

Blue Ribbon Farms Property Owners Association
P.O. Box 3141 Sequim, WA 98382

Official Notice of the 2025 Annual Meeting – Scheduled for 2 p.m., February 22, 2025

The annual meeting of the Blue Ribbon Farms Property Owners' Association (BRFPOA) is scheduled for February 22, 2025 at 2 p.m. at the Old Dungeness School House. The address of the Schoolhouse is 657 Towne Road, Dungeness, WA. It is at the intersection of Towne Road and East Anderson Road in Sequim. Please note: at this point, you cannot access the Schoolhouse by turning north onto Towne Road from Woodcock Road. You must access it from East Anderson Road.

An agenda for this meeting is included with this notice.

If you are unable to attend the annual meeting, please designate a proxy by using the form provided below. The rules for the annual meeting dictate that a 25% quorum of voting members needs to be present, so your proxy is very important. Your proxy instructions must be received by mail by the Board no later than February 14, 2025. You may either mail your proxy form or deliver it to a "proxy box" set on the porch of the Treasurer's home at 60 Airpark Rd. Proxy forms hand carried to the meeting will not be counted.

There will be no Zoom available for this meeting. The Power Point presentation will be available on February 19th on the Blue Ribbon Farms website (<https://blueribbonfarmsassociation.com>). If you have questions about any of the items to be discussed, please provide those questions to your proxy holder, so that your questions can be asked at the meeting. Please make every effort to attend or to assign your proxy and deliver the proxy notice to the Board by the deadline. The quorum for the meeting is based on the **voting members** present, either in person or through proxy.

2025 Blue Ribbon Farms PROXY VOTE INSTRUCTIONS

I am unable to attend the February 22, 2025 BRFPOA annual meeting and hereby authorize the Blue Ribbon Farms Property Owner appointed below to place my vote(s).

Your Name _____ POA Site Address _____

Email Address _____ Number of lots Owned _____.

Property owner who will vote for you (choose one)

____ Option 1 – Named individual _____

____ Option 2 – Consensus of the Board of Directors

I attest the above proxy represents my voting interests.

Signature _____ Date _____

The BRFFOA Board of Directors (BOD) has worked diligently this year on behalf of the community, convening numerous times to address several issues that have required resolution for years. One of our top priorities has been the court case regarding the Mason Wing Walking Academy (MWWA). The case took several unexpected turns and has been a major topic in our meetings this year. The BOD remains keenly focused on the community's priority: that there are no commercial activities using the airstrip and no outward appearance of a business on their property. The BOD entered closed session for many meetings, something that had possibly never occurred in the past. Because strategy and matters of attorney-client privilege were discussed, these discussions could not be public. The BOD regrets that these closed sessions occurred so frequently this year and we are hopeful that a solution will soon be reached. The Board will provide details of the Mason matter at the meeting.

In Other Matters:

- Mailboxes located in the Tyler View and Lands End taxiway easement were relocated. We thank Andre Baritelle for providing the land for the new structure, and Jim Nichols and Drew Zacharias for bringing this project to fruition.
- The Blue Ribbon Farms picnic was held in September. Our thanks to Bill and Sharon Camuso for hosting and for gathering the Old Sidekicks to provide wonderful entertainment.
- All lots were mowed to protect this community from fire.
- A violation procedure with an added fining structure was developed. We are seeking comments from the membership at the annual meeting.
- A new web manager was hired, and the Grass Strip, our newsletter, was distributed three times last year.
- A new bookkeeper was hired.
- \$3,000 was contributed to the ongoing challenge of the Cascadia rate increase.
- The Governing Documents committee has begun work to ensure our POA complies with the RCW 64.90 Washington Uniform Common Interest Ownership Act (WUCIOA) and to make updates needed to keep our community a wonderful place to live.

You will get updates on these and other matters at the annual meeting set for February 22, 2025.

Six BOD members' terms have expired, and four of them choose not to run again. Members not seeking re-election are Drew Zacharias, Natasha Merkuloff Nichols, Paul Allsing and myself. Andre Baritelle and Carmen Lynaugh have agreed to seek a second term. Jennifer Gibbings will continue to serve in her 2nd year as a board member.

We are seeking volunteers to fill the vacant board positions for the next year. We have received expressions of interest from some volunteers, but nominations can also be made from the floor during our Annual Meeting. Please consider submitting your name or nominating another member.

