

**Bayview Village Association
Board of Directors Meeting
January 10, 2024
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 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, Rick Stafford, Dan Graham, Yvonne Hewett, Carol Mackes, and Kurt Mackes

Guests: Lynne and Jim Pihl, Judy McKay, Catherine Pena, Peggy Thuotte (Teal Lake), and Steve Rees (Teal Lake).

Approval of Minutes:

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

Officer Reports – see Addendum

Old Business

Teal Lake ARC – Peggy Thuotte and Steve Rees of Teal Lake Village attended the meeting to discuss their ARC request for trimming above Topside Court. They presented pictures showing the desired areas of tree trimming for Board review. This work was initially suspended due to PUD trimming of trees along the existing power lines.

There are 3 visible layers of previous pruning in this area. Rick asked which level of pruning the ARC was requesting. Steve responded that they were requesting trimming to the level of pruning done in 2022. Peggy verified that the goal of the ARC is view restoration. The concern of the Board is that future ARCs will be submitted for vegetation that lies on private property beyond the power lines. Rick stated that the Board is willing to work with TLV homeowners for view restoration but there is no precedent for further view improvement. Peggy stated that they are aware of the TLV view changes due to additional vegetation growth since 2011 and would not expect to have the original view restored. She further stated that there should be a clear understanding by all parties of the scope of work to be performed.

Doug also asked if all trimming work on the Teal Lake side of Paradise Bay Road has been completed. Peggy and Steve verified this. Doug also asked if county and slope permits were required and obtained for that work. A Jefferson County permit was completed. Steve also stated that Department of Community Development (DCD) had informed them that a slopes permit was not required in that particular area. Doug stated that the BVA BOD will exercise due diligence to obtain all the required permits for this ARC, but that TLV would cover the cost of those permits.

Steve stated that the homeowners will only request trimming of the trees on the top of the hill. He does not expect to obtain the 2011 view due to subsequent vegetation growth on private property and does not anticipate future ARC submissions. A walkthrough by all parties will be conducted to confirm precisely which trees will be trimmed.

The approval for this ARC is on hold pending clarification of required permits and walkthrough by all parties.

Doug thanked Peggy and Steve for their work with the Board in this matter.

Summary of closed Board meeting held January 9, 2024:

Teal Lake ARC – discussed permit issue requirements for this submission. Doug will contact the county next week to verify.

Anonymous CCR complaint letter received – CCR complaints may only be lodged by village homeowners. BOD is unable to verify source if the complaint is anonymous. Discussed creation of a policy requiring homeowner signature for Board consideration of CCR complaints. It was moved by Carol that the Board's policy is to only accept signed homeowner CCR complaint letters. Rick seconded the motion and it was unanimously approved by the Board members present.

Legacy (old growth) cedars on hillside above pond cut without ARC or permit – Board discussed possible response options, including filing an insurance claim against the tree service for unauthorized work, legal action against the persons who requested that these trees be cut down, and/or the implementation of a rule imposing HOA fines against homeowners for any unauthorized tree cutting. Unauthorized cutting on our limited common property does not fall under the jurisdiction of SBCA policy. Discussed the need to create an HOA rule covering this circumstance. Teal Lake currently has a similar rule in place.

It was moved by Kurt that we file an insurance claim against Town and Country for the loss of legacy cedar trees. Judy asked why Town and Country should be liable for the loss. Doug stated that they did not complete due diligence on the verbal homeowner request before performing the work. The motion was seconded by Dan and unanimously approved by the Board members present.

2. Update on 2024-2025 Budget Cycle Planning

Doug reported that the new fiscal year budget planning will begin soon. We must finalize contract negotiations with Pacific Landscaping and update the Reserve Study costs in order to plan for the landscaping portion of the new budget. As a part of those discussions the Board will review the current contracted services. If homeowners wish to services added or deleted from the Pacific contract, please contact the BOD as soon as possible. Rick will contact Kevin of Pacific Landscaping to arrange a meeting to review the service schedule.

3. Update on and vote to accept 2023 BV homeowner age census

Census was conducted on December 5, 2023. 45 of the 55 homes in the village were certified by the BOD to have at least one resident over the age of 55 for a percentage of 81.2%, which exceeds the required HUD threshold of 80%. There are no current village residents under the age of 18. It was moved by Dan that the census report be accepted. Kurt seconded the motion and it was unanimously approved by the Board members present. This report will be placed in the Bayview Village Archives. The next census will need to be done in 2026. The census is requirement in order to maintain our 55+ community designation.

4. Discuss adding 55+ signs to entryways on Mariner and Windrose

The BVA BOD has expressed the desire to remain a designated 55+ community. Doug asked for comments from attendees regarding a signage change to add wording indicating Bayview Village is a 55+ community. Lynne

asked if there are financial benefits to the community for remaining a designated 55+ community. Doug stated that there are no financial benefits that he is aware of.

Rick reported that one homeowner has expressed concerns that the village could be targeted if the signage is changed. Catherine Pena expressed concerns for security if signage was changed.

