

Point Richmond Ridge HOA Board of Directors

July 15, 2019; 7:00 PM; S. Treese Home

Meeting Minutes

(New Action Items in Red)

1. Call to Order

2. Attendance

Meeting called to order at 7:07 PM by R. Lee. BOD Attendees were R. Lee, S. Treese, and N. Ecker. Guests were K. Streeby (Lot 44) and J. Shen Lee (Lot 38).

3. Approval of Previous BOD Meeting Minutes

Reading was omitted as the minutes were previously reviewed and approved by the BOD and have been posted on the HOA Website and Sharepoint.

4. Read/Review/Amend Agenda

Agenda was reviewed and accepted with the addition of item 9a to establish the next BOD meeting time and location. The final agenda is Attachment 1.

5. Treasurer's Report

- a. R. Lee provided a copy of the budget report from HOACS. Attachment 2 is a copy of the overall financial conditions.
- b. All BOD members are supposed to be receiving the HOACS report each month, but only R. Lee has been seeing it. **R. Lee will ensure HOACS sends the report to every BOD member each month (Action Item 32).**
- c. There are at least 3 homeowners with payments for dues or fines in arrears. **R. Lee and J. Shen Lee will meet with these homeowners to discuss outstanding amounts (Action Item 33).**

6. ACC Action Summary

- a. N. Ecker reported that two homeowners have tree roots that are damaging the streets by lots 24 and 63. Letters were being drafted to these owners; but have not been sent due to confusion in the ACC organization. **N. Ecker and K. Streeby will draft letters to the applicable homeowners for BOD approval (Action Item 38).**
- b. No NOV's have been issued by the ACC this past month.
- c. N. Ecker and R. Lee noted that a satisfactory report has now been received from "Steve the Arborist" which contains a complete inventory of the significant trees in Tract G with actionable recommendations for all trees. The report recommends the removal of 7 alder trees and states that the other trees in the tract are in an "Acceptable Risk" category, not requiring action. Verbally, the arborist recommended the branches and wood from the removed trees be distributed in the tract to decay and provide fertilizer for other plants. Since the 7 trees are in a "High Risk" category, our insurance would require action. The ACC is obtaining bids for the work on the trees, with three acceptable bidders identified. One bidder has been onsite so far and two more are still

to visit. No written bid received to date. **N. Ecker and ACC are to obtain bids, review the bids, and recommend a selected contractor to the BOD by 8/15/2019 (Action Item 34).**

- d. The ACC has been reviewing and approving the normal requests for architectural structure modifications as a matter of course.

## 7. Old Business

### a. Appointment of Replacement BOD members

- i. Two candidates for BOD replacement members were present. They introduced themselves.
- ii. Interim Treasurer – Jennifer Shen Lee has a corporate background in management and is very familiar with budgeting and organizational issues. She is willing to serve as the HOA interim Treasurer until the end of the year, at which time we should have elected a long-term Treasurer. R. Lee moved that J. Shen Lee be accepted as Interim Treasurer. Seconded by N. Ecker. No additional discussion. Motion accepted unanimously. **R. Lee will get copies of R. Malady's budget tracking sheets to J. Shen Lee (Action Item 35).**
- iii. Secretary – Karen Streeby was formerly with Microsoft and is now with a local company. She sources creative talent for software development. S. Treese moved that K. Streeby be accepted as Secretary. Seconded by R. Lee. No additional discussion. Motion accepted unanimously.
- iv. N. Ecker noted that he is considering resigning from the BOD and staying on the ACC as a member of that group. He is proposing J. Watterson as the ACC Liaison. **R. Lee to arrange a meeting with J. Watterson and N. Ecker to develop a path forward for ACC leadership (Action Item 36).**
- v. **S. Treese will have AJ Montgomery add Karen and Jennifer to our HOA Sharepoint site and update the Website listings (Action Item 37).**

### b. Tract G Update

- i. This item was primarily covered above.
- ii. It was moved by S. Treese that funds beyond the current tree removal budget for the Tract G tree removal will be taken from the budgeted 2019 Reserve Account contribution of \$15,000 and that the Reserve Account contribution in 2020 will be increased to make up the difference. This was seconded by Jennifer Shen Lee. There was no further discussion. The motion was passed unanimously.

