

BUSH PRAIRIE HOMEOWNERS' ASSOCIATION
7547 Henderson Blvd., Suite 7, Olympia, WA 98501
ANNUAL MEETING
November 16, 2014

1. The meeting was called to order by Roger Fish, President, at 7:06 PM in the training room of the East Olympia Fire District Headquarters Station #61. 24 people attended as shown on the attached list. There were also 14 proxies received from owners unable to attend. Officers / Committee Chairs present were:

Roger Fish (President & Mailbox Chair)	753-7100
Stephen Manning (Vice-President)	350-9816
David Rothschild (Board Member & ACC Chair)	709-0677
Chris Meyers (Board Member)	515-0168
Bill Moneer (Treasurer)	943-4776
Terry Kirkpatrick (Secretary)	943.3293
Steve Regester (Maintenance Chair)	515-0695
Alida Abbott (EPP Chair)	705-0461
Dave Fillippone (Webmaster)	480-0955
Jeanne Kirkpatrick (Welcoming Co-Chair)	943-3293

Absent:

Richard Daniels (Board Member & ACC)	253-209-6823
Elena Guinn (Recreation Chair)	956-3860
Patti Brumbaugh (ACC)	688-7222
Tammy Greenwell (Welcoming Co-Chair)	570-2205

2. After introductions and a review of the agenda, the minutes of the Annual Meeting of November 10, 2013 were approved.

3. Treasurers Report. Bill Moneer, Treasurer

A comprehensive report that included a balance sheet and actual income and expenses for 2014 (through October), along with a statement of Reserve Funds was handed out. The balance in our operating account as of October 31, 2013 is \$42,114.99 (\$5,149 is invested in a CD @ 1.26% and \$11,162 is invested in a CD @ 0.7%). An additional \$3,128.70 is in our "Capital Reserve Fund." There is \$17,145.21 in the Division 7 Storm Water Maintenance Fund in a savings account (\$5,187 is invested in a CD @ 1.45%)

The treasurer maintains financial records such as lot number and homeowner information on a computer database. Monthly and annual reports are prepared. He/she checks the PO box, corresponds with title companies and places liens on property when dues are not paid. He/she writes checks to pay bills and sends out statements for homeowners' dues on a semi-annual basis. Homeowners' dues primarily go toward paying for electricity for streetlights, water for common areas, maintenance of common areas, stipends for the Treasurer and the Maintenance Chair, and insurance. Prior to 2009, all capital improvements (such as landscaping and a sprinkler system at the 79th

Avenue entrance) were funded within normal dues. In 2009, after approval of over 70% of the owners, purchase of cluster mailboxes was partially funded by a Special Assessment.

General Expenditures for the year through October 31 are \$24,418.28. There is one lien on a homeowner's property (owes dues in excess of \$600). We are in the process of placing a lien on a second property that owes in excess of \$200. Excluding amounts under \$5.00, thirteen homeowners are overdue on dues (5.6%). Total amount due is \$2,113.91. There was a discussion regarding homeowners who owe the Association and that they are paying 2%/month on the outstanding balance. This interest is likely the Association's best interest revenue source. However, the Board needs homeowners to pay their dues since we count on it for paying our expenses. The 24% interest, compounded monthly, should deter late payment.

There was a discussion on estimated year-end reserve funds (report attached).
The Treasurers report was moved, seconded and approved.

4. Committee Reports:

a. Architectural Control Committee (ACC). David Rothschild, Chair.

The committee coordinates with existing homeowners on additions, outbuildings, sheds, screening and boundary fences, repainting, and maintaining neighborhood standards. Approvals during the past year have been routine (2 painting, 2 installations of lawn sheds, 3 fences, 1 big toy installation, 1 driveway expansion, and the addition of 1 paved parking pad). Owners were reminded that ACC approval is not needed when repainting homes using the existing color scheme.

b. Landscape, Maintenance, and Grounds Committee. Steve Regester, Chair.

The committee is responsible for the development of an Annual Maintenance Plan, with budget, for approval by the Board, execution of the plan, preparation and award of contracts for maintenance and improvement of the common areas, and related activities. Steve's written report summarized activities during 2014, including new shrubs and trees at the 79th Street entrance. New timers were installed and the irrigation system repaired at the 79th and Trails End entrances, as well as on Saddle and Filly Courts.