Judy asked if contact with the Board in advance would be an opportunity to disclose this information. Doug stated that he discloses this information to any realtors requesting village information. Judy mentioned that removal of the 55+ designation would require a 75% vote from the village according to the By-laws and CCRs..

Lynne asked what the options would be for children under age 55 who inherit homes in the village. Doug stated that they would be allowed to rent the home to someone over age 55 or sell it to someone over 55. Renters in the village must also meet the 55+ age requirement.

Based on the opinions expressed, the BOD will not proceed with signage changes and work with homeowners and realtors to ensure homes are marketed as being in a 100% 55+ community. (At least one resident of the home must be 55+ and no permanent resident can be under the age of 18)

5. OWSI tariff case resolution and OWSI tariff rules for irrigation and leaks

Doug presented an update on the OWSI rate increase case with the State Utility Commission. The tariff has been officially approved and no rebates will be given. OWSI has agreed to reimburse homeowners in the event of a water leak. Kurt asked if this is retroactive. Dan asked if this applies to residential systems, irrigation systems, or both. Rick will follow up with OWSI to see if BVA could receive a rebate for the leaks in the village irrigation system last summer.

If there is a fire in the community, irrigation systems should be shut down. Doug will forward this information to the BOD for review.

New Business

1. Review of ARCs and voting to approve as appropriate

An ARC was submitted by Doug Hewett of 101 Mariner Place for installation of a white storm door at the front entrance to the home. It was moved by Carol to approve the ARC as submitted by Doug Hewett. Motion seconded by Rick and unanimously approved by the Board members present, except Doug Hewett, who recused himself on this issue.

A second ARC submitted by Teal Lake homeowners for tree trimming in Bayview Village common area along Paradise Bay Road was discussed earlier in the meeting. This ARC is on hold pending determination of need for Jefferson County and JC PUD permits.

2. 2nd Quarter Budget Update and acceptance of same

Dues invoices were sent out on or about January 1st and a little over half of the homeowners in the village have currently paid their 3rd quarter dues.

As of today, the current balance in the operating account is \$37,973.12. There is one outstanding check against this balance for \$78.55. The status of the operating account continues to be stable.

The available balance in the Reserve Account is currently \$55,414.80. There are currently no outstanding invoices encumbered from this balance. The balance in the Reserve Deposit Account continues to grow and now currently totals 50,840.87.

The current total Reserve Account balance is \$106,255.67.

Evaluation of 2023/2024 revenue versus anticipated expenditures required to avoid tax issues at the end of fiscal year.

Kurt wanted to let homeowners know that there may be a slight delay in your HOA assessment being deposited during his vacation.

3. Consideration of spending \$4,054 for contract 189945 with Pacific Landscaping for 8 new sprinkler heads in 2 common area beds on Windrose

It was moved by Rick that we contract with Pacific Landscaping for a single irrigation line and 4 new sprinkler heads to the one the common bed areas on Windrose. The estimated expense for this project is \$2300 since it will include one bed instead of two. Rick proposed that this come from the irrigation subaccount. The motion was seconded by Kurt and unanimously approved by the Board members present.

4. Consideration of spending \$9,997.92 for contract 189952 with Pacific Landscaping for installation of master shut off valves on all irrigation water meters.

It was moved by Rick that we replace the backup master control shut off valves on our irrigation system. These valves are standard on all new irrigation systems, but were not when the village system was installed over 30 years ago. There was discussion as which account this should come from. The motion was seconded by Dan and unanimously approved by the Board members present.

5. Consideration of spending \$63,519.66 from Reserve Funds to Kitsap Custom Concrete to repair/replace concrete driveways in Bayview Village

Doug presented the bid from Kitsap Custom Concrete for driveway repair. The Board discussed prioritizing the worst 3 driveways. It was moved by Carol that we contract with Kitsap Custom Concrete for repair/replace all the driveways and sidewalk panels. Rick seconded the motion and it was unanimously approved by the Board members present.

Homeowner Comments:

Catherine Pena thanked the Board and specifically Rick Stafford for all their efforts. She expressed her concerns with the recent red cedar trimming on the berm adjacent to Paradise Bay Road. Rick responded to her concerns. He will look in adding some small vegetation to soften the view. Doug expressed his appreciation to Catherine for bringing her concerns to the Board.

Adjournment: It was moved by Dan the meeting be adjourned. The motion was seconded by Kurt and approved unanimously by the Board members present. The meeting was adjourned by Doug at 12:50 PM. The next BOD working group prep meeting will be on Tuesday, February 13th at 1:00 PM. The next BOD meeting will be held at the Bay Club on Wednesday, February 14th 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/ARC Report:

Doug will be acting as ARC chair in Steve's absence. Any questions regarding ARCs should be directed to Doug during this time.

Treasurer's Report:

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New Treasurer's Action items:

1. Evaluation of 2023/2024 revenue versus anticipated expenditures required to avoid tax issues at the end of fiscal year.

