

Rimrock Meadows Association

Board Meeting Agenda

August 8th 2020 7:00am – 1:00pm
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

Not Present:

None

Call to order at: 7:09Am

Chairman's statement & reminder of code of conduct-

I would like to thank the Board Directors for their thankless efforts that contribute essential services to Rimrock Meadows. I would like to thank staff for keeping our environment safe and distant, as well as preparing the Clubhouse for this meeting.

I would also like to thank the general members who are observing today's meeting. Your interest in our community's success is greatly valued.

I would like to express a sincere thank you on behalf of our community to the men and women who selflessly fought the Coulee Meadows Wild Fire late last month. The fire burned for a day or so and charred over 600 acers. The closest Rimrock land was only 1.1 miles away from the inferno.

A special thanks is owed to the members of our community who braved the burn and return home with burned shoes, clothes, and smelling like a campfire.

Rimrock has survived another close call because of the people who care greatly about the community. Let us all share that same fiery compassion when we look toward the future of Rimrock. Lets continue the momentous team work in prior events, in to the challenging topics that are before us today. Together as a team we have and will overcome any challenge that threatens this community.

Thank you to all the people who keep Rimrock great.

Rob Edinger

Manager Report:

1. Fencing and Horse at Manager's House – Jose stated that the fence project at his house is completed. There was inquiry as to why the third rail hadn't been installed, as agreed, and that it would look better and more consistent with our western style theme. The fence

design was altered by Jose, but the board would like it completed as originally discussed. Jose will complete the install of the 3rd rail.

Jose explained that the Horse moving to the manager house is no longer an issue however he may like to revisit the option in the future.

2. Staining Clubhouse exterior -Jose reported this project is completed. All buildings are stained with the same colors. BJ asked about the Pergola getting completed. Jose stated they would also stain the Pergola, pump house & small building by the tennis courts.
3. Septic System Install –Jose stated that the County approved the permit and came out and looked at the holes. Kamstra Construction turned in a bid and his proposal includes getting rid of roots growing around the pipes. Kamstra Construction is able to start as soon as Monday, 8/10/20. The board is in favor of accepting Kamstra Construction’s bid of up to \$16,000.
 - BJ made a motion and Stan seconded to accept Kamstra Construction’s bid for replacement of the septic system at the Manger’s house at or below \$16,000.00.
Motion Carried.
4. Fall Rattler Edition – Jose to begin producing a Fall Rimrock Rattler. There is a desire from the membership for this communication to continue. Some recommended topics include: Covid update, Manager report, Board Meeting member attendance criteria reminder, welcome new member(s), announce projects completed, storage shed interest, & RV storage update. Jose to produce a draft to send to the Board by Sept 1, with a projected date for the final to be available to members by Sept 15
5. Pending 2020 Proposed Projects Update-
 - a. Storage Shed Proposal – Jose still needs to gather additional bids and finalize a formal proposal to present to the board. Jose will also put information regarding storage shed interest in Rattler.

New Business:

1. Member TM lost package – There was discussion and explanation of a lost package claim made by member TM. A straw poll was taken regarding consideration of reimbursement to TM for missing package however no Board members were in favor of reimbursement of said lost package. There was conversation regarding developing a Shipping Packages to RR Policy.
2. John Deere Tractor – Jose informed the Board that Pete Savage’s findings concluded John Deere tractor has a warped block. Jose proposed several replacement options. The tractor is used for road maintenance, weed spraying, plowing, & other misc. work. Jose has stated the attachments that we have, that he’d like to use, will work on the tractor he’s proposing. Jose was encouraged to consider what equipment we have on site to get rid of to offset the cost of the tractor. There was discussion about the Gator and its value added to Rimrock, as well as what other equipment do we have on hand that could potentially be sold to offset the tractor cost. Jose will make a formal proposal to purchase a piece of equipment. Jose to get back to the board with a list of equipment that can be deemed surplus, to offset costs by Aug 15th, 2020.

BREAK 9:00a – 9:13a

3. Community theft prevention –

- a. Member SW to address the BOD – SW spoke about the thefts this last year & the need for increased security at Rimrock. SW asked the Board to look into camera purchases & SW stated he is willing to assist with install, etc. SW offered to assist with a Committee to investigate available security camera options & costs.
 - A motion was made by Julie and seconded by Josh to form a temporary “Security Committee” now through December 31, 2020, for the purpose of researching and crafting security proposals for consideration to the Board. The Committee shall include 1 employee (Jose), 2 Board members (Josh & Pete) and up to 6 community members. *Motion carried*

Finance Committee:

1. Petersen CPAS Panel Review – Angela Pratt– Angela gave a presentation on the Board’s role & responsibility including its fiduciary responsibility. She highlighted the importance of creating and updating a Policy Manual at least annually, as well as a Procedures manual.

There was discussion surrounding our 2017 & 2018 budget & cash flow statements and our end of the year totals. Angela shared that year over year Rimrock’s operational costs are more than the revenue generated by operations and that RR has routinely used revenue from lot sales to support annual operating costs. Angela stated this is not advisable and that operating revenue should support operating costs. She recommended that lot sales revenue be targeted to capital expenses and funding the reserve account. It was also noted that each year the number of members increases which in turn adds more usage of / pressure on our limited infrastructure and that additions to the infrastructure and amenities will be required. There was also discussion around the need for systematically making annual deposits into the Reserve Funds to maintain the health of the Reserves over time.

BREAK 10:56a-11:05a

2. Finance Committee Policy –
 - BJ made a motion and Pete seconded to approve the Finance Committee Policy as written. *Motion carried.*
3. Financial Reporting – reviewed YTD Profit & Loss statements as well as some specific line items and cash flow discussions more in depth. Discussed members that are under a purchase contract yet are behind on dues. Jose will identify and list all members in this standing and report back to the Board. Ralph will begin to send his “Firm” version of dues reminder letters to members that are still behind on dues. Angela was helpful in explaining and answering questions related to our Cash Flow and YTD balances

Old Business & Workflow Delegation:

1. Approval of June 20th 2020 meeting minutes –
 - Josh made motion and BJ seconded to approve June 20, 2020 board meeting minutes. *Motion carried*

2. Hold Harmless Addendums - Rob updated this is still in process
3. Board Meeting minutes on RR website – Discussion around possibly “cleaning up” the minutes section of the website, due to the webmaster reaching out and asking if we can / want to decrease the amount posted. We will consider cleaning this up after some follow up options are asked of the webmaster.
4. Human Resources Manual - Leah updated this is still in process.
5. RV Storage Contracts – New storage contract are in use and there was discussion of how to institute for current tenants. Jose will compose a letter to notify members and will send it to Julie for review. Once agreed on, the notice will be sent to the current storage tenants informing them of our new board approved process and contract to come at a later date.
6. Spending Cap / Policy – Reviewed proposed Spending Cap policy and further recommendations were made.

BREAK – 12:32-12:38

- Julie made a motion and BJ seconded to enter executive session for reasons related to personnel issues and to confer with legal counsel for 45 minutes.
Motion carried
- Leah made a motion and Stan seconded to adjourn at 2:09pm. *Motion carried.*

Next Meeting Scheduled For; August 19th @ 6:00pm via teleconference