

**Bayview Village Association
Board of Directors Meeting
July 9, 2025
Approved**

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

Community members present:
Jim Edson - Mariner
Ross Blaker - Windrose

Community members joining remotely:
Gregory & Catherine Pena - Martingale
Mary Baker Anderson - Mariner

Approval of Minutes: Motion by John Miller that the minutes from the organizational BOD meeting held June 24, 2025 be approved with one correction. Second by Rick Stafford and unanimously approved by the Board members present.

Reports:

President - John Durgin

I've been very impressed with the effort by the new board members to come up to speed.

For my part. I've been looking into a number of activities that we will need to undertake to understand the scope and level of effort that will be required.

Example: The treasurer/secretary has been burning midnight oil yet getting a lot of stuff done in a short time. Kudos to Eric who has bitten into a big job. We got ourselves added to the bank records for check writing, and Eric has been working to enable bank payments to replace paper checks as much as possible. On the flip side, we really need a separate secretary - if for no other reason than to prevent burn-out.

I spent time with Valerie discussing numerous board roles and positions that might be filled by volunteers. There is a lot of opportunity if we can add some volunteers to help with specific jobs. More to come on this. Probably the next step will be to ask the community at large for help, with semi-detailed descriptions so people can see where their skills might be able to help.

I spent time with previous leaders of the annual Reserve Study and concluded I could take that on, but I will be looking for some help probably. Next step - contact the vendor to start the process.

I talked at length with Judy about the Archivist role. She has the equivalent of about 22 standard office size boxes of files going back to 2009. We talked about strategies to migrate the job to digital. In the past, as each president left, they would leave her with a pile of semi-organized papers and documents for her to sort and file. Judy has a flair for organization, so we've been lucky. I'll go into more detail at the meeting.

I've contacted the liability insurance agency to see about renewing our policy. It comes due in September.

I've spent time with Dan trying to understand how the whole irrigation thing works. He and Rick have created some excellent documentation that will be invaluable no matter what we do. I've proposed to test a WiFi connected controller that will allow Dan to make changes remotely without the need to drive around.

I dropped off half a dozen solid (8ft x 1" diameter) bamboo poles for Lynne to measure depths in the pond. (Free from my daughter in West Seattle)

I've also been working on a Mission/Vision/Values statement for the Board. Board members have been contributing, and I hope to flesh out a bit more at this next meeting. This is not a legal document, but a statement of purpose and priorities that will help us focus on the right stuff for Bayview Village.

I think that about covers it.

VMC & Landscape - Rick Stafford

Landscape Report

It is irrigation season and that means lots of small repairs. I estimate there are over 500 sprinkler heads in the village and on any one day it would be a miracle if they all worked as designed. Our BVV team of Dan Graham, Ray Newsome and Rick Stafford have been busy working with the Pacific Landscape crew trying to keep our village relatively green. There have been no major gushing problems for the last few weeks. As always let us know when you find irrigation problems in your pod.

There are two major irrigation projects planned for this summer. One at 21 Mariner replacing the battery powered timers around the residence. The second will be running a new irrigation line along the bottom of the bed at the entrance to Martingale. Over the years part of the problem with maintaining this bed has been a lack of sufficient irrigation.

VMC Report:

The hillside garden project is about half way done. We are waiting for the preliminary design from Bart Berg who did the plan for the entrance to Mariner. The extensive bed has had all of it's tired vegetation removed and 3" of fine compost applied. We are ready to order replacement plants and as in past years we will be asking for donations to help pay for the replacement plantings.

The replanting of this 40 by 200 foot bed will be undertaken later this summer under the guidance of the designer and consultation from local nurseries.

The hawthorn trees are in the second year of a major reshaping. They are being trained to be large healthy specimens by Town and Country Tree Experts. Notice the flowers on the branches swaying in the summer breeze. The birch trees have been thinned and shaped over the past three seasons to grow into the majestic specimens they are this summer.

You will notice that as part of the rhodie pruning this summer an overgrown specimen at the 121 Windrose has been hard pruned. This healthy aggressive plant is being regrown to better fit into the landscape at the entrance to the pod. It will come back looking better than ever.

Treasurer - Eric Salmassy

The 2024-25 fiscal year has been closed out.

We finished the year with operating cash on hand of \$5,745.24 after transferring \$6,500 to our reserve account. We were able to make a last minute payment of a June OWSI water bill in the amount of \$3,883.26 to get that expense into the 2024-25 fiscal year. The \$5,745.24 balance includes \$3,800.00 of prepaid dues received in the 2024-25 fiscal year for use in the 2025-26 fiscal year.

Our reserve account balance as of June 30th was \$19,258.63, and the reserve certificate of deposit was at \$51,721.57. The certificate will mature on July 17th and the board will need to decide how to handle those funds going forward (i.e. a new certificate of deposit for the matured amount or some other amount).

