

Riverhill Homeowners Association



**2024 Annual
Meeting**



Meeting Agenda

- ❖ Introductions and Voting Guidelines
- ❖ 2024 Accomplishments
 - ❖ Cost saving measures
 - ❖ Well property and water system
 - ❖ Park signage and basketball court
- ❖ Water system
 - ❖ Testing results
 - ❖ Water meters
 - ❖ Leaks
 - ❖ System coliform tests
- ❖ 2023 Annual Meeting proposals
 - ❖ Fireworks ban
 - ❖ Allowing chickens to be kept
- ❖ Budget
 - ❖ 2024 Current Budget
 - ❖ 2025 Proposed Budget
- ❖ New Business
- ❖ Nominations/Elections of 2025 Board Of Directors
- ❖ Door Prize Drawing

Introductions

2024 HOA Board

President

James Pearson

Vice President

John Rolland

Treasurer & Secretary

Jessica Hicks

Board Members

Allen Feldman

Jason Miravalle

Rick Vanmeter

Patricia Gneiding

Zii Engelhardt

Kevin Albert

Introductions & Voting Guidelines

Introductions

HOA Member Introductions

Verify Names

Voting Guidelines

Each lot is entitled one vote

Must be in good-standing

Lot owners will have voting cards

Quorum= 15 members in good standing

Accomplishments

- Two major water leak repair and one minor water leak repairs in Zone B
- Sanitary Survey inspection of the water system passed
- Water system leak detection with Evergreen Rural Water of Washington
- Pump house fan shroud installed and touch up painting
- Well property fence repair by Kiwi Fencing Company
- Road maintenance and vegetation clearing by Montejos Gardenscapes
- Water meter installations by HOA Board
- Keep Out signage on well property fence
- Private Property parking signs installed at park property
- Basketball backboard replaced at park property
- Switched accounting system from QuickBooks to Zoho Books
- Insurance company switch to Douglas Insurance
- Replaced P.O. Box with new mail box at well property

Accomplishments

Water main leak repairs

Two major and two minor leaks repaired

- 121 Newkirk Road
- 111 Riverhill Drive
- 390 Riverhill Drive
- 351 NE Newkirk Road



Accomplishments

Pump House and Well Property

- Fence around well property repaired
- Keep Out signs posted on fencing
- Shroud placed around pump house ventilation fan
- Water system mains map posted in well house



Accomplishments

HOA Mail Box

- New mail box placed near water tower
- Project completed by Rick Vanmeter
- Saves HOA money long term
- Makes sending mail and payments to HOA easier

Mailing Address:

Riverhill HOA
262 NE Mahonia Dr
Belfair, WA 98528



Accomplishments

Water Meter Installations

Challenges faced and
who's doing the work...



Accomplishments

Water Meter Installations

13 Meters installed this year!

- Mahonia Drive
 - 260 and 261
- Riverhill Drive
 - 120, 181, 201, 260 and 390
- Newkirk Road
 - 351
- Yaeger Crest Drive
 - 81, 100, 101 also Carol Phillips unused water share
- Hill Road
 - 51



Accomplishments

Park and Gazebo Property

- Signage installed and updated
 - New parking signs installed on fence
 - Updated notifications on reader board
- Basketball court
 - Backboard on west end replaced
- In progress
 - Bench seat for placement near the river



