

**Point Richmond Ridge HOA**  
**Board of Directors Meeting**  
**Wednesday; March 20, 2024, 6:00 PST**  
**Treese Residence**  
**Meeting Minutes**

1. Call to Order, 6:00 PM, April 17th, 2024.
2. Establish Quorum
  - a. In attendance: Tom Huffman, Steve Treese, Marc Janes, Bruce Harjehausen, Tom McKee
3. Approve BOD Meeting Minutes for March 20, 2024
  - a. Minutes 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 information on upcoming Corporate Transparency Act form called a Beneficial Ownership Information form (BOI) to be submitted before the end of 2024 that common ownership communities (HOA's) will have to file with the Financial Crimes Enforcement Network (FinCEN). Steve is following up with Juanita from the HOACS with questions and concerns and will report back at our next board meeting.
    - ii. A 1<sup>st</sup> quarter community newsletter is being prepared by Steve and will be sent out through HOACS to all owners in the coming weeks.
  - b. Vice President
    - i. Refer to action items below.
  - c. Secretary
    - i. AJ Montgomery will be working with Tom Huffman this week to insert him into the SharePoint website, and email system for the HOA.
  - d. Treasurer
    - i. Bruce reports that as of the end February, our financial position showed \$32,513 in the operating account and \$53,714 in reserves (all in a money market account). Our primary expense from the Reserves for 2024 will be sealcoating the roads.
  - a. ACC Liaison
    - i. Several of the lots with roof moss issues have been resolved. We however still have lots #3, #4, and #67 with problems. Tom M will have second violation letters sent by HOASC.
    - ii. A letter pertaining to the sump pump water discharge run off issue was sent to lot #9 owner. The owner who was thought to have addressed the issue has again asked for more

- information. The board will craft a letter to him with a suggestion on how to apply a simple technique to see if it alleviates the problem of erosion of the road.
- iii. Tom M had 10 yards of mulch to refresh the playground delivered from the Morrison company. As soon as we have a dry patch of weather and the availability of several volunteer Board members, we will complete the project.

## Old Business

- b. Violation Status – Tom M
    - i. Lot #72 fine for not maintaining front yard now at \$125. Another notice is being requested of HOACS to be sent to this owner with an additional penalty fee added. Abandoned vehicle in front of same home has apparently become disabled and not yet moved as requested. Additional violation notices will be sent.
    - ii. All but one homeowner has taken down their holiday lighting and displays. The HOA rule is to have them down within 28 days after a major holiday. Tom M has walked around the neighborhood, and a second violation request letter is going out to the lone lot #83 owner.
  - c. Updates on Website lagging – Steve/Marc
    - i. Marc had a short discussion with AJ 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(s). Marc and AJ have set up a web conference with the board for 3/21/24 to discuss the plan moving forward.
    - ii. Tree Inspections – “Helipad” lot had 8 trees that required pruning by this spring. Tom M reports that the project was completed by the Williams Company.
    - iii. Reker/Fernandez homeowner assistance– Tom H – Marc, and Tom M continue to provide Wednesday and Friday medical appointment drop offs and pickups for Peter. We are reviewing and updating the schedule every 2 weeks and discussing the long-term commitment.
2. New and Deferred Business.
    - a. Plan for Expenditures in 2024 (Cash Flow) – All
      - i. Roads to be inspected and most likely need to be crack sealed and seal coated this summer (July). Estimate by Bruce is around \$53K and re-engagement of same company (AC Moate) that patched in 2023.
      - ii. Financial Audit – Steve checking on if the HOA needs a financial audit if we go over \$50K mark in budget this year.
      - iii. Marc received storm drain audit information back from Pierce County. We will need to clean seven drains after we seal coat the roads this July.
  3. New action items from this meeting
    - a. Follow up letter to Lot #9 on water issue solution - Marc J to draft.
    - b. Financial audit update – Steve T to check and report.
    - c. Complete 1<sup>st</sup> quarter newsletter mailing to owners.
    - d. Website transition of webmaster duties plan progress – All to work with AJ.
  4. New Items for Next Meeting
    - a. Training of new Webmaster and assistant
    - b. Discussion on several lawns not being maintained.

5. Adjourn

Motion to adjourn by Bruce and seconded by Tom M. Adjourned at 7:40 PM.