

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

September 21, 2022, Treese Residence

Meeting Minutes

1. Call to Order, 5:05 PM, Sep 21, 2022
2. Establish Quorum
 - a. Quorum established, Steve Treese, Bruce Harjehausen, Tom McKee, Marc Janes, Karen Streeby
 - i. Additional attendee / AJ Montgomery
3. Approve BOD Meeting Minutes from August 2022 Meeting
 - a. Steve added some markup, Marc motions to accept, seconded by Bruce, all approve.
 - i. Approved as amended
4. Officer's Reports
 - a. President
 - i. Nothing to report
 - b. Vice President
 - i. Nothing to report
 - c. Secretary
 - i. Nothing to report
 - d. Treasurer
 - i. Checking Acct = \$44,276.92
 1. 7 debits:
 - a. HOACS = \$600.00
 - b. Thornhill = \$483.81
 - c. Thornhill (Irrigation Repairs) = \$733.05
 - d. Washington Water = \$205.70
 - e. SouthData (postage/supplies) = \$1.31
 - ii. Reserves = \$50,137.24
 1. MMA - \$4,289.23
 2. CD = \$45,883.44
 - iii. Dues/Fees/Fines:
 1. Dues Paid = \$2,360 (\$40,250 YTD)
 2. Late Fees Paid = \$60
 3. Outstanding Dues = \$1,500 (Pullin, Jacobs, Hunsicker, Lopez, Berry)
 4. Late Fees Due = \$340
 5. Fines Due = 0
 - e. ACC Liaison
 - i. Lot 50 – Has been fined \$125
 - ii. Barking dog – Have not heard anything more
 - iii. Excess weed and gravel complaints have all been resolved.
 - iv. Lot 53 – will be resolved when house closes and we are paid out of escrow
 - v. Lot 58 – The trailer is gone and the violation is resolved
 - vi. Lot 39 – Weeds along the street side. Action Item – Tom will knock on Al's door and see if he needs help taking care of his weeds along the street side.
 - vii. Lot 22 and 18 –We have not heard anything further from lot 22 re: their complaint.

5. Old Business

- a. Policy on landscaping maintenance of greenbelts (blackberries) – Steve
 - i. The policy was approved and sent out to Homeowners.
- b. 2023 Budget and Reserves Review – Bruce
 - i. Reviewed budget handout prepared by Bruce
 1. Bruce will add a line item for \$250 for 2023 to cover website domain administration
 - ii. Reviewed reserves
 1. Bruce talked to a professional about sealcoating the roads. It was last done in 2018.
 - a. If it needed to be done, it's 30 to 35 cents per square foot.
 - b. Per visual inspection, when looking at the roads we do not see gravel coming up, so it doesn't seem that we need sealcoating yet, but it wouldn't hurt to get estimates
 2. We as a board need to approve the budget as submitted with the addition of \$250 in 2023 for the web site (taken out of contingency).
 - a. Motion to approve by Karen, seconded by Marc. All in favor, approved as amended.
 - b. Action Item – Bruce to revise per amendment and sent to Steve. Steve to send the budget out with the announcement of the annual meeting.
 3. Bruce to budget 5K for next year for asphalt street repairs
 4. Dead tree in the green space behind lot 44 needs to come down
 - a. Action Item – Tom to get bids on taking it down
- c. Annual Meeting Arrangements and Announcement – Steve
 - i. Steve secured a meeting room at the library
 1. 12:00 – 3:00 PM on 11/5/22
 2. We need to send out a proxy statement with the meeting announcement
 3. Action Item – Steve to send out a PPT in advance to the board

6. New and Deferred Business

- a. Moving money to Reserves to satisfy plan – Bruce
- b. Moving Website to alternative location (AJ's email) – Steve
 - i. AJ Montgomery currently hosts the PRRHOA web site.
 1. This is separate from the MSFT 365 subscription
 - ii. PRRHOA.org
 1. AJ pays for a business class provision and is going to discontinue the business class internet service.
 2. AJ would like to offload the business site hosting to an external service
 - a. Our board would need to make sure we have the means to maintain it.
 - i. AJ recommends GoDaddy. AJ would assist with the migration. The ownership of the PRRHOA.org domain would be transferred to the board. Hosting and domain name registration could be consolidated to GoDaddy.
 - iii. Further down the road – Would want to explore administration of the MSFT 365 administration
 - iv. AJ will follow up w/ an email to the board with his suggestion of which method to pursue
 - v. Action Item – Bruce to reach out to GoDaddy about setting up an account.
 - vi. Action Item – Bruce to investigate with HOACS whether we can get a debit card through our HOA bank account
- c. Dead Douglas Fir Tree Removal? – Steve

- i. Discussed above

7. Review Action Items

a. Carryover Items

- i. Complete gravel for landscaping – Tom
 - 1. Done
- ii. Setup flowsheet for dog complaints – Steve
 - 1. Done
- iii. Identify lot where barking dog is located – ACC
 - 1. Continued
- iv. Develop written policy for maintenance of common properties – Steve
 - 1. Done
- v. Comments on 3rd quarter Newsletter – Board to Steve
 - 1. Done
- vi. Develop letter to owners about dogs and landscaping – Steve
 - 1. Done
- vii. Set up Annual Meeting room at library if available – Steve
 - 1. Done

b. New Items from this meeting

- i. Action Item – Tom will knock on Al's door and see if he needs help taking care of his weeds along the street side.
- ii. Action Item – Bruce to revise per amendment and sent to Steve. Steve to send the budget out with the announcement of the annual meeting.
- iii. Action Item – Tom to get bids on taking down dead tree in the open space.
- iv. Action Item – Steve to send out a PPT in advance to the board
- v. Action Item – Bruce to reach out to GoDaddy about setting up an account.
- vi. Action Item – Bruce to investigate with HOACS whether we can get a debit card or set up digital payment through our HOA bank account

8. Adjourn

- a. Karen motions to adjourn, Bruce seconds. All approved, Adjourned 6:29 pm