

Point Richmond Ridge HOA Board of Directors

May 6, 2019; 7:00 PM, N. Ecker Home

Meeting Minutes

(New Action Items in Red)

1. Call to Order – Log Attendees
Meeting called to order at 7:05 PM by S. Treese. Attendees were S. Treese, M. Moran, R. Malady, and N. Ecker.
2. Read/Review/Approve April BOD notes
Meeting notes for the April meeting had been previously approved by the BOD and posted. Reading was dispensed. Action Items List was used as basis for discussions of old business.
3. Read/Review/Amend Agenda
Agenda was reviewed and accepted.
4. Officers' Reports
 - a. We passed on individual officer reports and each BOD member reviewed and updated their Action Items on Attachment 1.
 - b. There was one exception. R. Malady provided an update on HOA finances.
As of 3/31/19 we have \$12,663.80 in our checking account (Operating Account) and \$28,413.42 in Reserves (MM \$7,234.72 plus CD \$21,178.70). The financial summary is Attachment 2.
One owner still owes dues from July, 2018, plus continuing late fee assessments. Four owners haven't paid the January, 2019, dues plus continuing assessments and three owners have unpaid late fees. **R. Malady will have a notice letter formally issued to the owner with dues most in arrears (#20).**
We also have one previous owner to which we owe money for double payment of dues during a sale (\$150); but we had no valid contact information to date. This is carried as a liability on books. **Entered action item to try to identify the correct address. Believe R. Lee has the information (#17).**
5. Old Business
 - a. BOD Replacement Members
S. Treese noted that we need candidates to fill the Treasurer and Secretary positions on the BOD due to resignations of R. Malady and M. Moran. A short list of who we thought might be potential candidates was developed: Mike Franklin, Russell Lee, and Patty Lee. Specifically, who would contact these persons was not defined.
R. Malady will provide an official date for his resignation (#19).
M. Moran agreed to put an announcement on the HOA website and put a call for volunteers on the Facebook page, referring to the website (#6). Time requirements for the positions were estimated at 3-4 hours per month by the incumbents.
 - b. Tract G Tree Issues
It was generally agreed that we would be more effective in resolving this issue with a softer tone. We discussed a plan to correct the arborist's report, pay the arborist, and notify the complainant that we saw no need to remove the trees based on the

evaluation. There was a consensus that, if the complainant wanted to pay for trimming the lower limbs as he has suggested (\$2000), the HOA would facilitate the trimming at our direction. **N. Ecker will provide a proposed path forward in the form of a resolution the BOD could approve at the next meeting (#14, 15).**

c. Sealing Road Cracks

This issue was generally discussed. The path forward was for ACC to obtain formal bids for the repairs for consideration by the BOD. The consensus was that we would likely defer the crack sealing until 2020; but would proceed with some action on the tree-root issue next to Lot 24. The Lot 24 owner would be responsible for the road damage. **N. Ecker will provide a proposed path forward in the form of a resolution the BOD could approve at the next meeting (#7, 23).**

d. Agenda for June 8 Open BOD Meeting

S. Treese provided a proposed agenda for the June BOD open meeting. The agenda is attached. Minor changes were made to the proposed agenda. Additional comments were invited to be sent to him by email.

The next BOD meeting date was established as June 8 at the Gig Harbor Library from 2-5 PM. **S. Treese will put an announcement of the meeting and agenda on the PRRHOA website with a reminder on Facebook (#22).**

6. New Business

a. Bill Payment Procedures

Handoffs of the signature authority and mailbox keys were discussed; but time and place were not set. R. Malady is willing to continue dealing with the payments until we have a replacement for him. Normal monthly invoices are paid automatically by HOACS. A separate form must be completed for HOACS to reimburse a homeowner for expenses incurred on behalf of the HOA. **Handoff of signature authority added as an action item (#16). Handoff of Mailbox Keys to new Treasurer (#18).**

b. Governance for Committing HOA Funds

S. Treese discussed the need to be more fiscally responsible with HOA funds. Funds should not be committed unless a majority of the BOD approves the expenditure (which can be by email chain). The ACC is not authorized to commit funds without BOD approval. Without this approval, people need to understand that they are committing their own money. They should not be expected to be reimbursed retroactively.

This appeared to be consistent with the group consensus. Will be more careful in the future.

c. Funding Discussion for Unplanned Expenses in 2019

It was noted that we do not have any contingency left in the budget. It was used for snow removal. Some funds will be required to pay the arborist for his report and there are normal ongoing expenses. We do not have the funds available for any significant common areas maintenance or larger legal fees associated with amending the governing documents. Additional road repairs would have to come out of Reserves. This discussion will be continued.

d. 2020 Budget Allocations

Possible allocations for the 2020 Budget were discussed. Proposed new funding would include funding for road maintenance expenses (e.g. snow removal), landscaping maintenance (additional funding? difficult to predict), and possible movement to Level 2 service from HOACS (more professional management).

B. Malady will provide his spreadsheet of the ongoing expenses for budgeting (#21).

We intended to discuss more about the 2020 budget and dues planning; but ran out of time.

e. Regular Meeting Schedule for BOD

S. Treese proposed that we establish a regular, monthly BOD meeting to better facilitate communications and decision-making. There was some discussion, but the question was tabled for now.

7. Review Action Items from This Meeting

Action items from the meeting were reviewed and incorporated into the Action Items list as attached.

8. Adjournment

The meeting was adjourned at 8:20 PM.

A handwritten signature in blue ink, appearing to read "Steven A. Treese". The signature is fluid and cursive, with a long horizontal stroke at the end.

