

Belfair Acreage Tracts Association (BATA)

Monthly Board Meeting - July 14, 2024

*DRAFT Meeting Minutes prepared 7-18-2024 by T. Lazo
Draft posted to website 7-21 and received comments incorporated. Minutes accepted as final at August Board meeting..*

BATA Board Meeting held July 14, 2024

Location: North Mason Timberland Library meeting room

Attendance: There were 2 community members in attendance in addition to the 5 board members.

Start: Meeting called to order at 4:36 PM by Board President, Elayne Stodola. 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 (board member) – in attendance

Rules of Engagement: Elayne reviewed the Rules of Engagement.
(Note that in this document “? CM” indicates question or comment from community member. 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: Terilynn reported that the draft of the minutes of the June meeting were posted to the BATA website and made available for comments. Although Robert had made changes so that other board members could access the Board email, it was still not quite working as of the start of the meeting. Robert reported no comments received. Terilynn did receive a comment to the secretary email and incorporated (typo and word insertion on CM statement). Elayne made a motion to accept the June minutes. Motion seconded by Terilynn and all Board members voted in favor. Final minutes of previous meeting to be posted to website along with draft of this meeting.

Note: At the conclusion of the July meeting, Terilynn worked with Robert and was able to gain access to the Board email account on her computer. As secretary, Terilynn will monitor Board email along with Robert and help with sharing to Board and providing responses to the community.

Treasurer Report: Robert provided the following account updates:

Bank Accounts:

Current Checking balance	\$ 47,122.44
Savings account (reserve account) balance	\$ 10,009.72

Dues Payments as of July 14, 2024:

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

65 are not paid in full which would total additional \$64K if received

81 are paid in full (65%)

5 are paying on payment contract

43 are not paid and owe \$47,946.41

Of the 43 not fully paid;

13 are in collections and owe \$33,362.63 (11%) including prior years

7 have not paid this year at all and will be going to collections \$5,873.81

rest have paid some

Discussion on the seven that have not paid at all. President asked if they have been notified that they would be turned over to collections? Treasurer replied that they had been notified with their June assessment letter. Our new collection attorney is charging lower fees and has helped obtain dues for 3 properties and contact has been made to an owner who has two properties and owes for back dues. She gives 60 day notice. President asked about properties that are up for sale. Treasurer confirmed that one property is pending offer and owes \$2,352.54 with back dues. One property was in foreclosure owing \$1,294.33 but not anymore. They may be trying to buy it back. If foreclosure goes through, we lose the money owed.

COMMITTEE REPORTS:

BYLAWS COMMITTEE (Terilynn): The BYLAWS Committee hosted an open meeting with the members of the BATA community to solicit any ideas or input on areas they would like to be considered for changes primarily to the Covenants and Restrictions. We also received suggestions via email from some folks who could not attend the meeting. Terilynn shared a printout of the 40 ideas submitted and summarized as follows based on common themes of comments:

11	Pets/Livestock
1	Nuisance, County Code
1	Business Zoning, County Code
1	Noise, ATVs/Motorbikes
2	ATVs/Motorbikes
1	Noise
5	General Comment/Restrictions overall/enforcement
3	Home/Property Improvements
2	Road
5	Fees/Funds/Liens
1	Campers
5	Editorial/wording update
2	Rental
1	Road, Safety
1	Safety, Fireworks

A copy of the list of ideas will be posted to the website with the draft minutes. The list was shared with the Bylaws Committee but due to the 4th of July holiday, the Committee has not yet met to discuss but is working on setting up a meeting. Several comments on removing

restrictions that are covered by County ordinances and refer instead to those ordinances. Also some thought the covenants should focus on roads and safety and remove restrictions that would be difficult to enforce, especially if those are already covered by ordinances. President said Committee is doing a good job, taking a lot on and community will appreciate it. Safety is the primary concern and limiting to roads and safety is a good idea.

CM? Are there rules on the number of vehicles (junk cars)? Board replied that there are not limits on number of vehicles and they are supposed to be screened from view from road and neighbors.

CM? Are there County rules on the number of vehicles? Not that we are aware of but Terilynn and/or Mark will look it up.

ROADS COMMITTEE (Mark): Bear Creek Asphalt is coming out this coming week to look at the roads. They intend to bring some crushed asphalt for the worse parts of the road.

Regarding TePee Lane – Mark has been trying to get ahold of PUD for the last several weeks. If he doesn't get a response this week he will go in person. The need is to discuss the project at TePee lane and culvert placement. President had heard that PUD was done so we are concerned that we weren't notified when they had the ditch dug for the powerline work so that we could place the culvert. Robert said he and Terri drove over there and there is a piece of plywood on one section. Terri said they will try to get ahold of Monique to see if she remembers how the culvert was supposed to go in. Robert said there is a new power box there. Elayne said that PUD is working to upgrade powerlines and will be taking out poles.