Dues assessment invoices for the first quarter of 2025-26 we sent on June 30th. As of Monday, July 7th a total of 15 homeowners have made payments, with one homeowner also prepaying dues for the remainder of the year and another pre-paying for the 2nd quarter.

ARC - Valerie Bartholme

ARC:

John Miller helped me out and met with Bob Gilbert of Teal Lake ARC to review the request for tree cutting on BV's property. John gave me a tour of the area and trees they are requesting to be topped, in short, they would like all of the trees across the street from the homes on Topside topped, as well as, 5 trees on Dan Graham's property. Trees that were previously topped have died or are dying. It has been suggested that this be put out for comment to the BV community.

Volunteer Roles:

John Durgin prepared a draft of positions we would like to fill and responsibilities. Our thought was to have smaller project volunteers, so the loads wouldn't be overwhelming and too time consuming. After review and discussion the following are our thoughts:

- Eric has taken over this responsibility, but ideally it would be good to have this position filled. We discussed separating out some of the responsibilities that could be done by others, see below.

Reserve Coordinator - John has volunteered to take over this task.

Publicists/communication coordinator - This was done by the previous secretary and we broke this down - I volunteered to take over updating the mailing list and send out a newsletter to keep the neighborhood aware of what is going on. Further discussion led to the idea of an event coordinator, see Below.

Event Coordinator - Someone to plan and manage community events (summer picnic, holiday party, etc.) to stimulate community feeling. Could work with the Welcoming Committee.

Welcoming Committee - Meet with new residents, answer questions and explain how things work and give them brochures. It would be helpful to prepare a list of clubs and organizations around Port Ludlow.

Emergency Preparedness/Block Captains - The welcoming Committee previously handed out some of the information on this. We have a block captain on Martingale and I have asked him for information.

Archivist - Firstly, the end goal of this is to have boxes of paper archived documents digitized and keep on going documents on digital files. Currently there are many boxes that need to be moved out of Judy's house and dealt with; we need to go through the boxes and determine what needs to be kept and digitized, most documents over 7 years old (required by law to keep) can be thrown out, but things like maps, permits, plans and drawing, contracts, etc will need to be kept. Secondly, it needs to be determined the best budget wise way to digitize the documents we need to keep. Do you have a company do it, or is it less costly to buy a copier and have volunteer(s) do it...?

Pond (Pond report from Lynne via John Durgin):

Lynne is preparing for the inspections we have this fall. She has already done a lot of work over the past year or two mapping and getting interior pictures of the drainage pipe system that passes to us from Teal Lake, connects on Mariner, and then is routed to the pond by way of the trail. But the pipes don't go exactly under the trail. The trail is not straight and the pipes are. Lynne wants to clear some of the brush and trees that are growing on one side of the trail or the other, directly over the existing pipe. She needs to identify the types of trees that are sending roots into our drain system and putting it at risk.

I've asked her to communicate with both SBCA and the Trails Committee so there will be no surprises.

She got some bid for clearing. \$16,500 all toll. (attached)

Old Business

Reserve Study - John D.

The reserve study will be onsite this year, John and Eric will coordinate, ideally with a volunteer to chair the effort.

Liability Insurance - John D.

Will follow up, the insurance agent is currently out of office.

Mission/Vision/Values – John D.

A discussion of a draft mission statement was held. A draft of this is attached to the minutes.

Unfilled Roles - Valerie

John D. will work on an email for filling these needed roles

Digital Archiving (new documents)→ new archivist (tba)

Starting with not creating any more paper documents, new records will be digitized

Bayview Village Google Drive (15Gb) account (Eric) → new archivist

Eric is working on this

New Business

CD at Sound Bank - Eric

Will mature 7/17. Sweet spot for rates is currently 5 months at 3.75% (will change each Monday)
Eric motioned to roll over the current CD at the going rate on the 17th, John M seconded.
Unanimous approval by board members present.

Reserve Transfer (for 2025) - Eric

Eric moved that the board approve the transfer of \$6,500.00 from operating funds to the reserve account as part of the June 30th, 2025 year end closing of the books. John D. seconded.
Unanimous approval by board members present.

Teal Lake Tree Trimming Request

This was a pending tree trimming request from July of 2024 that was deferred after a controversy around the previous tree trimming. TLVA requested that the residents who submitted the request be present at this board meeting to explain their rationale. The board instead will request the rationale be submitted in writing prior to a BVA community meeting to discuss the request.

Pacific contract & 3rd party management of pruning and irrigation - Rick

Discussion of possible savings from different companies filling different roles rather than it all being covered by Pacific. The board consensus was that given landscaping and irrigation are the largest portion of the HOA budget, by far, that this could be a topic for a community meeting.

Call to Adjourn

Eric moved to adjourn the meeting at 12:07, John M. seconded. Unanimous approval by board members present.