

2025 Annual Blue Ribbon Farms Property Owners Meeting

**Saturday, February 22, 2025
Dungeness School House
2:00pm**

Introductions



Chairman	Mark Long
Vice Chairman	Drew Zacharias
Secretary	Natasha Merkuloff Nichols
Treasurer	Carmen Lynaugh

**Members at Large: Jennifer Gibbings
Andre Baritelle
Paul Allsing**

BRF Annual Meeting Guiding Principles

- ▶ **BRF members are encouraged to engage** in the meeting through questions, comments and feedback. Please **hold your comments** until presenters signal it's time for Q&A.
- ▶ When speaking, **please be concise** and **limit your response** to ensure others have time to speak.
- ▶ **Zero tolerance policy:** We are neighbors, let's be respectful in every interaction with each other today.
 - Don't be rude, bully, intimate, harass or slander other members.
 - Any violation could result in the immediate removal from the annual meeting (yes, you could be asked to leave).

Order of Business for Annual Meetings

- ▶ A. Call of the role and certification of proxies
- ▶ B. Proof of notice of meeting or waiver
- ▶ C. Verify quorum
- ▶ D. Reading and disposition of any unapproved minutes
- ▶ E. Report of officers
- ▶ F. Report of committees
- ▶ G. Approval of budget
- ▶ H. Election of Directors
- ▶ J. New business
- ▶ K. Adjournment

Calling of Role and Certifying Proxies

_____ Total voting members/lots physically present

_____ Total lots being represented to vote by attendance and proxies

_____ Total lots represented by proxies

Quorum requirement = 43 lots (25% of lot owners)

Reading and disposition of minutes.



Natasha Merkuloff Nichols
Secretary

2024 Summary of Minutes

1. A status report on the Mason Wing Walking Academy case was provided
2. Questions regarding the 2024 budget addressed; approved a \$100/lot assessment, annual audit waived
3. The Airport Committee reported on safety measures implemented and addressed questions regarding mowing
4. Presentation on DART program and information about the neighborhood CERT team
5. The insurance committee provided an update on the POA's insurance
6. Elections for new directors were held
7. An update on the County's Kitchen-Dick/Lotzgesell Road project (familiarily called "The Curve Project")
8. Information regarding the Ladies of Greywolf and the BRF Book Club
9. Solicited volunteers for a new committee: *Governing Documents Committee* (GDC)
10. Dunbar Susong discussed the condition of Maynard, signage and his support of honeybees.

Chairman's Report

Mark Long



Introductions: New Property Owners

Owner	Address
Thomas & Joy Bertman	372 Lotzgesell Rd
Allen Chen	14 Lands End Ln
Kevin DeCoster & Abegail Monteza	444 Buckhorn Road (lot)
Douglas & Melina Maclean	Tyler View (vacant lot)
Helgard & Willemina Potgieter	75 Greywolf Rd
Loni Stout	250 Buckhorn Rd
Eric Wholl	311 Tyler View Pl

2024 Board Accomplishments

- ▶ Lots mowed and in compliance with CCR's
- ▶ Relocation of mailboxes on Tyler View and Lands End Roads
- ▶ Established Governing Documents Committee (GDC)
- ▶ All Taxiways - 10mph Signage
- ▶ Hired new Website Manager
- ▶ Hired a new Bookkeeper
- ▶ Website security updated
- ▶ Published 3 Grass Strip Newsletters
- ▶ Hosted Annual Picnic
- ▶ Provided \$3000 to group challenging the Cascadia rate increase
- ▶ Acquired new general liability policy
- ▶ Implemented system for common area (Lot 39) maintenance
- ▶ Reached settlement with MWWA

Settlement of the *MWWA* Case:

- ▶ The Settlement Agreement...
 - ▶ Stops commercial activities of the airfield
 - ▶ No outward appearance of a business
 - ▶ No more than 4 client vehicles parked outside the hangar
- ▶ Pays POA \$5000.00

Enforcement of Settlement Agreement

- ▶ Thirty days (30) to cure a breach of the agreement
- ▶ New legal action can be brought by POA
- ▶ If POA prevails, Masons will have to reimburse the POA for the cost of first legal action (Original Summary judgement - \$39,748)

Recommended Work Plan for 2025

- ▶ Governing Documents - Update & Compliance (SB5796) by Jan 1, 2028
- ▶ Seek a new POA Attorney to advise Governing Document Committee
- ▶ Maintain common area
- ▶ Solicit volunteers and community involvement
- ▶ Continue working with County on “The Curve”
- ▶ Continue working with County on code enforcement
- ▶ Plan annual picnic
- ▶ Publish BRFHOA Newsletters *The Grass Strip*
- ▶ Continued enforcement of CC&R’s and By-laws

Cascadia Water Matter

Vicki Colburn

- ▶ Deadline for comments to UTC has passed
- ▶ Post hearing briefs due 2/25 and 3/11
- ▶ UTC decision expected May 1st
- ▶ HB 1906 –An act increasing transparency and consumer protection in water system rates – Tharinger
- ▶ Comments to Tharinger in support are welcome

Committee Reports



Governing Documents Committee (GDC)

Committee Chair: Jenn Gibbings

Why do we need this committee?

