

**Bayview Village Association
Board of Directors Meeting
October 11, 2023
Unapproved**

Call to Order: A regular meeting of the Bayview Village Homeowners Association (HOA) was called to order by President Doug Hewett at 1:30 PM. This meeting was held at the Bay Club.

Quorum: A quorum was established with 6 members of the Board of Directors present: Doug Hewett, Steve Lemieux, Rick Stafford, Dan Graham, Carol Mackes and Kurt Mackes.

Guests: Yvonne Hewett, John Miller, and Brinton Sprague.

Approval of Minutes:

It was moved by Rick that the minutes of the BOD meeting held on September 13, 2023 be approved. The motion was seconded by Kurt and was unanimously approved by the Board members present.

Officer Reports – see Addendum

Old Business

1. Irrigation Status – shut off for the season, system to be blown out in the next month (Rick)
2. Pond Drain Pipe manhole location
Looking for someone in the community with a metal detector to help locate manhole cover(s)
3. Still looking for a concrete driveway contractor to evaluate and recommend maintenance on the concrete driveways in Bayview Village.

New Business

1. Rick asked for homeowners to please contact PUD regarding the wood debris above Topside Ct. It is their responsibility to clear the wood remaining from their trimming project along Paradise Bay Road.
2. Rick will be arranging a Town Hall meeting this winter for the upper Village to discuss landscape updates and issues. Topics will include trees, present plans and costs for the upper Village garden beds, and seek volunteers to help fund the plants for this project.
3. Kurt reviewed last month's reallocation of \$6,000 from the Property Management subaccount to the Irrigation System Maintenance subaccount that was approved by the BOD. He presented three additional budget reallocation recommendations for BOD approval.
 - a) \$6,460 be reallocated from the Pond Expense (BV Portion) budget in the Reserve Account to the Operating Account. The resulting amount in the Pond Maintenance & Repairs budget would be \$20,500. The resulting amount in the Teal Lake Pond Reimbursement budget subaccount would be \$12,710.

- b) \$10,000 be reallocated from the Irrigation Expense budget in the Reserve Account to the Operating Account (Irrigation Maintenance & Repairs budget subaccount). The resulting amount in the Irrigation Maintenance & Repairs budget subaccount would be \$18,500.
- c) \$6,000 be reallocated from Property Management Expense budget to Water Utilities budget in the Operating Account. The resulting amount in the Water Utilities budget subaccount would be \$18,705. The resulting amount in the Property Management Expense budget subaccount would be \$3,000.

These reallocations would prevent withdrawals from the Reserve Fund to cover budget shortfalls now with subsequent deposits back to the Reserve Fund at a later date. Brinton reviewed the criteria for Reserve Fund components. They must be in limited common areas, predictable, and meet a minimum financial threshold. Because pond and irrigation expenses are not always predictable, they could fall under either Operating or Reserve budgets.

After extensive discussion, Rick made a motion that the BOD approve the recommended reallocations. The motion was seconded by Steve and was unanimously approved by the Board members present.

Action Items

| Item | Responsible Party | Status |
|--|--------------------------|--------------------|
| Contact Kevin/Carlos Pacific Landscaping to set up meeting regarding unauthorized charges (not in contract) | Rick | In progress |
| Examine Pacific Landscaping statement for itemized charges for entry beds (unauthorized work) | Kurt | In progress |
| Discuss comprehensive vegetation management plan for BVA and determine next actions | BOD | In progress |
| Supervise execution of Teal Lake Village ARC | Rick | In progress |
| Obtain written estimate for electrical work on Mariner Place entrance. | Dan | In progress |
| Develop ARC numbering system | Steve | In progress |
| Examine water bills for those in the highest tier/correlate with system performance in those areas | Kurt Rick/Dan | Completed |
| Discuss water budget reduction strategies | BOD | Completed |
| Obtain 2 additional bids for column/trellis work | BOD | In progress |
| Obtain bids for concrete driveway repair | BOD | In progress |
| Enlist volunteers for pond vegetation management | BOD | In progress |
| Enlist volunteers for HOA document review/revision | BOD | In progress |
| Send message to homeowners with BVA website link | Carol/Yvonne | |
| Evaluate Quickbooks data for needed downloads | Kurt | |
| Send message to homeowners regarding February Town Hall meeting | Carol/Yvonne | |

Next Board Meeting: The next BOD working group prep meeting will be on Tuesday, December 5th at a time TBD. The next BOD meeting will be held at the Bay Club on Wednesday, December 6th at 1:30 PM. An invitation will be sent to all homeowners inviting them to attend this meeting.

