

**POINT RICHMOND RIDGE HOMEOWNERS ASSOCIATION  
ORGANIZATIONAL MEETING  
November 17, 2020**

Minutes of the Board of Directors Meeting of the Point Richmond Ridge Homeowners Association, Gig Harbor, Washington, held via Zoom, in Gig Harbor, Washington at 5:01 p.m. on the 17th day of Nov, 2020.

**I. CALL TO ORDER**

Board Member S. Treese (lot 45) called the meeting to order at 5:01 pm.

**II. ROLL CALL OF OFFICERS**

Present: Steve Treese, Karen Streeby (lot 44), Bruce Harjehausen (lot 55), Polly Brantner (lot 70)

Absent: J. Watterson (lot 6), R. Lee (lot 38)

Also Present: N/A

**III. Discussion**

- 1) Position Roles
- 2) President
  - a) Interface w/ outside orgs
  - b) Signs contracts
  - c) Presides over meetings
  - d) Prepares the agenda for the meetings
  - e) Complete a newsletter every quarter
- 3) Vice-President
  - a) Fills in
  - b) One-off tasks such as head up bylaws committee
- 4) Secretary
  - a) Take notes
  - b) Keep addresses current on our SharePoint site
- 5) Treasurer
  - a) Looks over funds, financial reports
  - b) Follows up on people who are overdue (though this is automatic with HOACS)
  - c) Reserve studies, etc.
- 6) ACC Liaison
  - a) Covenant enforcement
- 7) Volunteers and Position Selections
  - a) P. Brantner nominates S. Treese for President
    - i) S. Treese accepts President role
  - b) K. Streeby stays on as Secretary
  - c) B. Harjehausen to fill role of Treasurer
  - d) P. Brantner to fill role of ACC Liaison
  - e) Role of Vice President is vacant
    - i) Up for discussion
    - ii) P. Brantner suggests ACC cover Vice President duties
- 8) Signature Card for Financial Authority - Procedure
  - a) HOACS needs to have our signatures so that any transaction can have two signatures.
  - b) Steve will go door to door to have us sign this
- 9) Transfer of Board Records
  - a) Our records are on our SharePoint account.
    - i) New BOD members will be added to the SharePoint and Office 365
  - b) R. Lee has a box of old records that S. Treese will try to digitize and add to the SharePoint.
- 10) Plan Forward/First Things we Need to Do/Other Ideas
  - a) S. Treese would like to try to meet 1x per month.
    - i) If we can meet consistently on the same day/same time we can keep meetings brief. Plan for 2nd Wednesday of each month, 5 pm.
  - b) We need to sign the HOACS contract for our new scope of services.
  - c) We need to review and approve the new/revised/updated bylaws.
- 11) Adjournment

P. Brantner made a motion to adjourn the meeting at 5:46 pm. Seconded by K. Streeby. Motion Carried.