

# **2026 Annual Blue Ribbon Farms Property Owners Meeting**

**Saturday, February 22, 2026**

**Sequim Prairie Grange**

**2:00pm**



## Introductions

- Chair: Andre Baritelle
- Vice Chair: Jennifer Gibbings
- Secretary: Joel Cziok
- Treasure: Carmen Lynaugh
- Members at Large:
  - Jennifer Blackwood
  - John Cuny
  - Leslie Bagwell

# Before we get started: Quick Reminders

- ▶ **BRF members are encouraged to engage** in the meeting through questions, comments and feedback.
- ▶ Please **hold your comments** until presenters announce Q&A.
- ▶ When speaking, **please be concise** and **limit your response to 90 seconds or less**. The Chairman reserves the right to control the amount of time given to individuals.
- ▶ **We are all neighbors here!** The Board has adopted a **Zero Tolerance Policy** toward any unneighborly behavior in any BRF meeting. Let's treat each other **with respect**.

# Today's Agenda

1. Call to Order: Certify Proxies & Verify Quorum - Andy (5 min)
2. Proof of Notice - Andy (2 min)
3. Change in Notification - Andy (3 min)
4. Approve 2025 Annual Meeting Minutes - Joel (5 min)
5. Accomplishments for 2025 - Andy (5 min)
6. Chair's Report - Andy (5 min)
7. Standing Committee Reports
  - a. Airport - Andy (20 min)
  - b. Legal Executive - Jennifer (5 min)
8. Ad Hoc Committees Reports
  - a. Governing Documents - Jenn (35 min)
  - b. Curve Committee - Andy (5 min)
9. Election of Directors: Nominations, voting, and results - Andy (20 min)
10. Old Business - Rules & Regulations for Fines - Andy, Carmen (10 min)
11. New Business
  - a. Assessments Collection Procedure/Policy - Carmen (5 min)
  - b. Electronic Communications - Jennifer (5 min)
12. Member Forum / Open Comment Period (15 min)
13. Adjournment

**Immediately following will be the budget meeting.**

# 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

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

# Change in Notification

NEW Washington laws governing property owners' associations, the required a change in the way we notify members of Board meetings including:

- A standing agenda will be available on the [website home page](#) [seven days in advance.](#)
- The BOD has scheduled their meetings on the 2nd Tuesday of each month at 10AM starting in April 2026.

# Reading and Disposition of Minutes

# 2025 Summary of Minutes

1. Mason Wing Walking Academy settlement agreement discussed
2. Board 2024 accomplishments presented
3. All committees provided updates on their work for the year
4. Budget for FY 2025-26 was approved with a \$200 per lot Assessment
5. A request for comments on the Violation Resolution Procedure Fine schedule was made
6. Election of 5 Directors
7. Request for responses to a survey from the GDC Community Outreach Sub-committee

A full copy of the minutes may be found on the BRFPOA Website

# 2025 Accomplishments

- ▶ Community safety -Airstrip training
- ▶ Governing Documents Committee - lots of progress!
- ▶ Retained new legal council for the POA
- ▶ Board formed Legal Executive Committee
- ▶ Lots mowed and in compliance with CCR's.
- ▶ Published 3 Grass Strip Newsletters
- ▶ Hosted Annual Picnic
- ▶ Adopted Rules & Regulations for Fines
- ▶ Adopted Assessments Collection Procedure/Policy

# Chair's Report

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# Introductions: New Property Owners

Owner	Address
Jim & Brenda Andersen	140 Buckhorn Road
Jesse Pecoraro & Christie Parker	Tyler View (vacant lot)
Mark & Ruth Rugaber*	206 Buckhorn Road
Kenton Steele & Joyce Cavanaugh	357 Buckhorn Road
David Unger	291 Buckhorn Road

*Ruth has graciously volunteered to coordinate Ladies of Greywolf (LOG) potlucks, taking over for Sally Kincaid after 14 years. We appreciate her dedication to the community!*

