

# Riverhill Homeowners Association



**2025 Annual Meeting**



# Meeting Agenda

- ❖ Introductions and Voting Guidelines
- ❖ 2025 Accomplishments
  - ❖ Major water leak repair
  - ❖ Well property and water system
  - ❖ Well hat replacement
- ❖ Water system
  - ❖ Testing results
  - ❖ Water meters
  - ❖ Leaks
  - ❖ Watering restrictions
  - ❖ Water shutoffs for nonpayment
- ❖ Budget
  - ❖ HOA Audit
  - ❖ 2025 Current Budget
  - ❖ 2026 Billing changes
  - ❖ 2026 Special Assessment
  - ❖ 2026 Proposed Budget
- ❖ New Business
- ❖ Nominations/Elections of 2026 Board Of Directors
- ❖ Door Prize Drawing



# Riverhill HOA Board

## 2025 HOA Board

### President

**James Pearson**

### Vice President

**John Rolland**

### Treasurer & Secretary

**Jessica Hicks**

### Board Members

**Allen Feldman**

**Rick Vanmeter**

**Patricia Gneiding**

**Zii Engelhardt**

**Kevin Albert**

**Tanya Goodier**

# Introductions & Voting Guidelines

## Introductions

HOA Member  
Introductions

Verify Names

## Voting Guidelines

Each lot is entitled one vote

Must be in good-standing

Quorum= 15 members in good standing

# Accomplishments

- ▶ Major water leak repair at water tower and one minor water leak repairs in Zone A
- ▶ Pump house circuit breaker replacements
- ▶ Water meter installations by HOA Board
- ▶ Water tower leak fixed
- ▶ Park benches installed by Union River and swings
- ▶ Road maintenance and vegetation clearing by Montejos Gardenscapes
- ▶ Water shutoff notices
- ▶ Repayment plans established for properties in arrears
- ▶ Replaced damaged well hat
- ▶ Tools and equipment purchases

# Accomplishments

## Water Shutoff Notices

Shutoff notices for non payment of HOA dues

- Apply to all properties with water service
- Notices sent out/posted on property main entrance
  - First notice – 90 calendar days to make payment or enter repayment agreement
  - Second notice – 60 calendar days to make payment or enter repayment agreement
  - Final notice – 30 calendar days until shutoff after first notice expiration
- Water shut off and locked off at the end of the final notice
- Full payment of all amounts due to reconnect water service
- Shut off water subject to
  - Disconnect fee for non payment \$100
  - Interest accrual for unpaid balance
  - Reconnection fee to restore water service \$100
- Allowed under WAC 480-110-355

**Important Notice**

Riverhill Homeowners Association      262 NE Mahonia Dr  
Belfair, WA 98528  
360-801-9881  
mail@riverhillhoa.com

(Date) \_\_\_\_\_

(Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
Belfair, WA 98528

In RE: (ADDRESS) - WATER SHUT-OFF PENDING

The above address is scheduled for shut off on (DATE) due to non-payment.

This account has been in arrears since (DATE). As we have not received a payment as of this date, nor have you attempted to contact us with a payment plan, WE MUST NOW RECEIVE THE FULL balance owed by (TIME, DATE) to prevent shut-off and a \$100.00 reconnection fee.

Your Current Balance \_\_\_\_\_  
A late fee of \$x.xx will accrue on (DATE) \_\_\_\_\_

Termination of your service does not relieve you of your obligation to pay all outstanding bills.

RIVERHILL HOMEOWNERS ASSOCIATION

**SHUT OFF NOTICE**

Water service to this address has been  
**DISCONNECTED due to  
NON-PAYMENT**

Location: \_\_\_\_\_  
Account Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

**TO HAVE SERVICE RESTORED,  
THE AMOUNT DUE MUST BE PAID IN FULL.**

To have water service restored, please mail payments to 262 NE Mahonia Dr Belfair, WA 98528 or email [mail@riverhillhoa.com](mailto:mail@riverhillhoa.com) for an online payment link.

**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**  
This amount included past due amount, late fees, and \$100.00 re-connect fee.

**RETURNED CHECK POLICY**

Checks returned for insufficient funds will result your water service being disconnected a second time, without further notice.

