

BYWATER WAY ROAD MAINTENANCE ASSOCIATION
(BWRMA)

Title: Approved BWRMA Board Meeting Minutes

Date: 5/24/26

Board Members Present: Jim McGillis, President; Bridget Richardson, Treasurer; Ilona Bell, Secretary; Don Layton, Bill Richey, Jeff White and Barbara Zinkl; Members at Large

Absent: None

Community Member Attending: Nancy McGillis

Meeting called to Order: 3:41pm

Draft Board Minutes Approval:

Don Layton moved and Bill Richey seconded approval of the 3-1-26 Board Meeting Minutes. THE MOTION CARRIED UNANIMOUSLY.

Jeff White moved and Don Layton seconded approval of the 4-15-26 Board Meeting Minutes. THE MOTION CARRIED UNANIMOUSLY.

TREASURER REPORT:

\$26,509.57 is the balance in the Operating Budget

\$7,047.66 is the balance in the Reserve Fund; plus a \$20,000 and \$40,000 CD for a total funds in the amount of \$102,557.23

Maintenance Fees:

27 Lots have submitted maintenance fees with 64 lots outstanding. Payment reminder notices will go out mid-June and Late Fees will apply July 15, as per policy.

Annual Audit:

The 2025-2026 BWRMA Fiscal Year Audit was completed in April by lot owners Laurie Davis and Polly Peters.

Jeff White moved and Barb Zinkl seconded approval of the Treasurer Report. THE MOTION CARRIED UNANIMOUSLY.

OLD BUSINESS:

Website:

Discussion followed regarding processing emails.

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Committee Reports:

Maintenance Committee:

Don Layton reported Rick's Excavating is scheduled for brush cutting in July. Gravel roads will be in the fall.

Discussion followed with a note to budget debris clean up next year, prior to brush-cutting.

Finance Committee Report:

Treasurer Bridget Richardson said no meeting are scheduled. Maintenance Fees are due by June 15 and Late Fee Notices will be sent by July 15, per Policy.

NOTE: The [Financial Committee Reports](http://bwrma.org) are posted on our website: bwrma.org

Covenants Committee:

Legal issues need to be explored. Discussion followed.

Don Layton moved and Jeff White seconded approval of seeking legal expertise from Condominium Law Group (CLG) regarding the clarification of CWR 64.90 regarding BWRMA governing documents. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS:

AI -- Artificial Intelligence Structured Direction:

Jim McGillis produced sample AI directives to achieve goals the Board sets.
Discussion followed.

Database:

Discussion followed regarding options in consolidating databases and spreadsheets to include accounting invoices and payments received.

COMMUNICATIONS:

Improve Communication to Lot Owners

Discussion followed.

- Develop accurate way to get updated email address—especially new owners
- Consolidate Databases
- Convert to email communication and paperless billing
- Invite lot owners to join committees
- Invite lot owners to join the Board.

The next Board meeting will be 4:00pm, August 12, at Jim's home.

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**Bridget Richardson moved and Barbara Zinkl seconded a motion to adjourn the meeting.
THE MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 5:31pm.

Submitted by: Ilona Bell, Secretary

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