

**Bayview Village Association
Board of Directors Meeting
May 8, 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 AM. 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: Paula Berman, Judy McKay, Lynne and Jim Pihl.

Approval of Minutes:

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

Officer Reports – see Addendum

Old Business

1. Unauthorized tree cutting on BVA limited common property above the pond – The Board has completed its review of this situation and has sent invoices to homeowners involved requesting payment for remediation of damages. Doug discussed the review process and the actions of the Board moving forward. More information to be presented at the Annual meeting.
2. Update on Mariner/Topside concrete driveway repair/replacements – 6 of 9 concrete driveways were replaced. The other 3 driveways did not need replacement at this time. Sealing of the driveway will be the homeowner's responsibility.

New Business

1. 81 Mariner Place - ARC for tree trimming. Kurt and Carol recused themselves on this submission. Motion by Dan 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; trimming of birch and alder saplings under 6 inches in diameter at 6 feet is permitted. Motion seconded by Rick, approved by the Board members present with two abstentions.
2. 40 Mariner Place – ARC for gravel sidewalk construction. Motion by Rick that this ARC be approved. Second by Steve, unanimously approved by the Board members present. Because this ARC changes the exterior appearance of the home, it will be forwarded to the SBCA ARC committee for final approval.

3. 60 Mariner Place – ARC for heat pump installation. Motion by Kurt that this ARC be approved with the following condition: homeowner will plant a shrub to shield the heat pump from neighbors. Second by Dan, unanimously approved by the Board members present. This ARC will be forwarded to the SBCA ARC committee for final approval.
4. Signage for pond catch basins off the trail will be needed to ensure that we can locate them for future inspections. Lynne will investigate possible options.
5. Annual General Meeting Packet Approval – motion by Dan to accept the Annual Meeting packet/ballot. Second by Rick, unanimously approved by the Board members present. The voting packet will be mailed by May 10th.
6. Our landscaping expenses will increase to \$96,000 next year and water rates increased substantially during this fiscal year. Pending the outcome of CCR revision votes, the Board has decided not to raise dues as mentioned in our last meeting.

Homeowner Comments: Homeowner asked for additional information/clarification of the upcoming initiative to remove storm and sewer drainage from the CCRs. Doug provided background information on the issue. A community meeting to give homeowners an opportunity to ask questions regarding CCR revisions. Date and time TBD.

Next Meetings:

The Annual Meeting of the BVA HOA is scheduled for Tuesday, June 11th at 1 PM in the Bay Club Auditorium. A Village reception with provided appetizers and non-alcoholic beverages will be held from 1-2 PM, followed by the Annual Meeting from 2-4 PM.

An Annual Meeting Packet will be mailed to all Bayview Village homes by May 10. If you have not received your packet by May 17, please contact Carol or Yvonne at sec@bayviewvillage.info

Adjournment: The meeting was adjourned at 11:35 PM.

Submitted by

Yvonne Hewett, BVA Adjunct Secretary
Bayview Village Association

ADDENDUM – OFFICER REPORTS

April Treasurer’s Report – Kurt Mackes

Regarding dues collection, 4th quarter dues invoices were sent at the end of March and all but 8 were paid by April 30th. There are currently 5 homeowners that have not paid their dues yet. All pledges to the Windrose and Martingale Projects have now been paid. Donations to both the Windrose and Martingale Projects that are not spent in this fiscal year will be carried over to next year.

As of April 30th, the balance in the operating account was \$11,449.17. There were three outstanding checks against this balance for \$3,270.91. The available balance was \$8,178.26. This balance is lower than past month-end balances because of sizeable payments made to Aqualis, Kitsap Custom Cement, and Pacific Landscape Maintenance (quarterly payment in advance for April, May, and June). The available balance in the Reserve Account on April 30th was \$10,486.72. There are no outstanding invoices currently encumbered from this balance. The balance in the Reserve Deposit Account continues to grow and now currently totals \$51,695.88.

On April 29th Bayview Village Homeowners Association issued three invoices. Invoice 2236 was issued to Pacific Landscape Maintenance for \$793.74, which was their portion of electrical repair work done at the entrance to Windrose Drive. The other two, Invoices 2237 & 2238 (\$7,423.50 each), were issued to homeowners for partial reimbursement of HOA expenses incurred while addressing issues related to the large trees cut on the hillside above the retainment pond. All three of these invoices are not currently included in the HOA books (see action item below) but will be added after the May board meeting.

