

**Brutus Maintenance Association (BMA) – Annual Meeting July 18, 2020**  
**3469 Timothy Way Camano Island, WA 98282**  
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The 2020 annual meeting of the Brutus Maintenance Association (BMA), a nonprofit corporation, was held outdoors at a homeowner’s residence on 3425 Rose Lane. The outdoor venue was chosen to allow compliance with the current Washington State Coronavirus Response, Stay Safe/Stay Healthy guidance on group meetings, while still conducting the business of the association. Thank you to the homeowners who provided resources: Ken Harvey for the portable sound system, Skip for extension cords and to the variety of shade screens.

Initial notification of the annual meeting was sent electronically to all association members on June 27, in accordance with Article IV (4.3) of the Association Bylaws. Documents (PDF) included electronically with the initial notice to association members included: Annual Meeting Notice, 2020 Annual Agenda and a proxy form. All meeting materials were posted to the BMA website on July 2 and referenced in the meeting reminder email. Those materials included: 2019-2020 Proposed Budget and treasurer’s reports, 2020 Water Usage Plan, Summary of new Proposed Changes to Bylaws. A reminder was electronically sent on July 2 and July 14.

The meeting was called to order by President Larry Ringstad at 1:05 p.m. The meeting was adjourned at 2:45 p.m.

Attendance is recorded from the BMA Annual Membership Meeting sign-in sheet.

<b>BMA Annual Membership Meeting Attendance: July 18, 2020</b>		
<b>Lot #</b>	<b>Owner(s)</b>	
1	Kathi & Ken Harvey	Kathi & Ken
2	Bob Bostwick	Bob
3	Larry & Linda O’Conner	No Proxy
4	Dottie Hawkins	Dottie
5	Cindy & Larry Ringstad	Cindy & Larry
6	Walt Schanzenbach	Walt
7	Sue Cutting & Ron Louviere	Sue & Ron
8	Lynda & Terry Comerford	Lynda & Terry
9	Dennis & Bev Settler	Bev & Dennis
10	Paula & Steve Thomas	Steve
11	Kathy & Ronald Moe	Ronald
12	Susie Formo	No Proxy
13	Jason & Marjorie Zander	Jason
14	Skye Rubright	Skye
15	Judith Sortino	No Proxy
16	Fred & Karen Allie	Karen & Fred
17	Deborah & Steve Solatka	Deborah & Steve
18	Barb & Dave Dunne	Dave
19	Cheryl & Ray Reinhardt	Cheryl & Ray
20	Brad & Lenore Schmidt	Lenore & Brad
21	Sue & Bob Perry	Sue & Bob
22	Cheryl & Skip Hegland	Cheryl & Skip

I. Welcome by President

- a. Meeting sign-in sheet verified that 19 out of 22 lot owners were represented (19 present; 0 proxy submitted by 3 absent lot owners) satisfying the simple quorum required to conduct the association's business (Bylaw 4.6) and to approve the proposed budget forecast, Annual Maintenance Assessment (Bylaw 8.3) and 2020 Water Usage Plan (Bylaw 5.1). Changes to BMA Bylaws require a two-thirds majority vote of the full membership and that criterion was met (CCR 10.1).

Introductions of 2020 Board members.

II. Secretary's Report - Deborah Solatka

- a. Approval of 2019 Annual Meeting Minutes from April 20, 2019. Ray moved to approve the 2019 minutes as written with a second by Terry Comerford. The minutes were unanimously approved by hand vote.
- b. Proposed additional Bylaw changes (Motion #4). Deborah reviewed the best practice/RCW compliant changes recommended after consultation with attorney Steve Peiffle.

**MOTION #4:** Terry moved to approve the new proposed Bylaw changes with a second by Ronald. Motion passed via paper ballot 19-0.

Ray sought clarification about moving the agenda item III to the end of the meeting agenda, as a part of the President's report. Not to include as a new business item. Larry sought permission by from the attendees to change the agenda. A hand vote indicated the agenda would remain as printed (10 to 8).

III. Bulkhead Replacement Project – Larry

Address questions and concerns. Share additional information

- a. Ray was concerned about not having enough time to answer questions posed by homeowners. Were all of the questions expressed by the homeowners' addressed? Were the out-of-plat beach right users given notice or a voice? The BMA Bylaw 8.6 was noted which states out-of-plat beach rights users pay: *"20% of annual assessment and 100% of any special assessment"*.

