

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

**Wednesday, October 18, 2023, 5:00 PM PST
Treese Residence via Zoom**

Meeting Minutes

1. Call to Order, 5:02 PM, October 18, 2023
2. Establish Quorum
 - a. Quorum established
3. Approve BOD Meeting Minutes from September 2023 Meeting
 - a. Steve reviewed; Marc moves to approve as edited. Bruce seconds. Minutes approved as amended.
4. Officer's Reports
 - a. President
 - i. Focused on preparing for the annual meeting.
 1. Sent Kylee at HOACS our announcement on Monday and followed up with a phone call.
 - a. Kylee will send out and send confirmation to Steve once they are mailed.
 - ii. Steve sent the board a copy of the mail that Juanita sent out about a notice required every time we send out a bill to someone late on an assessment. There is specific wording that must be included that gives the owner notice that if the assessments are not paid, they could lose their home.
 1. Per discussion, you have to have at least 2K in accumulated late dues before the process can even be started. But every time we email someone about their late dues, we need to include the wording.
 - iii. Steve just got notice that our insurance is going up to \$3,160 per year instead of \$3,000. The budget doesn't need to be changed, because that is covered in our contingency.
 - b. Vice President
 - i. Nothing to report
 - c. Secretary
 - i. Resident of neighboring community to our North walks our neighborhood with her dog, and has pepper sprayed at least two of our residents' dogs, unprovoked. Is there anything we can do about this, since our streets are private?
 1. There is likely nothing we can do, short of making our community a closed community
 2. Marc suggests that if it happens again, we take the high road and try to take a friendly approach to her. Proceed cautiously as she has a history with some of our residents and may react in an unpredictable way.
 - d. Treasurer
 - i. September 2023 Financial Summary
 - ii. Checking Acct = \$35,330.84
 1. debits:
 - a. HOACS = \$620.00
 - b. Thornhill = \$760.20
 - c. SouthData (postage/supplies) = \$7.41

- d. Washington Water = \$161.65
 - iii. Reserves = \$38,543.93
 - 1. MMA - \$38,543.93
 - a. \$31.66 Interest credit (\$201.42 ytd)
 - 2. CD = \$0.00 closed and moved to MMA
 - a. \$78.23 ytd
 - iv. Dues/Fees/Fines:
 - 1. Dues Paid = \$488 (\$41,863 ytd)
 - 2. Late Fees Paid = \$250 (\$1,150 ytd)
 - 3. Outstanding Dues = \$137
 - a. Baldwin = \$137
 - 4. Late Fees Due = \$111
 - a. Baldwin = \$75 + \$36 admin notice fee
 - 5. Fines Due = \$0
 - v. Major Expenses Planned for 2023
 - 1. None remaining
 - vi. Budget (total) v Actual Expenses (YTD)
 - 1. Landscaping: \$8,400 v \$5,801 (thru August)
 - a. \$3,041 to go; \$8,841 projected total
 - 2. Office Supplies/Postage: \$1,175 v \$855
 - 3. Contingencies: \$3,710 v \$1,085
- e. ACC Liaison
- i. Lots 66 and 67 need moss removal
 - 1. Tom spoke to the resident (renter) of lot 66 and they also have a hard time getting in touch with the owners of the home.
 - a. Tom will get in touch with Kylee about issuing letters
 - 2. Lot 72 still has weed problems
 - a. They have received the first official notice.
 - 3. Quote for playground bark. Two kinds. Certified or Alder
 - a. Certified \$55/yard (pickup)
 - b. Alder \$49/yard
 - i. Tom thinks we need 4 or 5 yards
 - c. We will take care of this next year. We have budgeted \$2,500
 - 4. Sprinkler system in the playground needs to be shut off.
 - a. Tom thinks we should do a valve overhaul
 - i. The controller is brand new, but some of the older valves could be moved around. This would be an item for next year.
 - 5. The rock walls at the entrance of 134th keeps getting knocked down.
 - a. Kids are running around it and on top of the rocks
 - 6. The entryways could use some beauty bark.
 - a. Steve proposes we wait until next year

5. Old Business

- a. Planning for Annual Meeting, Notices, Voting – Steve
 - i. We need the list of owners
 - 1. Action Item – Karen to get it the list of residents from HOACS
 - ii. List of Owners – who will count quorum? Who will count ballots?
 - 1. Karen will count quorum, Marc will assist.
 - 2. Karen can count ballots, Marc for second check
 - iii. Announcement – also on website and emails?
 - 1. The announcement was put on our web site.

