

Rimrock Meadows Association

Board Meeting Minutes

April 10th, 2021

Board Officers Present:

Leah Turner, Chairman; **BJ Cunningham**; Vice President; **Dave Mayer**, Treasurer; **Josh MacKenzie**, Secretary;
Cindy Alsop, **Stan Marsh**, **Pete Savage**

Others Present:

Jose Ortiz, President; **Michael Wyman**, Attorney

Call to order at: 9:06 am

Chairman's statement & reminder of code of conduct

Motion to Approve the Pre-Annual Meeting Board Meeting Minutes, Annual Meeting Minutes and Post-Annual Meeting Board Meeting Minutes from March 13, 2021. Pete Savage motion to approve, Josh MacKenzie seconded.

Motion carried unanimously.

Manager Report:

1. Seasonal Employee Update – Jose reported that we did have three candidates apply through Indeed, none which are a fit. May have one potential applicant based on word of mouth, waiting for resume however he is not 18 years old yet.

ACTION:

- i. Jose needs to review requirements for hiring of a minor if applicant is a good fit and hired before the individual turns 18.

2. Rimrock Rattler draft proposal – reviewed draft, discussion to make good use of space on both front and back of Rattler. Needs to include enough information for members, important dates are dependent on what Phase Douglas County is in, add fun items and an update from the Planning Committee.

ACTION:

- i. Jose to provide final draft to board 4/18/21 & hopefully out to membership by 5/1/21.

3. Lot Sales Update – Jose gave an update of the number of lots sold YTD. Discussed handing out a condensed version of our Covenants with each lot purchased to ensure new owners are familiar, PC concerns and how lots are marketed was also discussed.

ACTION:

- i. Planning Committee to provide Jose a “1 pager.” Once received, Jose will mail all future new lot owners the information if he is unable to deliver it in person at time of purchase.
- ii. Jose to update a bulletin board for “All Members” on the top do's/don'ts and good to knows by 4/18/2021.
- iii. Jose to update the featured buyback list and work off of that rather than bounce around to each individual buyers requests.

4. Status of account referred to Collections –One account formally in collections. One in the process.

5. HUD Registration update – Discussed process.

ACTION:

- i. Number 1 priority. Jose to research and file with assistance from Leah/Michael as necessary.

6. LocalTel Tower update – Motion to move forward was approved at the March 13th meeting. Execution of contract in process. This is a new tower to boost our WIFI.

Treasurer Report:

1. Q1 Financial Update – Reviewed YTD P&L. Discussion on timing of when financials would be updated and the format that will be provided to Board for review.

ACTION:

- i. Jose to work with Ralph to ensure a month end closing and reconciliation is done within one week of month end.

Planning Committee Report:

1. PC Chairman Update – Discussed adding two new members to the Planning Committee (PC). Reviewed applicants. Motion to approve the adding of Julie Lindgren and John Mautz to the PC was done by BJ Cunningham and seconded by Josh MacKenzie. ***Motion carried unanimously.*** Stan also gave an update on building applications, structure reviews, violations, pending documents. PC to do spot checks on 4/10/2021. Next PC meeting 4/18/2021.

ACTION:

- i. Jose to check with county commissioner on the PUDs Franchise agreement on right away. Would like them to adopt ordinance to go underground to comply with Rimrock's convenance. Update to be given at next board meeting.

New Business:

1. Cindy Alsop is invited to discuss her Planning Committee experience and recommendations.

ACTION:

- i. Stan will ensure PC sends a response on all applications, including those with incomplete applications.
 - ii. Jose will enforce members emailing the PC applications rather than obtaining through the office
 - iii. PC to add a vegetation clearance plan to the Building Site Plan Requirements.
 - iv. PC to ensure a copy of all approved applications and notice of corrections are emailed to Jose for records at the office.
 - v. PC to give a monthly update on notices sent, update on corrections in process and any item needing board approval.
2. Discuss possible Preventable Fire Fine – discussion on preventable vs non-preventable fires. Discussed current policies and the consideration of a fine if the fire was deemed “preventable” due to the risk and cost of the fire response. If there is a fire – members have 60 days to clean up at the member's expense. Discussed Rimrock Burn Pile and the risks that poses as well as the increased amount of materials being burned that shouldn't be such as construction material, furniture, etc.

ACTION:

- i. Jose to include a reminder in the May Rattler on Fire Prevention
 - ii. Jose to put information in Rattler that the Burn pile is for natural debris only, no lumber, construction, garbage, etc.
 - iii. Jose to put a camera up at the Burn Pile.
3. Rimrock Board Facebook page – It was discussed that in an effort to continue to be more transparent and to provide more communication and information to members, the Board would create an Official Board Facebook page. The page would be for communication only from the Board (no comments). This will include messages from the board, updates to phase information, copies of minutes and the Rattler.

ACTION:

- i. Leah to setup new page
 - ii. Jose to include in the Rattler.
4. New Rimrock Website – Cindy and Jose are working with Ron on a new website, an update will be given at the next board meeting.
 5. Capital Budget project planning – Status of current capital projects was discussed.
 - a. Clubhouse and Poolhouse Roof: Timing of completion has been pushed until Mid-June. Cost of materials are going up. **ACTION** Jose to reach out to Vendor for a revised estimate is that includes a completion date and ensure it includes both labor and material.
 - b. Clubhouse Carpet: Vendor meeting with Jose today (4/10) to finalize carpet selection, install will start within a week and finish by end of April.

- c. HVAC – Clubhouse & Office: Three wall mounted units to be installed (kitchen, office & clubhouse). No longer have swamp coolers after new HVAC installed. **ACTION**: Jose to confirm start date, needs to be done by Memorial Weekend.
 - d. HVAC – Mgr House – Bid for work has not been completed.
 - e. 2021 Road upgrades: Kamstra – to focus on division 2 and clean up winter damage to the roads. Jose to provide an update next meeting.
 - f. Storage Sheds Price of units has gone up significantly because of material prices. Jose has purchased one shed that was delivered already and has a renter lined up.
 - g. 10hp Pump –The pump is leaking out of the shaft and needs to be fixed or replaced. The vendor has not come out yet to determine if a repair or a new purchase needed to be made. **ACTION**: Dave Mayer to look at it with Jose to see if we can fix it.
 - h. Paint Exterior of manager’s house. – Lower priority project, likely a Fall 2021 project.
 - i. Playground structure – Jose will be finalizing purchase by end of April. Need to have it put together before old one is removed.
6. Phase 3 opening discussions – What is included in Phase 3, discuss potential processes to allow for pool opening, Campground opening, common areas opening, Memorial Day BBQ, etc.

DECISIONS:

- i. No Memorial Day BBQ this year. Unfortunately logistically there’s too many challenges and risks
- ii. Camping will be open 100% on a reservation basis, as long as we remain in Phase 3
- iii. Pool to open on a reservation basis with a max number of people and a time limit. We will need a pool attendant to ensure only those who are signed up are inside and the maximum number of people is observed
- iv. Lifeguard / Attendant to be hired to monitor the pool Friday-Monday.

ACTION:

- i. Cindy to research and get back on Max # of people in pool based on phases 2 & 3

Executive Session: Motion to go into Executive Session at 1:30 pm to consult with legal counsel. Motion made by Cindy Alsop and seconded by Josh MacKenzie. ***Motion carried unanimously.*** Executive Session ended at 3:01 pm.

Next Meeting Scheduled For: Phone Conference Monday May 17th at 6:00 pm.

Motion to Adjourn: Cindy Alsop made the motion and BJ Cunningham seconded to adjourn the meeting at 3:35pm. – ***Motion carried unanimously.***