

Belfair Acreage Tracts Association (BATA)
Monthly Board Meeting - October 12, 2025

*DRAFT Meeting Minutes prepared 10-18-2025 by T. Lazo
 Send input/corrections to bata.hoa@gmail.com prior to next monthly meeting at which time minutes will be made final.*

BATA Board Meeting held October 12, 2025

Location: North Mason Timberland Library meeting room

Attendance: There were no community members in attendance at this meeting. There were 4 of the 5 board members in attendance. Quorum of board achieved.

Start: Meeting called to order at 4:50 PM by Board President. Sign In sheet and copies of the agenda were provided.

Roll Call of Board: Elayne Stodola (President) – in attendance
 Mark Case (Vice President) – in attendance
 Terilynn Lazo (Secretary) – in attendance
 Robert Maxwell (Treasurer) – in attendance
 Terri Maxwell (Director Five) – absent with excuse

Rules of Engagement: Provided on a handout and have not changed from previous meeting. (Note that in this document “CM?” indicates question or comment from a community member or guest. Full names of those not on the board will not be shown unless requested/approved by the commenting attendee.)

Minutes of last month’s meeting: Secretary reported the draft of the minutes of the September meeting were posted to the BATA website after Board review and made available for comments. There were no comments received. Secretary made a motion to accept the minutes of the previous Board meeting. VP seconded the motion and all Board members present voted in favor. Motion passed. Final minutes of previous meeting to be posted to website along with draft of this meeting’s minutes.

Prior to start of meeting, the Board members completed periodic updates of security protocols and passwords for BATA accounts.

Treasurer Report: Treasurer provided the following financial information:

Bank Accounts:

Previous Month Checking balance reported		\$ 58,218.69
Incoming dues received	+	\$ 7,470.65
Expenses*	-	<u>\$ 15,932.99</u>
End of Month Checking balance reported this meeting		\$ 49,756.35
Savings account balance		\$ 10,013.79

*Expenses were primarily for roadwork (\$13,287), tree work (\$1,087), concrete/fencing for culvert/signs (\$324) and PO Box rental (\$226).

Dues reporting as of this meeting:

Of the 124 Parcels in the Association that we collect dues from

86 are paid in full (69%)

38 owe some or all of the dues (31%) = \$41,408.78

Of the 38 that owe, 4 properties are on a payment plan. \$1,543.28

Of the 34 that are not on a payment plan

10 owe for part of this year = \$3,014.69

15 owe for this entire year = \$11,628.67

9 owe this year plus prior year(s) & in collections = \$25,222.14

Treasurer reported that the collections attorney is still working on the two foreclosures; setting up a payment plan for one and redoing the one that didn't sell. Treasurer still has to send the second notice on the property owned by BK Group before foreclosure can start on that third property.

Pres asked the Treasurer about an item in the accounts she found during her review of the monthly account statements and records. The sign company's charge to the BATA account was less than the amount shown on their invoice. Treasurer will look into it.

COMMITTEE REPORTS:

BYLAWS COMMITTEE (Secretary=Committee Chair): Secretary reported that committee met on October 5th. They worked on the bylaws document section on records. Work continues to update documents to the RCWs. Pres asked about the next meeting. Secretary to set it up but will likely be later in November.

ROADS COMMITTEE (Vice President = Committee Chair): VP reported that contractor has put more rock down to build up the road. Contractor also worked on swales to allow rainwater to drain into ditches and culverts. Contractor still to work bottom areas. Still have people speeding so contractor will stop smoothing out the wash boarding to help with the speeders.

VP said the culvert fencing is installed at the swamp culvert to keep debris from blocking the culvert and flooding the road. President asked why fencing doesn't go all the way across on one side. Will debris be able to get by? VP – that area is above the water line and higher up so it's unlikely anything will come down from that side. Pres – should we add a couple more poles there? VP – He went hillside to hillside when he put in the fencing so don't think anything will come through. Will keep an eye on it. Maybe leaves, but always have that.

Winter condition: VP – road is in good shape – better than it's been in a long time.

S curve logging issue: VP to reach out to DNR but no change since last meeting.

Side Roads: Pres recommended that Road Committee meet and discuss side roads and develop plan and priority for needed work. TePee is done. It has been graded and more rock put down. VP will work with the committee and check each side road. Regarding side roads, Firwood Heights has not had any work done by the HOA. Residents on that road do work on it and pay for materials themselves, separate from the HOA.

