

16356404-75-2-12

**Point Richmond Ridge  
Homeowners Association**

**2024 Annual Meeting Announcement**

The Point Richmond Ridge HOA Annual Meeting is scheduled for Saturday, November 9, 2024, at 2:00 PM. The meeting will be held in the meeting room at Gig Harbor Pierce County Library located at 4424 Point Fossdick Drive, GH, WA 98335.

The agenda for this meeting is:

1. Roll Call to Establish Quorum
2. Proof of Notice of Meeting
3. Approve Minutes from 2023 Annual Meeting
4. Officer Reports – Annual Updates
5. Committee Reports - ACC
6. Old Business
7. New Business
8. Election Results Announcement
9. Adjournment

The attached documents include:

- Proxy Voting Form
- Candidate Statements
- Election Ballot and Instructions
- Budget for 2025 as Adopted by the Board of Directors
- Approved Operating Budget as Adopted by the Board of Directors

Please review the Minutes from the 2023 Annual Meeting before this meeting so we can move through approval of those minutes quickly. The link to those minutes is: [PRRHOA.org](http://PRRHOA.org). Scroll down the left of the page to Meeting Minutes, click and look for Archives 2023 – Annual Meeting.

Policy and Bylaw changes adopted during 2024 are on the HOA website ([www.prrhoa.org](http://www.prrhoa.org)) under Documents. The policy and Bylaw details had been previously mailed to all Owners.

There is a Director election this year to replace three of the Directors who are completing their terms.

If you have questions, please contact Steve Treese at [president@prrhoa.org](mailto:president@prrhoa.org) or call him at 832-247-5200.

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**Point Richmond Ridge Homeowners Association**

**Proxy Voting Form**

Lot #: \_\_\_\_\_, Lot Owner Signature: \_\_\_\_\_, Date: \_\_\_\_\_

I hereby appoint \_\_\_\_\_, Owner of Lot# \_\_\_\_\_, to cast my vote in my absence at the Annual HOA Members Meeting to be held on November 9, 2024, or any adjournment thereto. This proxy will be used to establish quorum for the meeting.

Witness Signature: \_\_\_\_\_, Lot # \_\_\_\_\_, Date: \_\_\_\_\_

**Return only this bottom portion by mail (to Point Richmond Ridge HOA, 13607 12<sup>th</sup> Ave NW, Box 12, Gig Harbor, 98332) or in-person, if used.**



## **Point Richmond Ridge Homeowners Association**

### **2024 Board of Directors Election**

#### **Candidate Statements**

##### **Walter Hickey**

Truth be told, Kathleen and I had not ever visited Gig Harbor until the weekend before we purchased our house here in Point Richmond Ridge. After 38 years in Bellevue, landing here 6 years ago was a dream we never envisioned. We deeply appreciate the wonderful environment, the terrific neighbors, and the welcoming spirit we have found in our new home. During my first year here, I was "drafted" to an ad hoc committee to review the by-laws under which we govern ourselves. Through thorough examination and extensive discussion, we edited and published the By-laws that you can review on PRR website. Before finding my way to Gig Harbor I was a career educator (45 years!). During that time, I led or participated in numerous school, district-wide, regional and national leadership teams and/or workshops. In addition, I've spent a fair amount of time participating in or leading church committees.

In my own reading and limited research of the duties of an HOA, one of the preeminent influences for the vibrancy in an HOA is, strangely, turnover in HOA leadership! The health of an HOA is dependent on the members actively participating in the organization, to the extent that they are capable. It is with that in mind that I accept the invitation to be part of the Point Richmond Ridge HOA Board. See you around the neighborhood.

##### **Dorian Steele**

I am excited to announce my candidacy for a position on our Homeowners Association (HOA) Board of Directors. As a committed member of our community, I am eager to contribute my skills and experience to help enhance and maintain our neighborhood. Our family moved to PRR in 2023 and feel that Gig Harbor and our PRR community is a very special place. I have experience in Program Management, Property Management and as a Business Owner wear many hats. I also served as County Director for a special needs' soccer camp program for 5 years. I am dedicated to serving the best interests of our community. As a HOA Director, I will be approachable, responsive, and

committed to addressing the concerns and needs of our residents. I believe in working collaboratively to find solutions that benefit everyone.

