

**Bayview Village Association
Board of Directors Meeting
August 9, 2023
Approved**

Call to Order: A regular meeting of the Bayview Village Homeowners Association (HOA) was called to order by President Doug Hewett at 2:10 PM. This meeting was held at the Bay Club.

Quorum: A quorum was established with 5 members of the Board of Directors present: Doug Hewett, Steve Lemieux, Kurt Mackes, Carol Mackes, and Rick Stafford. Not Present: Dan Graham.

Guests: Lynne and James Pihl, Brinton Sprague, Eric Mikkelsen, Yvonne Hewett, Carrol and Coney Oldenburg, and Ross Blaker.

Approval of Minutes:

It was moved by Rick that the minutes of the BOD meeting held on May 10, 2023 be approved. The motion was seconded by Kurt and was unanimously approved by the board members present.

It was moved by Rick that the minutes of the BOD meeting held on July 6, 2023 be approved. The motion was seconded by Steve and was unanimously approved by the board members present.

Officer Reports

President Doug Hewett: Doug reported that he is maintaining an Excel file of open board action items. The contractor slated for column and trellis work has retired. The BOD is currently searching for contractors for this job and for concrete driveway repair/replacement needs also. If anyone has any contacts for these tradesmen, please contact Doug. He expressed his appreciation to Judy and Karen for agreeing to continue as Welome Coordinators for the village.

Treasurer Kurt Mackes:

The transition of Treasurer duties from Mary Baker-Anderson to Kurt Mackes proceeded smoothly. Transition of control for all accounting functions, including dues assessment, invoicing, and bill payment have been completed. A special thank you to Mary Baker-Anderson and Carol Mackes for assisting with this transition.

In the recent past, the operating account has been managed using QuickBooks. This program is currently used primarily for invoicing dues assessments and bill payment. It is not currently used for issuing quarterly statements because of inconsistencies in the database stored within the program. Statements are currently compiled separately using excel spreadsheets. An

evaluation of alternatives to QuickBooks is currently underway. The reserve account is not currently managed using QuickBooks.

We are currently determining how or if we need to preserve the 6-7 years of data existing in QuickBooks.

As of today, the available balance in the operating account is \$38,838.73. There are several outstanding invoices encumbered from this balance. All are from Pacific Landscape Management for a total of at least \$7960.00 and invoice amounts are currently under review. Nonetheless, the status of the operating account is stable.

The available balance in the reserve account is currently \$99,834.39. This account has been stable for over a year. Although funds currently resides in an interest bearing account, the rate of return for this account is very low (currently 0.21 or 0.26 percent). Interest on this account in 2022/23 was \$123.00. Because the account has been stable for over a year, consideration should be given to moving at least a portion of the funds to a higher interest certificate of deposit (CD). Therefore, I propose to move \$50,000 of the reserve to an 11 month CD with Sound Community Bank. This CD is currently paying 5.0 percent interest. The interest on a \$50,000 CD over a term of 11 months would be about \$2,290. The penalty for early withdrawal is 3 months interest.

Kurt is setting up spreadsheets for the current fiscal year for both operating and reserve accounts. The disadvantage to not using QuickBooks is the assessment process. Currently this is done as a manual two-step process. QuickBooks has many features that the HOA does not require and will not use for normal operations.

One homeowner has not paid the July assessment, but the check is in route. A couple of homeowners remitted \$740 instead of the increased dues of \$760.

Vice President/Architectural Review Chair Steve Lemieux:

Steve discussed the existing Teal Lake ARC. Rick recommended the board approve the original ARC for view maintenance. An additional ARC will be submitted which seeks to expand the scope of the project and involves view creation (not just view maintenance). Doug asked if approving the original ARC will make it harder for the BOD to disapprove any subsequent ARC. Rick said that any subsequent ARC would be a completely separate process so should not affect the BOD decision. Doug proposed that we review whether this is common or private property to determine whether or not this ARC needs to be forwarded to SBCA.

Steve also reviewed an ARC from Lynne Pihl for work on the hillside in an area not maintained by our current landscape company. Steve would like to review this permit with the county planner to see if it is still valid. Per Lynne's communications with the county, this permit is continuous and renewable without action on BVA part. Doug requested that this be added to ARC to protect BVA liability and that the ARC be approved.

Landscape Chair Rick Stafford:

We are slowly bringing the irrigation system up to full operational status with our many repairs. While there are brown spots in the village lawns, slowly these areas are greening up. Our Pacific crew has started a midsummer clean up and pruning of the village beds which will continue through the dry part of the summer alternating with mowing and edging done every other week.

Dan has reviewed the outstanding irrigation invoices and feels that they are accurate and can be paid. Rick stated that many sprinkler heads are being damaged by the mowers and requested that homeowners contact him or Dan as soon as possible should they find any broken sprinkler head pieces so location can be addressed and documented. This will be addressed when they meet with Kevin from Pacific Landscaping in October.

