

**BUSH PRAIRIE HOMEOWNER'S ASSOCIATION
BOARD MEETING**

September 22, 2016

1. Chris called the meeting to order at 6:00 PM at his home. In attendance were:

Chris Meyers	President	515-0168
Roger Fish	Vice-President	753-7100
Bill Moneer	Board Member	870-9745
Dave Fillippone	Webmaster	480-0955
	Landscape Maintenance	
Michelle Fields	Treasurer	253-720-8699
Elena Guinn(for Secretary)		
Tammy and Nick Greenwell		

Absent:

Patti Brumbaugh	Board Member/ACC Chair	688-7222
Terry Kirkpatrick	Secretary	943-3292
Richard Daniels	Architectural Committee	253-209-6823
David Rothschild	Architectural Committee	709-0677
		878-1667 (cell)

2. Minutes for the July 14, 2016 Board meeting were approved.

3. Committee Reports:

- a. Treasurer Report. Michelle Fields. Treasurer's Reports for June, July and August were presented. Total Operating Assets in checking/savings as of August 31 are \$86,264. There are additional assets of \$19,049 in the Capital Reserve Fund and \$17,706 in the Stormwater maintenance account (current year's stormwater and Capital Reserve assessments are kept in the Operating Account; unspent funds are transferred to their respective accounts at year-end). About \$5,594 is in Accounts Receivable. The Treasurer's report was accepted.

- 1) Michelle said when she subtracted the bad debt (write off) from accounts owing the accounts were not in 100% balance anymore in Quicken Books. Bill Moneer recommended Michelle make a memo for record as to what happened and what she did.
- 2) Uncategorized income was discussed. The money received from the insurance company to cover expenses to repair one of the mailboxes should be credited towards the expenses as a reimbursement, it really isn't income like dues are. It is important these types of funds received be reflected correctly for the association's nonprofit status. Michelle will assign these and any other uncategorized income to the correct category by next month.
- 3) Michelle brought up Article IV, Section 9 of BPHA Covenants regarding foreclosure and liens, that liens are extinguished pursuant to a foreclosure.
- 4) Stormwater dues for Division 7 – Article 7, Section 2 (i) states after the Stormwater Fund reaches \$4000 the Board of Directors may by 2/3 vote adjust the fee to maintain a sinking fund. Michelle would like to propose we collect a one time fee of \$200 at the purchase of the home rather than collecting the fee twice a year. It would make record keeping easier. BPHA Policy #1 states a \$10,000 maximum in fund. This topic was tabled until the next meeting.

5) Article IV, Sect.7 – The Board of Directors shall establish due dates for annual assessments. Michelle recommended a one time annual billing and collection rather than a biannual collection. The Board discussed putting this proposal in the letter and agenda that is sent to homeowners about the November annual meeting.

b. Architectural Control Committee. Patti Brumbaugh, Chair. No report.

c. Landscape & Maintenance. Dave Fillippone, Chair.

Tennis Court. Cleaned since last meeting, used water from Mike Fuller. Court was painted in 2013, lines need refreshing and net may need readjusting. Roger said he will allow \$3000 from the Capital Reserve Fund in 2017 budget for this work.

Down Cottonwood / Fence damage. A cottonwood in the bowl fell and damaged an adjacent owner's fence. Chris and Dave talked to the Greenwells when the tree fell on their fence and indicated the association would help with repairs of damages. After this they found out the Board's insurance didn't cover this act of God and discussed paying half of expenses or the deductible of the homeowner's insurance. The Greenwells claim they spent several hours clearing the tree off the fence and kept fence repair expenses low. They presented a bill for \$962 to board and have received check for \$500. The Greenwells are here to request additional funds of \$150 for stain for fence and for their labor to cut up tree and repair fence. After discussion the board approved to give them a total amount of \$563.23, to help pay for supplies but not for labor.

Remaining Cottonwoods in the Bowl. Dave has received a quote and made arrangements for an urban forester to come in October and assess the trees and what needs to be done to assure they are OK and safe. The quote states all Bush Prairie property so he will clarify if this is only the Bowl or if the Meadow and Forest Walk are also included. It is anticipated some trees will need to be cut down and this will need to be prioritized since it may be very expensive to cut them down. When the work is done we need to insure all debris is removed from site or chipped to be used on common properties. We may need to check if permits are needed from the city for cutting down trees.

Dave has obtained "As Builts" from City of Tumwater and will review these to determine if there might be an access for water in the Bowl.

d. Recreation Committee. Chair position vacant. Michelle reported \$643 was spent for the picnic. The Kirkpatrick's took attendance and there were 60-70 (half were children) people present.

e. Webmaster. Dave Fillippone. Minutes are current. Newsletters will be updated. He needs Terry's email list to be added.

f. Emergency Preparedness. Chair position vacant. No report.

g. Mailboxes. Roger Fish, Chair. No issues.

4. Old Business:

a. Board Member needed. One board position is still vacant.

b. Picnic Tables. Karina & Rich Daniels have submitted a bill for repairs for one table.

5. New Business

- a. Annual Meeting will be Sunday, November 20, 7pm at Tumwater Fire Hall in Training Room. Chris will call Heidi to see if we can have a speaker from City of Tumwater or have Terry check into a speaker.
- b. Annual Budget for 2017 Draft. Roger passed out draft for board to review and comment by next board meeting. He suggested any excess funds be put towards tree maintenance in the common areas.
- c. Public Works Concept Study. City of Tumwater is working on plans for the Public Works property in and around the Trails End Arena. Dave recommended strongly that we have a representative present at their meetings so we can have input to the plans. There was some discussion to see if Frank Hensley would be willing to attend these meetings.
- d. Welcome Basket Program. Tammy Greenwell was involved and did baskets in past. Jeanne Kirkpatrick also involved. It has been almost a year since any baskets done. Michelle provided a list of new homeowners to Terry Kirkpatrick. Roger suggested we don't go back too far but go forward from here with giving baskets to new homeowners.

6. Next Board Meeting. The next Board meeting will be held on Thursday, October 13, 2016 at 6:00 pm at Bill Moneer's home, 1441 Bridle Dr.

7. The meeting was adjourned at 7:57 pm.