### **Tom McKee**

My name is Tom McKee and I'm excited to announce my candidacy for a position on the PRR HOA board of directors.

For those who don't know me, I have lived in Point Richmond Ridge for 23 years. My wife, Laura and I have been married for 43 years and been part of the Gig Harbor community for 35 years. We have raised our two sons and thoroughly enjoyed our time here.

My current position on the board is ACC Liaison. If elected to serve again, this will be my third term of the position. My goal, if elected, will be to continue to develop and maintain a standard of care so that residents will be proud and happy to live in this community.

As the current ACC Liaison, my duties involve maintaining contracts and securing additional contracts for the maintenance that is required in the development. Also included is maintaining the playground, all open spaces and continuing maintenance of our roads including the storm drains. This position requires understanding the budget and the associations' finances, dealing with disputes when needed and discussing/implementing ideas.

Please, vote for me in the upcoming PRR HOA Board of Directors election.

Thank you.



**Point Richmond Ridge  
Homeowners Association**

**2024 Board of Director Election Ballot**



The election this year is primarily by mail. To be counted, your ballot must be returned and received before the November 9 Annual Meeting. It can also be turned in at the meeting, if so desired.

There can be only one ballot per lot. When you mail in your ballot, indicate your return address or lot number on the envelope only. Fold the ballot and insert it into the envelope; but **DO NOT MAKE ANY IDENTIFYING MARKS ON THE BALLOT ITSELF**. We will figure out the lot number from the envelope and log it when the ballot is received. The ballots will be opened and separated from the envelopes for counting. Candidates are listed alphabetically by surname.

If you hold a proxy for someone else, you must have their ballot along with their proxy to register their vote.

**Return ballot before November 9, 2024, to:**

Point Richmond Ridge HOA  
13607 12<sup>th</sup> Ave NW, Box 12  
Gig Harbor, WA 98332

----- Cut Here and Mail Bottom Portion Only) -----

**Vote for three (3) Directors by checkmark (☑ or ☒):**

- ☐ Walter Hickey
- ☐ Dorian Steele
- ☐ Tom McKee
- ☐ \_\_\_\_\_ (Write In)

----- Fold here before mailing -----

**Ballot must be received before November 9 to be counted.**

**You may only vote once.**

**Do not make any marks on the ballot itself that would identify you.**

**Only put your identifying information on the mailing envelope.**

# POINT RICHMOND RIDGE HOA

SATURDAY, NOVEMBER 9<sup>TH</sup> AT 2:00PM

4424 POINT FOSDICK DRIVE, GIG HARBOR, WA 98335

## Budget Ratification Meeting AGENDA

- Call to Order
- Ratify 2025 Budget

*Unless at the meeting, the majority of the voting power of the membership rejects the budget, the budget and assessments included in the budget are ratified. (RCW 64.90.525)*

