

**Blue Ribbon Farms Property Owners Association  
Board of Directors  
December 19, 2025 10:00 am  
The Baritelle's Home, 131 Maynard Road**

**Minutes**

1. The meeting was called to order at 10:06 by Chairman Baritelle, present were Andre Baritelle, Jennifer Gibbings, Joel Cziok, Carmen Lynaugh, John Cuny, Leslie Bagwell, and Jennifer Blackwood. A quorum was present.

2. **Public Comment** – There was no public comment.

3. **Approval of Minutes** –

***Motion 1:** It was moved (Carmen) and seconded (Andre) to approve the Minutes for the October 24th, and the November 14th BOD meetings, as amended and presented, and unanimously approved.*

4. **Treasurer's Report** – Carmen presented the treasurer's report. Our Webmaster, Isabelle Bay Designs contract is due for a third amendment. The current contract expires on April 15, 2026, the amendment would extend the expiration date to April 15, 2027, and add \$2,500 to the current contract total price. As we did last year, the rate will increase \$5.00 per hour, bringing it to \$74.40 per hour. If we exceed that amount, we can amend the total contracted price. There was discussion on the expected volume of mailings, web updates due to actions of the GDC so the actual amount needed in the contract for next year is unknown.

***Motion 2:** It was moved (Joel) and seconded (Leslie) to approve the amended contract with Isabelle Bay Designs as presented with rate increase as discussed and unanimously approved.*

The approved budget versus the spent to date was presented and discussed. The Airport Committee expenditures and long term projects were included. The attorney fees, bookkeeper, post office box, annual picnic, website, supplies, taxes and potential for assessments were reviewed. The airport operational costs and expenses and improvements were discussed. The budget presentation for the annual meeting is in the planning process, and our actual costs are under budget at his time. Continuing discussion on the budget presentation at the annual meeting and voting on approving the budget was proposed. Capital improvements as a line item to be added for next year's budget and will be presented at the next BOD meeting.

Assistance for the treasurer's position in the form of a bookkeeping service (not accountant) to perform some of the tasks now being handled by the treasurer.

The work would include preparing and mailing the invoices and statements for assessments, tracking payment of assessments, making deposits of checks, filings WA state forms, taxes, 1099 forms, profit loss statements, balance sheets, checkbook and bank balancing and keeping track of new owners and dealing with title companies. The offset value of no postage, printing of invoices that we normally pay, would be covered by the cost of the assistant. Estimated cost would be approximately \$2000 annually. Discussion on better continuity for the future Boards by having this work done professionally, as it is not a talent that can be expected from our residents and future Boards and also provides protection to the community.

Costs. Expectations for a new website design will not happen this year, but perhaps the following year, as the cost will be higher because of advancements in setting up logins and protections and cleanups. More emails with our new agenda requirements will add to costs, and this is just one of the cost implications. Costs will drop in 2028 after the CC&Rs and other docs are made compliant to the new Washington law.

Assessments. Future assessment amounts were discussed. Due to the Washington State mandated changes to our Governing Document, we need to budget for legal assistance and depending on the amount we spend this year, it will drive the amount of assessments needed for next year. We also discussed the need to keep an account balance that is reasonable. Another aspect of assessment was audit, which if the Association exceeds \$50,000 in assessments collected in a year it triggers an audit and would incur an added cost to the budget, potentially in the range of \$3,000-7,500, and we may want to preemptively waive the audit at the next annual meeting.

***Motion 3:*** *It was moved (Jennifer Gibbings) and seconded (John Cuny) to allow our Treasurer to hire a new bookkeeper service and unanimously approved.*

## **5. Standing Executive Committee Reports**

**a. Airport Committee -Mr. Baritelle/Mr. Cuny** - the next meeting of the Airport Committee will be held on January 7, 2026, at 2:00 pm at the Baritelle residence. There will be a presentation by Janice from the Airpark Subcommittee. John reported that they distributed dirt on the runway with great results. The current needs are to replace 4-tires for the trailer we use as a cost saving on the delivery of the topsoil.

***Motion 4:*** *It was moved (Carmen) and seconded (John) to authorize the Airport Committee to purchase four tires for approximately \$300 to be used on the trailer currently used to haul topsoil, to offset delivery costs, the amount to be taken out of the fertilizer pre-emergent line item for maintenance of the common area and unanimously approved.*

- b. **Legal Executive Committee – Ms. Blackwood** - This report will be deferred to closed session.