Sue P asked if the Bylaws could be changed to make sure the out of plat beach users should be allowed to vote on their property's expectations. The "no" response was explained by sharing with the membership about two 1995 Island County documents Fred located via the county's search tool. The documents state their responsibility. The Board will continue to work with the attorney on this issue and will provide additional information to the membership when available. (Note: these documents are public information)

Larry reminded membership that the cost of the bulkhead replacement would be a separate special assessment and shared/divided equally between the 22-member lot owners.

Ken H. Wanted to know if any additional information had come forth after March 7 special meeting? Larry assured that the Board continues to seek legal advice and would be doing so post annual meeting.

Terry C. noted the out of plat beach users may be able to give up their beach rights? That question will need to be explored further with attorney.

Dave D. noted that, according to an agent who is familiar with BMA, the real estate values would not be positively impacted equally. Those homes closer to the access trail would see a higher value. It was noted by Larry that this is contrary to the information provided recently by a local agent and shared at the March 7 special meeting. (Secretary's note: please refer to slide #14 from the Bulkhead Committee presentation, posted on the BMA website).

Ray questioned if having the beach access OR the bulkhead was more important? Would a replaced bulkhead ensure trail access?

Karen A.: wanted to clarify that membership approval of motion #4 for an engineering report (est. of \$75,000) would lead to another membership opportunity to learn/discuss/vote again on options presented by engineering. Ken H clarified that if voting on #4, the next step would be a group meeting to decide upon materials and then to select. The Board confirmed this process.

Jason Z. stated that seeking an engineering report is "first round" of a bulkhead project. He clarified that he understands that if the membership still decided to "no go" then they (he & Marjorie) understand. The membership voiced overwhelming appreciation for their funding of the proposed engineering report.

- b. **MOTION #1:** Ken moved to approve the hiring of an independent engineering firm (DCG) for preliminary engineering plan and permitting services with a second from Steve Thomas. Motion passed via paper ballot 17-2.

#### IV. Treasurer's Report – Ronald Moe

- a. 2019 budget review. Ronald noted that for 2019 he separated the water system reserve account from the general BMA operational budget. As of June 25, a balance of \$17,455.85 remains in the water reserve account. The replacement costs for well #1 pump have not been billed as of the annual meeting.

Main account: 2019 dues collected = \$14,605. With total income = \$15,271 including water overage fines. Currently, the actual BMA budget has a \$2,117 loss. The trail maintenance expenses were higher than usual, due to trees trimmed over the trail and additional beach trail maintenance = \$3226.31.

Total equity for the main account is \$17,676.56. Through the end of June 2020, there have been \$7207 in expenses. The \$10,000 reserve is intact. Adding both balance sheets (water reserve and main) = \$26,906

Dave D. = \$3226.00 noted on trail maintenance and requested additional info. which was provided.

Loss of \$2,000+, Ronald said the Board reviewed the categories to make adjustments for the 2020 proposed budgets: general maintenance, outside contractual services, insurance as examples. Estimated \$667 decrease in revenue. If 2020 annual assessment remains \$575., there would be a loss of \$2,178 expected.

If increased to \$675 the revenue would increase by \$2,540.

Ken H: wondered why not a larger increase than \$100. Ronald explained sufficient reserves to cover the costs. The increases were devoted to keeping the trail maintained. While keeping in mind the potential for a larger special assessment if bulkhead project is approved.

**MOTION #2:** Motion was made by Terry C and second by Bob B to increase the BMA annual maintenance dues to \$675. Motion passed via paper ballot: 18-1.

**Due: August 31.**

Brad: The special assessment of \$330 might not be sufficient for increased water system project(s) costs? Should that be addressed? He noted that using past 2018 estimates the dollar amounts were less. And does it make sense for BMA to build the water reserves? Brad was referencing the chart Fred sent out July 6 (posted on website) and the actual dollar amount is closer to \$55,000. Fred explained the differences between 2018 costs and current anticipated estimates. Brad was wanting to clarify that the BMA was not voting to increase the special assessment today. This may need to be revisited in the future.

