

February 2, 2019

**Point Richmond Ridge Homeowners Association
Board of Directors Meeting**

Location: Gig Harbor Library Conference Room

Scheduled Time: 1200

Call to Order: Called to order by R Lee at 1201

Roll Call:

BOD: R Lee, S Treese, M Moran, B Malady, and N Ecker

ACC: J Watterson (Lot 6), P Lee (Lot 50), and H Hertzberger (Lot 52)

Reading/Review/Amend of Previous BOD Meeting Minutes

- A. M Moran read the minutes of the BOD's previous meeting. R Lee motioned to accept the minutes. N Eckert seconded and the minutes were passed

Reading/Review/Amend of BOD Meeting Agenda

- A. R Lee reviewed the agenda

Officers' Reports:

- A. President
 1. R Lee acknowledged the ACC and the important role they play in our community
- B. Vice President
 1. S Treese is anxious to start to work on the organizational documents. He hopes to keep it simple
- C. Secretary
 1. Nothing to report
- D. Treasurer
 1. The BOD members had received a copy of the 2018 final income/expense sheet; however, the ACC members had not. B Malady provided a copy for those who wanted one
 2. We ended the year with a surplus of \$1,852.36 in our operating account (checking account) without counting the \$3,000.00 in 2019 pre-payments and \$28,296.04 in Reserves
 3. One owner has not paid the July dues and now owes an additional \$60 in late fees (As of 1/8/19). Two other owners owe a total of \$15 in late fees. We need to decide if action is required
 4. We are up to date on payment of invoices
 5. We do not presently foresee any major expenses in the near future. We are looking at needing additional bark on Tract B (the playground) in 2021 or 2022. We have \$2,000 in our 2019 budget for contingencies and \$700 for tree removal
 6. Tree removal has always been in our operating budget in the past and this year
- E. ACC-Liaison
 1. N Ecker is still in the process of figuring out how SharePoint and the website works
 2. B Malady brought up neighbors who still have Christmas lights still up

Old Business:

- A. Review: Appointment of BOD Members – completed/identified per 19NOV18 BOD Organizational Meeting
 1. Covered in the notes
- B. Governing Documents Changes per 17NOV18 HOA Annual Meeting

1. R Lee said this is going to be a long process and that it may take up to 2 years to complete
2. R Lee motion to table issue. B Malady seconded and motion was approved
- C. Office 365 transition (SharePoint/Outlook) – Rex Cory
 1. R Corey was not at meeting
 2. R Lee motioned to table issue. S Treese seconded and the motion was approved
- D. Review: Meeting Locations – completed/identified per FEB18 BOD Meeting
 1. R Lee explained early last year the new BOD determined BOD members only meetings would be conducted at B Malady or R Lee’s house. If the meetings involve community members or ACC, they will be conducted at the library
- E. Review: BOD Communication – completed/identified per FEB18 BOD Meeting
 1. R Lee explained that we would continue to use personal e-mails because it is easier to use what we know rather than learn a whole new system
- F. Review: Schedule of Newsletters and BOD Meetings - completed/identified per FEB18 BOD Meeting
 1. The newsletter will be available the week following the end of the calendar quarter
 2. Bob asked if the BOD is still going to only post the letter on the PRR website rather than sending out a physical letter. R Lee said that it would continue to be posted to the website in effort to save upwards of \$70 per mailing
 3. B Malady and P Lee indicated that personal direct mailing is more effective

New Business:

- A. Adoption of 2018 HOA Annual Meeting Minutes
 1. R Lee said annual meeting was 75-80 days ago
 2. R Lee reviewed the minutes that M Moran sent to the BOD and would like to use B Malady’s version as baseline
 3. M Moran said she would make minutes less “wordy” and decrease the spacing between lines
- B. ACC Items for discussion
 1. ACC Membership Confirmation
 - a. Tera Cooney (Lot 15), Jim Watterson (Lot 6), Hal Herzberger (Lot 52), Patty Lee (Lot 59), Pat Schriener (Lot 29), and Greg Allen (Lot 55)
 2. Tract J Trees - Fallen Trees/Action Plan
 - a. During the last windstorm, wind blew down 2 hemlock trees onto the property of Lot 63. One came down from tract J and took out a section of their fence
 - b. R Lee looked at the damage imposed on Lot 63 (home of Judy and Denis). N Ecker will be looking into the damage as well
 - c. R Lee suggest the ACC clean up the trees in their back yard and repair the section of fence that was damaged. He wants ACC to look at the trees and assess the work that needs to be done and report back to him
 - d. B Malady said it has always been customary for the HOA to pay for repairs rather than going through insurance
 3. Tract G Trees - Potential Hazard/Action Plan
 - a. R Lee explained that the BOD was informed by a member of neighborhood below Lots 28 and 29 that there are some trees in tract G that could serve as a potential hazard to his home
 - b. R Lee informed the gentleman that he would have the ACC look at the trees in tract G
 - c. R Lee suggested that the ACC contact an arborist and come up with a plan of action
 - d. N Ecker said they would contact multiple arborists to look at the trees and get some bids
 4. Community Irrigation Systems’ Backflow Assembly (DCVA) Testing Program

- a. R Lee said that H Herzberger brought to his attention that there are close to 40 people who have irrigation systems that need to be tested in the neighborhood
 - b. Lee suggested that N Ecker draft a newsletter to inform the community of a group discount for backflow testing
 - c. B Malady said the HOA should not be involved
 - d. R Lee Suggested N Ecker compile a newsletter to be posted as a “news item” on the website.
 - e. B Malady agreed that would be fine
5. Other - as Identified by the ACC
- a. H Herzberger said there was nothing else to identify and asked about the blue traffic signs and if the BOD feels they have been effective. M Moran said the postmaster definitely seems to go slower
 - b. P Lee said that a neighbor informed her that a recent person who bought a home here said that they were told by their realtor that the dues were \$24 a month. B Malady said the mortgage company sends a letter to the HOA (or HOACS in our case) for information on the dues. R Lee indicated that all such information is available to an Realtor(s) on our website as a matter of public information
 - c. J Watterson asked B Malady what was budgeted for the water bill. B Malady said the budgeted amount was hi best estimate when the budget was prepared
 - d. P Lee brought up holiday decorations. J Watterson said some neighbors said they didn't know of the time restraints. The ACC is now aware of those who still have lights up and will take appropriate action
- C. Timely Communication
1. R Lee said during early last year the BOD agreed that e-mails between us, including ACC, should be responded to within 72 hours
 2. B Malady asked that they keep the thread of e-mails based on one subject only. R Lee agreed to this suggestion as a requirement

Meeting Adjournment:

1. B Malady motioned to adjourn
2. M Moran seconded and the motion was passed
3. Meeting adjourned at 1327