

Point Richmond Ridge HOA

Board of Directors Meeting

Wednesday; August 21, 2024, 6:00 PDT

Treese Residence

Meeting Minutes

1. Call to Order, 6:00 PM, August 21, 2024.
2. Establish Quorum
 - a. In attendance: Tom Huffman, Steve Treese, Marc Janes, Tom McKee, Bruce Harjehausen
3. Approve BOD Meeting Minutes for July 17, 2024.
 - a. July minutes approved after board members review and edit. Will be forwarded to AJ Montgomery to upload to PRR HOA website.
4. Officer's Updates
 - a. President
 - i. New software will come online from HOACS on October 4th. One of the features will include individual homeowners being able to sign up, log in, and pay their semiannual dues and any fines they might have incurred.
 - b. Vice President
 - i. Refer to action items below.
 - c. Secretary
 - i. I will be overseeing the notices being mailed from HOACS over the next several months to homeowners concerning candidates for the board elections and announcements concerning the annual meeting on November 9th.
 - d. Treasurer
 - i. As of the end of July, our financial position showed \$36,507 in the operating account and \$6,933 in reserves (all in a money market account).
 - e. ACC Liaison
 - i. Refer to action items below.
5. Old Business
 - a. Website, Facebook and MS 365 transfer from AJ – Steve and Marc report that AJ is relinquishing most of his handling of these association tools. In the short run, Steve assumed responsibility for our PRR Facebook site until years end. Bruce will be looking into how we might use our GoDaddy subscription to handle some of the website should we choose to leave it. MS 365 is currently in transition from AJ to Steve. And will need to move be moved to someone else ay years end.
 - b. The Corporate Transparency Act Legislation update from Steve is that we will stand on hold until October or November as the HOA National Association is bringing a lawsuit against the government for the regulation being overbroad in having HOA's included in this legislation.

- c. Tree trimming and bracing update from Marc – The arborist is scheduled to begin work on September 9th. The work will be located between us and Admiralty Ridge. The cost with tax should be approximately \$3,190 including taxes.
 - d. Roadwork Close Out – Bruce reported that the work has been completed by AC Moate and they have been paid. We will handle a few small holes that have popped up ourselves.
 - e. Recruiting candidates for Board elections – Steve and Marc have identified 2 homeowners that will run and a possible 3rd. I as secretary will be sending out a notice through HOACS to homeowners and they have 15 days to respond if anyone else cares to run. A notice to homeowners with the names of individuals running and announcing the Annual meeting date and time must go out by October 14th at the latest.
 - f. Renewal of HOACS Contract – Has been approved and a new \$660 monthly fee begins January 25th, 2025. The new homeowner \$10 for late payments and violation penalties has also been recognized.
 - g. Clarify Open Space Policy – The Board approved the updated wording that clarifies the responsibilities on July 17, and a copy is going out to homeowners with the 3rd quarter 2024 newsletter.
 - h. New tree problem behind Schuder's property update – Tom M reports that the Williams Tree and Stump Company has inspected. Mr. Williams said they had trimmed the trees in the past and that they would not fall towards the Schuder's property if they were to go down, so the case was closed.
6. New and Deferred Business
- a. Preparation for Annual Meeting – The 2025 annual budget to be presented and discussed at the meeting was presented by Bruce. The line-by-line current and estimated future expenses were discussed and approved by the board after a motion by Marc J and 2nd by Tom H. Since our largest expense of maintaining the roads in our neighborhood was performed this year, we should not incur such an expense in 2025. Projecting ahead, we see no need to have to increase HOA dues in 2025 but will be watching our reserves closely as we move forward should a situation come up.
 - b. Third Quarter Newsletter – Steve has written it up and the board will review and approve it to go out to homeowners in the next few days.
 - c. RV issues – The board has decided to review and update the parking on the street and storage wording bylaws/enforcement as an early 2025 project. We have found that some of the bylaws/enforcement wording conflicts with each other.
7. Review Action Items
- a. Storm Drain Cleaning – Tom M will clean one of the sock inserts and we will have the rest handled next year after the new 2025 budget is approved.
 - b. Identifying New Website Manager Plan – Marc J has a possible new homeowner who can take over some of the responsibility for the website this coming year. Bruce is looking into how we can utilize GoDaddy further.
 - c. Violation Letter Updates – Tom M reports that Lot 72 will now receive Step #4 notice for an abandoned vehicle. This is an additional \$500 fine if the situation is not resolved or brought into compliance within 30 days from notice being sent out. Lot 72 is now at \$375 plus \$125 for late payments of dues. Further steps include 1% interest on the balance. Tom M will work with

HOACS to get the next letter out. In the case of lot 51 and yard maintenance the rental owner has not maintained the 90-day Bylaw of the HOA, so they would receive a Step 2 formal notice with a 30-day cure period, after which we should charge them \$125 assessment. Tom M will be sure to check with Kylee be sure HOACS is sending the notices to Stegeman's correct mailing address of 13617 9th Ave Ct NW Gig Harbor 98332.

- d. The neighborhood Annual Picnic was held on Saturday August 17th. We beat the weather and had a good turnout, especially of new owners who we were able to get better acquainted with. Thanks to all board members for pitching in to make it a success.

8. New Items for Next Meeting

- a. The September Board meeting is set for Wednesday the 18th.
- b. Finalize new candidate names to include in voting letter to homeowners

9. Adjourn

Motion to adjourn by Marc J and seconded by Tom M. Adjourned at 7:33PM.