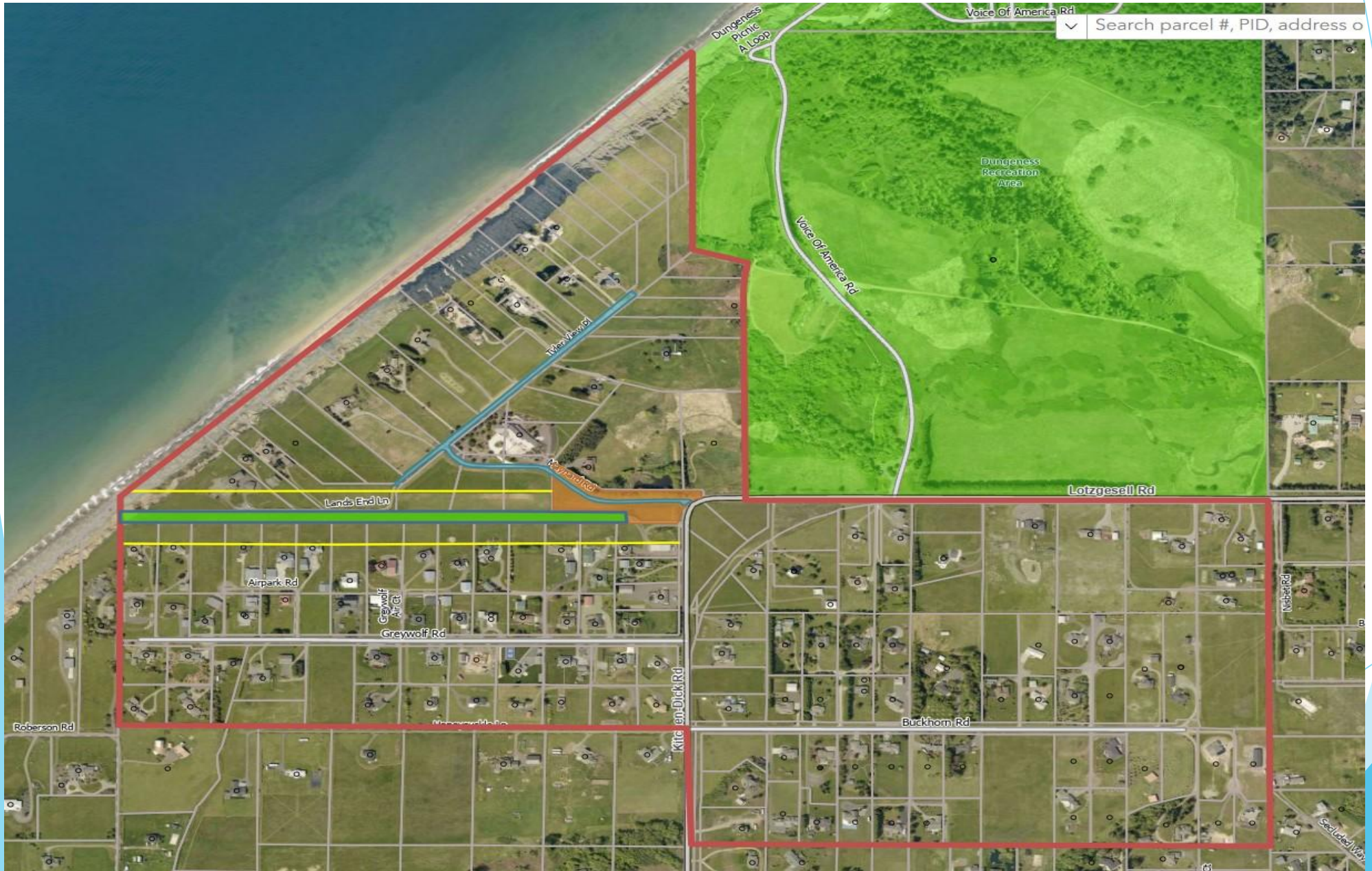
# Recommended Work Plan for 2026

- ▶ Governing Documents
  - ▶ Update & Compliance (SB5796)
    - By Jan 1, 2026
    - By Jan 1, 2028
- ▶ Continue to maintain common area
- ▶ Solicit volunteers and community involvement
- ▶ Recruit volunteers for Curve committee
- ▶ Publish BRFPOA Newsletters *The Grass Strip*
- ▶ Continued enforcement of Governing Documents (CC&R's ,By-laws, Rule, Regulation and Policies)
- ▶ Engage the service of Sequim Accounting Services for bookkeeping and expand duties to assist the Treasurer

# **Standing Committee Reports**

# Airport Committee Report

Andre Baritelle - Board Liaison



# Airport Committee Report

Andre Baritelle - Board Liaison

## Safety

- ▶ Community safety meeting
- ▶ Maintenance workers enhanced safety precautions and procedures
- ▶ Pedestrian and animal use
  - ▶ Aircraft have the right of way on the runway and taxiways
  - ▶ Pets are required to be on a leash when in the area of the airstrip
- ▶ Unmanned aircraft systems (e.g. drones)
  - ▶ There have been increasing encounters over the last few years not only at BRF, but nationally
    - ▶ BRF established a rule years ago as a safety precaution for the community - which requires a second person with a radio who acts as an observer
  - ▶ We are not banning drones
- ▶ Wildlife issues