**TAMPERING WITH THE METER OR LOCK WILL RESULT IN TAMPERING & DAMAGE FEES AND COULD RESULT IN THE SUSPENSION OF YOUR WATER SERVICE.**

**RIVERHILL HOMEOWNERS ASSOCIATION**

262 NE MAHONIA DR  
BELFAIR, WA 98528

PHONE: 360-801-9881  
[mail@riverhillhoa.com](mailto:mail@riverhillhoa.com)

**IMPORTANT NOTICE  
ON OTHER SIDE**

# Accomplishments

Water main leak repairs

Two major and two minor leaks repaired

- Water tower leak
- Leak by Richard's house
- 261 NE Riverhill Dr



# Accomplishments

## Well Hat Repair

Damaged long ago, probably by heavy equipment clearing vegetation

- Patch repair made in 2022
- Well hat replaced in 2025  
Cost: \$570



# Accomplishments

## Water tower leak repair

This seepage has been ongoing previous to 2016. Over time it turned into a leak drawing the attention of Washington state DOH concerned it may be a point of potential contamination.

Leak was repaired in March by Kitsap Drainage & Waterproofing.

Cost for the repair was \$2843



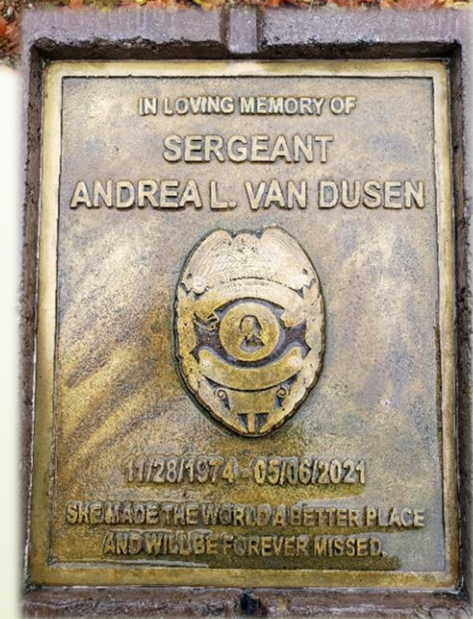
# Accomplishments

## Park Benches

A new park bench installed along the Union River.

Wood slab donated by Rick Vanmeter.

Cost of materials \$117



# Accomplishments

## Water Meter Installations

7 Meters installed this year!

- Riverside Place
  - 101
- Riverhill Lane
  - 140
  - 151
  - 160
  - 161
  - 171
  - 201



# Accomplishments

## Tools and Equipment Purchases

- Purchased a Trash pump and discharge hose
- Purchased small hand tools used in the installation of meters and repairing water leaks
- Purchased emergency supplies for dealing with water leaks



# Website and IT

Website maintained by  
Zii Engelhardt

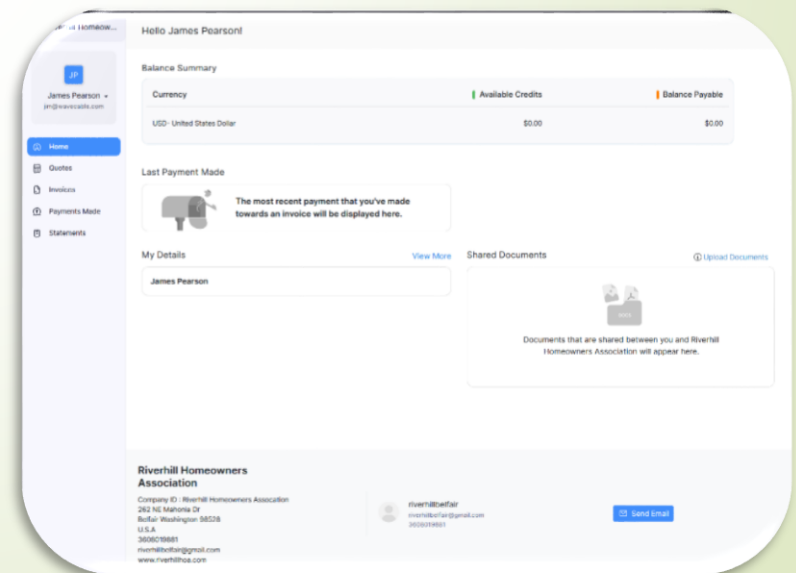
## Current IT Stack

- Website hosted at Mochahost
- HOA Email hosted via Mochahost
- Virtual meeting is by Zoho

## Coming soon!!!

- Online payment portal in progress will also be via Zoho

Mochahost



# Water System

## It's your Water System!

Overseen by the HOA Board

System Status: **GREEN**

System Operation

OPEN, 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  
262 NE Mahonia Dr  
Belfair, WA 98528  
]


This Permit is valid through: **31 Aug 2026**

**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

  
Washington State Department of Health

Green - This category means your system is substantially in compliance with applicable drinking water requirements. Placement in this category indicates the system is adequate for growth up to approved number and existing uses.

