

**Bayview Village Association  
Board of Directors Meeting  
July 10, 2024  
Unapproved**

**Call to Order:** A regular meeting of the Bayview Village Homeowners Association (HOA) was called to order by President Doug Hewett at 3 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, Rick Stafford, Dan Graham, Yvonne Hewett, Carol Mackes, Eric Salmassy, and Kurt Mackes.

**Guests:** Mary Beth Neill, Coney and Carrol Oldenburg, John Miller, and Ray Newson.

**Approval of Minutes:**

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

**June 11, 2024 Organizational Meeting Minutes:** motion by Yvonne that June 11, 2024 organizational meeting minutes be approved as written, second by Carol, unanimously approved by the Board members present.

**Officer Reports – see Addendum**

**Old Business**

Update on Hillside Tree Trimming Remediation and plan for actions as needed – in progress; see Treasurer’s report.

Columns and Trellises – current status and action items update – seven homeowners have requested their column/trellis be removed. Three homeowners have decided to retain their column/trellis. One homeowner has not responded. The Board will handle removal and disposal. Homeowners will receive a letter detailing their insurance liability and maintenance requirements.

**New Business**

a) Priority Projects for BV Board this FY

- Update By-Laws and CCRs to remove Columns & Trellises – Doug will work on this with the attorney.
- Update Reserve Study to remove Columns & Trellises – Mary Baker Anderson will work on this.
- Martingale landscaping - Rick and Dan will work on this with the help of the community.
- Create BV Rules – the BOD will be using the current Teal Lake rules as a starting point for our discussions.

More information to follow.

- Pond mowing/catch basin locate – Lynne will be coordinating this ongoing effort.
- Private Lot Storm Drain investigation and 6 month hold on Private Lot drain Projects – see below.
- Hillside remediation – Rick and Dan will work on this with the help of the community.

b) Submission of HOA Annual Report to Washington State Secretary of State. Kurt will handle this task.

- c) BOD Meeting Schedule Change - Motion by Doug to remove August and December meetings. Second by Eric and unanimously approved by the Board members present.
- d) Discussion and motion by Eric to allow Kurt to move our expiring Reserve CD account funds to obtain a better rate of return than 3.75%. Fidelity money market accounts are earning just under 5%, and may be readily accessed if needed. This low-risk government bond investment would produce an additional \$1000 interest income to the HOA this year. Second by Dan and unanimously approved by the Board members present.
- e) Motion by Eric to approve Reese-Thuotte (Teal Lake) tree trimming ARC (BV 2023-04) submitted in 2022 subject to the following conditions:  
BVA BOD member will be present on site when work is performed.  
Trimming may only be done to the previous trimming level.  
TL to contact BVA in advance of date work is to be performed and of any schedule changes.  
Work is to be done by a licensed and bonded contractor.  
Contractor will operate under the direction of BVA representative.  
Contractor will dispose of all trimming debris.  
No costs will be incurred by BVA for work performed.  
TL will give release of liability to BVA.  
Second by Yvonne and unanimously approved by the Board members present.
- f) Storm drain ARC hiatus discussion – This hiatus does not apply to homeowner funded drainage projects. Any HOA-funded drainage projects will likely require a special assessment as storm drains and sewers are not a listed component in our Reserve Study. The legal responsibility of the HOA on a system that has not been regularly maintained over its 35-year life span is unknown. A thorough investigation of the existing system will be required to evaluate any current deficiencies and work toward remediation. Doug will begin looking for a consultant to assist with this project. Motion by Doug that private lot storm water ARC project requests be delayed by 6 months with the exception of homeowner funded projects. Second by Dan, and unanimously approved by the Board members present.
- g) Motion by Rick to replace two irrigation controllers at a cost not to exceed \$1600, with the stipulation that all expenses be itemized by Pacific Landscaping. Second by Kurt, and unanimously approved by the Board members present.
- h) Discussion of HOA tree replacement allowance after column/trellis removal. This will be readdressed by the BOD in September after the HOA expenses for column/trellis removal have been determined.

