

**Bayview Village Association
Board of Directors Meeting
December 6, 2023
Corrected and Approved**

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 7 members of the Board of Directors present: Doug Hewett, Steve Lemieux, Rick Stafford, Dan Graham, Yvonne Hewett, Carol Mackes, and Kurt Mackes.

Guests: Mary Baker Anderson, Mary Beth Neill, Ray Newsom, and Brinton Sprague.

Approval of Minutes:

It was moved by Rick that the minutes of the BOD meeting held on November 11, 2023 be approved. The motion was seconded by Kurt and was unanimously approved by the Board members present.

Officer Reports – see Addendum

New Business

1. Meeting with Kevin of Pacific Landscape to clarify questions regarding landscaping work including adding additional details on irrigation invoices and extra water costs when the timers were set to 4 times a week instead of 2 or 3 times a week as requested by Bayview Village. Pacific Landscape has agreed to credit Bayview Village \$2,500.00 against future work to cover additional water use and time billing issues.
2. Meeting with Bayview Village Attorney re: Release of Liability form. This topic will be tabled until at least January so that the BOD can further review and discuss this situation. This is in regard to a Release of Liability presented to Bayview Village by Lot 38 (owners and renters) against future claims for the hillside tree cutting.
3. Request from 60 and 70 Mariner Pl to modify/update the appearance of the utility (electrical and irrigation) area in the front yard of 70 Mariner Pl. Possible solutions are being discussed. This topic will be tabled until more information is available and an ARC is submitted.

4. Board of Director Priorities List

Special Project Priorities for Jan – Jun 2024

1 = must do

2 = work on and try to complete

3 = work on but probably not complete

4 = table for later

	Priority	Board Lead
a. 2024 – 25 Budget	1	Doug
b. BV By-Laws Update	2	Doug
c. BV CCRs Update	4	Doug
d. Pacific Contract 24-25	1	Doug, Rick, and Dan
e. Windrose Common 1	1	Rick (VMC)
f. Windrose Common 2	1	Rick (VMC)
g. Windrose Common 3	1	Rick (VMC)
h. Mariner Entrance Light	2	Dan
i. 60 Mariner Util Ldscp	3	Rick/VMC/Homeowners
j. Mariner Drain to Pond	1	Doug/Rick/Lynne
k. 55+ Sign Update (Mariner)	2	Carol and Yvonne
l. 55+ Sign Update (Windrose)	2	Dan
m. Concrete driveway eval		
n. Overhanging tree(s) 21 Mariner PI ?		

If homeowners have other project ideas, please communicate these to any board member so that we can add it to the project list and assign a priority.

5. Irrigation system controller valve updates and repairs.

Rick discussed replacement of valve control box at Windrose Place cul de sac. This must be completed before the refresh plan for the beds can proceed. There is currently no irrigation in this area. Estimate for this work is approximately \$1600.

Doug asked if this valve controls any areas beside the beds. Rick stated that coverage area is currently unknown, as is the reason the valve box was removed. There is existing power at the old valve box site, and the irrigation piping from the old valve box location is still in place. Depending on which beds this valve actually controls, the VMC may need additional funding (approximately \$3,000 – 4,000) to extend the irrigation from Martingale down to Windrose. Once this valve is in place, irrigation to all 3 areas can be established and the bed refresh project can resume.

Rick asked if this expense should be charged to the irrigation budget or the VMC budget. Mary Beth stated that similar work for the Mariner Place bed came from the VMC budget. Since this is maintenance of the existing system, the recommendation was that this come from the landscaping budget.

Doug asked why the valve control box was removed. Rick stated that it was previously located adjacent to a driveway. The speculation was that removal was secondary to vehicle-related damage. Doug asked where the new box would be located. Rick stated that it will be relocated more appropriately to avoid future damage.

Rick made a motion to have Pacific replace the Windrose Place irrigation control valve. The motion was seconded by Dan and unanimously approved by the board members present.

Rick also recommended that the HOA install master control valves in each pod. These valves would shut off the irrigation system in the event of a malfunction or leak. The cost of the equipment is about \$10,000. Installation of this system will allow us to more tightly control our water usage and reduce expenses. Dan is looking into a system by Rainbird that would accomplish this goal at a lower cost. Doug proposed tabling this discussion until January so that the board has adequate information before making this decision.

Old Business

1. Board acceptance of the Bayview Village Reserve Study Update.

Doug made a motion that the updated Association Reserves Executive Study be approved. The motion was seconded by Kurt and unanimously approved by the Board members present.

2. Concrete driveway repair. Doug stated that just prior to the BOD meeting he had received an estimate from Kitsap Concrete for the repair of 5 driveways and some sidewalk areas in the village. He will send this information to the BOD for their review and further discussion.

