

# BYWATER WAY ROAD MAINTENANCE ASSOCIATION (BWRMA)

**Title: Approved BWRMA Board Meeting Minutes**

**Date: 3/10/16**

**Board Members Present:** Mike Peterson, President; Ilona Bell, Secretary; Members at Large: Patti Hansen, and Dennis Wilds. Absent: Tom Lewellen, Treasurer; and Julie Stevely, Members at Large. *[Ralph Santa Maria, Member at Large, was summoned from the meeting to remove a fallen tree blocking street access. Ralph later reported Larry Streck and Al Minish were clearing a fallen tree from Bywater South.]*

**Meeting called to order:** 9:15am.

Attending community members: None

**2/10/15 Draft Board Minutes** Patti moved and Dennis seconded approval of the 2/10/16 Board Minutes. Motion carried unanimously.

**Treasurer Report:** Mike reported for Tom balances of \$7,021 in checking and \$13,091 in savings accounts.

## **OLD BUSINESS:**

**Road Maintenance Fees:** Mike called or met with residents reported as not having paid this fiscal year's maintenance fee and sent billings as requested. He has already received 2 payments and anticipates more payments will be sent in. Mike commented that the personal contact really paid off by clarifying lot owner's concerns and discovering inadvertent fee non-payment.

**Road Maintenance:** Paving and grading is an ongoing process. Three spots that Northern Asphalt will repair, at no charge, is tentatively set for April 20<sup>th</sup> and will be completed no later than April 29<sup>th</sup> – prior to the Annual Meeting. The brush cutting estimate, from A.C.L.S Brushhog and Landscape, for this fiscal year, came in as the same amount paid last year. Henry, the contractor, recommends June being the best time to complete this work. This means the work will actually take place during our next fiscal budget; therefore, the money designated for this fiscal year's work, will, once again, be carried over into the 2016-2017 Fiscal Budget for payment, when the actual work is completed.

Fallen trees are removed from our roads to assure safe access to our neighborhood—not only for residents, but emergency vehicles, fire and rescue, U.S. mail, FedEx and UPS deliveries, etc. At our upcoming Annual Meeting, Dennis will speak about our community neighbors taking care of common maintenance issues over and over again during this windy, stormy year and thank them for their dedication to keeping our roads safe. Ilona will bring a sign-up sheet to the annual meeting to create a call up list of neighbors to address these recurring issues.

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**BWRMA Covenant Overlay Status:** No report. Ilona to contact Julie and ask her to give a progress report at the Annual Meeting.

**Co-Treasurer Position:** Tom defined the “Co-Treasurer” position, including duties and operational procedures, and emailed the job description to the board. A community member may also be considered for this position. Ilona will post an announcement on our website and email BWRMA Members information about this open position for the 2016-2017 BWRMA Board.

## **NEW BUSINESS:**

**Neighborhood Signage:** Neighborhood signage is a safety issue and must be dealt with on an ongoing basis. There are currently no signs missing. Legally, there needs to be 3 “No Trespassing” signs posted at our entrances on Bywater Way North, Hidden Springs and Bywater South to better prosecute any incidents occurring in our neighborhood. Ralph will discuss the Association purchase of 3 “No Trespassing” signs that include legally binding verbiage at the Annual Meeting. Installation will be by community volunteers, who will update existing signage as needed.

**Payment Monitoring Committee:** Mike discussed adding a 3<sup>rd</sup> process in securing our Annual Road Maintenance fees. Mike made a motion that after our current process—receiving 2 notices via email and/or standard mail— a Board member shall attempt a personal contact with the non-participant lot owners to verify their payment status. Dennis seconded the motion. The motion carried unanimously.

**Road Work Party:** The February 18<sup>th</sup> Road Work Party included 7 neighbors volunteering to clear the way for future brush cutting equipment. Ilona will post photos on our website of this great work party turn out. Since then, numerous storms have downed several trees that impact safe access to our homes and 3-4 other community volunteers have repeatedly removed fallen trees from our roads using their own tools. Mike also cleared a mudded culvert for a lot owner. Note: This scope of work is not currently covered in our CCR's but is a recurring maintenance issue.

**2016-17 Board:** Mike recommended Board members contact community members for the projected Board openings for next year: 2 members at large, the President and the Co-Treasurer. Ilona announced that she will continue as Secretary and Website Editor, unless another resident wants to apply for these BWRMA Board positions.

**Brush Cutting Contract:** Dennis made a motion to recommend that next year's board implement the current annual brush cutting bid from A.C.L.S Brushhog and Landscape. The work is scheduled for this June and came in at the price of last year's contract. Patti seconded and the motion carried unanimously.

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**Website Update:** Ilona briefly described the website as being updated with clarification that items now posted, include a list of recent contractors used successfully, this year's Board Minutes, the current 2015-16 budget and the projected budget for 2016-17. The neighborhood will be advised of our updated website via email when the Draft February 10 Board Meeting Minutes are transmitted.

**Annual Meeting:** Per our By-laws, the annual meeting is set for the last Saturday in April. It will be held at the Paradise Bay Community Association (next to fire station) at 10am on April 30<sup>th</sup>.

Preparations for the Annual Meeting may include:

- Ilona to check with Tom for proposed budget being formatted on a single sheet, along with the current budget.
- Ilona will update and post the Proxy Vote (1 vote per lot) on our website, with a request to mail it in asap to: BWRMA, P.O. Box 65093, Port Ludlow, WA 98365
- The Draft Annual Meeting Minutes will be transmitted with Annual Meeting Notice and Proxy Vote form.
- Dennis to check facility offerings for coffee service, tea and a table to check in residents
- Ilona will print a check-in listing of names and lot numbers
- Ilona will create a sign-up sheet for a call list of neighbors willing to help clear storm damage and debris from our roads
- Board to bring finger food munchies for meeting
- Board to set up room at 9am
- A Board work session (not a Board Meeting) is tentatively set for March 21, 1:00pm at Mike's to assemble paperwork for the Annual Meeting

The next Board meeting will be at the BWRMA Annual Meeting, Saturday, April 30, 10:00am at Paradise Bay Community Center. The Board will bring munchies, make coffee and set up the meeting space prior to the Saturday 10:00am scheduled Annual Meeting.

Meeting adjourned: 11:39am.

Submitted by: Ilona Bell, BWRMA Secretary