Steven A. Treese
(Acting as Secretary)

Attachments:

1. Action Items List
2. March Summary Budget Report

Attachment 1 - Action Items List

Item #	Action Required	Who?	When?	Status
1	Develop agenda and planning for HOA open BOD meeting on June 2, 2019.	S. Treese	6/2/19	Done
2	If possible, move HOA open BOD meeting to June 8, 2019	R. Lee	6/8/19	Completed, 4/21/19. Resched to 6/8.
3	Meet with attorney to confirm legal requirements and identify any other requirements for amendments to governing documents.	R. Lee, S. Treese	8/1/19	
4	Verify ACC membership and inform BOD of members.	T. Cooney, N. Ecker	6/8/19	
5	Develop a plan to ensure all members of ACC are informed and can participate in decisions.	T. Cooney, N. Ecker	7/1/19	
6	Solicit and approve replacement for BOD Treasurer and Secretary among residents.	BOD & ACC	8/1/19	Karen Steeby volunteered as Secretary.
7	Identify road cracks requiring repair before the next freeze. Propose repair plan to BOD for approval.	ACC, N. Ecker	8/1/19	No budget this year. Propose deferral to 2020. Consistent with contract's advice.
8	Include a line item in the 2020 HOA budget for snow removal. Arrange contract before winter.	Treasurer, ACC	12/1/19	Proposed \$3000
9	Coordinate work party to clean bricks at entrances to PRR.	ACC	8/1/19	
10	Propose beautification enhancements for the 134 th St entrance to PRR.	ACC	8/1/19	
11	Reimburse H. Herzberger for mailbox door replacement springs.	R. Malady	7/1/19	Completed
12	Install mailbox replacement door springs.	N. Ecker, H. Herzberger	8/1/19	2 Springs still to install
13	Reminder on Facebook page whenever a Newsletter is posted on PRR website.	TBD	Ongoing	Ongoing – Treese; remove from list
14	Tract G Trees - Formal proposal, with supporting documentation, on the appropriate response to the Admiralty Ridge complainant.	ACC	7/1/19	Corrections needed in arborist's report. Need "votable" resolution
15	Tract G Trees – Inform Adm. Ridge complainant of plan for trees after adoption of plan.	BOD, R. Lee	8/1/19	See item 14.
16	Obtain new signatories for Bank Transactions	BOD	7/1/19	
17	Find address to pay outstanding funds to Wilhelm			No contact info.
18	Transfer Keys for mailbox to new Treasurer	R. Malady	6/15/19	
19	Determine effective date for R. Malady resignation	R. Malady	6/8/19	
20	Issue formal notice to member in arrears on dues since Jul 2018	R. Malady	6/15/19	
21	Provide list of recurring expenses to BOD	R. Malady	6/15/19	
22	Announce June BOD meeting on PRRHOA.org and Facebook	S. Treese	6/8/19	

Attachment 2 – March Summary Budget Report

4/4/19
-3/7/19-

Point Richmond Ridge Homeowners Association Budget for 2019	2018 Approved Budget 11/4/17	2018 YTD Income & Expenses 12/31/18	2019 Approved Budget 10/12/18	2019 YTD Income & Expenses 3/31/19	Remarks
Income:					
Homeowner's Assessments	33,200.00	35,595.00	33,000.00	13,000.00	
Interest Income		257.92	220.00	120.40	
Late Fees, Penalties		255.00	100.00	70.00	
Donations					
Total Income	33,200.00	36,107.92	33,320.00	13,190.40	
Operating Expenses:					
Bank Fees					
D & O Liability Insurance	3,100.00	2,870.00	3,100.00		
Bookkeeper Assistance	4,200.00	3,588.00	3,600.00	897.00	
Developing and Landscaping Open Spaces:					
Tract B					
Tract D					
Tract E					
Entrances					
Other backflow testing		70.00	30.00		
Tree Removal		674.38	700.00	539.50	
Legal Fees	600.00	0.00	500.00		
Maintenance					
Open Space Grounds Upkeep	6,200.00	5,768.28	6,000.00	961.38	
Water	620.00	632.34	500.00		
Street Maintenance		49,933.65			
Miscellaneous Expense					
Office Expense	260.00	672.14	300.00	24.57	
Postage	110.00	111.46	150.00	43.40	
Rent HOA Meetings	160.00		0.00		
Taxes and Fees					
Secretary of State: Filing Fee/1099 filing fee	45.00	15.99		19.98	
Real Estate Taxes on Open Spaces	525.00	477.91	500.00	401.95	
Non-allocated Events Reserve	4,565.00	368.17	2,000.00	2,373.60	
Landscape Misc/Special Reserve Study	815.00		0.00		
Total Expenses	21,200.00	65,132.32	17,380.00	5,261.58	
Income Minus Expenses	12,000.00	-29,024.40	15,940.00	7,928.82	
Replenish /Build Reserve Fund	10,000.00		15,000.00		
Income-Expenses-Reserve Fund Alloc.					
End of Year Funds:					
Checking		4,852.36		12,663.80	
AAB CD		21,072.01		21,178.70	
Road Reserve Fund MMA		7,224.03		7,234.72	
Accounts Receivable Dues		-2,950.00		850.00	1,000 - 150 Wilhelm
A/R Late Fees, Penalties		65.00		185.00	
Retained Earnings		30,263.40		42,112.22	
Savings in All. Ass. Bank (Checking + Reserve Fund)		33,148.40		41,077.22	
Total Accounts Receivable (+ late fees/penalties)		-2,885.00		1,035.00	