Winter Conditions – President has asked for bids and received one reply from a company (Bear Creek) that charges \$150/hour. Will try to get others but difficult to bid. Had asked a previous contractor but due to negative comments from community, he declined to bid.

Trees and Maintenance – Mark received 2 bids from tree trimming companies. (The purpose of having the trees trimmed is to alleviate safety concerns from dangerous limbs/trees, and to reduce the drippage damage from trees over the road which contribute to potholes during rainy weather.) Bid summary:

- (a) Clear Tree will trim up to 10 feet high along roadside (Alderwood) and will not take care of the debris (community would have to follow behind and remove the limbs/logs). Cost = \$11,016.01
- (b) Arbor Pro will trim up to 30 feet high along roadside (Alderwood) and will chip branches, remove marked hazard/dead trees, and cut wood to firewood length. Cost = \$14,948.44

Discussed bids and advantage of the higher canopy and benefit of hazard tree removal for safety concerns. Mark made motion to accept the bid from Arbor Pro. Elayne seconded. All voted in favor and motion passed. Mark will follow up with Arbor Pro to proceed with the work.

FINANCE AND BUDGET COMMITTEE (Robert): Committee has not yet met but Robert is looking at expenses. So far committee members include Robert (chair), Terri, and Terilynn. Elayne said she will also be on the committee. Terri reminded community that others are welcome to participate.

CM? what will the committee do? Elayne – purpose of committee is to set the budget for the next year, review the accounts, and the committee will be discussing the requirement to have a CPA audit.

Discussion about the CPA audit ensued. Does the audit have to happen by the end of this year or shouldn't it be done in January so have a full year of accounts to audit? President recommends January. Secretary to review rules/law.

CM? why do we have to do the audit? Vice President said it is required because the increased dues puts us above the \$50K amount that triggers the state law requirement to have an independent CPA audit unless the community votes not to do the audit. Discussion ensued about giving the community the opportunity vote on not doing the audit so they okay spending the money. Some thought the community would want the objective third party audit. Discussed how to get votes without an expensive mailing. VP recalled from his reading of the regulations that have to have a special meeting with at least 30 day notice. Questions on how much it will cost. Terri offered to check on CPA costs. Discussion on vote tabled until we have estimates on the CPA cost.

NEIGHBORHOOD WATCH COMMITTEE: President had checked with Chair Spencer, no updates to report.

NEIGHBOR TO NEIGHBOR: President had checked with Chair Michelle. No updates.

OLD BUSINESS

President – No motions made by Board between this meeting and the last monthly meeting.

PUD – regarding people climbing on power poles, Elayne had contacted BPA and was told that if observed, we should report it to the county sheriff.

Wildfire Safety – Elayne had contacted Jesse Duvall at WA Department of Natural Resources (DNR) regarding wildfire safety and potential evacuation options. He is going to come out with a Department of Conservation representative and there will be opportunity for homeowners to have them look at their properties. Terilynn asked if they gave date? Elayne said is was going to be June 19 but since that was a holiday, they had to reschedule. Now they are tied up with wildfire response activities so it will be postponed until August at earliest. (update; Mr. Duvall able to come out July 24th)

NEW BUSINESS?

Mail Returned – Terri said that we have some assessment mailings that came back undeliverable. What do we do to get mail to them? They are not receiving certified mail either. Our records match the county property records.

CM? How many are there? – Robert said that eleven of the thirteen in collections have never responded. The returned mail is marked as one of the following: “Refused” or “Undeliverable” or “Not at this Address.” Discussion about having someone go to the residence. President recommended sticking with the process with the collections attorney and if they don't respond, proceed with putting the lien on the property. Not willing to put someone at risk trying to go in person. Member asked about having sheriff's department serve the document. Elayne said

would have to check on the cost. Terilynn asked if result would be any different as the sheriff deputy couldn't make them open and read it so it wouldn't be different from them rejecting the certified mail. Elayne agreed and recommended that we stick with the attorney process.

OSATA

BATA business files backups/archives - Treasurer reported that our Office 365 has cloud service included so the files on the laptop are backed up to the cloud (One Drive). Secretary said that is good to know so we have backup for the electronic files. Regarding the old hard copy files, Terilynn will obtain from Robert at a later date and try to scan so we have an electronic backup but that will take some time and focusing on bylaws committee work first.

Software/BATA account services – Treasurer reported that our Quickbooks software version has expired and we are no longer able to receive software updates. He has researched the cost to renew and there is currently a special offer of \$621 for a year or we can pay the monthly \$90 but that would cost \$1,080 for a year worth of access. Robert said the annual renewal will also provide ability for other board members to have access. Robert made a motion to purchase the annual renewal at the \$621 price. Elayne seconded the motion. All voted in favor to motion passed.

CM? – One of the community members said he thought the board is doing a great job!

Meeting adjourned at 5:48 pm.