

**Bayview Village Association
Annual General Meeting
June 17, 2026
Unapproved**

Call to Order: The annual meeting of the Bayview Village Homeowners Association (HOA) was called to order by President John Durgin at 2:03 PM. This meeting was held at the Bay Club.

Quorum: A Board quorum was established with members of the Board of Directors present: John Durgin, Eric Salmassy, Rick Stafford, Valerie Bartholme, and John Miller. A membership quorum was established with 42 out of 55 Association homeowners submitting ballots.

Approval of Minutes: A motion was made and seconded by members that the minutes from the 2025 annual meeting be approved. The motion was approved unanimously..

New Business:

Officer Reports:

President's Report – John Durgin:

First, I'd like to thank the current board members for their dedication and hard work this year. We all had a lot to learn as a new board which made the year especially challenging. Also, I'd like to thank a large number of non-board members who have served in their own way adjacent to and supporting the board. Many of you are former board members who have continued to quietly serve the community. Without the help of this large group this job would be impossible.

Q1. Review Insurance needs, Review Reserve Requirements, Schedule Reserve Study, Start process to relieve Judy McCay of Archivist duties and Welcome Committee. (Still need block captain for Mariner Place). Mary Baker Anderson has agreed to take on the Welcome Committee part, and John Durgin will fill in as Archivist until the policies and procedures are in place so it can safely be transferred to someone else.

Q2. Convert all 25 boxes of archives to digital (PDF) format with searchable indexes. Created a new digital archive on-line. This is complete and only cost \$300 for a small, high-speed scanner. There are still some challenges with respect to security and access controls. Currently it is too strict, and not flexible enough. We also need to develop processes to ensure we capture appropriate documents. These will no longer require garage space!

Began work on WUCOIA (RCW 64.90) compliance. (Bylaws first while we wait for SBCA to complete their Declarations) Meetings with the "All Presidents" team have been helpful. We decided to do most of the work internally and only use counsel for final review. We estimate this has saved \$3000-\$5000. We created a Legal Compliance team consisting of Doug Hewett, Brinton Sprague and myself. At the time of this writing the Bylaws are being reviewed by Counsel.

Q3. Governance, Organization, Process come to the fore. Work on the Bylaws has pushed us to use a policies and procedures manual instead of the bylaws to capture the details of how we operated. This will give us a simple, step-by-step manual for new board members which should assist in continuity between boards. We are still working on the policies and procedures. We

hope to address the Supplemental Declaration (aka CCRs) in the next fiscal year.

We named a number of “work groups” to address various maintenance and operational Challenges.

- Legal Compliance (John, Doug, Brinton)
- Village Engagement (Rick, Judy)
- Driveway Sealing shared driveways (Valerie, John)
- Monuments, Lighting, Mailboxes (Rick, Dan)
- Fence Repair & Maintenance (Mary Beth, Dan, Ray)
- Financial Records Audit-ability (Eric, Mary Baker)
- Landscape contractor bidding (Rick, J. Miller)
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Also, we now have two committees (these are continuous, year-to-year)

- Vegetation Management (Rick chair)
- Detention Pond Management (Lynne chair)

We are in the process of rewriting/writing the respective charters to comply with the new law.

Q4. We have become painfully aware that we need a person to do the job of Secretary. Eric has been doing this, as well as the Treasurers job and the web site manager. Each job is a challenge by itself, but Eric has managed all three for a year and we cannot continue this way. We would also like to have someone to work as a publicist. This would take some work from the Secretary making that job easier, and it would greatly enhance our communication to the community.

Treasurer’s Report – Eric Salmassy:

For the 11 months through May, we are running a total unfavorable variance of \$2,622 against the budget in the operating fund. We have favorable variances of approximately \$2,300 from remediation fees from Teal Lake for tree trimming, and \$8,400 for irrigation repairs being less than budgeted. Unfavorable variances include \$2,748 for Pond maintenance due to paying for a pond maintenance item now rather than later in the summer as we were offered a 20% discount, and \$8,900 in Landscape expenses primarily due to the unbudgeted lawn aeration/over seeding, and the Hawthorn tree trimming that was paid for using available funds budgeted for irrigation repairs. The board felt these expenditures were in line with our mission of best maintaining the visual appearance of the village..