Accomplishments

Saving the HOA some money



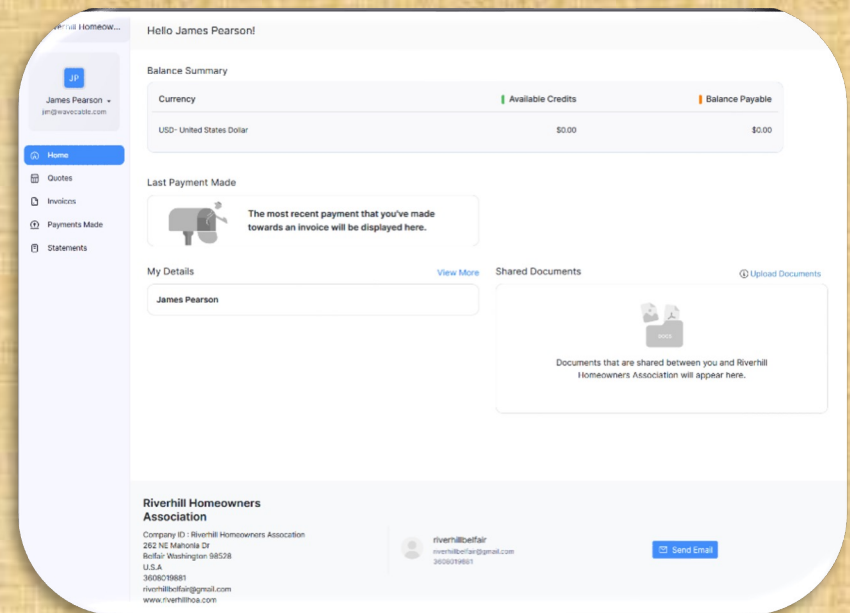
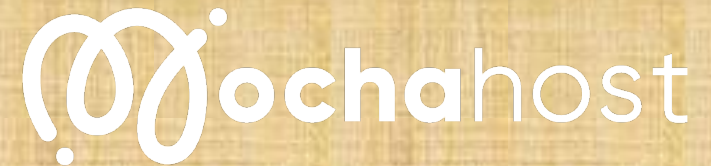
- Quickbooks Replacement
 - Quickbooks renewal was going to increase to \$780
 - Does not do payroll or employee tax calculations
 - Switched to Zoho Books at \$430
 - Also performs payroll tax calculations
 - Overall cost savings of \$350
- Post Office Box
 - PO Box rental at post office was going up to \$245
 - Long term cost savings by having mail delivered to well property
 - One time cost of new mailbox at water tower \$172
 - Community benefits from cost saving and easily to drop of payments, letters, notes, etc. to new mailbox location
- New insurance agency
 - Switched agents from Arnold & Smith Insurance to Douglas Insurance
 - Same insurance underwriting company and coverages
 - Savings of \$1630 per year

Website and IT

Website maintained by
Zii Engelhardt

Current IT Stack

- Website hosted at Mochahost
 - HOA Email hosted via Mochahost
 - Virtual meeting is by Zoho
- Coming soon!!!
- Online payment portal is in progress will also be via Zoho



Water System You Still Own the Water System!

Overseen by the HOA Board

System Operation

Kevin Albert, Water System Manager

Operated by licensed water manager

Richard Hicks, Water Distribution Specialist

Water Testing Results

Monthly coliform testing

Annual testing for lead and other contaminants

Annual Consumer Confidence Report

Evergreen Rural Water of Washington

Riverhill HOA is a System Member

STATE OF WASHINGTON Public Water System Operating Permit

The Department of Health Office of Drinking Water issues a permit to operate:

RIVERHILL HOMEOWNERS ASSN (ID# 72810 M)

to owner: RIVERHILL HOA County: MASON

RIVERHILL HOA
PO BOX 2004
BELFAIR, WA 98528

This Permit is valid through: 31 Aug 2025

PERMIT CATEGORY: **** Green ****

The permit category may be modified or the permit revoked subject to water system compliance with applicable State of Washington drinking water rules and regulations and the following statements.

The system operating permit color category is based on information on file with the Department at the time this permit was printed.

