

# **2024 Annual Blue Ribbon Farms Property Owners Meeting**

**Saturday, February 10, 2024  
Dungeness School House  
2:00pm**



# Introductions

|                   |  |
|-------------------|--|
| Chairman          | Mark Long  |
| Vice Chairman     | Drew Zacharias                                   |
| Secretary         | Natasha Merkuloff                                |
| Treasurer         | Carmen Lynaugh                                   |
| Members at Large: | Dave Woodcock<br>Andre Baritelle<br>Paul Allsing |

# 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
- ▶ I. Unfinished business
- ▶ 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

Qorum requirement = 43 lots

# Reading and disposition of minutes.

Natasha - Secretary

# 2023 Summary of Minutes

- Status report on Mason Wing Walking Academy
- 2023 budget approved: \$100 annual/lot assessment and special one-time assessment of \$200/lot
- Insurance committee report; standing insurance committee formed
- Elections of new directors were held
- Airport committee report
- Update on Kitchen-Dick/Lotzgesell Road
- Discussion about bike racers and use of properties in the POA



# Chairman's Report

Mark Long



# Introductions: New Property Owners

| Owner                          | Address               |
|--------------------------------|-----------------------|
| Brennan Jones                  | 394 Lotzgesell        |
| Telma Weatherford              | Buckhorn Lot          |
| David Van Duine & Janice Brady | 423 Greywolf          |
| Jennifer Gibbings              | 262 Lotzgesell        |
| Denise & Elizabeth Jennings    | 70 Greywolf Air Court |
| Doug & Bonnie Medema           | 190 Greywolf Rd.      |
| Ken Muth                       | 442 Buckhorn Rd       |
| Mark Ojala & Rebecca Bender    | 206 Buckhorn Rd       |
| Brandon & Annette Orbanosky    | 444 Buckhorn Rd       |
| Scott & Jennifer Blackwood     | 421 Greywolf Rd       |



# 2023 Accomplishments

- ▶ Prepared a Violation Resolution Procedure (on website)
- ▶ Mowed vacant lots to reduce fire danger, and brought them into compliance with CCR's.
- ▶ Reviewed two lots for wildlife exemptions in alignment with county.
- ▶ Sent violation letters to property owners. Followed with notifications to county of the violation.
- ▶ Acquired new airport liability insurance, which includes general liability. Both at very reasonable rates.
- ▶ Surveyed Tyler View Road to determine legal "center line".
- ▶ Coordinated with our attorney to produce Appeal's Court submissions.
- ▶ Increased work load necessitated 9 Board of Director meetings (as opposed to past average of 2 per year).

# Current Status of the MWWA Case:

- ▶ Appeal filed by the Masons
- ▶ Filings were submitted by both sides
- ▶ Appeals Court determined - no need for oral arguments.
- ▶ Appeals Court has yet to issue a ruling
- ▶ Not unusual for Appeals Court to be late



# Committee Reports

# Pilots Committee Report

Andre Baritelle, Committee liaison to the board

- ▶ Increased emphasis on **Safety & Maintenance**
  - ▶ **Lighted X**
    - ▶ Maintenance safety accident in Oklahoma. Intended to caution pilots that workers are on runway
    - ▶ Will be placed on the east end of the runway on approach
    - ▶ Pilots should always circle runway to determine safety of landing



*If you see something say something*

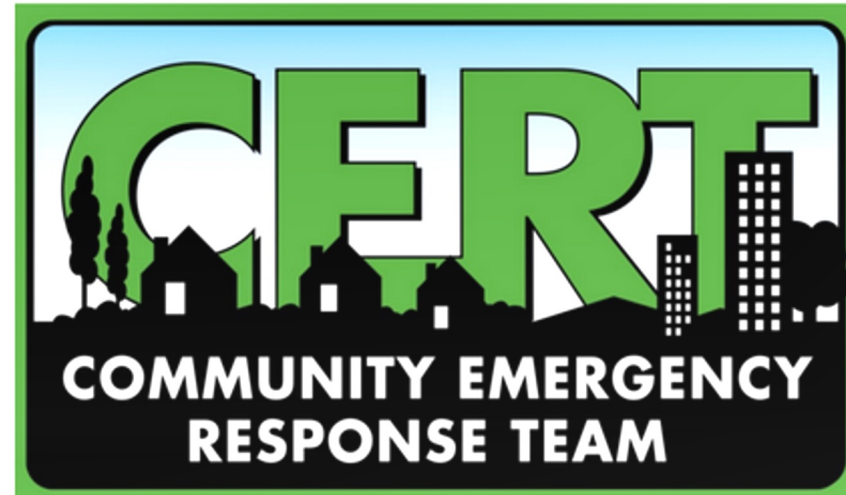
# Pilots Committee Report

## Goals 2024:

- ▶ Mowing
  - ▶ Traditionally done by volunteers
  - ▶ Attempt more formalized scheduling
- ▶ Deferred Maintenance
  - ▶ Continued rolling
  - ▶ Soil additions in critical locations
- ▶ Update Website and FAA