DOH 331-030(11/08) Report Date: 11/03/2025

# Water System



Water Meter Project – **MORE PROGRESS!**

- 68 meters installed
- 27 meters yet to be installed

April through September 2025 Board members installed

- 7 Meters installed in total

Plan

- Plan out the out of the remaining 27 hard to do meter installations
- Find some of the unknown meter locations
- Continue to work with Richard Hicks and your HOA board to install more meters in 2026

# Water System

## Water system leaks

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 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

11 known leaks in the  
water mains or  
connections

## Leaks fixed this year:

261 NE Riverhill Dr  
21 NE Mahonia Dr  
Water Tower Leak



2022 cost to repair 3 worst leaks: \$7,500 + Parts + Taxes  
2024 average cost to repair water leaks: \$590

# Water System

## 5 Year Plan

2025

- Post emergency operation procedures in the pump house
- Label all pumps/valves/switches in the pump house – In Progress
- Add flow direction indicators in the pump house COMPLETED
- Learn and understand water mains system – ONGOING
- Water tower leak repair – lining and patching - COMPLETED
- Repair 2 worst leaks in system mains - COMPLETED
- Create and implement water mains flushing program – In Progress
- 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 – In Progress
- Create and implement leak detection program – In Progress

## And Beyond...

2031 – Tank cleaning

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

2026

- Repair #2 well head – COMPLETED
- Tank Cleaning- Schedule for the Beginning of year
- Repair 2 worst leaks in system mains
- Add water sampling station to pump house
- Add sampling stations to upper and lower system
- Add mains flushing locations to water system mains
- Raise pump house building, replace rear wall, replace door
- Upgrade pump house interior lighting
- Repair or replace pump house electrical panel breakers
- ~~Repower 2 old pumps as backups~~
- Reprogram pump controllers to setup primary and jack pumps
- Water main flushing

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
- Leak detection upper system
- Water main flushing

2028

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

2029

- Water main flushing
- Repair 2 worst leaks in system mains

2030

- Water main flushing

# Water System

## Watering Restrictions for lawns and gardens

- ▶ What brought this on?
- ▶ Proposed watering rules:
  - ▶ Odd house numbers water on odd days, even on even
  - ▶ No watering between the hours of 2:00 PM and 6:00 PM
  - ▶ Property owners and renters must follow restrictions
  - ▶ Coordinate filling of large containers in excess of 100 gallons must be coordinated with the Water System Manager. This includes filling multiple smaller containers totaling in excess of 100 gallons
  - ▶ Violations
    - ▶ Require dated picture of offending instance clearly showing the property
    - ▶ 1<sup>st</sup> offense – warning
    - ▶ 2<sup>nd</sup> offense - \$50 fine
    - ▶ 3<sup>rd</sup> offense - \$100 fine
    - ▶ 4<sup>th</sup> offense and beyond, double the previous fine
    - ▶ February 1<sup>st</sup>, offence schedule resets or with new property owner
- ▶ Why the HOA can enforce this without need to change bylaws

# Greenspaces

## Greenspaces 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

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

## Plans for the future

- Will be incrementally cleaned up
- Tree removals will include chipping all branches and logs
- Chips will be laid to control weeds

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





# HOA Auditors Needed

The annual HOA audit is performed to protect you, your interests in the water system and your property.

HOA bylaws stipulate the annual billing, receipts and spending be audited yearly. The audit is performed by HOA members with the assistance of the treasurer. The treasurer provides access to the HOA financial records and answers any questions regarding billing and expenditures.

The audit is normally performed February or March.

An audit has not yet been performed in 2025.

Volunteers are needed!

