

**POINT RICHMOND RIDGE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 21, 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 21st day of September, 2019.

- I. **CALL TO ORDER**
 - a. Board Member Randall Lee called the meeting to order at 2 pm.

- II. **ROLL CALL OF OFFICERS**
 - a. Present: *Randall Lee (President), Steve Treese (Vice President), Jennifer Shen Lee (Interim Treasurer), Karen Streeby (Secretary), Jim Watterson (ACC Liaison)*
 - b. Absent: N/A
 - c. Also Present: N/A

- III. **APPROVAL OF THE MINUTES OF THE REGULAR MEETING** (8/12/2019)
 - a. Motion by R. Lee, seconded by J. Watterson to approve the minutes of the Regular Meeting of August 2019, Motion Carried.
 - i. **ACTION ITEM - K. Streeby to post the minutes to the web site and share with Jill at HOACS**

- IV. **READING/REVIEW/AMENDMENT OF BOD MEETING AGENDA**
 - a. Amend item C to "Tract B, Certification Inspection and Swings Revision"
 - b. Add new item D - Item C becomes Item D "Open Floor"
 - c. Amendments unanimously approved

- V. **Officer Reports**
 - a. R. Lee, President
 - i. Has received positive feedback about the HOA Potluck, great turnout, best ever in PRR history.
 - b. S. Treese (Vice President)
 - i. Working on the Governing Documents.
 1. J. Watterson (ACC) asked approval to share the suggested amendments with the ACC. Approval granted.
 - a. **ACTION ITEM - J. Watterson will share S. Treese's suggested amendments to the Governing Documents with the ACC.**
 - c. J. Watterson (ACC Liaison)
 - i. ACC has issued 15 violation letters to homeowners year to date
 - ii. Outstanding issues
 1. Lot 54 - Broken fence will be taken down and disposed of
 2. Lot 53 - Excessive weeds in front or property. J. Watterson (ACC) seeks clarity from BOD regarding appropriate channels of communication with the homeowner
 - a. **ACTION ITEM - R. Lee and J. Watterson establish preferred method of contact with homeowner of lot 53.**
 3. Lot 76 - RV parked in the driveway
 4. Tree Roots
 - a. Clarification on who's responsible for fixing roads after tree roots.
 - i. See VI Old Business, Item D
 5. ACC asks who on the BOD is notified of fines levied against homeowners?
 - a. Per R. Lee - When the letters have not led to resolution, then ACC lets the treasurer know that a violation letter has

been sent. The treasurer will make sure Jill at HOACS knows there has been a letter of violation levied against a particular lot number.

- i. ACTION ITEM - J. Watterson will send these to J. Shen Lee in the next two weeks. J. Shen Lee will respond within 1 week of receipt.

6. ACC has received a \$1,500 bid to take care of vegetation on Tract D. R. Lee motions to discuss this item along with item B in New Business.

d. K. Streeby (Secretary)

- i. Nothing to report

e. J. Shen Lee (Treasurer)

- i. Review of HOA assessments status/receipt

ii. Review August Income & Expense. This year's budget is in line with projections provided we don't spend any unplanned money for the remainder of the calendar year.

1. R. Lee questions - Where are we on our projected contribution to the reserve?

a. Answer - Projecting 14K contribution but may come close to 15K,

b. Long term plan for reserve funding is that by 2050 there would be 100K in the bank if needed assuming we put in 15K per year. Would be conservatively covered for any long term expected needs.

iii. In December, some money will need to be moved around between checking, money market, CDs. Suggest keeping 5K in Checking and moving the remainder to other accounts.

iv. HOACC sent financials to the BOD but sent it to private email addresses and some are not current.

1. ACTION ITEM - J. Shen Lee to post the financials to the PRR web site.

2. ACTION ITEM - J. Shen Lee will ask Jill to send all communications to our PRRHOA email alias.

VI. OLD BUSINESS

a. Mailbox keys for HOA mailbox

- i. Need to be held by an official signatory. Typically the treasurer, but has been R. Lee only as he is the signatory

b. Signature Authority

i. R. Lee recommends 3 people at minimum who are board members be signatories

ii. The signature authority sheet was executed during the meeting by Steve Treese, Karen Streeby, and Jim Watterson. Randall Lee was already on the sheet.