***Members of the community please be aware that this is an active airport and you need to pay attention to the aircraft***

# Legal Executive Committee Report

1. The committee is made up of 3 Board members and communicate with the POA's Attorney with the full Board being copied on all communications
2. We selected Hanis, Irvine & Prothero in August 2025 after interviewing 3 firms. Gregory F. Cromwell is our POA attorney
3. The firm is assisting us with the following:
  - ▶ Updating our governing documents
  - ▶ Rules & Regulations for Fines - this is a replacement for our Violations Resolutions Procedures with Fine structure
  - ▶ Assessments Collection Procedure/Policy - due to law changes this was necessary
  - ▶ General issues requiring legal assistance - e.g. understanding new law requirements

# **Ad Hoc Committee Reports**

# Governing Documents Committee (GDC)



## What is the purpose of this ad hoc committee?

- ▶ Comply with the Washington Uniform Common Interest Ownership Act (WUCIOA / RCW 64.90).
- ▶ Mandated compliance required by January 1, 2028, with some compliance required for January 1, 2026.
- ▶ Our By-Laws (1999) and CC&Rs (1993) have not been updated since the 1990s.

## How will we comply with this legal mandate?

- ▶ The Board of Directors (BOD) established:
  - The GDC in March 2024, comprised of BRFP OA volunteer members.
  - Hired a qualified POA attorney with expertise in HOAs/POAs and WUCIOA to ensure compliance.
  - Created a new BOD lead ‘Legal Executive Committee’ to communicate with the attorney on related matters.
  - Approved a multi-step evaluation framework for proposed revisions.
- ▶ Adoption of changes will require 67% majority vote of property owners.



## Our Opportunity:

*The WUCIAO initiative provides a chance to update our documents to comply with state law **AND** propose revisions that better address the community's current and future needs.*

## Our Process for Proposing Revisions:

1. **Gather Community Input:** Collect input on topics of interest from our community.
2. **Form Sub-Committees:** Create subcommittees dedicated to addressing the topics raised by the community.
3. **Decision-Making Evaluation Framework:** Develop a consistent evaluation framework for all topics to guide revision recommendations.
4. **Owner Vote:** Share topics approved by the GDC, BOD, and legal counsel with BRFPOA owners for a formal vote.

## Gather Community Input

▶ **What We've Accomplished:**

- ✓ Launched a community survey at last year's annual meeting.
- ✓ Promoted the survey in email blasts, the GrassStrip quarterly newsletter, and made it available at the annual picnic.

*It's not too late to share your input...*

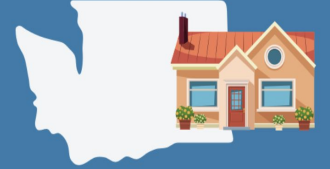
- ▶ You can share your thoughts today, see our interactive display.
- ▶ If you have not submitted a survey yet, we would like to hear your input. **Write down 1- 3 things you would like to change** to help make our community better, and why it's important to you, then either:
  - **Drop off at the BRFPOA dropbox:** located on the mailbox structure on Greywolf at Airpark Rd., OR
  - **Mail to BRFPOA:** P.O. Box 3141, Sequim, WA 98382



## Form Sub-Committees

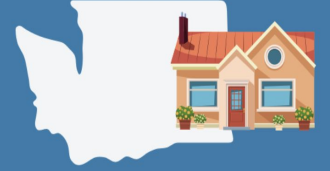
### ▶ What We've Accomplished:

- ✓ Received 34 survey responses, representing 27% of owners and 20% of the total 172 lots.
- ✓ Survey submissions generated 21 distinct topics.
- ✓ Based on these topics, we've identified the following active Sub-Committees:
  - Airpark
  - Member Requests
  - Legal



## Decision-Making Evaluation Framework

- ▶ **What We've Accomplished: *Created a reusable, hypothesis-driven template that includes:***
  - ✓ Defining the problem, goal, and proposed solution.
  - ✓ Reviewing relevant documents (By-Laws, CC&Rs, BRFPOA website sections) and the hierarchy of Federal, State, County, and other applicable laws/codes.
  - ✓ Proposing CC&R / By-Law updates or new recommendations, along with questions for Board and legal review.