# Budget

Financial Status as of October 28th 2025

	2021	2022	2023	2024	2025
Checking Account	\$ 21,217.17	\$13,700.08	\$14,256.49	\$15,492.78	\$7,754.98
Emergency Reserve	\$ 28,947.40	\$35,606.60	\$20,119.19	\$31,479.89	\$28,295.81
Capital Improvement	Not established	\$16,053.32	\$5,458.14	\$7,238.95	\$9,243.10

## Current Revenue

88 Full water share at \$560.00

9 Unused water share at \$280.00

19 No water/property only at \$140.00

Total HOA Annual Dues Revenue

\$54,460

## Annual Revenue History

2017 – 2021 \$33,185

2022 \$38,900

2023 \$41,851

2024 \$46,892

2025 \$26,733

# Budget

## Income Sources as of Oct 25

### HOA Dues

	Total	Collected	Outstanding
Full Water Shares	\$49,280	\$25,123	\$24,157
Unused Water Share	\$2,520	\$560	\$1,960
Property Only	\$2,660	\$1,050	\$1,610

### Special Assessments

	Total	Collected	Outstanding
Water Pumps	\$24,250	\$23,700	\$550
Water Meters	\$60,000	\$50,146.75	\$9,853.25

# Budget

## 2025 Budgeted Expenditures as of October 25

Line Items	Budgeted	Actual	Balance
Board fees			
Secretary	2400	2000	-400
Treasurer	2400	2000	-400
President	500		-500
Vice President	300		-300
Meetings	2700		-2700
HOA Operations			
Bank fees	5		-5
HOA Insurance	3500	3231	-269
License	400	399.5	-0.5
Office Supplies	250	363	113
Taxes - state and county property	1500	1376.14	-123.86
Mileage and phone reimbursements	100		-100
HOA financial audit	150		-150
Zoho accounting software		434.4	434.4
Property Maintenance			
Property Maintenance	500	971.16	471.16
HOA road mowing and clearing	500	543	43
Water mains mowing and clearing	750		-750
Tree and greenspace management	3500	6648	3148

Line Items	Budgeted	Actual	Balance
Electricity			
Street lighting	3500	2911.64	-588.36
Water pumps	6500	7068.43	568.43
Gazebo	750	639.79	-110.21
Legal Expenses			
Legal Fees	500		-500
Lien filing fees	2500		-2500
Web page			
Domain registration and website	200		-200
Web page management	250	22.44	-227.56
Park Property			
Park property maintenance	600	116.84	-483.16
Porta Potty	700	680	-20
Park property garbage	250	145	-105
Park property mowing	2000	1994.24	-5.76
Annual meeting prizes	250		-250
Annual picnic	300	262.58	-37.42
Water System			
Licensed contractor	3000	2899.08	-100.92
Water sampling (7 year - annualized)	1500	2061	561
Water system repairs (2 leaks)	3500	4051.58	551.58
HOA Water System Manager	1800	900	-900
Department of Revenue Taxes on Water	2500	1837.6	-662.4
NEW - L&I/ESD/Payroll taxes	0	217.31	217.31

	Budgeted	Actual	Balance
Totals	\$50,055	\$43,773.73	\$-6,281.27



# 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

# Billing System Structure

## Current:

- On well or just land \$140.00
- Hook Up with No Service \$280.00
- Hook up with Service \$560.00

## Reasoning

- Simplification
- Eliminates confusion
- Contamination sources reduced

## Options:

- Do nothing  
converts to full water share
- Relinquish water share  
converts to on well or just land

## Starting 2026:

- On well or just land \$140.00
- Hook up with Service \$560.00
- Taxes for water service \$36.00

Riverhill Homeowners Association  
Company ID : Riverhill Homeowners Association  
262 NE Mahonia Dr  
Belfair Washington 98528  
U.S.A  
3608019881  
riverhillbelfair@gmail.com  
www.riverhillhoa.com

## INVOICE

# INV-000115

Balance Due  
**\$596.12**

Bill To  
Hicks, Richard & Jessica  
20 NE Mahonia Dr  
Belfair  
98528 Washington

Invoice Date : 18 Oct 2025  
Terms : Due on Receipt  
Due Date : 18 Oct 2025

#	Item & Description	Qty	Rate	Amount
1	HOA Membership	1.00	140.00	140.00
2	Full water hook-up	1.00	420.00	420.00
3	Water utility tax	1.00	36.12	36.12
Sub Total				596.12
Total				<b>\$596.12</b>
Balance Due				<b>\$596.12</b>

Payment Options 

### Terms & Conditions

Due dates for homeowners dues are April 30th for first half or full balance, and October 31st for second half. All dues received after past marked date of April 30 or October 31 will result in late fees being assessed for each missed payment. If an account is behind for one year a 12% annual interest rate will be assessed on past due balances each year.

For payment plans, questions or concerns please email [mail@riverhillhoa.com](mailto:mail@riverhillhoa.com), or call/text Jessica Hicks (secretary/treasurer) at 360-801-9881.

