

**Point Richmond Ridge HOA
Board of Directors Meeting**

**Wednesday, May 17, 2023, 5:00 PM PST
Streeby Residence**

Meeting Minutes

1. Call to Order, 5:05 PM, May 17, 2023
 - a. Attending: Karen Streeby, Bruce Harjehausen, Tom Mckee, Marc Janes, Steve Treese
2. Establish Quorum
 - a. Quorum is met
3. Approve BOD Meeting Minutes from April 2023 Meeting
 - a. The board members each reviewed the minutes and made edits/suggestions to the document.
 - b. Bruce motions to approve, seconded by Marc. April minutes approved as edited.
4. Officer's Reports
 - a. President
 - i. June meeting, Steve and Bruce will be out of town during the regularly scheduled date, so the board agreed to move the meeting up by two weeks to June 7.
 - ii. July meeting (July 19) Karen will be out of town. The meeting will go on as usual, and one of the attending board members will take minutes.
 - b. Vice President
 - i. Nothing to report
 - c. Secretary
 - i. Karen posted a poll on the neighborhood Facebook page to determine best weekend for the summer potluck/BBQ.
 1. Most likely date is the weekend of August 11/12.
 - ii. Stop sign at the end of 138th is obscured by the landscaping
 1. On the topic of landscaping obscuring visibility, Tom noted that the landscaping on the corner of the playground obscures oncoming traffic. Tom will trim the shrubbery to improve visibility.
 - d. Treasurer
 - i. Checking Acct = \$21,811.06
 1. debits:
 - a. HOACS = \$600.63
 - b. Thornhill = \$760.20
 - c. SouthData (postage/supplies) = \$77.17
 - d.
 - ii. Reserves = \$80,955.41
 1. MMA - \$80,938.78
 - a. \$16.63 Interest credit (\$43.19 ytd)
 2. CD = \$0.00 closed and moved to MMA
 - a. \$78.23 ytd
 - iii. Dues/Fees/Fines:
 1. Dues Paid = \$125
 2. Late Fees Paid = \$50
 - a.

3. Outstanding Dues = \$625
 - a. Hunsicker = \$125
 - b. Baldwin = \$250
 - c. Berry = \$250
 - d. Potts = \$125 PAID
 4. Late Fees Due = \$250
 - a. Hunsicker = \$100
 - b. Baldwin = \$75
 - c. Berry = \$75
 - d. Potts = \$50 PAID
 5. Fines Due = \$0
 - iv. Major Expenses Planned for 2023
 1. Road surfacing = \$67,200
 - e. ACC Liaison
 - i. Will discuss issues in old business below.
5. Old Business
- a. Update Plan for asphalt work this year – Bruce
 - i. Tom and Bruce walked the neighborhood and marked up areas that could use improvement.
 1. There are 1,571 square feet total in need of repair
 2. Bruce reached out to three firms to collect bids. He has heard from two of the three. Action Item – Bruce to collect quotes on at least two and will try to get three. (AC Moate and Spadoni) for asphalt maintenance
 3. Action item - The catch basins at the bottom of the cul-de-sacs could use new felt. Action Item - Tom can get the materials and replace them as long as we reimburse the cost of materials.
 - b. Private road and heavy truck traffic signs, PRR community sign for north entrance
 - i. Done and installed
 - c. Ideas for Helipad area improvements – Discussion – All
 - i. Table this discussion until a later date
 - d. New Thornhill contract update – Tom/Steve
 - i. Steve signed the new contract and sent it to Kylee at HOACS
6. New and Deferred Business
- a. Learnings from seminar on Asphalt Projects from HOACS – Steve
 - i. Bruce
 1. Agreed with the seminar suggestion of annual crack repair. Preventative maintenance would be beneficial to our community in the long run and help avoid larger assessments later.
 - a. Bruce will ask about this when he meets with the rep tomorrow from AC Moate, the asphalt company that is coming out to give a bid. In addition, he will ask Spadoni about it when they come out to give a bid. “Annual Crack Fill Program”
 - b. Learnings from HOACS research on Lot 18 fence issue – Steve
 - i. Revisions to fence policy based on state regulations.
 1. State regulations say; regardless of who built the fence, the fence becomes the shared responsibility of the two owners whose property it divides.
 - a. Steve proposes that we enforce repairs if the fence is in a visible area (if it faces the road or a green belt) and that it is the

responsibility of the board to enforce (but not to fix). If the fence is between two properties and is not visible from the road it's the responsibility of the homeowners to work out.

- b. Action Item - Steve will propose some wording to respond to the Nieves and the Crafts re: this policy and provide it to Tom/ACC. ACC will provide the wording to Kylee at HOACS.
- c. Revised fence policy that Steve sent out to the board.
 - i. BOD has reviewed. Steve motions that we accept the revised policy as drafted. Bruce seconds. All in favor, motion carried.
- d. Action Item – Steve to send out quarterly newsletter and mention fence policy, check on neighbors, call for new board member.

7. Review Action Items

a. Carryover Items

- i. Assessing water issues with road, Lots 8 and 9 – Bruce
 - 1. No action has been taken
 - a. The rain has stopped so there is minimal runoff at this time

b. New Action Items from this meeting

- i. Bruce to collect quotes on at least two and will try to get three. (AC Moate and Spadoni) for asphalt maintenance
- ii. Regarding the drainage basins needing new felt; Tom can get the materials and replace them if we reimburse the cost of materials.
- iii. Bruce will ask about the “Annual Crack Fill Program” when he meets with the rep from AC Moate. In addition, he will ask Spadoni about it when they come out to give a bid.
- iv. Regarding the fence policy and the findings regarding ownership and responsibility of fence maintenance, Steve will propose some wording to respond to the Nieves and the Crafts and provide it to Tom/ACC. ACC will provide the wording to Kylee at HOACS.
- v. Steve to send out quarterly newsletter and mention fence policy, check on neighbors, call for new board member.

8. Adjourn

- a. Motion to adjourn by Karen, seconded by Marc – All in favor. Motion carried