

BUSH PRAIRIE HOMEOWNERS' ASSOCIATION
7547 Henderson Blvd., Suite 7, Tumwater, WA 98501
ANNUAL MEETING
November 20, 2016

1. The meeting was called to order by Chris Meyers, President, at 7:00 PM in the training room of the Tumwater Fire Station. 28 people attended as shown on the attached list. There were also 18 proxies received from owners unable to attend.

Officers / Committee Chairs present were:

Chris Meyers (President)	515-0168
Roger Fish (Vice-President & Mailbox Chair)	753-7100
Bill Moneer (Board Member)	870-9745
Michelle Fields (Treasurer)	253-720-8699
Terry Kirkpatrick (Secretary)	943.3293
Dave Fillippone (Webmaster & Maintenance Chair)	480-0955
Richard Daniels (ACC)	253-209-6823
David Rothschild (ACC)	709-0677
Tammy Greenwell (Welcoming Co-Chair)	570-2205
Jeanne Kirkpatrick (Welcoming Co-Chair)	943-3293

Absent:

Patti Brumbaugh (Board Member and ACC Chair)	688-7222
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2. Introductions were made.

3. Tumwater Mayor Pete Kmet, Councilmember Nicole Hill, City Administrator John Doan, and Public Works Director, Jay Eaton made short presentations and facilitated a lively discussion with homeowners present. Preliminary design is underway for the City Maintenance facility that will be relocated from behind City Hall to the Trails End Arena & Stables site on 79th Avenue. A final design is anticipated in 2018, with a possible start of construction in late 2018. A previous study has shown that a traffic light will not work where 79th joins Old Highway 99 (too close to the traffic light at Henderson, contributing to back-ups) – possibly a roundabout would work. Sewer connection to Bush Prairie is probably at least 10 years out and will be expensive. We are invited to the Tumwater Christmas Tree lighting on December 10.

4. After a review of the agenda (the Electricity Windfall was added as an agenda item), the minutes of the Annual Meeting of November 8, 2015 were approved as modified.

5. Treasurers Report. Michelle Fields, Treasurer
Michelle had computer problems and was unable to produce a written treasurer's report. She provided a verbal report. The balance in our operating account as of October 31, is \$44,572.56 (\$11,520 is invested in one CD and \$5,824 is invested in another, both @

1.7%). An additional \$19,052 is in our "Capital Reserve Fund." There is \$17,721 in the Division 7 Storm Water Maintenance Fund in a savings account (\$5,340 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 \$17,950. There are liens on two homeowner's properties and liens are pending on two more. Excluding amounts under \$5.00; thirty-seven homeowners are overdue on dues (16%). Total amount due is \$5,213.05. 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.

The Treasurers report was moved, seconded and approved.

6. Committee Reports:

a. Architectural Control Committee (ACC). Patti Brumbaugh, Chair, absent. Richard Daniels provided a report. The committee coordinates with existing homeowners on additions, outbuildings, sheds, screening and boundary fences, repainting, and maintaining neighborhood standards. This year the ACC received 7 requests for review. 4 were for fences, 1 was siding, 2 for roofs. All were approved.

b. Landscape, Maintenance, and Grounds Committee. Dave Fillippone, 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. The major issue for the year was dying cottonwoods in the Bowl. Part of one fell, damaging a homeowner's fence. A contractor was hired to assess the remaining trees and 5 – 6 will need to be removed. The contractor will also check other common areas in Bush Prairie during 2017.

There was discussion on coordinating with our new neighbors in Deschutes Heights to see if we can connect our Forest Walk Trail to their planned walking trail down to the Deschutes River.

c. Recreation Committee. The position is open. Elena Guinn provided a written report.

