

# Point Richmond Ridge Homeowners' Association

## Board of Directors Meeting No. 105

November 23, 2015

### Meeting Minutes

#### Board Members:

Jim Garrigan	President	612 963 8011	<a href="mailto:jjgarrigan@gmail.com">jjgarrigan@gmail.com</a>
John Steva	Vice President		<a href="mailto:JStava0795@Comcast.net">JStava0795@Comcast.net</a>
Elizabeth Frisino	Secretary	253 509 0671	<a href="mailto:liz_fris@hotmail.com">liz_fris@hotmail.com</a>
Bob Malady	Treasurer	253 851 6014	<a href="mailto:REM1PRR@aol.com">REM1PRR@aol.com</a>
AJ Montgomery	ACC Liaison	253 973-9101	<a href="mailto:prrhoa@ajmontgomery.com">prrhoa@ajmontgomery.com</a>

The meeting was called to order at 7:05 PM. All current board members were present along with the newly elected board members Zach Thuli and Jim Waterson. There was a quorum to proceed.

#### The purpose of this meeting was to:

- Elect the new members to fill positions opening on the board due to terms ending for Liz Frisino and Bob Malady on December 31, 2015
- Discuss/decide and approve the hiring HOA Community Solutions to take over the bookkeeping function currently done by the Treasurer.

#### The Election

Jim Waterson was nominated to the position of Vice President, John Steva was nominated to the position of Secretary and Zach Thuli was

nominated to the position of Treasurer. The board unanimously elected the nominees to the respective positions. AJ will continue as ACC liaison and Jim Garrigan will continue as president. The treasury transition to Zach was discussed. Bob and Zach will work out the transition to insure that all the filings with the State are done on time.

### **New Business**

With the end of the year fast approaching and the need to replace the bookkeeping activity of the treasurer it was proposed that we hire HOA Community Solutions of Gig Harbor to take over that activity. The proposal received from HOA Community Solutions and the mechanics of how this would work was discussed. In addition we discussed Bob Malady's statement of work of all the activities that he does as the treasurer and bookkeeper. We discussed his recommendations as to what duties/tasks should be to be done by an outside firm. We also discussed what duties/ tasks are to remain with the treasurer.

HOA Community Solutions price to do the bookkeeping service is \$5.00 per month per house which would cost the association a total of \$4980.00 per year. After a long discussion on all the tasks and activities that has to be done to insure a smooth and seamless transition. Based on the contract costs as reported by Jim Garrigan and getting satisfactory answers to certain questions it was unanimously agreed to proceed with the hiring of HOA Community Solutions. Jim Garrigan said he will contact HOA Community Solutions with the list of questions and will coordinate the transition HOA Community Solutions with Bob Malady supporting so that we will start 2016 with the bookkeeping service in place and functioning.

### **Raising Dues**

Jim Garrigan opened a discussion with a recommendation to raise the dues to cover the costs of hiring the booking service so that we can continue to accrue money in our savings/reserves. Bob Malady pointed

out that at this point the budget covers the money to hire a the bookkeeping service and still have about \$7000.00 to add to savings/reserves. Liz Frisino pointed out that without a compelling reason or capital spending plan over and above what is in the current budget there is no need to raise the dues at this time. She recommended that the new board prepare a capital expenditure plan and cash flow prior to discussing raising the dues. The board, after a long discussion on the pros and cons to raising at this time, determined that it was not necessary to raise the dues immediately solely based on the additional booking costs

The motion to raise the dues was tabled for six months by a unanimous vote to be reviewed again at June Board meeting after a capital plan is developed. The board reserves the right to increase the dues in six months after a review of the capital plan and year to date performance to the 2016 budget in June. AJ will work on the plan with the new board.

### **Road Reserve Account**

The board discussed having a road reserve account. The topic about the road reserve account came up as a result of a question raised at the annual meeting by Al Seltzer. He stated that the association once had such account and what happened to it. Bob Malady reported that there is a road reserve account with a balance of \$11,282.75 in it but he has not been adding to it every year. It was suggested that we move money into that account from the association's savings account and contribute to it each year.

### **2016 Board and Annual Meetings**

The board will be meeting in February, April, Aug and October with the Annual meeting on November 12. The proposed location is the Harbor History Museum if available. Jim Garrigan will check on its availability. The specific dates for the quarterly board meetings are to be determined at a later date. Jim Garrigan will coordinate the meeting dates and times.

**ACC Activity**

It was suggested that perhaps the ACC suspend sending out violation letters to homeowners or leveraging fines during the holiday season. The board discussed this and it was agreed that there will be no change to the ACC activities during the holidays.

It was moved by Jim, seconded by all, to adjourn the meeting at 8:40 PM. Motion approved.

Respectfully submitted by Elizabeth Frisino, Secretary