*We are always looking for input and help for the POA common areas*

*Blue Ribbon Farms  
Emergency Response Programs*



# Curve Committee Report

- ▶ Clallam County Board of Supervisors has approved the Project for 2024 construction
- ▶ Engineers say it will be more likely 2025
  - ▶ Still evaluating from the 1980's
  - ▶ County representatives claims that there will be public meetings for community input
  - ▶ Funding tied to the Voice of America Park improvements
  - ▶ Appears to be where the bulk of the work is happening right now
- ▶ Concerns brought to us to date
  - ▶ Ingress/Egress for all properties
  - ▶ Wildlife
  - ▶ Confused Tourists
  - ▶ Proposed Speed

***We will keep the membership informed as we learn more***



# Insurance Committee - Corby Summerville

- ▶ Formed a permanent *Insurance Committee* to manage liability risk
- ▶ Increased airport liability coverage to \$5 million
- ▶ New general liability policy if \$1 million

# New Committee Needed

- ▶ People required to get involved in the updating of both the CC&Rs and By Laws
- ▶ Objectives:
  - ▶ Conform to the Washington State law governing homeowner associations;
  - ▶ Impose as few requirements and constraints on our individual homeowner members as possible while preserving the privileges and obligations of the original CC&Rs;
  - ▶ Compose the revised CC&Rs to be as brief, concise and as understandable as possible.

# New Committee Needed

- ▶ What we need:
  - ▶ Legal backgrounds
  - ▶ Experience with CC&Rs and Bylaws
  - ▶ Effective writing and communications skills
  - ▶ Organizational skills
  - ▶ Accounting background
  - ▶ Five to Seven individuals probably required
- ▶ Seeking to get people involved to preserve the character of BRF

# Election of Board of Directors

Drew Zacharias, Vice Chairmen

# Get Involved:

- ▶ BRF's Declarations wisely mandated two year rotations, which have gradually been abandoned over the years.
  - ▶ *Apathy*
  - ▶ *Lack of time*
  - ▶ *Lack of interest*
- ▶ The Association needs:
  - ▶ *Fresh ideas*
  - ▶ *New perspectives*
  - ▶ *Skills: legal, finance, Microsoft Office, website maintenance/development, real estate, management*

# 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
- ▶ If more than one person is nominated for a position, a vote will be taken by a show of hands
- ▶ If vote is inconclusive, a ballot will be provided



*At this time, are there any nominations for the 2024 Board of Directors from the floor?*



# 2024 Budget:

Carmen Lynaugh, Treasurer



# Budget Explanation: 2023 Actual

- Account Balance on Dec. 31, 2023 was \$65,345
- 2023 Actual Income \$51,472 (Annual Assessment, Special and Pilot Assessment
- 2023 Collected from Legal Judgment \$21,081 and Reimbursables from members \$294
- 2023 Total collected \$72,847
- 2023 Approved Total Budget \$44, 190
- 2023 Actual spent \$21,241
- 2023 Actual Insurance Expenditure was over budget by \$533
- 2023 Actual Legal Expenditure was under budget by \$11,177
- 2023 Actual Expenditures for other line items were approximately the approved amount
- 2023 the Legal Loan was not repaid - waiting for the appeal outcome
- 2023 Overall Budget was under budget by \$22,949

# 2023 Approved Budget vs Actual Spent

|  | 2023 Approved | 2023 Spent     | Difference    |                                  |
|--|---------------|----------------|---------------|----------------------------------|
| Insurance  | 3,500         | -4,033         | -533          | New General Liability Policy     |
| Maintain-Common Area   | 1,500         | -1,630         | -130          |                                  |
| Legal  | 25,000        | -13,823        | 11,177        |                                  |
| Repay Loan   | 12,550        | 0              | 12,550        | Did Not Repay Loan               |
| Taxes and Filing Fees  | 40            | -43            | -3            |                                  |
| Annual Meeting & Picnic  | 400           | -464           | -64           |                                  |
| Admin Costs: PO Box, Bookkeeper, Web Site, Postage, Printing, Zoom | 1,200         | -954           | 246           |                                  |
| Reimbursable Expenses  | 0             | -294           | -294          | Reimbursables we received Paymt. |
| <b>Total</b>   | <b>44,190</b> | <b>-21,241</b> | <b>22,949</b> |                                  |