Landscape Report: The Pacific landscape crew has finally cleaned up our fall leaves and will be concentrating on bed work in the coming weeks. At today's meeting the board will be discussing improvements for our irrigation system – master shutoff valves for every controller at every pod. This will hopefully reduce water expenses in the future.

Vegetation Management Committee Report: VMC committee members Mary Beth Neill and Rick Stafford consulted with landscape designers from Valley Nursery and Port Townsend Garden Center this past month. Both consultants suggested cypress trees as a viable alternative for the previous fir trees. Both consultants suggested Japanese dogwoods as a replacement for the previous Hawthorne trees. In the next week they will publish an email summarizing their recommendations for tree replacements on Mariner Avenue and announcing a meeting time mid-month for a discussion of the subject.

One of our village homeowners, Patsy Nadershahi, is a retired landscape designer. She has offered to share her expertise on the upper village bed refresh project. During today's meeting, the VMC will request the installation of irrigation for one or more of the HOA beds on Windrose so that work can commence on planting these beds in the early spring.

Rick discussed recent challenges related to an ARC submitted by Teal Lake homeowners. As a result, we will no longer communicate directly with homeowners of villages outside BVA regarding ARCs. Any homeowner attempts to contact BVA officers or committee chairs regarding ARCs will be referred back to the external village ARC rep and/or the village president.

Doug asked Kurt if he and Carol had decided on a replacement tree for Mariner Place. Kurt stated that they will make their decision after receiving the consultant recommendations from the VMC.

Doug asked Rick if Pacific Landscaping removes root "runners" during their bed pruning. Rick will follow up with Carlos.

A meeting with the upper village homeowners will be scheduled for mid-February to discuss vegetation options for the bed projects.

Irrigation Report: none

Pond Report: Focus for this spring is on implementing our pond water purity with vegetative "warfare". Claus Svendsen of Teal Lake Village has given us measures to pursue to control contaminants from invading our pond.

Vegetation around the Pond's rim.

We have made a start on the pond experimental garden located around the 100-year drain. A line of salal has been planted on the top edge of the area surrounding the 100-year drain. We will continue to defeat the onslaught of blackberry thickets and continue to plant more salal and beneficial plants as access, finances and labor time permits. This work is being done at this time by committee member contributions of funds and labor. The functioning condition of the pond at this rainy period is in very good status. The pond level is at the bottom of the top three blue marks, with ample room for infilling as the rains increase. The two main drains are audibly working.

An annual spring mowing is expected to take place late this spring per our usual maintenance plan. We try to time this for the peak spring regenerative time, and availability of our provider, Steve Martin of NW Landworks. We plan also for a fall mowing, with the possibility of a mowing in between, based on the natural dynamics (growth rate).

Storm Water Management Pipes

The vaults within the pipe between Mariner Place's cul de sac and the discharge pipe into the smaller, SW pond cell have still not been found; despite numerous earnest attempts with metal poles, rakes and spears. The vaults that have been uncovered proved to be part of a sewer system rather than our storm water. We had the vegetation cut back by NW Landworks on the south side of the trail, but we will lose the benefit of that work as this spring's growth begins. When those vaults are found, and the pipes inspected and any repairs done, we will need to uproot any trees that will threaten to destroy the pipe or vaults all the distance along the trail, as well as annually maintain the vegetation to prevent future pipe damage and root invasion.

The work that Steve Martin did was very reasonably priced. It would be a small expense to have Steve mow that area as annual preventative maintenance.

A robust metal detector is available for rent of \$14/day from Olympic Equipment Rentals in Hadlock. It has a depth detection range of 2 feet. Randy White of Teal Lake's Board has volunteered to help me use that detector. We are awaiting decent weather, and mutual schedule opportunities to rent and begin that work. I anticipate needing to rake and cut through existing scrub besides manipulating the battery powered detector, so there is opportunity for other helpers to contribute. Once located, we will note the GPS coordinates to put on our maps for future reference.

If we do not find access to pipe vaults, mid-range of the trail, Aqualis' opportunity to access the discharge pipe, and work a system to feed back to the mid trail area to find a vault cannot take place until the dry time of 2024. If we have to go that route, there will be a very expensive process of creating a temporary dam around the discharge pipe, the use of gas-powered water pumps and diagnostic camera work to trace the pipe back to find vault access.

A big thanks to all who have helped this past year, Judy McCay, Cole & Mary Beth Neill, Ray Newson, Jim Pihl, Doug Hewett, Ross Blaker, Erik Mikkelsen, Rick Stafford, the Aqualis Team, Steve Martin and others. We really need to find those access vaults.

Doug reminded the Board that the HOA is required to inspect the system and perform any needed corrective action every 10 years. This was last done in 2007. The previous company has no records on file for that previous work.

Kurt asked Lynne if this work would be completed by the end of this fiscal year. Worst case scenario work would be done in dry weather, so this project will likely extend into the next fiscal year. Kurt will begin looking into the budgetary implications of when the project is completed.

Reserve Fund Report: none