

**POINT RICHMOND RIDGE HOMEOWNERS ASSOCIATION**  
**ANNUAL MEETING**  
**November 13, 2021**

Minutes of the Annual Meeting of the Point Richmond Ridge Homeowners Association, Gig Harbor, Washington, held via Zoom in Gig Harbor, Washington at 3:00 p.m. on the 13th day of November 2021.

**1. CALL TO ORDER**

- a. Board Member Steve Treese (lot 45) called the meeting to order at 3:03 pm.
- b. Meeting via zoom, being recorded for those who can't attend.
- c. Steve motioned to accept the meeting agenda, seconded by Walt Hickey (lot 27) and Michael Franklin (lot 77), motion carried. Agenda approved

**2. ROLL CALL ESTABLISH QUORUM**

- a. 17 owners represented, either in person or by proxy. Quorum has been met.

**3. PROOF OF NOTICE OF MEETING**

- a. On October 18, official notice was sent out to all owners at their address of record.
- b. Electronic notification of Zoom meeting was sent to all owners for whom we had an email address.

**4. INTRODUCTIONS**

- a. Current board members introduced themselves
- b. Introductions of new owners in 2021
  - i. Schuder, lot 49 introduced themselves.
- c. Juanita Carbaugh from HOACS was present and introduced herself.

**5. MEETING CONDUCT RULES & PROCEDURES**

- a. We follow Roberts Rules of Order
- b. Will do voice voting if needed
- c. Request was made to mute yourself if not part of the discussion.
- d. Request made to hold questions until after the presentation or until open floor
  - i. Open floor – each person allowed up to 3 minutes to speak, with an additional 2 minutes depending on schedule.

**6. 2020 ANNUAL MEETING MINUTES (November 7, 2020)**

- a. Have been posted on the PRR web site since Jan 2021
- b. Motion by Karen Streeby (lot 44), seconded by Walt Hickey (lot 27) and Tom Schuder (lot 49) to approve the minutes of the Annual Meeting of HOA Members from November 7, 2020. Motion Carried

**7. OFFICERS' REPORTS**

- a. President - Steve Treese (lot 45)
  - i. Accomplishments of last year
    - 1. Successfully Adopted revised bylaws
      - a. Copies are being sent out to all owners via USPS
    - 2. Approved extension of protective covenants
      - a. The covenants will remain the same as they currently are.

3. Several potholes and degraded spots in the roads have been repaired, main cracks were sealed.
  4. Repaired playground equipment
  5. Established policies for more consistent enforcement of the covenants and bylaws
    - a. How complaints are handled
    - b. Enforcement of bylaws and covenants
    - c. Clarification around fences
    - d. Established procedure if somebody wants to challenge a violation
  6. Expanded HOACS's role to assist with tracking violations, consistency, record keeping
  7. Completed a third-party reserve study
- b. Treasurer - Bruce Harjehausen (lot 55)
- i. Almost 100 percent of dues collected
  - ii. Actual expenses were less than budgeted
  - iii. Numbers through Oct
    1. We have \$19,985 in operating account
    2. Reserves Money Market has \$9,897
    3. Reserves CD has \$45,712
    4. Total Reserves \$55,609
- c. ACC-Liaison – Patty Lee (lot 59)
- i. ACC focused on duties as defined by Covenants and Bylaws
  - ii. Focus on maintaining a sightly appearance / curb appeal
    1. Remain consistent, sightly, maintain property values
    2. Strive for fair and transparent process of enforcement
  - iii. 2021 summary of violations
    1. Weed and landscape maintenance - 9 violations
    2. Next is fence and fence maintenance – 3 violations
    3. Vehicles/Equipment – 2 violations
    4. Barking Dogs/Nuisance – 2 violations
    5. Unapproved Structures – 2 violations
    6. Encroachment on Common Area – 1 violation
    7. Sports Equipment – 2 violations
      - a. Total violations cited – 21
      - b. Violations resolved - 18

- c. Outstanding violations – 3

8. **ELECTION OF DIRECTORS RESULTS**

- a. We followed a vote by mail process as outlined in the bylaws
- b. Votes tallied by Karen Streeby (lot 44) and Bruce Harjehausen (lot 55)
- c. Results of the vote
  - i. Steve Treese (lot 45) remains on the BOD
  - ii. Marc Janes (lot 26) joins the BOD
  - iii. Tom McKee (lot 17) joins the BOD
    - 1. Bruce motioned to accept voting results, seconded by Polly Brantner (lot 70). Motion carried.

9. **OLD BUSINESS**

- a. Bylaws revision – completed
- b. No additional open items

10. **NEW BUSINESS**

- a. Budget
  - i. Operating Budget and the Reserves Budget
    - 1. Operating Budget for 2022 is \$41,500
      - a. This is determined by the amount of dues we receive.
    - ii. Dues stay at \$500 per year for the coming year
    - iii. Reserves Budget
      - 1. We spent \$16,842 on road repair
- b. Reserves Study
  - i. 2022 Strategic Reserve Plans
    - 1. We need to extend out 30 years anticipating possible expenses
    - 2. We had a draft report from The Reserve Study Group
      - a. Bruce Harjehausen (lot 55) spoke with a few asphalt companies about different scenarios
      - b. 2023 we may be due for another sealcoat (last done in 2018) and 2024 would be repairs
        - i. Coming 5 years of cost assuming inflation of 3% per year on the cost in the reserves
        - ii. Bruce factored in an increase of dues in 2025 to \$700/year, to remain for about 7 years. In 2032 that would go to \$900/year and remain for another 7-9 years.
      - c. The reserve funds are funded if we assume no overlay, no repaving.

- c. Dues Comparison to other Gig Harbor neighborhoods
  - i. Steve Treese (lot 45) drove other communities with HOAs, got the dues rates from online listings, and came up with a comparison of HOA dues
    - 1. The largest driver of dues differences depends on who maintains the roads, followed by which amenities the community has
- d. **Open Floor**
  - i. Walt Hickey (lot 27)
    - 1. They live at the bottom of a hill and he has noticed a lot of water in the cul de sac due to leaves clogging the drains.
      - a. Walt and Steve Treese requested that we help keep the drains clean/free of leaves uphill
    - 2. Walt asks who to report cracks in the road to.
      - a. Bruce stated that the asphalt company missed several cracks
    - 3. Regarding the entrances – two years ago there was an entrance clean up
      - a. Can that be assigned to the maintenance crew?
        - i. Steve stated we could add that to our contract and has added this as an action item for next year.
      - b. It's challenging to find plants that will grow there without water
      - c. The entrances need new bark
        - i. Polly Brantner (lot 70) clarified that was part of the park maintenance request and something Thornhill wasn't doing.
  - ii. **Francois Vigneron (lot 30)**
    - 1. Thanks to whoever installed the lights on top of the mailboxes
      - a. Steve and Tom McKee (lot 17) purchased and installed the lights and mounting hardware.
      - b. Randall Lee (lot 38) noted that the one on their box has fallen off
        - i. Steve has extras. Randall can get one and install. Tom has pattern and material for the brackets.

## **11. ADJOURN**

- a. Walt Hickey (lot 27) made a motion to adjourn the meeting at 4:17 pm. Seconded by Patty Lee (lot 59). Motion Carried.