

**BUSH PRAIRIE HOMEOWNERS' ASSOCIATION**  
**7547 Henderson Blvd., Suite 7, Tumwater, WA 98501**  
**ANNUAL MEETING**  
**November 12, 2017**

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1. The meeting was called to order by Chris Meyers, President, at 7:00 PM in the training room of the Tumwater Fire Station. 29 people attended as shown on the attached list. There were also 11 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/ACC Chair)        | 870-9745     |
| David Rothschild (Board Member/ACC)         | 878-1667     |
| Vicki Huntley (Board Member)                | 451-2617     |
| Michelle Fields (Treasurer)                 | 253-720-8699 |
| Terry Kirkpatrick (Secretary)               | 943-3293     |
| Richard Daniels (ACC)                       | 943-0601     |
| Jeanne Kirkpatrick (Welcoming Co-Chair)     | 943-3293     |

Absent:

|                                      |          |
|--------------------------------------|----------|
| Tammy Greenwell (Welcoming Co-Chair) | 570-2205 |
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2. Introductions were made.

3. A program was presented by Tumwater Police Department Lieutenant Jay Mason and Homeowners Association Coordinator, Dianne Powers. Owners were advised to call the Police Department (or 911 if it is an ongoing emergency) on security issues. The Department does not regularly monitor the "Next Door" website. There are 45 Homeowner Associations in Tumwater.

4. After a review of the agenda, the minutes of the Annual Meeting of November 20, 2016 were approved as modified.

5. Treasurers Report. Michelle Fields, Treasurer

The balance in our operating account as of October 31, is \$34,481.50 (\$11,701 is invested in one CD and \$5,915 is invested in another, both @ 1.7%). An additional \$32,592 is in our "Capital Reserve Fund." There is \$18,470 in the Division 7 Storm Water Maintenance Fund in a savings account (\$10,467 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 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 79<sup>th</sup> 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 \$22,120. There are liens on five homeowner's properties. Excluding amounts under \$10.00; forty-six homeowners are overdue on dues (20%). Total amount due is \$8,579. 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. Liens are under consideration for seven additional homeowners who owe over \$200.

The Treasurers report was moved, seconded and approved.

6. Committee Reports:

a. Architectural Control Committee (ACC). Bill Moneer, Chair.

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. All were approved.

b. Landscape, Maintenance, and Grounds Committee. Chair position open.

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. A 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 several more were considered hazardous. \$9,500 was spent to remove those trees. The contractor also identified several additional trees that need to be monitored.

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.

Chris Meyers has volunteered to Chair the committee for 2018.

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 the egg hunt on March 16 was a big success. 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 28 & 29. For the second 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 26<sup>th</sup> thanks to Michelle Fields. Several neighbors volunteered to help with the picnic serving food, setting up, and conducting games. Fifty to sixty people were in attendance. Lots of photos were posted to our Facebook site.

The 2016 Best Holiday Decorations Award went to the Higa Family home at 1841 Arab Drive. The Gibson residence at 1708 Arab Drive was runner up. The Smith

residence at 1230 Bridle Drive was third. The 2017 Most Beautiful Yard Award went to the Liefer Family at 7834 Paddock Court. Honorable mention was the Copeland residence at 1241 Bridle Drive. The Keller residence at 7831 Paddock Court was third.

Vicki Huntly reported on our 2017 Bowl Improvement project. A committee of several homeowners was formed to propose an improvement and apply for a Grant from the City of Tumwater. With help from Michelle Fields, we applied for and received a \$1,000 grant, focusing on adding a new “Fly-A-Round” toy. Under the leadership of Chris Meyers, with significant labor intensive help from several other homeowners, we expanded the existing playground, added new pea gravel, cleaned the existing playground equipment, installed the new toy, and added a new concrete pad and two new picnic tables. All was completed just in time for the Annual picnic.

The Board also coordinated with a Boy Scout Troup (Eagle Scout Project) to do a major renovation of Forest walk. The Scouts cleared the trail, sprayed it with weed killer, laid down 4000 feet of 20-year weed barrier, and placed mulch on the first half of the trail. A second Eagle Scout project is anticipated to complete the trail and, possibly, make a connection to the Deschutes Heights neighborhood.

d. Webmaster, The position is in transition.