# Proposed 2024 Budget is based on:

- ❖ Keeping Annual Dues Assessment of \$100 per lot for a total income of \$17,200
- ❖ No Pilot's Assessment (conflict with CC&Rs)
- ❖ Insurance expense of \$5,100 (New General Liability Policy)
- ❖ Legal expense of \$30,300 (New Attorney for various tasks as outlined in Work Plan)
- ❖ Re-payment of \$12,550 loan if possible
- ❖ Maintenance-Common Area \$3,210, (includes \$1,500 for topsoil/mulch and spreader rental test)
- ❖ Admin Costs increase due to need for Web Consultant and new Bookkeeper
- ❖ Other general Expenses are approximately the same as 2023 Actual amounts except

Proposed 2024 Budget as shown would have an Income plus account balance less Expenses amount of \$24,260 (Total Proposed Expenses \$58,285)

▶ **NOTE:** we are not including additional Judgement amount we may receive because the legal action is not completely finalized and this money must be set aside until such time as the action is finalized.

# 2024 Proposed Budget: Income

|   | 2019          | 2020         | 2021          | 2022          | 2023          | 2024          |
|---|---------------|--------------|---------------|---------------|---------------|---------------|
|   | Actual        | Actual       | Actual        | Actual        | Actual        | Proposed      |
| <b>Income</b>                             |               |              |               |               |               |               |
| Assessments - \$100/lot                   | 8,550         | 8,500        | 8,600         | 8,450         | 16,872        | 17,200        |
| Special Assessment-One time<br>\$200/lot  |               |              |               |               | 33,400        | 0             |
| Pilot Assess \$100/Pilot & Voluntary      | 2,300         | 1,200        | 1,200         | 1,500         | 1,200         | 0             |
| Legal Judgement                           |               |              |               |               | 21,081        | 0             |
| Legal Action Loan                         |               |              |               | 12,550        | 0             | 0             |
| Other-Interest/late<br>fees/Reimbursables | 1,189         | 54           | 1,439         | 200           | 294           | 0             |
| <b>Total</b>                              | <b>12,039</b> | <b>9,754</b> | <b>11,239</b> | <b>22,700</b> | <b>72,847</b> | <b>17,200</b> |
|   |               |              |               |               |               |               |

# 2024 Proposed Budget: Expenses

|   | 2019          | 2020         | 2021         | 2022           | 2023          | 2024           |
|---|---------------|--------------|--------------|----------------|---------------|----------------|
|   | Actual        | Actual       | Actual       | Actual         | Actual        | Proposed       |
| <b>Expenses</b>   |               |              |              |                |               |                |
| Insurance   | 2,739         | 3,067        | 3,334        | 3,332          | 4,033         | 5,100          |
| Maintain-Common Area  | 1,084         | 1,606        | 58           | 1,695          | 1,630         | 3,210          |
| Runway Drainage   | 9,807         |              |              |                |               |                |
| Legal   | 1,676         | 0            | 5,320        | 41,561         | 13,823        | 30,300         |
| Repay Loan  |               |              |              |                | 0             | 12,550         |
| Taxes and Filing Fees   | 12            | 77           | 118          | 42             | 43            | 525            |
| Annual Meeting & Picnic   | 627           | 51           | 0            | 134            | 464           | 800            |
| Admin Costs: PO Box, Bookkeeper,<br>Web Site, Postage, Printing, Zoom | 612           | 686          | 622          | 1,658          | 954           | 5,800          |
| Reimbursable Expenses   |               |              |              |                | 294           | 0              |
| <b>Total</b>  | <b>16,557</b> | <b>5,487</b> | <b>9,452</b> | <b>48,422</b>  | <b>21,241</b> | <b>58,285</b>  |
|   |               |              |              |                |               |                |
| <b>Income Less Expenses</b>   | <b>-4,518</b> | <b>4,267</b> | <b>1,787</b> | <b>-25,722</b> | <b>51,606</b> | <b>-41,085</b> |
| <b>Current Account Balance</b>  |               |              |              |                |               | <b>65,345</b>  |
| <b>Balance Remaining</b>  |               |              |              |                |               | <b>24,260</b>  |

*If we have to repay legal judgment received the Balance Remaining would be \$3,179*

# Annual Audit Requirement

*Per State Law & our By-Laws: An annual audit is required if assessments exceed \$50,000.*

- 2023 Annual Assessment received: \$16,872
- Special Assessment: \$33,400
- Pilot Assessment: \$1,200
- Total Assessments **\$51,472 (Exceeds the \$50,000)**

**Estimated cost of an audit: \$5000 - \$6000**

***At this level, a vote is required to waive the audit.***



# New Business:

- ▶ Neighborhood Watch
- ▶ Ladies of Greywolf - [Sign-up](#)
- ▶ Book club - [Sign up](#)
- ▶ Picnic & Resident Showcase
  - ▶ Level of interest?
  - ▶ Recommendations on month?
  - ▶ [Sign up](#) to help plan and coordinate tasks
- ▶ Dark Sky Philosophy
- ▶ Other topics from the floor