

# BYWATER WAY ROAD MAINTENANCE ASSOCIATION

## 2017 Annual Meeting Approved Minutes

**NOTE:** *The Annual Association Meeting Attendance was lower this year than previous years. We welcome your input, whether you were able to attend in person or not. Your opinion is highly valued and your attendance in the Annual Meetings provides an excellent opportunity to meet with your community and express any concerns. The voting quorum was achieved this year through use of Proxy votes (special thanks to the Proxies). Those families that voted in Proxy were the Wilds, Crow, Clemens, Minish, Lewellen, Rouser and Richey."*

**Date:** 10:00AM, Saturday, April 22, 2017

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

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

**Quorum:** A quorum of BWRMA members was present including 7 Proxy Ballots (see note above) and attendees owning multiple properties in our community.

### 1. **Call to Order** 10:20am

Thanks to all for obtaining sufficient Proxy Votes to comprise a quorum.

All in attendance received the mailed Annual Meeting notice that included the Agenda, Proxy Voter Form, Proposed 2017-2018 Budget.

### 2. **Agenda Modifications** none

### 3. **Approval of 2016 Annual Meeting Minutes:**

BWRMA minutes are posted on line at <http://bwrma.org> and emailed to BWRMA lot owners. ***Lee Terry moved and Polly Peters seconded the motion to approve the 2016 Draft Annual Meeting Minutes as posted. The motion carried unanimously.***

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

- The current balances are \$10,773.82 in checking \$21,092.14 in savings. The distributed February 8<sup>th</sup> Budget will be revised to reflect cost of this year's Annual Meeting Notice mailings.
- Annual road maintenance contributions were less this year than last year. No past due monies were collected. Newer lot owners are key to future contributions.
- The Road Maintenance Contribution collection process was described:
  - The 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.
  - Then a Phone Tree is used to personally request Road Maintenance Contributions and possibly discuss concerns for non-payment.

## BYWATER WAY ROAD MAINTENANCE ASSOCIATION 2017 Annual Meeting Approved Minutes

Discussion Followed. Jim McGillis proposed using successful collection methods from the past. Polly Peters volunteered to head a committee or perhaps become a Board Member at Large to address increasing contribution collections.

- Ralph thoroughly reviewed the budget expenses that were calculated with an estimate of 69 property owners and noted that this year, contributions had decreased to 61 property owners paying their annual contribution. Discussion followed.  
***Ralph Santamaria moved and Lee Terry seconded the proposed 2017-2018 Treasurer Report be approved. The motion carried unanimously.***

### 5. Old Business:

#### i. 2016-2017 Maintenance Activities

- Paved road patching inspections continue on a regular basis and observations are documented in Board Inspection Reports. Work is held until sufficient repairs warrant the company's expense to stage their equipment.
- Brush cutting is scheduled for July. Additional brush clearing is expected on Fern Gully nearer the road entry end.
- The gravel road work will fill several pot holes that have developed.
- Storm debris removal is generally performed as needed by a volunteer work committee of lot owners organized by the Board.
- Tree trimming was performed to remove limbs over hanging the paved roads.
- Street Sweeping paved roads for an amount not to exceed \$300 is planned and will be scheduled after the rains deminish.

The Board was thanked for their service.

- ii. **Signage**—maintaining signage for traffic control—speed limits and stop signs--on our private roads is essential for safety and personal liability. No additional signage was added by the Board. Several lot owners are providing their own signage. Ralph offered to assist with their installation if needed.
- iii. **Website Update**—Secretary Ilona Bell was thanked for keeping the BWRMA website updated and used as an informative tool for the community.
- iv. **Covenant Overlay**—Jim McGillis and Tom Lewellen agreed to work in assembling the data created from an 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 and the Secretary agreed to format the document. It was agreed they will pursue efforts to complete this task before the next Annual Meeting. Covenant Overlay discussion followed. **Bill Shain moved and Nancy McGillis second to table the Covenant Overlay matter to next year. Ilona Bell made a friendly amendment to table the Covenant Overlay matter until such time that a member(s) in good standing comes to the Board and agrees to fully lead and oversee the Covenant Overlay matter.** The Friendly Amendment was accepted by Bill and Nancy. Discussion followed. **The amended motion to table the Covenant Overlay matter until such time that a member(s) in good standing comes to the Board and agrees to fully**

**BYWATER WAY ROAD MAINTENANCE ASSOCIATION  
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lead and oversee the Covenant Overlay matter carried unanimously.

**6. New Business:**

- i. **2016-2017 Annual Audit**—The annual audit, for the previous fiscal year, was held by Jane Minish and Nancy McGillis in February. The books were found in compliance with standard accounting practices.
- ii. **Planned Work**—was reviewed under Old Business and is also referenced in the lower right corner of the approved 2017-2018 budget report.
- iii. **2017-2018 Budget and Assessment** was approved under Old Business and is reported above.

**7. Election of the 2017-2018 Board**—Acting President Ralph Santamaria and Co-Treasurer Whitney Meissner, are stepping down from the Bywater Way Road Maintenance Association Board. Discussion followed. Polly Peters volunteered to serve as a Member at Large with a focus on personally meeting, calling and contacting lot owners within our association. Ralph Santamaria agreed to serve another year as Acting President. ***Carol Bidewell moved and Mike Peterson second the motion to approve the 2017-2018 BWRMA Board members. The motion carried unanimously.*** Members of the new Board will pursue filling the open Co-Treasurer position.

**8. Jim McGillis asked for clarification of this year’s contribution billing cycle.** Treasurer Tom Lewellen will address this matter upon his return.

**9. Close**—***Barbara Shain moved and Mike Peterson second the motion to adjourn the meeting.*** The 2017 BWRMA Annual Meeting adjourned at 11:18am.

Respectively submitted,  
Ilona Bell, BWRMA Secretary

**Attachments:**

**2017-2018 Proposed Budget Revision dated 2/7/17**

**Approved and Amended Minutes from the 2016 Annual BWRMA Meeting**