

# **Rimrock Meadows Association**

## **Board Meeting Agenda**

November 7<sup>th</sup> 2020                      7:00am – 11:00am  
4177 Tumbleweed Way              Palisades WA 98845

### Board Members Present:

**Rob Edinger**, Chairman; **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:

**BJ Cunningham**; Vice President

### **Call to order at 7:10am:**

Chairman's Statement: Welcome to our November Board Meeting. This unique year is approaching its end and we will be looking toward preparing ourselves for an unconventional annual meeting. As we assess the challenges ahead of us relative to COVID-19, we will be hyperfocused on health, safety, and function. It is likely that the deployment of technological resources, such as zoom meeting, will be necessary to maintain our standard of safety and transparency in the community.

Thank you all for coming today. We are prepared to conduct another successful meeting in our clubhouse. Let us not allow what we can't do to affect what we can do.

Thank you

Rob Edinger

### **Manager Report:**

1. Localtel (internet provider) proposition – Localtel service that is currently being provided to Rimrock is below their standards. They have proposed building a 100' tower on property of Rimrock Manager house to improve the services provided to Rimrock. There were questions raised and terms that will need to be reviewed in order to fully consider this proposal. Jose to provide a sample proposed contract or proposed terms of agreement to the Board for review, prior to any action being taken.
2. Winter Rimrock Rattler - Discussion & recommendations about revisions to be made to the draft that Jose prepared and potential new topics to include. Rob will work with Jose on the revisions needed in order to publish.

### **Finance Committee:**

1. DOR Tax Accounts – There was discussion about the necessity of setting up administrative staff with access credentials on Rimrock's DOR tax accounts. Information that is needed to set up accounts is sensitive, personal information but we need to ensure we have adequate and proper

staff set up for our quarterly payment processing. Jose to report back to the Board on status of Administrative employee account set ups.

2. Committee Member introduction – Krissy MacKenzie was recommended for appointment to the Finance Committee as a member. Krissy is currently a Business Analyst for Grant County PUD. She has experience with payroll, business finances and taxes as well as ensuring confidentiality and transparency with reporting. Krissy is clearly a member who cares about Rimrock’s success and exhibits a great deal of knowledge, professionalism and ethics. *Leah made a Motion & Pete seconded to appoint Krissy MacKenzie as a general Finance Committee member. **Motion Carried.***

Break 5 min – 8:13am

3. Financial Reporting – Reviewed current P&L and discussed concerns with the service being provided by our current accounting service. Ralph & Jose to draft a list of challenges with current level of service and goals of improved outcomes. Jose to schedule a call with them to discuss our concerns.

#### **Planning Committee:**

1. Pending Governing Document Violation(s) – 7 violation notices sent out to members relative to their property non compliance.
2. Seasonal Use / Extended Stay Permit – Membership previously voted and approved a Seasonal Use / Extended Stay provision in the CC&R’s allowing extended stay outside of normal season that requires a request for approval to stay on property of more than 9 days in any 30-day period. All members who are interested in staying more than 9 days in any 30-day period, during the Winter months, must complete their permit application in writing to the Planning Committee for approval. There was a reminder to all to “See something, Say something” to ensure our CC&R’s are not being violated.

#### **Old Business:**

1. Approval of September 26<sup>th</sup> 2020 & October 22<sup>nd</sup> 2020 meeting minutes – *Josh made the motion and Leah seconded to approve September 26<sup>th</sup>, 2020 & October 22<sup>nd</sup>, 2020 meeting minutes. **Motion Carried.***

#### **New Business:**

1. Annual Meeting Timeline & Preparation
  - a. Date and location of Annual Meeting- The Annual meeting will be held Saturday, March 13<sup>th</sup>, 2021. Public gatherings are still restricted and likely will still be in some capacity into 2021. The Board will research state and local business related, gathering /meeting restrictions. We need to consider the possibility of alternate arrangements for the 2021 Annual meeting. It is reasonable for us to consider the need to consider a hybrid model of in person & online (via zoom, etc) to be able to still provide the meeting to as many members as possible.
  - b. Annual Budget Drafting Discussion – Jose to present the 2021 Operating budget draft to the Board by Wednesday, November 11, 2020 & Capital Expenses budget draft by November 18<sup>th</sup>, 2020.

2. Confer with Counsel – *Leah made a Motion & Josh seconded to enter executive session to confer with legal counsel 9:53am for 40 minutes. – **Motion Carried***

Exit executive session. @ 10:32am

3. Surplus equipment discussion – There was discussion about the John Deere tractor. *Pete made the Motion & Stan seconded to establish the John Deere tractor as surplus and begin the process to sell the equipment outside the community. – **Motion carried***
4. Rimrock Cell Phone – The topic of getting Jose a cell phone for Rimrock purposes was revisited. It was decided to pay a stipend to Jose rather than him to get a phone solely for Rimrock purposes. *Leah made motion and Josh seconded to approve \$100 monthly stipend for cost reimbursement purpose for the General Manager's cell phone's bill. – **Motion carried***

**Next Meeting Scheduled for Thursday, December 10<sup>th</sup>, 2020 – Time TBD**

*Leah made Motion & Pete seconded to adjourn the meeting @ 10:44am. – **Motion Carried***  
Adjourn at 10:44am