

BYWATER WAY ROAD MAINTENANCE ASSOCIATION
(BWRMA)

Title: Approved BWRMA Board Meeting Minutes

Date: 5/11/23

Board Members Present: Jim McGillis, President, Tom Lewellen, Treasurer, Carol Glidewell, Assistant Treasurer, Ilona Bell, Secretary; Don Layton, Bill Richey and Barbara Zinkil, Members at Large

Absent: none

Attending community members: Barbara Lewellen

Meeting called to order: 5/11/23, 10:20 am

2/22/22 Draft Board Minutes

Tom Lewellen moved and Barbara Zinkil seconded approval of the 3-30-23 Board Meeting Minutes. THE MOTION CARRIED UNANIMOUSLY.

TREASURER REPORT: None

Figures remain the same as reported at the 3/30/23 Board Meeting. The rounded-off balance is \$5,965 in Checking and \$49,142 in Savings, for a total \$55,107.

Tom will send the current 2023-24 fee invoices via mail, this coming Monday, 5/14/23.

OLD BUSINESS:

NEW BUSINESS: cwr 64.90 rules

After Action Report: An Annual Meeting Action Items Report will be maintained by the Board to present at our next Annual Meeting.

Review Annual Minutes: The Draft 5/6/23 Annual Meeting Minutes were reviewed with several minor changes implemented. They will be mailed with the Maintenance Fee Invoice and posted on our website.

President & Board: **Jim McGillis** will complete his 2023-2024 term as BWRMA President. Nancy McGillis will assist Jim as needed. Jim is stepping back from taking the lead on various items the Board addresses and delegating more. **Don Layton** will lead assessing and bidding our road work. **Bill Richey** will lead assessing and bidding our brush cutting work. **Tom Lewellen** wants to seek a person to serve as Treasurer. He will fully train the volunteer on our software, which is very efficient and has functions to automate various reports from the basic data entered. **Barbara Zinkil** will maintain our neighborhood database and assist in mailing notices and other communications. **Ilona Bell** will continue managing the BWRMA website and emails. Board members will speak to neighbors for volunteer opportunities.

Bylaws: A discussion involved numerous items to be addressed in updating our Bylaws. Nancy and Jim McGillis and Don Layton will serve on this committee, with Barbara Zinkil as a back-up. Consider: adding "minimum" before the number of Board Members, terms of office, co-presidents, clarify voting language, specific language to use, etc. The committee will meet via email, etc. to develop a basic framework. Jim suggested a trip to meet with the

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Condominium Law Group or another advisory group for assistance. It was suggested to study nearby HOA Bylaw verbiage—Cape George, Kala Point, Port Ludlow, etc.

Long Term Planned Road Maintenance Committee:

Current Committee Members: Fred Bell, Wayne Johnston, Jim and Nancy McGillis, Wayne Richie, Paul Rouser and Jeremy Senner. Other neighbors are encouraged to volunteer for this committee to address required scope of work and payment for maintenance issues on our 18 year old private roads. The committee will convene in person, via email, etc. and report to the Board.

2023-2024 Fiscal year Planned Work:

The 2023-2024 Proposed budget includes money for rapidly deteriorating road work needed on N. Bywater Way toward Paradise Bay Road and annual brush cutting--usually in July, which lasts through the winter months. Discussion followed.

Road Repair contractors referred were Agate Paving, Lakeside, Northern, Shold Excavating, etc. Brush Cutting contractors referred were Freedom Excavators and Green Creation Landscaping.

Freedom has an excavator with a small grader attachment for smaller paving repairs. Kala Point recommended using crushed granite over balalt rock to gravel our roads. The board will explore applying crushed granite, as an apron at Fern Gulley and Shipview Roads. Freedom Excavators with small grader attachment brush cutting, green creation raised prices, once a year in July to last through the winter.

Bill Richey moved and Don Layton seconded a motion to purchase and add a “blind corner“ sign to the post at Bywater North. The motion carried unanimously.

Welcome Committee:

Carol Glidewell and Leslie Layton add a personal greeting to new BWRMA residents.

COMMUNICATIONS:

Since this is the first year of our Adopted Maintenance Fee Policy, our Treasurer will send a courtesy reminder notice for paying the \$450 2023-2024 Maintenance Fee, currently due by June 15th.

The next Board meeting will be via email, after July 15.

Meeting adjourned: 11:58am

Submitted by: Ilona Bell, Secretary

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