

BYWATER WAY ROAD MAINTENANCE ASSOCIATION (BWRMA)

Title: Approved BWRMA Board Meeting Minutes

Date: 6/6/19

Board Members Present: Ralph Santa Maria, President; Tom Lewellen, Treasurer; Carol Glidewell, Co-Treasurer; Ilona Bell, Secretary; Members at Large: Barbara Zinkil, Bill Shain and Pattie Hansen. **Absent:** None **Attending Community Members:** None

Meeting called to order: 5:09pm

8/27/18 Draft Board Minutes Pattie Hansen moved and Carol Glidewell seconded approval of the 8/27/18 Board Minutes. The motion carried unanimously. NOTE: The planned Wednesday, Dec. 5th meeting did not occur due to lack of quorum. The next meeting was the Annual BWRMA meeting held April 13, 2019.

Treasurer Report: Tom reported balances: Checking: \$34,043.09; Savings: \$29,100.42. To date, \$16,647.93 in maintenance fees have been received from 50% of the lots, for 2019-2020 fiscal year. Tom is pleased with the new XERO accounting program. Ralph, President, and Ilona, Secretary will cross train on the XERO program.

OLD BUSINESS:

2019 Annual BWRMA Association meeting:

The annual meeting was held, Saturday, April 13, 2019. The 2019-2020 Annual Maintenance Fee was approved and will remain at \$400/year. We also had a change in Board membership; Polly Peters withdrew from the Board and Barbara Zinkil voluntarily filled the vacant position. Welcome Barbara!

Road Maintenance Status:

- **Road Repair Status:** The planned road repairs for early 2019 were completed. The repairs were to asphalt roads:
 - (1) Overlay on Bywater North
 - (2) Repairs near the end of Fern Gully road
 - (3) "Relocation" of a section of Hidden Springs road.The cost of repairs was \$10,382.26.
- **Road Inspections Status:** Bill Shain and Ralph Santamaria performed a complete road inspection on 5/14/19.
 - (1) The alligating seen on the asphalt roads is holding up well with no immediate repairs needed.
 - (2) There was one pothole in front of 275 Bywater Way N. that will need repair soon, as it is chipping out.

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(3) Potholes were noted on Alpine Ct, a single pothole on Bridgeview and rain runoff rut on Hoods View. (reference Inspection Report) Bridgeview residents are maintaining their own easement.

- **Asphalt Road sweeping:** Agate Asphalt quoted \$926.50 (minimum) for 8 hours of street sweeping. His Hands Services basic street cleaning cost about \$300. Green Creations quoted \$775.00 to rent and use the ride-on sweeper. Ralph moved and Pattie seconded to contract Green Creations to sweep/clean our paved streets. The motion carried unanimously.
- **Road maintenance:** Tom moved, second by Carol to bid trimming overhanging trees and having material hauled off site. Pattie moved and Ralph seconded a friendly amendment to postpone sweeping until after this cutting/trimming is completed. The motion carried unanimously.

ACLS Brush-hog has been contacted and the current plan is for Henry to perform the roadside brush clearing starting in the middle of June. If the weather is too wet, the clearing may be delayed a week or two. Ralph is also seeking a quote from Green Creations (the landscapers) to see what they would charge to fill the potholes on Bridgeview and Alpine Court, as well as repair the water run-off damage on Shipview. In addition, Ralph was given a contact for KRH Material Placement, a company that applies gravel to support the sides of the roads, where the ground level is too far below the pavement. Ralph and Bill will meet to clearly identify those sections of road that need filling.

NEW BUSINESS:

- **2019 Annual BWRMA Association Meeting:** Three action items came out of the annual meeting:
 - (1) Investigate options to move some of BWRMA account funds into a low risk, long term certificate in order to earn higher interest rates. Discussion followed. Tom designated a long term reserve account of approximately \$19,000 to invest higher interest rate. Tom moved and Pattie seconded opening a low risk, long term certificate of deposit (or similar investment) to earn more interest. The Motion Carried unanimously.
 - (2) Prepare a contingency plan to have roads cleared of snow for next and future winters. Ralph is researching this matter and will report back to the Board.
 - (3) Insert a list of properties that have not paid their fees into the collections letters. Discussion followed. The second notice for 2019-2020 Fiscal Year Maintenance fee payments will include this listing requested by membership. The draft "Listing" Ralph provided was discussed.

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- **Fire Hydrant locators:** Blue reflectors in the pavement are used by the fire department to help locate the fire hydrants. Most of our reflectors are missing and should be replaced. Ralph shared several recommendations. Discussion followed. It was determined and Ralph will contact our local fire department for advice and options with this issue and report back to the Board.

COMMUNICATIONS:

Fiber Optics Internet Update: The new [P.U.D. Survey](https://www.surveygizmo.com/s3/4832153/Jefferson-PUD-Residential) is now on line, with a link to it on our Website Home Page:

<https://www.surveygizmo.com/s3/4832153/Jefferson-PUD-Residential>.

This link and a reminder will also be included when the minutes are distributed.

MISCELLANEOUS:

General comments: The Board discussed several topics.

The next Board meeting will be Wednesday, August 21, at 5:00pm at Carol's home.

The meeting adjourned at: 6:29pm.

Submitted by: *Ilona Bell, BWRMA Secretary*