

**Point Richmond Ridge HOA
Board of Directors Meeting**

**Wednesday, April 19, 2023, 5:00 PM PST
Streeby Residence**

Meeting Minutes

1. Call to Order, 5:03 PM, Apr 19, 2023
 - a. Attending: Karen Streeby, Bruce Harjehausen, Tom Mckee, Marc Janes, Steve Treese
2. Establish Quorum
 - a. Quorum is met
3. Approve BOD Meeting Minutes from March 2023 Meeting
 - a. Steve made some edits, and we discussed as a board.
 - b. Board will review the changes online and we will approve via email
4. Officer's Reports
 - a. President
 - i. Steve filed our HOA income taxes
 - b. Vice President
 - i. Nothing to report
 - c. Secretary
 - i. Nothing to report
 - d. Treasurer
 - i. Checking Account = \$22,748.60
 1. debits:
 - a. HOACS = \$600.00
 - b. Thornhill = \$760.20
 - c. SouthData (postage/supplies) = \$10.48
 - d. Pierce County Finance = \$454.67 (Budget = \$585)
 - ii. Reserves = \$80,938.78
 1. MMA - \$80,938.78
 - a. \$17.19 Interest credit (\$26.56 ytd)
 2. CD = \$0.00 closed and moved to MMA
 - a. \$78.23 ytd
 - iii. Dues/Fees/Fines:
 1. Dues Paid = \$3,500 (\$19,625 YTD; 78 Owners)
 - a. 13 paid in February = 12,725 (Miller only paid 225)
 2. Late Fees Paid = \$275
 3. Outstanding Dues = \$750
 - a. Hunsicker = \$500 PAID; Still Owe \$125
 - b. Nieves = \$250 PAID
 - c. Jacobs = \$250 PAID
 - d. Baldwin = \$250
 - e. Berry = \$250
 - f. Potts = \$125
 4. Late Fees Due = \$225
 - a. Hunsicker = \$75

- b. Nieves = \$50 (\$25 > 120 days old) PAID
 - c. Jacobs = \$25 PAID
 - d. Baldwin = \$50
 - e. Berry = \$50
 - f. Potts = \$50
 - 5. Fines Due = \$0
 - a. Potts = (Potts paid \$250 dues, but HOACS applied half to the fine)
 - iv. Major Expenses Planned for 2023
 - 1. Road maintenance = \$67,200
 - e. ACC Liaison
 - i. Will discuss below
 - 1. Re: the fence issue with lot 18
 - a. Steve stated that we need a signed letter from M. Reed, the original owner, which states the original ownership of the fence (vs. The emailed version that we already have)
5. Old Business
 - a. Plan for asphalt work this year – Bruce
 - i. Summary of the walk with Dave with WAPA on March 28 (Washington Asphalt Paving Association) is posted on our PRR web site.
 - 1. This memo states what we are *going* to do vs. what we *thought* we were going to need to do.
 - ii. When the weather improves, Bruce and a few other members of the board will walk the roads and assess so that they can get some quotes to get the work done during the summer.
 - 1. There is a road maintenance webinar on May 4th put on by HOACS. Bruce and Tom will attend.
 - b. Instructions to Kylee on Late Fees on Dues – Steve
 - i. Steve communicated to Kylee that those owing late fees were given sufficient time and we do not see reason to grant waivers.
 - c. Private road and heavy truck traffic signs, PRR community sign for north entrance – Steve provided draft signage – purchase/installation - Steve
 - i. Steve ran the drafts past the board
 - ii. Estimated cost for signs + posts + installation hardware is ~\$350.00
 - 1. Karen motions to approve the expense. Seconded by Tom. Motion approved.
 - 2. Steve will order the signs
 - d. Ideas for Helipad area improvements – Discussion – All
 - i. Defer discussion to last item
 - e. New Thornhill Landscaping contract – Steve provided markup - Tom/Steve
 - i. Steve marked up and gave it to Tom.
 - 1. Tom left multiple messages, emails and texts to David Brown at Thornhill and has not gotten a response
 - a. Steve suggests we bid the job out
 - b. Bruce suggests that Tom gets three quotes
 - i. Use our proposed contract as a scope and send it out to three companies.
 - 1. Suggestion that we include Thornhill Landscaping in the call for bids
 - ii. Action Item – Tom to get 3 quotes for the work

6. New and Deferred Business

- a. Upcoming seminar on Asphalt Projects from HOACS – Steve
 - i. Discussed above
- b. Next Actions on Lot 18 Fence issue – proposed letter – Steve
 - i. Action Item- Steve to contact HOACS and see if they have a precedent of a similar situation with another HOA and can offer guidance.
 - 1. Based on the findings, the board may send a letter to one or both parties that share the fence (Crafts and Nieves) informing them what needs to be done.
 - ii. Action Item – Steve will contact our attorney to see if there is an obligation to prove ownership.
- c. Income Tax Filed 3/30/2023 - Steve

7. Review Action Items

- a. Carryover Items
 - i. Assessing water issues with road, Lots 8 and 9 – Bruce
 - 1. The board needs to propose a solution and present it to lot 8. Either have the homeowner divert the water onto the street or towards 14th.
 - a. Action Item – Tom will talk to the owner of lot 8, and Marc to draft a proposed letter with Tom’s help to present to the homeowner, ideally to dump the water into tract I. A draft will be presented to the board before finalized.
 - ii. Include note in Newsletter about security – Steve - COMPLETED
 - iii. Send revised signature card to HOACS – Steve - COMPLETED
- b. New Items from this meeting
 - i. Action Item – Tom to get 3 quotes for the landscaping work
 - ii. Steve to contact HOACS and see if they have precedent of a similar situation with another HOA and can offer guidance.
 - iii. Steve will contact our attorney to see if there is an obligation to prove ownership of lot 18 fence
 - iv. Tom will talk to the owner of lot 8, and Marc to draft a proposed letter with Tom’s help to present to the homeowner, ideally to dump the water into tract I. A draft will be presented to the board before finalized.

8. Adjourn

- a. Marc motions to adjourn, Bruce seconds. Motion carried. Meeting adjourned 6:31 pm