

**POINT RICHMOND RIDGE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
August 12, 2019**

Minutes of the Board of Directors Meeting of the Point Richmond Ridge Homeowners Association, Gig Harbor, Washington, held at the Lee residence, in Gig Harbor, Washington at 7:00 p.m. on the 12th day of August, 2019.

I. CALL TO ORDER

- a. Board Member Randall Lee called the meeting to order at 7:04 pm.

II. ROLL CALL OF OFFICERS

- a. Present: *Randall Lee (President), Steve Treese (Vice President), Jennifer Shen Lee (Interim Treasurer), Karen Streeby (Secretary), Jim Watterson (ACC Liaison)*
- b. Absent: N/A
- c. Also Present: N/A

III. APPROVAL OF THE MINUTES OF THE REGULAR MEETING (7/15/2019)

- a. Motion by R. Lee, seconded by S. Treese to dismiss reading of the minutes of the Regular Meeting of July 2019, Motion Carried.

IV. READING/REVIEW/AMENDMENT OF BOD MEETING AGENDA

- a. R. Lee solicited input from Board Members on any items to add to the agenda.
 - i. S. Treese requested adding a discussion of Governing Documents.
 - 1. The agenda was amended to add Governing Documents as item E.

V. OFFICER REPORTS / NEW BUSINESS

- a. R. Lee, President
 - i. Kudos to ACC for all past work (playground, road maintenance) and stressed that the ACC serves a critical role in our community.
- b. S. Treese (Vice President)
 - i. Has been working on marking up the existing Governing Documents.
 - 1. **Action Item - J. Watterson (ACC Liaison) is new to the board and hasn't seen the marked up doc. J. Watterson will review.**
 - 2. The Governing Documents are legal docs and are filed with the state. Treese noted that our existing covenants do not have a provision for amendments.
 - a. **Action Item - BOD needs to consult a lawyer**
- c. K. Streeby (Secretary)
 - i. Nothing to report
- d. J. Lee Shen (Treasurer)
 - i. Prepared the PRR financials and noted a few items.
 - 1. Tree removal was an overrun
 - 2. Water bill is exceeding YOY amounts.
 - a. **Action Item - J. Watterson to inspect common area/playground system for potential leak.**
 - b. **Action Item - J. Lee Shen to print out historical bills and provide to J. Watterson.**
 - 3. Non-Allocated Events Reserve exceeded budgeted amount due to snow removal and reimbursement of sign hardware.
 - 4. In all, total budget is about \$1,300 over.
 - 5. Noted a discrepancy between the amount of money expected to be in the checking account vs. actual amount. Delta of ~ \$3,000.
 - a. **Action Item - J. Shen Lee has asked our bookkeeper to walk her through it.**
 - 6. Signatures

- a. R. Lee suggests that all BOD members be signatories when we meet with HOACS
 - i. **Action Item - R. Lee to set up meeting with HOACS**
 - 7. J. Shen Lee motioned posting the July financials to the PRR web site after they are forwarded to new BOD members K. Streeby and J. Watterson. The motion was tabled until all BOD members have been able to review the financials.
 - a. **Action Item - J. Shen Lee to send financials to K. Streeby and J. Watterson**
- e. J. Watterson (ACC Liaison)
 - i. ACC has sent out 11 letters to date
 - 1. Two re: tree roots affecting the roadways and suggested actions.
 - a. Requested replies from homeowners by Aug. 26
 - 2. Lot 53 / Pullin
 - ii. Tract G
 - 1. Lot 28 requests prior notice when tree inspection/removal activity is planned in Tract G
 - a. J. Watterson suggests a post on PRR social media and web site when the ACC is in the tract
 - b. R. Lee calls to table the conversation re: ACC activity in community tracts.
 - iii. Motion by J. Shen Lee for ACC to identify standard operating procedures associated with contact of community members that may be impacted by ACC operations. Seconded by R. Lee, Motion Carried.
 - 1. **Action Item - J. Watterson to create 2 templates (friendly letter and formal violation).**
 - iv. Tree Roots
 - 1. ACC will enforce remedies consistent with past instances
 - v. S. Treese noted a dead shrub on the playground due to deer eating it
 - 1. **Action Item - J. Watterson/ACC will take care of it.**

R. Lee made a motion to adjourn the meeting at 9:10 pm. Seconded by S. Treese. Motion Carried.