

**Rimrock Meadows Association**  
**Directors Meeting Minutes**  
**September 28, 2019 9:00 am**  
**Senior Center, Ephrata, WA**

Present: William Higley, Sr. Dave Mayer, Jeff Deline, Julie Lindgren, Rob Edinger, Pete Savage  
Jose Ortiz, Michael Wyman

Call to order at: 8:11am. The Chairman reminded everyone of the Code of Conduct and Confidentiality

Old Business:

Rob made a motion to approve the minutes from 09/07/2019. Pete seconded the motion. The motion passed unanimously.

Dave Mayer and William Higley, Sr. need to set a time to meet at the bank to become joint signers on Rimrock's investment accounts. Signing will happen Thursday 10/3/19. Bill will forward financial info to Julie afterwards.

Report on the status of Manager's house and Caretaker's apartment. Jose is all moved in and working on a punch list from the professional home inspection. One of the water heaters is not working. The other is making noise. Dryer is not drying, the heating element may need replacing.

Status of Apartment - There is still a problem with mold. Julie made a motion to have the Home Inspector inspect the apartment to recommend repairs. Rob seconded the motion. The motion passed unanimously.

Planning Committee Report:

Status on "Extended Stay Permit" - The ESP will be ready to use next month. Rob will be utilizing a similar process that is used by another HOA. There is a plan to have Michael review what Rob has developed and then have the PC members also review and approve the drafted permit. There is a plan for the PC to do a drive around to inspect lots after the winter storage opens.

The typical drive around gives a status of the community. Members and staff do alert the PC to property nuisance type events. The PC has been able to respond to issues in a short time frame and obtain good compliance from members regarding the recommended property modifications.

There was a discussion around members having animals on their property while not living full time on the property. It was proposed that no animals are allowed to live on the property if you are not there daily. Michael mentioned that an amendment to the Covenants be considered to limit the numbers of animals based on the size of the lot. The old Douglas County code mentions specific limits.

Short break commenced. Meeting called to order again at 8:51 am.

Managers' Report:

Pool deck safety, Pool Leak, & the non-working automatic pool cover

The supports for the red stones are potentially weak in spots. The cover for the pool has been placed on top of that area in order to discourage people. Still waiting on Orca to see if we can repair the automatic cover.

Jose performed testing according to a recommended method for determining if there is a leak. Based on the results of his testing, Jose' had determined that it is unlikely that there is a leak in the pool.

Employee time cards and schedules. It was mentioned that staff should be documenting their hours and management should be maintaining those records.

Description of individual staff duties. It was proposed that the duties within each position be documented.

School has started. Jose' has started online classes on 9/23/19.

Camp Host Leaving Party. Bill brought pizza. It was an opportunity to say a big thank you to our hosts. It was very well received by the hosts.

Moved out of Apartment. Jose and his family has been in the manager's house for 1 week. He recommends we schedule the inspector soon.

Fall Schedule. We are getting into cold weather. Focusing on everything above ground watering timers. Starting to put the pool to bed for winter adding algaecide and do all the draining of the water lines and filters, etc. The blow-down is scheduled for the 24th where the water will be shot off to the campground. It is a busy time for staff even though it's considered a slow time based on member attendance. Jose' mentioned he is expecting to

Time set aside for members with recent bans to address the Board about those bans from Horseshoe Park. Each member that was present and had a suspension of use for the common

spaces was invited to address the board. These members were reminded that this is just an opportunity to make a statement

Member MH made a statement.

New Business:

Financial Committee (Julie to lead conversation regarding need and scope) Do we want to take on a "Financial Advisor" to cover our investment strategies? Jeff made a motion to form committee, Pete seconded committee, all were in favor . Julie made a motion to appoint Dave Maer and Jose' Ortiz to the finance committee. Jeff seconded the motion. All were in favor. Motion passed unanimously.

Bill made a statement that we appreciate the interest in filling the vacant board position and further stated that we respectfully decline to appoint anyone to the vacant board position at this time.

Question before the board - does the board give consent to have Jose proceed with selling the "Structure" Fire Truck and the tractor for a fair price? It is proposed that the proceeds of these sales could go towards the purchase of a newer tractor if it is necessary to replace our current one.

Pete stated that he has deep experience with farm equipment and that this tractor is the best model that John Deere ever made. Pete further asserted that this tractor has had good maintenance and the proposed needs for maintenance are also reasonable. Pete would like the opportunity to inspect the tractor before we make a decision regarding the tractor. Pete asked if we would table the discussion of selling the tractor until the next meeting. It was agreed to wait for a report from Pete before making a decision about the future of the tractor.

Stan Marsh has volunteered to help us sell the structure fire truck. Rob mentioned that the truck should leave the property when it is sold. Michael says that as a condition of sale that the truck has to be moved out of the Rimrock Community and that we keep the funds in escrow or in trust until the buyer complies with that condition. Rob made a motion that Stan Marsh work with Jose to sell the structure fire truck to maximize the return on the truck and see that it is removed from the property. If the truck is not removed from RR the sale would be rescinded and the truck sold to another buyer. Jeff seconded the motion. All were in favor. Motion passed unanimously. Rob suggested that Stan let us know if he has any costs associated with conducting this sale.

Pete made the motion to accept the finance policy for Signatories on all Association Accounts as written, Rob seconded the motion. All were in favor and the motion passed unanimously.

Julie made a motion at 10:00 am to enter executive session for the purpose of discussing personnel matters, enforcement of governing documents and potential litigation. Jeff seconded the motion. All were in favor.

Exited executive session at 12:00 noon. Lunch break commenced.

Rob made a motion to approve an amendment to increase the special consultant's scope of work with a max budget of \$750.00 for the additional consulting services, and authorize the chair to execute a contract with the special consultant. Jeff seconded the motion. All were in favor and the motion passed unanimously.

Julie made a motion to extend the ban for MH and JL until the next in person board meeting 11/9, and to allow the ban to expire for BB due to the communication he submitted to the board accepting the consequences of his actions and expressing remorse. Rob seconded the motion. All were in favor. The motion passed unanimously.

Pete made a motion to limit the number of hours 8 per week and a wage of \$16.00 per hour for the part-time temporary caretaker assistant, and that the position holds no benefits. Jeff seconded the motion. All were in favor. The motion passed unanimously.

Jeff made a motion to approve the contract for the General Manager as written and authorize the Chair to execute the contract on behalf of the Association, pending a background check.

Rob made a motion to adjourn at 12:54 pm. Pete seconded the motion.