

**Bayview Village Association  
Annual Meeting  
June 21, 2023  
Unapproved**

**Call to Order:** The Annual Meeting of the Bayview Village Home Owners Association (HOA) was called to order by President Mary Beth Neill at 4:00 PM at the Bay Club.

**Quorum:** A board quorum was established with 4 of the 5 members of the Board of Directors present: Mary Beth Neill, Judy McCay, Gary Bequette, and Rick Stafford. A membership quorum was established with 38 out of 55 association homeowners submitting ballots.

**Approval of Minutes:** The motion to approve the minutes for the 2022 Annual Meeting held on June 29, 2022 was presented by Bonnie Stafford; the motion was seconded by Cole Neill. The minutes, as submitted without changes, were unanimously approved by the members present.

**Officer Reports:**

**President Mary Beth Neill:** I am pleased to share with you the highlights of another busy year working with a very energetic and talented Board of Directors and Committee members. Their “can do” spirit continues to inspire me and I am privileged to lead this team of selfless volunteers. We conducted the business of the HOA through productive monthly in person meetings, and various additional working sessions devoted to reserve fund planning and budget review. For a third year running, I have witnessed first-hand how much the Board cares and continues to represent homeowner interests to the best of our ability. The hours put in by these volunteers are many and their efforts have been above and beyond.

Here is a summary of accomplishments, ongoing projects, and a glimpse of future initiatives. The Board continues to focus on creating a manageable and affordable plan for day-to-day operations, as well as an emphasis on identifying the right HOA assets with a commitment to funding the reserves.

**Highlights and Accomplishments:**

1. Embarked on a phased transformation and revitalization of common area vegetation which will continue and span over the next several years as directed by the VMC in partnership with homeowners. A well-attended town hall was held by the VMC back in August 2022 to discuss details of special projects, the timelines, and various options for funding.
2. Retention Pond maintenance was accomplished and we secured a qualified contractor with the proper mowing equipment do our periodic mowing. An active pond committee composed of environmental experts, project management professionals, and interested

volunteer homeowners from Bayview and Teal Lake Villages was formed and are currently researching economical environmental strategies for ongoing maintenance. Lynne Pihl will speak to some innovative ideas in her presentation under New Business at the Annual Meeting.

3. Secured a qualified contractor to conduct survey of storm water drainage in conjunction with the upcoming inspection of the pond drainage outlets. The storm water system is directly connected to the retention pond and will be scheduled for inspection and clean-out if deemed necessary by the survey.
4. Reserve Fund report was updated and we conducted a reassessment and review with our Association Reserves experts entering into another 3-year contract. Brinton Sprague will share details of where we stand with our ongoing funding efforts and any component item changes we are anticipating in the near future. Thank you, Brinton, for continuing to serve as the Reserves Consultant to the HOA Board!!!
5. Bayview Village website has grown in style and capability under the direction of our dedicated volunteer homeowner serving as our webmaster. Thank you, Doug Hewett!!! Doug redesigned our site and found us a much more economical host server. We look forward to posting more real time notices and photos of village activities to keep information and communication flowing beyond periodic email messaging. Real estate agents are finding the information useful and helpful to buyers and sellers. I hope homeowners are visiting the website to check out the latest Board actions and VMC projects.
6. Year two under the new and improved landscape service (The former His Hands now called Pacific Landscape Management with same crew and management) has shown that when we set concrete expectations, along with attention to the basics and good communication, we can get beautiful results. As we are into our busy growing/blooming season, we can visualize the major improvements. Our landscaping representative, Rick Stafford, and irrigation representative, Dan Graham, continue to provide outstanding oversight and communication with homeowners and Pacific Landscape.
7. A survey of columns and trellises and mailboxes is currently being conducted by a contractor with the budget set aside for a refurbishment and painting project to be completed pending contractor availability.

#### **Future Initiatives:**

- Consider performing a comprehensive review of our existing Covenants, Conditions, and Restrictions (C&Rs) and BVA Bylaws to determine if there are any updates and revisions that are needed to enhance and update the governance of the HOA. The last review and revision resulting in an amendment of the supplemental declaration of CC&Rs was

completed in 1994. There has been no review of the Bylaws since initial incorporation in 1989 and so the Board feels that there is an opportunity for alignment with modern HOA practices and with the current South Bay Community Association changes where appropriate.

- Consider hiring a professional association management firm to support the HOA.

In closing, I want to thank all those who have been routinely dedicating their time and talents to enhance the beauty, safety, and enjoyment of Bayview Village. I have thoroughly enjoyed my 3 years of service on the Board with this incredible group of volunteers. Thank you Judy, Mary, Rick, Dan, Gary, Lynne and Brinton!

