

**BUSH PRAIRIE HOMEOWNER'S ASSOCIATION
BOARD MEETING**

May 13, 2019

1. Roger called the meeting to order at 6:06 PM at Debbie Hoxit's home. In attendance were:

Roger Fish	President	753-7100
Debbie Hoxit	Vice President & Rec Chair	701-3159
Linda Moehrke	Board Member	
David Rothschild	Board Member/ACC Member	878-1667
Mike Roberts	Board Member & ACC Chair	357-4435
Vicki Huntley	Treasurer	451-2617
Elena Guinn for Terry Kirkpatrick	Secretary	943-3293

Absent:

Terry Kirkpatrick	Secretary	943-3293
Dave Hill	Webmaster	
Diane Buckley	ACC Member	
Frank Hensley	City of Tumwater liaison	
Chris Meyers	Landscape Chair	515-0168

2. Minutes for the April 9, 2019 Board meeting were corrected, page 1 changed debt to debit and page 2 paragraph d. changed Mulligan to Milligan. Minutes approved as amended.

3. Committee Reports:

a. Treasurer Report. Vicki Huntley, Treasurer. Total Operating Assets in checking/savings as of April 30 are \$32,578.27. There are additional assets of \$36,721.82 in the Capital Reserve Fund and \$20,112.54 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). Accounts Receivable is \$8,475.74. There are seven homeowners who owe greater than \$200 in past dues and another four who owe over \$150. Seven liens are in place. The April report was approved.

Vicki said she tried to update Quickbooks and everything got erased. The computer backup was not up to date. Fortunately, she had saved the Quickbooks files on a "stick" and was able to rebuild from it. Learning and working with Quickbooks has been frustrating. Roger has a friend, Ron, who works with and teaches about the Quickbooks, charges \$150/hour, but would be a help to Vicki. He can also look at our records and assure they are correct. Roger will make arrangements for his assistance. Board approved this action.

The cost for the Quickbooks update was \$240/year. Vicki also purchased checks and will have them available at meetings to write checks as needed.

b. Architectural Control Committee. Mike Roberts, Chair. Two projects were submitted and approved. One was for residing and painting. The second was for a fence replacement and addition.

c. Landscape & Maintenance. Chris Meyers, Chair. No written report. The Association was billed \$4475.79 for tree removal on Forest Walk and trimming trees around The Bowl. \$4500 was budgeted.

d. Recreation Committee. Chair: Debbie Hoxit. Debbie reported that the Egg Hunts cost \$772.19, \$227.81 under budget. About 50 attended the day hunt and 60 attended the night hunt. The children liked the night hunt. Laurie Milligan has committed to doing the egg hunts again next year and is storing the Egg Hunt supplies. The Garage Sale will be the Friday & Saturday, July 26, 27. Debbie will again coordinate and contact the different neighborhoods about participation. Van Dorm Realty offered to help with the garage sale. The board voted not to accept their help. The date for the Annual Picnic was set for August 17 starting at noon. Linda Moerke has agreed to assume the Recreation Committee Chair position as of this meeting.

e. Webmaster. Dave Hill was absent but Debbie Hoxit discussed the Homeowners Association Facebook account. She will check with Dave Fillippone to see how it was set up. She says it can be set up as a “closed group” in which anyone can post and the posts not seen by the public. There was concern about outside attendance at the recent egg hunts after an announcement about the hunts was posted on Facebook. Pam Fish uses Facebook and she may be interested in working with Debbie on this project.

The link to the covenants on the website is broken. Roger will talk with Dave Hill about fixing it.

f. Emergency Preparedness. Chair: position vacant. No report.

g. Mailboxes. Roger Fish, Chair. Nothing to report.

h. Compliance. Roger passed out a draft packet that contained a form to be used to document canvassing and inspection, a map of the mailbox sections in the neighborhood, covenants to be addressed, and sample of notice and letters to be used in the compliance procedures. Board members were asked to review and input to develop the final forms. Roger will send digital copies to board members to work on. Look for where dates should be on the forms. He went over a procedure in which canvasser would visit the homeowner to discuss compliance. If not available try a second time to see in person. Then proceed along to the violation letter as needed. For rentals the Board President will make a phone call to the homeowner first before any contact with the renter.

4. Old Business:

a. Welcome Baskets. Terry had sent an email copy of the Welcome Committee procedure to board members before this meeting. However, we didn't have any other information and current committee members had not been contacted about the discussion for this meeting. Roger suggested Elena contact the present committee and start an email discussion with them and the board about the neighborhood welcoming procedures. Vicki, the Treasurer, will make an initial visit to new homeowners as discussed at the April meeting.

b. Bowl Improvements. The base for the new basketball hoop is in place. Chris Meyers will be in charge of installing the new equipment.

5. New Business

a. Dog Waste Disposal Bags. Elena requested funds to purchase 4000 dog waste bags this summer. Presently there are 600 remaining from the last purchase made in January 2016. Cost will be about \$116 + shipping & tax. The board approved the funds.

b. Newsletter. The next newsletter will be sent out with the dues statements. Topics for news will include garage sale, annual picnic, reminders about walking pets, parking trailers, etc, ACC approval for projects, compliance, playground updates as space permits.

6. The next Board meeting will be held on Monday, July 8, 2019 at 6:00 pm at Mike Roberts's home, 7704 Saddle Ct.

7. The meeting was adjourned at 7:19 pm.