

**Bayview Village Association
Board of Directors Meeting
September 13, 2023
Approved**

Call to Order: A regular meeting of the Bayview Village Homeowners Association (HOA) was called to order by President Doug Hewett at 10:00 AM. 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, Yvonne Hewett (proxy for Carol Mackes) and Kurt Mackes (via Zoom).
Not Present: Carol Mackes.

Guests: Lynne and James Pihl, Mary Beth Neill, Ronald Cox, Judy McKay, Karen Griffith.

Approval of Minutes:

It was moved by Rick that the minutes of the BOD meeting held on August 9, 2023 be approved. The motion was seconded by Steve and was unanimously approved by the Board members present.

Officer Reports – see Addendum

Old Business

Rick discussed the existing ARC from Teal Lake village. They have added additional requests to removal additional small trees and to window the cedar. Although most Bayview Village homeowners approve, a few have objections to windowing the large cedar tree. Rick stated that the surrounding underbrush is a fire hazard.

Doug recommended that we approve removing brush around cedar tree, but request that “windowing the red cedar tree” must be submitted as a separate ARC.

It was moved by Dan that the amended Teal Lake ARC be approved (with the condition that no work be done on the Western red cedar). The motion was seconded by Rick and was unanimously approved by the Board members present. Rick will supervise this work.

2. Dan discussed electrical work at the Mariner Place entrance to light the village sign. This work was tentatively estimated to cost about \$500-800. This work has been postponed due to other more pressing issues.

Doug asked where the existing power was. It is on the right side of the Mariner Place entryway. Doug requested a written estimate for this work for Board consideration.

New Business

1. Irrigation bill – transfer of funds

Rick made a motion that \$6000 be transferred from the Property Management subaccount to the Irrigation Maintenance subaccount. The motion was seconded by Kurt and was unanimously approved by the Board members present.

The causes of this higher water bill were multifactorial. 1. Timers were set to water 4 x per week instead of 2. OWSI recently increased both water rates and base fees for each meter. We have 15 meters. 5-6% of our water budget goes for this (over \$1000 every 2 months). 3. Leaks in the system which have since been corrected. 4. Six weeks additional watering due to unusually warm spring this year. 5. Graduated billing system, with tier-based billing system based on usage and water meter size. Some meters fall into the highest billing rate (double the lowest tier).

These increases are unsustainable from a budget perspective. We should focus our efforts on those areas that are billed at the highest rate. Homeowners should not be readjusting the watering timers.

We could also potentially reduce meter size in some areas that don't require as much flow, but this would also incur installation charges.

Doug proposed that we turn off the sprinklers off now. Doug will inform the village when this occurs to let homeowners know that they will have to provide their own water where needed. Per Rick, the system timers have been set to halve the watering time until sprinkler shutoff at the end of September. The Board agreed with this plan. Rick also said the system will be winterized in November after some work has been completed on the system..

Kurt asked if the base fee would still be charged if meters were decommissioned during the winter months. Per Doug's discussion with OWSI, if the meter is not off for a least a year, a base charge would still apply. OWSI also mentioned that the output size on some of the meters could be reduced (with a smaller base charge), but that additional charges would apply to change out any meters.

Lynne asked if village meters could be combined, but this is not an option per discussions between previous BOD and OWSI.

Mary Beth asked if this water bill had been compared to last year's billing for the same months. The BOD has done this, and it is still substantially higher than the comparable period last year.

2. Steve made a motion that the ARC submitted by Ron and Jean Cox for the installation of a whole home generator be approved with the added condition that if the shrub near the proposed installation site has to be removed or substantially trimmed, the homeowner will provide screening for the new generator. (This would require a separate ARC). Since this is a new installation, this ARC must be submitted to the South Bay ARC committee for final approval. The motion was seconded by Rick and was unanimously approved by the Board members present.

3. Columns and trellises – options

The estimate to repair leaning or unattached columns and replace all trellises came back at \$30,000, and does not include painting.