**Treasurer Mary Baker Anderson:** (Report read by Mary Beth Neill in Mary Baker Anderson's absence) The budget for the upcoming fiscal year (July 1, 2023 - June 30, 2024) is included in the information packet distributed for the annual meeting. There is a dues increase of \$20/quarter, bringing the quarterly dues to \$760; up just over 2.5% per year. Our landscape contract and increased cost of utilities are driving the need for this increase. Final financial information for the current calendar year will be available after year-end.

I thank the homeowners for the opportunity to serve for the past three years; it has been my honor to support the wonderful community where we all live.

**Architectural Review Committee Chair Gary Bequette:** A number of ARC applications were received and approved in the past year. There is still one pending that pertains to the trimming of trees along roadway on Topside Ct. The Teal Lake Village residents making the request are still working on their ARC application which must be reviewed and approved by the Board. Gary asked that all homeowners who submit an ARC application that pertains to heat pumps, generators, and propane tank installation to complete the work in a timely manner which includes the approved appropriate screening of structures.

Landscape and VMC Chair Rick Stafford: My wife Bonnie and I are life-long gardeners and when I had the opportunity to join the VMC committee here I volunteered. I love gardening because it is fun and rewarding and I am sure I am not the only village resident who feels this way. If you would enjoy working on our committee please let me know so I can add you to the VMC party list. I would like to introduce my fellow VMC committee members: Dan Graham, Lynne Pihl, Patricia Webber, and Mary Beth Neill. These four gardeners and I have been the "executive" committee for the last two years and we have been making the decisions for how to proceed. But we also have other members who are just interested in work parties because gardening is fun, especially with a group of friends. At this time these are the "work party" members: Ray Newson, Donna Moore, and John Miller

At last year's annual meeting we presented a plan where we started our village refresh by tackling what we deemed our biggest and most neglected landscape challenge. This was the Mariner Place entryway. We shared our process for planning a complete entryway

landscape plan that was bid out at over \$80,000 by our current landscape company. As our committee had only been in existence for one year we were hoping to find out just how much of this plan our village homeowners were willing to pay for. As it turned out some village homeowners let us know the plan was unrealistic. So we reduced our vision to what our committee budget would allow along with donations from interested Mariner residents. The complete entryway ended up costing just under \$20,000; \$16,000 came from the VMC budget with just under \$4000 in donations for plants from some generous Mariner residents.

This year we are focusing on Windrose. So far we have three garden plan designs here today which you can comment on if you wish. The scope of much needed bed work on Windrose is more of a refresh rather than a complete replacement as in Mariner. As before, we used a professional landscape designer for consultation, Eric Gayman, from Valley Nursery to help us with the design. Some of you will remember we held several “street parties” when we first started trying to identify what exactly our residents felt the village needed. We also did in-person interviews. This summer we will announce a Windrose street party in August to share ideas with interested residents on site. We hope to inspire residents who live near these garden beds to share their ideas and their largess in covering the cost of the plantings for our Windrose beds. We plan on doing the actual bed work in the late fall when the plants have their best chance of surviving their new homes. We asked our current landscape company, Pacific Landscape, for estimates on the three small Mariner beds. Their estimate after negotiation was \$15,000. So, we chose to do the beds as work parties and have fun doing it ourselves. The estimated cost of our proposal for the three beds is \$5000. The bed preparation work is estimated at \$3000 and plantings for the three beds are \$2000 which we will be looking for donations to cover. This would leave about \$10,000 in this year’s VMC budget for a major garden bed refresh for the hillside at the entrance to Martingale. This hillside project we originally deemed the second most extensive garden project in the village. This year we will also be planning a refresh of the entrance to Windrose. The future installation of this entryway plan will depend on time and money in the future.

When the VMC drafted an ongoing tree plan in 2021 it was decided to stop “flat topping” the landscape, especially the Hawthorn and birch trees. Flat top pruning the trees had been costing the village as much as \$12,000 a year. This \$12,000 cost savings was where our original VMC budget came from.

I volunteered to be the landscape chair this spring because our chairperson resigned but also because it seemed to go hand in hand with being the VMC chair. But it’s a lot more work. So I volunteered my friend Dan Graham to be co-chair. Dan has a much better understanding of the irrigation system than I do so he can be a big help as most of our problems seem to be related to sprinklers. When you see Dan and/or me wandering around your yard looking at the gardens, please know it is what our job entails. Feel free to contact either one of us when you have landscape concerns. And speaking of FREE, please remember that Dan and I are working for you for Free.

We started our village irrigation a month early this year because of the beautiful, unseasonably hot, dry weather. January has looked more like July. Traditionally in this area the spring weather is warm and wet which makes grass grow like crazy. Mowing on the rare dry day is a must and when you do it's a good idea to cut the grass short as you don't know when another good day will come along. This year that plan backfired as we had July weather in April and we ended up with burned grass in many places around the village.

