

BYWATER WAY ROAD MAINTENANCE ASSOCIATION

2018 Annual Meeting Approved Minutes

Date: 10:00AM, Saturday, April 21, 2018

Location: Paradise Bay Clubhouse (141 W. Alder St., Port Ludlow)

Board Members Present: Ralph Santamaria, President; Jane Minish, Co-Treasurer; Ilona Bell, Secretary; Members at Large: Patti Hansen, Polly Peters and Bill Shain

Absent: Tom Lewellen, Treasurer.

Quorum: A quorum of BWRMA members was present including Proxy Ballots and attendees in good standing in our community.

1. Call to Order 10:07am

All in attendance received the mailed Annual Meeting notice that included the Agenda, Proxy Voter Form, Proposed 2018-2019 Budget.

2. Agenda Modifications none

3. Approval of 2017 Annual Meeting Minutes:

BWRMA minutes are posted on line at <http://bwrma.org> and emailed to BWRMA lot owners.

- i. Ralph described the Road Maintenance Contribution collection process:
 - The first notice and billing is issued via email.
 - After 30 days, a second notice is both emailed and snail-mailed (USPS) to those not in compliance.
 - A third letter is mailed if the contribution is still outstanding.
 - Then a Phone Tree is used to personally request Road Maintenance Contributions and possibly discuss concerns for non-payment.

Discussion Followed.

- ii. Jim McGillis compiled a succinct 24 year history of our Bywater community. Several copies were distributed. Additional copies can be obtained from Ralph. An n electronic adaptation will be developed for posting on our website: bwrma.org

Ralph Santamaria moved and Jane Minish seconded the motion to approve the 2017 Draft Annual Meeting Minutes as posted. The motion carried unanimously.

4. Approval of Treasurer's Report: (Presented by Co-Treasurer Jane Minish)

- The current balances are \$20,542.68 in checking and \$25,094.72 in savings.
- Jane reviewed the proposed budget. Discussion followed. ...
- Ralph thoroughly reviewed the road maintenance fee calculation of \$400 per year being based on 63 paying lots of 86 parcels. Discussion followed.
- The trailer on a vacant Bywater North lot has permits to build an ADU with a garage. The issued building permit, confirms the site is under construction, and the temporary resident trailer is legal. Ralph will provide the permit link to Jefferson County and it will

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be posted on our website. Additionally, Ralph will provide materials regarding this issue, should someone wish to contact the County Building Department.

Doug Hansen moved and Barbara Lewellen seconded the proposed 2017-2018 Treasurer Report be approved. The motion carried unanimously.

4. Old Business:

i. 2017-2018 Maintenance Activities

- Paved road patching inspections continue on a regular basis and observations are documented in Board Inspection Reports. Work is held until sufficient repairs warrant the company's expense to stage their equipment.
- Brush cutting is scheduled for July. Additional brush clearing is expected on Fern Gully nearer the road entry end.
- The gravel road work will fill several pot holes that have developed.
- Storm debris removal is generally performed as needed by a volunteer work committee of lot owners organized by the Board.
- Tree trimming was performed to remove limbs over hanging the paved roads.
- Street Sweeping paved roads for an amount not to exceed \$300 is planned and will be scheduled after the rains diminish.

The Board was thanked for their service.

ii. **Website Update**—Secretary Ilona Bell was thanked for keeping the BWRMA website updated and used as an informative tool for the community.

5. New Business:

i. **2017-2018 Annual Audit**—The annual audit, for the 2017-2018 Fiscal Year, was conducted by Jane Minish and Nancy McGillis in February. Several suggestions from the previous audit were implemented by the Treasurer regarding organizing the BWRMA receipts and bills. The books were found in compliance with standard accounting practices. Applause for Tom's implementation of procedures to more easily find data during the audit have effectively simplified this process.

ii. **Planned Work**—is referenced in the lower right corner of the approved 2018-2019 budget report as well as listed below:

- Paving repair of alligating on the north end of Bywater, Bywater between Olympic Ridge and Hidden Springs.
- Move section of hidden springs away from slump (reduce future repair frequency)
- Gravel road grading, gravel and rolling as needed
- Brush cutting and debris sweeping
- Drainage issues from collected shoulder material
- Gravel road ruts repairs
- Ralph will check pullout area above Hoodsvew on Bywater South

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- iii. **2017-2018 Budget with Maintenance Assessment** was approved under Old Business as reported above. A concern regarding the terminology of contribution arose. Discussion followed. **Ralph Santamaria moved and Meredith Wagner second the motion for the Board to design invoice verbiage to include portions of our CC&R's language that specifically refers to Road Maintenance Fees and Assessments and clarification that said assessments are shared equally among all lot owners.** The motion carried unanimously. NOTE: It was suggested that our 86 lot plat and site maps be brought to future Annual Meetings for easy reference.
 - iv. **Doug Hansen moved and Barbara Lewellen second the motion for Peter Wagner to voluntarily paint the entrance signs to make them easier to read.** The motion carried unanimously. Peter was applauded and cheered for his efforts.
 - v. Jim explained his compilation **of a 24 year history of our Bywater Community.** Jim was applauded and cheered for his efforts.
 - vi. A change to the by-laws to allow the board to file an injunction for non-payment of road maintenance assessments, pursuant to the enforcement of item 5 in our CC&R's to seek payment for lots in arrears, was discussed. It was determined that the required 75% of BWRMA membership would not likely support this concept, and the matter was dropped.
7. **Election of the 2018-2019 Board**—President Ralph Santamaria, Treasurer Tom Lewellyn, Secretary Ilona Bell, and Members at Large Patti Hansen, Polly Peters and Bill Shain will serve another 1 year term in their respective positions. The Co-Treasurer position was voluntarily filled by Carol Glidewell. Additionally, Ralph Santamaria agreed to serve another year as BWRMA President. ***Doug Hansen moved and Nancy McGillis second the motion to approve the 2018-2019 BWRMA Board members. The motion carried unanimously.*** Jane Minish was thanked for serving on the Board as out going Co-Treasurer.
8. **Close**—**Barbara Shain moved and Ralph Santamaria second the motion to adjourn the Annual Meeting.** The 2018 BWRMA Annual Meeting adjourned at 11:18am.

Respectively submitted,
Ilona Bell, BWRMA Secretary

Attachments:

2018-2019 Adopted Budget Revision dated 3/9/18

Approved Minutes from the 2017 Annual BWRMA Meeting