

BYWATER WAY ROAD MAINTENANCE ASSOCIATION

2020 Annual Meeting APPROVED Minutes

Date: 10:00am Saturday, April 11, 2020

An Annual Meeting Notice was mailed to the BWRMA neighborhood 3/26/20, stating that the public association meeting was cancelled; yet, the BWRMA Board would meet to formally vote and approve the annual meeting recommendations. The meeting was conducted on-line via ZOOM. The Annual Meeting Mailing included the:

- ✓ 2020 Proxy Vote Form, with an enclosed self-addressed, stamped envelope to return the completed Proxy Vote;
- ✓ Proposed 20-21 Fiscal Year Budget;
- ✓ Letter listing Proposed Road Maintenance Items for Fiscal Year 20-21, with an invitation to contact via regular mail or email any Board Member with concerns to be addressed at the Annual Meeting.

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

Quorum: A quorum of BWRMA members, in good standing in our community, was obtained with 6 Board members in attendance and 28 completed Proxy Ballots. The list of Proxy forms received will be posted to our website along with these minutes: bwrma.org.

1. CALL TO ORDER 10:05am

Everyone in attendance received the mailed Annual Meeting Notice referenced above.

Ralph welcomed and identified new members/neighbors:

2019-2020 New Neighbors	Property
Judy A & Arnold S Danberg	WR II Lot 9 Shipview Ct (lot)
Amber Henderson	224 Bridge View Pl (lot)
Ross J & Jamie L Smaaladen	794 Bywater Way (lot)
Michael & Bridget Richardson	WR II lot 5 Bywater Way
Chase and Lisa Dropp	BV III lot 17 Bywater Way (lot)

BYWATER WAY ROAD MAINTENANCE ASSOCIATION

2020 Annual Meeting APPROVED Minutes

2. APPROVAL OF 2019 ANNUAL MEETING MINUTES:

BWRMA minutes are posted on line at <http://bwrma.org> and emailed to BWRMA property owners.

Bill Shain moved and Tom Lewellen seconded the motion to approve the Draft 2019 Annual Meeting Minutes as posted on the BWRMA website. Pattie Hansen made a friendly amendment to correct the name “Carol” Bernacky to read “Sam” Bernacky. Ralph stated the new resident names come formally from Jefferson County Property Website, but she may locally be referred to as Sam. The Friendly Amendment was not accepted. The original motion to approve the 2019 Annual Meeting Minutes as posted on the website, carried unanimously. The [Approved 2019 Annual Meeting Minutes](#) will be posted on the BWRMA website.

3. APPROVAL OF TREASURER’S REPORT:

- **2019-2020 Annual Audit**—The annual audit, for the 2019-2020 Fiscal Year, was conducted by Barbara Zinkil in March 2020. She examined and approved Tom’s copies of checks received/paid and journal entries. Barbara was thanked for her efforts. It was noted that the Annual BWRMA Audits are posted on our website: bwrma.org
- **Software:** Tom noted the Accounting Program—XERO— being used by BWRMA is working well with strong security features. Program costs are minimal and less than other available programs.
- **Balances:** Tom reported current balances are \$19,820.00 in checking and \$39,105.58 in savings.
- **Budget:** Tom reviewed the proposed 2020-2021 budget and noted \$10,000 was transferred into savings as directed from the 2019 Annual Meeting.

Barb moved and Tom seconded a motion to adopt the Proposed 20-21 Fiscal Year Budget. Pattie offered a Friendly Amendment to change the word ‘contribution’ to ‘support’ for consistency with the Invoice Billing. Tom seconded the Friendly Amendment. The Amended Motion carried unanimously.

4. OLD BUSINESS:

- **Website Update:** Secretary Ilona Bell was thanked for keeping the BWRMA website updated and used as an informative tool for our community.
- **2019-2020 Road Maintenance Items Included:** (List previously included in the recent Annual Meeting Mailing)
 - ✓ The roadside brush was cleared as we have done annually during the Summer months
 - ✓ Additional weeding was conducted along Hidden Springs road
 - ✓ Drainage culverts were cleared of large branches, stumps and other debris

