

**Bayview Village Association
Annual General Meeting
June 11, 2024
Unapproved**

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

Quorum: A Board quorum was established with 6 members of the Board of Directors present: Doug Hewett, Steve Lemieux, Rick Stafford, Yvonne Hewett, and Kurt Mackes. Absent: Carol Mackes. A membership quorum was established with 47 out of 55 association homeowners submitting ballots.

Approval of Minutes: Motion by Dan that the minutes from the 2023 Annual Meeting held on June 21, 2023 be approved without correction. Second by Rick and unanimously approved by the Board members present.

Officer Reports:

President's Report – Doug Hewett:

This year was a learning year for this mostly new BVA Board of Directors. The first six months were a steep learning curve. We were guided by the actions of the previous Board and by our several Directors with previous experience in their roles.

I had thought to thank those who contributed so much this past year to the community. As I was considering the list, it grew larger...and larger. It was clear with the many ways our Village supports the community – financially, time, and labor, that list includes everyone! What an amazing community we live in!

I do want to personally thank the Board members and Committee Chairs for their efforts this year. For a fact – 20 hour weeks were common as were 30 and 40 hour weeks working on community business. Their time contributions and knowledge were essential to the successful operation of the Association. A big THANK YOU to our team!

Some accomplishments of this Board and Chairs:

- 1) Resolution of the Hillside tree cutting from January 2023 (report under Old Business)
- 2) Windrose entrance landscaping
- 3) Village wide repair and upgrade of the irrigation system
- 4) Transition of the Village Financials from QuickBooks to Excel
- 5) Concrete Driveway Replacement (6 of 10)
- 6) Lighting of the Bayview Village entrance signs

- 7) Location of the Mariner PI Storm Drain and cleanout
- 8) Ongoing Pond vegetation control
- 9) Supplemental CCRs document revision (in process and extending to next year)
- 10) Updated Teal Lake collaboration on the Pond and on external ARCs

Some Goals for next year:

- 1) Martingale common area landscaping
- 2) Private Lot storm water management investigation
- 3) Implement Rules to enable future Board options for community violations

Notes for the future:

- 1) FY 2024-2025 will be the last year for at least half the Board. Please consider volunteering for the Board in FY 2025 – 2026
- 2) Our Village documents have to be updated by Jan 1, 2028 based on a WA state law passed in 2018. If we don't do the updates, then the new law will automatically supersede our documents. The Law is 195 pages. I have a copy and can send it.

Treasurer's Report – Kurt Mackes:

Regarding dues collection, there are currently 2 homeowners that still have not paid their 4th quarter dues yet. These landowners have been contacted and will hopefully pay soon.

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

- Invoice 2236 – In lieu of paying the invoice, Pacific Landscape Maintenance asked if they could give Bayview Village HOA a credit of \$793.74 on future work, which was agreed to by the board.
- Invoice 2237 for \$7,423.50 has not been paid yet
- Invoice 2238 was revised down to \$2,474.50 based on information provided to the board by the landowner and has been paid

Also, in response to the unauthorized tree cutting on the hillside above the retainment pond, a credit of \$2,474.50 for future work was also negotiated with the contractor that did the work.

As of May 31st, the balance in the operating account was \$12,197.95. There was one outstanding check against this balance for \$17.45. The available balance was \$12,180.50. The available balance in the Reserve Account on May 31st was \$10,488.50. There are no outstanding invoices currently encumbered from this balance. The balance in the Reserve Deposit Account continues to grow and now currently totals \$51,908.32.

Action items:

1. Subaccounts have been set up in the operating account for revenue from invoices 2237 and 2238R. Regarding these funds, 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?
2. Preparation for the end of the fiscal year:
 - Finalize and approve 2024-2025 budget
 - Decision on transferring available funds from the operating account to the reserve account at the end of June
 - Final confirmation that the HOA is following federal and state requirements to maintain nonprofit status
3. Email 1st Quarter 2024-2025 dues invoices at the end of June.

2023-2024 Accomplishments:

- The accounting system was transferred from QuickBooks to Excel spreadsheets developed internally based on those developed and used by Mark Baker Anderson, the previous HOA treasurer. The direct savings of doing this transfer amount to about \$600 annually.
- All bookkeeping was done by the treasurer, which amounted to a direct savings of \$15,000 budgeted by the previous board for this task. The books are currently in sync with all bank accounts (Sound Community Bank).
- Recommendations based on board input and approval were provided at several points during the year to fine tune the 2023-2024 budget. This strategy helped keep the budget in line with changes in revenue and expenditures and proved useful for decision making related to fiscal control.
- An assessment of costs associated with the unauthorized tree cutting on the hillside above the retainment pond was completed. This assessment provided useful information for determining the amount to bill landowners involved based on the percentage of their responsibility determined by the board.
- The 2024-2025 budget was completed and will be voted on by the Bayview Village Community for adoption.

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