

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

**Wednesday, November 15, 2023, 5:00 PM PST
Streeby Residence**

Meeting Minutes

1. Call to Order, 5:06 PM, November 15, 2023
2. Establish Quorum
 - a. In attendance: Tom Huffman, Steve Treese, Marc Janes, Bruce Harjehausen, Tom McKee, Karen Streeby
3. Approve BOD Meeting Minutes from October 2023 Meeting
 - a. They were sent earlier this afternoon; the board will review and comment or edit and we will approve digitally.
4. Officer's Reports
 - a. President
 - i. The annual meeting was a success.
 - ii. Discussion ensued about the voting results and process. The board clarified that the budget only could have been rejected if at least 50% of the homeowners (aka 42 people) voted no.
 - iii. Re: Our insurance renewal. Steve will follow up with HOACS about CAU (our insurance). CAU mailed their invoice on 20th of October, received Nov 1st or Oct 31st by HOACS. Steve responded to HOACS with the acceptance of the amount and provided the insurance information. HOACS provides this to CAU. Action Item – Steve to follow up with HOACS and possibly CAU to find out where this stands now. Make sure it gets set up.
 - iv. Office 365 follow up (with AJ)
 - b. Vice President
 - i. Thanked Bruce for excellent navigation of comments and concerns regarding financials from homeowners during open floor discussion at our annual meeting.
 - c. Secretary
 - i. Will wrap up all outstanding notes as soon as possible but please don't have AJ cut off my O365 access quite yet (hold over a bit past 12/31) in order to finish up notes.
 - d. Treasurer
 - i. \$34,000 in checking. We still need to do the EOY deposit into reserves.
 - ii. A few remaining expenses for the year
 1. Insurance is one of the last large expenses
 2. \$2,200 for Thornhill for landscaping
 3. 2 months (\$600 dollars) for HOACS
 - iii. Will make deposit into reserves once these things are done.
 - iv. All dues have been paid, but there are still some late fees due.
 - e. ACC Liaison
 - i. Assumes Kylie got the letters out. The letter from Kylie says they did, but the accompanying sheet was not included.
 - ii. Baldwins got a friendly letter on the van that is inoperable as well as the landscaping.

- iii. Beckers, lot 8 and 9 water problem. Tom is working on how to get that water diverted out to the street.
 - 1. Mike says they need something in writing from the board that tells them what to do, then they will do it.
 - a. The board does not feel we should tell them how to do it, but that we expect that they find a way to divert the water to the street so it's not undermining the road.

5. Old Business

- a. Annual Meeting Post-Mortem
 - i. Discussed earlier in this meeting
- b. Budget for 2024
 - i. We are good with the budget.
 - ii. Steve sent it to Kylie.
 - iii. Action Item – Bruce to provide the budget and reserves to AJ to put on the web site.

6. New and Deferred Business

- a. Dues Billing – Mail Problems
 - i. Steve has reiterated to Kylie to get it mailed out early because of the delays with the mail delivery.
- b. Microsoft 365 Subscription
 - i. Already discussed
- c. Insurance Update
 - i. Already discussed
- d. Playground Equipment Guarantee
 - i. Steve investigated the warranty, in light of Randall's assumption that the playground equipment had a lifetime warranty
 - 1. At this point, all of our equipment is out of warranty except for the hot dipped galvanized steel and stainless steel parts.
 - ii. Karen has a tire swing up for grabs and the board will revisit it next year. Talk of putting it where the monkey bars are.
- e. There were some small trees that fell in our latest windstorm. What is our HOA responsibility in assessing risk to homeowners' property. Do we need to do periodic inspections, or is it up to the homeowners to bring it to the HOA? Can we get sued?
 - i. Bruce feels that any tree in the common area, we have a responsibility to see that those are questionable and do a study.
 - ii. In the past, if something had been pointed out to us, we've hired an arborist to take a look.
- f. The December meeting falls on December 20th. Last year we did not have a meeting
 - i. Bruce motioned to cancel the December meeting. All in agreement, motion passed.
 - ii. The next meeting will be in January.

7. Review Action Items

- a. Carryover Items
 - i. Assessing water issues with road, Lots 8 and 9 – Tom – Discussed above
 - ii. Electronic voting to approve Reserves Summary – Bruce - Completed
 - iii. Other items (minutes not available yet) Notes reviewed, and no additional items found

- b. New Items from this meeting

- i. On our web page, the meeting minutes go through June.
 - 1. Action Items – Karen to make sure AJ has all meeting minutes past June
- ii. Action Item – Steve to follow up with HOACS and possibly CAU to find out where our insurance renewal stands now. Make sure it gets set up.
- iii. Office 365 follow up (with AJ)
- iv. Bruce to provide the budget and reserves to AJ to put on the web site.

8. Adjourn

- a. Motioned to adjourn by Bruce, agreed, adjourned at 6:04 PM.