System is substantially in compliance with applicable drinking water requirements

Water System

Water Meter Project – **MORE PROGRESS!!!!**

- 61 meters installed
- 34 meters yet to be installed

July and August 2024 Board members installed

- 13 Meters installed in total



Plan

- Plan out the out of the remaining 34 hard to do meter installations
- Continue to work with Richard Hicks and your HOA board to install more meters in 2025

Water System

Water system leaks

1 leak	351 NE Newkirk Rd
2 leaks	71 NE Riverside PL
2 leaks	101 NE Riverside PL
1 leak	231 NE Riverside PL
2 leaks	165 NE Newkirk Rd
1 leak	111 NE Riverhill Dr
1 leak	200 NE Riverhill Dr
1 leak	261 NE Riverhill Dr
1 leak	261 NE Mahonia Dr
1 leak	110 NE Mahonia Dr
1 leak	60 NE Riverhill Ln

9 known leaks in the water mains or connections

Leaks fixed this year:

- 121 Newkirk Road
- 111 Riverhill Drive
- 390 Riverhill Drive
- 351 NE Newkirk Road

Water Tank Seepage Repair

Estimates ranged
from \$2500 - \$4000



2022 cost to repair 3 worst leaks: \$7,500 + Parts + Taxes

2024 average cost to repair water leaks: \$590

Water System

5 Year Plan

2024

- Post pump house plumbing diagram – DONE
- Post water system mains map – DONE
- Post well and water tower water mains/valves map – DONE
- Install signage – DONE
- Repair 2 worst leaks in system mains – DONE
- Install no parking signage to well and water tower property
- Remove remaining trees on well and water tower property – DONE
- Learn and understand water mains system – ONGOING
- Repair fence around well and water tower property – DONE

2025

- Post emergency operation procedures in the pump house
- Label all pumps/valves/switches in the pump house
- Add flow direction indicators to all pipes in the pump house
- Learn and understand water mains system – ONGOING
- Water tower leak repair – lining and patching
- Repair 2 worst leaks in system mains
- Create and implement annual water mains flushing program
- Lower system leak detection
- Clear trees and shrubs from above water mains
- Create annual water system report for membership
- Start water mains replacement fund
- Start water tower replacement fund
- Get estimates on removing old pressure tanks
- Create and implement leak detection program

2026

- Repair #2 well head
- Repair 2 worst leaks in system mains
- Add water sampling station to pump house
- Add mains flushing locations to water system mains
- Raise pump house building, replace rear wall, replace door with steel door
- Upgrade pump house interior lighting
- Repair or replace pump house electrical panel
- Repower 2 old pumps as backups
- Reprogram pump controllers to setup primary and jack pumps

2027

- Add isolation valves to all pump house equipment – tanks, pumps, cut overs, etc.
- Upgrade and install lighting to exterior well and water tower property
- Estimate to remove old water cistern
- Repair 2 worst leaks in system mains

2028

- Removal of old water tank in preparation for new tank/tower build
- Repair 2 worst leaks in system mains

And Beyond...

2050 – replace all water mains if they last that long

2053 – replace the water tower – it should last that long with maintenance and fingers crossed

Water System

L & I Insurance, Taxes and HOA Employee

- L & I Insurance

- Insurance purchased to protect the HOA in the case the Water System Operator was injured performing work on the water system
- Minimal cost: \$8.20 per month
- Our Water System Operator is officially an employee of the HOA and we are paying employment taxes out of the stipend

- Taxes

- Resulting from working with WA State on L & I Insurance we discovered the HOA should have been paying sales taxes on the water for years to Washington Department of Revenue
- **WA State has forgiven the past payment of taxes**
- The taxes incur an additional cost to operate the system of approximately \$2100 annually

Water System

Water System Contamination and Cleaning

- The system is now CLEAN and free of coliform contamination
- What is a coliform and what does it mean?
- Sequence of Events
 - Aug 17 water meter installations ended
 - Aug 27 clean water testing after meter installations in both Zone A and B
 - Sept 23 both Zones A and B tested coliforms present
 - Sept 24 flushed both Zones A and B
 - Sept 25 retesting Zone A, both wells and water tank clear of coliforms, Zone B coliforms still present
 - Sept 30 more flushing of Zone B
 - Sept 30 Zone B testing coliforms still present
 - Oct 16 system treated by shock treating water tower and flushing treatment into water mains
 - Oct 20 flushing of Zones A and B attempting to reduce chlorine levels
 - Oct 23 testing of both Zones A and B were CLEAN
- Contamination source is still unknown
- What we could have done better
 - Notifications – both the boil water advisory and the system treatment