The Board of Directors' proposed 2025 annual budget is attached. The proposed budget includes a dues increase to cover the cost of legal counsel for the Governance Documents committee to ensure compliance with applicable laws.

The Board encourages communication and interaction with POA members and welcomes additional volunteers to offer support through committee participation and other roles. We believe that continued communication will lead to innovative ways to serve the Blue Ribbon Farms community and maintain our position as a leading residential community on the Olympic Peninsula.

Sincerely,
Mark Long, Chair

Blue Ribbon Farms Property Owners Association

Dear Members, in 2023 the Board (BOD) prepared a violation resolution procedure to assist in the enforcement of our Governing Documents (Gov Docs) when a situation arises. At that time there was no fining structure developed to be included. After research how other associations use fines to get compliance the current BOD has updated the violation resolution procedures to include the possibility of using fines to get compliance if necessary. The BOD is asking members to review the procedures and the proposed fine structure and bring comments to the annual meeting for discussion, a member may also send comments to the Treasurer using this email address, treasurer@blueribbonfarmsassociation.com. After the meeting the BOD will review all of the comments and decide how to proceed. Thank you for your assistance with this.

VIOLATION RESOLUTION PROCEDURES

1-22-25

1. Members have the right and ability to report any perceived violations of the Blue Ribbon Farms Property Owners Association (POA) By-Laws and Covenants, Conditions and Restrictions (CC&Rs), the Clallam County Codes and any other governmental codes (governing documents) that apply to our POA. Members shall report the perceived violation by providing the POA's Board of Directors (Board) a written description of the location, time, type and other pertinent information regarding a perceived violation. The Board will encourage members to settle perceived violations between themselves, unless they are unsure if the other party has a violation of a governing document or they feel it is inappropriate to contact the other party.
2. Upon the Board's receipt of a complaint, the Board shall investigate the matter and make a preliminary determination regarding whether or not a violation exists. This investigation and determination may include, as the Board deems appropriate, inspecting the parcel, speaking with persons with pertinent information and/or such other techniques as the Board deems appropriate under the circumstances. The investigation process may include, but is not required to, informally contact the owner allegedly in violation to see if the matter can be informally resolved.
3. If the Board determines that no violation exists, a letter shall be sent to the person who submitted a written complaint regarding their notification to the board should that person have given their contact information.
4. If the Board determines that a violation exists, the Board shall send a letter to the owner of record for the parcel which includes the following information:
 - a) A description of the violation, with the appropriate section of the governing documents specified
 - b) A time limit of not more than *thirty (30) calendar days*, except in the case of extenuating circumstances, to correct the violation. In some cases, the Board may request a plan to correct the violation with dates for completion.
 - c) A statement that the determination of the existence of the violation and the issuing of a fine may be appealed to the Board within *ten (10) calendar days* of the date of the letter, according to appeal process set forth below; and

d) A statement that if the violation determination and fine is not appealed, such violation and fine will be deemed to be valid, final and enforceable. This includes collecting fines by placement of a lien on the property.

e) A statement that if compliance is not made in the time frame outlined in the letter, the Board may issue additional violation letters with fines as outlined in the Board approved fine structure.

f) If the violation is of a Clallam County Code or a governmental code the member will be notified of the code section and given a chance to correct the violation per subsection b) above. If the violation is not corrected the Board may contact the proper authorities to investigate and require correction of the violation.

5. Letters. Any letter sent to an owner regarding a violation shall be sent by first class, registered or certified mail, return receipt requested, to the most recent address for that owner of record provided to the Association, should the Board not have this information it will use the address for the owner of record shown in the Clallam County tax records.

6. Appeals. The owner of record may appeal a determination of violation and the imposing of fines directly to the Board.

a) Any member may appeal any determination, by filing a written appeal within *ten (10) calendar* days of the date of the letter containing such determination, or order. The letter of appeal must include the following information:

1) the name and parcel number of the appellant filing the appeal.

2) contact information for the appellant, including address, telephone number and e-mail information.

3) a statement identifying precisely what is being appealed.

4) an explanation, including relative facts, explanation, etc. of why the appellant believes the determination is wrong; and

5) a statement of what relief the appellant is requesting. The letter of appeal may also request an opportunity to be heard by the Board.

b) The Board will make a determination on the merits of the appeal in a timely manner.

c) The determination will be communicated in writing to those parties involved in the appeal.

d) No person in the decision making process of the appeal shall be directly involved in issues regarding the appeal or have a conflict of interest.

e) The Board shall affirm, reverse, or modify its original determination of violation and or fines levied.

g) The Board's determination of the meaning and application of governing documents is considered the final authority regarding interpretation of governing documents.