Action items:

1. Need to set up revenue subaccounts for invoices issued on April 30th and identify the budget accounts for spending the revenue. Regarding reimbursement for expenses associated with trees cut on the hillside above the pond, specific questions that need to be addressed are:
 - Will all the revenue collected be allocated to the operating account, or will some be placed in the reserve account?
 - What restrictions (if any) will be placed on using the revenue?
 - Hillside rehabilitation will take several years; how will money be allocated over that period?

April Landscape Report – Rick Stafford

Pacific will be fertilizing our lawns next Monday so they won't mow next week. The product is not harmful to us or our pets although they may track it into the house. Our plan for starting irrigation is to wait until next month unless we get another early summer stretch of 80 degree weather that looks like it will harm the lawns. We suggest you watch your garden beds and hand water for the next few weeks. We are grateful for the recent heavy rain as it has been dry in spite of the cold gray "spring". Pacific has done their early season assessment of the irrigation system and done the required adjustments and replacements so we are ready for another season.

April VMC Report – Rick Stafford

This winter's "late frost" has done noticeable damage to shrubs throughout our village both in private garden areas and in HOA beds. Some plants may yet survive but may never truly recover and look good again. Spring is the season of renewal and trips to the garden center can be an exercise in hope for the future. The VMC has been doing small fertilizing projects aimed at restoring the health of many of our "tired" rhodies and other struggling shrubs. We will be hoping for healthy fresh growth this coming summer. We will be planning the "refresh of Martingale over the coming months in anticipation of one more large landscape project next spring.

At the annual meeting in June we would like to lead a discussion on Pruning the Hawthorn trees next fall asking the following questions;

- Do we like their larger globe shape?
- Are there areas where we continue letting them get larger?
- Do we prune them differently on different streets?
- Do we prune them down to their former size of three years ago?
- Are there trees that are now a problem because they are too big?
- Do we return to the precedent of pruning them every year?
- And if so, to what size do we prune them each fall?

We hope to have a productive discussion!

April ARC Chair Report – Steve Lemieux

- 1) Reese-Thuotte Teal Lake Tree Trimming ARC – We have not received the JeffCo DCD permit yet but we have been informed it will be sent during the first part of May. The homeowners and the ARC Chair from Teal Lake feel it is important to attach a copy of this permit to the permit application for JeffCo DPW. We are following their lead from their past experience with these agencies.
- 2) K. Mackes Tree Trimming – There is no apparent problem at this time. Approval recommended subject to appropriate conditions.
- 3) J. McKay Path - There is no apparent problem at this time. Approval recommended subject to appropriate conditions.
- 4) J. Durgin Heat Pump Compressor and Screen Install – Installation will be in the back of the house. Some screening will be required. Approval recommended subject to appropriate conditions. This permit will require review and approval from SBCA ARC.

April Pond Chair Report – Lynne Pihl

Aqualis has found two of our missing accesses to the Storm Water pipe laying along the north side of the Trail. The results of the CCTV work indicate that the majority of the pipe is in good shape and functioning well. Roots have invaded at two primary points on the segment between CB4 [catch basin Access or grate] and CB6. All trees need to be removed that are threatening the pipe's integrity. At this point, there may only be two or three trees that are large enough now to be rooting in, so they must have priority in removal this summer.

More detailed investigation can be done when our POND mower, Steve Martin of NW Landworks clears the brush in those two areas around the pipe.

Because the POND vegetation has been slow to grow back this year, I would prefer that we do our Spring mowing later than usual to cut the vegetation after its first Spring growth spurt has been expended.

We have discussed partial periodic cleaning of the dredge accumulations right around the discharge pipe in the SW smaller cell. This will preserve capacity at the point where most of the sediment from upstream enters the POND, and thereby reduce the accumulations from moving further on. A mini dredge point was put in several years ago on the NE end of the large cell to provide a quick pre-clean-out basin for the same purpose against run off from the swale on the north side.

The Experimental Garden plants are doing well. But we are rethinking the Garden in that place. The area circling the 100 year Storm Drain is round, draining rock. This is not a choice bedding material for growing plants. Also, It would be more expedient to keep the gravel free of roots, soil and plant waste. The existing plants will be left in place to border the trail and as a pleasant divider between the trail and the drain rock.