- c. Balance of Action Items Review and Status – Refer to Attachment 3 for the updated Action Items list as of July 15.

## 8. New Business

### a. Review/Acceptance of proposed amendments to Articles of Incorporation

- i. This item was tabled until the next meeting as the time was getting late.
- ii. **S. Treese will provide a copy of the proposed resolution and markup of the Articles to the new BOD members by 8/1/2019 (Action Item 39).**

### b. Budget Development Plan and Timing

- i. It was decided that this needed to be a dedicated meeting for the BOD.
- ii. **R. Lee will have the budget development meeting at his house at 7 PM on August 15 (Action Item 40).**

### c. ACC Discussion (Membership, Documentation)

- i. Further discussion was deferred pending the outcome of meeting on ACC organization (Action item 36).

## 9. New Action Items Summary

- a. This review was dispensed with since items were already discussed and stasured.

**b. The next BOD meeting is scheduled for Monday, August 12 from 7-9 PM at R. Lee's home.**

10. Adjournment

The meeting was adjourned at 9:15 PM.  
Submitted,

16 July 2019  
Karen Streeby  
Secretary

Attachments:

1. Agenda
2. July Summary Budget Report
3. Action Items List

# **July 2019 – As Amended**

## Point Richmond Ridge Homeowners' Association Board of Directors Meeting

Date: Wednesday, July 15, 2019

Location: S. Treese Residence

Scheduled Time: 7:00-9:00 PM

1. Call to Order – R. Lee
2. Attendance – R. Lee
3. ~~Approval of Previous BOD Meeting Minutes~~ – (Skip - already approved & posted)
4. Approval of BOD Meeting Agenda – R. Lee
5. Treasurer's Report – (Will need to bring current update)
6. ACC Actions Summary (1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> NOV's Issued, Pending, Fine Notices) – N. Ecker
7. Old Business
  - a. Appointment of Replacement BOD members (R. Lee)
    - i. Secretary
    - ii. Treasurer
    - iii. ACC Liaison
  - b. Tract G Update (R. Lee)
  - c. Balance of Action Items Review and Status – (S. Treese)
8. New Business
  - a. Review/Acceptance of Proposed Amendments to Articles of Incorporation – S. Treese
  - b. Budget Development Plan and Timing – S. Treese
  - c. ACC Discussion (Membership, Documentation) - Group
9. New Action Items Summary – S. Treese
  - a. **Set Next Meeting Time and Location**
10. Meeting Close/Adjournment – R. Lee

