

Rimrock Meadows Association

Directors Meeting Minutes

March 30, 2019 10:00 am

Ephrata Senior Center

Present: William Higley, Sr., Carolyn Johnson, Dave Mayer, Jeff Deline, Julie Lindgren, Rob Edinger, Kevin Danby, Michael Wyman, Mike Campbell

Call to order at 10:00am

Chairman's statement was made and included a reminder of Code of Conduct and Confidentiality

A motion was made to approve the meeting all minutes from January through March. Motion passed unanimously.

Further discussion was had about the future role of recording minutes at board meetings. A suggestion was made to have third parties record minutes so that all board members can remain engaged. Action was delayed for a future meeting.

The board discussed housing for the General Manager. A few remodel suggestions were made by Kevin Danby. Kevin Danby, Bill Higley, and Carolyn Johnson will conduct a walk-through of the manager's house.

The general Manager salary was discussed. Each board member, including non-voting director(s), submitted the desired target salary. The range was \$51,000 - \$70,000. Should the appropriate candidate apply, the board is willing to set the max annual salary at \$70,000.

The new General Manager Job description was discussed. Kevin Danby spoke about the need for advanced mechanical ability in a manager. Rob Edinger recommended developing policies and procedures as a safeguard. Kevin Danby committed to producing standard operating procedures and a vendor contact list.

Job posting was discussed. A number of ideas were brought up. Ultimately the board collectively decided Indeed.com would be the best resource for us.

A motion was made by Carolyn Johnson for Rob Edinger to take the lead on posting the General Manager Job on Indeed.com. Motion was seconded by Julie Lindgren. Motion passed unanimously.

A motion was made by Dave Mayer to give Rob Edinger a max budget of \$1,000 for spending related to General Manager Job advertising. Motion was seconded by Mike Campbell. Motion passed unanimously.

The board discussed the incoming resumes from Indeed.com. A select group was comprised of five board members. Julie Lindgren, Carolyn Johnson, and Rob Edinger volunteered to vet incoming resumes. Bill Higley and Kevin Danby volunteered to review the resumes selected for advancement. Resumes will be reviewed from Indeed.com every other day. The qualified applicants will be advanced for further review. A window of three weeks was set for resume collecting and review. Mike Campbell, Dave Mayer, and Jeff Deline elected not to be involved in the initial resume process, until more clear and qualified candidates present themselves. Kevin requested the link to the Indeed advertisement be emailed to him, so he can also post the job on Facebook.

Kevin Danby informed the board that he intends to be moved out of the manager's house by the end of April.

Kevin Danby's retirement party was discussed.

The potential budget was discussed relative to the remodel of the manager's house. The reserve study estimate for the manager's house remodel was discussed. It was suggested that Cindy Alsop would be asked to submit an estimate on the remodel. Mike Campbell indicated interest in bidding on the exterior paint.

Meeting adjourned at 2:21pm