**Homeowner Comments/Questions:**

Homeowner asked about the electronic payment of HOA assessments. The Board has discussed this in the past, but have not proceeded due to the cost for the HOA to provide this service. If you are interested in a direct bank payment of your dues, please contact Kurt for details.

**Next Board Meetings** (meetings at the Bay Club)

Workshop – Tuesday, September 10<sup>th</sup>, 1 – 3 PM

BOD Meeting – Wednesday, September 11<sup>th</sup>, 10 – 12

**Adjournment:** The meeting was adjourned at 4:55 PM.

**ADDENDUM – OFFICER AND CHAIR REPORTS**

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

Collection of 1st quarter dues is proceeding well and as of July 8th; 29 homeowners out of 55 have paid their dues.

Regarding invoices sent on April 30th, the status is as follows:

- Invoice 2236 – Paid with credit for work invoiced on June 19th.
- Invoice 2237 for \$7,423.50 has not been paid yet and is now past due.
- Invoice 2238 was paid in full (\$2,474.50) on June 3rd.

As of June 30, the balance in the operating account was \$3,637.49. There was one outstanding check against this balance for \$490. The available balance was \$3,147.49. The available balance in the Reserve Account on June 30th was \$14,490.29, which included a \$4,000 transfer from the operating account on June 28th. The balance in the Reserve Deposit Account was \$52,128.76 on June 30th.

Action items:

1. Follow up with homeowner to collect payment on Invoice 2237. A follow up letter will be sent to homeowner by Doug.
2. Decide on what to do with the balance in the Reserve Deposit Account. The current interest on a rollover 1-year CD at Sound Community Bank is 3.75%.

**July Landscape Report – Rick Stafford**

While we are experiencing near 90 degree daytime temperatures, we will be doing two early morning watering times. One 5-minute watering cycle followed an hour later by a 10-minute cycle. On Thursdays the 10-minute cycle will start at 8 am so that homeowners can identify errant sprinkler heads and water leaks. This represents a 50 percent water increase during the extreme heat advisory. Each of the two watering cycles will water for the designated period of time on each of the 10 or more zones. 10 zones at 10 minutes per zone will take an hour and forty minutes to complete. If you feel this is not enough water for your flower beds please feel free to hand water your own garden beds.

We have experienced our first water leak since the installation of the “master valve” shut offs. The master shut off valve worked perfectly and we lost almost no irrigation water. The one difficulty with the master valve shutoff is that it is hard to find problems. Previously leaks or stuck valves would start in the night and run until morning when they would be discovered and shut off by hand. Now these leaks and stuck valves are shut off at the end of each watering cycle by the master valve. This is why we are doing a daytime watering cycle to keep an eye out for problems during the scheduled watering time.

### **July VMC Report – Rick Stafford**

The VMC met three times this last month. The first meeting was a “walk around” to make a list of problem areas on Martingale and begin our garden plan. The second meeting was a shrub “rehab” work party where we did a “deep” fertilization of the shrubs in the garden beds on Martingale in anticipation of next year’s bed refresh. We are hoping to reuse as many existing plantings as possible. The third work party was for pruning the rhodies when they had finished blooming. We have had one consultation on the Martingale project with Jose from Port Townsend Garden Center. We anticipate at least two more consultations from designers in our design process.

### **July ARC Chair Report – Eric Salmassy**

On Friday 6/28 I met with Doug Hewett & Stephen Lemieux for the handoff of ARC materials and responsibility.

For this week's meeting we have Application BV2023-04 (Rees/Thuotte Teal Lake) for tree trimming that has required permits and I believe is ready for board approval. I will scan the information and send it around later today.

Another Teal Lake request was received June 26th from a group of five homeowners for tree trimming to restore views. I have created Application BV2024-09 (Andreasson, Randall, Sherman, Younger, Smith) for this. Dan Graham and I met with the Teal Lake ARC representative, Bob Gilbert, on July 7th for him to get a look at the trees in question from our side of the road. There are four groups of trees involved. I'd like to discuss some logistics on this one on Tuesday as I've received feedback from people of Topside Court about the PUD work that was done having impacted Topside Court negatively, both from a road noise and general appearance standpoint, and a desire to not create further negative impact. Additionally some of the trees in question are on private property (53 Topside) which complicates things a bit.

