

BYWATER WAY ROAD MAINTENANCE ASSOCIATION
2019 Annual Meeting Approved Minutes

Date: 10:00am Saturday, April 13, 2019

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

Board Members Present: Ralph Santamaria, President; Tom Lewellen, Treasurer, Ilona Bell, Secretary; Members at Large:, Polly Peters and Bill Shain **Absent:** Carol Glidewell, Co-Treasurer and. Pattie Hansen, Member at Large

Quorum: A quorum of BWRMA members was present including Proxy Ballots and attendees in good standing in our community.

1. CALL TO ORDER 10:07am

Everyone in attendance received the mailed Annual Meeting Notice that included the Agenda, Proxy Voter Form and Proposed 2019-2020 Budget.

Ralph asked all in attendance to briefly introduce themselves. All welcomed and introduction of new members/neighbors:

Names	Property
Bruce & Carol Bernacky	Bought Moqui's Olympic Ridge home
Josh Daeuble	Bought Lewis/Miller's Parkview Lot
Paul & Inez Kohlenberg	Bought Minish's Parkview home
Donald & Leslie Layton	Bought Anderson's Bywater North home
Donald & Cheryl Miller	Bought Riley's Olympic Ridge home
Jeremy & Loxie Anne Senner	Bought McNeil's Bywater North home
Barbara Zinkil	Bought Crow's Bywater North home

2. AGENDA MODIFICATIONS none

3. APPROVAL OF 2018 ANNUAL MEETING MINUTES:

BWRMA minutes are posted on line at <http://bwrma.org> and emailed to BWRMA property owners. Ralph mentioned that our website contains updated information and thanked **Jim McGillis** for compiling a succinct 24 year history of our BWRMA Community that can also be accessed on our website.

Ralph briefly discussed our Annual Fee with details to follow under the Treasurer's Report.

Lee Terry moved and Nancy McGillis seconded the motion to approve the Draft 2018 Annual Meeting Minutes as posted. The motion carried unanimously.

4. APPROVAL OF TREASURER'S REPORT:

- **2018-2019 Annual Audit**—The annual audit, for the 2018-2019 Fiscal Year, was conducted by Polly Peters in March. She examined and approved Tom's copies of

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checks received/paid and journal entries. Polly thanked Tom for implementing procedures to simplify the process and more easily find data needed for the audits.

- **Software:** Tom highlighted features of his new Accounting Program—XERO. Discussion followed. Members applauded Tom's dedication to being the BWRMA Treasurer.
- **Balances:** Tom reported current balances are \$ 29,016.32 in checking and \$ 29,099.23 in savings.
- **Budget:** Tom reviewed the proposed 2019-2020 budget in detail. Discussion followed.

Ken Smith moved and Bill Richey seconded the proposed 2019-2020 Treasurer Report be approved. The motion carried unanimously.

- **Investments:** Polly suggested the Board consider opening a CD to earn more interest on BWRMA funds. Discussion followed.

Lee Terry moved and Laurie Davis seconded a motion for the Board to review various investment options and implement the one(s) best suited to enhance our interest earnings. The motion carried unanimously.

- **Maintenance Fee Billing:** Tom clarified the Maintenance Fee billing process timeline. Discussion postponed to New Business.

5. OLD BUSINESS:

- **Signage:** Entry signs were refurbished by a community volunteer, Peter Wagner, was thanked for his efforts and contributions.
- **Website Update:** Secretary Ilona Bell was thanked for keeping the BWRMA website updated and used as an informative tool for our community.
- **Proposed PUD Broadband Service Update:** The **PUD** is exploring options for expanding high speed broadband throughout more rural areas of Jefferson County. Tom explained several options being considered (see attached 2018 PUD update.) Discussion followed. A new PUD Survey will likely be available on-line in May. Tom stressed the importance of completing their new survey to show where broadband upgrades are needed most. Ilona stated she will post a link to their survey from our website upon availability
- **2018-2019 Maintenance Activities:** Several scheduled maintenance items were delayed due to weather, man power and/or equipment available. These items will likely be re-scheduled in May with last year's funds covering the cost.
- **Roads:** Paved and gravel road 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.