7. Fines for violation. If an owner's failure to comply and to remedy the violation it will be cause for the Board to determine if a fine should be imposed. Written notice to the responsible owner that a fine for failure to comply with the violation letter may be levied because the problem was not corrected within the days allowed in the violation letter, there for a 2nd violation letter may be issued with the fine amount listed. There may be additional violation letters issued if compliance is not achieved. A fine structure adopted by the Board will be used for determining the applicable fine. All fines imposed by the Board; all costs of the Board in bringing a parcel into compliance with the violation; and all fees and costs of the POA, including, but not limited to, attorney's fees, related to enforcement of these covenants may become a lien on the parcel in violation of the covenants and each parcel owned by the owner whose actions or inactions gave rise to such fine or enforcement activity. If the owner does not pay the fines as levied the Board may choose to place a lien on the property in accordance with Article VII Assessments. Section 6 Enforcement of Lien and Collection of Assessments shall apply to placing a lien for fines due to a violation.

8. Mediation. The Board may conduct a meeting with the offending owner. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to all parties.

If the violation is not resolved to the satisfaction of the Board and the offending owner, then no earlier than thirty (30) calendar days nor more than 60 calendar days following written notice to the alleged offending owner, either Party may initiate mandatory, non-binding mediation hereunder by giving a notice of mediation (a "Mediation Notice") to the other Parties to the dispute. In connection with any mediation, the mediator shall be jointly appointed by the Parties to the dispute and the mediation shall be conducted in Clallam County unless otherwise agreed by the Parties to the dispute. All costs and expenses of the mediator appointed to mediate the dispute shall be shared equally by the Parties to the dispute. The then-current Model ADR Procedures for Mediation of Business Disputes of the Center for Public Resources, Inc., either as written or as modified by mutual agreement of the Parties to the dispute, shall govern any mediation. In the mediation, each Party to the dispute shall be represented by one or more representatives who shall have authority to resolve any disputes. If a dispute has not been resolved within 30 calendar days after the receipt of the Mediation Notice, then either Party to the dispute may refer the resolution of the dispute to litigation.

8. Judicial Enforcement. The Association may enforce these governing documents by bringing an appropriate action in Clallam County Superior Court or other court with jurisdiction. The Association may seek any appropriate relief available in law or equity, including but not limited to, affirmative or negative injunction and authorizing the Association to cause work to be performed on a parcel to bring it into compliance with these governing documents and charging all costs thereof to the owner of that parcel. All costs and expenses of the Association, including, but not limited to attorney's fees, in enforcing the governing documents with respect to a parcel, shall be paid by the owner of that parcel.

2025 PROPOSED BUDGET WITH 2 YEAR LOOK AHEAD

	2023	2024	2025	2026	2027
Income	Actual	Actual	Proposed	Proposed	Proposed
Asses. Amount/Lot	\$100/lot	\$100/lot	\$200/lot	\$225/lot	\$150/lot
Assessments Total	16,872	17,202	34,400	38,700	25,800
Special Assessment-One time \$200/lot	33,400	0	0	0	0
Pilot Assess \$100/Pilot & Voluntary	1,200	0	0	0	0
Legal Judgement	21,081	0	0	0	0
Legal Action Loan	0	0	0	0	0
Other-Interest/late fees/Reimbursables	294	0	0	0	0
Total	72,847	17,202	34,400	38,700	25,800
Expenses					
1 Insurance	4,033	6,934	6,000	6,300	6,600
2 Maintain-Common Area	1,630	3,539	3,700	3,885	4,070
Runway Drainage					
3 Legal	13,823	17,331	22,500	23,500	7,500
Repay Loan	0	12,550	0	0	0
4 Taxes and Filing Fees	43	10	525	525	575
5 Annual Meeting&Picnic	464	851	900	950	1,000
Admin Costs: PO Box, Bookkeeper, Web Site, Postage, Printing, Zoom	954	5,316	4,900	9,400	5,105
6 Reimbursable Expenses-Legal Judgement	294	21,081	0	0	0
Total	21,241	67,612	38,525	44,560	24,850
Income Less Expenses	51,606	-50,410	-4,125	-5,860	950
Current Account Balance		66,876	16,466	12,341	6,481
Balance Remaining		16,466	12,341	6,481	7,431