## Attachment 2 - July Summary Budget Report

### Point Richmond Ridge Homeowners Association Budget Comparison YTD Variance Period 6/1/2019 To 6/30/2019 11:59:00 PM

	Current Month Operating		Year to Date Operating				Annual
	Actual	Budget	Actual	Budget	\$ Var	% Var	
<b>Income</b>							
Dues Income	150.00	2,750.00	16,150.00	16,500.00	(350.00)	2.12%	33,000.00
Late Fees	50.00	8.00	150.00	48.00	102.00	-212.50%	100.00
Investment/Interest Income	0.85	18.00	5.74	108.00	(102.26)	94.69%	220.00
<b>TOTAL</b>	<b>200.85</b>	<b>2,776.00</b>	<b>16,305.74</b>	<b>16,656.00</b>	<b>(350.26)</b>	<b>2.10%</b>	<b>33,320.00</b>
TOTAL Income	200.85	2,776.00	16,305.74	16,656.00	(350.26)	2.10%	33,320.00
<b>Expense</b>							
Landscape Maintenance Cc	480.69	500.00	2,403.45	3,000.00	596.55	19.89%	6,000.00
Tree Pruning/Removal	0.00	58.00	539.50	348.00	(191.50)	-55.03%	700.00
Backflow Testing	30.00	3.00	30.00	18.00	(12.00)	-66.67%	30.00
Water	366.37	42.00	438.36	252.00	(186.36)	-73.95%	500.00
<b>TOTAL</b>	<b>877.06</b>	<b>603.00</b>	<b>3,411.31</b>	<b>3,618.00</b>	<b>206.69</b>	<b>5.71%</b>	<b>7,230.00</b>
<b>Administrative</b>							
Insurance Expense	0.00	258.00	0.00	1,548.00	1,548.00	100.00%	3,100.00
Legal/Lien Fees	0.00	42.00	0.00	252.00	252.00	100.00%	500.00
Management	299.00	300.00	1,794.00	1,800.00	6.00	0.33%	3,600.00
Filing Fees	0.00	0.00	19.98	0.00	(19.98)	-100.00%	0.00
Office Supplies	1.09	25.00	27.68	150.00	122.32	81.55%	300.00
Postage	2.26	13.00	51.65	78.00	26.35	33.78%	150.00
<b>TOTAL Administrative</b>	<b>302.35</b>	<b>638.00</b>	<b>1,893.31</b>	<b>3,828.00</b>	<b>1,934.69</b>	<b>50.54%</b>	<b>7,650.00</b>
<b>Non-Operating Expense</b>							
Reserve Contribution	0.00	1,250.00	0.00	7,500.00	7,500.00	100.00%	15,000.00
<b>TOTAL Non-Operating Expen</b>	<b>0.00</b>	<b>1,250.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>100.00%</b>	<b>15,000.00</b>
<b>Other Expense</b>							
Contingencies	31.47	167.00	2,416.27	1,002.00	(1,414.27)	-141.14%	2,000.00
<b>TOTAL Other Expense</b>	<b>31.47</b>	<b>167.00</b>	<b>2,416.27</b>	<b>1,002.00</b>	<b>(1,414.27)</b>	<b>-141.14%</b>	<b>2,000.00</b>
<b>Taxes</b>							
Taxes Property	0.00	42.00	401.95	252.00	(149.95)	-59.50%	500.00
Taxes Federal	0.00	0.00	47.00	0.00	(47.00)	-100.00%	0.00
<b>TOTAL Taxes</b>	<b>0.00</b>	<b>42.00</b>	<b>448.95</b>	<b>252.00</b>	<b>(196.95)</b>	<b>-78.15%</b>	<b>500.00</b>
<b>TOTAL Expense</b>	<b>1,210.88</b>	<b>2,700.00</b>	<b>8,169.84</b>	<b>16,200.00</b>	<b>8,030.16</b>	<b>49.57%</b>	<b>32,380.00</b>
Excess Revenue / Expense	(1,010.03)	76.00	8,135.90	456.00	7,679.90	0.00%	940.00
<b>Income</b>							
Investment/Interest Income	39.38	0.00	236.64	0.00	236.64	-100.00%	0.00
<b>TOTAL</b>	<b>39.38</b>	<b>0.00</b>	<b>236.64</b>	<b>0.00</b>	<b>236.64</b>	<b>0.00%</b>	<b>0.00</b>
<b>TOTAL Income</b>	<b>39.38</b>	<b>0.00</b>	<b>236.64</b>	<b>0.00</b>	<b>236.64</b>	<b>0.00%</b>	<b>0.00</b>
Excess Revenue / Expense	39.38	0.00	236.64	0.00	236.64	0.00%	0.00

Attachment 3 - Action Items List (Status and new items in red)

