

BUSH PRAIRIE HOMEOWNERS' ASSOCIATION
7547 Henderson Blvd., Suite 7, Tumwater, WA 98501
ANNUAL MEETING
November 18, 2018

1. The meeting was called to order by Roger Fish, President, at 7:00 PM in the training room of the Tumwater Fire Station. 30 people attended as shown on the attendance list (retained by Secretary). There were also 12 proxies received from owners unable to attend. There was a Quorum. Officers / Committee Chairs present were:

Roger Fish (President & Mailbox Chair)	753-7100
Vicki Huntley (Vice-President)	451-2617
David Rothschild (Board Member/ACC)	878-1667
Debbie Hoxit (Board Member & Recreation Chair)	701-3159
Mike Roberts (Board Member)	357-4435
Chris Meyers (Landscape & Maintenance, Chair)	515-0168
Dave Hill (Webmaster)	
Michelle Fields (Treasurer)	253-720-8699
Terry Kirkpatrick (Secretary)	943-3293
Tammy Greenwell (Welcoming Co-Chair)	570-2205
Jeanne Kirkpatrick (Welcoming Co-Chair)	943-3293
Elena Guinn (Newsletter, Chair)	
Absent:	
Richard Daniels (ACC)	943-0601

2. Introductions were made.

3. After a review of the agenda, the minutes of the Annual Meeting of November 12, 2017 were approved.

4. Treasurers Report. Michelle Fields, Treasurer

The balance in our operating account as of October 31, is \$51,386.22 (\$11,918 is invested in one CD and \$6,025 is invested in another, both @ 1.7%). An additional \$20,032 is in our "Capital Reserve Fund." There is \$19,316 in the Division 7 Storm Water Maintenance Fund in a savings account (\$10,644 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 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 \$18,699. There are liens on five homeowner's properties. Excluding amounts under \$10.00; Twenty-nine homeowners are overdue on dues (12%). Total amount due is \$7,977. 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 two additional homeowners who owe over \$200.

The Treasurers report was moved, seconded and approved.

5. 2018 End-of-Year Projections (estimated): President Roger Fish. (Attached)

- a. Operating Fund: \$29,488.66
- b. Capital Maintenance Reserve Fund: \$34,446.17
- c. Stormwater Maintenance Fund: \$20,263.52

6. Committee Reports:

- a. Architectural Control Committee (ACC). David Rothschild, 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 6 requests for review. All 3 fencing-only requests were approved. One request for a major landscaping request, including both some changes to the "hardscape" in the home's back yard as well as some fencing, was also approved. A request for a power window shade and pre-fab patio covering was approved in part (for the window shade) but denied for the patio cover; in the end, the requesting homeowner took a different route to meet his objective (shade or a table on the patio) which did not need ACC approval. One (late) request for approval of a storage shed was denied. That homeowner appealed the ACC's decision to the Board of Directors, which has granted the homeowner until Spring of 2019 to come up with an acceptable mitigation plan.

The ACC brought up repeated violations of ACC standards in the neighborhood by not making applications to the ACC, which have not been addressed by the Board, leading to owners choosing to violate the standards, rather than request approval (and possible denial).

- b. Landscape, Maintenance, and Grounds Committee. Chris Meyers, 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.

Chris provided a new map of Bush Prairie. He has developed a CAD data base that includes all lot lines and the location of each of the common areas.

A proposal has been made to convert the tennis court in the Bowl to a basketball court. The present court has been a major expense to maintain and is failing around the edges. The expanded play area in the Bowl has room for, at least, one additional "Toy." Chris showed plans for a new covered picnic area, doubling the size of the existing concrete slab and picnic tables. Addition of water and electricity are also on the wish list

(for our picnics, we run electrical extension cords or run a generator for power and run a hose from a neighbor's home).

A Storm Water improvement is being looked at for the Meadows. Chris also plans to add each of our storm water ponds and the storm drain system to the CAD data base.

Two trees need to be removed along Forest Walk. We would also like to connect this trail to the Deschutes Ridge trail down to the Deschutes river (a possible Eagle Scout project). Boy Scouts have expressed interest in completing the Forest Walk and other possible projects to improve Bush Prairie. The Board will work with the prospective Eagle Scouts to form a plan to implement.

Lighting needs to be improved/added to both of our entry signs.

All neighborhood improvements are subject to Board approval and availability of funds.

c. Recreation Committee. Debbie Hoxit, Chair. Written report provided.

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, the annual garage sale, 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."

