

# DRAFT

**BUSH PRAIRIE HOMEOWNERS' ASSOCIATION**  
**7547 Henderson Blvd., Suite 7, Tumwater, WA 98501**  
**ANNUAL MEETING**  
**November 7, 2021**

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1. The meeting was called to order (on ZOOM) by Roger Fish, President, at 7:00 PM. 15 people attended as shown on the attendance list (as recorded from the ZOOM page by the Secretary). There were also 15 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
Mike Roberts (Board Member & ACC Chair)	357-4435
Tim Wachtman (Board Member)	
Linda Moehrke (Treasurer)	491-6071
Chris Meyers (Landscape & Maintenance, Chair)	515-0168
Dave Hill (Webmaster)	
David Rothschild (ACC Member)	878-1667
Terry Kirkpatrick (Secretary)	943-3293
Tammy Greenwell (Welcoming Co-Chair)	570-2205
Jeanne Kirkpatrick (Welcoming Co-Chair)	943-3293
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 15, 2020 were approved.

4. Treasurers Report. Linda Moehrke, Treasurer

The balance in our operating account as of October 31, is \$43,293.72 (\$12,616 is invested in one CD @ 2.0%). An additional \$47,765 is in our "Capital Reserve Fund"( There is \$21,977 in the Division 7 Storm Water Maintenance Fund.

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 \$24,023. There is a lien on one homeowner's property. One additional lien is in process. Only three homeowners

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are overdue on dues (1%). Total amount due is \$4,036. 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 Treasurers reports for September and October 2021 were approved.

5. 2021 End-of-Year Projections (estimated): President Roger Fish. (Attached)
  - a. Operating Fund: \$29,000
  - b. Capital Reserve Fund: \$54,760
  - c. Stormwater Maintenance Fund: \$22,800

Roger summarized that the Association was in a strong financial condition. We usually underspend our budget. In past years, 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 32 requests for review (6 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.

See Bylaws changes below for modifications in ACC standards.

- 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 new basketball court was striped. Striping for pickleball was added to the tennis court and a new net was installed. The "whirl & twirl" was installed in the playground. A third dog waste bag dispenser was installed at Trails End Drive and Arab Drive.

Meeting a City of Tumwater requirement, all stormwater ponds were inspected. There were no major discrepancies except for the outfall into the Gelding Court pond. The Board has set aside funds and directed repair of the outfall. A tree may need to be removed at the Arena Court pond.

Vandalism to the Big Toy in the Bowl has been repaired. Vandalism to the picnic tables will be repaired in 2022.

Trash is an issue in the bowl, but addition of trash cans would only add to the problem. Users need to take their trash with them.

The net posts on the tennis court need to be replaced.

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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 continued to have a huge impact on planned social events in 2021. All those scheduled were cancelled.

The winner of the 2020 Best Holiday Decorations Award was the Higas with their dazzling display at 1841 Arab Drive. Second place was the Nickersons at 1344 Bridle Ct. Third place was a tie between the Andruses at 7638 Stagecoach Ct. & the Montgomerys at 1911 Arab Dr. Honorable Mentions went to the Smiths at 1230 Bridle Drive, the Penroses at 7714 Filly CT, the Henrys at 7828 Paddock Ct., the Grahams at 1440 Arab Dr and Pat DeNeui at 1425 Arab Dr.

Debbie reported that 2021 Best Holiday Decorations will be judged mid-December. Pam Fish, Linda, and James will do the judging. Laurie Milligan agreed to lead the 2022 egg hunt. She plans on a morning hunt for young children in the Meadow and an evening hunt for older children in the Bowl. This coming July, Debbie will be out of the country so she is working with the other neighborhoods on picking new dates. June 24<sup>th</sup> & 25<sup>th</sup> or July 8<sup>th</sup> & 9<sup>th</sup>. Looking for your input.