## Owners Vote

- ▶ Implementing changes requires review by the GDC and the Board, legal input, and approval from at least 67% of Lot Owners.
- ▶ The GDC is working with the Board to finalize the owner notification and voting process.
- ▶ We will provide updates on our progress and the schedule for owner voting via BRFPOA emails and the Grass Strip Newsletter.

*\*To receive BRFPOA emails, please complete the opt-in form.*

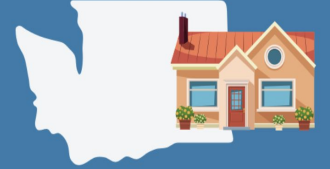
## Airpark Sub-Committee

### Team:

- **Chair:** Janis Hernandez
- **Secretary:** Sherl Cuny
- **Members:** Andre Baritelle, Bob Grey, Micky McCrorie

### Focus & Activities:

- Working collaboratively with Airport Committee officers and members.
- Evaluating current CC&Rs as they apply to the Airpark (Lot 39).
- Organizing outdated CC&Rs relevant to Airpark and Airport Operations.
- Addressing topics raised in the community survey.
- Maintaining frequent meetings, attending Airport Committee meetings, and ensuring open communication.
- Utilizing the approved evaluation framework template for documentation.

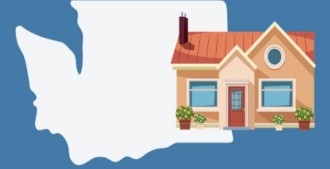


## Airpark Sub-Committee

### Key Topics:

- **Board Approved:** All Flight Operations will be managed under the auspices of the Airport Committee.
- **Remaining Topics:**
  - Airstrip Pedestrian Access and Safety Training
  - Prohibition of Commercial Use of the Airstrip
  - 120' Building Setback Requirement from the Airstrip
  - Pilots' Proof of Insurance Requirements
  - Taxiway Maintenance
  - Airstrip Policies and Procedures for Drones

**Volunteer Interest:** Please contact Janis directly or email [BRFGDC@gmail.com](mailto:BRFGDC@gmail.com).



## Member Requests Sub-Committee



### **Team:**

- **Chair:** Lisa Baxter
- **Secretary:** Laura Davis
- **Members:** Corby Somerville, Sherl Cuny, Jennifer Blackwood, Carmen Lynaugh

### **Focus & Activities:**

- Maintaining frequent meetings to drive work forward. More members welcome! Next meeting is March 27, 2026.
- Addressing topics raised in the community survey.
- Utilizing the approved evaluation framework template for documentation.

**Volunteer Interest:** Please contact Lisa directly or email [hockinsonbaxter@gmail.com](mailto:hockinsonbaxter@gmail.com)

# Member Requests Sub-Committee



## Key Topics:

<b>Recreational vehicles</b>	Changes are pending updated County rules.
<b>Shipping containers</b>	Recommended changes were reviewed & approved by the GDC and Board. Pending input from BRF attorney. New for CC&R's.
<b>Dogs on leash</b>	New for CC&R's.
<b>Short term and vacation rentals</b>	New for CC&R's.
<b>Dark sky policy</b>	New for CC&R's.
<b>Private roads</b>	Clarify maintenance ownership.
<b>Number of vehicles visible on lot</b>	New for CC&R's.
<b>Hauling trailers</b>	New for CC&R's.
<b>No hunting</b>	New for CC&R's.
<b>Other:</b>	<ul style="list-style-type: none"><li>a) Boards' ability to:<ul style="list-style-type: none"><li>- Write Rules, Regulations, Policies and Procedures that enforce the CC&amp;R's.</li><li>- Fund major airstrip maintenance / capital improvements greater than \$100.00.</li><li>- Hire management assistance (new bi-law language).</li></ul></li><li>b) Address subjective CC&amp;R language which may be unenforceable.</li></ul>



## Legal Sub-Committee

### Team:

- Chair: Corby Somerville
- Secretary: [Volunteer needed!](#)
- Members: [Volunteers needed!](#)

### Focus & Activities:

- Working collaboratively with the GDC members.
- Recruiting volunteers for the Sub-Committee.
- Utilizing the approved evaluation framework template for documentation.

