

**Bayview Village Association  
Board of Directors Meeting  
February 21, 2024  
Approved**

**Call to Order:** A regular meeting of the Bayview Village Homeowners Association (HOA) was called to order by President Doug Hewett at 10:08 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, Rick Stafford, Yvonne Hewett, Carol Mackes, and Kurt Mackes. Not present: Dan Graham.

**Guests:** Lynne and Jim Pihl, Ray Newsome, Gregory and Catherine Pena.

**Approval of Minutes:**

**Corrected December 2023 Minutes:** motion by Rick that item #4 be removed from previously approved December 2023 minutes, second by Kurt, unanimously approved by the Board members present.

**January 2024 Minutes:** motion by Carol that January 2024 minutes be approved as written, second by Steve, unanimously approved by the Board members present.

**Officer Reports – see Addendum**

**Old Business**

**Update on concrete driveway schedule (Kitsap Custom Concrete)** – Six driveways in the village are tentatively scheduled to be replaced during the week of March 18 (weather and manpower dependent). The HOA will need to provide an area for Kitsap Custom Concrete to place the slurry from the aggregate driveway replacements on Topside Court. The HOA will be responsible for cleaning this up after it dries.

**FY 2023-24 Budget Reallocation discussion – ideas to keep spending above threshold for taxes** – on hold pending meeting(s) to be called by Kurt.

**FY 2024-25 Budget** – projected completion date April – finalization dependent on prior renegotiation of the Pacific Landscaping contract (Rick).

**New Business**

**ARC approvals:**

- 1. 41 Windrose Place – installation of solar panels. Motion by Steve that this ARC be approved, second by Rick. Unanimously approved by the Board members present.**
- 2. Martingale Place – planting of Western Red Cedar trees. HOA will pay this expense. Motion by Steve to approve this ARC, second by Kurt. Unanimously approved by the Board members present.**
- 3. Plan to, after the start of FY 2024-2025, check and send out corrective notices as needed for CCR compliance.**

Board will review CCR compliance and send corrective action notices.

**Homeowner Comments:**

1. A member asked a question about the Teal Lake ARC for tree trimming above Topside. Rick provided a clarification for the scope of this submission.

**Next Meetings:**

- 1) The next BOD Working Group meeting will be on Tuesday, March 12th at 1 PM.
- 2) The next BOD meeting will be held at the Bay Club on Wednesday, March 13th at 10 AM.
- 3) FY 2024-2025 Budget and Landscape meeting time and place are TBD

An invitation will be sent to all homeowners for meeting. The Annual Meeting for the BVA HOA has been scheduled for Tuesday, June 11th at 1 PM in the Bay Club auditorium.

**Adjournment:** motion for adjournment by Kurt, second by Rick. Unanimously approved by the Board members present. The meeting was adjourned at 10:50 AM.

Submitted by

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Yvonne Hewett, BVA Adjunct Secretary  
Bayview Village Association

**ADDENDUM – OFFICER REPORTS**

**Landscape Report, February 2024 – Rick Stafford**

Pacific Landscape has finished their “winter work” in the village. They have installed backup master shutoff valves in all 16 pods for Bayview Village. These shut off valves should save the village thousands of dollars in the future from wasted irrigation water. The cost of this irrigation improvement was \$7500. While on site Pacific also installed new irrigation for the middle garden bed on Windrose in anticipation of the VMC “garden bed refresh” scheduled to begin in early March.

**VMC Report, February 2024 – Rick Stafford**

The VMC is preparing to do bed work on six garden areas on Windrose Place. Three areas at the main entrance to the Village and the three smaller beds further east on Windrose. The VMC will be spending most of its 2023-24 budget on this bed preparation. The estimated cost of this work is \$12,000 which includes: Professional consultation on design, new topsoil, new mulch, updated irrigation, tree pruning and installation of the plants.

Last year the bid from our landscape provider for the entryway project on Mariner was \$89,000. It was felt that this bid was unacceptable. Ultimately the VMC paid to prepare the beds for planting at a cost of \$18,000. The residents of Mariner very generously donated an additional \$6000 to pay for the new plantings. The VMC and volunteers supplied all the hand labor for the project. This “do it ourselves” approach to refreshing our village landscape saved us \$62,000.

