

**Bayview Village Association
Board of Directors Meeting
July 14, 2026
Unapproved**

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, John Miller

Member Comments:

Jim Edson requested the board allow removal of the 'caution tape' from along the root raked area. The tape is an eyesore and that section of the trail is far less dangerous than many other trail areas.

Mary Baker Anderson thanked Dan Graham, John Durgin and Vidal from Landscape for a quick irrigation repair for an area of her lawn with no sprinklers.

Approval of Minutes

John Miller made a motion to approve the minutes from the May 12th, May 28th and June 17th meetings. Rick Stafford seconded, and the motion was approved 4-0 with John Durgin abstaining.

President's Report - John Durgin

John is working on a policy manual. In New Business we will review a draft of a document about approvals and documentation needed for various levels of project/cost levels. Also some sort of delegation of authority and responsibility for managing different areas on the budget.

On the legal compliance front we are awaiting the return of the updated bylaws from our attorney.

Treasurer Report - Eric Salmassy

June marks the end of our fiscal year. For 2025-26 our Operating fund expenses were over-budget by approximately \$10,000. This was due primarily to our Water costs (\$4,600) an unbudgeted aeration and overseeding of the grass areas in the village (\$5,500), and administrative expenses (\$1,500). The overages were covered by some smaller favorable variances in other areas and use of funds budgeted to be contributed to reserves.

As of June 30th the reconciled bank balances (after outstanding checks) were \$28,763 in the operating account, and \$66,606 in the reserves money market.

Quarterly assessment invoices were sent out on June 16th, bringing us into alignment with South Bay Association's timelines for reminder invoicing two weeks prior to the assessment due date, which is six weeks before the delinquent date for unpaid assessments. An email notification with a statement of account will be sent on July 15th to households with unpaid dues balances, and the first formal letters regarding delinquent assessments will be sent on July 31st.

For the new fiscal year I am looking at a simplified financial report, as well as an updated process of transferring our budgeted contribution to the reserve account monthly.

Landscape & VMC Report - Rick Stafford

VMC Report:

Three VMC members met last week to draw a plan of the existing HOA bed at the western edge of the Topside entrance. This plan will be used for planning a fall refresh of this garden bed. 2 committee members have started asking for bids to put in a curtain drain for the eastern entryway bed.

The Jefferson Fire Marshall will be meeting with VMC members on the 23d of July to assess the fire hazard dangers in the village. The committee will then formalize a plan for future projects to mitigate our village's wildfire danger.

Landscape report:

Now that the summer weather slows our turf growth Pacific will begin alternating pruning our shrubs with lawn mowing. If they are working in your pod feel free to discuss special plant needs with them. There should be an English speaking landscaper available in each pruning team.

When you have an irrigation problem in your pod please let Dan Graham know so that your concerns are met in a timely fashion.

Rick announced that he will be taking a leave of absence from managing the VMC and Landscape functions. He expects the leave to last for six months. At this time he has not arranged for someone to temporarily take over the VMC and Landscape duties.

Detention Pond - John Miller

The committee met July 13th. Prior to that meeting, Jim Edson and John Miller met with a number of contractors to get bids on various projects needed, with dredging of the pond being a high priority due to the vegetation growth over the past few years. Bids ranged widely in amount and scope of work, from just clearing an area around the pond to access the south side, to additionally clearing the banks of the pond and dredging. The committee recommended getting an official proposal from JT Construction for a full dredge and leveling of the areas around the pond which was estimated to cost \$54,175 plus tax, with the weir repair being approximately another \$5,000.

Additionally they are researching options for ongoing thwarting of new vegetation growth.

John Miller and Jim Edson will work on extending the fence at the NE corner of the detention pond to prevent people from walking around it.

The committee also reviewed the area that was root raked, and their proposal is to monitor it to see if we need to do anything special for remediation or if nature will take its course sufficiently.

ARC Report - Valerie Bartholme

The request from Teal Lake residents to remove the birch trees near the Windrose entrance is on hold until we receive a formal ARC request.

We have an ARC request from 191 Windrose for replacing a deck with a like kind with the same footprint. We will do an ARC for notification purposes, but it will not need to go to SBCA.

Valerie made a motion to approve the ARC for 191 Windrose, John Durgin seconded, and it was approved unanimously.

Another resident is requesting to change the paint color of their front door. Bayview Village does not regulate door colors, but we need to do proforma approval and forward it to South Bay Association's ARC as they do need to approve it.

Committee Updates:

Legal Compliance - John Durgin:

Already covered in the President's report.

Village Engagement - Rick Stafford:

No update this month.

Driveway Sealing - Valerie Bartholme:

Valerie arranged for a former government employee who was responsible for asphalt maintenance to come out and review our driveways to see if replacement was going to be needed soon, or if we are on the right path of sealing cracks this year and further assessing a timeline for a resealing. His assessment was that replacement was not a need.

Monuments, Lighting & Mailboxes - Rick Stafford:

No update this month.

Fence Repair & Maintenance:

Pressure washing of the community fences has been completed. Dan Graham is assessing needs for painting but it appears that only a handful of fences will need paint.

Financial Records Auditability - Eric Salmassy:

Currently I am focusing on creating a user process guide to keeping our records in Quickbooks. I've also started a vendor payment policy and will be sharing that with Mary Baker Anderson for her input by the end of the month.

New Business

Windrose Hillside

In response to concerns raised at the annual meeting about potential fire risks, Lynne Pihl discussed plans for removal of undergrowth on the hillside below Windrose. She is looking into. Among other things, using goats to take out blackberry bushes and other scrub brush. This work is covered under our existing permit. More recommendations may be forthcoming after the fire department visit later this month.

She will also be preparing an ARC for view maintenance pruning.

May Baker Anderson raised concerns about the use of goats in certain areas. No work will proceed without discussions with and notifications to potentially impacted households.

Payment Approvals

Eric made a motion to approve payments with no further authorizations needed for:

- Pacific Landscape quarterly payment
- PUD Electric monthly bills (4 meters)
- OWSI water (15 meters)
- QuickBooks monthly charge (approx. \$45)

The motion was seconded by John Durgin and approved unanimously.

Expense Approval Process

John Durgin has started a matrix for various levels of financial commitment and authorizations required. He asked board members to review what he started and we will consider further at a future meeting.

Planning for Secretary Responsibilities

John Durgin is testing whether we can have audio recordings transcribed with software, and utilize AI to take those transcripts and produce minutes. More to come on this.

Eric will create a list of Secretary duties.

Drought Resistant Landscaping

Valerie raised the idea of beginning to consider alternatives to grass in some common areas as we face ongoing drought conditions and global warming impacts. Some concern was expressed that part of the appeal of our village is the greenery. This idea can be looked at further in the future.

Adjournment

A motion to adjourn the meeting was made by John Durgin and seconded by John Miller. The motion was approved unanimously and the meeting adjourned at 2:49PM.