Before resigning, Dave Fillippone redesigned the Bush Prairie web site on a WordPress platform. The web site is compatible with computers, tablets, and smart phones. His replacement will be Dave Hill.

Our Facebook page has good coverage of the Annual Picnic and improvements to the playground and the Bowl. Facebook is still not widely used.

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 20 baskets were delivered during 2017.

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 four 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. One CBU was damaged during 2017.

Action to relocate the CBU on Trails End Drive, that was destroyed twice, was put on hold due to the high cost of a necessary survey. The CBU has now been destroyed again. The Board will pursue relocating the CBU.

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 2018.

#### 7. 2018 Annual Budget.

Vice-President Roger Fish passed out the Board approved budget proposal for 2018 with the statement that it mirrors the 2017 budget. The budget anticipates income of \$40,320 (including \$6,960 dedicated to the Capital Reserve) and expenditures of \$40,320 (including the \$6,960 that will be transferred to the Capital Reserve at the end of the year or spent for Capital replacement projects). In 2017, the Association spent the "windfall" resulting from the City of Tumwater taking over payment of electricity for our streetlights, for part of the costs for tree removal and Bowl improvement. In 2018, the "windfall" has been distributed to high cost centers, primarily to unanticipated general maintenance. After discussion, without objection, the Association approved the 2018 budget.

Roger also presented the ongoing 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 (see further information below).

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

#### 8. Election of new Directors (Two vacancies).

Chris reported that Roger Fish, David Rothschild, and Vicki Huntley have another year to serve on the Board. Two positions are vacant. Debbie Hoxit has volunteered to fill one of the positions. Owners in attendance were invited to self-nominate, if they were willing to serve. Mike Roberts 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.

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

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

10. 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, and 2014. We do not anticipate significant unexpended funds at the end of 2017 because of major expenditures on hazardous tree removal and the Bowl improvements. With the last dues increase of \$0.50/month in 2015 the Capital Reserve Fund contribution should provide sufficient funds in the Capital Reserve Fund through 2031. The study needs to be reviewed annually by the Board to determine if and when additional revenues are required. Current capital assets are valued at \$142,000. 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.”

b. Yard of the Year Announcement. See above.

c. Continued Improvements. Chris reviewed future possible neighborhood improvements (subject to availability of funds and Board approval). The, newly added, concrete slab and picnic tables is designed to allow the slab size to be doubled and a cover to be added. Additional tree removal may be required. It would be a great improvement to have access to water and electricity in the Bowl. The expansion of the playground area provides room for the future addition of one or two more Toys.

d. Tumwater Department of Public Works (DPW) facility at Trails End Arena and Stables. We anticipate that the existing structures will be demolished in 2018. A plan for the DPW facility and the remainder of the area should be available next year, as well. Where the building will be sited is currently unknown, but it is expected that there will be room for a public park (yet to be designed). The Board intends to stay in touch and participate in the planning.

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

Frank Hensley asked if the Association could prevent parking on the grassed strips between the curb and the sidewalk in the parts of Bush Prairie where they exist. This is part of the public right-of-way which adjacent owners are expected to maintain. We have no authority to manage parking there. We can, and will, appeal to owners through a future Newsletter article. In response to a subsequent question about the requirement for grass in this strip it was pointed out that the Bush Prairie Architectural Control Committee (ACC) standards (Annex “A” to the By-Laws,

paragraph “m”) permit an alternative: “Where there is a sidewalk, the area between the sidewalk and the street will be lawn and maintained by the owner. The minimum acceptable landscaping between the house and the street is grass. The entire lot will be stabilized to prevent the overtaking of weeds and the blowing of dirt into neighbor’s yards. Rock landscaping, meeting these requirements, is permitted.”

f. Connecting Trail to Deschutes Ridge. The City of Tumwater encourages walking trail connections between neighborhoods. This would give Bush Prairie homeowners access to the Deschutes River and Deschutes Ridge homeowners access to our Forest Walk. Our stormwater ponds are adjacent, so this would be an easy connection. The Board approved a letter to the Deschutes Ridge Homeowners Association (still the Developer) requesting a meeting to discuss the opportunity.

11. Next Meeting. The next Board meeting and election of officers will be held at 6:00 p.m. on Thursday, December 14 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 8:30 p.m.