Ken Taylor will again be our contractor. He has guided our design and installation planning over the past year. Erik Gayman, garden designer from Valley Nursery, worked as our consultant along with Ken Taylor and several knowledgeable village residents. The VMC will host an all-village meeting at the Bay Club to describe the project on Saturday March 2nd at 10 AM. At this meeting residents will have the opportunity to sponsor individual plantings for each of the six garden areas. VMC members will be calling on neighbors in the coming weeks to solicit pledges toward the estimated \$4000 cost of the plantings.

Please mark your calendar for Saturday March 2nd at 10 AM.

### **Treasurer’s Report – Kurt Mackes**

Regarding dues collection, all but three homeowners in the village have paid their 3rd quarter dues. The three homeowners that have not paid have been contacted and will hopefully pay soon.

The status of the operating account remains stable. As of today, the current balance in the operating account is \$58,559.47. There are three outstanding checks against this balance for \$17,679.49, so the available balance is currently \$40,879.98.

The available balance in the Reserve Account is currently \$55,426.57. There are currently no outstanding invoices encumbered from this balance. The balance in the Reserve Deposit Account continues to grow and now currently totals \$51,273.58.

Action items:

1. Evaluation of 2023/2024 revenue versus anticipated expenditures required to avoid tax issues at the end of fiscal year. Preliminary discussion concerning this issue occurred during the January 2024 board meeting, but more is needed.
2. Help with preliminary draft of the fiscal year 2024/2025 budget

### **Reserve Study Report – Doug Hewett**

Brinton Sprague has led the Reserve Study effort for many years and did an amazing job. He is now going to take some well deserved time away from Board activities.

This year's Reserve Study is a "no site visit" update. I worked on this with Brinton last year and will take responsibility for the Reserve Study update this year.

The process will start in May and continue into the next fiscal year. We will continue to use the same company to generate our Reserve Study this year.

**ARC Report – Steve Lemieux**

Following is a list of ARC applications and status that the current Board has received in FY 2023-24:

- BV2023-01      Applicant: Lynne Pihl  
                  Subject: Vegetation Management  
                  Status: Approved
  
- BV2023-02      Applicant: Virgil Morgan (Teal Lake Village)  
                  Subject: Tree Cutting  
                  Status: Approved (in part)
  
- BV2023-03      Applicant: Ron Cox  
                  Subject: Install new Power Generator  
                  Status: Approved (with condition)
  
- BV2023-04      Applicant: Peggy Thuotte & Seve Rees (Teal Lake Village)  
                  Subject: Tree Cutting  
                  Status: On Hold - subject to a report by a "Certified Arborist"
  
- BV2024-01      Applicant: Doug Hewett  
                  Subject: Add new Storm Door at front of house  
                  Status: Approved
  
- BV2024-02      Applicant: Patsy Ehlers  
                  Subject: Install Solar Panels  
                  Status: Needs ARC Review
  
- BV2024-03      Applicant: Rick Stafford, et al  
                  Subject: Plant small Western Red Cedar trees off Martingale Place  
                  Status: Needs ARC Review

## **Pond Report – Lynne Pihl**

This year so far the Pond's vegetative overgrowth is quite minimal. Around the perimeter the brambles' new shoots have not yet shown up, the new cattails in the water have not yet broken the surface, and the horsetail in the small pond cell have not emerged. The water level of the Pond as a whole is low, barely a foot higher than last summer's low. I will therefore be wanting to hold off on our spring mow until enough new growth emerges to thwart their progress.

Our present Pond issues are concerning the improvements in nature to help us keep water and plants thriving to our benefit. Mary Beth and I have been working the experimental garden around the 100 year drain. We could use some funds & helpers to proceed. We have aspirations of encouraging diving birds, like merganzers, Wood ducks, etc to slow the regrowth of the cattails. We will need help to set up nesting boxes, and funds for purchasing them.