HOA Fireworks Prohibition

- Discussed by the board at the January meeting
 - Intent of a prohibition
 - How would the board be informed of a violation
 - How would the board be able to investigate
 - Remediation of any fireworks infraction
 - Unintended consequences – sparklers at parties, party poppers, Christmas crackers, etc...
- By unanimous vote of the board:
 - No fireworks prohibition to be put in effect
 - Other county and state agencies already enforce bans and limitations
 - Ultimately it is unenforceable due to any action happening well after infraction it was intended to prevent

Keeping Chickens on Residential Lots

- Discussed by the board at the January meeting
 - Some residents desire to keep laying chickens on residential lots
 - Already permitted on acreage lots
 - How would this impact other property owners
 - Unintended consequences – keeping of other livestock or exotic pets in yards
- By unanimous vote of the board:
 - No change to the by-laws to permit keeping chickens on residential lots
 - Infractions would be handled as any other nuisance

Greenspaces

Greenspaces are:

- Are there to provide separations and buffers between properties
- Provide a place to run water mains not along roadways
- Require upkeep and maintenance – mainly tree management
- Are there for the enjoyment of the community

Greenspaces are not:

- Places to dispose of yard waste
- Dumping grounds for household waste or other debris
- Extra space for your yard

Help your Community by doing your part

- To maintain the greenspaces by not abusing them!
- Live along a greenspace? Clean it up!

Be neighborly – if you observe someone abusing greenspaces ask them to stop

Budget

Financial Status

as of October 26th 2024

	2021	2022	2023	2024
Checking Account	\$ 21,217.17	\$13,700.08	\$14,256.49	\$15, 492.78
Emergency Reserve	\$ 28,947.40	\$35,606.60	\$20,119.19	\$31,479.89
Capital Improvement	Not established	\$16,053.32	\$5,458.14	\$7,238.95

Current Revenue

88 Full water share at \$560.00
9 Unused water share at \$280.00
19 No water/property only at \$140.00

Annual Revenue History

2017 – 2021	\$33,185
2022	\$38,900
2023	\$41,851
2024	\$46,892

Total HOA Annual Dues Revenue

\$54,460

Budget

Income Sources as of Oct 24

HOA Dues

	Total	Collected	Outstanding
Full Water Shares	\$49,280	\$33,315	\$15,965
Unused Water Share	\$2,520	\$1,400	\$1,120
Property Only	\$2,660	\$1,776	\$884

Special Assessments

	Total	Collected	Outstanding
Water Pumps	\$24,250	\$21,529	\$2,721
Water Meters	\$60,000	\$48,190.75	\$11,809.25

Budget

2024

Budgeted

Expenditures

as of October 24

Annual Picnic	\$ 268.57
Audit Review	\$ -
Bank Fees	\$ -
Board Fees	\$ 4,000.00
Door prize/ Annual Meeting	\$ -
Garbage/ Gazebo	\$ 152.20
Gazebo Property	\$ 1,347.30
Insurance	\$ 2,922.00
L&I/ESD/Payroll taxes	\$ 87.17
Legal Fees	\$ -
Lien Filing Fees	\$ -
Licenses	\$ 339.50
Meter Project	\$ 2,638.19
Office Supplies	\$ 554.41
PO BOX/Mailbox	\$ 171.49
Porta Potty	\$ 660.00
Property Maintenance	\$ 1,447.29
Taxes (County/State)	\$ 3,052.33
Tree Management	\$ -
Utilities- Gazebo	\$ 487.25
Utilities- Pump House	\$ 5,857.62
Utilities- Street lights	\$ 2,615.28
Water system manager	\$ 900.00
Water system repairs	\$ 1,691.86
Web Page Management	\$ 22.44
Well Management	\$ 4,320.57
Zoho (accounting software)	\$ 434.00
Total	\$ 33,969.47

