

Point Richmond Ridge HOA

Board of Directors Meeting Agenda

Date: March 19, 2026

Time: 6:00PM

Location: Harjehausen Residence

Call to Order

Time Called to Order: 6:06PM

Board Members in Attendance / Establish Quorum

A quorum was established with the following members present:

- Bruce – President
- Walter – Vice President
- Fred – Treasurer
- Chris – ACC
- Lauren - Secretary

Homeowner Forum (15 minutes)

No homeowners attended or raised items for discussion during this meeting.

Approval of Minutes from Previous Meeting

Bruce moved to approve the February 18, 2026, Board Meeting Minutes. Walt seconded. The motion carried.

Officer Reports

- Treasurer-Fred

February	Amount/Notes
Checking Account Balance	\$24,783.95
Strongroom Fee	\$10
HOACS - Management	\$679.80
Mail House (postage/supplies)	\$3.93
Landscape Maintenance	\$756.70
Water	\$27.97
Debit totals:	\$1,478.40
Reserve Account Balance MMA/CD	\$35,734.75
Total Additions:	\$27.40
Interest Paid YTD	\$57.70
AR Aging Dues:	
Outstanding Dues – Nieves, Lot	\$600
Admin Fees	\$216
Nieves Lot 18	\$132

Moran Lot 4	\$84
Late Fees Due	\$350
Nieves \$150 Lot 18	\$255
Moran \$100 Lot 4	\$125
Violation Fine	
Moran Lot 4	\$275

- ACC-Chris
 - Fence approval of lot and 35 and 36
 - **Action required**, formal submission needed for both lots, ACC to follow up and submit to HOACS

Unfinished Business

1. Lot 83 violation

Background: A compromise letter regarding the chicken violation was hand-delivered to the Lot 83 homeowners on dated January 25th, 2026. On February 26, the homeowners notified the Board by email that their attorney is reviewing the matter and that they would provide a response following that review.

Action Required:

Based on guidance from the Association's legal counsel, the next required step in the violation process is to issue a follow-up notice. This notice will:

- Request the homeowners' signed acknowledgment as required for compliance
- Be sent via email and USPS by HOACS
- Provide a firm deadline of April 8, 2026, for response

If the homeowners do not respond by the stated deadline, the Board will impose a fine of \$125 and then proceed to the next step in the violation procedure.

2. Website Calendar

Background:

- The Board is actively working on resolving the issue of re-using the Google Calendar and syncing it with Outlook. Walt is testing several options and requires access to the calendar functionality on the new website.
- One potential solution is to use the existing HOACS Vantaca calendar and link it through the PRRHOA website, allowing site visitors to access the calendar information from a single location.

Action Required: Review whether the Vantaca calendar can be linked or embedded into the PRRHOA website. If feasible, proceed with implementing the link and updating navigation to support it.

3. HOACS Payment Resolution

Background: HOACS provided an alternative suggestion for handling this item. The Board requested clarification last month and confirmed that the suggestion does not apply to our neighborhood, as it is intended for larger communities such as rental properties, apartments, condos, and multi-use developments.

Action Required: No changes needed

4. PRR Landscaper quotes

Background: The HOA is collecting bids for a new landscaping contractor.

Action Required:

- The Board is continuing to review bids. Walt reached out to multiple companies, including the current provider, and requested information (scope, references, pricing, services). Three companies have provided verbal details so far, and review is ongoing. Updates will be provided at the next meeting.
- Treasurer and a second Board member to sign off on reimbursement to Walt (VP) for the Craigslist advertisement. Approved by Fred and Bruce.

5. Catch Basin cleaning

Annual Stormwater Facility Inspection – Maintenance Required

Background

Pierce County identified several catch basins within the community that require pumping. Fred reached out to six companies to collect FCRS (Field Condition Report Summary) information and obtain quotes for the required work. Hemley's provided the best quote, met all scope requirements, and has successfully completed this work for the HOA in the past.

Action Required

Fred gathered quotes for review. Based on pricing, scope alignment, and prior performance, Hemley's was identified as the recommended vendor. Chris motioned to approve moving forward with Hemley's; Lauren seconded; **motion carried**. Bruce will follow up with payment questions and next steps.

Vendor Quote Summary (One Line Each)

- FloHawks – 253.499.7828 – Estimate \$3,387.45 (tax included)
- Drain Pro – 253.289.3262 – Estimate \$4,393.35 + tax (3% credit-card fee)
- ProVac – 888.565.5665 – Estimate \$4,800.00 + tax
- Hemley's – 253.831.3432 – Estimate \$1,999.85 (tax included)

New Business

6. Federal Income Tax

Background: HOACS prepared the Federal Income Tax form and Bruce signed and returned it. PRR HOA does not owe any Federal Income tax this year

Action Required: None.

7. Quarterly Newsletter

Background: Newsletter to go out and include updates and reminders, along with a note of appreciation for homeowners' continued efforts as we all work together to keep the neighborhood looking its best.

Action Required: Spring newsletter to be sent out. Include reminders about:

- Maintaining visibility at roadways (plants, trees, and shrubs not blocking sightlines)
- General yard upkeep (landscaping, weeding)
- Fence replacement or maintenance
- Moss removal on roofs
- Ensuring sheds, trash cans, trampolines, play equipment, etc., are not visible from the street view

Convene to Executive Session

N/A

Reconvene to Open Session

N/A

Adjournment

Time Adjourned: 7:25

Next Board Meeting

The April meeting is Wednesday, April 15, 2026 at 6:00 PM at a Board member's residence