- V. Water System Report – Fred Allie, Water Coordinator
  - a. Review of water system projects

2019 Water Quality Report: Mid-June Fred electronically sent a Consumer Confident Reports. There were good results from DOH and no violations were noted. Fred note that King Water continues to be a reliable partner for services.

There will also be a required DoH Sanitary Survey in 2022. Before that survey is submitted, there are several projects to complete i.e. backflow preventors. The 2019 water user survey noted 7 houses require this device due to their sprinkler/irrigation systems. Fred will work with the individual homeowners. The estimated costs will be about \$900 for those individual homeowners for backflow value installed OR to disconnect the irrigation system at about a \$250 cost. Fred will be sending out a notice to those impacted homeowners for future discussion and plan of actions. King Water will complete the necessary work.

Jason Z.: summarized his support of backflow uses. He has had his system re-done and certified.

Kathy: stated concern about red water from tap. Fred recommended running the outdoor taps for 10 minutes to clear. Back flow won't prevent the rust water occurrences. Would a homeowner be penalized if a spike in water usage due to this mitigation effort (running taps) – no. Just let Fred know if you have problems with the systems and he'll assist and note.

Project updates: Submersible #1 replaced and went smoothly. Bacterial test done by King Water and water system passed with flying colors. Fred reviewed a document sent early July (posted to website) about the remaining projects, timelines and associated costs: booster pumps replacement; disinfection/filters and reservoir liner replacement. Noting the remaining funds don't cover the remaining projects. He also noted a 6% water loss now. DoH becomes concerned if higher and would make recommendations to address.

The annual special assessment continues to build the water system reserve account, but an additional increase may need to be considered at some point to address the needs of the BMA water system

Fred is seeking an apprentice! He will be stepping down 2022. Should be only a 3-year term as a water coordinator. The membership provided a heartfelt round of applause for Fred's 10 years of continued service. Please see Fred for this outstanding apprenticeship opportunity.

- b. **MOTION #3:** Motion by Bob B. with second from Dave D. to approve the 2020 Water Usage Plan. Motion passed via paper ballot: 19-0.

VI. Vice President's Report – Ron Louviere

- a. 2019 Building & Landscaping Committee (BLC) Report – Kathi Harvey  
Quiet year on BLC. Lot #21 permitted shelter and & approved. Lot #22 for house painting and approved. Lenore & Linda were thanked for their dedicated service. Kathi welcomed 2 new members Bev Stettler & Paula Thomas who completed their spring walkthrough. Reminder to all homeowners to submit all plans for approval. Second walk though in Fall to be scheduled. Stay tuned!
- b. 2019 - 2020 maintenance of trail & common areas. Exercise caution. New step and wooden handrail were added through the volunteer efforts of BMA members. It was well received by those who have used the new additions!  
Recent additional tree trimming and pump house trimming added to costs.  
Ron would welcome the opportunity for additional assistance with mowing pump house area and/or trail.

VII. President's Report – Larry Ringstad

- a. One Board vacancy. Steve Thomas volunteered to join the Board and was voted in by the membership. His role will be determined by the Board.

Two more to come in 2021!!!

- b. Goals: what should we focus on “to protect the value and desirability” (CCR 1.0) of our community?

Larry sought membership approval for virtual future meetings and this will be added to Bylaw 4.4. Motion was made by Ken H and second by Jason Z to approve virtual BMA membership meetings. Motion passed by hand vote = 18 approved

OTHER COMMENTS:

Ken noticed cracking in the street and who's in charge? Larry recommended contacting Island County for guidance.

Steve S: is there any discussion about replacing certain elements of the bulkhead and not full replacement? The private consultation(s) emphasized a full replacement. A repair is short term. Larry clarified that the DCG engineering report will present the options available to BMA. Steve also had a question about outdoor burning and appreciated the notice when homeowners would be burning.

Burn Ban for Island County begins July 24.

Kath H. thanked the Board for their service.

**August 30: Annual maintenance assessment of \$675**  
**Sept. 1: Special assessment of \$330**

No picnic and no garage sale for 2020 😞

VIII. Adjournment. A BIG thank you to Skip & Cheryl!

Submitted By,

Deborah J. Solatka  
BMA Secretary, 2017-2020

Minutes & 2020 Water Usage Plan will be posted to [BMA on Camano](#)