3. Column/trellis repair. We are still trying to obtain another estimate for this work. When estimates are in place, the BOD will discuss further actions with regard to village opinion on how this should be addressed.

Action Items

Item	Responsible Party	Status
Contact Kevin/Carlos Pacific Landscaping to set up meeting regarding unauthorized charges (not in contract)	Rick	Completed
Examine Pacific Landscaping statement for itemized charges for entry beds (unauthorized work)	Kurt	Completed
Discuss comprehensive vegetation management plan for BVA and determine next actions	BOD	On hold
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	Completed
Obtain 2 additional bids for column/trellis work	BOD	In progress
Obtain bids for concrete driveway/sidewalk 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	Completed
Evaluate Quickbooks data for needed downloads	Kurt	In progress
Send message to homeowners regarding February Town Hall meeting	Carol/Yvonne	Pending
Evaluate 55+ status of Bayview Village	BOD	In progress

Comments:

1. Mary Beth is monitoring the state review of the OWSI rate increases. There is a potential for a rebate to the HOA if the rate is reversed.
2. Mary Beth reminded attendees that development of a comprehensive vegetation management plan will also mitigate fire danger to the village.
3. Mary Beth asked about the estimates for the columns/trellises, and why it seems much more expensive. She asked if repair/refurbishment was an option instead of replacement. Kurt said that the estimate included repair or replacement as appropriate. The status of some columns is difficult to determine due to adjacent vegetation, etc. He suggested that staggered repair/replacement or creative landscaping might be options for these areas.
3. Mary Baker Anderson also reviewed the process used by the BOD in the village decision to retain the fences and suggested this method might be used regarding future status of columns and trellis.

Adjournment: The meeting was adjourned by Doug at 2:39 PM. The next BOD working group prep meeting will be on Tuesday, January 9th at 1:00 PM. The next BOD meeting will be held at the Bay Club on Wednesday, January 10th 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

ADDENDUM – OFFICER REPORTS

President's Report: none

Vice President/ARC Report:

Three ARCs have been submitted thus far this fiscal year. All have been conditionally approved, but none are completed. No new ARCs have been received since the last BOD meeting, but new ARC related items will be addressed later in this meeting. Steve and Doug will follow up on status of the ARC for Ronald Cox.

Treasurer's Report:

The 2022/2023 tax filing was submitted on-time prior to its due date on October 15, 2023. The annual report to the WA Secretary of State was also submitted and received prior to the due date on November 30, 2023. Dues invoices were sent out on or about October 1st and all but 2 payments have been received. The two homeowners with outstanding balances have been contacted by Kurt and Doug, and those payments are in process.

As of today, the current balance in the operating account is \$46,395.79. There are outstanding invoices to Pacific Landscape Maintenance that total \$18,694.11. Nonetheless, the status of the operating account remains stable.

The available balance in the Reserve Account is currently \$55,391.65. There are currently no outstanding invoices encumbered from this balance. The balance in the Reserve Deposit Account continues to grow and now currently totals \$50,632.79.

Next dues billing will be sent out in late December or early January by email.

Action items:

1. I proposed that we reallocate \$6,000 from the Property Management sub-account to the Irrigation System Maintenance sub-account at the last meeting. This reallocation is done.
2. The August/September water bill was \$4,261.76. The first two invoices for water exceeded the amount budgeted for the entire year (2023/2024), so funds were reallocated as discussed during the last meeting increasing the amount budgeted for water up to \$18,705. No further action is needed currently.
3. Budgeted funds for irrigation and pond maintenance in the Reserve Account were reallocated to the operating account as discussed during the last meeting.

Landscape Report:

Now that winter is underway, the landscape crew will focus on bed work and pruning on their Monday visits. If an acceptable Monday presents itself, the crew will try to give the lawns one more mowing.

In mid November, the Port Hadlock roads supervisor contacted the board to let us know that a neighbor on Ludlow Bay Rd. had filed an official report on a hazard tree on Bayview Village property adjacent to the large retention pond. We were informed that if the 110 ft tall dead Douglas fir were to fall and cause damage, BVV would be liable as an official report had been made to the county. The tree was dropped safely within 24 hours by a professional. No clean up was required as the tree disappeared into forest undergrowth.

On the third of December, board members met with Kevin Malone from Pacific Landscape to discuss communication problems concerning irrigation policy and perceived overcharging for repairs to our aging system. Changes in repair and maintenance procedures were agreed to and the village has been granted a \$2500 credit (\$1500 for repairs plus \$1000 for wasted water) toward system improvements which will be completed this winter.