Adjournment: It was moved by Kurt to adjourn the meeting. The motion was seconded by Danny and was unanimously approved by the Board members present. The meeting was adjourned at 3:00 PM.

Submitted by

Yvonne Hewett, BVA Adjunct Secretary
Bayview Village Association

ADDENDUM – OFFICER REPORTS

President’s Report:

Doug reminded homeowners to pay second quarter dues by October 31st. BVA is looking for volunteers to update CCRs and bylaws. This update is critical to bring us into compliance with state laws and to make adjustments desired by the homeowners. We have a couple of willing participants for this task, but still need a couple more in order to proceed. Doug, Kurt, and Lynne will be meeting with representatives of the Teal Lake BOD to discuss shared responsibilities for the pond. Additions to today’s agenda: approval of September 2023 meeting minutes and a review of our September action item list.

Vice President/ARC Report:

No new ARCs received since the last BOD meeting. Steve reported that the ARC approved for Ronald Cox has been forwarded to SBCA, but we have not yet received a response from them. Steve also reported that the BOD received an inquiry from a solar company regarding an upcoming job for a BVA homeowner. Doug responded to this inquiry with specific details regarding the dual ARC process (BVA and SBCA). We have not yet received an ARC for this proposed work. Doug reminded homeowners to follow the outlined ARC submission policies. Any work that changes the outer appearance of the home, for example a storm door, requires an ARC submission to Bayview Village / SBCA as well.

Treasurer’s Report:

The transition from Quickbooks is now complete for all BVA accounts. The Quickbooks subscription was canceled on October 9th and effectively ends on October 15th. BVA data can be accessed and viewed on Quickbooks (read only file) for the next calendar year from the date that our subscription ends. During that time period all data on Quickbooks will be evaluated and downloaded as necessary.

1st quarter dues have been collected from all 55 Bayview Village homeowners. Two homeowners paid \$740 instead of \$760, so there is still \$40 in dues outstanding. 2nd quarter dues invoices were sent out on September 30th. To date, 26 homeowners have paid their 2nd quarter dues.

Total revenue for the 1st quarter was \$48,152.27. Total expenses were \$24,861.34, which is unusually low because the first quarter invoice for the landscaping contract with Pacific Landscape Maintenance was prepaid in June. Net operating revenue was \$23,290.93. A contribution of \$6,000 was made to the Reserve Account leaving a net cash balance of \$17,290.93.

As of today, the available balance in the operating account is \$30,728.46. There is a check due from Teal Lake for \$989.27 (reimbursement on pond expenses) and currently 2 outstanding invoices totaling \$6,839.28. The available balance in the reserve account is currently \$55,855.15. There is currently one outstanding invoice (check) for \$475 encumbered from this balance. The balance in the deposit account was \$50,212.33 as of yesterday (October 10th).

The deadline for filing 2022/2023 taxes is October 15th. Unless there are any corrections needed, the return will be filed tomorrow, October 12th.

Doug stated that the first quarter financial statement will be available on the BVA website. A password is required to view this report and will be provided by request.

Additional Treasurer's notes:

Once we decide how to proceed with the fences, columns, and Trellises, I would like to setup a sub-account for stabilization and repairs in the operating account (repairs and maintenance section).

The Landscape contract and service account is overbudgeted unless we either move funds out of it or plan to prepay for the first quarter of 2024/2025.

Landscape Report:

Our 2023 irrigation season has ended. Our village is green and verdant thanks to diligent work of our landscape volunteers and the weekly visits of Pacific's irrigation specialists. Our expenses for this year are nearly double those of 2022. Watering a month early because of our dry hot spring, a succession of water leak repairs and the 25 percent price increase of our Port Ludlow water worked to create an unsustainable cost for our village vegetation. We are hoping that the many repairs and updates of our 33 year old system will pay off next season with a reduced expenditure.

