

Brutus Maintenance Association (BMA)
Building and Landscape Committee (BLC)
Meeting Minutes April 21, 2022

Meeting began at 2:00 p.m. at home of Chairperson Cindy Ringstad. Committee members Deborah Solatka and Sue Cutting were in attendance.

Discussion was held regarding the BLC process of Project Proposal Requests. It was concluded that once a request has been received by the BLC an acknowledgement will be sent to the homeowner via email noting proposal has been received and informing them when the BLC will meet to review. The BLC will review proposal and complete the BLC Project Proposal Review Checklist. If additional information or clarification is needed, the BLC will notify homeowner via email explaining what is needed. If proposal is approved or denied on initial review, BLC will complete the process on Step 3 of the request and send copy and response to homeowner. A paper copy of all documents relating to each proposal will be filed in the BLC Notebooks organized by Lot number. The meeting minutes will reflect the review and outcome of the project proposals submitted. Also discussed was inserting on the website a brief summary of the process steps noted above.

Discussion was held regarding what documents should be posted on the website for BMA member access. It was concluded that the BLC Chair will send a request to the BMA Vice Chair asking that the BMA Board make the decision on what documents will be posted and decide if the information is password protected for only BMA member access.

Lot 13 submitted a Project Proposal Request to install solar panels on roof facing west and utility tie-ins on north side of house. BLC committee reviewed request and completed the BLC Project Proposal Review Checklist. The solar panels do not extend above the existing roof line. RCW 64.38.055 states that governing documents (HOA CC&R's and ByLaws) may not prohibit installation of solar panels. BMA ByLaws and CC&R's do not address solar panels. The solar panels are not visible from the street nor above the existing roof line. Lot 14 was contacted by homeowner and reviewed plan and gave approval from their perspective. This proposal is in line with CC&R 6.7 Roofing Products. The BLC Committee approved this proposal as submitted.

Discussion was held regarding the BMA Board direction to the BLC to update the "Approved Brutus "Hedges" and "Fences" as of August 26, 2010". It is unclear what the BMA Board's intent is and/or outcomes desired for this update. The BLC Chair will send a notice to BMA Board Vice Chair requesting the BMA Board's direction on update of this document. The BLC determined when the annual walk-through is done in May the items noted on this document can be observed as to still in existence and noted size. When the community is notified about the annual walk-through it will be noted that the committee will be on properties to review items noted in this document. A copy of this document (with lot owner names removed) along with the Walkthrough Checklist will be sent to community members well in advance of the scheduled walkthrough.

The BLC will prepare an annual written report for the annual meeting and presented to the members when the annual meeting documents are sent out. It will also be posted on the BMA website.