The egg hunt on March 31 was a big success. A light lunch was served to all and there were games with prizes for the children. Elena Guinn provided an after-action report which should be a big help for Laurie Mulligan who will coordinate the 2019 event. The Neighborhood-wide Garage Sale was coordinated by Debbie Hoxit on July 27 & 28. 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 4th 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.

Last year's (2017) Best Holiday Decorations Award went to the home at 1230 Bridle Drive. The residence at 2011 Arab Drive was runner up. The residence at 1910 Arab Drive was third. Honorable mentions were given to 1841 Arab Drive, 7720 Trails End Drive, 1708 Arab Drive, and 7831 Paddock Court.

The 2018 Most Beautiful Yard Award went to the home at 2015 Mare Court. Second place went to 1923 Arab Drive. Third place went to 1425 Arab Drive. Honorable mention was the residence at 1827 Gelding Drive.

d. Webmaster, Dave Hill, Chair.

The Webmaster maintains the Bush Prairie web site on a WordPress platform. The web site is compatible with computers, tablets, and smart phones. We also have a Facebook page that has good coverage of the Annual Picnic and improvements to the playground and the Bowl. The Facebook site is still not widely used.

It was suggested that we add our website address (<https://bushprairie.wordpress.com/>) to the entrance signs to Bush Prairie.

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 22 baskets were delivered during 2018.

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 (including violations of ACC standards) 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 six 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.

Signs (such as for missing animals) should not be posted on the CBUs. Users should occasionally clean the outsides with soap and water. Box users should maintain their locks with dry graphite (available at Home Depot or Hobby Lobby). Silicone, WD-40, or Oil should not be used. A detailed Mailbox FAQ is available on our web site.

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 (around mailboxes), but continuing follow-up meetings are necessary. We need initial meetings and hosts for clusters: A/B, C, D, K, Q, & S.

We need someone to restart and strengthen the program in 2019.

7. Election of new Directors (Three vacancies).

Roger reported that Debbie Hoxit and Mike Roberts have another year to serve on the Board. Three positions will become vacant. Owners in attendance were invited to self-nominate, if they were willing to serve. The three outgoing Board members each volunteered to serve. Linda Moehrke also volunteered to serve. Vicki Huntley asked that her self-nomination be removed. There being no other nominations, nominations were closed and the three nominees elected by acclamation.

Board of Directors officers (President and Vice-President) 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).

Board member Mike Roberts volunteered to chair the committee. David Rothschild and Diane Buckley volunteered for the remaining two positions.

9. New Business

a. Continued Improvements. Discussed were continued improvements in the Bowl, consideration of sidewalks in Bush Prairie where there are none (investigate City of Tumwater participation), and lighting Bush Prairie sign at the North entrance.

b. Public Works Facility. Demolition at the future City Public Works facility is under way. Need to keep informed on proposed schedule.

c. Capital Reserve 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 each following year. 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.”

Roger presented two spreadsheets detailing a forecast of the Capital Reserve Fund through 2031. Last year the projection forecasted the need to raise dues dedicated to the Capital Reserve Fund (now \$2.50/month) to cover an expected shortfall in 2029.

Diversion of unexpended income at the end of the year for the past several years has eliminated that need. We are currently \$14,000 over the minimum needed. The Board will consider future use of these funds – possibly for new Capital Facilities.

d. Enforcement of Association Covenants, By-Laws & ACC Standards. There was an extensive discussion. We have, in place, the necessary rules and regulations. We simply need to respectfully and actively enforce them. Primary violations are trailers, boats, RVs, and inoperable vehicles parked in driveways. There is also the issue, mentioned above, of owners ignoring the requirement to obtain ACC approval in writing for any exterior improvement to their property (adding a shed, replacing a fence, painting a house, etc.).

Roger asked if the Board has the support of the Association to actively enforce our rules and regulations. Those present responded with approval of a motion “that the Board be authorized to pursue active enforcement of our Covenants, By-Laws and ACC Standards.” The Board responded by approving a motion to “decide how to implement the Association’s decision and make that implementation work.”

e. Yard of the Year Announcement. See above.

10. 2019 Annual Budget.

President Roger Fish passed out the Board approved budget proposal for 2019 with the statement that it mirrors the 2018 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. \$7,000 is included in the budget for new Capital Projects that could be added to the \$14,000 mentioned above in the Capital Reserve Fund. After discussion, without objection, the Association approved the 2019 budget.

11. Next Meeting. The next Board meeting and election of officers will be held at 6:00 p.m. on Thursday, December 13 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 2019.

12. The meeting was adjourned at 9:15 p.m.