As of May 31st the reconciled bank balances (after outstanding checks) were \$13,261 in the operating account, and \$70,425 in the reserves money market.

Quarterly assessment invoices were sent out on June 16th, in accordance with our updated Assessment Collection policy requiring invoices be sent two weeks before the due date.

Over the past year we have moved our bookkeeping into QuickBooks online. The software includes an audit log so that when we begin our required audits the process should be

straightforward and less time-consuming for the CPA who takes the engagement - and less time consuming means less cost to us. The software also stores digital copies of assessment invoices as well as vendor invoices and other documentation, so that those are all available in one place without searching the digital archives.

I'm using our bank's online bill payment system as much as possible for vendor payments since the bank will print and mail the checks for no charge, saving us on postage, envelopes and check forms.

We are also getting more granular with our budget reporting. I have allocated our budget over the twelve months and the financial statements now include an actual vs. budget presentation for each month of the year - it's a bit overkill as quarterly would likely be good enough, but once I started down that path it seemed logical to break things down monthly.

I have begun creating documentation of financial policies and procedures. The recently approved Assessment Collections Policy was the first one, and was developed to bring our process into compliance with the new state law governing HOAs. I'm currently working on a vendor payment policy, outlining how bills are to be approved and processed, as well as what documentation we require from vendors before we can issue them a payment.

Looking forward to the coming year, I will be creating a user & process guide for the QuickBooks features that we use, continue the documentation of policies and procedures, and research possible online payment methods for homeowner assessments.

Secretary's Report - Eric Salmassy:

No report other than a call for a volunteer to fill the role this year as one person covering both the Treasurer and Secretary roles is not sustainable.

ARC Chair Update – Valerie Baryholme:

ARC #1 was a request from Teal Lake to trim 4 groups of trees along Topside. The 3 groups of pine/cedar/fir trees were not approved after meeting with homeowners, especially at Topside homeowners, there was much damage from a previous tree trimming the year before and the PUD cut down many trees between Topside and Paradise Bay Rd.. The group 4th group of maple trees was found to be out-of-compliance for BV rules and was approved for trimming and thinning by BV's arborist and tree service and paid for by Teal Lake including a \$500/tree fee to for BV to plant trees of appropriate height to not block views in the future.

ARC #2 was another request by Teal Lake to trim the birch trees at the entrance. This was approved, but no action was taken by Teal Lake, instead they proposed removing 3 older birch trees at the east end of the entrance, they would pay for the removal, stump grinding, haul away and new trees/bushes/hedges BV decided on - this is still undecided after only one homeowner replied to our request for comments and no one came to our time set aside at the monthly meeting for comments.

Other ARCs included; The changing a home's door color, removing and installing a new patio slab at the same location, installing a new generator, and removal of young alder trees in a common area - were approved.

Various other requests about trimming branches and other vegetation were looked at and deemed things our LM folks usually do.

One non-ARC issue that did come up was - a good intending homeowner trimmed the Hawthorn at the street, although on their property - the Hawthorns along our streets should not be cut/trimmed/or thinned by homeowners, they should notify the landscape chair, if work needs to be done. Cutting, trimming or pruning of these trees could result in a fine up to \$5000.

Landscape & VMC Chair Report – Rick Stafford:

Last spring we started the season with some brown patches in our lawns and were not able to correct the problem through the summer months. This spring we have tried to keep up with the uncertain early spring heat waves. We have also done a spring turf aeration to help the lawns absorb water more readily through the summer months and hopefully stay beautiful green.

We now have 17 homeowners who have opted out of having Pacific prune their shrubbery. We have been negotiating with Pacific on both their style and timing of pruning hoping they can achieve a better end result so that more homeowners will opt in for their pruning. Letting our flowering shrubbery flower before pruning has made an observable difference in our garden beds. Not over pruning has also made a difference in the end result.

The cost of maintaining our aging irrigation system was cut in half this past season. This was achieved by better coordination with Carlos, the village supervisor from Pacific Landscape. Our hoped for reduction in water costs, by installing master shut off valves, was over-balanced by the significant increase in the cost of our water rates from Olympic Water and Sewer.

