

Point Richmond Ridge Homeowners' Association  
Board of Directors Meeting

Location: Treasurer, Bob Malady; Lot # 5

Scheduled Time: 1200

Call to Order:1200

Roll Call: R Lee, R Cory, M Moran, B Malady, P Lee

Reading/Review/Amend of Previous BOD Meeting Minutes---Approved documented. Motion to move on by R Lee, Second by B Malady, passed unanimously

Reading/Review/Amend of BOD Meeting Agenda---Reviewed and accepted as presented

Officers' Reports:

A. President

1. Added VP to Officers' Reports
2. R Lee extended his gratitude to the rest of the BOD about all that they have accomplished in the past 8 months. Pointed out the accomplishments of the ACC and noted that multiple neighbors have commented on how great the roads and the neighborhood look

B. Secretary

1. Purchased additional software tools to fix formatting issues being caused by using multiple software programs
2. Secretary is now able to complete minutes in a timely manner using Microsoft Word

C. Treasurer

1. August financials didn't include CD report and has since been updated
2. CD matures 10/31/18
3. Bob referred to his e-mail of 8/4/18 with its forecast of income and expenses to the end of the year. He is forecasting a positive balance of \$9,900.00. If this holds we should be able to roll over the CD
4. 79 owners have paid HOA fees and one has pre-paid
5. Income for the year minus expenses is : \$14,326.74
6. Paid expenses total: \$18,193.86
7. Archon, SWAT, and Asphalt Patch Systems have been paid by the end of August. Spadoni has been paid in September
8. End of August balance in the bank is \$76,499.45
9. Upcoming major expenses to the end of the year are: HOACS, Thornhill, Insurance, property taxes (2nd half), and water
10. New homeowners: Lot #15 Cooney, Lot #62 Ecker, Lot #60 Kearney and Milsap, Lot #47 Bracken, Lot #70 Brantner
11. R Lee motioned to accept Treasurer's report, P Lee second, passed unanimously

D. ACC Liaison

1. P Lee extended her gratitude to Hal Herzberger and the ACC for staying up to date with current news tab on website and for productive communication with property owners on violations
2. The ACC committee has decided to implement relaxed communication with violations via face-to-face, phone conversation, or e-mail rather than sending out violations right away

Old Business:

A. By-Laws Review. "Tabled"

1. President's Review required. On-going per previous meeting documentation
2. R Lee plans to have revision completed prior to annual meeting
3. B Malady brought up that the section of Bylaws #5.8 is worded in a way that makes it sound like the ACC is supposed to approve contracts, but he thinks contracts need to be approved by the president or designated BOD member
4. R Lee explained that the execution of the contracts does need to be signed off by a member of the BOD and has actually always been that way, but that he will look into fixing the wording on Bylaw #5.8

- B. Previous/historical Contracts Boilerplate access/review ... "tabled" per access/review. **Completed**
  - 1. Boiler plate was provided previously.
  - 2. R Lee has scanned and revised per current requirements.
- C. By-Laws examination relative to fences – previously tabled for BOD/ACC discussion/planning. **Completed**
- D. PRR Community Website – "tabled" for review per President's contact with PRR HOA ITC. **Completed**
  - 1. R Lee coordinated with AJ Montgomery to collaborate on a way to make it easier to locate documents on the website and inserted a new tab for Current News. BOD appreciates AJ's work.
- E. Application of HOA Governing Docs relative to Tract A Homeowner maintenance requirements. **Completed**
- F. ACC Projects Review; moved from Old Business:
  - 1. Storm Drains – previously tabled for BOD discussion/planning/execution. **Completed.**
  - 2. Roads Patching – previously tabled for BOD discussion/planning/execution. **Completed.**
  - 3. Roads Resealing – previously tabled for BOD discussion/planning/execution. **Completed.**
- G. Other Issues.
  - 1. Harbor of livestock. **Completed**
    - a. Chickens are considered to be livestock.
    - b. Chickens cannot be harbored within the PRR HOA.
  - 2. Temporary "Moving POD" requiring ACC direction/recommendation to the BOD.
    - a. Open item.
    - b. If any formal complaints are received, the ACC will be required to take necessary action