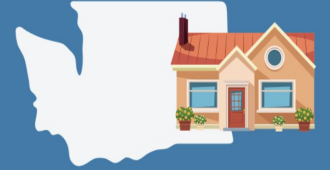
### Key Topic:

- Ethical Standards for the Board of Directors

**Volunteer Interest:** Please contact Corby directly or email [corby@olypen.com](mailto:corby@olypen.com)

# GDC Guiding Principles

- ▶ Must preserve the present character of BRF as an Airpark Community
- ▶ 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.

# Curve Committee Report

- ▶ The county recently held a neighborhood meeting showing that they are forward progression of the project.
- ▶ The board has decided to reactivate the curve committee.
- ▶ In order for this committee to function we need volunteers in these roles:
  - ▶ Chair
  - ▶ Vice Chair
  - ▶ Secretary
  - ▶ Members

*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.*

*If interested in volunteering, please reach out to any member of the board*

# **Election of Board of Directors**

# 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

▶ Jim Andersen

▶ Bob Grey

▶ \_\_\_\_\_

▶ \_\_\_\_\_

▶ \_\_\_\_\_

→ **Are there any Nominations from the Floor?**

→ **2 positions to fill. Choose up to 2 persons.**

# Old Business

# **Rules & Regulations for Fines**

**Prepared by Attorney and Approved by the Board**

# Rules & Regulations for Fines

- ▶ 2023 Board approved a Violation Resolution Procedure.
- ▶ Based on research of other HOA processes.
- ▶ Most other POA's have these procedures in place, and to help with compliance and enhance safety within our community.
- ▶ Propose a Fine Structure to assist in compliance measures and solicited comments in 2025.
- ▶ The POA Attorney provided feedback and prepared the new document "Rules & Regulations for Fines."
- ▶ The Board approved and enacted it on January 18, 2026, a copy was mailed to all members with the annual meeting information.

# Process for Enforcement of Rules & Regulation

- ▶ Board investigates and determines if a violation has occurred
- ▶ Notifies owner what steps are required for compliance
- ▶ Fines are not issued unless compliance is not achieved or more than one intermittent violation is committed

# Fine Structure

**Continuous Violations:** If compliance is not achieved within the time allowed fines may be imposed and accrue at the rate of Twenty Dollars (\$20.00) per day until complete compliance occurs or is accomplished

**Intermittent Violations:** Intermittent offense or conduct

- 1st Offense = Warning to the owner - no fine
- 2nd offense = \$50.00
- 3rd offense = \$150.00
- 4th offense = \$300.00
- 5th offense and each subsequent offense = \$500.00 per offense

## **Continuous Violations: May include, but are not limited to:**

- Lot not mowed as required
- Utilities must be underground
- Not following the Building Construction Requirements section of the CC&Rs, including; minimum residence size of 1,250 SF, stick built, no house trailers or mobile homes
- Construction completed continuously from commencement until exterior of building is completed and painted

## **Intermittent Violations: May include but are not limited to:**

- Use of airstrip for Commercial purpose
- Use of airstrip outside of daytime hours
- Improper use of a drone or Unmanned Aircraft System near the airstrip
- Use of off-road vehicles on roads or land
- No Parking allowed on Private Roads
- No outward appearance of a Home Business, no increased vehicular traffic and no parking on private roads
- No speeding on private roads
- Litter clean up along property frontage and during construction

# New Business

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the right side of the frame, creating a modern, dynamic feel. The rest of the background is plain white.

# Assessments Collection Procedure/Policy

Due to new requirements by Washington laws for collection of assessments and placing liens

**"Your assessments must be paid no later than 30 days from the date of this invoice; provided, however, the Board allows a grace period of 45 days after that within which to pay. Please note that pursuant to the Association's Assessment Collection Policy, late fees of \$50 per month per lot will be imposed if you fail to timely pay your assessments within the grace period."**

If invoices are dated March 15, the due date is April 15, and assessments received on or after June 1 are subject to the \$50 per month per lot late fee until the assessment is paid in full.

# Authorization For Electronic Communication

## Why is this important?

The POA's Attorney informed the Board that member consent **is required** to send emails.

***A form needs to be completed to give the Board authorization to use your email address for the purpose of receiving communications.***

While we currently have most members' emails, we cannot use them without this form. We need your consent.

To opt-out of the Board sharing your email with other members you must check the line opting out. The State law will require the Board to share email addresses as of 1-1-2028 so we are requesting you to opt-out now in anticipation of the this requirement.

