

**Bayview Village Association
Board of Directors Meeting
March 3, 2026
Unapproved**

The meeting was called to order at 1:02 by John Durgin.

A quorum was established with the following board members present: John Durgin, Valerie Bartholme, Rick Stafford, Eric Salmassy
Absent: John Miller

Member Comments:

Terry Olswald of 191 Windrose brought up the issue of trees and brush on the hillside below Windrose. Valerie will follow up on an ARC request for trimming.

Changes in Board Processes

John discussed changes in state law and how it dictates that the HOA operate.

Approval of Minutes from March Meeting:

A motion was then made by Valerie Bartholme to approve the minutes. The motion was seconded by Eric Salmassy and approved unanimously by the board members present.

President's Report - John Durgin

Three home sales in the past month, real estate market appears to be picking up.

Landscape & VMC Report - Rick Stafford

Landscape:

Pacific has resumed mowing lawns as planned at the beginning of March. The next major spring event will be when we prepare the irrigation system for our summer irrigation.

VMC:

Three members of the VMC met on February 16th to discuss the next major HOA garden bed refresh. This will be at the entrance to Topside. Present at the meeting were: Rick Stafford, Buzz Pierson, Patsy Nadershahi and Joan Durgin. The committee members visited the site and began discussing our options.

On March 3d Town and Country Tree Experts will be in the village for the day pruning hawthorn and birch trees throughout the village. They may require more than one day of work and the village will be apprised of their next visit if necessary.

Treasurer Report - Eric Salmassy

Treasurer Report - February 2026

For the eight months through February, we are running a favorable variance of \$1,066.76 against the budget in the operating fund. Our only significant budget overage is in the Utilities category, an unfavorable variance of \$4,189.41, primarily due to water. We also have an unfavorable variance in Administrative expenses as we have engaged with our attorney to confirm compliance with the new state law covering homeowner associations.

As of February 28th the reconciled bank balances (after outstanding checks) were \$18,485.04 in the operating account, and \$70,380.73 in the reserves money market.

Quarterly assessment invoices will be sent out by March 16th, bringing us into alignment with South Bay Association's timelines for reminder invoicing two weeks prior to the assessment due date, which is six weeks before the delinquent date for unpaid assessments.

I have drafted a policy surrounding assessment invoicing and delinquency notifications, and the invoices will clearly include notification that unpaid dues as of the delinquency date will result in a \$30 administrative fee and 1% interest on the unpaid assessment amount.

Financial Statement Auditability Working Group

I met with Mary Baker Anderson to begin the review and update of our policies and financial controls. We also discussed the logistics of engaging a CPA for the now required annual audit. I will be reaching out to some local or at least not-too-distant CPAs to request a bid on performing our audit.

ARC Report - Valerie Bartholme

ARC requests are ongoing for trimming the five Maples near 53 Topside. Teal Lake residents have requested an estimate, which is being prepared. Timing is urgent on these as the trees will have new growth soon and trimming will not be possible until next winter.

A second request for the three Birch trees near the Windrose entrance is awaiting estimates. Researching whether we need a county permit, and determination of whether the trees are on a PUD easement.

A question was raised about whether a community is needed for the Topside trees. It was determined that no community meeting was required.

New Business

Committee Updates:

Legal Compliance - John Durgin:

The past month was spent modifying our governing documents to be in compliance with the new state laws governing HOAs. We had passed a resolution in January stating that we would follow state law regardless of our operating documents. We will do the bylaws first, and then modify our CCRs.

The team met with legal counsel, and it was decided that we would do the initial work on revising documents, and then have our attorney review.

Doug Hewett has joined the Legal Compliance working group.

John gave an example of how he used AI to get details on how the board could approve payments most efficiently.

Village Engagement - Rick Stafford:

No update this month.

Pond Maintenance - Lynne Pihl via John Durgin:

Lynne and the group have met and prioritized the necessary maintenance items. Will present recommendations under new business.

Driveway Sealing - Valerie Bartholme:

The first contractor has advised that he could seal only, with extra sealing in any cracks.

The second contractor felt that the asphalt was so old that resealing was not advisable at this time, and that the usual five year life of new sealing could be only two years. Redoing would cost approximately \$20,000 per courtyard.

The third contractor thought that the previous sealant was looking good, and proposed sealing the cracks and then resealing with a newer product that is 95% solids, providing a longer life. His bid was \$26,000 for resealing all.

The board will revisit this at a future meeting.

Monuments, Lighting & Mailboxes - Rick Stafford:

Rick has received an estimate for new lighting and the two village entrances \$4,800 for replacing spot lights from Frederickson Electric. Looking for someone to do fence and monument cleaning. Rat Newson is reviewing the bid from Frederickson. Also looking into potentially doing the electrical work in-house, potentially for less than \$1,500.

Anyone doing work for the HOA must be paid by check and receive a 1099 if they receive \$600 or more in a calendar year.

John discussed one of the Mariner mailboxes and potentially working on that one himself as it seemed solid, it just needs to be repainted.

Fence Repair & Maintenance:

No report.

Financial Records Auditability - Eric Salmassy:

Eric met with Mary Baker Anderson to assist with procedures as well as financial controls, and discussed an annual audit. Eric will be drafting policies and procedures, and Mary reviewing.

Landscape/Irrigation services Requests for Information - Rick Stafford

We have received bids from Pacific Landscaping, NLS. Bids were for all services at approximately \$97,000 for all requested services. A meeting with Pacific is scheduled in April.

Eric asked about excluding bushes on private property (around decks, etc.) from the contract and having individual homeowners take responsibility. Rick talked about possibly allowing pods to handle irrigation individually, but that would require additional work to charge pods individually.

An extended discussion about pruning ensued.

Disbursements for approval:

Olympic Water & Sewer: \$1,264.58 (15 meters)
Jefferson County PUD: \$149.13 (4 meters)
Isaac Anderson - Attorney fees for conference call: \$560.00
Jefferson County Treasurer - Property Taxes: \$29.50
PorkBun - web domain registration: \$35.00
Host Koala - website hosting: \$34.00
Pacific Landscape - quarterly landscape payment: \$25,153.13

A motion was made by John Durgin to approve these payments when due. The motion was seconded by Valerie Bartholme, and approved unanimously.

Overview of Ongoing Project Costs:

Legal fees for updating bylaws and CCRs: \$2,000 before June 30th, and potentially another \$4,000 for the next fiscal year.

Village Engagement, cost for food/beverages at the annual meeting: approximately \$500

Pond Maintenance costs:

Remaining for this fiscal year before June 30th: \$13,000 for tree pipe maintenance and mowing.

For fiscal year 2026-27: \$11,800 for removal of cedars and annual mowing. Dredging needs to be scheduled, ideally in phases. Dredging for the small portion should be done in 2027. Also dredging needs to be done around the 100 year drain. This would run about \$20,000 for the small portion, and \$5,000 for around 100 year drain.

Fences:

Cleaning will run about \$1,500 to \$2,000. Monuments and Lighting would be approximately \$7,000.

Future consideration: Replacement of gravel weir: Approximately \$6,000. Possible need for warning signs on fencing for liability purposes. Also need to look at future dredging for the pond, and consideration needs to be given to using some reserve money for pond work.

Further discussion around the asphalt project and cost, and how that needed work along with the pond work will impact the budget for 2026-27. Concern about peeling the old asphalt could impact buried wiring.

John Durgin moved to adjourn the meeting at 2:50 PM, Eric Salmassy seconded, and the board unanimously approved.