

POINT RICHMOND RIDGE HOMEOWNERS ASSOCIATION

ANNUAL MEETING MINUTES

November 9, 2024

Minutes of the Annual Meeting of the Point Richmond Ridge Homeowners Association, Gig Harbor, Washington, held at Gig Harbor Library, Gig Harbor Washington, at 2:00 p.m. on the 9th day of November 2024.

1. CALL TO ORDER

- a. Board Member Steve Treese (lot 45) called the meeting to order at 2:00 pm.
- b. Meeting in person at the Gig Harbor Library and being recorded.

2. ROLL CALL - ESTABLISH QUORUM

- a. 22 owners represented, either in person or by proxy.
- b. Quorum was met with 15 in person and 7 by proxy.

3. PROOF OF NOTICE OF MEETING

- a. Preliminary information about the meeting was shared in the 3rd Quarter Newsletter on August 28, 2024.
- b. The official announcement for soliciting self-nominations went out September 23rd
- c. Self-nomination period closed October 14th, 2024
- d. On October 21st, 2024, official notice was mailed to all owners at their address of record.
 - The announcement was postmarked with sufficient time required, the postmark being the date that satisfies the requirement versus date received, as verified with HOACS under Washington State regulations.
 - Unfortunately, the post office has implemented a system in which mail is sent to a sorting facility which has introduced a significant delay in delivery, so the announcement was not physically delivered until October 28th, 2024.
- e. Electronic reminder of the scheduled meeting (including our website, Facebook group) was sent to all owners for whom we had an email address on October 28th, 2024. Sandwich boards were posted at the 3 entrances to the neighborhood on November 2nd.

4. INTRODUCTIONS

- a. The current board members were introduced by Steve Treese
- b. Finance board member Bruce Harjehausen was absent but sent a proxy
- c. No new 2024 owners were in attendance

5. MEETING CONDUCT RULES & PROCEDURES

- a. We followed Roberts Rules of Order
 - Voting: motion, second, discussion, voice vote
- b. Request made to hold questions until after the presentation or until open floor
- c. Open floor – each person allowed up to 3 minutes to speak, with an additional time depending on schedule.

6. 2023 ANNUAL MEETING MINUTES (November 11, 2023)

- a. 2023 Annual Meeting Minutes have been posted on the PRR web site since August 2024
- b. Motion made by Roger L'Hommedieu (lot 01), seconded by Tom Schuder (lot 49) to dispense with reading of the minutes. Agreed by acclamation.
- c. Motion by Roger L'Hommedieu (lot 01) to approve the minutes, seconded by Tom Schuder (lot 49), motion approved

7. OFFICERS' REPORTS

a. President - Steve Treese (lot 45)

- Accomplishments in 2024
 - (1) Road sealcoating and repairs completed
 - (2) Playground resurfaced by residents for \$2,000 savings
 - (3) Policy for open area/buffers clarified
 - (4) Buffer area trees evaluated by arborist: specific trees trimmed
 - (5) Updates in progress
 - Definition of adequate RV screening, no storage of semis
 - Separate collection policy, Bylaws – instructions to HOACS
 - (6) Renewal of HOACS contract
 - (7) Initial registration under Corporate Transparency Act
- Upcoming issues
 - 1) Maintain discipline under Corporate Transparency Act FinCEN reporting requirements. Penalty of \$500/day for late filing or failure to update information within 30 days of any change. Potential larger fine & jail time for willfully failing to comply
 - 2) State requirement for audit by a CPA if our income exceeds \$50,000. Looks like our income will be close to \$50,000 in 2024, but may be higher in 2025. The CPA Audit can be waived by vote of owners. We can vote to waive the CPA Audit of 2024 if the income exceeds \$50,000. Steve Treese (lot 45) brought up the option of the owners being able to waive the CPA audit of 2024 since it might only be a few dollars over the \$50,000 threshold. Owner Bob Malady (lot 05) asked for a motion to be made to waive the 2024 audit. Walt Hickey (lot 27) seconded the motion. Steve Treese made the motion and opened the floor to discussion. The cost to hire a CPA at \$350 to \$400 an hour versus being over a few dollars was generally agreed not to be worth the expense. A vote was conducted by Steve Treese for the 22 owners present. Twenty-one of the 22 owners voted in favor of waving the audit and it was approved by the majority.

