

Belfair Acreage Tracts Association (BATA)

Monthly Board Meeting - August 17, 2025

DRAFT Meeting Minutes prepared 8-21-2025 by T. Lazo

Draft posted to website 8-24 to make it available for comments. Minutes accepted as final at September 2025 Board meeting.

BATA Board Meeting held August 17, 2025 (there was no board meeting in July 2025)

Location: North Mason Timberland Library meeting room

Attendance: There were 2 community members and 2 contractor representatives in attendance, in addition to 4 of the 5 board members. Quorum of board achieved.

Start: Meeting called to order at 4:37 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 notice given

Rules of Engagement: President noted that rules of engagement were provided on a handout and had not changed from previous meetings.

(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 June meeting were posted to the BATA website and made available for comments. There were no comments received. Secretary made a motion to accept the minutes of the annual meeting. Treasurer seconded the motion and all Board members voted in favor. Motion passed. Final minutes of previous meeting to be posted to website along with draft of this meeting’s minutes.

Treasurer Report: Treasurer provided the following financial information:

Bank Accounts:

Previous Month Checking balance reported		\$ 61,191.53
Incoming dues received	+	\$ 6,133.33
Expenses	-	<u>\$ 2,302.20</u>
End of Month Checking balance reported this meeting		\$ 65,022.66
Savings account balance		\$ 10,013.28

Note that the above balances are as reported on the bank statement for the end of July. Expenses were primarily for QuickBooks renewal (\$1,053) and road signs (\$1,249).

Dues reporting as of mid-August:

- Of the 124 Parcels in the Association that we collect dues from
 - 80 are paid in full (65%)
 - 44 owe some or all of the dues (35%)

Of the 44 that owe

13 owe half of the current year dues or less = \$2,990.85

30 owe more than half of this year's dues and not on payment plan = \$47,863.47

1 owe half of this year's dues or more but making payments = \$888.83

Of the 30 that owe more than half and are not on a payment plan

14 owe half to full amount for this year plus late fee = \$10,166.15

16 owe for this year plus balance forward from prior year(s) = \$37,697.32

14 of these are in collections = \$35,385.50

Treasurer reported that one of the properties in collections will receive a payment plan this week as filed from the court. Another property will get a second notice because the sale of the property did not go through.

Secretary brought up concerns about the late fee and whether advance notice of amount was given in the invoices. Initial invoice indicates a late fee may apply but didn't specify amount or when. Treasurer said it was discussed in 2023 by the board at that time. Secretary had reviewed minutes from 2023 and found the motion but could not find documentation of how amount was set or determined. After question from a community member, concerned about advance notice not identifying amount and no documented motion on amount. President said it should be more clearly defined when governance documents revised. Secretary recommended that budget committee discuss late fee amount each year when they draft the budget and make a recommendation to the Board. Then Board can vote on it with the budget and it will be documented. Secretary made a motion to remove the late fee for 2025 since advance notice did not specify an amount. VP seconded the motion. There was some discussion. Motion passed with three in favor and one opposed. President directed Treasurer to remove the \$30 late fee assessed in 2025. For any who paid, it will show up as a credit back to their balance.

COMMITTEE REPORTS:

BYLAWS COMMITTEE (Secretary=Committee Chair): Secretary reported that committee did meet on August 10. There were changes made by the State legislators this year but still waiting on the updated RCW to be posted. In the meantime, the Secretary started working on the bylaws. The committee went through the introduction and first two sections in the meeting. President asked if next committee meeting was set yet. Sec – no but will schedule it.

ROADS COMMITTEE (Vice President = Committee Chair): VP deferred to contractor to provide update on roadwork progress. Contractor – working on drainage. Also looking into getting another source of gravel to get the HOA a better price. Has an option that will get the HOA the contractor's price on rock. Discussed culverts at driveways. Receiving questions about drainage. Ideally would put drainage ditches in along the sides of the road, but can't do so because of utilities. Pres asked if that was because of power lines. Contractor said the power is deep enough and okay but the phone and internet lines are very shallow. As shallow as 8 inches deep in some areas. Could narrow the road in those spots to avoid the utilities, but there would potentially be accidents because the road would be down to about 12 feet wide. So as an interim solution he is putting a lip along the road in some areas to direct water to the culverts.

President – asked about culverts. Contractor said many of the culverts are full and need to be cleaned out. He brought rock in and will put it by the last two culverts he has cleared. Hasn't seen a culvert yet that wasn't at least half full. Pres – did Bear Creek not blow them out last year? Contractor – hard to say for sure. Could have but since the areas around the inlets and outlets weren't fixed and rock added, they could have just filled right back in. If the culverts are done right, they should be good for 5 to 7 years. Putting rock in 4 to 6 inches so silt goes to the bottom. When first do it, will have more silt, especially where have no gravel.