I also received an inquiry from Lynne Pihl about some additional trimming of trees. I'm hoping to get a look at the growth in question today or tomorrow morning to confirm whether it falls under an existing approved ARC application and county permit.

### **July Pond Chair Report – Lynne Pihl (given by Doug in Lynne’s absence)**

As of July 7, 2024, this year’s work by Steve Martin of NW Landcare has not been started. Most notably, we are waiting to see the mowing of vegetation around the inside water-edge of the Pond. Some of the other work we need done includes a partial dredging of the smaller SW Cell to clear the output pipe of muddy back-fill. This is easiest done when the pond water level is lowest and may account for Steve’s delay in mowing. Moving large equipment is costly and he may be wanting to do all our work in one set-up session, which may mean a period of days when his equipment parks here.

Please be aware that this mini dredge will create an unpleasant earthy odor. It will take a week or two to drain off on the southern border at the base of the hill. Please be patient and forgiving. This mini procedure will help delay the expense of a full dredge of the SW Cell.

Steve Martin will also be doing a significant clearing of the brush and trees surrounding our elusive Catch Basin #4 (CB#4) to allow for future access, as well as to remove the invading above ground trees whose roots we pay Aqualis to remove from under the ground. I envision a future where our requirement to inspect our Storm Water infrastructure will be quick, CCTV proof that no roots ever again invade, nor damage the pipes. This requires vegetative maintenance from the surface.

On this note, our Village needs help to evaluate the notes and follow-up actions that are included in Aqualis' report. I am NOT an expert. We need better Help.

Follow-up after clearing Catch Basin #4 will be a bid from Steve Martin to assess the costs for removing all currently invading trees, as well as future invaders over the entire pipe between Teal Lake, Mariner Place, and the Trail. We already pay annually for mowing of the vegetation that crushed our concrete vault at the corner of Ludlow Bay Rd and the Pond's south driveway. Mowing is cheaper by far than repairing crushed vaults or ruined pipes.

After learning that we are to keep the gravel piles on the Berm's Weir and around the 100-year drain free from infiltration of dirt, weeds, and roots, I have withdrawn our idea for the experimental garden around the 100-year drain. I have been digging out potato sized roots of Blackberry that are deeply imbedded in the hillsides under the gravel.

Our Salal plantings are doing well as an attractive, mow-able border between the gravel and the level trail. They get a half bucket of water per week for their infancy. Any trail walkers who want to carry a weeding tool or bucket are welcome to help keep our gravel sections weed free, and our Salals' thirst slaked.

### **Reserve Study Chair – Mary Baker Anderson (given by Doug in Mary's absence)**

The Reserve Study for 2024-25 has kicked off with the receipt of the information requirements from Association Reserves. This is the third year of the 3-year cycle and requires that we refresh the in-depth study done in 2022-23. Once the financial information from the year just ended is finalized it will be provided to Association Reserves to allow them to complete the refresh. The goal is to have the study completed by September 30, 2024 and to share with homeowners in October.

