

**Rimrock Meadows Association
Board of Directors Meeting—January 21, 2017
Country Inn and Suites, Bothell, Wa**

Board Meeting Minutes

Board Members Present: Bill Higley; Matt Walters; Dave Mayer; Cindy Alsop; Mike Campbell; John Koppang, Chairman; Carolyn Johnson, Secretary;

Others Present: Kevin Danby, General Manager; Michael Wyman, Attorney; Rick Phelps, planning committee member

Call to order and notation: John Koppang called the meeting to order at 9:01 a.m.

1. John Koppang reviewed Code of Conduct and Confidentiality.
2. Chairman's Statement
3. Approval of October minutes

Mike Campbell made a motion to approve the minutes; Bill Higley Seconded it; all were in favor.

4. Executive Session

Cindy made the motion to go into executive session for 30 minutes to discuss personnel issues. Matt seconded it; all in favor. Executive session began at 9:05 a.m.

Executive session ended at 9:35 a.m. Matt made a motion to approve the employee pay and bonuses proposal; Bill seconded it; all were in favor and motion passed. The proposal was communicated to Kevin following the executive session.

5. Committee Reports

Planning Committee: There were 22 building applications submitted last year. Out of those applications, four are in process, and one is with the county. Two structures were brought in without first submitting a building application. There was a general discussion regarding containers that had been brought into Rimrock.

Member "S" needs a new building application.

The Planning Committee issued 13 notices for violations of covenants in 2016. 10 of those notices went to the second notice. 5 of those 10 were remedied. Out of 5 remaining, 4 additional notices were sent. .

A real estate agent assessed the loss of value on the lot that was burned. The appraised value would now be \$2,000 down from \$4,000.

Dave Mayer made a motion to fine \$50.00 a day to violating Member 'x' from date of violation notice until remedied. Matt seconded it. Notice had been sent October 6th, which is the date of the first notice, so fines are retroactive to that. This will be the second notice. Vote of the board was unanimously in favor.

So far this year, there have been three letters sent out to members requesting building applications be submitted to the Planning Committee. These are the first notices.

A Planning Committee meeting is set for February in preparation for building season. Cindy made a motion that there be up to three meetings per year and up to three drive-arounds per year. Dave seconded it. The vote was unanimously in favor.

Matt made a motion to approve the committee member's per diem to be raised for drive-arounds to \$100.00 per committee member and \$150.00 per committee member for the meetings. If a drive-around and meeting are combined in the same day, per diem would be \$150.00. Dave seconded it. The motion passed unanimously.

The Planning Committee developed a letter for Remedied Violations. The Remedied Violation letter was approved by the board, subject to the changes that will be made on the form. Mike made the motion, and Dave seconded it. Vote was unanimously in favor. Cindy will rework the form according to what the board discussed and then send it to the board by email for final review and comment.

The Planning Committee asked for a fee to be charged and attached to the Stop Work Notification. It would be a filing fee of \$250.00 for submitting a late application. Dave Mayer made a motion to approve the Stop Work Notification pending revisions to the form and the late filing fee of \$250.00 to be referenced in the notification. Mike Campbell seconded it. All were in favor.

The Planning Committee developed a form called Rimrock Meadows Board of Directors and Committee Member Agreement. Instead of making necessary revisions to this document, the Rimrock Meadows attorney will submit an example of a Code of Conduct template for the Board to review and vote on at the next Board meeting."

A Code of Conduct for the new board members, and consequences if not followed, can be set up acting in accordance with the governing documents, as hereafter amended and can be put in the board orientation packet.

John Koppang made a motion to adjourn for lunch. Bill seconded it. Meeting was adjourned from 11:35 a.m. to 12:09 p.m.

Michael Wyman is going to submit an example of a code of conduct for the Planning Committee and board members to follow. It will be put in the annual packet for next year after board approval.

Fire Protection Committee: We have a couple of building structures to burn. Mike found a problem with the pump on one of the fire trucks. In the spring they'll pull the pump to determine what to do. He wanted to stress how nearly impossible it is to winterize a fire truck. Three surplus trucks will be sold this spring.

6. Old Business

Budget Review: Kevin presented the 2017 budget and our year-end cash position. We gained \$55,000 in our cash position.

Shower Tile Project: Mike Campbell worked diligently, and it turned out fabulous. Grab bars were also installed. The lip as you step into the shower was raised to 1 ¼" so water no longer runs out onto the floor. Finish work will be done as the weather improves.

Pool Deck Project: We have a couple cracks that will be dealt with in better weather.

Billingsley Grazing Lease. Michael's on top of reviewing the lease.

7. New Business

The board discussed the purchase back of lots at owner's request. Buy back program discussed at \$1,500 for a clean lot and upon assessment of the lot, for either improvements or devaluation; price would be adjusted accordingly. We would allow for Kevin's discretion on improvements or degrades of the lot to be purchased. A lesser amount will be offered for a lot that needs cleaned up or structures removed. Cindy Alsop made the motion to adopt a \$1,500 buyback price for clean lot, and Dave Mayer seconded it. The vote was unanimous.

2017 budget: Kevin reported that we sold 30 lots last year and 7 so far this year. Mike Campbell made a motion to accept the budget. Bill seconded it. Vote of the board was unanimously in favor.

Conflict Resolution Procedure/Policy: Bill Higley addressed questions we had about the new form he and John Koppang developed for the board to review. John would like to see some sort of resolution where we have harmony within our board. We will be updating the new document with inclusions from the old document that our prior attorney developed which established procedures on conflict resolution. Carolyn will be part of the discussion on the updating of our Code of Conduct with this insert.

Updated Rimrock Documents: The board discussed older documents for Rimrock that need some updating. Cindy and Kevin will be working on updating the documents.

Review Annual Meeting Documents: John made a motion to accept our annual meeting documents as drafted by Kevin, including the meeting notice and ballot, and Dave seconded it. The board voted unanimously in favor.

Board Candidates/Board Position: Two members asked to be included on the 2017 ballot as late as January. We have two incumbents and three members running for three open positions.

Official Closing Date for Board Applicants: A deadline was set for applicants to file introduction statements with the association. It will be December 15th. Cindy made the motion to approve this official deadline, and Mike seconded it. The vote of the board was unanimously in favor. Late filings will not be accepted and will not be placed on the ballot.

Annual Meeting March 5: The board will meet at 10:00 a.m. before the annual meeting at 1:00 p.m. Breakfast will be at 9:30 a.m.

8. Manager's Report

Winter Report: Kevin reported brutal temperatures and snow and ice. Unusual conditions this winter. Many roads are impassable.

Year in Review: Overall we had a good year, with good weather and minimal fire activity. The two fires we had were small. One being an accident and one due to foolishness.

Vote to Add Karee Rucker as Check Signer on Association Bank Accounts: Mike made the motion to put her on as a signer. Matt seconded it. All were in favor.

Corinna Hanson- TNC Project Director. TNC hired her. Kevin met with her recently. She manages the lands for the TNC.

9. For the Good of the Order

10. Adjourn

Dave made the motion to adjourn and Cindy seconded it. Vote was unanimously in favor. Meeting adjourned at approximately 3:30 p.m.

Respectfully Submitted,

Carolyn Johnson; Secretary