Because we turned on the irrigation early, our landscape company hadn't completed the pre-summer irrigation system preparation. As a result it seemed like there were a lot of issues with the system. Some have been easy to correct as in an irrigation valve stuck on or destroyed sprinkler head. Others have presented ongoing mysteries. It is plumbing and wiring and it's all underground. Some problems are still "ongoing" at this time. Just in case you are wondering about a complete system replacement, Kevin Malone, our main contact with Pacific Landscape, quoted \$200,000 to replace the whole system. He suggested that we just add a yearly line item to our annual budget of about 10% of the total yearly landscape budget. For us this amounts to \$10,000 a year to maintain our most expensive asset but in the long run it is still hopefully cheaper and a lot less trouble than starting from scratch with a brand new irrigation system.

Carlos, our Pacific Landscape's on-site crew chief, was training some new landscape people this spring so there have been a few problems but generally they have done very well. They are trying to get their weekly responsibilities taken care of in one day which has been a stretch for them. We have been patient with this plan but sometimes they start on a project and leave it half finished until the following Monday. Not acceptable. Also we are supposed to be informed in advance when they are doing anything other than "mowing and blowing." This hasn't always happened but they will try to better going forward.

I printed out copies of the summary of this year's landscape contract. It is a quick reference which you can refer to when trying to understand all that Pacific Landscape is contracted to do for this fiscal year. I am putting mine on my calendar.

Before I open the floor again for further comments I would like to go over the "Opt out" list. This means your yard will have no trimming or shearing of shrubs and trees but you will still receive weeding in your garden beds and of course mowing and edging. The current opt out participants are: 73 Martingale (Stafford), 75 Martingale (Thompson), 123 Martingale (Weaver), 53 Topside (Graham), and 201 Windrose (Moore).

**Reserve Fund Chair Brinton Sprague:** Homeowner Associations in Washington State are required to conduct reserve studies that identify important component assets of the HOA that must be maintained/repared and/or replaced over the long-term (30 years). Associations are "encouraged" to maintain reserve funds to avoid large special assessments. Bayview Village HOA Bylaws state that the Board of Directors is responsible for *"establishing and maintaining such cash reserves....for the maintenance and repair of the Bayview Village Association land and limited common areas including, but not limited to, establishment and maintenance of an asset replacement fund."*

The reserve study must be current and updated annually. Every three years, a full study must be done by a reserve study professional. The current full study was completed on September 7, 2022 and accepted by the BOD at the October 2022 regular monthly meeting. There are currently eleven component items that our reserve study identifies as needing particular attention (see attachment). Reserve funds may also be used in extraordinary circumstances as directed by the Board of Directors. Because of the significant cost to repair and maintain in good operating order the current irrigation system, the irrigation system is currently being considered as an additional component item to include in the reserve study and subsequently will drive future funding. The amount of funding over the long-term will be explored by the new BOD and through collaboration with certified irrigation specialist contractors.

As of June 19, 2023, the Bayview Village reserve fund balance is \$100,275.66. The proposed 2023-24 budget will continue to increase the reserve fund balance moving us into a stronger position and reducing the risk for special assessments. Over the past 3 years we have grown the reserve account from under 9% to currently 37% fully funded.

**2023 -2024 Budget:** Mary Beth introduced the new budget for next year and asked for any comments or concerns and there were no comments, concerns or discussion about the item.

**Election of Board Members:** Karen Griffith submitted results from 38 validated ballots to Mary Beth Neill. Many thanks to Karen and Judy for validating and tabulating the results for the Board again this year.

The following association members were elected to **2023-2024 Board of Directors:**  
**Doug Hewett, Rick Stafford, Dan Graham, Steve Lemieux, Kurt Mackes, and Carol Mackes.**

The **Waiver of the Requirement for an Independent Audit was approved** 31 yes/7 no votes. This met the 67% of votes cast required to waive the audit (actual 82%).

The **2023-2024 Budget was approved** by 37 yes/1 no.

**New Business:**

- **Pond Operations: Past, Present & Future** – Lynne Pihl, our BVA Pond Chair and consultant, gave an excellent overview of our detention pond which included an illustrated presentation of why we have a pond, who it serves, how it works, and required maintenance. Lynne shared with homeowners current and future initiatives and mentioned that the current committee has herself and Mary Beth and they are joined by representatives Teal Lake Village that are helping to support the scientific environmental approach to maintaining this important resource in good operating condition. Lynne made a request to any interested homeowners to consider volunteering their time to help with pond maintenance.

- **Motions from the floor** – none were received from members

**Questions/Comments from Association Members** – Multiple homeowners expressed their appreciation for the hard work and strong direction of this current Board. No other comments or questions during this time. Previous questions about the village tree plan regarding Hawthorns were included during the VMC discussion. Updated plans will be shared with the membership to solicit feedback as we move into the next year.

**Adjournment:** The meeting adjourned at 6:20 PM. The next regular BOD meeting will be announced by the new board. 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