

**BUSH PRAIRIE HOMEOWNERS' ASSOCIATION**  
**7547 Henderson Blvd., Suite 7, Tumwater, WA 98501**  
**ANNUAL MEETING**  
**November 15, 2020**

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1. The meeting was called to order (on ZOOM) by Roger Fish, President, at 7:00 PM. 25 people attended as shown on the attendance list (as recorded from the ZOOM page by the Secretary). There were also 10 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
Al King (Board Member)	943-4431
Linda Moehrke (Treasurer)	491-6071
Chris Meyers (Landscape & Maintenance, Chair)	515-0168
Dave Hill (Webmaster)	
Terry Kirkpatrick (Secretary)	943-3293
Tammy Greenwell (Welcoming Co-Chair)	570-2205
Jeanne Kirkpatrick (Welcoming Co-Chair)	943-3293
Elena Guinn (Newsletter, Chair)	
Frank Hensley (City of Tumwater liaison)	

2. Introductions were made, and the ZOOM process explained.

3. After a review of the agenda, the minutes of the Annual Meeting of November 17, 2019 were approved.

4. Treasurers Report. Linda Moehrke, Treasurer

The balance in our operating account as of October 31, is \$53,564.28 (\$12,366 is invested in one CD @ 2.0% and \$10,385 & \$6,190 are invested in two others, both @ 0.35%). An additional \$37,924 is in our "Capital Reserve Fund"( There is \$21,044 in the Division 7 Storm Water Maintenance Fund in a savings account.

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 an annual basis. He/She ensures that new Owners receive copies of the Covenants and FAQs and informs the Welcoming Committee of their arrival. 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 \$24,062. There are liens on two homeowner's properties. Excluding amounts under \$20.00; Sixteen homeowners are overdue on dues (7%). Total amount due is \$6,684. 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.

The October 31 Balance Sheet and Profit & Loss Statement were displayed on ZOOM screen. The Treasurers report was moved, seconded and approved.

81 Owners have indicated they wish to receive their dues invoices by email. This will be done in 2021.

5. 2019 End-of-Year Projections (estimated): President Roger Fish. (Attached and displayed on ZOOM screen)

- a. Operating Fund: \$41,829
- b. Capital Reserve Fund: \$44,788
- c. Stormwater Maintenance Fund: \$21,687

Roger summarized that the Association was in a strong financial condition. We usually underspend our budget. Each year, the Board has voted to move all "unspent" annual income into the Capital Reserve Fund.

6. Committee Reports:

a. Architectural Control Committee (ACC). Mike Roberts, Chair. Written report provided.

The committee coordinates with existing homeowners on additions, outbuildings, sheds, roofs, screening and boundary fences, repainting, and maintaining neighborhood standards. Standards and the application form are posted on the BPHA web site. This year the ACC received 31 requests for review (5 failed to meet ACC standards). While some used the ACC request form, as required, many others did not. Some who used the form, applied just before contracted work began, allowing insufficient time for review and adjustments. Some failed to apply at all. In order to maintain a quality neighborhood, we need to do a better job of educating owners on the ACC process.

Three encroachments occurred (structures built extending across property lines).

The Committee plans to review and, possibly, expand acceptable standards for roofing.

There is a new home construction approval that is pending that the ACC committee will be addressing in the near future.

b. Landscape, Maintenance, and Grounds Committee. Chris Meyers, Chair. Written report provided (Power Point presentation on ZOOM screen).

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.

The Common Area contracted maintenance was rebid, resulting in a significant increase in cost. So far, performance has been good. Response to correction needs to be improved.

Spots where sidewalks need repair have been marked and recorded. The City of Tumwater is responsible for the sidewalks; however, funding is not currently available

for repairs. Where there is damage in common areas, the Board will consider doing the work.

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

c. Recreation Committee. Chair position vacant. Debbie Hoxit provided a 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, 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."

COVID had a huge impact on planned social events in 2020. All those scheduled were cancelled.

Last year's (2019) Best Holiday Decorations Award went to the home at 1841 Arab Drive. The residence at 2017 Bridle Drive was runner up. The residence at 7540 Filly Court was third. Honorable Mentions: 1230 Bridle Drive, 7706 Filly Court, and 7828 Paddock Court.

The 2020 Most Beautiful Yard Award went to the home at 2042 Arab Drive. Second place went to 7711 Arab Court. Third place went to 7835 Paddock Court & 2018 Arab Drive (tie). Honorable Mentions: 2005 Arab Drive, 1241 Bridle Drive, 2009 Arab Drive, 1425 Arab Drive and 7619 Gelding Court.

d. Webmaster, Dave Hill, Chair. (The BPHA Website was displayed on the ZOOM screen).

