

# DRAFT

**BUSH PRAIRIE HOMEOWNERS' ASSOCIATION**  
**7547 Henderson Blvd., Suite 7, Tumwater, WA 98501**  
**ANNUAL MEETING**  
**November 17, 2019**

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1. The meeting was called to order by Roger Fish, President, at 7:00 PM in the training room of the Tumwater Fire Station. 26 people attended as shown on the attendance list (retained by Secretary). There were also 9 proxies received from owners unable to attend. There was a Quorum. Officers / Committee Chairs present were:

Roger Fish (President & Mailbox Chair)	753-7100
Debbie Hoxit (Vice President)	701-3159
David Rothschild (Board Member/ACC Member)	878-1667
Mike Roberts (Board Member & ACC Chair)	357-4435
Linda Moehrke (Board Member & Recreation Chair)	
Chris Meyers (Landscape & Maintenance, Chair)	515-0168
Dave Hill (Webmaster)	
Vicki Huntley (Treasurer)	451-2617
Terry Kirkpatrick (Secretary)	943-3293
Jeanne Kirkpatrick (Welcoming Co-Chair)	943-3293
Elena Guinn (Newsletter, Chair)	
Frank Hensley (City of Tumwater liaison)	
Absent:	
Tammy Greenwell (Welcoming Co-Chair)	570-2205

2. Introductions were made.

3. After a review of the agenda, the minutes of the Annual Meeting of November 18, 2018 were approved.

4. Treasurers Report. Vicki Huntley, Treasurer

The balance in our operating account as of October 31, is \$36,275.15 (\$12,123 is invested in one CD and \$6,128 is invested in another, both @ 1.7%). An additional \$37,087 is in our "Capital Reserve Fund." There is \$20,219 in the Division 7 Storm Water Maintenance Fund in a savings account (\$10,831 is invested in a CD @ 1.76%)

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 (changes to an annual basis, payable as of January 1, in 2020). 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

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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 \$33,062. There are liens on two homeowner's properties. Excluding amounts under \$20.00; Fourteen homeowners are overdue on dues (6%). Total amount due is \$4,727. 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. A lien is under consideration for one additional homeowner who owes over \$500.

During 2019 we spent \$6,500, plus a lot of sweat equity, on playground equipment to improve Association facilities in the Bowl. \$15,500 was spent on landscape maintenance, reflecting the major cleanup of common areas after two winter storms.

The Treasurers report was moved, seconded and approved.

5. 2019 End-of-Year Projections (estimated): President Roger Fish. (Attached)

- a. Operating Fund: \$44,810
- b. Capital Reserve Fund: \$25,345
- c. Stormwater Maintenance Fund: \$20,219

6. Committee Reports:

a. Architectural Control Committee (ACC). Mike Roberts, 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 7 requests for review. There was good use of the ACC request form, as required. In most cases the turnaround time on approvals was two to three days. One non-conforming shed was replaced with an approved shed by a new homeowner. We have a continued non-compliance problem with a homeowner who agreed to a mitigation plan but has not followed through. There is a new home construction approval that is pending that the ACC committee will be addressing in the near future.

The assembled homeowners reinforced their direction to maintain close compliance with our Covenants, Bylaws, and ACC standards.

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.

Significant special projects completed during 2019 include: removal of brush on the edge of the Bowl, installation of a new basketball goal, replacement of swings, and addition of a new toy ("slide"). For 2020 we plan to pressure wash the tennis court, stripe the basketball court, install another toy (Whirl & Twirl, already purchased), replace the tennis net, and enhance entrance sign lights. We will also be rebidding the landscape maintenance contract (new RFP discussed)

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

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c. Recreation Committee. Linda Moehrke, 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 hunts on April 20 were a big success. During the day, in the Meadow, a light lunch was served to all and there were games with prizes for the children. And, a new addition, there was a night hunt in the bowl for the older youth. Both were a huge success thanks to Laurie Milligan's efforts. The Neighborhood-wide Garage Sale was coordinated by Debbie Hoxit on July 26 & 27. It continues to be a multi-neighborhood sale partnered with adjoining neighborhoods of Deschutes Ridge, Deschutes Heights, Park Ridge, Bridlewood and Sterling Crossing. The Annual Picnic was held on August 17<sup>th</sup> thanks to Michelle Fields. Several neighbors volunteered to help with the picnic serving food, setting up, and conducting games. The new Zipline toy was a big hit. Fifty to sixty people were in attendance.