Vegetation Management Committee Chair Rick Stafford:

This past month, on July 18 the VMC engaged Town and Country Tree Experts to remove and grind the stumps of two trees in the village, the large pine on Mariner and the "volunteer" hemlock at the entrance of Windrose. This work on Mariner was done as preparation for replacing the pine with a more attractive tree. The tree removal at the entrance to Windrose was in preparation for refreshing the overall entryway.

The VMC will present estimates for hardscaping and topsoil at the September board meeting. If approved, the VMC will hold a town hall meeting with the upper BVA residents in late September to solicit donations for the plantings for the four garden beds. All hardscaping, soil replacement, and planting would be done over a two day period in October.

Reserve Fund Chair Brinton Sprague:

Brinton reported that the reserve study update is underway and should be ready for BOD review in October. More details when available.

Pond Chair Lynne Pihl: Lynne reported that we have received a bid from Aqualis for \$1600 to locate the third (central) catch basin for the pond. This estimate would cover 7 hours of labor.. Dependent on actual location, additional clearing may be required for equipment access. If clearing involves county property, Aqualis will obtain the necessary permits from the county. Once located, we can complete the CCTV inspection and begin cleaning of blockages in the system.

Doug asked if we are certain that the third catch basin actually exists. This basin is shown on the plans, but its location has not been verified. Based on the VMC's experience locating the other basins, it is likely covered by soil and vegetation. The system cleanout was budgeted in last year's operation budget. Doug recommended that we approve this work based on previously budgeted funds for this project.

She reports that the pond looks good, but is very overgrown and likely will need a third mowing this fall. This would be in addition to the two mowings that were budgeted for.

The smaller cell is functioning well with healthy vegetation and wildlife. The larger cell is much drier, but both sides appear to be functioning well.

BVA and Teal Lake were jointly developing a vegetation management plan to optimize the pond's function, but this effort has recently stalled. Lynne welcomed any interested homeowners to assist with this effort.

Lynne and Mary Beth are going to purchase a couple of wood duck boxes to encourage deep diving water fowl which assist with harmful vegetation management. The committee would also build a floating nesting platform to encourage merganser ducks to inhabit the pond area.

Lynne thanked Ross and Ray for their clean up work on the upper slope. Jefferson County has closed the complaint and determined that BVA is properly maintaining and protecting the stability of the hillside above the pond. Doug also thanked Erik and Lynne for their work to resolve this issue.

Kurt asked if Teal Lake Board members were participating in the pond effort. Lynne stated that they are not currently actively involved. Doug recommended that Lynne keep Teal Lake Board members apprised of our efforts and send an appeal for assistance..

Erik mentioned that the archive contains a wealth of pond information. Carrol asked if our current archives are electronically archived. They are currently not electronically archived, but Doug said that the Board may be discussing this option in the future.

Old Business

Steve made a motion that we approve the Teal Lake ARC for view maintenance. The motion was seconded by Rick and was carried unanimously by the Board.

Steve made a motion that the ARC submitted by Lynne Pihl for hillside pruning work above the pond be approved. The motion was seconded by Kurt and unanimously passed by the Board.

New Business

1. Doug presented the HOA bylaws (Article 8, Section 4) regarding the creation of an Adjunct BVA Secretary for this fiscal year, and explained the need and the responsibilities for this role. Doug made a motion that the BOD create this position. The motion was seconded by Carol and unanimously passed by the Board.

Doug called for nominations for the Adjunct Secretary position. Yvonne Hewett nominated herself. No other nominations were received.

Carol made a motion to appoint Yvonne Hewett as BVA Adjunct Secretary for the 2023-4 fiscal year. The motion was seconded by Kurt and unanimously approved by the Board.

2. Maintenance costs for irrigation have been above budget this summer. BOD will review irrigation expenses for the remainder of the fiscal year and readdress this budget item in September or October.

3. Kurt made a motion that we transfer 50,000 from reserve account to an 11 month CD at Sound Community Bank. Erik asked why we would not consider investing a larger amount in an 11 month CD. For risk management purposes, the BOD has chosen to invest conservatively. The motion was seconded by Rick and unanimously passed by the Board.

Questions/Comments from Association Members

1. Carol asked how much the HOA Reserve Fund is responsible for. Brinton explained the workings of the Reserve Fund, the Reserve Study operation, and that the final decision of how to fund the Reserve Fund is made by the HOA. The Reserve Fund is currently 37% funded. When the Study update is completed, the BOD will determine the funding for this fiscal year. A recent webinar hosted by the Reserve Association suggested that an HOA allocate 25% of assessments each year to reserve funding.

Adjournment: The meeting adjourned at 3:45 PM. The motion was seconded by Rick and unanimously approved by the board. The next BOD meeting will be held at the Bay Club on September 13th at 10 AM. An invitation will be sent to all homeowners inviting them to attend this meeting.

Submitted by


Yvonne Hewett, BVA Adjunct Secretary
Bayview Village Association