Judy asked if it would be possible to remove the columns and trellises, but some homeowners are reluctant to do this. Some homeowners currently maintain their own columns and trellises and do not wish for anyone else to do this. Mary Beth Neill asked if all trellises need to be replaced. Per the contractor, all trellises should be replaced.

Rick recommended that we obtain 2 additional bids for this work.

4. Driveway repairs – still seeking contractor bids for this job.

5. Volunteers needed to assist with pond vegetation management.

6. Volunteers needed to review and revise our existing CCRs/documents. This is becoming critical. Rick asked if this task needs to be performed by an attorney. To ensure that these documents accurately reflect the homeowners' wishes and from an expense perspective, it is preferable that this task be done internally, then be taken to an attorney for preparation.

Action Items


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

Questions/Comments from Association Members

1. Rick commented that he is glad that we are nearing the end of the irrigation issues. Doug thanked Rick and Dan for their efforts to maintain our irrigation system.

Adjournment: It was moved by Doug to adjourn the meeting. The motion was seconded by Steve and was unanimously approved by the Board members present. The meeting was adjourned at 11:50 AM. The next BOD meeting will be held at the Bay Club on October 11th at 1:30 PM. An invitation will be sent to all homeowners inviting them to attend this meeting.

Submitted by


Yvonne Hewett, BVA Adjunct Secretary
Bayview Village Association

September 13, 2023 – Addendum - Officer Reports

President's Report: Summary of topics to be discussed at today's meeting.

Vice President/ARC Report: We have received an ARC from Ronald and Jean Cox of 151 Windrose for the installation of an emergency generator. There is a small shrub near the proposed installation site that currently screens the view. If the shrub is substantially trimmed or removed during installation, the homeowner has agreed to provide a screen for the generator. I would recommend that this ARC be approved.

Treasurer's Report: The transition from Quickbooks to Excel is complete for the operating account. BVA books are now being maintained completely using Excel files. Quickbooks will be maintained through October 10th and then decommissioned. First quarter statements will be available shortly after the end of September and will be issued using an Excel spreadsheet structured similarly to the one used last year. All first quarter dues have been paid. Second quarter dues will be issued at the end of September and due by the end of October. The 2022/2023 tax filing will be submitted on-time prior to its due date on October 15, 2023.

As of today, the balance in the operating account is \$30,728.46. There are several outstanding invoices, primarily associated with the June/July water bill totaling \$9,151.85. Nonetheless, the current status of the operating account remains stable.

The available balance in the reserve account is currently \$49,846.96. There is currently one outstanding invoice (check) for \$450 encumbered from this balance for the Reserve Account Study. In addition, \$50,000 of the reserve was invested in 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 should be about \$2,290.

Action items:

1. Invoices paid to Pacific Landscape Maintenance for repairs to the irrigation system totaled \$7962.62. The amount in the 2023/2024 budget allocated for maintaining the irrigation system was \$2,500. I propose that we reallocate \$6,000 from the Property Management sub-account to the Irrigation System Maintenance sub-account.
2. The June/July water bill was \$9,151.85. The amount budgeted for water for the entire year (2023/2024) is \$12,100. It is certain that we will have a budget shortfall in this sub-account but no immediate action is needed.
3. \$7,000 was budgeted for pond maintenance in 2023/24 of which \$1,595.59 has been spent. Proposals to spend additional money (at least \$600) to locate the missing catch basin vaults should not require any immediate budget action.

Landscape Report: After a summer of weekly irrigation problems, we are finally slowing down. Today we cut our weekly watering time in half and only had one sprinkler head to adjust. The Pacific landscaping crew continues to slowly but thoroughly work their way through the village pods, weeding and pruning. This bed work has been at the cost of keeping the lawns well mowed. With the recent rain, the grass has begun to flourish. It has been a summer-long problem for them to get their contract responsibilities finished on time. While not completely cared for, the village looks lush and healthy.

Doug noted that some areas have not been mowed and asked if we have received communication from Pacific Landscaping regarding this. Rick explained that it may require more than one day each week to complete their work due to the increased time needed to train new crew.