- Adjourn



Point Richmond Ridge	2024	YTD as of 7/31/2024	Remaining in 2024	Total Expected 2024	2025	Remarks
Homeowners Association	Approved				PROPOSED	
Budget for 2025	Budget				Budget	
<b>Operating Budget</b>						
<b>Income:</b>						
Beginning Balance	4,400.49	\$39,629.68	\$0.00	\$39,629.68	22,562.34	
Homeowner's Assessments	\$49,800.00	\$49,200.00	\$600.00	\$49,800.00	\$49,800.00	Assessments are \$300 semi annually, per owner, due on Jan 1st & July 1st
Interest Income		\$5.10	\$5.00	\$10.10		
Late Fees, Penalties		\$250.00	\$275.00	\$525.00		
Donations				\$0.00		
<b>Total Income</b>	<b>\$54,200.49</b>	<b>\$89,084.78</b>	<b>\$880.00</b>	<b>\$89,964.78</b>	<b>\$72,362.34</b>	
<b>Operating Expenses:</b>						
Bank Fees	\$0.00			\$0.00	\$0.00	
Insurance Expense	\$3,160.00	\$0.00	\$3,160.00	\$3,160.00	\$3,160.00	
Management	\$7,200.00	\$4,200.00	\$3,000.00	\$7,200.00	\$7,920.00	Management fee is \$660.00 per month X 12 months
Legal/Lien Fees	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	
Strongroom		\$10.00	\$0.00	\$10.00	\$120.00	\$10/mo begin in 2025 for invoice
<b>Maintenance:</b>				\$0.00		
Entrances	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	
Tract B - Playground Landscape				\$0.00		
Playground - Equipment & Play Area				\$0.00		
Other				\$0.00	\$0.00	
Landscaping Maintenance Contract	\$9,122.40	\$5,314.40	\$4,540.20	\$9,854.60	\$9,156.00	
Landscape Misc./Special				\$0.00	\$0.00	
Tree Pruning/Removal	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00	
Water	\$500.00	\$49.48	\$450.52	\$500.00	\$500.00	
Irrigation Repairs				\$0.00		
<b>Miscellaneous Expense:</b>				\$0.00		
Postage	\$400.00	\$124.13	\$150.00	\$274.13	\$400.00	
Website Hosting		\$492.04	\$0.00	\$492.04	\$250.00	every 3 years due in 2025
Office Supplies	\$775.00	\$71.30	\$150.00	\$221.30	\$775.00	
Backflow Testing	\$30.00	\$30.00	\$0.00	\$30.00	\$30.00	
Facilities Rental/Meeting Room				\$0.00	\$0.00	
Reserve Study	\$1,500.00	\$1,235.00	\$0.00	\$1,235.00	\$0.00	Full Reserve Study every 3 years (due 2027)
Contingencies	\$6,569.09	\$2,399.50	\$3,190.00	\$5,589.50	\$5,000.00	
Reserve Contribution	\$22,709.00	\$25,000.00	\$12,709.00	\$37,709.00	\$30,000.00	
<b>Taxes and Fees:</b>				\$0.00		
Corporate Transparency Act					\$250.00	
Secretary of State: Filing Fee	\$75.00	\$24.99	\$50.00	\$74.99	\$75.00	
Taxes Property	\$585.00	\$476.88	\$0.00	\$476.88	\$585.00	
Taxes Federal	\$75.00	\$0.00	\$75.00	\$75.00	\$75.00	
<b>Total Expenses</b>	<b>\$54,200.49</b>	<b>\$39,927.72</b>	<b>\$27,474.72</b>	<b>\$67,402.44</b>	<b>\$59,796.00</b>	
<b>Income minus Expenses</b>	<b>\$0.00</b>			<b>\$22,562.34</b>	<b>\$12,566.34</b>	
<b>Reserves Budget</b>						The association does have a 2025 FY Reserve Study that meets the requirements of RCW 64.90.550.
<b>Beginning Balances</b>	38,465.27					
AAB CD		\$ -		\$ -		
Money Market Account (as of 1/1/2024)		\$ 38,641.16		\$ 38,641.16	\$19,761.39	
<b>Income:</b>				\$ -		
Interest Income YTD		\$ 291.84	\$100.00	\$ 391.84		
Transferred from Operating Budget	\$22,709.00	\$ 25,000.00	\$12,709.00	\$ 37,709.00	\$30,000.00	
<b>Total Reserves</b>	<b>\$61,174.27</b>	<b>\$63,933.00</b>	<b>\$12,809.00</b>	<b>\$76,742.00</b>	<b>\$49,761.39</b>	
<b>Reserves Expenses:</b>						
Tract B Playground Landscape		\$ -	\$ -	\$ -	\$ -	
Playground - Equipment & Play Area	\$ 2,719.00	\$ 577.04	\$ -	\$ 577.04	\$ -	
Road Repair/Sealcoat	\$ 52,974.00	\$ 56,403.57	\$ -	\$ 56,403.57	\$ 2,100.00	
Tree Removal		\$ -	\$ -	\$ -	\$ -	
Tract D Maintenance		\$ -	\$ -	\$ -	\$ -	
Tract E - "Park"		\$ -	\$ -	\$ -	\$ -	
Catch Basin Maintenance		\$ -	\$ -	\$ -	\$ 2,000.00	
<b>Total Reserve Expenses</b>	<b>\$ 55,693.00</b>	<b>\$ 56,980.61</b>	<b>\$ -</b>	<b>\$ 56,980.61</b>	<b>\$ 4,100.00</b>	
<b>End of Year Reserves</b>	<b>\$5,481.27</b>			<b>\$19,761.39</b>	<b>\$45,661.39</b>	