

# Point Richmond Ridge HOA

## Board of Directors Meeting

Thursday; February 8, 2024, 6:00 PST

### Treeese Residence

### Meeting Minutes

1. Call to Order, 6:02 PM, February 8, 2024
2. Establish Quorum
  - a. In attendance: Tom Huffman, Steve Treeese, Marc Janes, Bruce Harjehausen, Tom McKee
3. Approve BOD Meeting Minutes for January 17, 2024
  - a. Minutes reviewed and approved after board member review. Will be forwarded to AJ Montgomery to upload to PRR HOA website.
4. Officer's Updates
  - a. President
    - i. HOACS sent tax form #8655 to use for filing on interest paid in 2023 on reserve funds. Steve Treeese signed and is sending back to HOACS
    - ii. HOACS also provided form that must be filled out and sent back to them when board member uses personal funds and requests reimbursement for approved HOA related projects
  - b. Vice President
    - i. Refer to action items below.
  - c. Secretary
    - i. AJ attempted to sign Tom H up for SharePoint. During password update Tom was hacked by a website company called Starller which signed him up for a not authorized consulting firm named botwiswe.top. It went into his personal account and charged him \$49.95 a month on an on going basis for their services. Tom contacted AJ when he discovered the hack and AJ immediately blocked his SharePoint account. AJ advised Tom to put a dispute claim in with his credit card company, cancel and have a new card issued and change all his personal passwords Tom accomplished these tasks and at this point does not appear to have any further intrusions.
  - d. Treasurer
    - i. HOA Community Solutions finally completed the end of 2023 budget summary.
  - e. ACC Liaison

- i. Lots number 3, 4, 51, 78 and 79 all have a worsening moss issue with their roofs. The Board is requesting Tom M to work with the HOACS to generate violation letters to be sent to owners requesting Owners to get the issue resolved this spring.
  - ii. Tom M and son cleaned out the 6 storm drains containing filter socks. They all contained a good amount of sediment, especially the lower complex road locations. This will continue to be done over a 6-month time frame.
  - iii. A letter pertaining to the rainwater run off issue was sent to lot 9 owner. Owner immediately addressed issue and has redirected the flow away from the community owned private roads This will help prevent any under road erosion. We thank him for his quick action in resolving the issue.
  - iv. Tom M received cost estimate back on playground chip refresh project. The price is \$577.04 for 10 yards delivered from the Morrison company. The board has reviewed and approved. This will be funded out of the \$2,700 reserves. Bruce will need an invoice from Morrison so he can generate a check request from HOACS to be cut and have available for Morrison.
  
- 5. Old Business
  - a. Violation status for Moss issue and rainwater run off issues detailed above under ACC Liaison.
  - b. Microsoft 365 Subscription – Bruce
    - i. Bruce reports that he has been reimbursed for the 2024 Microsoft license.
  - c. Violation Status – Tom M
    - i. This was not covered and needs to be updated at the next meeting. Lot 72 fine for not maintaining front yard now at \$150. Another notice being requested of HOACS to be sent. Abandoned vehicle in front of home has become disabled and not yet moved as requested. Additional notice to be sent.
  - d. Updates on Website lagging – Steve/Marc
    - i. Marc had a short discussion with AJ and to assess his future willingness to continue servicing. AJ indicated that he is looking to move off the position this year and that we need to explore a replacement. Marc is in the process of discussing some alternatives with a few of our tech background homeowners.
    - ii. Tree Inspections -Helipad lot has 8 trees that need to be pruned this spring. Tom M has received 2 estimates, and the board has unanimously decided to go with and approved the funds for the \$1000 bid from Williams. Five hundred dollars will come from the contingency fund and \$500 from the current tree fund to cover the cost.
    - iii. Steve had each board member fill out and sign a new signature sheet for 2024 for our HOA bank: AAB. This is needed as 2 board members have to sign off on any check requests before they can be submitted.
    - iv. Bruce has moved the remaining funds from 2023 to the 2024 reserve fund now that the 2023 budget review has been finalized by HOACS.
    - v. Reker/Fernandez homeowner assistance– Tom H – Marc, and Tom M are currently providing Wednesday and Friday medical appointment drop offs and pickups for Peter. We are reviewing and updating every 2 weeks for the short future.
  
- 6. New and Deferred Business.
  - a. Plan for Expenditures in 2024 (Cash Flow) – All

- i. Roads to be inspected and most likely need to be patched and seal coated this summer. Estimate by AC Moate is around \$53K and re-engagement of same company that patched in 2023.
    - ii. The playground will receive a fresh load of “play chips” this spring. Tom M will order, and board members will help spread this coming spring.
  - b. Assistance for Reker/Fernandez Neighbors – All
    - i. Peter needs assistance getting to Dialysis 3 times a week. Board members led by Tom Huffman will set a schedule ahead of time for days when they need our help to drive and pick up Peter if wife Marsha cannot make it. We will determine over the following few weeks if this is short-term or needs a longer-term solution.

7. Reviewed Action Items

- a. Assessing water issues on lot 9 that are running under HOA private road.
  - i. Item closed. See IV, e, iii, above.

8. New items from this meeting

- a. Several home orders have not taken down their holiday lighting and displays. The HOA rule is to have them down within 28 days after a major holiday. Tom M will walk around the neighborhood and compile a list. Friendly violation letters will go out from the HOASC directing the homeowners to please get the decorations down.

9. New Items for Next Meeting

- a. The new budget report date being moved to the 15<sup>th</sup> of the month.
- b. Moss letter update
- c. Holiday light letter update
- d. Playground chip delivery update
- e. Helipad tree trim update
- f. Storm drain report from Tacoma County update
- g. Search for AJ webmaster search update.
- h. Lot 72 auto removal letter update
- i. Discussion on several lawns not being maintained.

10. Adjourn

Motion to adjourn by Bruce and seconded by Tom M. Adjourned at 7:15 PM.