BYWATER WAY ROAD MAINTENANCE ASSOCIATION

2020 Annual Meeting APPROVED Minutes

- ✓ Potholes and ruts were filled-in on Alpine Ct and Hoodsview roads
 - ✓ Branches that were over-hanging along our roads were trimmed back where necessary
 - ✓ Overlay asphalt repair on Bywater Way N near Paradise Bay intersection, patch repair on Fern Gully and relocation/widening of a section of Hidden Springs road.
- **2019 Annual BWRMA Association Meeting Action Items:** Three action items came out of the 2019 annual meeting:
 - ✓ **COMPLETED:** Investigate options to move some BWRMA account funds into long-term certificates, in order to obtain higher interest rates. \$10,000 was transferred into savings as referenced in the 2020-2021 Proposed BWRMA Budget.
 - ✓ **COMPLETED:** Prepare a contingency plan to have roads cleared of snow for next winter—Companies want a non-refundable deposit, whether or not snow removal is needed. Ralph has searched high and low and has not found any local company willing to sign up for a “contingent contract”. The job is too small for the larger companies and smaller companies couldn’t be found with a contractor’s license.
 - ✓ **COMPLETED:** Insert a list of properties that have not paid their fees into the collections letters. Collection letters went out in July 2019.

5. NEW BUSINESS:

- **Fiscal Year 20-21 Planned Work:** Ralph introduced the proposed list of projects referenced in the recent Annual Meeting Mailing to lot owners. He stated the COVID-19 Virus has put our proposed road work on hold by limiting non-essential work. Below are the Proposed 20-21 Road Maintenance Items. (List previously included in the recent Annual Meeting Mailing.)
 - ✓ Sweep the asphalt roads
 - ✓ Repair Hoodsview road; grade and gravel
 - ✓ Fill-in potholes on Alpine gravel road
 - ✓ Apply gravel to roadside edges/shoulders where they are worn down
 - ✓ Repair potholes developing on asphalt at Bywater N near the red cross
 - ✓ Overlay on Bywater Way road between Hoodsview and Bridgeview roads
 - ✓ Gravel application to Bridgeview road; fill potholes near mail boxes
 - ✓ Gravel application to Shipview road
 - ✓ Roadside brush clearing – annual event

Discussion followed including review of several bids that had been recently obtained. Ralph noted the Green Creation Bid will be revised to omit the pothole repairs on Alpine Ct. and include a map identifying the location of specific road repairs planned. These repairs are primarily filling in ruts alongside asphalt roads.

BYWATER WAY ROAD MAINTENANCE ASSOCIATION

2020 Annual Meeting APPROVED Minutes

Tom Lewellen moved and Pattie Hansen seconded a motion to finalize a Green Creation Work Order to omit repair work on Alpine Ct. and fill ruts and potholes in the locations specified on a map of BWRMA roads. The motion carried unanimously.

The Whitworth Excavating Bid discussion identified the wide scope of work to be covered in this bid. This bid includes gravel road repairs to Bridgeview, Hoodview, Alpine and Shipview.

Tom Lewellen moved and Bill Shain seconded a motion to contract the Whitworth Excavating quote in its entirety. The motion carried unanimously.

Bill Shain moved and Tom Lewellen seconded a motion to obtain additional bids for the listed 20-21 planned road work and to schedule the work when the COVID-19 restrictions are eased.

Ralph noted that he would provide lot owners the company contact information prior to any road repairs, in order for individual property owners to schedule their own repairs on their own property, while the heavy equipment is in our area.

6. COMMUNICATIONS:

- ✓ **Internet Update:** The PUD is exploring funding options for expanding high speed broadband throughout more rural areas of Jefferson County. In 2019 Jefferson PUD conducted a local survey to determine the need for internet broadband service. The survey was concluded and a summary can be found at: <https://www.jeffpud.org/broadband/survey/>
- ✓ **Bywater Road Home Address Numbering Issue:** Ralph researched an issue with BWRMA neighborhood street inconsistent address situation that was brought to his attention by a neighbor. Ralph communicated with the local Post Master and they are working with Jefferson County for a possible solution.

7. ELECTION OF THE 2020-2021 BWRMA BOARD:

Six Board Members will continue in their current positions for Fiscal Year 2020-2021: President Ralph Santamaria, Treasurer Tom Lewellyn, Secretary Ilona Bell and Members at Large: Pattie Hansen, and Bill Shain. Carol Glidewell, Co-Treasurer, was not in attendance.

Ralph Santamaria moved and Pattie Hansen seconded a motion to adjourn the Annual Meeting. The motion carried unanimously.

The 2020 BWRMA Annual Meeting adjourned at 11:21am.

Respectively submitted,

Ilona Bell, BWRMA Secretary

Attachments:

2020-2021 Adopted Budget