Projects that the landscape committee hopes to accomplish in 2015 include continued improvement of the appearance of our entrances. The amenities in the Bowl, such as our play area, will need extra attention as over 20 years have taken their toll on them. A plan for a multifunctional play and picnic area will be developed. We should consider running a water line to the Bowl.

An owner commented on 2013 resurfacing and upgrade of the tennis court (a Capital Reserve funded project). The court is great to play on and youth are using the basketball hoop as well. It was recommended that we install a chain net on the basketball hoop.

c. Recreation Committee. Elena Guinn, Chair.

The committee organizes and keeps track of happenings in the common areas and sees that recreation equipment is maintained. Major duties include planning the annual homeowners' association picnic, which is usually held in August or September in the Bowl, and the Easter Egg Hunt that is held in the Pasture/Meadow. Refreshments are also provided for the Annual Meeting in November. The Committee also sponsors awards for "Best Holiday Decorations" and the "Most Beautiful Yard."

Elena's written report (attached) included that about 75-80 people participated in the egg hunt on April 19. Pizza, beverages, and desert were served to all and there were games with prizes for the children. Wendy Burbidge organized the Neighborhood-wide Garage Sale on June 6 & 7. Participation was down. Any future garage sale needs more and more timely advertising. The annual picnic was held on September 6. Homeowner, Clair Price cooked BBQ chicken. Attendance was very low, about 35 people and only about 10 children. We should consider skipping the expense of a Bounce House in future years. The 2013 Best Holiday Decorations Award went to Palmer & Sharlene Higa's home at 1841 Arab Drive. The 2014 Most Beautiful Yard Award went to Robert and Jill Patters at 2009 Arab Drive. Honorable mentions were awarded to the McCudens at 1911 Arab Drive, the Flints at 2005 Arab Drive and the Swansons at 2018 Arab Drive.

Karina Murphy-Daniels announced that she would be taking over as Chair of the Recreation Committee. She plans to use surveys to see what homeowners are interested in and may do some door-knocking to follow up.

One owner suggested someone wear an Easter Bunny costume at the Egg Hunt. Another suggested a BPHA sponsored golf tournament.

d. Webmaster, Dave Fillippone.

The Bush Prairie web site at www.bushprairie.com is a major source of information for Homeowners. Newsletters and minutes are posted; there is a Q&A web page and a calendar. Bush Prairie also maintains a Facebook page; a way for out-of-state homeowners to keep in touch with the neighborhood. Homeowners are welcome to link business ads. They can email the webmaster to add items. Improvements to the web site and our Facebook site are being developed.

Dave took over the Webmaster position mid-year and has been working with Bill Moneer to transfer all the data. He would welcome help from others to remodel and improve our sites. A poll of those attending indicated that most use the web site. Only two use the Facebook page.

e. Welcoming Committee, Tammy Greenwell & Jeanne Kirkpatrick, Co-Chairs.

Welcoming baskets are given out to new homeowners. Jeanne prepares a packet of information, including copies of Covenants and By-Laws. Tammy Greenwell puts the baskets together and delivers them. The objective is to reach all new homeowners within a month of their purchase. Our primary means of identifying new homeowners is through notification by the mortgage company (to the Treasurer) during the closing process. Several welcome baskets were distributed in 2014.

f. Compliance Committee. No Chair; inactive.

The stated purpose of the Compliance Committee is to identify violations of the By-Laws and Covenants, Conditions and Restrictions (CC&Rs) of the association and to formally notify the violating member. Past President Palmer Higa drafted "Duties and Responsibilities" for the Committee several years ago. Lyle Thomasson also developed some procedures. Lack of volunteers to tackle the volatile subject of enforcement has resulted in no meaningful progress during the year. Significant violations result in a contact by a Board Member or neighbor (in person or by letter) notifying the homeowner that they are in violation. In most cases encouraging owners to "do the right thing" is sufficient to achieve correction. What action should be taken when violations continue, remains to be developed, presented to the Association for comment, and codified.

