

Rimrock Meadows Association

Directors Meeting Minutes

January 11, 2020 at 9:00 am

Ephrata Senior Center

Present: William Higley, Sr., Dave Mayer, Jeff Deline, Rob Edinger, Pete Savage, Jose Ortiz, Michael Wyman

The meeting was called to order at 9:10 am. The Chairman reminded all of the Code of Conduct and confidentiality

Old Business:

1. Approval of minutes from previous meetings
 - a. Dave Mayer made a motion to approve all prior meeting minutes, including December 2nd 2019, November 9th 2019 and January 7th 2020. Seconded by Pete Savage. Motion passed unanimously.
2. Update on joint signers on our CD's and other Market Accounts
 - a. Dave and Bill met with the appropriate representatives and are now the joint signers. All previous names, including prior management have been removed.
 - b. Discussion was had about the process for renewing the short term investment accounts. Discussion was tabled for further review on processes.
3. GM performance review timeline & execution
 - a. GM's second performance review was discussed. The board will be preparing for the 6mo evaluation. The board asked Rob Edinger to submit a 6mo review proposal for board approval.
4. Status update on Employment contracts
 - a. Bill announced that the two employment contracts, for Jose and Ivan, have been completed and filed.
 - i. Dave Mayer made a motion to ratify and approve the employment contracts for Jose Ortiz and Ivan Ortiz, and approve the chairman Bill Higley to execute on behalf of Rimrock. Seconded by Jeff Deline. Motion passed unanimously.

Managers Report:

1. Caretakers Update
 - a. Apartment is ready to be moved into. Ivan is currently moving in. A few final touches need to be made, such as the washing machine hose. Unit is clean and was done well.
2. Manager's house condition report & estimate
 - a. Jose says the dryer is not working well anymore. The board recommended that Jose

just replace the dryer. A few of the heaters are not operating as well. Dave Mayer volunteered to inspect the heaters and make a general recommendation to the board.

3. Discussion about RR lot sales process

- a. Jose informed the board that previous sales tactics have left Rimrock with a large amount of debt owed on lot sales. Jose would like to enact several standards within the sales process, such as background checks. Jose asked legal counsel if we can change the language within our purchase and sale agreements. Michael explained that collection action and member sanctions are the best use of our time relative to money owed to RR. Michael recommended a policy that sends a member to collections if they owe RR debt longer than 1 year, with no history of payments.
- b. A down payment policy was discussed (current down required is 20%) The group discussed increasing the down payment for contract lots.
- c. How and when we begin collecting debt was discussed. Thresholds were discussed. If a member is delinquent more than 1 year, they will be sent to collections. Michael recommended a good collection agent for Rimrock. Michael with board consensus, will contact his recommended collection agency and invite them to participate at the next board meeting for further discussion.
- d. Dave Mayer made a motion to increase minimum contract sales down payment to 50% and increase the interest rate to 15% interest. Pete seconded. Motion passed unanimously.
- e. Guests of Rimrock, that are not on title, want to use facilities. Dave asked if we are entitled to supply water to members or the public. Rob said no, the only time water is owed by Rimrock is when a service is guaranteed, such as a night in the campground.

Bylaw Review

1. 2.4 Dues and Assessments (Storage)

- a. Bill said that we have multiple members that have items in storage but have not paid. Can we make them MNIGS. Yes we can. We can send them notice and then dissolve or sell the unit. Jose will develop notice to member.
- b. Dave Mayer made a motion to amend the bylaws to reflect MNIGS if they do not pay storage fees for sheds or RVs. Pete seconded. Motion passed unanimously.
- c. Dave Mayer made a motion for Michael to amend the bylaws 2.4 to reflect MNIGS not having voting rights. Pete seconded. Motion passed unanimously.

Planning Committee:

1. Planning Committee Update –Rob Edinger made a motion to enter executive session at 10:29am for reason related to enforcement of governing documents and potential litigation. Pete seconded the motion. Motion passed unanimously. Executive session ended at 11:43am

- a. Members N.I.G.S.
 - i. Rob Edinger made a motion to suspend member M&A's \$500 fine and

MNIGS for 90 days, pending full compliance. Dave second. Motion passed unanimously.

- ii. Rob Edinger made a motion to make member N&T D MNIGS and begin assessing fines of \$50 per day each day they are in violation beginning 1/11/2020. Dave seconded. All were in favor, motion passed.

Lunch break 11:51

12:43pm back from lunch

New Business:

1. Pre-approved time allocated for members who scheduled to address the Board -none
2. Office Manager Position
 - a. Dave Mayer made a motion to enter executive session at 1:26pm for personnel reasons, Pete seconded, motion passed unanimously.

Executive session exited 2:08pm

Rob Edinger made a motion to approve a retirement package for Karee Schafer. Seconded by Pete. Motion passed unanimously.

Rob exited meeting at 2:10 pm. Meeting continued with remaining participants.

- b. Wages, Benefits, & Job duties Proposal for Office Administrator position (Approval Needed)
- c. Interview panel formed
 - i. Plan to assign Jose, Karee, Dave, Pete, and Bill to an interview panel for the office administrator position
3. Preparation of Annual Meeting – March 2020
 - a. Agenda layout & formatting for membership Mailer
Proposed annual meeting mailer documents were presented and reviewed
 - b. Approvals necessary for March 2020 Membership Meeting
 - i. Capital Expense Budget
 - ii. Operating Budget
Dave made a motion to set the annual meeting date at Feb 29,2020 and to approve the proposed annual meeting packet to include the meeting notice, ballot, Capital Budget and Operating Budget pending a few edits. Pete seconded the motion. Motion passed unanimously.

Dave made a motion to discontinue proxy voting by members and to remove all proxy language from our bylaws and from the voter information in the annual meeting documents. Pete seconded the motion. Motion passed unanimously.

Pete made a motion to refer 4 seriously delinquent real estate contracts to the RRM attorney, Michael Wyman, in order to initiate nonjudicial forfeiture proceedings. Jeff seconded the motion. Motion passed unanimously.

The action to refer delinquent dues accounts and storage fee accounts to a collection agency will happen after the board meets with a collection agency representative. The board will collect information regarding recommended processes and potential fees.

Dave made a motion to adjourn at 3:50 pm. Pete seconded the motion. Motion passed unanimously. Meeting Adjourned at: 3:50 pm