Randy White has joined our group as Teal Lake's Pond Chair. He has most lately been focusing on helping us with the storm water pipe concerns. Aqualis has a plan to HOPEFULLY complete our CCTV and cleaning of the pipes in a two day, full force proposal. The costs look to be somewhat more expensive than estimated, although the difficulties have been hugely more difficult than anticipated. The greatest problem that we are resolving is the lack of proper records, and the fact that nature is far more aggressive than our not-so-benign neglect. Judy, our village Archivist is organizing any pertinent information so that it can be retrieved for the future.

Speaking of the future, getting these Storm Water pipes CCTVed, cleaned and repaired [if need be] is not the end. To prudently maintain our essential features, we need to remove all the woody vegetation that grows above the pipe and vault, then, annually we will need to mow the expanse to prevent anything with robust roots from getting to them. I am awaiting the Board's decision on approving the estimates given for the two day scope of work.

**The current Budget update is on the next page**

**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
<b>OPERATING ACCOUNT</b>						
<b>Revenue</b>						
Assessment Income	\$ 41,800.00	\$ 41,800.00	\$ 39,520.00	\$ -	\$ 123,120.00	\$ 167,200
Prepaid Dues	\$ 3,800.00	\$ (3,035.00)	\$ 760.00	\$ -	\$ 1,525.00	\$ -
Dues Adjustments	\$ (80.00)	\$ (5.00)	\$ 40.00	\$ -	\$ (25.00)	\$ -
Teal Lake Pond Reimbursement	\$ 1,082.27	\$ 2,781.15	\$ -	\$ -	\$ 3,863.42	\$ 12,710
<b>Total Revenue</b>	<b>\$ 46,622.27</b>	<b>\$ 41,541.15</b>	<b>\$ 40,320.00</b>	<b>\$ -</b>	<b>\$ 128,483.42</b>	<b>\$ 179,910.00</b>
<b>Expenditures</b>						
Administration/Fees	\$ -	\$ 20.00	\$ -	\$ -	\$ 20.00	\$ 200.00
Annual Meeting Expenses	\$ 99.72	\$ -	\$ -	\$ -	\$ 99.72	\$ 150.00
Bookkeeping Service	\$ -	\$ 180.03	\$ -	\$ -	\$ 180.03	\$ 590.00
Legal/Professional	\$ -	\$ 395.00	\$ -	\$ -	\$ 395.00	\$ 1,000.00
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Photocopy Service	\$ -	\$ -	\$ 78.55	\$ -	\$ 78.55	\$ -
Postage and PO Box	\$ -	\$ 238.88	\$ 13.70	\$ -	\$ 252.58	\$ 350.00
Taxes	\$ -	\$ 11.00	\$ 29.50	\$ -	\$ 40.50	\$ 35.00
Website	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.00
Property Management Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Insurance	\$ 2,174.00	\$ -	\$ -	\$ -	\$ 2,174.00	\$ 2,310.00
<b>Total Administration</b>	<b>\$ 2,273.72</b>	<b>\$ 844.89</b>	<b>\$ 121.75</b>	<b>\$ -</b>	<b>\$ 3,240.36</b>	<b>\$ 8,015.00</b>
Landscape contract and services	\$ -	\$ 15,507.48	\$ 15,507.48	\$ -	\$ 31,014.96	\$ 85,282.00
Turf treatment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
VMC landscaping expense	\$ -	\$ 250.00	\$ 436.40	\$ -	\$ 686.40	\$ 15,000.00
