

# **Rimrock Meadows Association**

Board Meeting Agenda  
April 11<sup>th</sup> 2020 @ 9:00am

## Board Officers Present:

Rob Edinger, Chairman; BJ Cunningham; Vice President; Julie Lindgren, Treasurer; Leah Turner, Secretary; Josh MackKenzie, Stan Marsh

## Others Present:

Jose Ortiz, President; Ralph Saint Romain, Office Administrator; Michael Wyman, Attorney

### **Call to order at 9:04am:**

Chairman's opening statement

- Rob made introduction of guests that will be on the call today, Ralph Saint Roman, Office Administrator and Angela from Peterson Advisors, who is scheduled to join in near the end of the call. Rob also made note of the project delegations at the bottom of the agenda to be worked on between now and next meeting.
- Rob suggested, although slightly off the normal scheduled order, that we enter executive session now. Ralph stepped out of the office for a few minutes until Executive Session was over.

Julie made a motion to go into executive session for the consideration of personnel matters (and potential litigation). Stan seconded the motion. All were in favor. Executive session began at 9:07am.

- Rob reminded all Board Directors of the Code of Conduct and the confidentiality of executive session topics.

Exit executive session 9:57am

### **Old Business:**

1. Approval of March 26, 2020 meeting minutes – BJ made a motion to approve the minutes, second by Stan Marsh – Motion is carried.
2. Fencing and Horse at Manager's House – Jose has a horse that has been staying off-site but needs a new home for the horse. Jose has asked to put up a fence for the horse at the Manager's residence & has put forth a few different options & proposals to do so. All proposed options for the horse fencing would be completed by Jose and at his expense & would be left on the property should he ever leave the residence. There was discussion about Jose's experience with providing primary care for a horse as well as any potential liability to Rimrock should the horse be allowed to stay on the property. Discussion included the options of Jose getting renters / homeowners insurance to mitigate any potential claims that could arise due to or from the horse. Rob made the recommendation to Michael to create a document that releases the association from any harm or legal action and states that Jose would accept responsibility for such. Jose will work on a formal proposal to include obtaining information about whether the association's insurance provides coverage for staff having a horse on association property as well as Jose obtaining his own renter's policy and the specific coverage provided by a his

renter's policy surrounding the horse. Jose will share this information with the Board in order to obtain final approval.

3. Tractor Repair Proposal – Pete sent email of findings regarding the health & condition of the Tractor.
  - Tractor value as it sits, is valued at approximately max \$3000. It needs extensive repairs of approximately \$2400. The recommendation by Pete is to invest in fixing just the cooling system and fueling system at approximately \$200. This will keep the tractor running. Pete recommends against investing a lot of money into it based on needs and age. The board agreed to allow \$350 to be spent to provide repairs on the Tractor.

#### **Managers Report provided by Jose:**

1. Backflow Water Valve Report – Jose has begun this project and it is still in process.
2. 2020 Proposed Project updates-
  - a. Staining Clubhouse exterior – This has been started and is still in process. Good temperature is needed so progress is slightly contingent on weather.
  - b. Additional storage sheds – lot 2 – We have a demand and a waiting list for additional sheds & will discuss this further at a future board meeting
3. Seasonal Employee Update – The new seasonal employee, Brian Gallegos, has started and has signed the employment agreement. Jose stated Brian is eager to learn and willing to work and get things done. The employment contract will be reviewed and approved by all Directors via email.
4. Campground Closure Update – To date, we have agreed to close campground, no camp hookups are allowed at this time. Propane is sold by appointment and the potable water is still being provided. Jose stated there is still some demand for the campground and Jose has asked for exceptions to be made for “snowbird” members. They live in their RVs & Jose raised the questions of whether this may be covered under Gov Jay Inslee’s revision to the campground recommendations for full time residents. There was discussion about allowing “snowbirds” to stay in campground while getting their lot “ready”, etc. There was also discussion of whether or not a Camp Host is needed during this time when the campground is not open. There was lengthy conversation surrounding these topics and the main objective is to remain consistent and fair for all members. Therefore, it was decided that the Camp Host can continue to stay in the Campground with the understanding that they are following social distancing expectations. It was decided to continue to keep the campground closed and no other members will be allowed to camp there other than the Camp Host, until further notice.

#### **New Business:**

1. Petersen Advisors Presentation – Angela Pratt – Julie opened discussion stating in the past Rimrock finances were mainly viewed or discussed intermittently at board meetings and we are exploring the need to review them on a more regular basis. A Board’s responsibility does include financial oversight and responsibility over the organization.

Julie introduced Angela to the discussion. Angela is a CPA and has experience with HOAs, non-profits and audits and has been contracted with Rimrock for a number of years. Angela offered an in-person financial training for the Board once Stay at Home is lifted. Angela went over some Best Practices of what things we should be reviewing regularly and what to be looking for when we are reviewing Rimrock finances. Gratitude was expressed to Julie for raising the awareness of the need for Board Directors to be involved in oversight of the financial health of Rimrock spearheading this movement.

2. Workflow Delegation –Rob stated there is a lot of work regarding some specific goals that have not been scheduled or been on the forefront. We have long overdue policies for a variety of reasons. It is appropriate to write policies to help govern the future of Rimrock and establish standards for moving forward. The following Directors will be responsible for the following Policy deployments:
  - a. Policy deployments;
    - i. Nepotism [BJ, Josh, Leah, Julie] - Final Draft to be available to Board for approval at next Board meeting (May)
    - ii. Financial [Julie, Ralph] - Julie & Ralph to triage needed Financial policies and bring forward areas of priority or concern
    - iii. Surplus equipment [Stan, Pete, BJ] - Setting policy regarding the sale of Surplus equipment at Rimrock. Jose was added to be a part of this team to develop this policy.
    - iv. Credit Card Fees [Leah, Ralph] – Leah raised possibility to turn the burden of the credit card processing fee to the card holder rather than Rimrock. Leah will email Ralph to schedule discussion. Jose will be a part of this discussion as well.
    - v. Update on all members in the violation process [Stan, Jose, Rob] –
    - vi. Necessary voting to assess fines [Jose, Rob] - compile all existing violations or notices and present to the Board at the next meeting for considering assessing fines

**Next Meeting Scheduled for Saturday, May 23<sup>rd</sup>, 2020 @ 7:00am @ Ephrata Senior Center**

**Motion to Adjourn made by Pete and second by Stan, motion is carried**

Adjourn at 12:02 pm