This fall we paid Town and Country to do the second heavy pruning of a two year plan to help the 60 odd hawthorn trees achieve a mature shape. This second hard pruning will hopefully mean that in the coming years we will only have to do minor shaping on these trees to maintain our tree lined streets. This is instead of a yearly major pruning and shaping. The goal is to have free-form trees instead of tall shrubs along our streets. When we limit our pruning the hawthorns can grow naturally, producing loads of flowers and berries which give interest throughout the growing season at a reduced cost. It will take two years for the trees to reach their full flowering potential.

This past fall the VMC accomplished its most challenging garden bed rehabilitation since the committee was re-established four years ago. The hillside at the entrance to Martingale was a costly challenge as it was determined that village volunteers could not do the major garden bed work. We decided it was too risky to put 55 and up seniors on the steep hillside installing the new hillside bed. We paid a crew to tear out the old unsightly vegetation, install the 40 yards of fresh soil and plant hundreds of new plants. We also had to have two new irrigation lines

installed which we hope will keep everything green through this summer. We were able to finance this major garden project by using two years of VMC budget and with the substantial donations from village residents.

Last fall the VMC and village residents spent a long day installing some beautiful new Japanese maples and a couple of evergreen landscape trees on Mariner Ave. The trees were generously donated by a village resident. The installation has added a much needed area of interest to our village. Next fall's major garden bed project is the entrance to Topside.

Pond Chair Report – Lynne Pihl:

Much of 2025 was preoccupied grappling with acquiring information of the Storm Water Pipe and difficulties of reclaiming its location, adversities and remedies. Plans for creating a safe environment were implemented in reducing the destruction possibilities of rooting vegetation in the area of Catch Basin 4 to CB 6 with root clearing for a future meadow, and plans were implemented for removal of young Cedar trees from that meadow area through to CB 3. The area between CB3 and CB2 being primarily mature woods that are not likely to be destructive to the pipe. The pipes bed from CB2 to the output pipe in the small west cell is under the trail and the grassy area preceding the outlet pipe.

Plans to reclaim control of the vegetation degrading the POND itself and notations on its inspection by Coastal Solutions in late 2025 have been listed and are being discussed for sensible remedy over a three year period.

New HOA requirements have highlighted the need for more formal procedures in preparing for maintenance on the Storm Water system, and they will hopefully create a more visible and Village wide interest in the PONDS care and maintenance.

Goals of the POND / Storm Water committee are to set up better systems for affordable maintenance, and be able to ration the efforts in an economical and effective way. Some of the more difficult aspects are a decrease in rain and an increase in sunlight, which drives vegetation beyond the limits of past years. The POND itself is functioning well, although muck and scum blooms are present. Research is being done to look into newer means of vegetation control, ie: goats or possibly fish. And newer technologies, such as water surface mowing. Teal Lake citizens are looking to become active members. There is room for you to contribute your research and efforts as well.

Reserve Study

We will be doing a self-directed reserve study this year after last year's on-site study.

Election Results:

Board of Directors for 2026-27:

President: John Durgin

Vice President: open

Treasurer: Eric Salmassy

Secretary: TBD

ARC Chair: Valerie Bartholme

VMC/Landscape Chair: Rick Stafford

Pond Co-Chair: John Miller

Waiver of Annual Audit: Passed with 82% of vote (67% required for passage)

Approval of Budget: Passed with 1 No vote (28 no votes required to reject)

Member Comments:

Terry Oswald noted that Windrose residents are concerned about the growth on the hillsides below their homes as a potential fire hazard, and requested information on plans to cut the growth back as it had not been done for a number of years. John Durgin reported that the board has been working on a “calendar” of things that need to be done regularly and that this will be incorporated into that planning document.

Mary Baker Anderson asked about the Teal Lake Village portion of upcoming pond expenditures, as she had concerns that we could find BVA in the position of needing to “front” expenditures and wait for a reimbursement for Teal Lake’s 62% share. Eric Salmassy reported having met with the TLVA Treasurer earlier in the month, and that the two associations were collaborating closely on pond expenditures. Additionally, TLVA is contributing to their reserves for pond maintenance.

Michael Chamberlain inquired about the availability of board meeting minutes. The minutes are on the Bayview Village website on the ‘Board’ page, not login or password required. A suggestion was made that the meeting minutes be distributed via email to the membership after each meeting, and the board will look into this going forward.

Meeting adjourned at 3:29