

BYWATER WAY ROAD MAINTENANCE ASSOCIATION
(BWRMA)

Title: Approved BWRMA Board Meeting Minutes

Date: 8/23/16

Board Members Present: Ralph Santa Maria, Acting President; Tom Lewellen, Treasurer; Ilona Bell, Secretary; Patti Hansen Member at Large: Absent: Member at Large: Bill Shain; and Whitney Meissner, Co-Treasurer.

Attending community members: None

Meeting called to order: 7:20pm.

6/5/16 Draft Board Minutes Patti moved and Tom seconded approval of the 6/5/16 Board Minutes with the next meeting date amended to read from Tuesday, August 20 to Tuesday, August 23. Motion carried unanimously. Ralph to contact and confirm that Julie Stevely is resigning from the Board.

Treasurer Report: Tom reported balances as of 7/21/16 being \$22,034 in checking and \$17,103 in the savings account. \$17,653 in Road Maintenance contributions have come in and more to be processed. A second request for contributions was sent out via standard mail in early July to those lots who had not contributed as of 30 June 2016.

Tom filed the required annual BWRMA status forms with the state.

OLD BUSINESS:

Contributions: Tom will send an updated list of outstanding Road Maintenance Contributions to Ralph, who will begin a phone tree to personally contact them.

Brush Cutting Contract: \$4,500 was budgeted for brush clearing of which \$2,125.50 was paid for brush cutting in June 2016. The Board is arranging another brush cutting soon and Ralph will coordinate to work around the Olympic Ridge Logging that begins in September.

Road Maintenance: Ralph provided his written inspection of our roads from last month, and revisited those findings with Bill Shain which also included photos. The [full report](#) is posted on our website: bwrma.org with the summary provided below:

SUMMARY:

On July 15, 2016 and 8/18/16 Bill Shain and Ralph Santamaria visited each of the noted affected areas. Bill recommended, and Ralph concurred, that the repair of paved areas should wait another year. During the meantime the areas that are noted on the paved roads will be marked with black paint,

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pictures and notes taken, and then monitored for continued degradation. If a repair requirement becomes apparent then the bids will be obtained. The reason that this decision was made was because the areas of paving that need attention are spotty and spaced far apart. The initial cost for companies to stage their equipment is a large part of the cost of the repair. So it is more cost effective to cover larger sections of road when the repairs are needed instead of smaller patches here and there. Also it is probably a good idea to observe the areas of concern to learn how quickly they deteriorate, as it may be years before they require patching. The lessons learned can be applied to future efforts.

The gravel roads exhibited issues with Alpine, Hoodsvie and Bridgeview entrances as higher priority, followed by a small section at the end of Shipview and another section near the end of Alpine Ct.

Tom requested the cost of paving larger cross sections be included in next year's budget.

Ralph will explore options for brush cutting the above overhanging limbs that impact the safety of our main roads.

Ilona updated the website with this board's recommendation that any specific road maintenance issues from a community member should be put in writing for the Board's consideration.

BWRMA Covenant Overlay Status: No report. Tom moved and Patti seconded to shelve the Overlay Covenant process and related issues for the remainder of this fiscal year. Discussion followed. The motion carried unanimously.

Signage: Ralph spoke with criminal and civil divisions of the county regarding signage verbiage being legally binding. The sheriff and the Community Development Department of Jefferson County referenced Code 18.30.150 having no specific verbiage requirements. Reference Jefferson County Code at website:

<http://www.codepublishing.com/WA/JeffersonCounty>

NEW BUSINESS:

Emergency Numbers: A community member suggested an Emergency Contact Number List be created. Discussion followed. It was decided this was not a Road Maintenance matter. As we are on 3-5 acre lots, the Board recommends lot owners share private contact information with close neighbors and friends to lookout for one another, especially when traveling.

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Board Member Recruitment: Ilona will follow up with a newer community member considering filling our current Member at Large Board position. The Board would value the perspective from a newer resident. The functions of the BWRMA Board are detailed in the [BWRMA Bylaws](#), a copy of which can be reviewed at the bwrma.org website.

BWRMA Website: Global Paving is no longer serving this area, and will be deleted from our Contractor Listing. Patti suggested that Up and Adam Tree Service be added to the list. Ilona will continue to update our website: bwrma.org

The next Board meeting will be 7:00pm, Wednesday, October 12, at Ralph's home. It was noted that some Board matters may be addressed via email in the interim.

Meeting adjourned: 8:45pm.

Submitted by: *Ilona Bell, BWRMA Secretary*