Bayview Village Association

Board of Directors Meeting Minutes

Meeting of October 13, 2026

Unapproved

Call to Order

The meeting was called to order at 1:06 p.m. by John Durgin, President. One participant joined by telephone.

Roll Call

Present: John Durgin (President), Eric Salmassy (Treasurer), John Miller (Board Member), Valerie Bartholme (Board Member). Not present: Rick Stafford and Dan Graham (Landscape/VMC); the President reported on Landscape/VMC matters in their absence. Also attending: Jim Edson, Lynne Pihl, Mary Beth Neill, Michael Chamberlain, Terry Oswald, and Mary Baker (by telephone).

Member Comments

Mary Baker (by telephone) asked when irrigation would be turned off and raised concerns about landscape equipment on saturated ground and about oversight of view-maintenance tree work; these were addressed under the Landscape report and New Business, respectively.

Mary Beth Neill commented on the driveway crack-sealing work scheduled for October 15–16 and the condition of the driveway at the end of Mariner Place. Michael Chamberlain asked for an overview of the planned work. Valerie Bartholme explained that all driveways will receive crack sealing.

Revise and Approve Agenda

The agenda was revised to hear ARC requests (Windrose entrance birch trees, Lynne Pihl, and Terry Oswald) as ARC Business in place of Old Business, and to have the President present the Landscape/VMC report in the absence of Rick Stafford and Dan Graham. The agenda was approved as revised by unanimous voice vote.

Approve Minutes

> **Motion: To approve the minutes of the August 11, 2026 meeting by Eric Salmassy.. Seconded by John Durgin.**

Motion carried unanimously.

Approval of the September 8, 2026 minutes was deferred so that ARC approvals not captured in the recording of a prior meeting can first be added.

Reports

President — John Durgin

- Sent the updated item list to Associated Reserves and received a new reserve study covering 2027 and 2028.
- Sent bylaw revisions to the attorney and received a response indicating only minor changes are needed.
- Reviewed the SBCA All Presidents group's template for supplemental declarations and determined the association will continue with its own attorney.
- Presented two policies for the policy manual (see New Business).
- Formally requested that VMC/Landscape prepare a written hillside maintenance plan covering all hillsides.

Treasurer — Eric Salmassy (quarter ending September 30)

- Operating budget: insurance $215 over (higher renewal), annual meeting $86 over, and taxes and licenses approximately $380 over (taxable TLA reimbursement that was not budgeted).
- Reserve fund is approximately $20,000 over budget for the year because the pond dredging was not budgeted (net cost about $22,000 after receipt of the TLA reimbursement); this is partly offset by operating savings and a reserve study that came in under budget.
- Reconciled balances: operating account $27,629, reserve account $48,837.
- Assessment invoices were mailed September 15; 44 of 55 homeowners have paid.
- Transferred $4,575 (one quarter of the budgeted annual reserve contribution) to reserves at the end of September.
- Completed the annual Washington Secretary of State filing and federal tax return in September, after the IRS's revised September 15 due date for this year-end; a late penalty may be assessed.
- Approximately $5,000 is being held in the irrigation budget for spring startup.

VMC / Landscape — John Durgin (for Rick Stafford and Dan Graham)

- Irrigation is being shut off for the season; the Mariner controllers were turned off the morning of the meeting.
- The last mowing was completed October 12 and pruning is under way.
- Dan Graham met with the landscape contractor's supervisor regarding mower damage to Mariner lawns (ruts and scalping), mowing height, skipped areas, and pruning of intersections for visibility; the President wrote to the contractor's management about the damage.

Pond Committee — John Miller

- The Committee met October 8.
- Installed a new one-finger latch on the Mariner-end gate; the same latch could not be fitted at the other end because of post spacing.
- A fence and “No Trespassing” sign have been installed at the weir, and foot traffic across it is no longer being observed.
- Cleared vegetation around the catch basin on the Little Bay Road side and around the 25-year and 100-year overflow pipes; inspected the south-side culvert at the east end of the pond and found it open.
- Contacted county-listed aquatic herbicide applicators; no responses have been received.
- Asked the Board to determine which committee is responsible for the root-rake-cleared areas at the north and south ends of Mariner; no action was taken.

ARC — Valerie Bartholme

- Presented three ARC requests: removal of three birch trees at the Windrose entrance (TLA application), brush clearing by Lynne Pihl, and tree and brush trimming by Terry Oswald. The latter two were moved to ARC Business.
- Previously approved ARCs not captured in earlier minutes will be provided to the President and Treasurer for archiving.

Work Group Reports

Legal Compliance (John Durgin): Covered under the President's Report.

Driveway Sealing, Shared Driveways (Valerie Bartholme): Crack sealing of all driveways is scheduled for October 15–16 and is funded from the $5,000 budgeted for this purpose.

Monuments, Lighting & Mailboxes: No report. Mailboxes were removed from the work group list because they are not maintained by the HOA.

Fence Repair & Maintenance: No report; Dan Graham was not present.

Financial Records Auditability (Eric Salmassy): No progress reported.

Moment of Remembrance

The Board observed a moment of remembrance for Austin Green ("Tink"), a longtime member of the community.

ARC Business

Windrose Entrance Birch Trees (TLA application): No vote was taken. The Board determined it must first complete the replacement-planting portion of the ARC; the matter was deferred to a special meeting or email action within the coming week.

Lynne Pihl (Phase 1 brush clearing, hillside below Windrose homes): No vote was taken. The applicant was asked to further define "brush" and the area limits, with photographs or markers for before-and-after comparison.

Terry Oswald (tree and brush trimming): No vote was taken. The applicant was advised to submit separate ARCs for tree trimming (view maintenance) and for brush work, which will be addressed under the hillside maintenance program.

New Business

Policy for Limited Common Areas Maintenance and Improvement

A draft policy was presented and amended during discussion. No vote was taken; the President will revise the draft and circulate it for approval by email.

Minor Disbursements Policy

> **Motion: John Durgin moved to adopt the Minor Disbursements Policy, authorizing the Treasurer to pay routine items of $150 or less that fit within an approved budget line with funds remaining, subject to documentation, traceable payment, no conflicts of interest, a monthly aggregate cap, and monthly reporting to the Board, and excluding new vendor engagements, unbudgeted expenses, capital expenditures, and recurring or multi-period obligations.**

The motion was seconded by Eric Salmassy, and was carried unanimously.

Adjournment

John Durgin moved to close the meeting, and was seconded by Eric Salmassy. Members indicated assent without objection. The motion was approved unanimously and the meeting adjourned at 3:20.