

**POINT RICHMOND RIDGE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
August 23, 2020**

Minutes of the Board of Directors Meeting of the Point Richmond Ridge Homeowners Association, Gig Harbor, Washington, held at the Treese residence, in Gig Harbor, Washington at 6:00 p.m. on the 23rd day of August, 2020.

I. **CALL TO ORDER**

- a. Board Member R. Lee called the meeting to order at 6:05 pm.

II. **ROLL CALL OF OFFICERS**

- a. Present: *Randall Lee, Steve Treese, Karen Streeby, Jim Watterson*
b. Absent: N/A
c. Also Present: N/A

III. **APPROVAL OF THE MINUTES OF THE REGULAR MEETING** (*April 4, 2020*) N/A

- a. Motion by R. Lee to dismiss reading of the notes, seconded by J. Watterson to approve the minutes of the Regular Meeting of April 4, 2020.
Motion Carried

IV. **AGENDA REVIEW AND APPROVAL**

- a. R. Lee kept Governing Documents out of New Business Review assuming Steve would review under Officer's Reports. Steve concurred and all BOD members present approved.

V. **Officers' Reports**

a. **President**

- i. R. Lee proposed moving item E (Property Taxes) out of new business and instead, discussed in his report.

1. R. Lee looked at the property tax for common area properties and determined that the increase was minimal, at approximately \$165 per year for our common area property tax increase.
 - a. Property value is based on being developable and useful. Only tract D (helipad/storm drain field), tract B (playground) and tract A (roads) have value.
 - b. If you appeal your property tax assessment, your chances of success are very low. Randall checked with the county assessor's office and determined it was not a valuable use of time for the likely minimal return.

b. **Vice President**

- i. S. Treese passed out copies of the Bylaws Committee Revisions.
 1. The committee did a lot of cleanup, clarifying intent. Reduce legal jargon and make it more readable in layman's terms.
 2. Added allowances for electronic communication
 3. Changed the quorum to 10% (it was about 26% which would have been about 21 property owners)
 4. Set a minimum of 3 for the board
 5. S. Treese asked for comments on bylaw changes before we motion to approve.

- a. **Action Item - Board members will review the changes and provide comments to S. Treese.**

c. **Secretary**

- i. Nothing to report

d. **Treasurer**

e. **ACC-Liaison**

- i. J. Watterson was in touch with Thornhill on Tract D maintenance.
 - 1. The issue has been resolved.

VI. **Old Business**

- a. R. Lee – Brought up discussion of a hole in the concrete in the catch basin at the bottom of the culdesac near the 134th entrance.
 - i. R. Lee suggests we contact Asphalt Patch and have them take care of it.
 - 1. **Action Item** – J. Watterson will contact them and have it taken care of. We do not need multiple bids.
 - ii. S. Treese suggests we address small patches in the roads before 2025
- b. Tract B inspection requirements for the climbing structure/swings
 - i. Kompan no longer does the courtesy inspection for us.
 - ii. It has not been done this year and needs to be done.
 - 1. **Action Item** – J. Watterson is going to look into it.

VII. **New business**

- a. Annual Meeting Planning and requirements associated with notification/timing
 - i. Virtual Meeting
 - 1. R. Lee spoke with AJ and has spoken with community members. Most residents are knowledgeable of Zoom.
 - a. S. Treese subscribes to Zoom Meetings and has the willingness and ability to act as host
 - b. We will use Zoom meetings for our annual HOA meeting.
 - 2. We need to include in our announcement, pretty comprehensive notes on how to access the meeting.
 - a. We need everyone's email address and we don't have that. R. Lee proposes that without making a formal announcement, we put into our current news tab on our web site that we decided we will conduct a virtual meeting and those who wish to participate provide their email address to our secretary or host.
 - 3. In the meeting we need to have voting and secret ballots.
 - a. Question to address; How are we going to be able to collect and identify proxies?
- b. HOACS – Discussion ensued about what the scope of our engagement with them is
 - i. We have the minimum contract at \$319 per month. Bookkeeping and collections only
 - 1. Basic management is 600/month
 - a. They will give vendor referrals (where other people have been getting good services)
 - b. They will send out the violation letters for us (reduce the “traffic cop” aspect of ACC)
 - 2. Full service is 750/month
- c. 2021 Annual budget
 - i. We plan to build into the 2021 budget an enhancement of the scope of services we receive from HOACS to get their basic management which is an upgrade from what we currently use.
 - ii. We should be contributing more to our reserve (we are currently contributing 15K per year).

1. This would be done via a dues increase. Will need to build in something to our 2021 budget. S. Treese thinks a 20% increase, to \$480 per year. It would allow us to contribute an add'l 3K to the reserve per year given no extenuating circumstances. R. Lee thinks it should go up \$50 twice per year, or an increase of \$100 per year.
 2. Action Item –BOD - by this time next month have a budget prepared that we feel confident with that is reasonable and does not create a lot of objections. Think about “nice to have” items.
- d. Potential BOD members
 - i. Three positions are coming up for renewal whose terms are up;
 1. President
 2. Treasurer
 3. Secretary
 - e. Annual Reserve Study Update
 - i. We will do this next year – an update.
 1. Action Item – S. Treese will do this using the existing assumptions that he and J. Shen Lee did the prior year.
 - f. Web site updates
 - i. R. Lee – would like Secretary to find these necessary updates, ensure the site is accurate and provide to our webmaster, AJ Montgomery. Make sure the site is accurate. Have AJ do the updates.
 1. We can put Randall down as a member of the ACC Committee Member. Also leave Pat Schreiner.
 2. Action Item – Karen to take a pass at web site accuracy
 - g. CD monies
 - i. This is resolved.
 - h. PRR HOA Delinquencies
 - i. Welcome committee
 - i. Steve has created a nice flyer
 - ii. Put on our web site a current news tab that we are looking for people to become involved in a welcoming committee.
 - j. HOA Membership / Lot # List
 - i. Action Item – Karen to update and go back thru Jill's emails and make sure it's accurate.

R. Lee made a motion to adjourn the meeting at 8:22 pm. Seconded by Steve. Motion Carried.