Pres asked about rock piles. Even though contractor working main roads, still need rock at the rock piles for the parts of the side roads that the contractor isn't working. Would like to have the contractor bring rock to the rock piles at the cheaper rate. Contractor said he can use his truck to fill the rock pile.

Contractor said had couple of residents ask about the S curves. Once the culverts are fixed, he is going to work a drainage issue near one of the properties above so water goes to a pond. Then he will work on the S curves. Have to put rock in when start so it's not a mess to drive on.

Pres- will we be ready for winter? Contractor – believe so. Have another month of decent weather.

Pres – did we put 1 or 2-man rock in the swamp culvert? Contractor – did put some. Saw some other rocks in another area and asked if those could be used. VP – yes go ahead and use them. They were originally purchased for the swamp culvert but were too heavy for residents to move.

Secretary asked about possibility of adding clean rock over road to help with dust. Idea is it would take time for it to pulverize and be dusty. Contractor – if put clean down without scarifying the base, it will wash out because it doesn't pack. Then you get ripples where it doesn't pack. If put clean down would have to put a 6-inch-thick layer which would be expensive. VP said clean work in deeper potholes but fines wash out also.

Contractor – once we get it graded and sloped right, will still get pot holes, but goal is smaller holes that are easily fixed. Can't believe how fast people drive. That's what is causing the wash boarding.

CM? – why don't you water and rip it at the same time? Contractor – will still get silt issues. Working the base so don't have future issues.

President – looked at dust control. Problem is road base work isn't done and ready for it and if apply it, it won't last while road is still being worked. Contractor mentioned about 13K per mile.

Contractor – current goal is to get crown and water running off. Then won't have near as many problems this winter. Have a couple of spots that need culverts added but problem is no place to discharge. Have to work with property owners. Pres – got permission from 1 property owner to work culvert on their side. Contractor – when they put culverts in and didn't armor the side, it starts eroding and end up losing side of the road. Have to beat that area back and fix it.

CM? – how are you going to blow them out? Contractor – have pressure water. Primary issue is didn't dig out deep enough around culvert and culverts got buried.

Contractor – understand people are looking at it and don't see the ditches. Still going to work the crown so drains and flows to culverts. If have puddle and people go fast, will end up with potholes.

Pres – do need to look at Tepee Lane. CM? – There are some potholes. Tepee was good when power company fixed it, but now it's starting to get potholes. And there are couple of big ones. Contractor – will get up there this week.

Pres – starting to get smaller potholes on main roads. VP – potholes starting in the usual spots. Contractor – can go to those spots. Has been trying to work from top down because upper areas haven't had work in a while. A lot of the problem is the base. Goal is to have it done before the rains hit. VP – recommend keep going the way you are doing it. Heavy rain won't likely start until September. Contractor – have another month he thinks. Going to KR for basalt rock which will be better. Have another job but will bring rock by mid-week.

FINANCE AND BUDGET COMMITTEE (Treasurer = Committee Chair): Treasurer – no update.

Pres – when should we start working budget for next year? Sec – last year the committee started in Sept so could get proposal out for input and board review in October. Then voted in November so invoices could go out in December. Discussion about issues had last year.

OLD BUSINESS

Motions between meetings – Only motion was to have Treasurer order two more speed limit signs in addition to number board previously approved, so from 8 to 10 signs.

RASOR RID – Pres – nothing heard. VP – has been keeping tabs on County meeting minutes. No updates.

Signs – VP – have the speed limit signs and recommends posts cemented in. Pres – should we also cement in the street signs and stop signs? Discussion about signs. Approx 10 signs in addition to other signs so need enough to do about 20 posts. VP estimates half bag per post. Discussion about cost per bag. VP made motion to spend up to \$75 on concrete for sign posts. Treasurer seconded. All voted in favor.

Pres – explained reason we want to put up speed limit signs is we are considering entering into an agreement for speed enforcement. More info to go out in newsletter. Discussion continued about signs and “slow – curves ahead” signs for S curves. Secretary put up on the screen the RCW on speed enforcement.

Reserve Study – Secretary started looking on internet for other reserve study contractors but there are only a handful. Haven't researched yet.

Business Cards – no updates.

Bear Creek Issue – no updates.

Bank Change – no updates.

Traffic Counter – Pres – County will not put a counter on a private road. Had asked putting on the paved portion of Alderwood toward the top, past Evergreen. President thinks if have certain number of cars per day, County might look at taking over the road. Expecting to get call when counter is ready to put in place. Hoping it will be soon after school starts.

NEW BUSINESS

RCW changes: VP – all changes from last legislative session are now in effect. Waiting on State to finish edits and post.