**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	\$ 41,800.00	\$ 41,800.00	\$ 167,200.00	\$ 167,200.00
Prepaid Dues	\$ 3,800.00	\$ (3,035.00)	\$ (760.00)	\$ 3,040.00	\$ 3,045.00	\$ -
Dues Adjustments	\$ (60.00)	\$ (5.00)	\$ 40.00	\$ (20.00)	\$ (45.00)	\$ -
Teal Lake Pond Reimbursement	\$ 1,082.27	\$ 2,781.15	\$ -	\$ 9,363.00	\$ 13,226.42	\$ 15,190.00
BVA Windrose Project Donations	\$ -	\$ -	\$ 5,650.00	\$ 240.00	\$ 5,890.00	\$ 5,890.00
BVA Martingale Project Donations	\$ -	\$ -	\$ 4,800.00	\$ -	\$ 4,800.00	\$ -
Hillside Expense Reimbursement	\$ -	\$ -	\$ -	\$ 2,474.50	\$ 2,474.50	\$ -
PCM Expense Reimbursement	\$ -	\$ -	\$ -	\$ 793.74	\$ 793.74	\$ 2,474.50
<b>Total Revenue</b>	<b>\$ 46,622.27</b>	<b>\$ 41,541.15</b>	<b>\$ 51,530.00</b>	<b>\$ 57,691.24</b>	<b>\$ 197,384.66</b>	<b>\$ 190,754.50</b>
<b>Expenditures</b>						
Administration/Fees	\$ -	\$ 20.00	\$ -	\$ -	\$ 20.00	\$ 100.00
Annual Meeting Expenses	\$ 99.72	\$ -	\$ -	\$ 40.40	\$ 140.12	\$ 150.00
Bookkeeping Service	\$ -	\$ 180.03	\$ -	\$ -	\$ 180.03	\$ 200.00
Legal/Professional	\$ -	\$ 395.00	\$ -	\$ 525.00	\$ 920.00	\$ 1,500.00
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Photocopy Service	\$ -	\$ -	\$ 78.55	\$ -	\$ 78.55	\$ 100.00
Postage and PO Box	\$ -	\$ 238.86	\$ 23.17	\$ 166.80	\$ 428.83	\$ 350.00
Taxes	\$ -	\$ 11.00	\$ 29.50	\$ -	\$ 40.50	\$ 50.00
Website	\$ -	\$ -	\$ 74.78	\$ -	\$ 74.78	\$ 80.00
Property Management Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 2,174.00	\$ -	\$ -	\$ -	\$ 2,174.00	\$ 2,310.00
<b>Total Administration</b>	<b>\$ 2,273.72</b>	<b>\$ 844.89</b>	<b>\$ 206.00</b>	<b>\$ 732.20</b>	<b>\$ 4,056.81</b>	<b>\$ 4,840.00</b>
Landscape contract and services	\$ -	\$ 15,507.48	\$ 23,261.22	\$ 22,795.99	\$ 61,564.69	\$ 69,790.00
Turf treatment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VMC landscaping expense	\$ -	\$ 250.00	\$ 10,381.25	\$ 2,547.39	\$ 13,178.64	\$ 11,000.00
BVA Windrose Project	\$ -	\$ -	\$ 4,344.15	\$ 128.68	\$ 4,472.83	\$ 5,650.00
BVA Martingale Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pond Hillside Remediation	\$ -	\$ -	\$ -	\$ 1,149.12	\$ 1,149.12	\$ 2,474.50
<b>Total Landscape</b>	<b>\$ -</b>	<b>\$ 15,757.48</b>	<b>\$ 37,986.62</b>	<b>\$ 26,621.18</b>	<b>\$ 80,365.28</b>	<b>\$ 88,914.50</b>
Pond	\$ 3,341.19	\$ 2,890.13	\$ -	\$ 15,101.62	\$ 21,332.94	\$ 22,500.00
Irrigation System	\$ 9,757.32	\$ 12,977.04	\$ 6,281.99	\$ 9,548.94	\$ 38,565.29	\$ 30,200.00
<b>Total Repairs and Maintenance</b>	<b>\$ 13,098.51</b>	<b>\$ 15,867.17</b>	<b>\$ 6,281.99</b>	<b>\$ 24,650.56</b>	<b>\$ 59,898.23</b>	<b>\$ 52,700.00</b>
