

Rimrock Meadows Association

Board Meeting Agenda

September 26th 2020 7:00am – 12:00pm
4177 Tumbleweed Way Palisades WA 98845

Board Officers Present:

Rob Edinger, Chairman; **BJ Cunningham**, Vice President; **Julie Lindgren**, Treasurer; **Leah Turner**, Secretary; **Josh MackKenzie**, **Stan Marsh**, **Pete Savage**

Others Present:

Jose Ortiz, President; **Ralph Saint Romain**, Office Administrator; **Michael Wyman**, Attorney

Call to order at: 7:15am

Chairman's statement & reminder of code of conduct

BJ Made Motion & Pete seconded to enter executive session for personnel matters and to confer with legal counsel @ 7:16am for one hour. Executive session extended for 15 min.
End executive session at 8:33am.

Finance Committee:

1. Financial Reporting –
 - a. Profit and loss year to date provided for review
2. Finance Committee Participation & Document Review - Julie spoke about the role of the board in reviewing the financials & what financials should be reviewed. There was conversation regarding the need for these processes to be put on cruise control; easily produced and to be reviewed regularly. Julie will provide the list of documents she feels we should regularly review. Ralph recommended P&L, Balance Sheet, Investments, Cash Flow & Check register
3. Board committed to providing documents for board meetings 7 days in advance as well as attempting to provide agenda and posting for meetings 7 days in advance. We will look into a shared storage place for documents such as SharePoint.
4. The benefit and the need for member involvement on Rimrock committees was discussed and specifically what the appointment process should consist of. Julie wants to nominate a member for the Finance Committee. It was determined that there should be an interview & selection process for this to take place, in order to screen and properly vet interested members.
5. There was conversation surrounding the need to buy back Rimrock lots at county property tax auction in December. This year the county appears to have proceeded with auction on properties sooner than they may have in the past causing a larger than normal number of lots up for auction. Rimrock has had good success reselling lots that it has bought back from auction. Participating in the county auction is viewed as is an investment in Rimrock's future as we can clearly resell them and realize a reasonable rate of return as well as it reduces the number of lots that could potentially end up in the hands of resellers that just churn the lots. It was discussed and decided to allow Jose to exceed the budgeted amount for lot buy back sales by \$20,000 and request member approval of an amended budget in the future.
 - BJ made the motion and Josh seconded it to allow Jose to exceed the budget by \$20,000 for the sole purpose of lot buy backs at the 2020 county tax buy back auction. – *Motion carried*

Break 9:41am – 9:50am

- Pete made the motion & BJ seconded @ 9:52am to enter executive session for 45 minutes for reasons related to personnel matters – *Motion carried*
Extended executive session by 25 minutes & then for an additional 30 minutes. Exit executive session @ 11:41am
- Stan made the motion & BJ seconded to approve the 2020-2021 General Manager employment contract with discussed edits - *Motion carried*

Manager Report:

- Miscellaneous Banking
 - a. Citibank card put a hold on the account because Jose does not yet have proper authorization for the account. Board of Directors needs to formally make a motion to resolve these banking issues and allow Jose authorization on accounts.
 1. The Rimrock meadows Board of Directors is allowing Jose Ortiz, our General Manager, to apply for a business credit card for Rimrock meadows with the requested credit limit amount of \$10,000. We the board will allow Jose to open a credit card as described. Josh made the motion and Pete seconded – *Motion Carried*
 2. The Rimrock meadows Board of Directors is allowing Ivan Ortiz, our Caretaker, to apply for a business credit card for Rimrock meadows with the requested credit limit amount of \$2,000. We the board will allow Ivan to open a credit card as described. BJ made the motion and Pete seconded – *Motion Carried*
 - b. Changes to Washington Trust account access –
Operating Account Management – Jose does not have full access to all accounts. Therefore Rimrock Meadows Board of Directors are authorizing Jose Ortiz, our General Manager, to have full access to Rimrock Meadows association operating accounts, Business checking ending in 6154, Business checking ending in 7482 & Money Market ending in 9214.
- BJ made Motion & Pete second to allow the stated account access to Jose Ortiz – *Motion carried*
- 1. Fall Rimrock Rattler – September rattler, now being called Fall Rattler, is still incomplete. Jose to review rattler and the topics we had touched on adding to the rattler and fine tune it to get updated version to the Board of Directors by end of next week for review.
- Josh made Motion & Pete second to approve board minutes from 8/8/20 & 8/19/20 meetings – *Motion carried*

Old Business:

1. Community Security - Pete presented a proposal for a radio system to allow better communication between the clubhouse and those needing to use radios, such as in emergency or security compromised situations. The tested range was very good. There was conversation regarding the need for cameras as well and there was talk of a proposal coming to include cameras at 3 entrances. The cameras discussed would be 360 degree view and motion activated, that would then transmit to the office, where the recordings would be stored. The Security Committee will work to compose a more robust & complete proposal that we will review and consider presenting to the Members for vote.

2. Pending 2020 Proposed Projects –
 - a. Staining: Jose reported the Pergola was stained and boards replaced, however, the far building was not yet completed.
 - b. Sheds: Jose reports that prices are going up. He got quotes for basic sheds and they were about \$3,000 each. Jose to come back to the Board of Directors again with a proposal.
 - c. Fencing at Manager's house: Jose reported 90% done, but backside still incomplete. There was conversation around why it is still not complete. Jose to re-engage on the projects that still need completion & report back.

Break 12:26pm-12:34pm

- Enter executive session to confer with legal counsel regarding governing documents enforcement for 45 minutes– BJ made motion & Josh second – *Motion carried 12:35pm*

Exit executive session @ 1:19pm

Next meeting November 7th, 2020

Pete made Motion & second by Josh to adjourn meeting @ 1:21pm – *Motion carried*