Newsletter: Secretary – put up the draft newsletter and skimmed through it with meeting attendees. Main topic in the newsletter is the proposal for BATA to enter into an agreement with the sheriff's office to enforce speed limit on our private roads, primarily the main roads that are two lanes wide (Alderwood and Razor Rd).

CM? – Do you want to include Underline? Sec – did want to discuss. Had previously talked about including the first part of Underline up to where it narrows down to one line. Would it be helpful if add a third and fourth page with map and can show the RCW on the back?

CM? – a visual would be good to have in addition to the wording. Then people can see it better.

Discussion about speeders and the flipped car on Alderwood.

CM? – Is there a charge to the HOA to have the sheriff's office enforce speed limit? Pres – not for this. If we had them come off duty, it would cost \$65/hour, but under this agreement, they would include it in their regular patrols. Sec – the RCW that allows us to enter into this agreement was recently added as a reference in RCW 64.90, so it wasn't something we were aware of before.

President asked in general if the community members present are in favor. Response was yes.

Expenses needing approval (swamp culvert fencing, tree cutting):

VP – regarding fencing, VP was able to get the logs out of the swamp and cut up. The existing fencing was messed up and not holding back the logs and debris. Took some effort to get it out. Looking at 100 feet of fencing and will fold it over. Pres asked if folding it over will cause smaller pieces to block it. VP – will line it up and put it further up so not overflowing. Treasurer – what about just putting in rock? VP – will see debris just floating up and will cause problems for the road.

Pres – don't want to get into a situation where residents are down in the water trying to clear blockages because the road is flooding over.

CM? – Those bars hold back a lot. VP – If fencing catches more it will be easier than going down into the culvert to clear. Before, fence was so low when the water would flow up, stuff went over the fence and blocked the culvert.

Pres – do you have an estimate? VP - \$278.64. Pres – should round to \$300. VP made a motion to spend up to \$300 on fencing for the swamp culvert. Treasurer seconded. All voted in favor.

Regarding Tree cutting: VP – Contacted by a homeowner on Alderwood who had trees on their property next to the road that if they come down will have the roots tear up the road. VP was able to get 3 of the trees (alders) cut down with assistance from contractor's equipment to make sure they fall in a safe direction. There is one more to handle. It is a large cedar about three feet across. The center is rotting out. Can put your arm almost through it. Board members recommended getting insured tree service contractor as it looks too dangerous for us to take down. VP contacted a tree service and had it looked at. Tree service expert said it is not suitable for climbing to cut down. Recommends felling it across the road as the weight is leaning toward the road and it would be less dangerous. Would require closing the road for a short period of time.

CM? – are there trees on the other side of the road it would damage? VP – would only take out some branches of trees.

Treasurer – How long would the road be closed? VP – with multiple chain saws could get it cleared in about a half hour, hour at most. Would be helpful to have our road contractor with excavator to help clear it faster.

CM? – would it be better to use a boom service? VP – This tree contractor does do cutting with a boom but would cost a lot more. Bid for drop and cut and clear is \$1,087 with tax. If bring in a lift, would be 3 to 4 times that.

Pres – if put up signs and do it on say a Saturday, could work.

Treasurer – in an emergency, people could use Razor.

Pres – this is important work for safety. VP made a motion to accept the bid. Treasurer seconded. All voted in favor. Pres asked VP to coordinate with road contractor when scheduling. Secretary said it would be good to have signs. VP will get it scheduled and inform all and post notification on line.

Burn Ban: Pres – Burn ban is still in effect. If people see someone open burning they should call 911. Have called a couple of times. One turned out to be propane so was okay but couldn't tell from afar. There are limited things that are okay. It's on the county website.

CM? – better to be safe than sorry.

Pres – would like to see reminder in the newsletter. If people are not sure about calling 911, they can call the non-emergency dispatch line or they can call our BATA phone number which president monitors and she will call it in. Just don't want us to have problems. Secretary – fires go so fast we could lose our homes. Discussion about fires in the area.

Pres – there is a free app called "Watch Duty" where you can get updates on fires in the area.

VP – he has it. Shows where fires are, air quality reports, wind patterns. Pres – if have the sound on, it's loud, but it tells you what's going on. VP – can get daily updates on specific fires like Bear Gulch fire.

Pres – DNR will come look at your property and give recommendations about things you can do to reduce risk of fire damage. CM? – thinking about it. Many trees around their property. Might be expensive. Pres – can look into grants. Jessie Duvall was the person from DNR who came out last year. She has contact info if someone needs it. Sec – had posted on website last year so still there.

OSATA

Nothing further.

Meeting adjourned at 6:36 pm.