

March 2018

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Point Richmond Ridge Homeowners' Association  
Board of Directors Meeting

**Date:** March 27, 2018

**Location:** President (R. Lee); Lot #38

**Scheduled Time:** 1830

**Call to Order:** 1836

**Roll Call:** R. Lee (President), Cory (Vice President), Moran (Secretary), Malady (Treasurer), P. Lee (ACC Liaison)

Reading/Review/Amend of Previous BOD Meeting Minutes: Meeting dated 2/6/18 approved by BOD without reading.

Reading/Review/Amend of BOD Meeting Agenda:

R. Lee proposed 5 (five) items to the agenda as new business:

1. Secretary Report relative to Facebook monitoring.
  2. Addition of ACC Secretary (Herzberger) for email notification to Outlook within our SharePoint site.
  3. Fees/fines/accrual of interest; By-Laws, para 7.12.2; Sub-para 5.d.
  4. PRR Contracts "Boiler-plate".
  5. Suggested BOD review of By-laws Paragraph 7.12.3 relative to "Speeding within our Community" for BOD ideas as related to By-laws paragraphs 7.2; 7.7; 7.11.
- With no other amendments identified, motion made by R. Lee, Cory second, passed unanimously.

**Officers' Reports:**

**A. President**

1. 5 (five) items added to the agenda as noted.
2. BOD's powers regarding any By-Laws changes will not be changed.
3. PRR 1<sup>st</sup> Quarter Newsletter being prepared for early April mailing.

**B. Secretary**

1. Facebook issue: Smashed glass found in playground (ACC Liaison will relay the concern to the ACC committee to address).
2. Facebook issue: ATV speeding through the neighborhood (ACC Liaison will relay the concern to the ACC) re; Bylaws, para 7.2 (ban use of ATV's on PRR roads).

**C. Treasurer**

1. Financial issues have been shared through e-mail with BOD and were provided to BOD members via handout
2. Revenue through 2/28/18 is \$15,917.05, expenses were \$1,649.12
3. \$200 general ledger represents a bounced check (Discrepancy has been removed)
4. February Financials have been submitted to AJ, a few errors involved but

nothing significant

5. \$200 return check was Farmers
  6. Total dollars on Treasure's report are now correct
  7. WA State filing has been completed
  8. Federal tax filing has been completed
  9. Malady sent report for federal filing
  10. \$76,440.73 currently in the bank
  11. 3 owners have not paid first half of dues. 3 other owners owe partial amounts.  
2 owners have pre-paid various amounts.
- Malady motion to approve the report (R. Lee second, passed unanimously).

**D. ACC Liaison**

1. Lot 64-Request for building addition on home (All documents approved)
  2. Lot 43-Wanted to know if fence was in code-Fence is in compliance
  3. 7 people have been identified to be on ACC committee
  4. Hal Herzberger identified as ACC Secretary.
  5. Other ACC members will be identified at our PRR HOA.org website.
  6. E-mail will be going out to ACC about meeting on April 12th at Hal's home starting at 6:30PM; "Meet and Greet" for ACC members only.
- R. Lee motion to move to "Old Business"; second by Cory, unanimous.

**Old Business:**

- A. RSG "contract". Issue is resolved. Contract has been terminated by R. Lee.
- B. Email Communication for BOD Requirements. Completed at previous meeting, See previous meeting minutes.
- C. Regular scheduling of BOD meetings.
  1. The next formal quarterly BOD Meeting is scheduled for May 19, 2018 from 10AM-12PM at the Gig Harbor Library should a large number of PRR residents choose to attend. All such requests will be made to the HOA Secretary at the PRR HOA website. All such requests will be honored no later than 12MAY18 and will identify any items for inclusion into the 19MAY18 meeting agenda.
  2. Such announcement of an open meeting will be made in our quarterly Newsletter.
- D. HOACS financial reporting requirements -Treasurer Malady managed/closed issue per previous meeting business.
- E. Roads Re-Sealing requirements – Discussed/Tabled for further discussion at next meeting.
- F. Community Newsletter Plan. Completed.
- G. BOD Meetings/Interim Issues – Completed/Identified.
- H. BOD Approach to Facebook Page – Completed/Identified ... will be monitored by HOA Secretary.

**New Business:**

- A. By-Laws Review – previously tabled.
  1. President's Review is ongoing
- B. ACC Projects Review:
  1. Storm Drains – previously tabled for BOD discussion/planning
    - a. R. Lee suggested this be done before having roads re-patched.
    - b. Research to start on vendors as no recent recommendations.
  2. Roads Patching – previously tabled for BOD discussion/planning.

- a. Last major patching completed in 2014.
  - b. Informal review of roads that possibly need repair - ACC Liaison, ACC Secretary, President, Treasurer to provide guidance to ACC for conduct of inspection/review. Proposed for mid-April to mid-June. Project should require 3-4 days work with traffic control requirements.
- 3. Roads Resealing – previously tabled for BOD discussion/planning.
  - a. Last completed in 2011.
  - b. Project should commence before Mid-summer and before the end of September. Project should require about 3 days work with traffic control requirements.
- C. First 2018 Quarterly Newsletter – Items of Note for Inclusion
  - 1. Addressed above - completed.
- D. Other – Per Agenda Review/Amendment.
  - 1. ACC Secretary, Hal Herzberger, needs SharePoint access and should be identified as ACC Secretary person on our website. P. Lee will notify A.J.
  - 2. Bylaws 7.12.2 ; Sub-para 5.d. regarding fines and fees accrual interest will be eliminated for accounting purposes and associated costs. R. Lee will undertake re-write of By-Laws and submit for approval to the BOD.
  - 3. Bylaws 7.12.3: Community Speed Limit. BOD Members to consider some ideas for procedure to address enforcement of speed violators relative to Bylaws 7.2, 7.7, 7.11.
  - 4. Bylaws 10.2: Registration of addresses.
    - a. Discussion of registration of Renter names/mailling contact information was dismissed.
  - 5. Contract boilerplate. President to identify if previously used documents are available and viable for continued use for contracts execution with contractors and other parties.

Meeting Adjournment: Motion to adjourn made by Malady; seconded by P. Lee and passed unanimously at 1950.