

**Bayview Village Association  
Board of Directors Meeting  
March 20, 2024  
Unapproved**

**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, Steve Lemieux, Rick Stafford, Dan Graham, Yvonne Hewett (proxy for Carol Mackes), and Kurt Mackes. Not present: Carol Mackes.

**Guests:** Mary Beth Neill and Ray Newson.

**Approval of Minutes:**

**February 2024 Minutes:** motion by Yvonne that February 2024 minutes be approved as written, second by Kurt, unanimously approved by the Board members present.

**Officer Reports – see Addendum**

**Old Business**

- a) Update on Mariner/Topside concrete driveway repair/replace (Doug) – now tentatively scheduled for week of April 1st. Dan will oversee this job in Doug's absence.
- b) Update on Mariner/Windrose sign and tree lighting estimate (Dan) – Rick will contact Diana Smeland to request that PLA light and maintain the Port Ludlow sign that sits on our limited common property.
- c) Composition of Board for FY 24-25 – five of the current Board members will continue to serve on the Board next year; one is a maybe. If you are interested in serving on the Board, please contact any Board member.
- d) Volunteers are needed to update CCR/and Bylaws. Please contact Doug if interested.
- e) Volunteers are needed to create a comprehensive Pond Vegetation Management Plan. Please contact Doug or Lynne Pihl if interested.
- f) Update on Pacific Landscaping contract – negotiations are complete. The new FY contract calls for a 6% increase, with no changes in the landscaping services provided. Final approval pending budget discussions.

**New Business**

1. 31 Mariner Place – ARC for tree trimming. Steve recused himself on this submission. Motion by Doug that this ARC be approved subject to the following conditions: trimming only to previous level, homeowner is to notify Board when work is to be performed, work must be provided by a licensed and bonded contractor, all tree trimming debris is to be removed from BV Common area, and Board member or Landscape chair is to be present when work is performed. Motion seconded by Dan, approved 5-0 by the Board members present with one abstention.

2. Motion by Doug to spend up to \$2,200 with Pacific Landscaping for spring irrigation maintenance, second by Kurt, unanimously approved by the Board members present.
3. CCR age violation complaint. Based on the Board's research, the residents meet the CCR standards. Motion by Doug to close this complaint, second by Rick, unanimously approved by the Board members present.

**Homeowner Comments:**

1. Homeowner asked for clarification on the codes applicable to new generator installation in the village. Doug provided clarification on the ARC recommendation process at the HOA level and subsequent submission and final approval by SBCA ARC committee. Boards are not qualified experts in building codes. Boards can only test the proposed work against the relevant CCRs. Building codes and compliance are a responsibility of the county and its permit processes.

**Next Meetings:**

- 1) The next BOD Working Group closed meeting will be on Tuesday, April 9th at 1 PM.
- 2) The next BOD meeting will be held at the Bay Club on Wednesday, April 10th at 10 AM.
- 3) FY 2024-2025 Budget Meeting Monday, March 25, time 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:** The meeting was adjourned at 12:10 PM.

Submitted by

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Yvonne Hewett, BVA Adjunct Secretary  
Bayview Village Association

ADDENDUM – OFFICER REPORTS

**Treasurer's Report – Kurt Mackes**

Regarding dues collection, two homeowners in the Village have not paid their 3rd quarter dues. These homeowners have not responded to date to attempts to contact them.

Donations were received for the Windrose and Martingale Projects. Line items were set up for these projects in the operating account. As of March 17th, \$3,610 was donated to the Windrose Project and \$6,600 to the Martingale Project. There are two outstanding pledges of \$120 each for the Windrose Project. To date \$3,759.55 has been spent from donations to the Windrose Project. Donations for the Martingale project will be carried over to the next fiscal year.

The status of the operating account remains stable. As of today, the current balance in the operating account is \$39,256.69. There are 5 outstanding checks against this balance for \$7,384.62. The available balance is currently \$31,872.07.