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. All incoming emails are distributed to all board members. A new link has been added with a map of Bush Prairie and the location of each of the common areas. In response to a question about the web site, Forest Walk begins at the stormwater pond on Arena Court. It is currently an out-and-back trail, but we have tried to coordinate with Deschutes Ridge (no active Homeowners Association yet) to link through their neighborhood to the Deschutes River.

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 helpful information. Tammy Greenwell adds apple cider and other treats, 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 12 baskets were delivered during 2020. We have also started earlier contacts with new Owners by the Treasurer.

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 an 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 first 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 should not be posted on the CBUs (tape removal damages the CBUs and often impacts the reflective tape, needed to keep folks from running into them). 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. If you see a sign taped to a CBU, please remove it.

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 2021.

7. Election of new Directors (Two vacancies).

Roger reported that Debbie Hoxit, Mike Roberts, and Al King have another year to serve on the Board. Two positions will therefore become vacant. Owners in attendance were invited to self-nominate, if they were willing to serve. Roger Fish volunteered to serve another term. Two owners, James Chaney and Tim Wachtman indicated an interest, but asked for further information. There being no other nominations, nominations were closed, and Roger Fish was elected by acclamation. Roger will contact James and Tim and determine interest in filling the remaining vacancy. Under the by-laws (Article VIII, Section 6), the Board may appoint an Owner to fill a vacancy.

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 continue to chair the committee. David Rothschild volunteered to continue on the committee. They will recruit a third member. Under the Covenants (Article V, Section 1), the Board may appoint an Owner to fill a vacancy.

9. New Business

a. COVID-19 impacts to BPHA activities. In spite of the cancellation of scheduled social events, the functions of the Association have continued. Thanks to the use of ZOOM, the Board has held regular meetings and continues to operate to manage BPHA needs. Key committees have remained active. The budget has been closely followed and ACC standards have been enforced at a reasonable level.

b. Enforcement of Association Covenants, By-Laws and ACC Standards. There is a recognition that stronger enforcement is desired by most Owners. All members of the Association need to assist the Board in identifying violations and correcting them using established rules.

c. City of Tumwater Liaison. Frank Hensley, Board Representative. The City Public Works Facility, planned for the old Trails End property (including a large public park), is awaiting completion of a Habitat Conservation Plan (Gophers) and funding. Upon completion of the HCP, planning and design will resume.

The City has hired a new traffic engineer, Mary Heather Ames. She has initiated a study of the Old Highway 99 corridor, just west of Bush Prairie. Owners are encouraged to complete the on-line survey at the City's web site. The Association has shown strong support of adding a traffic light at 79<sup>th</sup> Avenue in the past. Those present voted unanimously to write a letter to the Mayor in support of a traffic light.

We continue to follow what is happening with the Comcast cable franchise. Concerns should be brought to the City.

d. Yard of the Year Announcement. See above. One positive outcome of COVID has been extra time to work on our yards. Many Bush Prairie properties have been improved this year.

e. 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 execution of the plan is going well. 2021 will be the 10<sup>th</sup> year of our 20-year plan. The Board will do a major update to the plan next year, adding new capital assets that have been acquired and using cost data accumulated during the first 9 years. As of today, anticipated upcoming maintenance projects are fully funded.

There were considerable thanks expressed by Homeowners to Roger for the work put into creating the reserve study and full support for an update in 2021.

f. Open Floor (This section includes questions raised throughout the Annual Meeting).

- What will be done with the estimated unexpended \$12,000 in revenue? At the discretion of the Board, unexpended revenue at the end of the year will be transferred to the Capital Reserve Fund.
- Where is the access to Forest Walk? Off Arena Court. (Access information to each major Common Area can be found in the FAQs on our web site).
- Can we revive the Emergency Preparedness Program? We can (and should) if someone will step up to take the lead. Much of the work has already been done.
- Can we develop a program to identify and assist neighbors in need? Yes, if someone will step up to take the lead. This could be done as an extension of the Emergency Preparedness Program or, possibly, using the Facebook site.

10. 2021 Annual Budget. (Copies of the Budget were mailed to each Homeowner along with the Annual Meeting announcement).

President Roger Fish passed out the Board approved budget proposal for 2021 with the statement that it mirrors the 2020 budget, except that a larger amount of the Common Area maintenance expense is dedicated to the Common Area landscaping contract. After discussion, without objection, the Association approved the 2021 budget.

11. Next Meeting. The next Board meeting and election of officers will be held at 6:00 p.m. on Thursday, December 10 by ZOOM. The next Annual Meeting of the Bush Prairie Homeowners Association will be held in November 2021.

12. The meeting was adjourned at 8:55 p.m.