2. We have the A frames to publicize the meeting; They are in Steve's garage. We will also have one at the meeting to make sure people know where to go.
- iv. PowerPoint Input – draft sent to Board
 1. Board reviewed and all looks good with a few edits made on the fly.
 - a. Any further edits or suggestions can be sent to Steve
- v. Facilities in Olalla – video capable?
 1. Action Item – Steve to check with Ollala Landing to make sure.
- vi. Should we have Zoom option?
 1. It could encourage attendance for those that are unable to make it.
- vii. What are we forgetting?
- b. Budget Status for 2024 (i.e., approved, other) - Bruce
 - i. Budget is approved and looks good

6. New and Deferred Business

7. Review Action Items

a. Carryover Items

- i. Assessing water issues with road, Lots 8 and 9 – Bruce
- ii. Electronic voting to approve Reserves Summary - Bruce
- iii. Other items from September's meeting
 1. Action Item – Re: the next letter to be sent to the Baldwins; Tom will follow up w. Kylee at HOACS this week; DONE
 2. Action Item - Steve will send out slate of candidates, ask for add'l nominations, then will send out the meeting announcement along with the proxy and the ballot; DONE
 3. Action Items – Re: the playground landscaping; Tom will gather some numbers on surface material/playground chip; DONE
 4. Action Item – Bruce to clean up the reserve budget and send Steve a final version; DONE

b. New Items from this meeting

- i. Tom will get in touch with Kylee about issuing letters to lots 66 and 67 re: moss
- ii. Karen to get the list of residents from HOACS for annual meeting sign-in
- iii. Steve to check with Ollala Landing to see if they are video capable

8. Adjourn

- a. Marc moves to adjourn, seconded by Steve. Meeting adjourned at 6:08 pm

Proposed 2024 Budget

Point Richmond Ridge Homeowners Association Budget for 2024	2023 Approved Budget	YTD as of 7/31/2023	Amt Remaining in 2023	2024 Proposed Budget	Remarks
Operating Budget					
Income:					
Homeowner's Assessments	\$41,500.00	\$38,825.00	\$2,675.00	\$58,100.00	Semi-Annual dues are \$350.00/lot per 83 units (\$700.00 per year)
Interest Income		\$3.54			
Late Fees, Penalties		\$800.00			
Donations					
Total Income	\$41,500.00	\$39,628.54	\$2,675.00	\$58,100.00	
Operating Expenses:					
Bank Fees		\$10.00		\$0.00	
Insurance Expense	\$3,000.00		\$3,000.00	\$3,000.00	
Management	\$7,200.00	\$4,200.00	\$3,000.00	\$7,200.00	Management fee is \$600.00 per month X 12 months
Legal/Lien Fees	\$500.00			\$500.00	
Maintenance:					
Entrances	\$500.00			\$500.00	
Tract B - Playground Landscape					
Playground - Equipment & Play Area					
Other				\$0.00	
Landscaping Maintenance Contract	\$8,400.00	\$4,280.61	\$4,561.20	\$9,122.40	\$760.20/month
Landscape Misc./Special				\$0.00	
Tree Pruning/Removal	\$500.00			\$500.00	
Water	\$500.00	\$93.08	\$406.92	\$500.00	
Irrigation Repairs					
Miscellaneous Expense:					
Postage	\$600.00	\$218.47	\$150.00	\$400.00	
Website Hosting				\$0.00	every 3 years due in 2025
Office Supplies	\$575.00	\$627.33	\$150.00	\$775.00	
Backflow Testing	\$30.00	\$30.00		\$30.00	
Facilities Rental/Meeting Room				\$0.00	
Reserve Study				\$2,500.00	Full Reserve Study every 3 years (due 2024)
Contingencies	\$3,710.00	\$815.57	\$300.00	\$1,328.60	
Reserve Contribution	\$15,000.00	\$15,500.00		\$31,009.00	
Taxes and Fees:					
Secretary of State: Filing Fee	\$75.00	\$30.20	\$0.00	\$75.00	
Taxes Property	\$585.00	\$454.67	\$0.00	\$585.00	
Taxes Federal	\$75.00		\$75.00	\$75.00	
Total Expenses	\$ 41,250.00	\$ 26,259.93	\$ 11,643.12	\$ 58,100.00	
Income minus Expenses	\$250.00		\$4,400.49	\$0.00	
Reserves Budget					
Beginning Balances					
AAB CD (as of 1/1/2023)		\$ 46,037.00		\$ 38,465.27	
Money Market Account (as of 1/1/2023)		\$ 19,296.99			
Income:					
Interest Income YTD		\$ 200.99			
Transferred from Operating Budget	\$15,000.00	\$ 15,500.00		\$ 31,009.00	
Total Reserves		\$81,034.98	\$0.00	\$69,474.27	
Reserves Expenses:					
Tract B Playground Landscape			\$ -	\$ -	
Playground - Equipment & Play Area	\$ -		\$ -	\$ 2,719.00	
Road & Crack Repair	\$ 67,200.00	\$ 17,652.97	\$ 24,916.74	\$ 52,974.00	
Tree Removal				\$ 3,000.00	
Tract D Maintenance			\$ -	\$ -	
Tract E - "Park"			\$ -	\$ -	
Catch Basin Maintenance			\$ -	\$ -	
Total Reserve Expenses		\$ 17,652.97	\$ 24,916.74	\$ 58,693.00	
End of Year Reserves			\$38,465.27	\$10,781.27	

