing early season bed cleanup and pruning throughout the Village and are nearly complete. I have requested that they not "flat top" shrubs and do less shearing and more single stem pruning. Generally, I hope we can have fuller looking shrubs this season.

**Reserve Fund Chair Brinton Sprague:** No Report for the Board meeting. Input was presented at the budget build session by Mary Beth for Brinton who is currently serving on jury duty.

**Pond Chair Lynne Pihl:** The credentials for NW Landworks (Environmental Land Management) have been vetted and his business license and insurance meet our requirements. His bid is for mowing our pond, including the inside slopes to the waterline. The bid is for 2023 and includes 2 separate mowings, one in the spring and one in the fall at \$1,600/mow. Also, once per year he will snip any tree saplings along the steep hillside on the southern border directly adjacent to the waterline to prevent trees from growing into the pond or its edge. This year there is an additional \$1,000 cost for the clean out of the area around the 100 year drain – removal and disposal of the black plastic vegetation barrier. In the future, the area around the drain will be mowed in the spring and fall to prevent re-infestation of brambles. The spring mowing and plastic removal was completed this week.

The search for a good CCTV provider for inspecting and potentially cleaning out our non-county owned catch basins resulted in identifying Aqualis, with their Pacific Northwest headquarters located in Edmonds, WA. We are overdue for this service and are waiting for a bid from this company to do this work this summer. Judy McCay has agreed to take the lead coordinator on this project. Funding is designated in our reserves account and as with all pond maintenance and repair services, the cost are shared by Teal Lake Village. Their Board is fully aware of the requirements and the proposed timelines.

Inspections of our pond are mandated every 5 years by a Civil Engineering professional and every 10 years by a Geo Tech professional. As of this spring mowing we will have completely repaired and handled all the action items identified by Coastal Solutions in their 2016 report. We are now due for the Civil Engineering Review this year and in another two years we are due for our Geo Tech review. Since Coastal Solutions is qualified to do both of these inspections I suggest the BOD consider having Coastal Solutions do both inspections this summer so that we can have all our improvements verified and return to a normal maintenance schedule. The Board concurred with adjusting and aligning the schedule for inspections to facilitate solid planning of projects and funding requirements.

#### **Old Business:**

- **Irrigation Repair plan update:** Ongoing repair work as discussed under the landscape report. Mary Beth again thanked Dan Graham and Rick Stafford for taking on this important project management.
- **Research on HOA governance and professional management option:** After looking at a number of options with bids, Mary Beth provided details on a proposal from “The Property Group”, a property management group located in Poulsbo. This proposal provided details regarding the possibility of hiring them to assist the BOD in managing and administration of the HOA. A lack of homeowners interested in serving on the BOD drives the need to look at alternatives for the management of BVA if the HOA is to continue functioning and ensuring prescribed services to homeowners. While we still need to have 3 members of the board to serve in Officer roles providing strategic direction and making decisions, the management group would manage the day-to-day operations of the association to include: management of finances and budget, collecting assessments, negotiations with and oversight of contractors hired to provide

services to the association, interface with homeowners and the BOD, Annual Meeting prep, sending out notices of late dues payments and ARC infractions, etc. The cost is estimated at \$15,000 per year depending on what services will be included. This large budget addition will necessitate a significant increase in homeowner dues assessments. Mary Beth asked Mary to prepare an additional annual budget plan for BOD review incorporating this bid into the BVA budget for 2023-2024 to see how much the quarterly assessment will need to be increased and/or the reserve fund contribution reduced to accommodate the additional cost if we choose this service. Again, we will still need to cover the functions of President, Secretary, and Treasurer at a minimum, with other functions assigned to these officers such as ARC, VMC, and Landscape.

- **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:** The homeowners involved in the recent violation of the county tree trimming permit on the Windrose hill have been notified that they need to secure professional services in the remediation of the hillside cutting that did not comply with the permit. The notice outlines the requirements which include a slope survey of the area. The survey and any recommended remediation will be done at the expense of the involved homeowners.

**New Business:**

- **Landscape contract for 2023-2024:** A budget workshop was held by the BOD prior to this meeting to begin work on the budget for 2023-2024, which includes the landscape contract for next year. The landscape renewal proposal is as expected with an increase in 7.5% to the annual cost of services. We are going into our third year with what is now Pacific Landscape Management (formerly His Hands) and this is the first increase in the original contract cost. There is also an increase in cost for those services that are currently out of contract such as aerate/seed/lime and any additional mulching/bark application.

**Questions/Comments from Association Members:** Doug Hewett confirmed his intent to serve on the Board for 2023-2024. We are grateful for the webmaster work Doug has been doing for the HOA and are excited that he will be involved as a potential Board member. Thank you Doug!

**Adjournment:** The meeting adjourned at 4:40 PM. The next BOD meeting will be held at the Bay Club on April 19th at 3:00 PM. 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