

POINT RICHMOND RIDGE HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
April 14, 2021

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 5:08 p.m. on the 14th day of April, 2021.

1) **CALL TO ORDER**

a) Board Member Steve Treese called the meeting to order at 5:08 pm.

2) **ESTABLISH QUORUM**

a) All board members present and quorum was met.

i) Present: *Steve Treese, Karen Streeby, Bruce Harjehausen, Polly Brantner*

3) **APPROVAL OF THE MINUTES OF THE REGULAR MEETING** (3/10/2021)

a) Motion by Karen to approve the minutes of the Regular Meeting of March 2021. Seconded by Bruce. Motion carried.

4) **OFFICERS' REPORTS**

a) President:

i) Steve filed the PRR income taxes for 2020

ii) We still need to do the extension of protective covenants (this item will be covered below in new business).

b) Secretary:

i) Polly inquired – If there is a change in ownership/residency within the community (i.e. death, divorce) is there anything we need to do record-keeping wise?

(1) Should we simply update the names in our Sharepoint site that generates mailing labels, etc...?

(2) Action item for Karen – ask Jill Doerflinger at HOACS if there is anything we should do, or let them know if there is a change in residency.

c) Treasurer:

i) There is approx. 23K in our checking account.

ii) There is approx. 11K in our money market account.

iii) There is approx. 45K in our CD.

iv) Bruce reviewed our YTD expenses and we are on track.

v) Dues – 3 residents are delinquent.

(1) We need to make sure HOACS is billing them each month as a reminder.

d) ACC Liaison:

i) Lot 18 – Security light has been resolved and it no longer aims in the neighbor's window.

ii) Lot 72 – HOACS has sent a letter re: landscaping maintenance.

iii) Lot 22 – The owner of Lot 22 asked ACC if it would make sense to get a written statement from the previous/original owners of lot 18 regarding ownership/maintenance responsibility of the fence, as the original Lot 18 owners had the fence built.

(a) Polly will advise Lot 22 to hold off on pursuing any documentation from the original owners.

5) **OLD BUSINESS**

a) Written Policies (Copies Attached)

i) Enforcement Policy

ii) Fencing Policy

iii) Complaint Policy

- iv) Hearing Policy
- b) 3-Year Required Reserve Study/Update
 - i) Bruce will investigate what it would take to get it done by the end of this month.
- c) Road Repairs – First Pass Thoughts
 - i) Bruce has looked –
 - (1) We have some crack repairs that would need done.
 - (2) There is a pothole at the end of 13th that should be addressed.
 - ii) Bruce can get a measuring wheel and take measurements of existing cracks.
 - (1) Karen motions that we purchase a measuring wheel. Polly seconds. Motion carried.
- d) Playground Equipment Inspection – Who, when?
 - i) Steve found out who can do it. It might cost a few hundred dollars.
 - ii) Inspection is a good idea; but is not required by our insurance or state regulations.
- e) Scheduling Backflow Preventer Testing at Playground
 - i) BAT lady has sent letters and it is scheduled.

6) NEW AND DEFERRED BUSINESS

- a) Extension of Protective Covenants
 - i) Steve is going to talk to our lawyer about this.
- b) What did we learn at Webinar on assessment collections under current Governor's order?
 - i) Polly and Steve attended
 - (1) Per Gov. Inslee's proclamation we cannot assess late fees or interest, but we can still levy fines.
 - (2) The webinar presenters suggest that we have a policy on collections and execute on that policy, don't wait.
 - (3) If delinquency reaches \$1K, we hand off to our lawyer to proceed with the collection process.
- c) Any other instructions/policies do we need to setup with HOACS?
 - i) None other than the 4 noted above
 - (1) Polly moves to adopt those 4 policies, Bruce seconds. Motion carried.
- d) Maintenance of Plantings at Playground – deferred.
- e) Lot 70 asked for permission to clear some blackberries from away from the fence in Tract J. Steve said it was OK.

7) REVIEW ACTION ITEMS

- a) Karen to ask Jill about record keeping if residents no longer here.

8) ADJOURN

- a) Karen made a motion to adjourn the meeting at 6:21 pm. Seconded by Polly. Motion Carried.