

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

Title: Draft BWRMA Board Meeting Minutes

Date: 6/5/16

Board Members Present: Ralph Santa Maria via speaker phone; Tom Lewellen, Treasurer; Whitney Meissner, Co-Treasurer; Ilona Bell, Secretary; Members at Large: Bill Shain. Absent: Members at Large: Patti Hansen (traveling); and Julie Stevely (resigning).

Attending community members: None

Meeting called to order: 10:05am.

President Appointment: Tom moved and Whitney seconded appointing Ralph Santa Maria President Pro-Temp until the board position--vacated by Julie Stevely--is filled and another board member steps up. Motion carried unanimously.

3/10/16 Draft Board Minutes Tom moved and Whitney seconded approval of the 3/10/16 Board Minutes. Motion carried unanimously.

Treasurer Report: Tom reported balances of \$17,061 in checking and \$17,103 in the savings account. Tom stated that 28 lots have paid Road Maintenance contributions to date—an increase in the number received at this same time last year. A second request for contributions will be sent out in early July via standard mail to those lots who have not contributed as of 30 June 2016.

Tom will file the required annual BWRMA status with the state.

Tom noted that he will send a letter as treasurer, on behalf of the Board, to a community member clarifying that our local roads are maintained by community members' contributions.

OLD BUSINESS:

Road Maintenance Contributions---Payment Monitoring Committee: Tom suggested the Board continue Mike's successful Phone-Tree method of contacting community members reported as not having contributed to this fiscal year's maintenance as previously requested in late August or early September.

Brush Cutting Contract: The Board will implement the current annual brush cutting bid from A.C.L.S Brushhog and Landscape. Bill Shain will contact them to confirm the price and scheduled the work.

Road Maintenance: Ralph volunteered to report the current status of our gravel and paved roads to the Board to augment the previous report. The designated money for this work will, once again, be carried over from the 2015-2016 Fiscal Budget since weather precludes this type of work being completed in the same fiscal year.

BYWATER WAY ROAD MAINTENANCE ASSOCIATION (BWRMA)

Bill Shain noted that any specific road maintenance issues from a community member should be put in writing for the Board's consideration. Ilona will update the website with this recommendation.

BWRMA Covenant Overlay Status: No report. Tom moved and Whitney seconded to shelve the Overlay Covenant process until Julie Stevely rejoins the Board following her extensive travels. Discussion followed. The motion carried unanimously.

NEW BUSINESS:

Board Member Recruitment: Tom suggested focusing on newer community members to fill the current Member at Large Board position. Tom will generate a listing and Board members will share in contacting them personally to participate. It was noted that the Board is not a typical Home Owners' Association dealing with a multitude of issues. Rather, our Board assesses the status of our current gravel and paved road conditions for safe traveling; contacts companies to evaluate their status and arranges for any recommended work to be completed. BWRMA Board members function as the "Checks and Balances" of any processes under consideration; offer feedback and general input; and bring a variety of perspectives to the table. The functions of the BWRMA Board are detailed in the [BWRMA Bylaws](#), a copy of which can be reviewed at the bwrma.org website.

Neighborhood Signage: Neighborhood signage is a safety issue and must be dealt with on an ongoing basis. Ralph will pursue the options for "No Trespassing" signs that include legally binding verbiage and report them at the next Meeting. Any installation will continue to be by community volunteers, who update existing signage as needed.

Road Work Party: The Board will talk to community members to create a call-up list of volunteers to contact for clearing of roads on an as needed basis. It was also suggested we keep a listing of available tools—chain saws, tree saws, small tractors, etc. Note: This scope of work is not currently covered in our CCR's but is a recurring maintenance issue.

BWRMA Website: Ilona will continue to update our website: bwrma.org Upon Board approval, the draft and approved Board minutes will be posted and community members will be notified via email, with direct links to their postings.

Co-Treasurer: Whitney is familiar with Apple and P.C.'s as well as our accounting program. Discussion followed with Tom arranging for her cross training.

The next Board meeting will be 7:00pm, Tuesday, August 23, at Ralph's home. It was noted that some Board matters may be addressed via email in the interim.

Meeting adjourned: 11:00am.

Submitted by: *Ilona Bell, BWRMA Secretary*