Under new business, the board will discuss an automatic shutoff for our 15 irrigation controllers. This \$9000 investment could save the village thousands of dollars in water costs, especially now that we are absorbing a 25% increase in the cost of our irrigation water. When sprinklers are stuck on all night or an underground pipe bursts, the controller would act as an automatic shutoff.

Vegetation Management Committee Report:

The VMC met with residents of Mariner on November 18 to discuss tree replacement. It was decided that we need to develop a unified landscape design which would inform future tree and shrubbery choices. VMC members will be meeting with landscape consultants this winter starting this Saturday, December 9th, with Eric Gayman from Valley Nursery. VMC members will be meeting with the designer from the Garden Center in Port Townsend on Monday, December 11th.

The VMC will be scheduling irrigation repairs and installations for the HOA beds on Windrose in the coming months. This is in preparation for bed work rescheduled for the first week in March 2024. Apparently a control valve box had been removed at the eastern cul de sac of Windrose. We are hoping that replacing this valve will revive the irrigation lines in the Windrose HOA beds.

Under new business, the VMC will propose spending \$1500 to replace the irrigation valve that is missing at the end of Windrose.

Irrigation Report: none

Pond Report: none. The access points for the storm drain reaching from Mariner Place to the pond have not yet been located. Further investigation will continue.

Reserve Fund Report:

Brinton presented the updated Association Reserves Study Executive Summary. (See attached documents.) He noted that Reserve fund is currently funded at 38.5%, up from 8.9% in 2019. He recommended that the updated Association Reserves Study be approved.

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	\$ 40,280.00	\$ -	\$ -	\$ 82,080.00	\$ 167,200
Prepaid Rent & Adjustments	\$ 5,315.00	\$ (3,035.00)	\$ -	\$ -	\$ 2,280.00	
Dues Adjustments	\$ (25.00)	\$ (5.00)	\$ -	\$ -	\$ (30.00)	
Teal Lake Pond Reimbursement	\$ 1,082.27	\$ 2,781.15	\$ -	\$ -	\$ 3,863.42	\$ 12,710
Total Revenue	\$ 48,172.27	\$ 40,021.15	\$ -	\$ -	\$ 88,193.42	\$ 179,910.00
Expenditures						
Administration/Fees	\$ -	\$ 20.00	\$ -	\$ -	\$ 20.00	\$ 200.00
Annual Meeting Expenses	\$ 99.72	\$ -	\$ -	\$ -	\$ 99.72	\$ 150.00
Bookkeeping Service	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 590.00
Legal/Professional	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 1,000.00
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Postage and PO Box	\$ -	\$ 238.86	\$ -	\$ -	\$ 238.86	\$ 350.00
Taxes	\$ -	\$ 11.00	\$ -	\$ -	\$ 11.00	\$ 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	\$ 569.86	\$ -	\$ -	\$ 2,843.58	\$ 8,015.00
Landscape contract and services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,282.00
Turf treatment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
VMC landscaping expense	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ 15,000.00
Total Landscape	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ 105,282.00
Pond	\$ 3,341.19	\$ 2,890.13	\$ -	\$ -	\$ 6,231.32	\$ 20,500.00
Irrigation System	\$ 9,757.32	\$ 634.03	\$ -	\$ -	\$ 10,391.35	\$ 18,500.00
Total Repairs and Maintenance	\$ 13,098.51	\$ 3,524.16	\$ -	\$ -	\$ 16,622.67	\$ 39,000.00
Electricity	\$ 337.26	\$ 228.55	\$ -	\$ -	\$ 565.81	\$ 1,211.00
Water	\$ 9,151.85	\$ 4,261.21	\$ -	\$ -	\$ 13,413.06	\$ 18,705.00
Total Utilities	\$ 9,489.11	\$ 4,489.76	\$ -	\$ -	\$ 13,978.87	\$ 19,916.00
Total Expenses	\$ 24,861.34	\$ 8,833.78	\$ -	\$ -	\$ 33,695.12	\$ 172,213.00
Net Operating Revenue	\$ 23,310.93	\$ 31,187.37	\$ -	\$ -	\$ 54,498.30	\$ 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	\$ 17,310.93	\$ 31,187.37	\$ -	\$ -	\$ 48,498.30	\$ -
RESERVE ACCOUNT						
Opening Balance Reserve Account	\$ 100,288.67	\$ -	\$ -	\$ -	\$ 100,288.67	\$ 100,288.67
Contributions and Interest						
RA Contribution from OA	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 7,697.00
Interest	\$ 41.48	\$ 11.51	\$ -	\$ -	\$ 52.99	\$ 100.00
Total RA Contributions and Interest	\$ 6,041.48	\$ 11.51	\$ -	\$ -	\$ 6,052.99	\$ 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	\$ 950.00
RA Contribution to DA	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
Total Reserve Account Expenses	\$ 50,475.00	\$ 475.00	\$ -	\$ -	\$ 50,950.00	\$ 50,950.00
Ending Reserve Acct Balance	\$ 55,855.15	\$ 55,391.66	\$ -	\$ -	\$ 55,391.66	\$ 57,135.67
DEPOSIT ACCOUNT						
Opening Balance Deposit account	\$ -	\$ 50,212.33	\$ -	\$ -	\$ -	\$ -
Contributions and Interest						
DA Contribution from RA	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
Interest	\$ 212.33	\$ 420.46	\$ -	\$ -	\$ 632.79	\$ -
Total DA Contributions and Interest	\$ 50,212.33	\$ 50,632.79	\$ -	\$ -	\$ 50,632.79	\$ 50,000.00
Ending Deposit Account Balance	\$ 50,212.33	\$ 50,632.79	\$ -	\$ -	\$ 50,632.79	\$ 50,000.00
Bank balance on 12/01/2023:						
Operating Account	\$ 21,576.61	\$ 46,405.94	\$ -	\$ -		
Reserve Account	\$ 49,855.15	\$ 55,391.66	\$ -	\$ -		
Reserve Deposit Account	\$ 50,212.33	\$ 50,632.79	\$ -	\$ -		