More explicit plans for both POND and PIPEs will be made this late Spring.

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	Budget 2024-25
OPERATING ACCOUNT							
Revenue							
Assessment Income	\$ 41,800.00	\$ 41,800.00	\$ 41,800.00	\$ 35,720.00	\$ 161,120.00	\$ 167,200	\$ 167,200
Prepaid Dues	\$ 3,800.00	\$ (3,035.00)	\$ (760.00)	\$ -	\$ 5.00	\$ -	\$ -
Dues Adjustments	\$ (60.00)	\$ (5.00)	\$ 40.00	\$ -	\$ (25.00)	\$ -	\$ -
Teal Lake Pond Reimbursement	\$ 1,082.27	\$ 2,781.15	\$ -	\$ 9,363.00	\$ 13,226.42	\$ 15,190	\$ 4,960
BVA Windrose Project Donations	\$ -	\$ -	\$ 5,650.00	\$ 240.00	\$ 5,890.00	\$ 5,890	\$ -
BVA Martingale Project Donations	\$ -	\$ -	\$ 4,800.00	\$ -	\$ 4,800.00	\$ -	\$ 4,800
Total Revenue	\$ 46,622.27	\$ 41,541.15	\$ 51,530.00	\$ 45,323.00	\$ 185,016.42	\$ 188,280.00	\$ 176,960.00
Expenditures							
Administration/Fees	\$ -	\$ 20.00	\$ -	\$ -	\$ 20.00	\$ 100.00	\$ 100.00
Annual Meeting Expenses	\$ 99.72	\$ -	\$ -	\$ -	\$ 99.72	\$ 150.00	\$ 150.00
Bookkeeping Service	\$ -	\$ 180.03	\$ -	\$ -	\$ 180.03	\$ 200.00	\$ -
Legal/Professional	\$ -	\$ 395.00	\$ -	\$ 35.00	\$ 430.00	\$ 1,500.00	\$ 1,000.00
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopy Service	\$ -	\$ -	\$ 78.55	\$ -	\$ 78.55	\$ 100.00	\$ 100.00
Postage and PO Box	\$ -	\$ 238.86	\$ 23.17	\$ 23.40	\$ 285.43	\$ 350.00	\$ 350.00
Taxes	\$ -	\$ 11.00	\$ 29.50	\$ -	\$ 40.50	\$ 50.00	\$ 650.00
Website	\$ -	\$ -	\$ 74.78	\$ -	\$ 74.78	\$ 80.00	\$ 80.00
Property Management Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 2,174.00	\$ -	\$ -	\$ -	\$ 2,174.00	\$ 2,310.00	\$ 2,425.00
Total Administration	\$ 2,273.72	\$ 844.89	\$ 206.00	\$ 58.40	\$ 3,383.01	\$ 4,840.00	\$ 4,855.00
Landscape contract and services	\$ -	\$ 15,507.48	\$ 23,261.22	\$ 22,795.99	\$ 61,564.69	\$ 69,790.00	\$ 90,399.00
Turf treatment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VMC landscaping expense	\$ -	\$ 250.00	\$ 10,381.25	\$ 2,437.20	\$ 13,068.45	\$ 11,000.00	\$ 20,000.00
BVA Windrose Project	\$ -	\$ -	\$ 4,344.15	\$ -	\$ 4,344.15	\$ 5,650.00	\$ -
BVA Martingale Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800.00
Total Landscape	\$ -	\$ 15,757.48	\$ 37,986.62	\$ 25,233.19	\$ 78,977.29	\$ 86,440.00	\$ 115,199.00
Pond	\$ 3,341.19	\$ 2,890.13	\$ -	\$ 15,101.62	\$ 21,332.94	\$ 22,500.00	\$ 8,000.00
Irrigation System	\$ 9,757.32	\$ 12,977.04	\$ 6,281.99	\$ -	\$ 29,016.35	\$ 30,200.00	\$ 15,000.00
Total Repairs and Maintenance	\$ 13,098.51	\$ 15,867.17	\$ 6,281.99	\$ 15,101.62	\$ 50,349.29	\$ 52,700.00	\$ 23,000.00
Electricity	\$ 337.26	\$ 343.53	\$ 344.39	\$ 114.87	\$ 1,140.05	\$ 1,210.00	\$ 1,300.00
Water	\$ 9,151.85	\$ 5,424.08	\$ 1,147.47	\$ 1,208.72	\$ 16,932.12	\$ 17,330.00	\$ 12,000.00
Total Utilities	\$ 9,489.11	\$ 5,767.61	\$ 1,491.86	\$ 1,323.59	\$ 18,072.17	\$ 18,540.00	\$ 13,300.00
