

# BYWATER WAY ROAD MAINTENANCE ASSOCIATION (BWRMA)

**Title: Approved BWRMA Board Meeting Minutes**

**Date: 6/8/17**

**Board Members Present:** Ralph Santa Maria, Acting President; Tom Lewellen, Treasurer; Co-Treasurer: N/A; Ilona Bell, Secretary; Members at Large: Bill Shain, Pattie Hansen and Polly Peters. Absent: n/a

Attending community members: Jane Minish

**Meeting called to order:** 6:28pm.

**2/15/17 Draft Board Minutes** Bill Shain moved and Pattie Hansen seconded approval of the 2/15/17 Board Minutes. The motion carried unanimously.

**Treasurer Report:** Tom reported balances being: Checking: \$16,373.82 Savings: \$21,092.17. as of June 8th. To date, \$5,600 in maintenance contributions have been received.

At the 2017 annual meeting, it was approved to keep the road maintenance contributions at \$400/year per lot. The first round of BWRMA letters for the 2017–2018 annual contributions, were emailed to lot owners in early May 2017. The 2<sup>nd</sup> notice for outstanding balances will be sent via snail mail by 6/31/17.

## **OLD BUSINESS:**

**Brush Cutting Status:** Brush Cutting is still planned for July 2017. Yet some additional requests for brush cutting were received regarding excess brush on Fern Gully near the Olympic Ridge intersection as was noted during road inspections performed in late April. Ralph will obtain a quote from Henry of ALS Brush hog for any possible additional costs for clearing brush at Fern Gulley and obtain BWRMA Board approval for any related expense via e-mail communications. Tom confirmed there are sufficient funds for any additional expense. Ralph will email lot owners a week in advance of the brush cutting work taking place.

**Road Maintenance Status:** In January 2017, the paved roads were inspected and it was noted that only the Bywater Way N section was showing signs of notable degradation. Pictures and notes were taken for continued monitoring. Then on April 24, Bill and Ralph inspected the roads again and additional degradation was noted on paved roads. Observations were appended to the Road Repair Plan (see report dated 4/24/17 located on the BWRMA Website). At this time only some gravel road repairs are deemed necessary for Bridgeview and Alpine Ct. However, Bill stated the South Bywater pavement by speed sign near Paradise Bay, is degraded. Ralph will inspect and recommend an action to the board for approval.

# BYWATER WAY ROAD MAINTENANCE ASSOCIATION (BWRMA)

**Asphalt Roads:** Ralph reported the roads are still somewhat the same condition with the exception of Bywater North showing signs of degradation and will be continually under observation.

**Gravel Roads:** Spot repairs are needed on our gravel roads and will be addressed before work on our paved roads occurs. Work will be scheduled in the next fiscal year—April 1, 2017- March 31, 2018--before the gravel roads completely dry out. The easement road at an entry to a property is in need of repairs. Bill and Ralph spoke with the property owners to make them aware that BWRMA does not maintain/repair private property easements. Recent inspection of the easement, showed that the potholes were recently repaired by the property owners. Bridgeview road, close to the mailboxes towards the top of the hill, and at the road entry are in need of repairs. Also, Alpine Court has sections of the road that developed ruts and potholes that are in need of repairs.

**Paved Road Sweeping:** A quote was received for \$65.00 per hour with a minimum amount of \$125.00 and not to exceed \$300. The Board concurred via e-mail communications to contract "HIS HANDS" with the cleaning date to be determined. Ralph proposed to schedule this work for July after the roadside brush cutting is completed. Sweeping is effective in keeping the edges clear of plants to prevent them from coming up through the pavement.

**Signage:** I communicated to a property owner that signage was discussed at the annual BWRMA meeting and determined that BWRMA maintains signage for traffic control, such as speed limits and stop signs. Additional signage may be added by owners to their property. Ralph offered assist a lot owner with the installation. In addition, Ralph e-mailed information about where to buy the signs and a wooden post to mount it.

**April Annual Meeting:** Follow-up. It was determined that no budget monies would be sought to provide food for future annual meetings.

## **NEW BUSINESS:**

**Announcements:** The Board welcomed Polly Peters as our new Member at Large. Polly stated she hopes to develop more personal outreach throughout our community.

Ralph is continuing as BWRMA President this fiscal year.

Jane Minish is considering becoming the Co-Treasurer for fiscal year 2017-18 and will let the board know her decision by mid-August.

## **Road Maintenance:**

Tom moved and Bill seconded to add brush clearing at Fern Gully near Olympic Ridge Road. The motion carried unanimously.

Ralph will obtain quotes for gravel road repairs on Bridgeview Pl. and Alpine Ct.

**BYWATER WAY ROAD MAINTENANCE ASSOCIATION  
(BWRMA)**

**Outstanding BWRMA Contributions:** Discussion followed regarding how best to approach non-participating property owners, noting that if we do not maintain our roads, no one else will. Ralph will draft language from the ideas shared for the next notice to be sent by 6/31/17.

**COMMUNICATIONS:**

**Miscellaneous:**

Polly will share road information at the Olympic Ridge Estates HOA meeting this Saturday.

Tom is the lead contact for our community, to the County PUD that is now considering providing the backbone for the extension of fiber optics internet service throughout Jefferson County. [Completing their on-line Survey](#) is key to even having the option for this area being considered for extended internet services. To date, Century Link has made no commitment to expand service to our area.

The next Board meeting will be Thursday, September 14, 6pm at Ralph's.

The meeting adjourned at: 7: 59pm.

Submitted by: *Ilona Bell, BWRMA Secretary*