Notes:

1. Bank Balance as of 12/31/2024: \$ 16,466 after repayment of loan.
2. Total delinquent amount as of 12/31/2024: \$1,500 (4 lots)
3. This budget is based on using an annual assessment of \$200 per lot for 2025. 2026 & 2027 shown for possible budget planning. 172 Lots
4. 2025 - \$20K for Attorney & 2026 - \$20K for Attorney
5. 2025 - No new webhost & 2026 - \$4K for new Webhost
6. approx. 5% added to each line item for 2026 and 2027

Blue Ribbon Farms Property Owners Association Fine Structure

1/22/2025

Item being Regulated	Article and Section Governing Item	Requirements	Fine Structure
Violation of By-Laws or Covenants Conditions & Restrictions	Any Article and Section except for section specifically called out below	Various	1st Notice of Violation - No Fine; 2nd Notice of Violation start fine at \$10 per day for 30 days, then \$15 per day until compliance is achieved
Use of Airstrip Facilities	Article III. Airstrip, Section 2 - Use of Airstrip Facilities & Section 6 - Aircraft Flight Rules	<p>Section 2 - Use of Airstrip Facilities: within Divisions 1 and 2 of the sub-division is granted the nonexclusive right to use Parcel 39 as an aircraft landing facility and as storage for aircraft which is owned by the lot owner, provided such use may be regulated by reasonable rules and regulation promulgated by the Board of Directors in order to accommodate the interest of the subdivision. House guests of property owners may also use the airstrip facilities.</p> <p>b. All flight operations from and to the airstrip will be conducted under F.A.A. rules and regulations</p> <p>c. The airstrip shall be a day use facility</p> <p>d. The use of the airstrip for commercial purpose is not permitted</p> <p>e. Vehicles, bicycles and livestock are not permitted on the airstrip, except vehicles used for maintenance purposes.</p> <p>Section 6 - Aircraft Flight Rules:</p> <p>a. All flights operating from and to the airstrip shall be conducted under F.A.A regulations Part 91.- General Operating & Flight Rules, Subpart A – General & Subpart B- Flight Rules.</p> <p>b. A standard left hand flight pattern shall be used.</p> <p>c. All complaints of flight violations should be filled by the person or persons involved to the local F.A.A office.</p>	Fines may vary from \$50 - \$1,000 per day or per confirmed violation occurrence as determined by the Board until compliance is achieved
Off Road Vehicles	Article V. Miscellaneous Restrictions. Section 3. Off Road Vehicles	Section 3. - Off Road Vehicles: Use of motor vehicles for off-road travel on undeveloped lots is prohibited, unless authorized by the lot owner.	\$100 per day in which a confirmed violation occurs
Assessments	Article VI Assessments. Section 6. Enforcement of Lien and Collection of Assessments:	<p>Section 6 - Enforcement of Lien and Collection of Assessments: In the event of any assessment of assessments shall remain delinquent for a period of thirty (30) days from the date of its imposition, the same may be collected at the option of the Association as follows:</p> <p>a. Collection of such assessment may be made by much lawful method of enforcement, judicial or extra-judicial, as provided by law or.</p> <p>b. By foreclosure of lien by suit commenced in the name of the Association in like manner as mortgages for real property are foreclosed. In any such action, the lien here imposed shall be prior to all other liens except (1) tax liens upon property in favor of any assessing unit and/or special district, and (2) all sums unpaid on all mortgages of record. In any suit or action brought to foreclose the lien herein claimed, or for collection in any other manner whatsoever, in addition to the amount of the assessment or assessments, the Association may collect interest at the highest legal rate on the delinquency from date of imprintsments to date of collections, costs of suit, and a reasonable attorney's fee.</p>	If annual Assessment payment is not paid by June 1 an additional \$50 fee is assessed for the year due, if a lien is placed on a property for non-payment to clear the lien the cost to place and remove the lien and interest may be charged, interest will be determined by the Board and accrued for the life of the lien
Other Board Deemed Violations	Health and Safety Violation	If the Board deems there is a health and safety violation the Board may issue a violation notice	Fines for a health and safety violation may vary from \$50 - \$1,000 per day or per confirmed violation occurrence as determined by the Board until compliance is achieved