

Point Richmond Ridge HOA

Board of Directors Meeting

Wednesday, January 17, 2024, 6:00 PST

Treese Residence

Meeting Minutes

1. Call to Order, 6:05 PM, January 17, 2024
2. Establish Quorum
 - a. In attendance: Tom Huffman, Steve Treese, Marc Janes, Bruce Harjehausen, Tom McKee
3. Approve BOD Meeting Minutes for Annual Meeting Pre-Meeting on Budget
 - a. Minutes reviewed and approved. Will be forwarded to AJ Montgomery to upload to PRR HOA website.
4. Approve BOD Meeting Minutes from November 2023 Meeting
 - a. Minutes approved after board member review and will be forwarded to AJ to upload to PRR HOA Website
5. Approve Draft 2023 Annual Meeting Minutes for Posting to Website for Owners
 - a. Minutes approved after board member review and will be forwarded to AJ to upload to PRR HOA Website
6. Officer's Reports – Closing 2023
 - a. President
 - i. Our insurance invoice was received by HOACS November 1st, approved by Steve and has been setup and renewed with CAU (our insurance company) for 2024.
 - ii. 2024 requests for new annual amount of \$600 was sent by HOA Community Solutions on December 1, 2023, to homeowners with the first semi annual amount of \$300 due January 1.
 - b. Vice President
 - i. Regarding HOA trees posing any threat to the area and a situation needing to be addressed, Marc has walked the neighborhood and found no area for concern. The recent windstorm did not cause any HOA trees to be damaged.
 - c. Secretary
 - i. Karen Streeby has rolled off the board as her last 3-year time has expired. We thank her for her service to the community. As noted, below, new board member Tom Huffman has filled her position moving forward.
 - d. Treasurer

- i. HOA Community Solutions has communicated that they are running behind in getting out the 2023 final budget reports. We are therefore not able to report final numbers at this time and will add to the “Old Business” list for the next meeting.
 - e. ACC Liaison
 - i. Several lots have a worsening moss issue with their roofs but the board does not think this is the right or best time of the year weather condition-wise to request Owners to get the issue resolved. Will push off to early spring.
- 7. Old Business
 - a. Dues Billing – Mail Problems – Steve
 - i. Steve has continued to communicate to Kylee about the post office’s poor track record on timely delivery and to mail dues billing out early. The dues mailing was received by most owners around the 10th of December after a December 1 billing/ mailing date.
 - b. Microsoft 365 Subscription – Bruce
 - i. Bruce reports that he has paid for the renewal himself and is waiting to be reimbursed from HOACS at meeting time.
 - c. Insurance update – Steve
 - i. As mentioned above, it has been paid for 2024.
 - d. Playground Equipment Guarantee – Steve
 - i. Steve followed up and clarified what was still covered after installation 14 years ago after the topic was brought up by homeowner Randle Lee at the Annual Meeting. The only parts still covered which have a lifetime guarantee are the galvanized and stainless steel pieces. Warrantees on everything else have expired.
 - e. Violation Status – Tom M
 - i. 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.
 - ii. Lot 9 Becker water runoff issue addressed under Review Action Items below.
 - f. Updates on Website lagging – Steve/Marc
 - i. Marc will discuss with AJ and assess his future willingness to continue servicing. If it is decided that we need to move on, other options will be explored.
 - g. Tree Inspection – Marc
 - i. Referred to under Officer’s Reports above.
- 8. New and Deferred Business
 - a. Determine New Officer Positions – All
 - i. The Board agreed to maintain their current positions from 2023 and new Board member Tom Huffman assumed the open Secretary position.
 - ii. Note that Steve, Marc and Tom M’s 3-year time in position will be up at the end of 2024.
 - b. New Signature Sheet – Steve
 - i. With Tom Huffman replacing Karen Streeby on the board, Steve will request from Kylee that Tom replace Karen on Board communications from HOACS and execute another signature sheet for Alliance Bank for him.
 - c. Review Snow Removal Policy – Steve

- i. An existing policy for snow removal was written and adopted by the Board of Directors back on December 20, 2022. The Board has an independent operator contact who will plow if and when the Board of Directors deem it is appropriate for our roadways. Buckets of deicer pellets have and will be provided at key locations when icy conditions call for them.
- d. Move Excessive Treasury Funds to Reserves – Bruce
 - i. Bruce will move funds to reserves once the HOACS has completed their year summary.
- e. 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 Bruce 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 have dumped at edge of park for us to spread this spring. Tom’s estimated cost is \$2,700.
- f. 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 Marcia cannot make it. We will determine over the following few weeks if this is short-term or needs a longer-term solution.
- g. New Homeowners –
 - i. Have moved into the house on Lot 77. Marc stopped by to welcome them to the neighborhood.

9. Reviewed Action Items

- a. Assessing water issues on lot 9 that are running under HOA private road.
 - i. Owner Mike Becker has asked for directions in how to correct. No one on the Board is an expert in this area of work. Marc will draft a letter directing Mike to reach out to an expert in this area and ask for an assessment to correct his drainage, on his dime sooner rather than later and before damage is done to the association’s private road.
- b. Provide the missing Board meeting minutes to AJ for posting on website – Karen has completed, and the board approved. Steve has forwarded on to AJ and Kylee also.

10. New items from this meeting

- a. Marc to draft water issues letter to Lot 9 Becker
- b. Tom M follows up on letters to owners in violation.
- c. Bruce to report on final 2023 balances, 2024 updated budget and moving funds to reserves.
- d. Website handling status with AJ. Marc to discuss with AJ.
- e. Tom H added to communications from HOACS, signature sheet and Sharepoint Website

11. Adjourn

Motion to adjourn by Bruce and seconded by Steve. Adjourned at 7:25 PM.