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6. NEW BUSINESS:

- **BWRMA Website re-hosting:** Tom, Ralph and Ilona shared the experience of BWRMA taking over hosting our website from Kevin Edwards, who was very supportive during this stressful transition. Kevin was thanked by Ilona for converting the old BWRMA website format into WordPress—a program that was preferred. Tom chose Dream Host due to his knowledge of it. Discussion followed.
- **Accounting Program Upgrade:** was covered under the Treasurer's Report.
- **Planned Work:** Ralph noted this work is referenced in the lower right corner of the approved 2019-2020 Budget Report as well as listed below with work anticipated beginning in May.
 - ✓ Paving repair of alligatoring on the north end of Bywater, Bywater between Olympic Ridge and Hidden Springs.
 - ✓ Move section of hidden springs away from slump/soft shoulder to reduce frequency of future repairs.
 - ✓ Gravel road grading, gravel and rolling as needed
 - ✓ Brush cutting and debris sweeping
 - ✓ Drainage issues from collected shoulder material
 - ✓ Gravel road ruts repairs
 - ✓ Ralph will check pullout area above Hoodsvew on Bywater South Gravel roads and paved roads inspected and work prioritized and posted on website.
- **Equipment:** Ralph stated a Poulsbo Equipment Rental business charges \$325 per 24 hours to use a "Roller Type" Street Sweeper. He is considering using our manual landscaper to sweep our roads as both an effective cost saving measure and an easier way to handle scheduling ..
- **Snow Removal:** Our unexpected snows this winter brought up new concerns in clearing our private roads. Discussion followed and explored the issue of contacting our neighbors owning tractors for this work---with BWRMA providing the required specialty blade for their tractor.

Jim McGillis moved and Don Layton seconded a motion for the Board to develop a contingency plan for future snow removal. Don Layton and Lee Terry seconded a friendly amendment to the motion that authorizes the Board to approve and implement their contingency plan. The motion carried unanimously.

Contact Ralph with issues as they occur. The Board was thanked for their service.

7. COMMUNICATIONS:

- **Property Management Companies:** Ralph contacted several Property Management Agencies to collect BWRMA Road Maintenance Fees. However, no company was interested in taking on this task.

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- **BWRMA Road Maintenance Fee Collection:** Discussion followed a brief explanation of this process. With transparency being an issue, the consensus was for the Report to Include Names and Property Lot Numbers along with the past and current year Maintenance Fee Payment Status.

Bill Richie moved and Polly Peters seconded authorization for the Board to publish and distribute a Bi-Annual Current Standing Maintenance Fee Report to all property owners. The motion carried unanimously.

8. ELECTION OF THE 2019-2020 BOARD:

Returning Board Members are: President Ralph Santamaria, Treasurer Tom Lewellyn, Co-Treasurer Carol Glidewell, Secretary Ilona Bell, and Members at Large: Pattie Hansen, and Bill Shain will serve another 1 year term in their respective positions. With Polly Peters stepping down, a Member at Large position became available. New property owner, Barbara Zinkil, has volunteered for a one year term as a Member at Large. There were no further candidates from the floor to consider.

Lee Terry moved and Nancy McGillis seconded the motion to approve the 2019-2020 BWRMA Board Members as identified above. The motion carried unanimously.

Ralph thanked Carol Glidewell for becoming our Co-Treasurer when Jane Minish moved out of the area this summer.. He also thanked Polly Peters for serving on the Board this past year as a Member at Large.

9. CLOSE:

Barbara Shain moved and Ralph Santamaria seconded the motion to adjourn the Annual Meeting.

The 2019 BWRMA Annual Meeting adjourned at 11:18am.

Respectively submitted,
Ilona Bell, BWRMA Secretary

Attachments:

2019-2020 Adopted Budget Revision dated 3/9/18

Approved Minutes from the 2018 Annual BWRMA Meeting