Electricity	\$ 337.26	\$ 343.53	\$ 344.39	\$ 344.93	\$ 1,370.11	\$ 1,210.00
Water	\$ 9,151.85	\$ 5,424.08	\$ 1,147.47	\$ 2,766.94	\$ 18,490.34	\$ 17,330.00
<b>Total Utilities</b>	<b>\$ 9,489.11</b>	<b>\$ 5,767.61</b>	<b>\$ 1,491.86</b>	<b>\$ 3,111.87</b>	<b>\$ 19,860.45</b>	<b>\$ 18,540.00</b>
<b>Total Expenses</b>	<b>\$ 24,861.34</b>	<b>\$ 38,237.15</b>	<b>\$ 45,966.47</b>	<b>\$ 55,115.81</b>	<b>\$ 164,180.77</b>	<b>\$ 164,994.50</b>
<b>Net Operating Revenue</b>	<b>\$ 21,760.93</b>	<b>\$ 3,304.00</b>	<b>\$ 5,563.53</b>	<b>\$ 2,575.43</b>	<b>\$ 33,203.89</b>	<b>\$ 25,760.00</b>
OA Contribution to RA	\$ 6,000.00	\$ -	\$ -	\$ 4,000.00	\$ 10,000.00	\$ 6,000.00
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Cash</b>	<b>\$ 15,760.93</b>	<b>\$ 3,304.00</b>	<b>\$ 5,563.53</b>	<b>\$ (21,184.16)</b>	<b>\$ 3,444.30</b>	<b>\$ -</b>
2022/2023 Carryover					\$ (296.81)	\$ -
<b>Available Cash</b>					<b>\$ 3,147.49</b>	<b>\$ -</b>
<b>RESERVE ACCOUNT</b>						
Opening Balance Reserve Account	\$ 100,288.67	\$ -	\$ -	\$ -	\$ 100,288.67	\$ 100,289.00
<b>Contributions and Interest</b>						
RA Contribution from OA	\$ 6,000.00	\$ -	\$ -	\$ 4,000.00	\$ 10,000.00	\$ 6,000.00
Interest	\$ 41.48	\$ 34.65	\$ 28.02	\$ 7.63	\$ 111.78	\$ 115.00
<b>Total RA Contributions and Interest</b>	<b>\$ 6,041.48</b>	<b>\$ 34.65</b>	<b>\$ 28.02</b>	<b>\$ 4,007.63</b>	<b>\$ 10,111.78</b>	<b>\$ 6,115.00</b>
<b>Reserve Account Expenses</b>						
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
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>\$ 21,200.00</b>	<b>\$ 23,760.16</b>	<b>\$ 95,910.16</b>	<b>\$ 95,910.00</b>
<b>Ending Reserve Acct Balance</b>	<b>\$ 55,855.15</b>	<b>\$ 55,414.80</b>	<b>\$ 34,242.82</b>	<b>\$ (19,752.53)</b>	<b>\$ 14,490.29</b>	<b>\$ 10,494.00</b>
<b>RESERVE DEPOSIT ACCOUNT</b>						
Opening Balance Deposit account	\$ -	\$ 50,212.33	\$ 50,840.87	\$ 51,477.27	\$ -	\$ -
<b>Contributions and Interest</b>						
DA Contribution from RA	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
Interest	\$ 212.33	\$ 628.54	\$ 636.40	\$ 651.49	\$ 2,128.76	\$ 2,120.00
<b>Total DA Contributions and Interest</b>	<b>\$ 50,212.33</b>	<b>\$ 628.54</b>	<b>\$ 636.40</b>	<b>\$ 651.49</b>	<b>\$ 52,128.76</b>	<b>\$ 52,120.00</b>
<b>Ending Deposit Account Balance</b>	<b>\$ 50,212.33</b>	<b>\$ 50,840.87</b>	<b>\$ 51,477.27</b>	<b>\$ 52,128.76</b>	<b>\$ 52,128.76</b>	<b>\$ 52,120.00</b>
<b>Bank Balance 5/31/2024:</b>						
Operating Account	\$ 21,576.61	\$ 21,693.61	\$ 30,961.24	\$ 3,637.49		
Reserve Account	\$ 49,855.15	\$ 55,414.80	\$ 34,242.82	\$ 14,490.29		
Reserve Deposit Account	\$ 50,212.33	\$ 50,840.87	\$ 51,477.27	\$ 52,128.76		