- ▶ Washington Uniform Common Interest Ownership Act updated in 2024
- ▶ Mandated compliance required by January 1, 2028
- ▶ Our By-Laws and CC&Rs have not been updated since the 1990s

How will we comply with this mandate?

- ▶ The Board of Directors has established the GDC
- ▶ The committee will work with the Board of Directors who will approve the final product
- ▶ The Board will hire a qualified attorney to ensure compliance
- ▶ Community input will be solicited throughout the process
- ▶ Adoption of changes will require 67% majority vote of property owners



GDC Guiding Principles

- ▶ Must preserve the present character of BRF
- ▶ Develop CCR's that are reasonable, enforceable standards
- ▶ Impose few requirements and constraints
- ▶ Update Governing docs to be as concise and understandable
- ▶ Conform to the Washington State Law (present and future)
- ▶ Conform to Clallam County Codes
- ▶ Respectful treatment of all members of the community.
Disrespectful behavior may result in removal from committees



A guiding principle is a foundational belief or philosophy that informs and directs an individual's or organization's decisions and actions. It serves as a compass, providing clarity and consistency in behavior and choices. These principles are deeply held values or tenets that remain constant regardless of circumstances.

GDC Members

Chair: Jenn Gibbings

Secretary: Carmen Lynaugh

Subcommittees:

- ▶ **Airpark** - Drive related topics tied to the airpark (a.k.a airport, airstrip)
 - ▶ *Chair:* Doug Medema
 - ▶ *Secretary:* Janis Hernandez
 - ▶ *Members:* Mickey McCrorie, Andre Baritelle, Sherl Cuny, Bob Grey, Wendy Chalk

- ▶ **Legal** - Drive required changes based on state & county laws
 - ▶ *Chair:* Corby Somerville
 - ▶ *Secretary:* Carmen Lynaugh
 - ▶ *Members:* Vicki Kirchner, Jennie Peterson, Laura Davis



THANK YOU!

▶ **Community Outreach** - Drive community engagement

▶ *Chair*: Sherl Cuny

▶ *Secretary*: Lisa Baxter

▶ *Members*: Jennifer, Blackwood, Mickey McCrorie

▶ *Volunteers (part of other subcommittees)*: Vicki Kirchner,
Carmen Lynaugh, Jenn Gibbings

▶ **POA Operating Procedures (By-Laws)** - Governance of processes
and procedures

▶ *Chair*: Carmen Lynaugh

▶ *Secretary*: TBD

▶ *Members*: Vicki Kirchner

▶ *Volunteers*: Lisa Baxter

Airport Committee Report

Andre Baritelle - Board Liaison

- ▶ BRFHOA was developed as an airpark community
- ▶ Safety
 - ▶ Mowers and maintenance workers
 - ▶ Safety vests will be purchased
 - ▶ Lighted X for caution to pilots was used last year successfully
- ▶ Pedestrian and animal use
 - ▶ Aircraft have the right of way on the runway and taxiways
- ▶ Drones
 - ▶ There have been increasing encounters over the last few years - we are currently addressing this issue. Please contact the Airport Committee Chairman or an active pilot in our community before flying drones

Many new members to the community please be aware that this is an active airport. You need to pay attention to the aircraft

Airport Committee Report

- ▶ Developed a system of communication for mowing using a text messaging system
- ▶ Runway annual maintenance and repairs
 - ▶ Annual fertilizer treatments
 - ▶ Sprinkler system repairs and protection
 - ▶ Areas have become depressed, POA purchased a small manure spreader to apply thin layers of topsoil



Curve Committee Report

- ▶ Project funding is in place
 - ▶ Both for the park redo and for the curve
- ▶ County is still working on design
 - ▶ Lead engineer assures us that there will be public hearings
- ▶ Tribe has taken over operations of the recreation area
- ▶ Project will probably be split into phases with the curve being done later

While all of us are impacted by this project, some are more directly impacted than others - the Board recommends that those people work directly with the county regarding their ingress and egress.

Insurance Committee - Corby Somerville

- ▶ Commercial General Liability Insurance with Philadelphia Indemnity Ins. Co – \$1M/Occurrence: General Aggregate \$2M
- ▶ Directors & Officers Liability and Entity Liability Coverage with CHUBB (E&O coverage) - \$1M
- ▶ Airport Liability with CHUBB- \$5M

Budget:

Carmen Lynaugh, Treasurer



2024 Approved Budget vs Actual Expenditures

Expenses	2024 Approved	2024 Spent	Difference	Notes
Insurance	5,100	6,934	-1,834	General Liability Policy
Maintain Common Area	3,210	3,539	-329	
Legal	30,300	17,331	12,969	No attorney and \$3K for Cascadia
Repay Loan	12,500	12,500	0	
Taxes and Filing Fees	525	31	494	
Annual Meeting and Picnic	800	851	-51	
Administrative Costs	5,800	5,554	246	
Reimbursable Expenses - Legal Judgement	21,081	21,081	0	Returned Judgment
Total	79,366	67,871	11,495*	