New Business:

- A. Review of Major Projects ... Storm Drains, Roads Patching, Roads Seal-Coat. **Completed**
  - 1. R Lee projected that the BOD would spend about \$50,000 on the three items above and is pleased that the BOD did not go over budget
  - 2. R Cory asked how long all of the major repairs to the road would last.....
  - 3. R Lee provided the following estimates: Storm Drains 12-15 years...Roads Patching 7-10 years... Roads Seal-Coat 7-10 years.
- B. Long-term, alternate cloud-based website hosting and alternate collaboration tools ... BOD plan of action.
  - 1. R Lee would like to identify a long-term plan for the future of PRR HOA and subsequent BOD members.
  - 2. R Lee believes that HOA assets being harbored on anyone's personal computer is not wise.
  - 3. R Lee suggested the BOD identify a plan to migrate HOA documents and tools to a cloud-based capability. This would include both the website and collaboration tools.
  - 4. R Lee would like to utilize a collaboration utility other than SharePoint because it is too complex for a small HOA, has proven to be difficult for people to learn, is expensive, and only applicable to BOD members.
  - 5. R Lee asked if R Cory would spearhead the project.
  - 6. R Cory accepted and suggested he complete the project in 2 phases. The first phase will be the website migration and the second phase will be transitioning BOD collaborative tools from SharePoint to a new utility.
  - 7. R Cory said he would have a proposal for the first phase by December 2018 with the first phase of the project being completed by the end of March 2018 and a proposal for the second phase by the end of March 2018.
- C. Annual Meeting ... BOD plan of action

1. Big room at Gig Harbor library is reserved for Saturday November 10, 2018 from 10AM-1PM and use
  2. The meeting will be scheduled for 11AM-1PM
- D. Q3 Newsletter
1. R Lee projected a publication day of October 5, 2018.
  2. R Lee requested input from other BOD members regarding the newsletter by the end of September 2018.
- E. ACC proposal for signage
1. P Lee presented the ACC proposal for additional traffic signs in the neighborhood
  2. The ACC would like to add a stop sign at 134th and 13th, a 20 MPH kids playing signs at each of the 3 entrances, and 8 kids playing signs at the playground
  3. Total estimated cost of new signs (not including price of pressure treated posts or installation) is \$423.68
  4. R Cory thinks 8 signs around the playground is excessive
  5. R Cory and B Malady think a stop sign at 13th and 134th is not necessary
  6. P Lee informed the BOD that the ACC has received positive feedback from surrounding neighbors on 13th and 134th
  7. R Cory would like the ACC to get more feedback from PRR residents
  8. B Malady thinks all the signs are overkill and suggested that no one stops at the stop signs anyway
  9. R Lee thinks the stop sign at 13th and 134th is a good idea, but agrees with R Cory that more feedback is required
  10. R Lee thinks that 8 signs around the playground is excessive as well
  11. M Moran suggested 5 signs around the playground instead of 8 and is in favor of the stop sign at 13th and 134th
  12. R Lee suggested 4 signs around the playground as was originally deployed
  13. B Malady suggested the ACC mark on a map of the neighborhood exactly where they think all of the proposed signs should go
  14. R Lee suggested investing in galvanized posts for new signs instead of wood posts and replacing wood posts as needed with galvanized posts
  15. R Lee thinks that uniformity with all of the signs in the neighborhood would be more aesthetically pleasing
  16. P Lee concluded that the ACC will plot the spaces where they think the new signs should go and why on a map of the neighborhood and present it to the BOD
- F. Residents' traffic management via "cones" within our roads
1. R Lee doesn't like cones being placed in the road that impede traffic. Doing so creates a hazardous situation.
  2. M Moran likes the cones on the side of the road, not redirecting traffic, but as a caution that children are out playing at that moment
  3. R Lee will address issue in newsletter

Adjournment: P Lee motion to adjourn, B Malady second, unanimously approved. Meeting adjourned at 1344