

BYWATER WAY ROAD MAINTENANCE ASSOCIATION

2021 Annual Meeting DRAFT Minutes

Date: Saturday, April 24, 2021

An Annual Meeting Notice was mailed to the BWRMA neighborhood 3/26/20, stating that the public association meeting was cancelled; yet, the BWRMA Board would meet to formally vote and approve the annual meeting recommendations. The meeting was conducted on-line via ZOOM. The Annual Meeting Mailing included the:

- ✓ 2021 Proxy Vote Form, with an enclosed self-addressed, stamped envelope to return the completed Proxy Vote;
- ✓ Proposed 21-22 Fiscal Year Budget;
- ✓ Letter listing Proposed Road Maintenance Items for Fiscal Year 21-22, with an invitation to contact via regular mail or email any Board Member with concerns to be addressed at the Annual Meeting.

Everyone in attendance received the mailed Annual Meeting Notice referenced above.

Board Members Present: Ralph Santamaria, President; Ilona Bell, Secretary; Members at Large: Pattie Hansen, and Barbara Zinkil.

Absent: Tom Lewellen, Treasurer, Carol Glidewell, Co-Treasurer. Bill Shain, Member at Large

Quorum: A quorum of 25% of BWRMA members, in good standing in our community, was obtained with 4 Board members in attendance and ?? completed Proxy Ballots. The list of Proxy forms received will be posted to our website along with these minutes: bwrma.org.

1. CALL TO ORDER 10:08am

Ralph welcomed and identified new members/neighbors:

2020-2021 New Neighbors	Property
Christian & Sarah Dubois	225 Alpine Court (WR II lot 22)
Bryce Guadan & Leslie Lomeli	612 Olympic Ridge Drive (ORE lot 10)
Jerry Schmuck	365 ALPINE CT (WR IV lot 4)
Kelly& Leslie Armstrong	72 Fern Gully

2. APPROVAL OF 2020 ANNUAL MEETING MINUTES:

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

Barbara Zinkil moved and Patti Hansen seconded the motion to approve the Draft 2020 Annual Meeting Minutes as posted on the BWRMA website. The motion carried unanimously. The [Approved 2020 Annual Meeting Minutes](#) will be posted on the BWRMA website.

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3. APPROVAL OF TREASURER'S REPORT:

- **2020-2021 Annual Audit**—The annual audit, for the 2020-2021 Fiscal Year, was conducted by Barbara Zinkil in March 2021. She examined and approved Tom's copies of checks received/paid and journal entries. Barbara was thanked for her efforts. It was noted that the Annual BWRMA Audits are posted on our website: bwrma.org
- **Balances:** Ralph reported total balance of \$61,941.02 in checking and savings as of March 23, 2021. Estimated receipt of income in last year's budget was \$21,680 (estimated from historical records.) Actual income increased to \$23,257.93. We just received another \$800 maintenance fee, for last Fiscal Year 2020-2021.
- **Budget:** Ralph reported that prior to the COVID-19 pandemic, BWRMA proposed work costing \$41,500. However, the actual amount expended was \$19,571.48—resulting in a balance of \$21,298.52.

Ralph identified completed work in Fiscal Year 2020-2021. He then reviewed the scope of work planned for the Proposed 2021-2022 Budget. Discussion followed. Ralph noted that \$12,000 was transferred into savings, as directed from the 2020 Annual Meeting. Budget discussion followed. ***Jim McGillis moved Polly Peters 2nd a motion to continue the transfer of \$4,000 annually to slowly build funds for future roadwork, as directed from the 2020 Annual Meeting. The motion carried unanimously.***

Maintenance Fee language was discussed.

Jim McGillis moved and Mike Peterson seconded a motion to adopt the Proposed 21-22 Fiscal Year Budget. With the previous motion implemented, Pattie offered a Friendly Amendment to change the wording from "Requested Support" to "Annual Fee" for consistency within the Invoice Billing. Barbara Zinkil seconded the Friendly Amendment. Jim McGillis accepted the friendly amendment. The Amended Motion carried unanimously.

4. OLD BUSINESS:

- **2020-2021 Road Maintenance Items**
Completed items, included in the recent Annual Meeting Mailing, were:
 - ✓ Roadside brush clearing
 - ✓ Street sweeping
 - ✓ Culvert clearing
 - ✓ All Gravel roads repaired (gravel application, grading and compacting)
 - ✓ Pot-holes filled and ruts on roadside edges of paved roads filled in
 - ✓ Weed abatement on Hidden Springs
 - ✓ Drain pipe cleared under Bywater Way N road

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5. NEW BUSINESS:

- **Fiscal Year 2021-2022 Planned Work:** Ralph stated the COVID-19 Pandemic had put some of our proposed road work on hold, by limiting non-essential work. He noted the paved roads received no repair work.

Below are the Proposed 2021-2022 Road Maintenance items, that were included in the recent Annual Meeting Mailing.

- ✓ Sweep the asphalt roads
- ✓ Apply gravel to roadside edges/shoulders where they are worn down
- ✓ Roadside brush clearing – annual event July with Landscapers scraped road edges & cleared culverts
- ✓ Hidden Spring Weed Abatement
- ✓ Dip filled in on Hidden Springs
- ✓ Hot-tar seams on patched asphalt on N Bywater near Petersons' location
- ✓ Planned work for this year is asphalt overlays
- ✓ Rut fill along sides of paved roads plus pot hole fills on gravel roads
- ✓ Additional sweeping of asphalt roads towards end of year plus culvert cleaning

Discussion followed regarding combining smaller asphalt repair projects to obtain better pricing.

In all cases, members will be informed about the company selected for asphalt repair in case they want asphalt work done on their own property side , as well as notification of traffic disruption on our roads.

The board plans to complete another road inspection to identify work to be addressed in the bids. Discussion followed regarding some specific areas on Bywater N, Hidden Springs and areas drainage pipes were cleared, crossing under the roads.

COMMUNICATIONS:

- **High speed Internet Update:** Star Link is beta testing internet in our area with Tom Lewellen. His [4 month report](#) is posted on line. [Visit the Star Link Website](#) to explore this option.
- **Bywater Road Home Address Numbering Issue:** The U.S. Post Office now identifies Bywater Way North as a valid street name.

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6. 2021-2022 BWRMA BOARD:

The 7 current BWRMA Board members will continue for Fiscal Year 2021-2022. Mike Peterson thanked the Board for their continued service.

Discussion followed regarding general and emergency neighborhood communications.

Patti Hanson moved and Ralph Santamaria seconded a motion to adjourn the Annual Meeting.

The 2021 BWRMA Annual Meeting adjourned at 11:21am.

Respectively submitted,
Ilona Bell, BWRMA Secretary

Attachments:

See postings on the [BWRMA Website Annual Meetings](#) bwrma.org