

**Bayview Village Association
Board of Directors Meeting
November 11, 2025
Approved**

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 Attending remotely: John Miller

Additions to the agenda were announced:

Asphalt Driveways

Painting of Bayview Village monument

The board is deferring approval of the October board minutes to next meeting

President's Report - John Durgin

Digitizing of all documents is now complete. Mary Beth and Doug have each done a review of the content and are generally satisfied. Next Steps:

- Shredding of all paper records (non-digital) other than large, folio size maps and plats.
- Re-define the job of archivist
- Decide who should have access and what level of access (concerns include, separation of duties, privacy, and custodial care of the digital structure)
- Determine what documents need to be saved by officers and how that happens (concerns include, logistics of records transfer, using searchable pdf documents as much as possible, frequency, what specific documents are required)
- We have established a mailbox: archive@bayviewvillage.info

Records sent to this mailbox will be reviewed by the archivist, and then stored on the Google Drive, a process that may include converting to searchable PDF, since many PDF files are not.

Reserve Study

The on-site reserve study is now complete. Although we had some questions about why the Project Manager had taken certain decisions, there was no urgent need to modify the result. The reserve study and an email thread are now stored in the folder called "Reserve Studies" which is a sub-folder under "Assets".

Note: "Assets" was previously called "Projects", but that was a bit confusing, and "Assets" seemed more appropriate since the topics there are mostly about things that the HOA must

maintain in various ways and have the potential to create special assessments – something we *don't* want.

Pond Update

A lot of Pond work has been completed in the last month or so:

1. Storm water System Mowing 9/28/25 (Brush clearing on top of the drain pipeline from the end of Mariner Pl. to reduce the likelihood of root intrusion.)
2. Retention Pond Perimeter Mowing 9/8/25
3. 10 year Pond inspection of Civil and Geo Engineering

All organized and orchestrated by Lynne Pihl – Thank You!

Landscape & VMC Report - Rick Stafford

Landscape:

Pacific will be mowing as needed now that we are into the fall season. They have started cleaning the village with their leaf vacuum truck and hopefully they will keep up with the unpredictable fall weather. The irrigation system is blown out and we have a nice break from the constant repairs until our preseason irrigation setup and repair next spring. If you have individual requests in your yard please let me know by email.

VMC:

The Martingale hillside was completed this past week with a fertilizing spray which also was applied to the Windrose entrance beds. This project was the largest and most expensive project we have taken on. I would like to thank the generosity of the over 40 homeowners who contributed to our plant fund this year. We were able to cover more than half of the cost of the 500 plants that are now covering the hillside. Our plan is to have a root matt over the whole steep hillside to hold the new topsoil from sloughing off. The three inches of fine compost dressing the hillside should compact and also help keep the soil from washing down hill.

When the leaves are off the trees we will be concentrating on pruning and shaping our more than 80 formal landscape trees.

Treasurer Report - Eric Salmassy

The balance in the operating account as of October 31st (reconciled for outstanding checks) was \$5,105.48. Three households have not yet paid first quarter dues.

We have received \$4,330 of donations towards offsetting the Martingale Hillside plant costs of \$7,900.

We incurred significant expenses in October for the Martingale Hillside and Fall mowing of the stormwater retention pond. An invoice to Leal Lake Village Association in the amount of \$5,754.84 has been sent for their 62% share of the two pond mowing invoices. In order to pay our vendors in a timely fashion I will be requesting the Board approve a transfer from reserves in that amount, to be returned to the reserve account when the reimbursement is received from Teal Lake Village.

Our reserve account savings account balance on October 31st was \$17,591.59, after payment of the Reserve Study cost. The Reserve Certificate of Deposit now stands at \$52,403.18.

We received an IRS notice dated November 3rd for penalty and interest on a late tax payment from 2024. The previous Treasurer had reached out to the IRS about this last year, it was caused by a posting error by the IRS. The agent directed us to send an explanation by mail to have the penalty and interest reversed, which was done. No further communication from the IRS had been received before last week's notice. I am preparing another letter with copious supporting documentation to be mailed to the IRS this week, and will also call once the government has been reopened.

John Durgin moved to approve up to \$10,000 be temporarily transferred from reserves to help cover current operating costs and repaid once the January dues invoices have been sent. Valerie seconded. The motion was unanimously approved.

ARC Report - Valerie Bartholme

No ARC requests were received over the prior month.

Valerie's response to Teal Lake Village for tree trimming of BVA common trees and some trees on private BV lots was reviewed, and Valerie requested approval to send the response to Teal Lake Village.

Eric moved to approve the communication, John Durgin seconded. The motion was approved unanimously.

New Business

Document Shredding

A discussion on shredding of old, unnecessary documents was held. Judy McKay will coordinate with a document shredding company to collect and shred the documents, with an estimated cost of approximately \$200 to \$300 dollars. John Durgin motioned to approve spending funds to have the documents shredded, and Eric seconded. The motion was approved unanimously.

Landscape/Irrigation services Requests for Information

John Miller led a group to determine a process to request bids for landscape and irrigation services. Rather than a single contract for all services, the determination was made to break the RFI into requests for bids for three different services; Grass Areas Maintenance, Flower Beds Maintenance, and Irrigation Maintenance. Interested parties would be allowed to bid on multiple services if desired. The issue of concerns over poisons in herbicides/pesticides was raised, and a discussion ensued about how to address that in the RFI process as well as the ultimate contracts. Mary Beth to do some research on natural landscaping Mary Beth Neill offered to do some research on natural landscaping best practices.

Reserves discussion

With the reserves study completed, the board discussed the resealing of the asphalt driveways. The board will convene a working group to review the prior resealing work, determine the timing of the work in 2026 and request bids from contractors. The board deferred any final decision on the monument painting.

December Meeting

A motion was made by Eric to cancel the scheduled December board meeting. John Durgin seconded, and the motion was passed unanimously. Instead of a formal board meeting, the board will hold a workshop open to the community to gameplan the work ahead in the 2nd half of the fiscal year.

A motion to adjourn was made by John Durgin, seconded by Eric, and passed unanimously. The meeting was adjourned at 2:58 PM.