# Special Assessment

## 2026 Special Assessment

\$10,000

- ▶ Required unplanned expenditure:  
Water Tank Cleaning

Planned for January, cost of about \$5000

- ▶ HOA storage trailer:  
Storage is needed for HOA documents, equipment, tools, water system repair parts and meters.

Estimated cost \$5000

## Cost Breakdown

97 Water system customers:  
\$51.55 for tank cleaning

116 HOA members:  
\$43.10 for storage trailer

Total costs:

Water system customers:  
\$94.65

HOA members  
without water share:  
\$43.10

# Budget

## *No proposed changes to HOA Dues!!!!*

2026 Situation:

Only if everyone payed:

Proposed budget for 2026	\$53,255
Current HOA Annual Dues	\$56,140
Gain for emergency reserve	\$2,885

But not everyone pays:

Proposed budget for 2026	\$53,255
Expected HOA Annual Dues	\$53,340
Gain for emergency reserve	\$225

## **Dues are not going up this year!**

Will likely increase for 2027

Typical Non Payers

4 Full Water Shares

3 Property Only

**These numbers do NOT include water main or tower replacement funds**

# Budget

## 2026 Proposed Budget

	Current	Proposed	Change
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	3500	3500	
License	400	400	
Office Supplies	250	250	
Taxes - state and county property	1500	1500	
Mileage/phone reimbursements	100	100	
HOA financial audit	150	150	
Zoho accounting software		500	500

Total: \$53,255

About \$3,200  
more than last year

	Current	Proposed	Change
Property Maintenance			
Property Maintenance	500	500	
HOA road mowing and clearing	500	500	
Water mains mowing and clearing	750	0	-750
Tree and greenspace management	3500	3500	
Electricity			
Street lighting	3500	3500	
Water pumps	6500	9000	2500
Gazebo	750	750	
Legal Expenses			
Legal Fees	500	500	
Lien filing fees	2500	1500	-1000
Web page			
Domain registration and website	200	200	
Web page management	250	250	
Park Property			
Park property maintenance	600	600	
Porta Potty	700	700	
Park property garbage	250	250	
Park property mowing	2000	2000	
Annual meeting prizes	250	250	
Annual picnic	300	300	
Water System			
Licensed contractor	3000	3000	
Water sampling (7 year - annualized)	1500	2200	700
Water system repairs (2 leaks)	3500	3500	
HOA Water System Manager	1800	1600	-200
Department of Revenue			
Taxes on Water	2500	2500	
NEW - Water tower cleaning (5 year - annualized)	0	1200	1200
NEW - L&I/ESD/Payroll taxes	0	250	250

# Budget

Where the money goes

Water System	Current	Proposed
HOA Insurance	1750	1750
Water mains mowing and clearing	750	0
Water system repairs (2 leaks)	3500	3500
Licensed contractor	3000	3000
Water sampling (7 year - annualized)	1500	2200
Taxes - state and county property	750	750
Electricity	6500	9000
HOA Water System Manager	1800	1600
Department of Revenue Taxes on Water	2500	2500
NEW - Water tower cleaning (5 year - annualized)		1200
NEW - L&I/ESD/Payroll taxes		250
<b>Total</b>	<b>22050</b>	<b>25750</b>

Park Property	Current	Proposed
Park property mowing	2000	2000
HOA Insurance	1750	1750
Taxes - state and county property	750	750
Electricity	750	750
Park property maintenance	600	600
Porta Potty	700	700
Park property garbage	250	250
<b>Total</b>	<b>6800</b>	<b>6800</b>

HOA Positions	Current	Proposed
Secretary	2400	2400
Treasurer	2400	2400
President	500	500
Vice President	300	300
Meetings	2700	2700
<b>Total</b>	<b>8300</b>	<b>8300</b>



# Budget Approval

Vote to approve....





# 2026 Board Election

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

No experience necessary!

Must be a property owner

Open nominations for 2026 board

First and second nominations

Then vote

# Door Prizes

Time for the door prizes...





Thank You

# Water System Comparisons

Numbers are about 6 years old now

Association	Dues	Water	Annual Total
Beards Cove	156	Metered *45/mo	<b>696</b>
Lynch	125.00/yr	Metered *55/mo	<b>785</b>
Happy Hollow	42.00/ month		<b>504</b>
Twano Terrace	150/yr	247/yr	<b>397</b>
Alderbrook	230/month	Metered	
Island View Estates	350/yr with water		<b>350</b>
<b>Riverhill</b>	<b>140</b>	Not Metered 420/year 35/month	<b>560</b>