Secretary brought the map of BATA up on the screen for discussion. Pointed out that some of the side roads are not in the original HOA easement. These are extended driveways that were created later when some of the 5 acre plats were subdivided. That is why these added roads have their own small groups of residents who maintain them separately from the HOA. Hitte

Rd is an example of one of these. Pres – if the side road is in the original plan (easement) they will be worked. Board discussed side roads and which are in the original easement (TePee, Underline, Rasor Place, Rasor Lane, Baker Court, first part of Firwood Heights, the unnamed Alderwood spur that starts at lot 8.) Board discussed a past situation with Baker Court. Apparently, a resident had put a gate across at one time, not wanting the HOA to work on that road. Secretary questioned how someone could think they could install a gate on property that does not belong to them and violate the easement. VP thinks it was removed after a law suit threatened by another resident on that road.

President recommended that when a side road is going to be worked, the committee notify the residents on that side road. (sign maybe?) Sec – when will the side roads be worked? Pres – Contractor will likely be working on drainage and the maintenance of the main roads during winter, so likely in the spring. Contractor does plan on adding rock to Rasor Lane. Contractor has looked at Rasor Place and said it looks okay except for where the water pools. Has ideas on how to work it but likely will be after the first of the year.

Pres asked if Alderwood spur needs work. Sec – road is okay but there are a couple of areas that need rock. A spot and the turn around become a muddy mess in the rain. Pres recommended committee add it to their list for work.

Leaves in ditches along Alderwood: Pres – should we buy a leaf blower? VP – doesn't recommend. Would have to be available to any member and would have to be gas powered to have enough power since leave become soggy and wet. Then would have safety issues and potential injury. Raking actually works better. Pres asked if we need a work party. VP will talk to committee about it.

FINANCE AND BUDGET COMMITTEE (Treasurer = Committee Chair): Treasurer reported that the committee met on September 30th. Treasurer had provided actuals for current year to date. Committee went through the expenses and projected for next year. Most categories could be carried forward but there were a couple of areas that were a best estimate. The budget amount comes close to the amount for this year and would put the dues between \$735 and \$750. Based on the fact that we don't have the insurance renewal cost and are still trying to get estimates on a third-party accountant review, the committee recommends keeping the dues for next year the same as this year. The projected expenses are in the table later in this section.

The committee also talked about late fees. The committee recommends applying a late fee to cover added notification expenses, but not applying the fee until the second half of the dues are late. The committee recommends a \$25 late fee applied on Aug 10 if the balance is not paid within 30 days of the second half due date of July 10 unless the owner is on a payment plan. The 12% annual interest that is identified in the bylaws would be applied at the end of the year if the dues haven't been paid by the end of the year. Pres – if they pay part of the dues, does the 12% apply to the unpaid part? Treas – yes, just the unpaid balance would have interest applied.

Sec thought there was also a committee discussion about a discount incentive. Treas – yes, the committee also came up with the idea and recommendation to apply a \$15 discount if the full amount is paid by the first due date of January 10th. The committee also thought that residents who don't have prior year balance and pay on a payment plan on time should also get the discount. That \$15 would be applied to the last payment if there are no late payments.

