

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

**Wednesday, September 20, 2023, 5:00 PM PST  
Treese Residence and Online  
Meeting Minutes**

1. Call to Order, 5:03 PM, September 20, 2023
2. Establish Quorum
  - a. In person – Steve Treese, Tom McKee, Karen Streeby
  - b. Via Zoom – Bruce Harjehausen and Marc Janes
3. Approve BOD Meeting Minutes from August 2023 Meeting
  - a. Steve made a few edits
  - b. Steve motions to approve as amended, Karen seconds. Approved as amended.
4. Officer's Reports
  - a. President
    - i. Steve attended the legislative update to learn things that were relevant to our association
      1. House Bill 1199 is a childcare statute. Says we cannot ban childcare centers in our community.
        - a. If it's a daycare center, kids can't use the HOA facilities
      2. HB 1110 – Engrossed housing bill "Middle Housing" encourages the building of ADUs in a community.
        - a. But the law around this has not been clarified by legal cases yet. It may not apply to rural communities.
          - i. No deeds can prohibit them except for septic limitations.
      3. You cannot treat renters or ADU residents as second-class residents.
      4. HB 1636 re: foreclosures. It provides requirements if you must foreclose on someone for assessments they owe or failure to pay dues. You must send a pre-foreclosure notice, wait 60 days, send a second notice then wait another 30 days. The amount owed has to be at least 2K and has to be assessments, minus any payments they may have made, and it can't all be fines.
        - a. The statute of limitations is 6 years.
      5. Senate Bill 1043 - We should consider a records retention policy. And if owners can ask for a record of who's in the HOA at any time but there are certain things you must withhold. Owner and resident addresses must be withheld under certain circumstances. No phone numbers or emails are allowed to be on the list (without prior permission) provided to homeowners who ask.
      6. SB 1101 requires tenant screening. We are allowed to mandate screening of potential renters and the homeowners would have to prove that they completed it.
      7. Budget ratification process – The budget is considered ratified unless more than half the owners reject it. We have to give 14 – 50 days' notice for the ratification meeting. It doesn't matter if you have a quorum. If the budget is rejected, you just fall back to the previous year.
  - b. Vice President

- i. Nothing to report
  - c. Secretary
    - i. Nothing to report
  - d. Treasurer
    - i. As of the meeting, the financials were still pending from HOACS
      - 1. *<Edited to add the following financials which were provided post-meeting, so we did not discuss in the meeting>*
        - a. Checking Acct = \$35,594.72
          - i. debits:
            - 1. HOACS = \$630.00
            - 2. Thornhill = \$760.20
            - 3. SouthData (postage/supplies) = \$1.75
            - 4. Washington Water = \$161.65 + \$118.40 = \$280.05
            - 5. Tom McKee (Sign Boards) = \$268.98
        - b. Reserves = \$38,512.27
          - i. MMA - \$38,512.27
            - 1. \$47.00 Interest credit (\$169.76 ytd)
            - 2. AC Moate = \$24,916.88
          - ii. CD = \$0.00 closed and moved to MMA
            - 1. \$78.23 ytd
        - c. Dues/Fees/Fines:
          - i. Dues Paid = \$2,650 (\$41,375 ytd)
          - ii. Late Fees Paid = \$185
            - 1.
          - iii. Outstanding Dues = \$525
            - 1. Hunsicker = \$375
            - 2. Baldwin = \$150
            - 3.
          - iv. Late Fees Due = \$447
            - 1. Hunsicker = \$236 (incls \$36 admin notice fee)
            - 2. Baldwin = \$211 (incls \$36 admin notice fee)
            - 3.
          - v. Fines Due = \$0
        - d. Major Expenses Planned for 2023
          - i.
        - e. Budget (total) v Actual Expenses (YTD)
          - i. Landscaping: \$8,400 v \$5,041 (thru July)
            - 1. \$3,801 to go; \$8,841 projected total
          - ii. Office Supplies/Postage: \$1,175 v \$846
          - iii. Contingencies: \$3,710 v \$1,085
- e. ACC Liaison
  - i. On 8/18, a friendly letter was sent to the Baldwins to clean up their lot.
  - ii. On 9/25, we will notify Kylee to send out the 30-day notice (more formal) letter. They have not made any marked effort of improvement.
    - 1. Action Item – Tom will follow up w. Kylee this week
  - iii. Steve went to the playground to check the sprinklers and found that a valve had been stuck open.