b. Secretary – Tom Huffman (lot 41)

- On November 1st an email was sent from HOACS to all PRR owners that had current emails on file in their system. The email described the new Vantaca Portal that will be used going forward by owners and the BOD. HOACS made the change/upgrade due to the limitations in

homeowner access and integration from the old Village Management software

- Key features of the new software:
 - (1) Owner friendly dashboard
 - (2) Owners can access documents, make payments, view statements, and update their profiles
 - (3) Important community updates can be viewed with real time access
 - (4) Those owners who did not receive the sign-up email were asked to sign on a list with their correct email addresses. Tom Huffman will follow-up with HOACS to send a new email blast to them
- c. Vice President's report – Marc Janes (lot 26)
 - RV's and Trailers Bylaw 7.9.6. which applies to the storage of motorcycles, campers, trailers, boats, and RVs was brought under review because of its vague description of "screened from view." We have 19 lots in the HOA that currently have the capacity to store these possessions. The BOD was approached by Owners regarding the requirements and enforcement of Bylaw 7.9.6. due to disagreement about what constitutes adequate screening from view. The Bylaw and Covenant was created to protect property values and not detract from the neighborhood appearance
 - The history of applying the Bylaw for the past 20+ years has not strictly enforced 100% screened from view. The HOA has effectively established a de facto standard. Our HOA lawyer advised that we cannot begin more strict enforcement ex post facto, after many years of allowing partial screening as has been the longstanding practice here
 - The BOD conducted hours of research on what other HOA's languages say in these situations for adequate screening. Following consultation with legal counsel, HOACS and realtors, the BOD approved revision to Bylaw 7.9.6. to more clearly establish standards of acceptable screening of RVs
 - From the street a 6-foot fence is adequate for the standard screened from view
 - The standard from a neighboring yard is 5-foot exposure allowed above screen (fence, plants, house, lattice/screen, or combination). An illustration of what it would look like was provided in the presentation
 - Also, semi-trailers and tractors are prohibited
 - An HOA BOD letter explaining these and other Bylaw changes will be mailed out to owners around December 1st, 2024
- d. Treasurer - Bruce Harjehausen (lot 55), Steve Treese stood in and presented for Bruce
 - Dues collection is 99%
 - Actual expenses are less than budget overall
 - Current Balances (End of September 2024)
 - (1) Operating Account \$ 20,864
 - (2) Reserves
 - (a) Money Market \$ 19,685
 - (b) Certificate of Deposit \$ 0
 - (c) Total Reserves \$ 19,865

(3) Total Funds \$ 40,549

e. ACC-Liaison – Tom McKee (lot 59)

- Duties defined by Covenants and Bylaws – enforcing provisions
 - (1) Focus on maintaining a “sightly” appearance (especially curb appeal) to protect property values
 - (2) Strive for fair and transparent process of enforcement
- 2024 summary of violations
 - (1) Weed and landscape maintenance – 6 violations
 - (2) Fence and dwelling maintenance – 4 violations
 - (3) Vehicles/Equipment – 2 violations
 - (4) Barking Dogs/Nuisance – 1 violation
 - (5) Holiday décor up to long – 1 violation
 - (6) Total violations cited – 14
 - (7) Violations resolved - 13
 - (8) Outstanding violations – 1
- The HOA BOD and volunteer Karen Streeby (lot 44) organized and held a neighborhood potluck/BBQ at our playground on August 17th. This is always a great way to visit with our new and current next-door neighbors. A good time was had by all. Thanks to the volunteers, especially Grill Master Tom McKee