The available balance in the Reserve Bank Account is currently \$34,237.00. There are currently no outstanding invoices encumbered from this balance. The reduction in the Reserve Account was due to a check for \$21,200.00 issued to Kitsap Custom Cement as a downpayment for driveway replacement. The balance in the Reserve CD Account continues to grow and now currently totals \$51,577.27.

Action items:

1. Evaluation of 2023/2024 revenue versus anticipated expenditures required to avoid tax issues at the end of fiscal year. Because of projects currently underway no tax issues are now anticipated, and no further discussion is needed currently.
2. Preliminary draft of the fiscal year 2024/2025 budget will be available at the April board meeting for discussion.
3. Proposed budget revisions:
  - Move \$3,000 from Property Management Expenses to Pond Expenses
  - Move \$10,000 from Landscape Contract and Services to Irrigation System Expense
  - Budget \$4,090 of donations to the Windrose Project to project expense line item (This would replace the \$15,000 currently budgeted)
4. Need to discuss revisions to the budget for driveway replacement work.

**Landscape Report – Rick Stafford**

Pacific is in the process of completing their preseason irrigation system assessment. We will authorize the completion of any repairs before the beginning of the irrigation season. The new master valves are all installed and we look forward to spending substantially less money this summer on “wasted” irrigation water. The Pacific maintenance crew completed their first mowing of the season Monday and the village is beginning to look cared for. The board has started the process of negotiating our 2024-25 contract. We are looking at a 6% cost increase. We have asked their regional director to propose a cost for limited “thatching” on some neglected lawn areas around houses.

**VMC Report – Rick Stafford**

The majority of the new plantings on Windrose are in their beds with fine mulch top dressing. This was a major project taking weeks of preparation. The actual installation was completed in two very busy days with Ken Taylor and his small crew and a group of 10 dedicated village Gardeners! Thank you to all who participated in this “village refresh” both with their volunteer hours and the many homeowners who donated money to pay for the cost of the plants. We are still planning to add a few new plants to the beds as they become available. So far we have spent:

\$3,750 on plants  
\$7,180 on bed preparation  
\$2,200 on irrigation repair

We are probably spending up to \$3,000 today having Town and Country Tree Experts shape and thin the trees at the Windrose entrance. This totals \$16,130 for our total expenditures. We should carry more than \$6,000 in donations forward for Part Three of our village "refresh".

We are looking forward to next spring when we will be focusing on the entrances to Martingale and Topside.

Dan reported that Fredrickson Electric will be on site tomorrow to repair lighting control box wires damaged by Pacific Landscaping during bed preparation. Pacific Landscaping will reimburse us for this expense.

### **ARC report – Steve Lemieux**

1. Pat Ehlers  
41 Windrose Dr.  
Install Solar Panels  
**Approved by SBCA-ARC on March 18**
  
2. Rees-Thuotte  
Teal Lake Village  
Trim trees on BV Limited Common Area (Topside Court).  
**County permit application made to DCD on March 18**
  
3. Margaret Salmassy  
71 Topside Ct.  
Notified BV/HOA of house repainting.  
**Letter of acceptance sent from Pres. – no ARC required, no change to paint scheme**
  
4. Paul Courtney  
31 Mariner Pl.  
Request to trim 2 evergreen trees and small clump of alder trees for view maintenance  
**Needs Board action.**

### **POND REPORT – Lynne Pihl**

We anticipate Aqualis's services this upcoming week for two days 3/26 & 3/27. We look forward to having our "hiding" pipe system along the 'Pond' Trail revealed; accesses documented both by measurements from fixtures as well as by GPS points determined from above ground. The pipes will be cleaned as well as CCTV recorded, and also the pipe to the Bay will be serviced, including the vaults north of the Pond.

Our Experimental Garden has shown us new growth.

No other maintenance items have been scheduled until we have next week's discoveries revealed.