## 5. Old Business

- a. Candidates for Board Elections in Fall – All

- i. Steve sent out the candidate statements
        - 1. The newsletter is almost ready to go out.
        - 2. We need to send out the official notice of the slate of candidates. This can be sent by October 1<sup>st</sup>, and we have until Oct 15 to accept any additional nominations that somebody wants to submit.
        - 3. On October 15 or soon after, we can send out the ballot with the notice for the annual meeting, and the budget.
    - b. Planning for Annual Meeting, Notices, Voting – Steve
      - i. Steve sent out his draft announcement for the meeting.
        - 1. The candidate statements, ballot, proxy form and announcement of the annual meeting and the expense budget will be attached.
        - 2. Location – Steve reserved the library for Nov 12 because it was the only day it was available.
        - 3. Marc contacted a few places about pricing and availability and will continue to investigate
          - a. Steve will check with the Y
          - b. Churches may lose their tax-exempt status if they allow an outside group to have a meeting there.
          - c. 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
    - c. Annual Reserves Plan Review/Update - Bruce
      - i. Bruce talked to AC Moate before putting this together. Received an estimate for seal coat for next year.
        - 1. He budgeted for an asphalt repair in 5 years.
      - ii. The playground surface material
        - 1. Action Items – Tom will gather some numbers on surface material/playground chip.
      - iii. Dues increases will be required over the coming years to keep our balance in the black, and to avoid a special assessment.
      - iv. Karen motions to accept the reserves as written. Steve seconds, Motion approved.
        - 1. Action Item – Bruce to clean up the reserve budget and send Steve a final version
6. New and Deferred Business
  - a. 2024 Expense Budget – Bruce (proposed budget attached)
    - i. The Board studied and discussed the proposed budget for 2024.
      - 1. Action Items – Steve to research the invoice amount for what we paid for the prior reserve study done in 2021
    - ii. Marc motions to approve this proposed budget. Tom seconds. All in favor, none opposed. Proposed budget is approved.
7. Review Action Items
  - a. Carryover Items
    - i. Assessing water issues with road, Lots 8 and 9 – Bruce
  - b. New action items from this meeting
    - i. Action Item – Re: the next letter to be sent to the Baldwins; Tom will follow up w. Kylee at HOACS this week
    - ii. 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
    - iii. Action Items – Re: the playground landscaping; Tom will gather some numbers on surface material/playground chip.
    - iv. Action Item – Bruce to clean up the reserve budget and send Steve a final version

8. Adjourn

- a. Tom motions to adjourn, Seconded by Marc, Meeting adjourned at 6:17

# Proposed 2024 Budget

| Point Richmond Ridge<br>Homeowners Association<br>Budget for 2024 | 2023<br>Approved<br>Budget | YTD as of<br>7/31/2023 | Amt Remaining<br>in 2023 | 2024<br>Proposed<br>Budget | Remarks  |
|---|----------------------------|------------------------|--------------------------|----------------------------|--|
| <b>Operating Budget</b>   |                            |                        |                          |                            |  |
| <b>Income:</b>  |                            |                        |                          |                            |  |
| 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   |                            |                        |                          |                            |  |
| <b>Total Income</b>   | <b>\$41,500.00</b>         | <b>\$39,628.54</b>     | <b>\$2,675.00</b>        | <b>\$58,100.00</b>         |  |
| <b>Operating Expenses:</b>  |                            |                        |                          |                            |  |
| 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                   |  |
| <b>Maintenance:</b>   |                            |                        |                          |                            |  |
| 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  |                            |                        |                          |                            |  |
| <b>Miscellaneous Expense:</b>                                     |                            |                        |                          |                            |  |
| 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                |  |
| <b>Taxes and Fees:</b>  |                            |                        |                          |                            |  |
| 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                    |  |
| <b>Total Expenses</b>   | <b>\$ 41,250.00</b>        | <b>\$ 26,259.93</b>    | <b>\$ 11,643.12</b>      | <b>\$ 58,100.00</b>        |  |
| <b>Income minus Expenses</b>                                      | <b>\$250.00</b>            |                        | <b>\$4,400.49</b>        | <b>\$0.00</b>              |  |
| <b>Reserves Budget</b>  |                            |                        |                          |                            |  |
| <b>Beginning Balances</b>   |                            |                        |                          |                            |  |
| AAB CD (as of 1/1/2023)   |                            | \$ 46,037.00           |                          | \$ 38,465.27               |  |
| Money Market Account (as of 1/1/2023)                             |                            | \$ 19,296.99           |                          |                            |  |
| <b>Income:</b>  |                            |                        |                          |                            |  |
| Interest Income YTD   |                            | \$ 200.99              |                          |                            |  |
| Transferred from Operating Budget                                 | \$15,000.00                | \$ 15,500.00           |                          | \$ 31,009.00               |  |
| <b>Total Reserves</b>   |                            | <b>\$81,034.98</b>     | <b>\$0.00</b>            | <b>\$69,474.27</b>         |  |
| <b>Reserves Expenses:</b>   |                            |                        |                          |                            |  |
| 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   |                            |                        | \$ -                     | \$ -                       |  |
| <b>Total Reserve Expenses</b>                                     |                            | <b>\$ 17,652.97</b>    | <b>\$ 24,916.74</b>      | <b>\$ 58,693.00</b>        |  |
| <b>End of Year Reserves</b>                                       |                            |                        | <b>\$38,465.27</b>       | <b>\$10,781.27</b>         |  |