Item #	Action Required	Who?	When?	Prev. Status (6/8/2019)	New Status (7/15/2019)
3	Meet with attorney to confirm legal requirements and identify any other requirements for amendments to governing documents.	R. Lee, S. Treese	9/1/2019	No Action. Attny rate \$265+/hr.	Deferred. Other business.
4	Verify ACC membership and inform BOD of members.	T. Cooney, N. Ecker	6/8/2019	List in Feb BOD Notes. Need to confirm and put correct list on website	Completed. List put on HOA website.
5	Develop a plan to ensure all members of ACC are informed and can participate in decisions.	T. Cooney, N. Ecker	7/1/2019	Still some issues	Moved to item 36. Close this item.
6	Solicit and approve replacement for BOD Treasurer and Secretary among residents.	BOD	8/1/2019	K. Steeby and F. Vigneron volunteers for Secretary. No volunteers for Treasurer yet.	Completed. Karen Streeby as Secretary; Jennifer Shen Lee as Interim Treasurer.
7	Identify road cracks requiring repair before the next freeze. Propose repair plan to BOD for approval.	ACC, N. Ecker	8/1/2019	Defer crack repair. Proceed with tree root action by Lot 24. See Action Item 24.	Close this item. See action item 24.
9	Cleaning and beautification of entrances PRR. ACC to review and propose.	ACC	9/1/2019	No Action	Combine with item 10. New due date.
10	Propose beautification enhancements for the 134 <sup>th</sup> St entrance to PRR.	ACC	8/1/2019	No Action	Combine into item 9 and close this item.
12	Install mailbox replacement door springs.	N. Ecker, H. Herzberger	8/1/2019	2 Springs still to install. Broken key in one door.	Completed.
14	Tract G Trees - Formal proposal, with supporting documentation, on the appropriate response to the Admiralty Ridge complainant.	ACC, R. Lee	7/1/2019	Report corrected. Send cc of report and invoice to BOD before agreement to pay. Will not trim, unless complainant wants to pay.	Completed.
15	Tract G Trees – Inform Adm. Ridge complainant of plan for trees after adoption of plan.	BOD, R. Lee	8/1/2019	Need to convey decision to complainant.	Completed.
16	Arrange with HOACS to establish new signatories for Bank Transactions	J. Shen Lee	8/1/2019	No Action	Meeting with HOACS to be scheduled.
17	Find address to pay outstanding funds to Wilhelm	R. Lee	7/1/2019		Completed
18	Transfer Keys for mailbox to new Treasurer	R. Malady	6/15/2019	No Action	Keys to R. Lee
23	Forward Spadoni report on road to BOD members	N. Ecker	7/1/2019	New	Close. No written report.
24	Recommend course of action on the root to the BOD for funding approval	ACC	7/1/2019	New	Close.
25	Talk with potential BOD candidates for Secty. & Treas.	R. Lee	7/1/2019	New	Completed.

26	Contact Post Office to repair lock with the broken key on one of the mailboxes	N. Ecker, H. Herzberger	Bef 7/15/19	New	Completed.
27	Talk with R. Cory about Office 365 transition	R. Lee	8/1/2019	New	Close.
28	Contact Thornhill regarding areas that are not being regularly mowed	R. Lee	Bef 7/1/19	New	Completed.
29	Review and comment to S. Treese about draft resolution to amend Articles of Incorporation	BOD	9/1/2019	New	No comments received. Defer to Sep 1.
30	Send second notice to homeowner who was delinquent on dues from Jul 2018 for late fees due (owner has paid dues, but not late fees).	M. Malady	7/1/2019	New	Completed. R. Malady
31	Include budget sheet in meeting minutes.	S. Treese	7/1/2019	New	Completed.
32	Ensure HOACS sends Financial Report to all BOD Members	R. Lee	8/1/2019		New
33	Meet with homeowners having outstanding balances owed to the association, in lieu of letter.	R. Lee, J. Shen Lee	9/1/2019		New
34	Obtain Tract G tree removal bids. Provide recommendation to BOD for contractor.	N. Ecker, ACC	8/15/2019		New
35	Send J. Shen Lee budget tracking spreadsheet files from R. Malady	R. Lee	8/1/2019		New
36	Discuss ACC leadership arrangements with N. Ecker and J. Watterson	R. Lee	8/1/2019		New
37	Add K. Streeby and J. Shen Lee to Sharepoint site.	S. Treese, AJ Montgomery	8/1/2019		New
38	Draft letters to owners with tree root issues affecting roadways.	N. Ecker, K. Streeby	8/15/2019		New
39	Provide copies of resolution on Articles to K. Streeby and J. Shen Lee.	S. Treese	8/1/2019		New
40	Set up budget development meeting.	R. Lee	8/15/2019, 7 PM		New