Last year's (2018) Best Holiday Decorations Award went to the home at 1841 Arab Drive. The residence at 1230 Bridle Drive was runner up. The residence at 2011 Arab Drive was third. Honorable Mentions: 1708 Arab Drive, 2020 Horseshoe Court, and 1440 Arab Drive.

The 2019 Most Beautiful Yard Award went to the home at 2005 Arab Drive. Second place went to 2010 Arab Drive. Third place went to 7619 Gelding Court. Honorable Mentions: 1923 Arab Drive, 7831 Paddock Court, 7638 Stagecoach Court, and 1231 Trails End Court.

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.

Dave reviewed what is on the web site. A new process distributes all incoming emails to all board members. In response to a question about the web site "Next Door," it was stated that this site covers a large area of Olympia, Lacey and Tumwater. We do not monitor the site or post on it. We encourage Owners to directly contact a Board member for any issue related 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.

Jeanne reported that 12 baskets were delivered during 2019. We have also started earlier contacts with new Owners by the Treasurer.

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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. A table of fines and an accompanying procedure have been published. 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.

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.

We have not lost a mailbox this year.

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 2020.

7. Election of new Directors (Three vacancies).

Roger reported that David Rothschild, Linda Moehrke and Roger Fish have another year to serve on the Board, however Linda is taking over the Treasurer responsibilities and it would be best to fill that position, as well. Three positions will therefore become vacant. Owners in attendance were invited to self-nominate, if they

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were willing to serve. Mike Roberts and Debbie Hoxit volunteered to serve. Linda Moehrke also volunteered to serve in addition to becoming Treasurer. There being no other nominations, nominations were closed and the three nominees elected by acclamation. An effort will be made to fill Linda's Board position to allow her to focus on the Treasurer position and bring some "new blood" onto the Board.

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 volunteered to continue on the committee. They will recruit a third member.

## 9. New Business

a. Continued Improvements. Continued improvements in the Bowl and improved maintenance of common areas are our primary goals. Roger presented plans. Most are within current income. A covered picnic area in the Bowl may be possible in the future.

b. Public Works Facility. Demolition at the future City Public Works facility was partially completed before work was shut down due to pocket gopher concerns. The City is preparing an HCP that may allow work to go forward. The HCP may be complete in 2021. The City will also have to get a financial grant to complete the project.

c. City Liaison. Frank Hensley raised the issue of the Comcast cable franchise in Tumwater. It has been renewed for one year. We should be heard on concerns that we might have.

d. 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 reported that there are no modification needed to the Capital Reserve Plan in 2020. Upcoming maintenance projects are fully funded.

e. 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 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.).

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The Board has focused on this issue during 2019, completing an inventory of significant violations and talking to multiple owners. During 2020, we will continue to pursue bringing all owners into compliance.

f. Yard of the Year Announcement. See above.

g. Open Floor. A concern was raised about the light pole near the intersection of Henderson and Trails End not illuminating the intersection. This is a safety issue. Frank Hensley will follow up on this with the City.

Dogs pooping in yards was also raised as a concern. We have doggy bag dispensers. Owners should be encouraged to use them. Some violators may not live in our neighborhood.

Where there are sidewalks, residents are encouraged to use them. Walking in the streets is not safe.

10. 2019 Annual Budget.

President Roger Fish passed out the Board approved budget proposal for 2020 with the statement that it mirrors the 2019 budget. After discussion, without objection, the Association approved the 2020 budget.

11. Next Meeting. The next Board meeting and election of officers will be held at 6:00 p.m. on Monday, December 9 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 2020.

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