

Point Richmond Ridge Homeowners' Association

Board of Directors Meeting No. 104

September 14, 2015

Meeting Minutes

Board Members:

Jim Garrigan	President	612 963 8011	jjgarrigan@gmail.com
Elizabeth Frisino	Secretary	253 509 0671	liz_fris@hotmail.com
Bob Malady	Treasurer	253.851.5341	REM1PRR@aol.com
AJ Montgomery	ACC Liaison	253 973-9101	email@ajmontgomery.com

The meeting was called to order at 7:05 PM. All current board members were present. There was a quorum to proceed.

Meeting Minutes

Minutes of the July 1, 2015 meeting were approved

Presidents Report

Jim Garrigan reported that we now have a good address to send mail and invoices to the Baldwin's (lot 34). However they still have not paid the \$420.00 they owe the association.

The replacement for Dennis Percy is still an open item. We are looking for a replacement and hope to have it done before the annual meeting in November. Bob Malady and Liz Frisino will be leaving the board at the end of 2015 and at the annual meeting board current and pending vacancies will have to be filled.

We have a complaint from an owner in the Admiralty Ridge development who has a property that borders the greenbelt separating the developments about a PRR homeowners clearing brush in the PRR HOA portion of the greenbelt. The complaint was about a concern regarding plant killer chemical run on to the complainants property. The Board has no proof that this was done by the PRR homeowner or that there was any resulting run off if it was done. The board decided to table this complaint. It was discussed that if there was a problem with the brush in the PRR HOA greenbelt the PRR homeowner should contact the board to look into the problem, take action and or give permission to the homeowner to remove greenbelt brush encroaching on the owners property.

Treasurer Report.

Bob Malady reported that 81 owners have paid their July 2015 invoices. 2 invoices remain unpaid. Baldwin lot 34 owes \$420 and Lopez lot 46 owes \$160.

Bob purchased a new printer and Ink supply on 8/19/2015 for 187.07 from Costco to replace the old printer that stopped working. The printer is used for HOA board business.

Accounts receivable stands at \$13218.24. The major receivables are:
\$420.00 Baldwin lot 34
\$4310.00 Scott lot 59
\$8058.54 Lot 76

Lot 76 receivable has been voided by the Bales bankruptcy and will not be paid. It will have to be written off as bad debt. Liz suggested that we make a manual adjustment to the written Treasurer report taking the \$8058.54 out of receivables so as not to show an amount we know we will never receive. It was agreed to make the adjustment to the manually prepared Treasurer report which we present to the HOA and look for a way to make the adjustment to the Quickbooks accounting

system that we are using. For those receivables that we are receiving some payments on, it was agreed to leave them as a receivable without any adjustments.

All payables are current.

Checking account balance is \$2440.98

Savings account balance is \$60,988.11 (sum of savings & reserve fund)

The report was accepted as presented.

ACC Report

AJ reported he does not have any new violations to report. He said that he will have to go around and check violations that were corrected because in some cases the problems that created the original violation are re appearing. In such cases he will send a violation notice with 10 days to correct the problem. There will be no grace periods.

The question of the high water bills for the playground area track B was discussed. Jim Garrigan told Mike Thornhill to turn it back from 2 times per day to once a day. We did not have confirmation that it was done. AJ will contact Mike Thornhill to find out what the current watering schedule.

On Sept 16 it was reported by AJ that Mike Thornhill had turned the sprinkler system off for the winter.

New Business

With the end of the year fast approaching and the need to replace the treasurer/bookkeeper position on the board was discussed. It was agreed that we should actively look into hiring a bookkeeping/accounting firm at this time. Bob Malady has prepared and sent to the board members a statement of work of all the activities that he does as the treasurer and bookkeeper with his recommendations as to what duties/tasks be to be done by an outside

firm and what duties/ tasks are to remain with the treasurer. He has requested that the board look the statement of work he sent with our thoughts on what duties are for the treasurer what duties are for a an outside firm to do. Once we are in agreement we can issue a statement of work to an outside bookkeeping/accounting firm to bid on the job. The board is still open to a homeowner replacing Bob and doing both the Treasury and Bookkeeping functions that he is doing.

It was agreed that we will review what Bob sent and get back to him with our inputs and reconvene if a few weeks. Bob stated that he would prefer to give the work if necessary to be local firm if possible.

Jim Garrigan opened a discussion on how long we should wait before filing a lien when dues and fees are past due as well as to what dollar amount we should use in determining if a lien should be filed. It was agreed that we not should put a time frame, set dollar amount or change the bylaws. The HOA boards reserve its right it exercise its authority in issuing fines and liens in accordance with the by laws

The Board discussed what we have to do in preparation for the annual meeting and the location to have it. Bob Malady will prepare the budget and Jim will re confirm the room at the History museum for the meeting, prepare the agenda and check on our HOA insurance policy.

The question of watering during the dry summers came up in regards to changing our current policy that is in accordance with the M&PC covenants. It was agreed that baring a governmental ban on watering we will not change our policy and lawns should be watered to remain green during which our dry summer months. It was also suggested that perhaps we should encourage owners to re think their landscaping towards a landscape that requires less water.

The Board will have an Annual pre meeting in late October.

Next Meetings

- *November 14, 2015*, 10am, Annual Meeting, Harbor History Museum
- November 9, 2015, at Bob's, organizational meeting

It was moved by Jim, seconded by all, to adjourn the meeting at 8:20 PM. Motion approved.

Respectfully submitted by Elizabeth Frisino, Secretary