

BYWATER WAY ROAD MAINTENANCE ASSOCIATION

Approved 2022 Annual Meeting Minutes

Date: Wednesday, April 13, 2022

An Annual Meeting Notice was mailed to the BWRMA neighborhood on 3/21/22, stating that the meeting would be conducted on-line via ZOOM, on Wednesday, April 13, 2022 at 6:30pm. The Annual Meeting Mailing included the:

- ✓ 2022 Proxy Vote Form, with an enclosed self-addressed, stamped envelope to return the completed Proxy Vote;
- ✓ Proposed 2022-2023 Fiscal Year Budget;
- ✓ Letter listing Proposed Road Maintenance Items for Fiscal Year 2022-2023, 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:, Bill Shain and Barbara Zinkil. **Absent:** Tom Lewellen, Treasurer, Carol Glidewell, Co-Treasure and Pattie Hansen, Member at Large

Neighbors Present: Melanie Maibaum, Jim & Nancy McGillis, Bill Richey, Wayne Richie and Barbara Shain

Quorum: A quorum of 25% of BWRMA members, in good standing in our community, was obtained with 4 Board members in attendance and 16 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 6:35pm

Ralph welcomed and identified new members/neighbors:

2021-2022 New Neighbors	Property
Tara & Brandon	540 Bywater
Andrew Stewart & Rie Takagi	605 Olympic Ridge Drive
Jim Brett & Cindy Crank	33 Olympic Ridge Drive

2. APPROVAL OF 2021 ANNUAL MEETING MINUTES:

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

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Bill Richey moved and Jim McGillis seconded the motion to approve the Draft 2021 Annual Meeting Minutes as posted on the BWRMA website. The motion carried unanimously. The [Approved 2021 Annual Meeting Minutes](#) will be posted on the BWRMA website.

3. APPROVAL OF TREASURER'S REPORT:

- **Balances:** Ralph reported total balance of \$70,152.04 in checking and savings as of February 20, 2022. Expected receipt of income in last year's budget was \$26,499.90 (estimated from historical records.). Actual income received was \$19,899.21, which was much lower than expected. The lower income receipts were discussed at great length during the meeting.
- **Budget:** Ralph reported that during the COVID-19 pandemic, BWRMA proposed work in the amount of \$41,500. However, the actual amount expended was \$11,354.10—resulting in a balance of \$30,145.90.
- Ralph identified completed work in Fiscal Year 2021-2022, noting the difficulty in getting contractors to provide bids for work during the pandemic. He then reviewed the planned scope of work for all roads in the Proposed 2022-2023 Budget.

Discussion followed regarding budget issues.

Wayne Richie moved and Jim McGillis seconded to adjust the proposed amount of \$3,000 to the previously allocated amount of \$4,000 be transferred to the paving replacement fund. The motion carried unanimously.

Jim McGillis moved and Ralph Santamaria seconded a motion to adopt the Proposed 2022-2023, Fiscal Year Budget, as amended above. The motion carried unanimously.

[2022-2023 BWRMA Adopted Budget.](#)

Melanie Maibaum moved and Ralph Santamaria seconded a motion that a separate letter be sent to non-paying residents for maintaining our roads. The motion carried unanimously.

- **2021-2022 Annual Audit**—The annual audit, for the 2021-2022 Fiscal Year, was conducted by Barbara Zinkil on March 31, 2022. 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

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4. OLD BUSINESS:

- **2021-2022 Road Maintenance Items**

Ralph stated the COVID-19 Pandemic limited non-essential work and noted the paved roads were not repaired as planned in Fiscal Year 2021-2022.

Completed maintenance activities were referenced in the recent Annual Meeting Mailing and include:

- Roadside brush clearing
- Culvert clearing of large branches, stumps and debris
- Pot-holes filled and ruts on roadside edges of paved roads filled in
- Additional Weed abatement on Hidden Springs
- Drain pipe cleared under Bywater Way N road plus additional channel digging

5. NEW BUSINESS:

- **Fiscal Year 2022-2023 Planned Work:**

Below are the Proposed 2022-2023 Road Maintenance items, for all of our roads, that were included in the recent Annual Meeting Mailing:

- ✓ Asphalt road repairs and overlays
- ✓ Annual roadside brush clearing
- ✓ Repair gravel road ruts and pot holes in dry~~er~~ weather
- ✓ Weed abatement on Hidden Springs Rd
- ✓ 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
- ✓ Repair dip on Hidden Springs Road with asphalt
- ✓ Fill in dip with asphalt on Bywater Way Road near Shipview Court

Discussion followed.

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 Way N, Hidden Springs and areas drainage pipes were cleared, crossing under the roads.

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 on the side, as well as notification of traffic disruption on our roads.

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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. Ilona Bell will check with PUD#1 on high speed internet access in our neighborhood.

- **2022-2023 BWRMA BOARD:**

Members at Large Bill Shain and Patti Hansen are retiring from the Board. They were thanked for their many years of service to the association and community.

Five current BWRMA Board members will continue for Fiscal Year 2022-2023: Ralph Santamaria, President; Tom Lewellen, Treasurer, Carol Glidwell, Co-Treasurer, Ilona Bell, Secretary, and Barbara Zinkil, Member at Large.

Jim McGillis and Bill Richey discussed joining the Board.

Ralph Santamaria moved and Melanie Maibaum seconded a motion to complete the 2022-2023 Board with Jim McGillis and Bill Richey becoming Members at Large.

Congratulations and thanks were shared with the Board.

Jim McGillis moved and Ralph Santamaria seconded a motion to adjourn the Annual Meeting.

The 2022 BWRMA Annual Meeting adjourned at 8:41pm

Respectively submitted,

Ilona Bell, BWRMA Secretary

Attachments:

Posted on the [BWRMA Website Annual Meetings](#)

[bwrma.org](#)