

**POINT RICHMOND RIDGE HOMEOWNERS ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
October 20, 2019**

Minutes of the Board of Directors Meeting of the Point Richmond Ridge Homeowners Association, Gig Harbor, Washington, held at the Lee residence, in Gig Harbor, Washington at 2:00 p.m. on the 20th day of October, 2019.

- I. **CALL TO ORDER**
 - a. Board Member R. Lee called the meeting to order at 2 pm.
 - II. **ROLL CALL OF OFFICERS**
 - a. Present: *Randall Lee, Steve Treese, Jennifer Shen Lee, Karen Streeby, Jim Watterson*
 - b. Absent: N/A
 - c. Also Present: Norbert Eckert, (ACC)
 - III. **APPROVAL OF THE MINUTES OF THE REGULAR BOD MEETING** N/A
 - IV. **R. Lee identified purpose/objectives for this Special meeting.**
 - a. **Formal approval of 2019 Reserve Fund Study Update.**
 - b. **Informal Planning/Logistics for 2019 PRR HOA Annual Meeting.**
 - c. **Beneficial for new BOD Members.**
 - V. **2019 Reserve Fund Study Update**

Open floor for comments of the annual Reserve Fund Study Update presented by J. Shen Lee. Since this documentation was previously examined via Office365/SharePoint, little discussion ensued.

 - S. Treese
 - a. Minor comments only
 - b. The 2020 budget (page 4) should be removed since this document is separate from the Reserves.
 - c. The 2020 Budget should be posted separately and needs to be available for everybody to view at the Annual Meeting even though it was sent with the formal Meeting Announcement.
 - d. It was agreed this was a valid point and to be addressed separately at the Annual Meeting by the Treasurer.
- Motion by R. Lee to accept the Reserve Fund Study Update for 2019 as published. Motion seconded by J. Watterson. Motion Carried.**
- VI. **PRR HOA Annual Meeting Planning/Logistics**
 - a. **An Open Floor discussion of logistical issues ensued.**
 - b. **Registration/Sign-in/Quorum Determination.**
 - c. **Meeting conduct.**
 - d. **Execution of Secret Balloting relevant to BOD personnel voting.**
 - e. **Management Roles/Responsibilities.**
 - f. **Time for Management Personnel Muster at Library Meeting Room.**
 - VII. **No additional items of discussion**

R. Lee asked for motion to adjourn. J. Shen Lee made motion to adjourn the meeting at 3:20 PM. Seconded by J. Watterson. Motion Carried.

