

BYWATER WAY ROAD MAINTENANCE ASSOCIATION

2016 Annual Meeting Minutes

Date: 10:00AM, Saturday, April 30, 2016

Location: Paradise Bay Clubhouse (141 W. Alder St., Port Ludlow)

Board Members Present: Mike Peterson, President; Tom Lewellen, Treasurer; Ilona Bell, Secretary; Members at Large: Ralph Santa Maria, Patti Hansen and Dennis Wilds

Absent: Julie Stevely

Quorum: A quorum of BWRMA members was present including 5 Proxy Ballots and attendees owning multiple properties in our community.

1. **Call to Order** 10:04am

2. **Agenda Modifications** none

3. **Approval of 2015 Annual Meeting Minutes:** Jim McGillis questioned the accuracy of the amount reported in savings. The Treasurer confirmed the amount in the draft minutes was inaccurate. ***Dennis Wilds moved and Polly Peters second the motion to correct the minutes to read the accurate amount in savings as \$13,090. The motion carried unanimously.***

4. **Approval of Treasurer's Report:**

- Annual road maintenance contributions are still coming in and will be carried over into the 2016-2017 Budget. The scheduled street sweeping was not completed due to equipment failure. 2016-2017. Brush cutting is best completed in June. This work's budgeted amount will be carried forward into the 2016-2017 Fiscal Year, when the work will be completed. It was suggested that the board consider contracting these recurring expenses for 2 or 3 years.
- The current balances are \$9,800 in checking \$13000 in savings. The distributed April 28th Budget will be revised to reflect \$3,800 carried over to complete pending work and the \$400 Road maintenance contribution received this morning and will be posted on-line at: bwrma.org
- Discussion followed regarding Road Maintenance Contributions. First notice and billing is issued via email. After 30 days, a second notice is both emailed and snail-mailed (USPS) to those not in compliance. A third letter is mailed if the contribution is still outstanding. This year President Mike Peterson personally phoned or spoke to those not having paid this fiscal year's contribution and was quite successful in having payments being received. Mike suggested the Phone Tree be considered by the next Board as a viable practice in collecting annual Road Maintenance Contributions. Tom noted that some property owners pay less than the full contribution; for example, only the cost of maintaining the gravel roads—approximately \$54. Tom explained the budget is calculated with an estimate of 69 property owners and noted that this year, contributions increased from 62 to 66 property owners paying their annual contribution. ***Jim McGills moved and Betty Brooks second the 2015-2016 Treasurer Report be approved. The motion carried unanimously.***

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5. Old Business:

i. 2015-2016 Maintenance Activities

- The paved road patching work completed in November is having warranty repair work—consisting of slump and cracking repairs, etc.—was just completed in April. Board Member Ralph Santamaria stated the gravel roads were re-graded but had no gravel added. He recommended the Board consider resurfacing them with additional gravel in 2016-17. Ralph suggested the paving work bid also include the gravel road maintenance work. He thought the numbers would be given at next year's annual meeting, given that contractors do not rush to bid such small jobs. A suggestion was to consider contracting this recurring work for 2 or 3 consecutive years. Discussion followed regarding the roads and included paving the remaining roads. Dennis Wilds provided the amount of \$2.25 per square foot as the current rate for the recent paving project at his home.
- Mike Peterson shared the efforts of local neighbors volunteering to form a Road Work Committee who deal with removing storm debris, trees blocking road access, prep work for the brush cutting, and, etc.
- The Board was thanked for their service.

6. New Business:

- i. **2014-2015 Annual Audit**—Treasurer Tom, reviewed the annual audit for the previous year and explained the implementation of the recommendation by the Audit Committee to “redact” redact account numbers from checks after they are recorded into our books.
- ii. **Website Update**—Secretary Ilona described updating our BWRMA.org website to be a functional and informative tool for the community. She stated Keven, the prior web host, as being very accommodating and helpful in converting the site to WordPress—the program familiar to her, It now features our CCR's, Covenants, Board Minutes, Budgets, etc. in addition to links to various property maps. She encouraged BWRMA members to check it for updated information. Attendees thanked her for accomplishing this task.
- iii. **Planned Work**—was previously discussed and is referenced at bottom of the page of the proposed budget. Brush cutting near the roads is essential for drainage, visibility and preventing the road edge from breaking down and is scheduled for this June.
- iv. **Signage**—maintaining signage for traffic control—speed limits and stop signs--on our private roads is essential for safety and personal liability. Discussion followed regarding no trespassing signs at each of our 3 entrances. There was no consensus and it was decided to have the new board further address this issue.
- v. **2016-2017 Budget and Assessment Approval**—the 2016-2017 proposes an annual Road Maintenance Contribution of \$397—which the Treasurer rounded up to \$400. ***Lee Terry moved and Polly Peters second a motion to accept the 2016-2017 Budget as presented. The motion carried unanimously.***

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- vi. **Covenant Overlay Progress**—our covenants do not entirely deal with today's road maintenance needs. It was suggested to create documents to supplement our existing CC&R's by addressing the services we have come to expect in promoting safety on our private roads. The Board is researching the Covenant Overlay as directed at last year's annual meeting. Mike discussed covenants which are posted on our website. Ilona noted that proposed covenant overlay verbiage was needed before any presentation to the community for feedback would be possible. Jim McGillis commented that this matter was addressed by Boards years ago and that Ron Allen wrote new covenants, which were not supported by the community at that time. Tom Lewellen suggested creating a historical account of our existing Bylaws and CCR's and any proposed changes as a reference tool for the current and future Boards of our community. Jim and Tom agreed to work in assembling the data and the Secretary agreed to format the document.
- vii. Discussion followed regarding the lack of participation at annual meeting. Polly Peters volunteered to help contact neighborhood members to attend the annual meeting.
7. **Election of the 2016-2017 Board**—President Mike Peterson and Member at Large, Dennis Wilds, are stepping down from the Bywater Way Road Maintenance Association Board, Whitney Meissner, volunteered for the Co-Treasurer Board position and Bill Shain volunteered to serve on the Board for a term of 1 year. ***Polly Peters moved and Lee Terry second the motion to approve the 2016-2017 BWRMA Board members.*** Members of the new Board will determine who will assume the Presidency.
8. **Close**—***Lee Terry moved and Ralph Santamaria second the motion to adjourn the meeting.*** The 2016 BWRMA Annual Meeting adjourned at 11:47am.

Respectively submitted,

Ilona Bell, BWRMA Secretary

Attachments:

2016-2017 Proposed Budget Revision dated 4/30/16

Approved and Amended Minutes from the 2015 Annual BWRMA Meeting