Bayview Village HOA
Port Ludlow, WA
Level of Service: Update "No-Site-Visit"

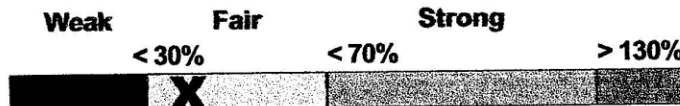
Report #: 37690-4
of Units: 55
July 1, 2023 through June 30, 2024

Findings & Recommendations

as of July 1, 2023

Starting Reserve Balance	\$100,289
Current Fully Funded Reserve Balance	\$260,491
Percent Funded	38.5 %
Average Reserve (Deficit) or Surplus Per Unit	(\$2,913)
Recommended 2023 100% Annual "Full Funding" Contributions	\$36,800
2023 "Baseline Funding" minimum to keep Reserves above \$0	\$34,300
Most Recent Budgeted Contribution Rate	\$19,462

Reserve Fund Strength: 38.5%



Risk of Special Assessment:

Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves	1.00 %
Annual Inflation Rate	3.00 %

• This is a Update "No-Site-Visit", meeting all requirements of the Revised Code of Washington (RCW). This study was prepared by, or under the supervision of a credentialed Reserve Specialist (RS™).

• Your Reserve Fund is currently 38.5 % Funded. This means the association's special assessment & deferred maintenance risk is currently Medium. The objective of your multi-year Funding Plan is to fund your Reserves to a level where you will enjoy a low risk of such Reserve cash flow problems. The current annual deterioration of your reserve components is \$36,686 - see Component Significance table.

• Based on this starting point and your anticipated future expenses, our recommendation is to budget Reserve Contributions to 100% as noted above. The 100% "Full" contribution rate is designed to gradually achieve funding objectives by the end of our 30-year report scope.

• No assets appropriate for Reserve designation known to be excluded. See appendix for component information and the basis of our assumptions. "Baseline Funding" in this report is as defined within the RCW, "to maintain the reserve account balance above zero throughout the thirty-year study period, without special assessments." Funding plan contribution rates, and reserves deficit or (surplus) are presented as an aggregate total, assuming average percentage of ownership. The actual ownership allocation may vary - refer to your governing documents, and assessment computational tools to adjust for any variation.

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
104 Driveway, Concrete 1990 - Replace	40	1	\$65,250
106 Driveway, Concrete 2017 - Replace	40	35	\$20,200
120 Driveway, Asphalt - Sealcoat/Repair	5	3	\$22,250
122 Driveway, Asphalt 1990 - Resurface	40	14	\$164,500
124 Driveway, Asphalt 2012 - Resurface	40	21	\$16,450
135 Entry Monuments - Refurbish	40	8	\$4,250
140 Courtyard Fence - Replace	36	29	\$132,000
144 Courtyard Columns/Trellis-Repair	6	4	\$3,050
146 Courtyard Fence - Paint/Repair	6	1	\$26,500
175 Irrigation Systems - Repair	1	0	\$15,000
182 Retention Pond - 10 Year Inspect	10	9	\$2,150
184 Pond Cells - Dredge/Clean	15	13	\$24,950
12 Total Funded Components			

Note 1: Yellow highlighted line items are expected to require attention in this initial year, light blue highlighted items are expected to occur within the first five years.