
Blue Ribbon Farms Property Owners Association

Board of Directors Meeting Minutes

July 7, 2025 – 3:00 pm

The Blackwoods Residence, 421 Greywolf Road

1. **Call to order:** The meeting was called to order at 3:06 pm by Chairman Andre Baritelle. Attendees included Andre Baritelle-Chairperson, Jennifer Gibbings,-Vice Chairperson, Joel Cziok-Secretary, Carmen Lynaugh-Treasurer, Leslie Bagwell, John Cuny, and Jennifer Blackwood-Members at Large. A quorum was present.
2. **Public Comment:** It was commented that there had been a break in the Cascadia main line with repair expected. Also noted were home sales on Buckhorn Road, as well as continuing home construction expected in Blue Ribbon Farms.
3. **Approval of Minutes:** The May 9th Board Minutes were reviewed, and corrections made to clarify excused absences in roll call, and a return to regular session with no reportable action out of the Closed Executive Session.

It was moved (Andre) seconded (Jennifer G) to accept the minutes with corrections and unanimously approved.

4. Treasurer's Report:

The Treasurer's Report was reviewed, and the data/information is available on request. There are 5-unpaid assessments.

5. Standing Executive Committee Reports:

There was discussion by the Board on the status of different committees that have been formed by previous Board business during the years, and the only Standing Committees is the Airport Committee. Others stand as ad hoc committees only until the committee assignment has been completed. Homeowners can not be jointly voting on committees as voting is recognized per lot, not by all individuals which could drive personal agendas. This will need to be better defined in the revisions to the governing documents as they are revised in the future and is work in progress.

It was moved (Carmen) and Seconded (Jennifer G) that only one member of the POA be allowed on any individual committee from each household and unanimously approved.

It was moved (Jennifer G) and seconded (Carmen) that to be considered an active member of all committees, the member must attend meetings on a regular basis. If a member has 3-unexcused missed meetings in a 12-month period, they will be considered an inactive member and therefore not have voting rights in the committee. The motion was passed unanimously.

It was moved (Jennifer G) and seconded (Jennifer B) that Ad-Hoc committees must meet once every quarter, or otherwise, the Board may vote to put the committee on hold, or formally close it, and unanimously approved.

It was moved (Jennifer G) and seconded (Andre) that the Airport Committee must meet a minimum of twice a year with the recommendation to meet every quarter and unanimously approved.

a. Airport Committee: Mr. Cuny

The Airport Committee Chairperson is John Cuny. The Airport Committee members are Mark Long, Mickey McCorry, Janice Hernandez, Drew Zacharias, Andre Baritelle, Rick Smith, Dennis Jennings, Doug Modena, Dave Woodcock, Steve Robinson, Bob Bagwell, and Carmen Lynaugh /Acting Secretary.

1. July 8 Safety training has been postponed until August 26th. There was discussion on safety issues with aircraft, pedestrian, and airport operations that will be presented.

b. Legal Executive Committee: Ms. Lynaugh

The Committee is actively reviewing potential legal representation with information from the Washington State Chapter of Community Associations Institute. Active, knowledgeable, and reasonable representation for BRF POA is a goal for the Board. An interview and scoring sheet is being used to review potential HOA Attorneys.

6. Ad Hoc Committees

a. Governing Documents Committee: Ms. Gibbings

The framework for the process that the committee will use to formulate opinion and recommendations that will be presented to the Board is being established. Within the GDC is a Members Request subcommittee, and an Air Park subcommittee chaired by members. Findings by the subcommittees will pass through the framework, and if approved will be returned to the GDC for approval and then brought to the BRF Board. The Air Park Subcommittee needs to align with the Airport Committee with recommendations coming back to the GDC as the new governing documents are developed. A review by our attorney (when secured) will be needed.

It was moved (Jennifer G) and seconded (Leslie), that given the earlier motion that passed unanimously, and that the Insurance and Curve Committees have not met the minimum criteria of meeting every quarter, the Board recommends closing these committees. The Board unanimously approved.

7. Old Business:

The Board discussed the state of the BRF Community regarding rebuilding (60% turnover of homes in the last 7-10 years) and new construction, and the need to reach out to our new homeowners and educate them on our community through the newsletter and approaching them with welcome information. Keeping current information and how to update it, developing a spreadsheet guideline for calendar updates to follow, new Board member orientation/workshops and a more in-depth approach to it were topics the Board discussed.

Grass Strip Newsletter:

The letter was on pause, as more data was being received. Editing, content, and regular articles from the Board, and the Airport Committee and other important BRF Community are of greatest importance. Going forward deciding the content within 60-days of publishing the newsletter will be a goal and challenge.

Annual Picnic:

September 13, 2025 – Saturday from 2:00 to 5:00 pm. Location: Bill and Sharon Camuso’s home at 54 Airpark Drive. Live music by Randy Hiatt, Neighborhood Watch information from Clallam County Sheriff’s Department, Clallam Ready Sequim information. Save the date will be forwarded to our membership. The cost in 2024 was \$983. Budget for 2025 picnic is \$900. Joel will pay for the musician.

8. New Business:

- a. **Cascadia Update** – water main leak on Lands End and repair.
- b. **Residential construction** – Buckhorn Road and Tyler View Place.

9. Closed Executive Session

10. Return to open session

The Board has deemed that an owner using UAS (Unmanned Aircraft Systems) on 2-occasions are in violation of our rules for use of the airstrip (#14) on the BRF website, and the Board will be following the violation resolution procedure.

It was moved (Carmen) and seconded (Andre) to issue a violation letter in accordance with the violation resolution procedure and unanimously passed.

The Board has deemed that all lots will be inspected on August 1st for mowing compliance and will issue violation letters in accordance with our violation resolution process.

It was moved (Carmen) and seconded (Andre) to issue non-mowing violation letters in accordance with the violation resolution procedure and unanimously passed.

It was moved (Carmen) and seconded (Jennifer G) to authorize the issuance of letters to collect late fees due to assessments not received on time for 16-properties and unanimously passed.

11. Set next meeting date:

August 22, 2025, at the Baritelle residence at 10:00 am.

Upcoming events:

26 August – Safety Training

04 September for picnic blast with rsvp to joel

13 September - BLUE RIBBON FARMS POA ANNUAL PICNIC from 2-5:00 pm

Secretary

Date of approval