Vegetation Management Committee Report:

Our planned late October Windrose garden bed refresh has been put on hold until the first week in March. The reasons being we could not purchase nearly a third of the plants because of the late season start; and we couldn't find the irrigation controls for three of the proposed garden beds. These are the three beds on the hillside across from the homes on Windrose. If any residents have information on when these beds were first

installed, it would be very helpful. At this point we are looking at installing a completely new irrigation system for these beds. We will reschedule our Vegetation Town Hall for next February.

The VMC will announce a Bay Club meeting for residents of Mariner late this month to take up the subject of tree replacement. To maintain a unified village landscape, the replacement tree should be related to the existing vegetation. This meeting will seek a consensus from the homeowners on this decision.

The second part of the “brush cleanup” along the top of the berm above Martingale will be finished later this month. The job took longer than expected and a second day had to be scheduled.

Irrigation Report:

Danny will be contacting Sanford in Port Angeles regarding installation of a new irrigation system in the upper BVA beds that will allow us to move forward with the refresh. Pacific Landscaping will be also be providing an estimate for this work. This will ultimately be less expensive than continuing to locate this missing controllers and valves. The irrigation system has been turned off for the season and the blowout of the system will be done in November. Rick will meeting with Kevin in the next 10 days to determine date. Dan asked if any current issues should be fixed before the blowout occurs. These are part of our negotiated contract and will be done in early spring.

Pond Report:

Doug gave the pond report in Lynne’s absence. Significant root structure has been found in the lower portion of the pipe from Mariner Place to the pond. To complete the inspection of the remainder of the pipe, we need to locate additional manhole cover(s). The pipe was located on the south side of the existing trail and portions of the trail have been widened. Finding these access points will reduce our total expenses with Aqualis. We are looking for volunteers to continue searching, with a stick or a metal detector if one is available.

The third and final mowing of 2023 has been completed. Our pond resource Steve Martin believes that it has more than adequate capacity for the heavy winter rains. Lynne requests knowledgeable opinions on sludge vs dredge status for the pond. The experimental garden is underway. Doug thanked Lynne and Mary Beth for their efforts on this project.

The Civil Engineering inspection (required every 5 years) is overdue. Our Geotech review of the stormwater system will be due in 2 years. Attempts to reach engineers from Coastal Solutions for estimates have been unsuccessful thus far.