# Comments from the Floor

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- ▶ Closing comments
- ▶ Motion to Adjourn

# **Annual Budget Reporting Meeting**

**Saturday, February 22, 2026**

**Sequim Prairie Grange**

**4:35pm**

# Agenda

***New state law requires separate meeting for Budget ratification.***

1. Call to Order & Certify Proxies
2. Verification of Quorum
3. Proof of Notice – Verify proper and timely notice was given
4. Explanation of New Law Governing Budget process – RCW 64.90.525
5. FY26-27 Adopted proposed budget explanation & ratification
6. 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

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

# Proof of Meeting Notice

***New Law Requires:*** Within 30 days after adoption of any proposed budget, the board must provide a copy of the budget to all the unit owners and set a date for a meeting.

Adopted proposed budget was mailed with the Annual Meeting information, mailed on January 20, 2026, two days after Board adopted it at the January 18, 2026 meeting.

# **New Law Regarding Budget Ratifications** as of 1-1-2026

RCW 64.90.525 Budgets—Assessments—Special assessments. (1)(a) Within thirty days after adoption of any proposed budget for the common interest community, the board must provide a copy of the budget to all the unit owners and set a date for a meeting of the unit owners to consider ratification of the budget not less than fourteen nor more than fifty days after providing the budget.

***Unless at that meeting the unit owners of units to which a majority of the votes in the association are allocated or any larger percentage specified in the declaration reject the budget, the budget and the assessments against the units included in the budget are ratified, whether or not a quorum is present.***

***\*Requires 87 (this is the majority of 172 lots) votes against the budget to reject it or it will automatically be ratified.***

# 2025 Approved Budget vs Actual Expenditures



# 2025 Approved Budget vs Actual Expenditures

	2025 Approved	2025 Spent	Difference
Insurance	6,000	5,704	296
Maintain Common Area	3,700	3,410	290
Legal	22,500	10,585	11,915
Taxes and Filing Fees	525	26	499
Annual Meeting and Picnic	900	958	-58
Administrative Costs	4,900	4,492	407
<b>Total</b>	<b>38,525</b>	<b>25,176</b>	<b>13,349</b>

**FY25-26 Actual Income &  
FY26-27 Propose Income:**

## FY25-26 Actual Income & FY26-27 Proposed Income

	<b>FY24-25</b>	<b>FY25-26</b>	<b>FY26-27</b>	<b>FY27-28</b>	<b>FY28-29</b>
Income	Actual	Actual	Adopted Proposed	Proposed Look Ahead	Proposed Look Ahead
Assess. Amount/Lot	<b>\$100/Lot</b>	<b>\$200/Lot</b>	<b>\$250/Lot</b>	\$225/Lot	\$200/Lot
Assessments Total	<b>17,252</b>	<b>34,350</b>	<b>43,000</b>	38,700	34,400
Agreement Pmt.	<b>5,000</b>	0	0	0	0
Other- Late Fees, Reimbursables	0	0	0	0	0
<b>Total Income</b>	<b>22,252</b>	<b>34,350</b>	<b>43,000</b>	38,700	34,400

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**FY25-26 Actual Expenditures &  
FY26-27 Adopted Proposed  
Budget**

<b>Expenses</b>	<b>FY24-25 Actual</b>	<b>FY25-26 Actual</b>	<b>*FY26-27 Adopted Proposed</b>	<b>FY27-28 Proposed</b>	<b>FY28-29 Proposed</b>
Insurance	6,934	5,704	<b>6,000</b>	6,600	6,900
Maintenance - Common Area	3,539	3,410	<b>4,500</b>	4,580	4,800
Legal	17,331	10,585	<b>35,000</b>	12,000	12,000
Repay Loan	12,550	0	<b>0</b>	0	0
Taxes and Filing Fees	31	26	<b>5</b>	5	5
Annual Meeting and Picnic	983	985	<b>1,000</b>	1,045	1,100
Administrative Costs (e.g. PO Box, Bookkeeper, Website, Postage, Printing)	4,937	4,493	<b>7,700</b>	14,835	10,530
Reimbursable Expense - Legal Judgment	21,081	0	<b>0</b>	0	0
<b>Total</b>	<b>67,871</b>	<b>25,176</b>	<b>54,205</b>	<b>39,065</b>	<b>35,335</b>
Income Less Expenses	-44,917	9,174	<b>-11,205</b>	-365	-935
Current Account Balance	66,876	21,959	<b>31,133</b>	19,928	19,563
Balance Remaining	21,959	31,133	<b>19,928</b>	19,563	18,628

# Comments from the Floor

**Thank you!**