

BUSH PRAIRIE HOMEOWNER'S ASSOCIATION BOARD MEETING

January 18, 2018

1. Roger called the meeting to order at 6:05 PM at Terry Kirkpatrick's home. In attendance were:

Roger Fish	President	753-7100
Vicki Huntley	Vice-President	451-2617
David Rothschild	Board Member/ACC Chair	878-1667
Debbie Hoxit	Board Member	701-3159
Mike Roberts	Board Member	357-4435
Dave Hill	Webmaster	
Terry Kirkpatrick	Secretary	943-3293
Michelle Fields	Treasurer	253-720-8699

Absent:

Chris Meyers	Landscape Maintenance	515-0168
Richard Daniels	Architectural Committee	253-209-6823
Bill Moneer	Architectural Committee	870-9745

2. Minutes for December 14, 2017 Board meeting were approved, as revised.

3. Committee Reports:

a. Treasurer Report. Michelle Fields. Total Operating Assets in checking/savings as of December 31, 2017 are \$36,851.11. There are additional assets of \$20,015 in the Capital Reserve Fund and \$19,154 in the Stormwater maintenance account (current year's stormwater and Capital Reserve assessments are kept in the Operating Account; unspent funds are transferred to their respective accounts at year-end). About \$6,838 is in Accounts Receivable. The report reflects 2017 end-of-year adjustments. Michelle has significantly reduced the number of homeowners who owe back assessments by face-to-face visits. We still have eight homeowners who owe greater than \$200 in past dues. Five liens are in place. Additional liens will be placed after completion of the formal notification process. The November report was approved.

Michelle reported that many of the owners she contacted requested that we set up a process for electronic pay. There is a possibility to use Quickbooks to do this. It requires knowing the email address of each owner and sending an electronic invoice. Estimated cost for using this Quickbooks service is 3.5% + \$0.30 for each transaction. Roger asked Michelle to bring a formal recommendation to the Board.

b. Architectural Control Committee. David Rothschild, Chair. No activity.

c. Landscape & Maintenance. Chris Meyers, Chair. Written report submitted. Chris inspected the Forest Walk project. About 1000+ feet of trail has been grubbed; ~ 800+ feet has been mulched. A check for \$804.66 should be made payable to Steve Fine (Britton Fine led the first part of the project). The second part of the project was led by Caleb Grondel. He has not yet submitted his receipts (estimated: \$300 - \$400). \$1,700 was approved and set aside for the overall project.

Chris reported that there is one tree along Forest Walk that should be removed. He will review the tree survey to develop contract language for addressing that tree. David Rothschild said he would look at the tree and coordinate with Chris on removal.

Some sprinklers have been checked and appear to be off. Chris will check the rest and verify that all are operational before the dry season.

Undergrowth along the west and south sides of the Bowl will need to be cut back.

Chris is developing a revised maintenance contract and will present it to the Board.

d. Recreation Committee. Chair: position vacant. No report. Debbie Hoxit volunteered to Chair the committee. She will set up three sub-committees (Easter Egg, Picnic, & Neighborhood Garage Sale) and attempt to find leads for each. Michelle volunteered to head up the Picnic sub-committee. The 2018 Egg Hunt will be held Saturday, March 31.

e. Webmaster. Dave Hill introduced himself and encouraged Board members to send him recommendations for the web site. He needs Facebook access data. Roger asked him to contact Bill Moneer for that. He suggested we move from the free version of WordPress to get rid of the ads. He will determine the cost and bring the proposal to the next meeting. Dave will update the Board Officers and Committee Chair information on the web site.

f. Emergency Preparedness. Chair: position vacant. No report. There was a discussion. All agreed that we could not manage this program without a volunteer coordinator/lead.

g. Mailboxes. Roger Fish, Chair. No new information.

4. New Business:

a. 2018 Meetings. The Board approved shifting to less frequent scheduled meetings. Board meetings will be held: Mar 15, May 10, Jul 12, Sep 14, Oct 11, and Dec 13. The Annual meeting will be held in November (date: TBD). The Board can conduct business by email between meetings with decisions requiring 3 positive votes. The secretary will record email actions in an Addendum to the minutes of the following scheduled Board meeting. The treasurer will generate monthly financial reports for the months when no meeting is held and email them to Board members. These financials will be approved at the next monthly meeting.

b. BPHA Liaison to City of Tumwater. The Board, by vote, appointed Frank Hensley as liaison to the City of Tumwater to facilitate communications between the Association and the City on all matters relating to development of the City Public Works facility at the Trails End site. All owners are encouraged to share their concerns with Frank. Frank is encouraged to keep the Board informed of any concerns “we should (in his opinion) have.”

c. Board Elections. The Board elected Roger Fish as President and Vicki Huntley as Vice-President for 2018. Roger stated he planned to refresh the position binders and work with the Board to refine the 2018 Budget.

d. Landscape Maintenance Plan. Roger will ask Chris to develop a long-term plan, including projects to be accomplished within the 2018 budget. Capital Reserve funds are designated for the Tennis Court and further removal of danger trees. We need to consider how the Board can influence the maintenance of the fence line along Trails End Drive.

5. Next Board Meeting. The next Board meeting will be held on Thursday, March 15, 2018 at 6:00 pm at Vicki’s home, 1704 Arab Drive.

6. The meeting was adjourned at 7:30 pm.