Budget Expense Line Items	2024 Actuals	2025 Actuals through Sept	Average or Projected + 3% inflation	Budget Proposed for 2026	Comments (highlighted expense items are more unknown at time of budget committee meeting)
Recurring Management Expenses					
Internet/Computer Expenses	\$ 424.46	\$ 1,154.61	\$ 1,189.25	\$ 1,190.00	used 2025 actuals + 3% inflation
Office Supplies, Stamps, PO Box	\$ 1,600.62	\$ 1,394.62	\$ 1,436.46	\$ 1,450.00	used 2025 actuals + 3% inflation
Attorney Fees	\$ 12,221.58	\$ 5,607.72	\$ 7,476.96	\$ 8,000.00	used 2025 actuals extrapolated to yr end
WA State Non Profit fee	\$ 30.00	\$ 20.00	\$ 30.00	\$ 30.00	\$20 is standard + \$10 for change
Court Fees	\$ 2,993.00	\$ 50.00	\$ 1,526.50	\$ 1,000.00	budget some for lien filing using 2 yr average
Insurance	\$ 3,812.24		\$ 4,319.27	\$ 4,400.00	used 2024 plus inflation since don't have 2025 bill yet
Reserve Study	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	may change but kept last actual
CPA Independent Audit				\$ 5,000.00	trying to get reasonable cost vice \$15K prev estimate
ROAD Expenses					
Gravel and fuel and signs	\$ 14,506.69	\$ 2,487.24	\$ 3,415.81	\$ 3,500.00	used 2025 actuals extrapolated to yr end
Roadwork contract projects	\$ 56,799.60	\$ 47,858.00	\$ 65,724.99	\$ 65,750.00	used 2025 actuals extrapolated to yr end
TOTAL	\$ 93,188.19	\$ 59,372.19	\$ 85,919.23	\$ 91,120.00	divided by 124 = \$735 rounded to nearest dollar
DUES proposed to stay at \$750 as estimated costs about same & still unknowns				\$ 734.84	Propose \$735 as incentive if pay in full by Jan 10 or if owner signs a contract to be on a payment plan and have paid all payments on time, the \$15 discount will be applied at the last payment.
Percent of Tracts paid in full in 2025 as of September meeting				67%	
Potential Carry over from 2025 (checking)				\$ 30,000.00	
Amount back to Savings for Reserve				\$ 10,000.00	
Cash expected in 2026 if Dues at \$750 per tract and 70% pay				\$ 65,100.00	
Cash potentially available for Roadwork contracts					
Jan After first half dues received				\$ 27,180.00	if half of 70% pay in Jan + carryover minus non-contract costs
July After second half dues received				\$ 32,550.00	assume other half of the 70% paying residents pay by July
Estimated Total for contract work with carry over				\$ 59,730.00	will have to select contract projects based on cash available
Late Fees proposed by committee					
(a) 12% annual interest per bylaws = assess at end of year if haven't paid in full by end of year; assess on unpaid balance					
(b) if haven't paid in full or on payment plan by 30 days after second half is due, a \$25 late fee will be applied					

Based on the budget committee recommendations, the following motions were made:

Treasurer made a motion to adopt the budget proposed by the budget committee and keep the 2026 dues at \$750. VP seconded the motion. All board members present voted in favor.

Motion passed.

Treasurer made a motion to give owners until July 10 to pay in full unless on a payment plan and apply a late fee of \$25 after 30 days or Aug 10 if not paid. Secretary seconded the motion. All board members present voted in favor. Motion passed.

Treasurer made a motion to add the incentive to give a \$15 discount if the full year dues are paid by the first due date of January 10th, and to give a \$15 discount for any properties that have no carry over from prior years and go on a payment plan and pay all payments on time with the discount to be applied at the final payment. VP seconded the motion. All board members present voted in favor. Motion passed.

OLD BUSINESS

Motions between meetings – none this month.

RASOR RID – Nothing to report.

Speed signs – signs still need to be installed. VP working on it.

Reserve Study – no updates.

Business Cards – no updates.

Bank Change – no updates.

Traffic Counter – Pres – no word yet.

Burn Ban – ban was relaxed to allow recreational fires. See County website for changes.

NEW BUSINESS

RCW changes: VP – no new RCW changes.

OSATA (other stuff as time allows)

Pres – There was a report of kids lighting fires up on Razor area. A neighbor went out and put the fires out and called sheriff. Fire dept responded but fire was out. Kids were out there 2 days in a row trying to light fires. Pres posted on FB. A community member had a photo but it was too far away to confirm their identity. Community members should please keep eyes out for suspicious activity and report it.

Anything else?

Treas – regarding a CPA audit, he contacted the accounting firm that was recommended by a community member. Thinks they are the same firm that reviewed our checking account a few years ago. The firm called back and said they don't do HOA audits. Treasurer will keep contacting firms and try to find a place.

Newsletter: Pres – should include budget and result of speed enforcement input. Since no change to the budget, do we have to put it out for a vote? VP – if the proposed budget is not accepted, the previous budget continues until the next budget is ratified. Discussion about the requirement for vote and confirmation that a ratification vote is required. Sec said that we gave until Oct 19 to provide feedback on the speed enforcement proposal, so will aim to get a newsletter out shortly after.

Reminder that next months meeting will be on the third Sunday instead of the second, so that will be November 16th. Sec will make a sign.

Meeting adjourned at 6:17 pm.