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 reported that over 100 were in attendance for the egg hunt on March 16. A light lunch was served to all and there were games with prizes for the children. The Neighborhood-wide Garage Sale was coordinated by Debbie Hoxit on July 29 & 30. This year it was a multi-neighborhood sale partnered with adjoining neighborhoods of Deschutes Ridge, Park Ridge, Bridlewood and Sterling Crossing. The Annual Picnic was held on August 20th thanks to Michelle Fields. There were 8 – 10 neighbors who volunteered to help with the picnic serving food, setting up, and conducting games. Sixty to seventy people were in attendance. The 2015 Best Holiday Decorations Award went to Normoyle Family home at 2019 Arena Ct. (with due recognition to the Higa residence at 1841 Arab Drive, a perennial masterpiece). The Acosta residence at 2017 Arab Drive was runner up. The 2015 Most Beautiful Yard Award went to the McCudden Family at 1911 Arab Drive. Honorable mention is the Liefer residence at 7834 Paddock Ct.

d. Webmaster, Dave Fillippone.

Dave reported that the new web site was up and running. 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. He is ready to turn it over and will be recruiting a replacement.

At the 2015 Annual Meeting it was suggested that Bush Prairie join "Nextdoor". As it turns out "Nextdoor Arab Drive" covers a much larger geographic area than Bush Prairie. General consensus was for us to stick with our Facebook page and email notification list.

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.

Tammy reported that 14 baskets were delivered during 2016. There was a period of time when names of new residents were not being passed to Tammy, but that has been corrected. It appears that the Title Companies are not providing copies of the Covenants to new owners, making this process even more important.

Tammy mentioned that it is difficult to find house numbers at some residences – this is a safety concern for emergency response. Owners should be encouraged to purchase and display the blue number posts that can be ordered from the East Olympia Fire Department.

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. Richard Daniels developed a proposed amendment to the Bylaws to formalize compliance standards during 2015 that was supported at the 2015 Annual Meeting. Further action is subject to Board review. 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.

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 Downtown Olympia Post Office to pick up mail. No CBUs were damaged during 2016.

Action to relocate the CBU on Trails End Drive, that has been destroyed twice, has been put on hold due to the high cost of a necessary survey. We will delay and move it if it gets hit again.

Signs (such as for missing animals) should not be posted on the CBUs. Users should occasionally clean the outsides with soap and water.

h. Emergency Preparedness Committee. Chair position vacant.

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 were organized, but continuing follow-up meetings are necessary. We need meetings and hosts for clusters: A/B, C, D, K, Q, & S.

We need someone to restart and strengthen the program in 2017.

7. Election of new Directors (Three vacancies).

Chris reported that he and Bill Moneer (appointed to fill a vacant position) have another year to serve on the Board. Three positions are vacant. Roger Fish is willing to stand for another term. Owners in attendance were invited to self-nominate, if they were willing to serve. Vicki Huntley volunteered. There being no other nominations, nominations were closed and the two nominees elected by acclamation. This still leaves one position to be filled.

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 will remain on the ACC, as will David Rothschild. Board member Bill Moneer will chair the committee.

9. New Business.

a. 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 similar transfers at the end of 2012, 2013, 2014 and will consider doing so at the end of 2016. 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.”

f. Yard of the Year Announcement. See above.

g. Open Floor. Chris invited those present to raise any concerns.

The question of what to do with the approximately \$5,000 in annual savings resulting from the City taking over responsibility for the street lights in Bush Prairie. There were several suggestions including: 1) putting the money into a separate fund to offset the cost of sewer connections in the future (which will be significant); 2) expanding our park facilities in the Bowl (more play toys and a covered picnic area were mentioned), and 3) running a water line into the Bowl for irrigation and general use. The Board agreed to study these and other options. Putting the funds into the Capital Reserve Fund for now will leave these options open.

Michelle proposed that we bill for dues annually rather than semi-annually. There was mixed feedback. A suggestion was made that we bill similar to property tax with the option to pay dues in one or two payments (owner’s option). The Board will address this at the December meeting.

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 2017. The budget anticipates income of \$39,432 (including \$6,960 dedicated to the Capital Reserve) and expenditures of \$39,377 (including the \$6,960 that will be transferred to the Capital Reserve at the end of the year or spent for Capital replacement projects). After discussion, without objection, the Association approved the 2017 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 Pam and Roger Fish's home, 7702 Filly Court. The next Annual Meeting of the Bush Prairie Homeowners Association will be held in November 2017.

12. The meeting was adjourned at 9:30 p.m.