Roger noted that, by default, the Board President managed compliance. General consensus was that the current process is addressing violations in a satisfactory manner. Communication is better than “police action.” No one volunteered to take on the position.

g. Mailbox Committee. Roger Fish, Chair.

The Clustered Box Unit (CBU’s) locations were active on Saturday, May 29, 2010. This was a result of a desire by homeowners to improve mail security. The first, and only, Association assessment was approved to partially fund the project.

Very few issues have come up in the operation or maintenance of the mailbox slots or parcel boxes. We have, however, had three CBUs destroyed at a cost of about \$1,360 each to replace and the inconvenience of several weeks of the owners having to go to the Post Office to pick up mail. Mailbox FAQ’s are posted on the web site and included in welcome baskets.

Roger reported that relocation of the CBU “S” on Trails End Drive, that has been destroyed twice, is in progress. Approval of an easement has been obtained from the adjacent homeowner to move the CBU location across the sidewalk and the Postal Service has approved the relocation. A survey is needed prior to moving the CBU.

h. Emergency Preparedness Committee. Alida Abbott, Chair

A Bush Prairie Emergency Preparedness Plan was developed by the Board under the leadership of Alida Abbott in 2010. Our objective is for the Bush Prairie neighborhood to be prepared for disaster when emergency responders are unable to come to our assistance.

The Board decided to adopt and implement the Washington State *Map Your Neighborhood (MYN)* program, which is designed to train neighbors how to be first responders and assist one another during a disaster such as a major storm or earthquake.

Alida provided a written report (attached). 12 of the 18 cluster units have been organized (two in 2014). We need meetings and hosts for clusters: A/B, C, D, K, Q, & S.

In 2015 the EPP would like to compile a list of cluster coordinators and the relevant information from each cluster into a master list of neighborhood gathering sites, care centers, skills and equipment lists that can be placed in the newly created Bush Prairie position binders for all board members, appointees, and committee chairs. Some of this information can also be made available on the BPHA web site.

5. Election of new Directors (Two vacancies).

Roger reported that he and David Rothschild are completing their two-year terms on the board. Roger is willing to stand for another term; David, who has served several terms in the past, is asking for a break. Owners in attendance were invited to self-nominate, if they were willing to serve. After confirming that there is no prohibition on two members of the same household serving on the Board, Karina Murphy-Daniels volunteered. There being no other nominations, nominations were closed and the two nominees elected by acclamation.

Board of Directors officers are elected at the December Board meeting. The new President appoints the Secretary and Treasurer for the next year.

6. Selection of Members of the Architectural Control Committee (ACC).

David Rothschild is stepping down as Chair, but will remain on the ACC, as will Patti Brumbaugh. Board Member Richard Daniels will chair the committee.

7. New Business.

a. Roger reviewed the 2014 BPHA Goals approved by the Board at the beginning of the year.

#1 – Improve neighborhood emergency preparedness by expanding “MAP your neighborhood.” See EPP Committee report above. We continue to make progress. This should be continued and already established Cluster groups should be strengthened by continued meetings and inclusion of neighbors who have not yet participated.

#2 – Improve Communications in BPHA. A major step has been Dave Fillippone volunteering to be the new Webmaster for Bush Prairie. The Board needs to support him and provide guidance to update our web site and Facebook page.

#3 – Encourage enhancement of fences along streets in BPHA. Fence criteria has been modified to shift from scalloped to straight across fences (which are easier to install). Some progress has already been made, and owners with fences adjacent to streets have been encouraged to replace deteriorating fences. Discussion was held regarding the new fence installed near the 79th Street entrance that greatly improved the drive-in appeal of our neighborhood. A homeowner living outside of Bush Prairie owns this property. The Board sent a letter of support to the homeowner acknowledging their effort.

b. Capital Reserve Study. Roger reviewed the purpose of the Capital Reserve Study. Dues have been increased \$1/month each of the last two years, with the increase dedicated to the Capital Reserve Fund. The Study indicated that three years of increases would provide sufficient income to manage the major repair and replacement of Bush Prairie capital assets valued at \$115,000, as well as some capital improvements. The Fund was initially established at the end of 2011 by a one-time transfer of \$4,319.45 of funds budgeted for 2011 and not expended during that year. The Board made similar transfers at the end of 2012 and 2013 and will do so at the end of 2014. A dues increase of \$0.50/month in 2015 should provide sufficient funds in the Capital Reserve Fund through 2023, at which time an increase of \$0.75/month is projected. The study needs to be updated annually by the Board to determine if and when additional funds are required. The objective is to accomplish a portion of the BPHA Mission Statement: “to enhance the value and desirability of all real property within the Association.”

c. Dues Increase for 2014.

