

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

**Wednesday, August 9, 2023, 5:00 PM PST
Streeby Residence**

Minutes

1. Call to Order, 5:00 PM, August 9, 2023
2. Establish Quorum
 - a. Quorum met
 - b. In attendance; B. Harjehausen, S. Treese, M. Janes, T. McKee
3. Approve BOD Meeting Minutes from July 2023 Meeting
 - a. Action Item - Karen will add the financials and re-send to the board for electronic approval
4. Officer's Reports
 - a. President
 - i. There is a request for waiver of late fees from a new resident due to an error in escrow. Board discussed and agrees to approve waiving the fees.
 1. Tom moves that we waive the fees, seconded by Marc. All approved. Action Item; Bruce will communicate the approval to HOACS.
 - ii. There is also a \$10 fee that has been assessed to Stava. This was due to confusion about the account Stava was paying from. The dues had actually already been paid. The board approves waiving this fee, and Bruce will communicate this to HOACS as well.
 - b. Vice President
 - i. Nothing to report
 - c. Secretary
 - i. Nothing to report
 - d. Treasurer
 - i. Checking Acct = \$34,699.95
 1. debits:
 - a. HOACS = \$600.00
 - b. Thornhill = \$760.20
 - c. SouthData (postage/supplies) = \$126.20
 - d. AJ Montgomery (Domain Name) = \$13.58
 - e. Washington Water = \$93.08
 - ii. Reserves = \$63,336.02
 1. MMA - \$63,382.01
 - a. \$45.99 Interest credit (\$122.76 ytd)
 2. CD = \$0.00 closed and moved to MMA
 - a. \$78.23 ytd
 - iii. Dues/Fees/Fines:
 1. Dues Paid = \$17,950 (\$38,825 ytd)
 2. Late Fees Paid = \$0
 3. Outstanding Dues = \$3175
 - a. Hunsicker = \$375
 - b. Baldwin = \$300

- c. 10 others = \$2500
 - 4. Late Fees Due = \$383
 - a. Hunsicker = \$199 (incls \$24 admin notice fee)
 - b. Baldwin = \$174 (incls \$24 admin notice fee)
 - c. Stava = \$10 (Bank Fee) - See above
 - 5. Fines Due = \$0
 - iv. Major Expenses Planned for 2023
 - 1. Road surfacing = \$42,569.71 (actual)
 - v. Budget (total) v Actual Expenses (YTD)
 - 1. Landscaping: \$8,400 v \$4,281 (thru June)
 - a. \$4,560 to go; \$8,841 projected total
 - 2. Office Supplies/Postage: \$1,175 v \$846
 - 3. Contingencies: \$3,710 v \$816
 - e. ACC Liaison
 - i. Tom has given Bruce the remaining bills for the sandwich boards, locks, cables, etc...
 - ii. Baldwins are due for a friendly reminder letter due to unsightly landscaping in their front yard. Action Item; Tom will start the process.
5. Old Business
- a. Asphalt Repairs Closeout – Bruce
 - i. We've gotten the invoices. Bruce has asked for info regarding follow-up crack program and has asked for an estimate for sealcoating.
 - ii. The feedback from residents is that everybody is happy with the results.
 - b. 2023 Summer BBQ Picnic– Karen
 - i. Tom will bring;
 - 1. 3 dozen Costco hot dogs
 - 2. 5 lbs. of ground beef
 - 3. 24 hot dog buns
 - 4. 24 hamburger buns
 - 5. 48 American cheese
 - 6. 2 red, 3 sweet onions
 - 7. Yellow mustard, brown mustard, ketchup, relish
 - 8. 24 Corona, 30 Coors Light
 - ii. Action Items;
 - 1. Clarify to the community that the picnic/potluck not HOA funded, and donations accepted
 - 2. We could use more varieties of beer.
 - 3. We need to put the call out for coolers, bonus if filled with ice.
 - c. Candidates for Board Elections in Fall – All
 - 1. Tom Huffman is willing to run
 - 2. Bruce Harjehausen is willing to run.
 - d. Clarification of Fence Policy – Needed?
 - i. We have communicated to the Nieves and Crafts that the board is not getting involved and it is their responsibility to settle their dispute amongst themselves.
6. New and Deferred Business
- a. Initial Planning for Annual Meeting, Notices, Voting – Steve
 - i. We have our candidate slate
 - ii. Action Item; Steve will schedule the library meeting room
 - 1. Preferred date is Nov. 11, second choice is Nov. 18
 - 2. We need to put out a notice on candidates by the end of September
 - b. Annual Reserves Plan Review/Update - Bruce

- i. Budgeted \$67,000 for road repairs and we spent \$42,570
- ii. We last seal coated in 2018 and will be due again around 2025. A dues increase should be considered in the near future to make sure we have the reserves for future seal coating.

7. Review Action Items

a. Carryover Items

- i. Assessing water issues with road, Lots 8 and 9 – Bruce
 - 1. STILL OPEN
- ii. Check with potential candidates for Board – Marc
 - 1. Done
- iii. Make list of landscaping items Thornhill is missing, get to Steve – All
 - 1. Done
- iv. Move next meeting to August 9 – Steve
 - 1. Done
- v. Put up asphalt repair notices by July 17 – Tom
 - 1. Done
- vi. Post Notices about asphalt work on FB and website – Steve
 - 1. Done
- vii. Follow-up on wasp eradication at playground – Tom
 - 1. Done

b. New Items from this meeting

- i. Action Items;
 - 1. Action Item - Karen will add the financials and re-send to the board for electronic approval
 - 2. Action Item; Bruce will communicate the approval of waiver of late fees, plus the approval to cover the fee applied to Stava erroneously to HOACS.
 - 3. Action Item; Tom will start the process of a friendly letter to the Baldwins for landscaping.
 - 4. Action Item; Steve will investigate booking a room at the library for our annual HOA meeting.

8. Adjourn

- a. Bruce motions, Karen seconds, motion approved, meeting adjourned at 6:26