

Blue Ribbon Farms Property Owners Association

Board of Directors

February 20 2026 | 10:00 a.m. – 12:00 noon

The Baritelle Home, 131 Maynard Road

MINUTES

1. Call to Order

The meeting was called to order at 10:04 a.m. by Chairman Andre Baritelle. Board Members Present: Jennifer Gibbings, Joel Cziok, Carmen Lynaugh, John Cuny, Jennifer Blackwood, Leslie Bagwell

Community Members Present: Jim Anderson

A quorum was present.

2. Public Comment

There were no public comments.

3. Approval of Minutes

Motion 1: Moved (Carmen), seconded (Andre), to approve the minutes of the January 18, 2026 Board meeting.

Result: Unanimously approved.

4. Old Business

a. Prepare for annual meeting

The Board reviewed the needs for the Annual Meeting site preparation at the Sequim Prairie Grange. The duties of the Board were discussed, and the presentation slide show was reviewed and edited with appropriate changes to finalize the information. The handling of proxies and sign in was discussed, and the new process of handling the Budget Meeting that follows the Annual Meeting. The presentations of the Committees, Ad-Hoc Committees and Subcommittees were discussed. The new laws requiring the Board to have electronic authorizations from members to be able to communicate by email was discussed. Members must opt out of sharing their email address, due to law requiring the Board to share them as of Jan. 1, 2028.

b. Bookkeeping Service Agreement

Carmen presented the process and selection of a bookkeeper that was investigated to work with the Association.

Motion 2: Moved (Carmen) and seconded (Joel) to approve the Bookkeeping Service Agreement with Sequim Accounting Services as presented and with an effective date of March 1, 2026. Authorize the Treasurer to have the current Bookkeeper transfer information via QuickBooks to new Bookkeepers and have Andre sign under client signature.

Result: Unanimously approved.

5. New Business

a. Assessments Collection Procedure/Policy

The Board discussed the upcoming dues and assessments for the Community, and the procedures required by law, and on the advice of the attorney.

Motion 3: It was moved (Carmen) and seconded (Jennifer Blackwood) to adopt the Assessments Collection Procedure/Policy as prepared by the POA's Attorney and to make it effective February 20, 2026, provide a copy to each member and post the document on our website.

Result: Unanimously approved.

Motion 4: It was moved (Carmen) and seconded (Joel) to adopt the due date for assessments as follows: assessment payment is due 30 days from the date of the invoice with a grace period of 45 days from the due date, for a total of 75 days-allowed to receive payment of assessments and any associated fees. After this time if assessment is not paid in full a \$50 per month per lot late fee will be assessed until paid in full, in accordance with the Assessments Collection Procedure/Policy. Also, to place the following statement on the invoice: "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."

Result: Unanimously approved.

Motion 5: It was moved (Andre) and seconded (Carmen) to move to Closed Executive Session

Result: Unanimously approved.

6. Closed Executive Session at 12:30 pm

7. Return to Open Session at 1:07 pm

Motion 6: It was moved (Leslie) and seconded (Jennifer Blackwood) to send a violation response letter to a possible violation.

Result: Unanimously approved.

A transition meeting is scheduled for February 27 at 10:00 a.m.

8. Adjournment at 1:09 pm

Minutes prepared in accordance with RCW 64.38 and RCW 24.03A best practices.