## 6. Ad Hoc Committees

- a. **Governing Documents Committee – Ms. Gibbings** - It was reported that the Governing Docs Committee has had a solid group of members consistently attending with high level discussions. The relationships between the Airpark Subcommittee and the Airport Committee are working well, and 2-recommendations coming from the Member Request Committee have been submitted to the lawyer. When the review is complete it will go back to the Board for decision and cast down through the Board liaison to the GDC Chair. Depending on the outcome based on the template, the process may need to have an adjustment or could be accepted as it is.
- b. **Nominating Committee: Ms. Bagwell** - Leslie presented on the progress of the Nominating Committee, and a list of 20-potential candidates with the reading of the letter of recommendation for the position on our Board of Directors. There was discussion on the need to send the letters by the 15th of January, followed by proxies for the meeting. Emails, phone calls and texts to candidates were discussed, as well as qualifications with expertise in computer word processing and spreadsheets for the openings for secretary, treasurer and at-large-members. The Board will assure that departing board members will assist and be sure there will be good job descriptions, handoff, board orientation and welcome to new board members.

## 7. Old Business -

- a. The Curve County Project. After the presentation by the County at the Dungeness Schoolhouse on the realignment of Voice of America, the county set a deadline of January 5th for public comment. There are petitions that are around this subject.

**Motion 5:** *It was moved (Ms. Gibbings) and seconded (Ms. Blackwood) to bring back the ad hoc Curve Committee to active status and reevaluate who from the Board will be the liaison to that committee. The vote was taken and the motion passed unanimously.*

*Discussion revolved around impact to the community, access and maintenance to our roads, and safety in general. There has been some discussion on the previous plan, and current plan presented by the County to Andre, and the direction of dissent to go to the County Commissioners, and how it directly affects our community. Also mentioned was the intent of the Curve Committee, and will its stance be to be against the project, or neutral, but that it should revisit the design to serve our community. Concerns are that the committee must represent all the community and not just the directly affected homeowners. The*

*designs were not presented, just the overview. The County will receive US grant money for this project if it proceeds on time, and there are concerns that the County is rushing this project.*

The makeup of the Committee is yet to be determined and may be named after the new Board is in place, and it was suggested to have a committee of three. If Community members wish to contact the County Staff and Commissioners, they should be reminded that they are doing so as individuals and not on behalf of BRFOA, as the Board will determine what will be exchanged with the County as a whole. There are great concerns that the most affected properties along Lotzgesell need to be taken into account and supported because as a community it should not overlook the greater impact as being to a lesser number of properties. Engineering and curve vs 90° turn was also discussed, and communication to the community through email blasts and such to inform and keep them informed on the County project on the Curve.

**b.** Neighborhood Watch Signs - this is a line item for the budget next year. Signs to be posted on Greywolf, Maynard, Lotzgesell, and Buckhorn. County regulations require our own wooden posts.

**c.** Cascadia Water - The rate increase from Cascadia has gone forward and notices were sent to homeowners.

## **8. New Business-**

**a.** The resignation of Joel Cziok presented to the Board.

***Motion 6*** - *It was moved (Ms. Blackwood) and amended to accept Joel Cziok's resignation from the Board and seconded (Carmen) and after discussion unanimously approved.*

## **9. Closed Executive Session 12:16 pm**

## **10. Return to Open Session 12:58 pm**

***Motion 9:*** *It was moved (Carmen) and seconded (Ms. Gibbings) to draft and send final communication on the current violation decision letter. It was unanimously approved by the Board. Joel will send via US Postal Service.*

**11. Set next meeting date** - there was discussion on new rules for meetings, and the Board decided on having a Standing Board Meeting on the second Friday of each month unless cancelled or rescheduled. This will be in the information packet for the annual meeting. Other discussion was how we will communicate with the membership with standing agenda, and special topics, and also limiting financial disclosure information that could be discoverable and read by non-community members.

***Motion 10:*** *It was moved (Carmen) and seconded (Ms Blackwood) to set a standing board meeting for every second Friday of each month starting January 2026 from 10:00 am until 12:00 pm at 131 Maynard Road. Fourteen calendar days prior to the meeting, the website will be updated with any changes to the meeting. It was unanimously approved by the Board.*

- **January 16 BRF BOD Meeting - 10:00-12:00 pm Baritelle's Residence**
- **February 20 Pre-plan for Annual Meeting - 10:00am Baritelle's Residence**
- **February 22 BRF Annual Meeting - 2:00 pm Sequim Prairie Grange**

**12. Adjournment at 1:13 pm**