Vegetation Management Committee Report: The garden plan "refresh" for the Windrose entryway is nearly complete. We will be meeting with Ken Taylor on Thursday to discuss the final details of our planned installation days sometime in October. Once we have a final bid for the work and set a date, we will schedule a "Town Meeting" to discuss the plan. The preliminary estimate for the work is as follows: \$8300 for bed work, done by our contractor with the volunteer VMC crew manning the shovels. The cost of the plantings is approximately \$5000 for which we hope to get donations from interested homeowners. Donations received for the Mariner entryway were over \$6000. We hope the upper village homeowners are equally supportive. The Windrose garden bed work will also include refreshing the three small beds on the east end of the street.

Upper village homeowners will also be apprised of our current irrigation issues and potential alternatives at the upcoming town meeting.

On September 15th, Town and Country will be coming to grind a couple of stumps and remove a couple of saplings for the VMC but will also perform work approved in the ARC previously submitted by Teal Lake homeowners.

Irrigation Report: The gentleman with the radar detection device will be here tomorrow to locate missing valve boxes in the upper village and search for the pond vault. The BOD will be meeting with Kevin and Carlos from Pacific Landscaping at a date TBD to discuss work performed outside the scope of the existing contract.

Pond Report: Judy McKay has been in contact with Action Services regarding CCTV work on the pond done in 2007. They are unable to trace because they have changed computer systems. She also has searched the archives for this information. Doug will also check for this information in the portion of the archive he has.

The pond is functioning as required and providing wildlife habitat. The water vegetation is thick, but our experts feel that the pond has the capacity to support upcoming winter stormwaters. A third mowing for the inside slope perimeter will be requested due to rapid growth. The output pipe from Mariner Place is underwater. This could be due to more water coming through or from sludge buildup. This indicates that we may need to increase dredging frequency for the pond. There are known roots in the system that can be addressed under our original contract with Aqualis (\$12,000), but they were unsuccessful in locating the remaining pipes. A suggestion to mow and maintain 20 feet clearance on either side of the trail would allow us to avoid extra effort and expenditure to locate the pipes for the inspection required every 10 years. Determining which side of the trail the pipe runs on would potentially reduce the area needing to be maintained. We hope to do this with the radar detection equipment that will be here tomorrow. Thank you to Judy for contacting Action Services to locate past records.

Vegetation overgrowth is the biggest threat to the pond function and the safety of the hillside and our homes. A crack or clog could result in the formation of another pond with serious results. We cannot ignore this issue. If any seismic activity occurs, we are required to perform inspection and correction of any damage. We must be able to access this area.

It is also a huge fire safety concern. Teal Lake is in contact with a State agency that will subsidize efforts to "firesafe" wild areas that border their homes. This requires appreciable areas of clearing in the affected areas. For example, trees at least 15 feet apart, all limbs trimmed up to 6 feet high, and only 1% of bush vegetation to remain. She is asking for village assistance to formulate a plan for comprehensive vegetation management that focuses not only on stormwater, but also fire safety issues.

Doug asked Rick if this falls under the auspices of the Vegetation Management Committee. Rick stated that if the Fire Marshall could outline what would be required, a plan could be formulated. He is aware that this is a problem and agreed that we need a plan and some leadership for this to become a reality.

Judy and Karen attended the meeting and provided additional details. This program is sponsored by the National Forest Foundation. Most of the expense is borne by the homeowners. Although implementing this program would be a huge project and would greatly change the appearance of our village, she still feels that the BOD should give consideration to this important matter.

Steve Martin (our pond mower) can mow along the trail if we decide to do this. He would supply an estimate if requested. He may also have the ability to dredge the pond if needed.

Aqualis also has bushwacking equipment that can be used in the search for the catch basins.

Doug thanked Lynne for all of her efforts surrounding the pond.

Reserve Fund Report: Financial information has been provided to Association Reserves, who will be completing the update to the Bayview Village Reserve Study. The update can continue when the Board receives the cost estimate for repair of columns and trellises and decides on needed repairs.