

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

**May 18, 2022**

**Minutes of BOD Meeting**

1. Call to Order, 5:01 PM, May 18, 2022
2. Establish Quorum
  - a. Bruce, Tom, Steve, Karen, Marc
  - b. Absent, N/A
  - c. Other, Bonnie and Patty
3. Approve BOD Meeting Minutes from April 2022 Meeting
  - a. Steve motions to approve as revised, Seconded by Marc. Minutes approved
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 = \$30,775.91
      1. 3 debits:
        - a. HOACS = \$605.78
          - i. Monthly Fee = \$600.00
          - ii. Postage/Supplies = \$5.78
        - b. Thornhill = \$483.81
        - c. SouthData = \$9.50
      - ii. Reserves = \$55,717.12
        1. MMA - \$9,902.63
        2. CD = \$45,814.49
      - iii. Dues/Fees/Fines:
        1. Dues Paid = \$550 (YTD = \$20,500) (Lots 14, 34, 20)
        2. Late Fees Paid = \$175
        3. NSF Fee paid = \$10
        4. Outstanding Dues = \$500 (Lots 21, 53)
        5. Late Fees Due = \$300 (Lot 53=\$75, Lot 21=\$75, Lot 34=\$75, Lot 19=\$50, Lot 20=\$25)
        6. Fines Due = \$150 (Lot 67) PAID
      - iv. Major Expenses Planned for 2022:
        1. Catch Basin Cleaning = \$2,500
        2. Tract D Surfacing = \$7,000
        3. Other??
    - e. ACC Liaison

- i. Permission to be reimbursed to purchase bark for both entrances
- ii. The playground has some debris that does not belong there, Tom will load it up and dump it. Tom will submit an invoice
  - 1. Estimate about \$100

## 5. Old Business

- a. 13<sup>th</sup> Ave Road Issue Follow-up – Tom
  - i. Table until the next meeting.
    - 1. Lot number 9 has the underground stream and it's being diverted under the street. Owner is aware of the problem.
    - 2. Tom will follow up
- b. Bid updates for Landscaping projects
  - i. David Brown (formerly Thornhill) – Tom spoke with him and got a quote
    - 1. \$4800 for labor only. Materials – we were given a broad range, no amount nailed down. This bid is for the playground only. We also need some work done in the helipad.
  - ii. Acer landscaping – Will provide a bid
  - iii. Tom will continue to solidify bids for landscaping
- c. Potluck Planning – Aug 6
  - i. Will be included in the newsletter. Start at 1:00 pm
- d. Storm Drain Cleaning – planning, bids?
  - i. Last meeting, we decided we don't need to do anything. Deferred to 2023 and then we will reconsider
- e. Letter to Owners on Dues and Violation Issues
  - i. Steve is including these items in our Newsletter.
  - ii. Steve will send this as a separate mailing – not included with the dues notice since some people do paperless billing.

## 6. New and Deferred Business

- a. Violations removed
  - i. Moss on the roof in question has been treated, but not yet removed. Jill was notified that this violation was resolved.
  - ii. Fence was removed
  - iii. Construction dumpster was removed from the street
- b. Waivers requested:
  - i. Lot 19 – dues late fee – divorce
    - 1. Board rejects the waiver
  - ii. Lot 20 – dues late fee – original check lost in mail
    - 1. Board approves the waiver
  - iii. Lot 34 – dues late fee – thought paid from escrow
    - 1. Board approves the waiver
  - iv. Action Item – Bruce will communicate these decisions to HOACS
- c. "Inactive" storm drain status?
  - i. Marc learned that the representative learned that the word "inactive" did not mean that we were not being inspected. Our water does not flow into a county waterway.
- d. Newsletter
  - i. Karen suggested adding the specific bylaws that are being violated
    - 1. Re: violations around off-leash dogs. ACC has asked HOACS to send a letter to homeowner 50 in violation. For this violation, the board agrees to skip the initial friendly letter
    - 2. To do – Steve will highlight the specific by-laws in Newsletter.

3. Three things we should see from HOACS

- a. We should see covenant letters prior to them being sent out by HOACS
  - i. We need to clarify that the violation quoted is correct and complete.
- b. Every month we should get a list of active notices
- c. We should get a copy of the budget every month.
- d. Jill is leaving, so we will be working with somebody new, but we do not know who it will be yet.
- ii. For next meeting – Marc asked what the protocol is for new neighbors arriving.
  - 1. Steve makes a flyer and delivers. Next meeting, we will be discussing something a little more formal.
- e. New violations
  - i. Lot 53 – Excessive vehicles and debris in violation of the covenants has accumulated again and ACC will restart the violation process. 7.9.6, 7.9.3

7. Review Action Items

- a. Carryover Items
- b. New Items from this meeting
  - i. Tom to follow up on the road issue near Lot #9 caused by water diverted to street
  - ii. Tom to solidify bids for landscaping jobs
  - iii. Steve to send out letter to all homeowners re: obligations around HOA dues and fines.
  - iv. Bruce to communicate the board's decisions on which late fee waiver requests are approved/denied
  - v. Steve to craft quarterly newsletter and cite specific by-laws regarding pets being on-leash and owner responsibilities to pick up their pet's waste.
  - vi. ACC to re-start the violation process on Lot 53 that had been temporarily resolved.

8. Adjourn

- a. Motion by Steve, seconded by Marc, meeting adjourned at 6:25 pm