8. **ELECTION OF DIRECTORS RESULTS**

- a. Directors are elected for 3-year terms
 - Steve Treese, Marc Janes, & Tom McKee were in their 3rd year
 - Bruce Harjehausen & Tom Huffman were in their 1st year
- b. Candidates for election:
 - Nominated for Directors:
 - (1) Tom McKee - Agreed to run again
 - (2) Walt Hickey
 - (3) Dorlan Steele
 - (4) No additional nominations were received
 - (5) One Director will serve 1 year to re-establish the Director classes
- c. Tom McKee, Walt Hickey and Dorian Steele received sufficient votes via mail-in and by proxies to be elected to the board. Congratulations to all 3 new Directors
- d. The new Board will determine officer roles among themselves in the next few weeks.

9. **OLD BUSINESS**

- a. No additional open items

10. **NEW BUSINESS**

- a. Budget
 - 2024 Highlights
 - (1) \$ 37,709 transferred from Operating budget to reserves
 - (2) Road maintenance was \$ 56,404 vs. \$ 52,974 budget as more road repairs were needed

- 2025 Proposed
 - (1) Reserve funds to transfer \$ 30,000
 - (2) Only crack sealing & catch basin maintenance planned
 - (3) This should be a rebuilding year for reserves
 - (4) Additional cost changes CTA compliance annually \$ 250
 - (5) Increase to new 3-year contract with HOACS services \$ 660/month
 - (6) Total budget for 2025 is \$ 59,796
 - (7) General inflation estimated at 2 to 3%
 - (8) Motion made by Steve Treese to approve the 2025 operating budget. A second was made by Walt Hickey (lot 27). The vote was taken with 22 of the 22 owners present approving. The motion carried and was approved
- 2025 Strategic Reserve Plan (Revised)
 - (1) A corrected copy of this year plus five-year reserve account estimate was mailed to all owners and should have been received around 11/12/2024.
 - (2) Some bullet points from this report include:
 - i. Target average contribution of \$ 366 per year property to 2030, average annual total \$ 30,348, a 52% contribution rate from dues
 - ii. No special assessments scheduled for 2025
 - iii. Reserve funds are projected to be 100% funded under our premises through 2030 however they do not meet state recommendation
 - iv. A required 3-year review of reserves is planned for 2027
 - v. The projection recommends a required assessment increase to \$700/year in 2026, and to \$800+/year in 2029

11. OPEN FLOOR DISCUSSION

- a. Walt Hickey (lot 27)
 - Change to Bylaw 7.9.6. and Covenant 10b was brought back up regarding the timing of implementation being January 1st of 2025
 - (1) Walt made the point that the current situation between 2 owners would be resolved in the early part of 2025 so why rush implementing the rule of enforcement.
 - (2) Walt made a motion that “enforcement” does not take effect until July 1st of 2025. The motion was seconded by Roger L’Hommedieu (lot 01)
 - (3) Steve Treese called for and held a vote and the motion narrowly passed 12 to 10
- b. Francois Vigneron (lot 30) asked if we could check to make sure there was netting in the catch basin at the edge of his property. Tom McKee will follow up to make sure it has or will be installed
- c. Cathy Schunzel (lot 32) brought up the subject of a tree on the corner of (lot 75) creating a blind spot for vehicles and pedestrians and needing to be trimmed back
 - All the owners that use that entrance agreed that it was a problem. Tom McKee will follow up with the owner on getting that tree trimmed back
- d. The topic of placing “No Soliciting” signs up in the neighborhood
 - Steve Treese advised that there are no Bylaws etc. in place to prevent these individuals from knocking on our doors. Many of the owners in

attendance agreed that it would not help, and the solicitation would continue anyway. No further follow-up was planned

12. ADJOURNMENT

- a. Steve Treese motioned to adjourn; seconded by Bob Malady (lot 05)
- b. Meeting was adjourned 3:41 pm