Reserve Fund Report: none

| BAYVIEW HOMEOWNERS ASSOCIATION | | | | | | |
|--|---------------------|-------------|-------------|-------------|---------------------|----------------------|
| FINANCIAL RESULTS JULY 1, 2023 - JUNE 30, 2024 | | | | | | |
| BAYVIEW HOMEOWNERS ASSOCIATION | 1Q 2023-24 | 2Q 2023-24 | 3Q 2023-24 | 4Q 2023-24 | Total 2023-24 | Budget 2023-24 |
| OPERATING ACCOUNT | | | | | | |
| Revenue | | | | | | |
| Assessment Income | \$ 41,800.00 | \$ - | \$ - | \$ - | \$ 41,800.00 | \$ 167,200 |
| Prepaid Rent & Adjustments | \$ 5,315.00 | \$ - | \$ - | \$ - | \$ 5,315.00 | \$ - |
| Dues Adjustments | \$ (45.00) | \$ - | \$ - | \$ - | \$ (45.00) | \$ - |
| Teal Lake Pond Reimbursement | \$ 1,082.27 | \$ - | \$ - | \$ - | \$ 1,082.27 | \$ 12,710 |
| Total Revenue | \$ 48,152.27 | \$ - | \$ - | \$ - | \$ 48,152.27 | \$ 179,910.00 |
| Expenditures | | | | | | |
| Administration | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200.00 |
| Annual Meeting Expenses | \$ 99.72 | \$ - | \$ - | \$ - | \$ 99.72 | \$ 150.00 |
| Bookkeeping Service | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 590.00 |
| Legal/Professional | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,000.00 |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 300.00 |
| Postage and PO Box | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 350.00 |
| Taxes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 35.00 |
| Website | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 80.00 |
| Property Management Expense | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,000.00 |
| Insurance | \$ 2,174.00 | \$ - | \$ - | \$ - | \$ 2,174.00 | \$ 2,310.00 |
| Total Administration | \$ 2,273.72 | \$ - | \$ - | \$ - | \$ 2,273.72 | \$ 8,015.00 |
| Landscape contract and services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 85,282.00 |
| Turf treatment | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000.00 |
| VMC landscaping expense | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 15,000.00 |
| Total Landscape | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 105,282.00 |
| Pond | \$ 3,341.19 | \$ - | \$ - | \$ - | \$ 3,341.19 | \$ 20,500.00 |
| Irrigation System | \$ 9,757.32 | \$ - | \$ - | \$ - | \$ 9,757.32 | \$ 18,500.00 |
| Total Repairs and Maintenance | \$ 13,098.51 | \$ - | \$ - | \$ - | \$ 13,098.51 | \$ 39,000.00 |
| Electricity | \$ 337.26 | \$ - | \$ - | \$ - | \$ 337.26 | \$ 1,211.00 |
| Water | \$ 9,151.85 | \$ - | \$ - | \$ - | \$ 9,151.85 | \$ 18,705.00 |
| Total Utilities | \$ 9,489.11 | \$ - | \$ - | \$ - | \$ 9,489.11 | \$ 19,916.00 |
| Total Expenses | \$ 24,861.34 | \$ - | \$ - | \$ - | \$ 24,861.34 | \$ 172,213.00 |
| Net Operating Revenue | \$ 23,290.93 | \$ - | \$ - | \$ - | \$ 23,290.93 | \$ 7,697.00 |
| OA Contribution to RA | \$ 6,000.00 | \$ - | \$ - | \$ - | \$ 6,000.00 | \$ 7,697.00 |
| RA Expenses Paid from OA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Pond Expense (BV portion) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Irrigation Repair | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Reserve Study Expense | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Net Cash | \$ 17,290.93 | \$ - | \$ - | \$ - | \$ 17,290.93 | \$ - |
| RESERVE ACCOUNT | | | | | | |
| Opening Balance Reserve Account | \$ 100,288.67 | \$ - | \$ - | \$ - | \$ 100,288.67 | \$ 109,354.00 |
| Contributions and Interest | | | | | | |
| RA Contribution from OA | \$ 6,000.00 | \$ - | \$ - | \$ - | \$ 6,000.00 | \$ 7,697.00 |
| Interest | \$ 33.29 | \$ - | \$ - | \$ - | \$ 33.29 | \$ 100.00 |
| Total RA Contributions and Interest | \$ 6,033.29 | \$ - | \$ - | \$ - | \$ 6,033.29 | \$ 7,797.00 |
| Reserve Account Expenses | | | | | | |
| Pond Expense (BV portion) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Irrigation Repair | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Checks for Reserve Account | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Trellis Repair | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Reserve Study Cost | \$ 475.00 | \$ - | \$ - | \$ - | \$ 475.00 | \$ 950.00 |
| RA Contribution to DA | \$ 50,000.00 | \$ - | \$ - | \$ - | \$ 50,000.00 | \$ - |
| Total Reserve Account Expenses | \$ 50,475.00 | \$ - | \$ - | \$ - | \$ 50,475.00 | \$ 950.00 |
| Ending Reserve Acct Balance | \$ 55,846.96 | \$ - | \$ - | \$ - | \$ 55,846.96 | \$ 116,201.00 |
| DEPOSIT ACCOUNT | | | | | | |
| Opening Balance Reserve Account | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Contributions and Interest | | | | | | |
| DA Contribution from RA | \$ 50,000.00 | \$ - | \$ - | \$ - | \$ 50,000.00 | \$ 50,000.00 |
| Interest | \$ 212.33 | \$ - | \$ - | \$ - | \$ 212.33 | \$ - |
| Total DA Contributions and Interest | \$ 50,212.33 | \$ - | \$ - | \$ - | \$ 50,212.33 | \$ 50,000.00 |
| Ending Deposit Account Balance | \$ 50,212.33 | \$ - | \$ - | \$ - | \$ 50,212.33 | \$ 50,000.00 |
| Bank balance last day of quarter: | | | | | | |
| Operating Account | \$ 21,576.61 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Reserve Account | \$ 49,855.15 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Deposit Account | \$ 50,212.33 | \$ - | \$ - | \$ - | \$ - | \$ - |