

BUSH PRAIRIE HOMEOWNERS' ASSOCIATION
7547 Henderson Blvd., Suite 7, Olympia, WA 98501
ANNUAL MEETING
November 8, 2015

1. The meeting was called to order by Stephen Manning, President, at 7:04 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 15 proxies received from owners unable to attend. Officers / Committee Chairs present were:

Stephen Manning (President)	350-9816
Roger Fish (Vice-President & Mailbox Chair)	753-7100
Chris Meyers (Board Member)	515-0168
Richard Daniels (Board Member & ACC Chair)	253-209-6823
Karina Murphy-Daniels (Board Member & EPP Chair)	253-820-8746
Michelle Fields (Treasurer)	253-720-8699
Terry Kirkpatrick (Secretary)	943.3293
Steve Register (Maintenance Chair)	515-0695
Dave Fillippone (Webmaster)	480-0955
Frank Hensley (Anexation Liaison)	943-0456

Absent:

David Rothschild (ACC)	709-0677
Patti Brumbaugh (ACC)	688-7222
Tammy Greenwell (Welcoming Co-Chair)	570-2205
Jeanne Kirkpatrick (Welcoming Co-Chair)	943-3293

2. East Olympia Fire Chief, Warren Peterson, made an excellent presentation on Home Safety with a focus on the difference in fire ignition between modern day and "legacy" (1970s) furniture. The film clip shown is available on YouTube as *UL legacy burn*. He encouraged owners to sleep with their doors closed (keep smoke out) and praised residential fire sprinklers.

3. Frank Hensley introduced City of Tumwater Mayor, Pete Kmet. Mayor Kmet introduced the Tumwater Police Chief, John Stines, and the Assistant City Administrator, Heidi Behrends Cerniway who attended the meeting with him. He addressed the events surrounding Bush Prairie becoming part of the City of Tumwater on January 1, 2016 and answered questions.

4. After introductions and a review of the agenda, the minutes of the Annual Meeting of November 16, 2014 were approved as modified.

5. Treasurers Report. Michelle Fields, Treasurer
A comprehensive report that included a balance sheet and actual income and expenses for 2015 (in October) was handed out. The balance in our operating account as of

October 31, 2015 is \$44,572.56 (\$11,293 is invested in one CD and \$5,709 is invested in another, both @ 1.7%). An additional \$12,076 is in our "Capital Reserve Fund." There is \$17,857 in the Division 7 Storm Water Maintenance Fund in a savings account (\$12,593 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 \$22,436.37. There are liens on two homeowner's properties. Excluding amounts under \$5.00, thirty homeowners are overdue on dues (13%). Total amount due is \$3,913.86. Homeowners who owe the Association 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.

6. Committee Reports:

a. Architectural Control Committee (ACC). Richard Daniels, Chair. Written report provided.

The committee coordinates with existing homeowners on additions, outbuildings, sheds, screening and boundary fences, repainting, and maintaining neighborhood standards. This year the ACC received 12 requests for review. Of these nine, for minor additions or maintenance projects, were "minor" including the following: sheds under 120 square feet, roof repair/replacement, exterior siding replacement, fencing repair/replacement or addition. Three major projects were submitted for review and approved. Major projects included any addition to the main structure on the property or projects of such size that they could negatively impact neighbors during construction due to the scale or duration of the project. In all three cases the owner was required to provide architectural plans and to contact their neighbors, inform them of the project, and obtain written letter/email indicating their neighbors did not object to the size or scale of the project. All 12 projects were approved. One item of note is that during the year the ACC identified several unreviewed projects that had the potential to negatively impact the community (e.g., 1325 ARAB DR SE, leaving construction debris and appliances for long periods in view from the street). These issues resolved themselves, but in the opinion of the ACC the Board should take a more proactive approach when violations such as these are observed.

b. Landscape, Maintenance, and Grounds Committee. Steve Regester, Chair. Written report provided.

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 2015, including repair and replacement of fences and gates surrounding the storm water ponds. The Bowl was cleaned up and irrigation systems were 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 2016 include re-bidding the community-landscaping contract. Continued improvement of the appearance of our entrances will be the focus. We will investigate trimming trees that block streetlights to enhance safety.

c. Recreation Committee. Karina Murphy-Daniels began the year as Chair, but has stepped down and will chair Emergency Preparedness for 2016. The position is open.

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." Karina reported that 50 children and an equal number of adults participated in the egg hunt on April 4. Pizza, beverages, and desert were served to all and there were games with prizes for the children. The Neighborhood-wide Garage Sale was held June 5 & 6. Five owners opened on Friday; 22 participated on Saturday. A flyer for the annual picnic went to all owners with the June assessment mailing along with an appeal for volunteers to put it together. Unfortunately, no one stepped forward and the Annual Picnic was cancelled. The 2014 Best Holiday Decorations Award went to McCudden Family home at 1911 Arab Drive. The 2015 Most Beautiful Yard Award went to Robert and Joyce Hauk at 2013 Mare Court. Honorable mentions were awarded to the Andrews at 1910 Arab Drive, and the McCuddens at 1911 Arab Drive.

d. Webmaster, Dave Fillippone.