Total Expenses	\$ 24,861.34	\$ 38,237.15	\$ 45,966.47	\$ 41,716.80	\$ 150,781.76	\$ 162,520.00	\$ 156,354.00
Net Operating Revenue	\$ 21,760.93	\$ 3,304.00	\$ 5,563.53	\$ 3,606.20	\$ 34,234.66	\$ 25,760.00	\$ 20,606.00
OA Contribution to RA	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 20,606.00
RA Expenses Paid from OA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pond Expense (BV portion)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Irrigation Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Driveway Repair & Maintenance	\$ -	\$ -	\$ -	\$ 19,759.59	\$ 19,759.59	\$ 19,760.00	\$ -
Reserve Study Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash	\$ 15,760.93	\$ 3,304.00	\$ 5,563.53	\$ (16,153.39)	\$ 8,475.07	\$ -	\$ -
2022/2023 Carryover	\$ -	\$ -	\$ -	\$ -	\$ (296.81)	\$ -	\$ -
Available Cash	\$ -	\$ -	\$ -	\$ -	\$ 8,178.26	\$ -	\$ -
RESERVE ACCOUNT							
Opening Balance Reserve Account	\$ 100,288.67	\$ -	\$ -	\$ -	\$ 100,288.67	\$ 100,289.00	\$ 10,494.00
Contributions and Interest							
RA Contribution from OA	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 20,606.00
Interest	\$ 41.48	\$ 34.65	\$ 28.02	\$ 4.06	\$ 108.21	\$ 115.00	\$ 25.00
Total RA Contributions and Interest	\$ 6,041.48	\$ 34.65	\$ 28.02	\$ 4.06	\$ 6,108.21	\$ 6,115.00	\$ 20,631.00
Reserve Account Expenses							
Pond Expense (BV portion)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Irrigation Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Checks for Reserve Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trellis Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Driveway Repair & Replacement	\$ -	\$ -	\$ 21,200.00	\$ 23,760.16	\$ 44,960.16	\$ 44,960.00	\$ -
Reserve Study Cost	\$ 475.00	\$ 475.00	\$ -	\$ -	\$ 950.00	\$ 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	\$ 21,200.00	\$ 23,760.16	\$ 95,910.16	\$ 95,910.00	\$ 950.00
Ending Reserve Acct Balance	\$ 55,855.15	\$ 55,414.80	\$ 34,242.82	\$ (23,756.10)	\$ 10,486.72	\$ 10,494.00	\$ 30,175.00
RESERVE DEPOSIT ACCOUNT							
Opening Balance Deposit account	\$ -	\$ 50,212.33	\$ 50,840.87	\$ 51,477.27	\$ -	\$ -	\$ 52,120.00
Contributions and Interest							
DA Contribution from RA	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -
Interest	\$ 212.33	\$ 628.54	\$ 636.40	\$ 218.61	\$ 1,695.88	\$ 2,120.00	\$ 2,150.00
Total DA Contributions and Interest	\$ 50,212.33	\$ 628.54	\$ 636.40	\$ 218.61	\$ 51,695.88	\$ 52,120.00	\$ 2,150.00
Ending Deposit Account Balance	\$ 50,212.33	\$ 50,840.87	\$ 51,477.27	\$ 51,695.88	\$ 51,695.88	\$ 52,120.00	\$ 54,270.00
Bank Balance 4/30/2024:							
Operating Account	\$ 21,576.61	\$ 21,693.61	\$ 11,449.17	\$ -	\$ -	\$ -	\$ -
Reserve Account	\$ 49,855.15	\$ 55,414.80	\$ 10,486.72	\$ -	\$ -	\$ -	\$ -
Reserve Deposit Account	\$ 50,212.33	\$ 50,840.87	\$ 51,695.88	\$ -	\$ -	\$ -	\$ -