See above. Owners present at the Annual Meeting supported the \$0.50/month dues increase for 2015. No vote was required since the increase is within the limit authorized to the Board.

d. Treasurer Search. Bill Moneer has asked the Board to find a replacement for the Treasurer position. A search letter was sent out with the Annual Meeting notice and the position has been advertised in the BPHA newsletter. Several professionals have contacted Roger offering to do the job for several thousands of dollars (well beyond our

budget capability). Three residents of Bush Prairie have indicated an interest. Roger will interview them and discuss progress at the December Board meeting.

e. Future Plan for the Bowl. Alida and Steve led a discussion on what should be done to make the Bowl a better asset. Items discussed included: running water to the Bowl to facilitate keeping the tennis court clean and for general use, moving the play area toward the center of the Bowl, eliminating the moles, leveling the ball field, and adding metal, fixed, picnic tables. There was a discussion on working with the City of Tumwater on a Park opportunity. Concern on liability was raised. See Annexation discussion below.

f. Website Discussion. Dave Fillippone led a discussion on ways to improve the web site and Facebook page. He is planning to shift to “Word Press” that will allow easy access from tablets and smart phones, as well as computers and, also, allow Board members and committee chairs to easily add information to the site to improve website timeliness.

g. Compliance Discussion. Roger led a discussion. No significant compliance issues were raised. There was a suggestion that we identify elderly residents in Bush Prairie that might need help on yard maintenance or other issues impacting them continuing to live in their homes. This might fit better under our EPP umbrella.

h. Management Company. Roger pointed out that an alternative to using volunteers and compensating our Treasurer and Maintenance Chair is to turn management of Bush Prairie over to a professional Management Firm. Several are available in the area. The cost would require a significant dues increase.

i. Bush Prairie annexation into the City of Tumwater. Terry led a discussion on the annexation. There have been two Workshops sponsored by the City and information has been sent to each homeowner. Data provided indicate a small increase in the overall amount of taxes and fees. Advantages discussed included: City services (Water, Sewer, Fire, Police), and the opportunity to vote for future City government members. There is also the possibility of City parks (maybe on the Trails End property – see below). Although we do not have a vote on whether or not the annexation takes place, there is a need to work closely with the City to insure that the needs, concerns and desires of Bush Prairie are addressed in the process. Marlyce Hansen and Frank Hensley volunteered to lead that effort.

j. City of Tumwater Purchase of Trails End Facility. In July the City of Tumwater purchased the Trails End property for \$800,000. Long-range plans are to relocate the City’s Division of Operations and Maintenance there (from behind City Hall). The arena is not considered structurally sound and will eventually be replaced with other facilities. From a budget standpoint, they don’t expect to be able to develop the property in the near future, but took advantage of a “fire sale” (the property last sold for \$1,918,234 in 2010). They have already done some work cleaning up the site.

k. Yard of the Year Announcement. See Recreation Committee report above.

l. Open Floor. Roger invited those present to raise any concerns. Consensus was that current management of Bush Prairie was excellent. We need to encourage more owners to volunteer and get involved.

m. 2015 Annual Budget.

Roger and Bill passed out the Board approved budget proposal for 2015. The budget anticipates income of \$36,708 (including \$5,568 dedicated to the Capital Reserve) and expenditures of \$38,304 (including the \$6,960 that will be transferred to the Capital Reserve at the end of the year or spent for Capital replacement projects). Additional funds have been allocated for Bowl cleanup. After discussion, without objection, the Association approved the 2015 budget.

8. Next Meeting. The next Board meeting and election of officers will be held at 6:00 p.m. on Thursday, December 11 at Roger Fish's home, 7702 Filly Court. The next Annual Meeting of the Bush Prairie Homeowners Association will be held in November 2015.

9. The meeting was adjourned at 9:05 p.m.