Dave gave a presentation on the new web site being developed. The redesign, on a WordPress platform, will make it more accessible and allow multiple people to maintain the information on it. The web site will be compatible with computers, tablets, and smart phones.

It was suggested that we have a "Community Forum." "Nextdoor" has been proposed by some Owners. Positive support was shown by owners present at the Annual Meeting. The Board will consider options to move forward at the December 2015 Board meeting.

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 2015.

f. Compliance Committee. No Chair; Entire Board serves.

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 extra work for the Board, primarily the President. 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. See "New Business."

g. Mailbox Committee. Roger Fish, Chair. Written report provided.

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. Mailbox FAQ's are posted on the web site and included in welcome baskets.

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. On the weekend of July 4, 2015 the 8-box CBU "M" on Arab Drive was hit by an unknown vehicle. Two of the four bolts on the base plate holding the mailbox pedestal to the ground were sheared off. The CBU was temporarily fixed with 2x4's and was operational. The incident was reported to police and the driver was never identified. The replacement CBU was ordered two days later and was fixed in 27 days.

h. Emergency Preparedness Committee. Karina Murphy-Daniels, 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.

12 of the 18 cluster units have been organized. We need meetings and hosts for clusters: A/B, C, D, K, Q, & S.

Karina plans to restart and strengthen the program in 2016.

7. Election of new Directors (Three vacancies).

Stephen reported that he, Chris Meyers and Richard Daniels are completing their two-year terms on the board. Chris is willing to stand for another term. Stephen nominated Paul Edwards, an owner new to Bush Prairie who attended the October Board meeting and indicated a desire to serve on the Board. Owners in attendance were invited to self-nominate, if they were willing to serve. Patti Brumbaugh, currently a member of the ACC Committee, volunteered. There being no other nominations, nominations were closed and the three 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.

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

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

9. New Business.

a. Website Presentation. See above.

b. Capital Reserve Study Update. Roger reviewed the purpose of the Capital Reserve Study. Dues were increased \$1/month in 2013 and 2014 and \$0.50/month in 2015, 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 a similar transfers at the end of 2012, 2013 and 2014 and will consider doing so at the end of 2015. The 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. Proposed Formal Compliance Standards (Amendment to Bylaws).

See above. Richard Daniels made a presentation of a proposed amendment to the Bylaws that will formalize compliance standards in Bush Prairie and directs the Board to establish an enforcement policy, to include a schedule of reasonable fines, to be published as an Official Board Policy. The draft amendment and new Board policy were distributed to owners present and discussed. It was noted that we can not enforce the policy by property liens, which are authorized for unpaid assessments under the Bush Prairie Covenants. Actions that cannot be resolved by negotiation between the Board and an Owner could go to small claims court.

The proposed amendment was approved with one dissenting vote.

d. Bush Prairie annexation into City of Tumwater. See presentation by Mayor Kmet, above. A door-to-door census will be taken in the newly annexed area next year to determine the makeup of the population. Stormwater costs will no longer be included in Property Taxes; they will be billed by the City, along with our water bill. Police response is expected to significantly increase. The City is adding five patrol officers and initiating a volunteer program. Fire service will initially continue with East Olympia and gradually transition to the City of Tumwater (both already coordinate response). Building permits

will continue to be handled by Thurston County for 2016 and then shift to the City in 2017.

e. City of Tumwater purchase of Trails End Facility. Members present indicated their strong interest in how this area will be developed. Mayor Kmet stated that the area would be demolished in 2016 and plans developed for future use of the area. The primary objective of the City is to relocate their Operations & Maintenance Division, including its equipment. They may refurbish the old Tack Room Too building for office space. Consideration will be given to including a public park.

Frank Hensley will continue as the Bush Prairie liaison to the City to voice our desires and concerns. So far, he is very pleased with the very cordial and cooperative relationship that developed during the Annexation process.

f. Yard of the Year Announcement. See above.

g. Open Floor. Stephen invited those present to raise any concerns. Fred Schaefer asked if the City would take over maintenance of our stormwater detention ponds. Frank will check, but we believe the City's responsibility ends at the right-of-way (storm drains along streets). The remainder of our stormwater system is on Association owned land.

Concern was raised about the furniture "throw-aways" that are left along Trails End Drive leading up to the entrance to Bush Prairie. There was considerable discussion. It was suggested that Thurston County Public Works be called.

We need to encourage more owners to volunteer and get involved.

10. 2016 Annual Budget.

Vice-President Roger Fish passed out the Board approved budget proposal for 2016. The budget anticipates income of \$39,108 (including \$6,960 dedicated to the Capital Reserve) and expenditures of \$38,991 (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 were allocated to contract landscaping, reflecting the price increase that occurred in 2015. After discussion, without objection, the Association approved the 2016 budget.

Roger also presented the updated 10-year (through 2021) and 20-year (through 2031) Capital Reserve plans. These are designed to allow the Association to maintain our capital investments without frequent Special Assessments.

The membership thanked Roger for this volunteer effort, a significant savings to the Association.

11. Next Meeting. The next Board meeting and election of officers will be held at 6:00 p.m. on Thursday, December 10 at Karina and Richard Daniels' home, 1408 Bridle Court. The next Annual Meeting of the Bush Prairie Homeowners Association will be held in November 2016.

12. The meeting was adjourned at 9:20 p.m.