2021 Yard of the year winners are: 1<sup>st</sup> place ~ 2017 Arab Drive (Acosta); 2<sup>nd</sup> place ~ 1231 Trails End Court (Box); 3<sup>rd</sup> place ~ 1425 Arab Drive (DeNeui) and ~ 1241 Bridle Drive (Copeland)

Honorable Mentions: 2037 Arab Drive (Kee); 7711 Arab Court (Heilman); 2042 Arab Drive (Schorno/Duerr); 7839 Paddock Court (Gregg); 7826 Gelding Drive (Hutchinson); 7637 Stagecoach Court (Mendel); and 1827 Arab Drive (Kuhns)

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. It has links to Bush Prairie documents such as Covenants, Bylaws, General Questions and Answers, Board Minutes and Newsletters. 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 Directors. 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.

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Tammy reported that 12 baskets were delivered during 2021. We have also started earlier contacts with new Owners by the Treasurer. Coordination among Tammy, Jeanne and Linda should insure that handouts are not duplicated.

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.

Debbie reviewed the consultations she and Mike have had with our attorney. He emphasized selecting the most grievous violations first and addressing them with equal treatment. Three escalating letter formats have been prepared. If they fail to achieve compliance, we can turn the action over to an attorney.

An Owner, present on ZOOM, related a decline in compliance on their street. Trailers are being parked in driveways for extended periods of time and one neighbor is running an auto repair business in their garage.

Owners were encouraged to take a picture of compliance violations they see and forward it to the Board for action.

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 to date, Association special 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. Roger pointed out that eventual replacement of the CBUs, at \$36,000, is the second largest item identified in our Capital Reserve Study.

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

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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. Tim and Alida indicated that they are willing to help as part of a committee. Chris offered to approach two fire-fighters that live in the neighborhood and ask them to participate.

## 7. Election of new Directors (Two vacancies).

Roger reported that he, Tim Wachtman and James Chaney 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. Debbie Hoxit and Mike Roberts volunteered to serve another term. There being no other nominations, nominations were closed, and Debbie and Mike were 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 continue to chair the committee. David Rothschild volunteered to continue on the committee. Roger volunteered James Chaney to continue as well.

## 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. 79<sup>th</sup> St. and Old Hwy 99 intersection study by City of Tumwater. Roger shared a letter received from Mayor, Pete Kmet. The City Plan calls for a round-about to be constructed at this location. Some kind of control is essential for safety. Frank Hensley added that, while the work is scheduled, it is not yet funded.

c. Public Works Facility update – Frank Hensley, BPHA liaison to the City. Frank reported on several items he has worked on with City staff: 1) Traffic flow at the intersection of Capital Way and Custer has significantly improved after a request for review; 2) A traffic review has been requested for the intersection of Old Hwy 99 and Henderson Blvd; 3) We appear to be stuck with COMCAST cable. Federal law precludes the City from influencing much of their operations; and 4) Mayor Pete Kmet is retiring. We hate to lose him, but are highly satisfied with the responsiveness of Mary Heather Ames, the new traffic engineer.

d. Bush Prairie Bylaws changes – Terry Kirkpatrick. The Board approved two changes to the Bylaws during 2021. These changes were mailed to all Owners as part of

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the Annual Meeting Notice (attached). There were no comments received and the changes were accepted by the Association. Changes have been posted in the web site.

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 with anticipated expenditures of \$179,428 over the 2020 – 2039 period. 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. 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 review 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.

f. Open Floor (This section includes questions raised throughout the Annual Meeting). 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 2022.

10. 2022 Annual Budget. (Copies of the Budget were mailed to each Homeowner along with the Annual Meeting announcement).

President Roger Fish reviewed the Board approved budget proposal for 2022 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. We have gone 14 years without a dues increase for the general fund and have an eight month reserve in the General Fund. For now, it appears that we can meet our expenses, but, at some time in the future an increase will be considered by the Board. After discussion, without objection, the Association approved the 2022 budget.

11. Next Meeting. The next Board meeting and election of officers will be held at 6:00 p.m. on Thursday, December 9 by ZOOM. The next Annual Meeting of the Bush Prairie Homeowners Association will be held in November 2022.

12. The meeting was adjourned at 9:00 p.m.