<b>Total Landscape</b>	<b>\$ -</b>	<b>\$ 15,757.48</b>	<b>\$ 15,943.88</b>	<b>\$ -</b>	<b>\$ 31,701.36</b>	<b>\$ 105,282.00</b>
Pond	\$ 3,341.19	\$ 2,890.13	\$ -	\$ -	\$ 6,231.32	\$ 20,500.00
Irrigation System	\$ 9,757.32	\$ 12,977.04	\$ 2,027.08	\$ -	\$ 24,761.44	\$ 18,500.00
<b>Total Repairs and Maintenance</b>	<b>\$ 13,098.51</b>	<b>\$ 15,867.17</b>	<b>\$ 2,027.08</b>	<b>\$ -</b>	<b>\$ 30,992.76</b>	<b>\$ 39,000.00</b>
Electricity	\$ 337.26	\$ 343.53	\$ 115.63	\$ -	\$ 796.42	\$ 1,211.00
Water	\$ 9,151.85	\$ 5,424.08	\$ -	\$ -	\$ 14,575.93	\$ 18,705.00
<b>Total Utilities</b>	<b>\$ 9,489.11</b>	<b>\$ 5,767.61</b>	<b>\$ 115.63</b>	<b>\$ -</b>	<b>\$ 15,372.35</b>	<b>\$ 19,916.00</b>
<b>Total Expenses</b>	<b>\$ 24,861.34</b>	<b>\$ 38,237.15</b>	<b>\$ 18,208.34</b>	<b>\$ -</b>	<b>\$ 81,306.83</b>	<b>\$ 172,213.00</b>
<b>Net Operating Revenue</b>	<b>\$ 21,760.93</b>	<b>\$ 3,304.00</b>	<b>\$ 22,111.66</b>	<b>\$ -</b>	<b>\$ 47,176.59</b>	<b>\$ 7,697.00</b>
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Cash</b>	<b>\$ 15,760.93</b>	<b>\$ 3,304.00</b>	<b>\$ 22,111.66</b>	<b>\$ -</b>	<b>\$ 41,176.59</b>	<b>\$ -</b>
2022/2023 Carryover					\$ (296.81)	\$ 7,697.00
<b>Available Cash</b>					<b>\$ 40,879.78</b>	<b>\$ (7,697.00)</b>
<b>RESERVE ACCOUNT</b>						
Opening Balance Reserve Account	\$ 100,288.67	\$ -	\$ -	\$ -	\$ 100,288.67	\$ 100,288.67
<b>Contributions and Interest</b>						
RA Contribution from OA	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 7,697.00
Interest	\$ 41.48	\$ 34.65	\$ 11.77	\$ -	\$ 87.90	\$ 100.00
<b>Total RA Contributions and Interest</b>	<b>\$ 6,041.48</b>	<b>\$ 34.65</b>	<b>\$ 11.77</b>	<b>\$ -</b>	<b>\$ 6,087.90</b>	<b>\$ 7,797.00</b>
<b>Reserve Account Expenses</b>						
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
<b>Total Reserve Account Expenses</b>	<b>\$ 50,475.00</b>	<b>\$ 475.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,950.00</b>	<b>\$ 50,950.00</b>
<b>Ending Reserve Acct Balance</b>	<b>\$ 55,855.15</b>	<b>\$ 55,414.80</b>	<b>\$ 11.77</b>	<b>\$ -</b>	<b>\$ 55,426.57</b>	<b>\$ 57,135.67</b>
<b>RESERVE DEPOSIT ACCOUNT</b>						
Opening Balance Deposit account	\$ -	\$ 50,212.33	\$ 50,840.87	\$ -	\$ -	\$ -
<b>Contributions and Interest</b>						
DA Contribution from RA	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
Interest	\$ 212.33	\$ 628.54	\$ 432.71	\$ -	\$ 1,273.58	\$ -
<b>Total DA Contributions and Interest</b>	<b>\$ 50,212.33</b>	<b>\$ 628.54</b>	<b>\$ 432.71</b>	<b>\$ -</b>	<b>\$ 51,273.58</b>	<b>\$ 50,000.00</b>
<b>Ending Deposit Account Balance</b>	<b>\$ 50,212.33</b>	<b>\$ 50,840.87</b>	<b>\$ 51,273.58</b>	<b>\$ -</b>	<b>\$ 51,273.58</b>	<b>\$ 50,000.00</b>
<b>Bank Balance 02/15/2024:</b>						
Operating Account	\$ 21,576.61	\$ 21,693.61	\$ 58,559.47	\$ -		
Reserve Account	\$ 49,855.15	\$ 55,414.80	\$ 55,426.57	\$ -		
Reserve Deposit Account	\$ 50,212.33	\$ 50,840.87	\$ 51,273.58	\$ -		