Budget

Where the money goes

Water System	Current
HOA Insurance	2500
Water system manager	1800
Water system repairs (2 leaks)	4000
Licensed contractor	3000
Water sampling	1500
Taxes - state and county property	1000
Electricity	4500
Water mains mowing and clearing	1000
Total	19050
Proposed = 22050	

Park Property	Current
Park property mowing	2000
HOA Insurance	2500
Taxes - state and county property	750
Electricity	750
Park property maintenance	1000
Porta Potty	900
Park property garbage	175
Total	8075
Proposed = 6800	

HOA Positions	Current
Secretary	2400
Treasurer	2400
President	500
Vice President	300
Meetings	2700
Total	8300
Proposed = unchanged	

Budget

What is missing from the budget?

Water mains replacement fund

Water mains installed in the 1970's and now are 50+ years old
Water mains have been under 90 PSI pressure for the entire time
Water mains have numerous leaks, some worse than others
Replacing lines wild guess estimate - \$1,000,000 to \$1,600,000

Water tower replacement fund

Completed in 2002
Concrete tank life expectancy is 50 to 60 years if well maintained
Replacing tank wild guess estimate - \$500,000 to \$1,000,000

The Plan

A replacement fund must be established for both tower and mains replacement
Government grants – federal and state – should be sought for both projects
Fund a water system manager to:
 Oversee water system maintenance
 Seek out FREE sources of money for these projects

Budget

No proposed changes to HOA Dues!!!!

2025 situation:

Only if everyone paid:

Proposed budget for 2025	\$50,055
Current HOA Annual Dues	\$54,460
Gain for emergency reserve	\$4,405

But not everyone pays:

Proposed budget for 2025	\$50,055
Expected HOA Annual Dues	\$50,260
Gain for emergency reserve	\$205

Dues are not going up this year!

Potential changes coming:

- Convert unused water share to full water share
- Add Department of Revenue taxes for water to current dues

Typical Non Payers

6 Full Water Shares

1 Unused Water Share

4 Property Only

These numbers do NOT include water main or tower replacement funds

Budget

2025 Proposed Budget

	Current	Proposed
Board fees		
Secretary	2400	2400
Treasurer	2400	2400
President	500	500
Vice President	300	300
Meetings	2700	2700
HOA Operations		
Bank fees	5	5
HOA Insurance	5000	3500
License	400	400
Office Supplies	250	250
PO Box	250	0
Taxes - state and county property	1500	1500
Mileage and phone reimbursements	150	100
HOA financial audit	150	150

Total: \$50,055

About \$1800
more than last year

	Current	Proposed
Property Maintenance		
Property Maintenance	1000	500
HOA road mowing and clearing	500	500
Water mains mowing and clearing	1000	750
Tree and greenspace management	3500	3500
Electricity		
Street lighting	3500	3500
Water pumps	4500	6500
Gazebo	750	750
Legal Expenses		
Legal Fees	1000	500
Lien filing fees	1250	2500
Web page		
Domain registration and website	100	200
Web page management	250	250
Park Property		
Park property maintenance	1000	600
Porta Potty	900	700
Park property garbage	175	250
Park property mowing	2000	2000
Annual meeting prizes	250	250
Annual picnic	300	300
Water System		
Licensed contractor	3000	3000
Water sampling	1500	1500
Water system repairs (2 leaks)	4000	3500
HOA Water System Manager	1800	1800
DOR Taxes on Water	0	2500

Budget Approval

Vote to approve....



New Business

It is your turn...

What do you want to discuss?

2024 Board Election

Any HOA member in good standing may be a member of the board – this means you!

No experience necessary!

Open nominations for 2024 board

First and second nominations

Then vote

Door Prizes

Time for the door prizes...





Thank You

Water System Comparisons

Numbers are about 5 years old now

Association	Dues	Water	Annual Total
Beards Cove	156	Metered *45/mo	696
Lynch	125.00/yr	Metered *55/mo	785
Happy Hollow	42.00/ month		504
Twanoh Terrace	150/yr	247/yr	397
Alderbrook	230/month	Metered	
Island View Estates	350/yr with water		350
Riverhill	100	300	400