1. ACTION ITEM – Randall Lee to forward authorized signatures to HOACS.

iii. R. Lee suggests the ACC liaison or any one board member is authorized to spend up to x amount, maybe \$500 without BOD approval

1. This would have to be in our bylaws

- c. Reviewed Underwriters Renewal Invoice
 - 1. Coverage is sufficient
- d. Late Payment Follow-Up
 - i. Randall suggests sending a letter rather than visiting in person to those that are late with their payments.
 - 1. ACTION ITEM - Going forward, R. Lee and J. Shen Lee will, rather than visit homeowners in person, just send the letter.
- e. Tract G Trees
 - i. Completed
- f. Tree roots / Road Complications
 - i. Lot 24
 - 1. Needs to take mitigating action to address the tree roots, and expert opinion is that the lump in the road will likely resolve.
 - a. ACTION ITEM - J. Watterson (ACC) will talk to homeowner of lot 24 in person to resolve.
- g. ACC redevelopment of letters, standard letters for violations
 - i. ACTION ITEM - This has been done. Next step is for ACC to post them on the PRR BOD Sharepoint as a template
- h. Governing Docs
 - i. R. Lee has made some edits but has not sent them out yet.
 - 1. ACTION ITEM - Each BOD member, send suggestions, if any, to S. Treese.
 - 2. ACTION ITEM - R. Lee to set up a meeting with attorney, Robertson Johns.
- i. Water Usage in Tract B
 - i. R. Lee inspected and confirmed no leak. R. Lee and J. Watterson found that a new programmer was put in by Thornhill that does not have stored memory, powered by a 9 volt battery. When Thornhill replaced the battery, it defaulted to old programming and the sprinklers stayed on longer than needed.
 - 1. ACTION ITEM - J. Watterson to talk with Thornhill about pruning in tract G as well as the programming of the controller.
 - 2. ACTION ITEM - R. Lee and J. Watterson to go there and turn off the sprinklers for the rest of the year.
- j. Treasurer accounting questions
 - i. completed
- k. R. Lee to set meeting with HOACS -
 - i. ACTION ITEM - Has not happened yet due to vacation schedules. R. Lee will continue to pursue this. Plan for meeting after the new year.
- l. Review and posting of July financials
- m. Dead plants on Tract B
 - i. ACTION ITEM - J. Watterson to handle
- n. Entrance Enhancement for 2020
 - i. Randall motions to table this discussion.
 - 1. ACTION ITEM – J. Watterson to take this to the ACC and come up with some ideas.

VII. New business

- a. Annual meeting planning.

- i. Sept 25th - letter has to go out via USPS. Needs to be sent to every member of the community in hard copy. This gives 33 days notice of the meeting.
 - 1. R. Lee suggests combining Q3 newsletter and meeting announcement
 - a. Must include
 - i. Proxy Form
 - ii. Actual Announcement
 - iii. Proposed budget for 2020
 - iv. Long term strategic plans for the future for the reserve
 - 1. J. Shen Lee proposes that we speak to long term strategic plans at the annual meeting rather than including it with the mailing.
- b. 2020 BUDGET
 - i. Bookkeeper assistance went up \$15/month
 - ii. Added add'l money (1,000) for Tract D tree trimming
 - 1. J. Watterson doesn't think we need to add that much because he and some other ACC members can do this for free.
 - iii. Added \$1,000 to re-gravel playground paths
 - iv. Randall motions to accept the proposed 2020 budget, Steve seconded, Unanimously approved
- c. Playground
 - i. Kompan - They would, in the past, perform a formal inspection on our equipment as a courtesy. They would work it into their schedule when they are out inspecting schools.
 - 1. The equipment needs to be inspected every year.
 - 2. ACTION ITEM - K. Streeby to check w/ J. Marquardt to see about contacting Kompan for annual inspection and see about swapping out equipment.
 - 3. ACTION ITEM - Plan B - ACC to initiate contact with Kompan
- d. Open Floor
 - i. Motion by J. Shen Lee, seconded by K. Streeby to schedule a meeting to plan for the annual meeting. Motion carried.
 - 1. Meeting set for October 19 at 1:00 at R. Lee's residence

R. Lee made a motion to adjourn the meeting at 4:13 pm. Seconded by J. Shen Lee. Motion Carried.