

Ribbon Farms Property Owners Association Annual Membership Meeting

DATE: February 22, 2026

TIME: 2:22 PM

LOCATION: Sequim Prairie Grange, Sequim, WA

I. CALL TO ORDER & QUORUM VERIFICATION

The Annual Meeting was called to order at 2:22 PM by Chairman Baritelle. In addition to Mr. Baritelle, also present were Board members Secretary Mr. Cziok, Treasurer Ms. Lynaugh, Ms. Blackwood, Ms. Bagwell and Mr. Cuny. Excused was Vice-Chair Ms. Gibbings.

- **Attendance:** 45 members were present in person, with a total of 54 lots represented. There were 9 proxies represented at the meeting. The quorum requires 43 lots, a quorum is present.
- **Introductions:** The current Board of Directors was introduced to the membership.
- **Opening Remarks:** The Chair encouraged respectful participation and brief comments to ensure an efficient meeting.
- **Agenda:** The agenda was presented via Power Point; slides will be posted to the community website.

II. PROOF OF NOTICE

Chairman Baritelle presented the formal **Proof of Notice**, confirming that the meeting notification was distributed to all members in accordance with the Association's governing documents and Washington State Law (**RCW 64.38.035**).

III. ADMINISTRATIVE CHANGES

- **Notification Policy:** A revised standing agenda will now be available on the website.
- **Meeting Schedule:** Monthly meetings are scheduled for the second Tuesday of each month, effective April 2026.
- **Order of Business:** The Chair noted that the Annual Budget Ratification meeting would follow immediately after the adjournment of this session.

IV. READING AND DISPOSITION OF MINUTES

Secretary Cziok presented the minutes from the 2025 Annual Meeting. It was noted that these minutes were previously reviewed and approved by the Board following the prior year's meeting.

V. 2025 ACCOMPLISHMENTS & REPORTS

Secretary's Report: * Safety: Conducted a successful airstrip training program.

- **Compliance:** The Governing Documents Committee (GDC) is actively updating documents to meet new Washington HOA/POA regulations.
- **Operations:** Established a Legal Executive Committee; maintained common areas (mowing) for fire safety; published three newsletters; and held the Annual Picnic.
- **Policy:** Adopted formal rules on assessments and collection procedures.

VI. CHAIRMAN'S REPORT:

- **Legislative Updates:** Implementation of **Senate Bill 5796** is the primary focus. While full implementation is set for January 2028, incremental compliance is ongoing.
- **Infrastructure:** No new updates on the County "Curve Project."
- **Operations:** Engaged a Sequim accounting firm for bookkeeping.
- **Lot 39:** Clarified access, easements, and usage restrictions for aircraft, drones, and pedestrians.

- **Safety Warning:** Members were reminded that feeding wildlife (deer/waterfowl) is illegal and creates hazards for aircraft and vehicles.
- **2026 Workplan:**
 - 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 BRFPWA 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

VII. COMMITTEE REPORTS

- **Airport:** Presented by Chair and reported on safety, use of lot 39 common area, wildlife issues, drone and pedestrian traffic.
- **Legal Executive:** Jennifer Blackwood reported on the selection of legal counsel and the hourly fee structure. Counsel assisted with preparing of the Board approved Rules & Regulations for Fines and the Assessments Collection Procedure/Policy to be compliant with new laws and other legal matters.
- **Governing Documents Committee (GDC):** Chairman Baritelle noted that updating CC&Rs and Bylaws (last revised in the 1990s) to comply with the **Washington Uniform Common Interest Ownership Act (WUCIOA)** will require a **67% membership vote.**
 - Subcommittees: Air Park (Janice Hernandez), Members Request (Lisa Baxter), and Legal (Corby Summerville) are addressing survey comments.
- **Curve Committee:** The Board is seeking volunteers for the committee, to monitor the County project at Lotzgesell and Kitchen-Dick.

VIII. ELECTION OF DIRECTORS

The Chair introduced candidates Jim Andersen and Bob Grey. Andersen and Grey gave statements of their interest in being elected. No further nominations were made from the floor.

- **Action:** Jim Andersen and Bob Grey were elected to the Board by acclamation to fill the two vacant seats.

IX. OLD & NEW BUSINESS

- **Fines & Enforcement:** Treasurer Lynaugh presented the newly adopted Rules & Regulations for Fines. The POA’s attorney drafted this new procedure and recommended the fine structure. A copy of the document was included in the annual mailer and is posted on the POA’s website. The new procedure was briefly described. Discussion followed regarding enforcement of the POA’s requirement that all lots be mowed by the last week in July.
- **Assessment Collections:** Treasurer Lynaugh presented the newly adopted Assessments Collection Procedure/Policy, being required due to new state laws. The new procedure was

briefly described. A copy of this document is on the POA's website and will be mailed with the annual assessment invoices.

- **Electronic Communication:** Treasurer Lynaugh explained due to new laws that the Board is required to get each member's consent to use their email address. A form will be mailed to all members that do not sign the form at the meeting. Under 2028 laws changes, members must specifically check a box on the form to opt-out of sharing email addresses within the association.

X. MEMBER FORUM

- Clarified that Board meetings are required monthly under 2026 WA State law.
- Addressed road drainage concerns on Maynard and Lands End; noted these are private roads with shared owner responsibility.
- Confirmed Board terms are 2-years; the website will be updated to show term expiration dates.

XI. ADJOURNMENT

A motion to adjourn was made and passed unanimously at 4:04 PM.

MINUTES OF THE ANNUAL BUDGET RATIFICATION MEETING

(Conducted per RCW 64.90.525)

CALL TO ORDER: 4:06 PM

QUORUM: 44 members were present in person, with a total of 53 lots represented. There were 9 proxies represented at the meeting. The quorum requires 43 lots, a quorum is present.

1. **PROOF OF NOTICE:** Verified as part of the annual mailer in compliance with state law.
2. **STATUTORY PROCESS:** Treasurer Lynaugh explained **RCW 64.90.525**. The budget is ratified unless a majority of the total votes in the association reject the budget. This would require 87 votes.
3. **REVIEW FY25-26 ACTUALS:** Actual spent amounts were discussed with the caveat that the amounts were estimated in January 2026, and the actual final amounts will be determined on February 28, 2026, when the Fiscal Year ends.
4. **BUDGET REVIEW:** The FY26-27 budget was presented, noting higher legal fees for document updates and other services required. The final budget will be posted on the POA's website at the close of FY25-26.
5. **ANNUAL ASSESSMENT:** Annual assessments are set at (\$250/lot) based on the budget needs for FY26-27. Assessment payments are due April 15th, with a final deadline of May 31.
6. **RATIFICATION:** With only 53 votes present, the threshold of 87 votes to reject was not met.
7. **RESULT:** The FY26-27 Budget is **RATIFIED**.

ADJOURNMENT: 4:20 PM

Prepared by: Mr. Cziok

Approved by Board 4-14-26