2025 Proposed Income:

	2023	2024	2025	2026	2027
Income	Actual	Actual	Proposed	Proposed	Proposed
Assess. Amount/Lot	\$100/Lot	\$100/Lot	\$200/Lot	\$225/Lot	\$150/Lot
Assessments Total	16,872	17202	34,400	38,700	25,800
Special Assessment - One time \$200/lot	33,400	0	0	0	0
Pilot Assessment/Pilot and Voluntary	1,200	0	0	0	0
Judgement/Agreement Pmt.	21,081	5,000	0	0	0
Other- Interest, Late Fees, Reimbursables	294	0	0	0-	0
Total Income	72,847	22,202	34,400	38,700	25,800



2025 Proposed Expenses:

Expenses	2023 Actual	2024 Actual	2025 Proposed	2026 Proposed	2027 Proposed
Insurance	4,033	6,934	6,000	6,300	6,600
Maintenance - Common Area	1,630	3,539	3,700	3,885	4,070
Legal	13,823	17,331	22,500	23,500	7,500
Repay Loan	0	12,550	0	0	0
Taxes and Filing Fees	43	31	525	525	575
Annual Meeting and Picnic	464	851	900	950	1,000
Administrative Costs (e.g. PO Box, Bookkeeper, Website, Postage, Printing)	954	5,554	4,900	9,400	5,105
Reimbursable Expense - Legal Judgment	294	21,081	0	0	0
Total	21,241	67,871	38,525	44,560	24,850
Income Less Expenses	51,606	-45,669	-4,125	-5,860	950
Current Account Balance		66,876	21,207	17,082	11,222
Balance Remaining		21,207	17,082	11,222	12,172

Discussion Item:



Proposal for Resolving Violations and Imposing Fines

Violation Resolution Procedure and Fining Structure

- ▶ 2023 Board approved Violation Resolution Procedure
- ▶ Based on research of other HOA processes
- ▶ Propose a Fine Structure to assist in compliance measures
- ▶ ***Board is soliciting your comments***
 - ▶ Use handout to comment
 - ▶ Email: Treasurer@blueribbonfarmsassociation.com
- ▶ Key Points
 - ▶ Board determines if a violation has occurred
 - ▶ Notifies owner what steps are required for compliance
 - ▶ Fines may be issued if compliance is not achieved
 - ▶ Not for harassing neighbors

Proposed Fine Structure - Not adopted

Item being Regulated	Proposed Fine
Violation of Governing Docs	1 st Notice of Violation No Fine 2 nd Notice - Fine starts at \$10/day for 30 days, then \$15/day until compliance is achieved
Use of Airstrip Facilities	Vary from \$50-\$1000/day or per confirmed violation occurrence until compliance is achieved
Off Road Vehicles	\$100 per day in which a confirmed violation occurs
Assessments	Not paid by June 1 an additional \$50 fee is assessed for the year due
Other BOD Deemed Health and/or Safety Violations	Fines for health and safety violation from \$50-\$1,000 per day or per confirmed violation occurrence as determined by the Board until compliance is achieved

Election of Directors

Mark Long



Election Information/Guidelines

- ▶ Names can be put forth by:
 - ▶ *Nominating committee*
 - ▶ *Board recommendations*
 - ▶ *From the floor - nominations*
- ▶ 1 vote per lot (proxy votes should be indicated)
- ▶ New board decides individual positions
- ▶ A ballot will be provided if required

Current Candidates: Two Year Term

- ▶ Leslie Furlow Bagwell
- ▶ Joel Cziok
- ▶ Carmen Lynaugh
- ▶ Andre Baritelle
- ▶ John Cuny
- ▶ Mickey McCorie
- ▶ Janice Brady
- ▶ Jennifer Blackwood
- ▶ _____

Are there any Nominations from the Floor ?

Six positions to fill. Choose up to six persons.

Election Results

- ▶ There will be a brief adjournment while the ballots are counted



New Business:

Mark Long, Chairman

GDC Subcommittee: Community Outreach Survey

Subcommittee Chair: Sherl Cuny



- ▶ **YOUR FEEDBACK is needed** by completing a **short 3 question survey**.
 - Please refer to the survey that was shared
 - Request: Write down 3 things you would like to change to help make our community better, and why it's important to you

- ▶ **Responses to this survey are due by March 31, 2025.**

- ▶ **Return completed survey by either:**
 - Drop it off at the “BRF GDC Survey Drop Box” located on the mailbox structure at the entrance of Airpark Road at Greywolf, or
 - Mail it to BRFPOA, P.O. Box 3141, Sequim, WA 98382

Other New Business:

- ▶ Comments from the floor?
- ▶ Closing comments
- ▶ Motion to Adjourn