

**The Rancho Tehama Association (RTA) Board of Directors Meeting Minutes**  
October 23, 2007

2<sup>nd</sup> Vice President Danny Murray called the meeting to order at 9:00 a.m. Quorum Present: Danny Murray, Penny McGee, and Sheri Schultz. The Pledge to the Flag was given. Director Karis Pierce arrived at 9:15 a.m.

**Communications:**

Announcements: Events announced were the VFW Aux. Crafts and Bake Sale on 11/3, \$ for Kids Halloween Party 1/27 from 4 to 7PM, Flu Shots 11/15 from 10AM to 12Noon in the Rec Hall.

Open Forum Comments Were:

Anders White announced the next meeting of the Maintenance Planning Committee at his home on Sunday Oct. 28.  
Debbie Elworthy registered a complaint about her next door neighbors and a Board member.  
Bill Westin expressed a complaint on how the Architectural/EC Committee was appointed.

Agenda Changes/Additions: The agenda was adopted as written.

The minutes of the October 2, 2007 meeting were adopted as corrected (motion by McGee, seconded and passed).

**Reports of the Officers:**

Treasurer: McGee reported \$476.17 in the Asset Reserve account, \$64,410.05 in the General Checking account, \$400.00 Petty Cash, \$200 Post Office Petty Cash, \$6710.47 in the Post Office account for a total of \$72,196.69. The \$2,000 has yet to be transferred from checking to the Asset Reserve.

Director: Office/Post Office Management. McGee reports we are making progress on the Quickbooks conversion; LeAnn Andrews CPA visits monthly to assist, and will be here next on November 9. Janice Menzies has resigned from her position in the office, and we are working with Express Personnel to find a replacement on an outsourcing basis to manage and direct the office.

Secretary: The Website Manager search is still in progress. The website has advertising banners announced at \$25 per month or \$250 per year, and income should not exceed the cost of operating the website. The petitions for improved cellphone service were launched and were sent off to Verizon Wireless, TMobile, ATTMobility-Cingular, and Sprint-Nextel last week in the hopes they will have some effect.

2<sup>nd</sup> Vice President (Maintenance): Water supply management improvements continue, as well as filling potholes, improving drainage systems, and cleaning out culverts and ditches on roads. We are looking for a report from Jerry Carpenter of the Oldtimers on fire protection measures. Overhead tanker fillers are installed at several locations.

**Standing Committee Reports:**

Architectural/EC—Pending items were referred back to the new committee.

Finance/Budget—Mel McNeill, chair, and the committee presented preliminary recommendations of 1) an \$83 extra special assessment for 2007 to be paid by 3/31/08, and 2) a 2008 assessment increase of 10% (\$33.20) per lot payable quarterly in 2008 (report attached). The committee conduct guidelines were 1) Use positive comments, 2) Not to criticize any board members past or present, 3) What is good for the ranch?, 4) What can we afford?, and 5) What is required by law? The work is the result of about 25 long hours of meetings over the past two weeks. Other recommendations were for possible cuts in employee hours and phone lines, for a non-electronic phone for use during power outages, and vehicle non-op registrations whenever possible. The final figures will be turned in to the office in about 1 week so the board can go over them item by item and adopt a 2008 budget at the next meeting. The committee intends to meet regularly in 2008 to provide oversight of the financial affairs of the association. Anders White suggested an even \$100 for the extra special assessment amount. The committee was commended for a hard job well done.

Program—Bev Gano and Debbie Elworthy have declined to serve. McGee nominated Ruth Haskell, Mary Bowron, and Dixie Gatlin (motion seconded and passed--msp) to serve with Sharon Easton already appointed. The committee plans to meet this week.

**Special Committee Reports:**

Elections—Schultz moved to add Cathy White, Tammy Hay, and Elaine Garrison to the committee with Bev Gano and Sharon Easton(msp). The committee will present a set of election rules to be adopted by the board at the next meeting.

**Unfinished Business:**

**Code of Ethics:** Penny read a draft of an all purpose confidentiality policy and agreement form for both association employees and volunteers. It was agreed to draft two separate forms, one for employees and one for volunteers and submit them to the Board for final approval.

**Recovery of \$15,000 Lighted Marquee Deposit:** McGee moved to refer this matter to our attorney.

**Fuel Purchase Agreement:** Schultz moved the Board approve a written agreement to charge only gasoline purchases at Grewal Store which will bill us monthly on the account (mps). Diesel fuel will continue to be purchased in bulk and stored in the corporation yard.

**Neighborhood Watch Group:** Pierce moved to remove this item from unfinished business. (msp)

**State Fire Plan Status Report:** Pierce moved to remove this item from unfinished business. (msp)

**Rules and Regulations:** The draft continues to be amended and available at the office for member input.

**Transfer Station Sticker/Permit Rule Enforcement:** Ask managers to continue to check for stickers, especially in regard to use of the cleanup bin, but not turn them away, and then request that they go to the office for a sticker. The board agreed to send them a letter in advance of the new contract, about sharing the costs of the telephone and portable toilet, their sticker policy, and their contractor waste policy.

**Mission Statement:** Pierce moved to adopt a Resolution stating the 2007-2008 Directors' Mission Statement. (msp, Murray nay)

**New Business:**

**Committee Appointments:** The Board overrode the previous appointments to the Architectural/EC Committee. Murray moved to appoint Tom Gano, George Patrick, and Robert Garrison to the Architectural/EC Committee, with the President as liaison. (msp) Tom Gano will organize the committee.

**New Payroll Service:** Schultz moved that Penny McGee look into a different payroll service starting January 1, 2008, and report back at the next meeting. (msp)

**New Attorney of Record:** McGee moved to engage Michael Thomas as Association Attorney (msp, Pierce nay).

**Restrooms/Cold Showers at Fawn Meadows:** Karis moved to remove the bathroom building at Fawn Meadows. Discussion centered on alternatives and ways to provide bathroom facilities for visitor/owners at times when the office is closed. A portable toilet is available at the transfer station 7 days a week. Motion withdrawn and issue postponed to a future meeting.

**Cleanup Drive:** Referred this to the Program Committee for a possible activity.

**Special Program For December 16:** Referred to the Program Committee.

**There being no further business, the open meeting was adjourned to Executive Session at 11:20 a.m.**

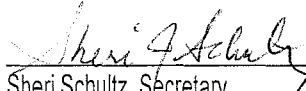
**In Executive Session at 12:15 p.m. on October 23, the Board:**

- 1) Approved Executive Meeting minutes of 10/2/2007.
- 2) Approved several member discipline actions, payment plans and account adjustments.
- 3) Approved negotiations to continue the Quickbooks services of LeAnn Andrews.
- 4) Approved action to have the Covenants Committee procedures package reviewed by the Attorney before work is begun.
- 5) Approved development of a packet for owners wishing to develop their properties.

**Executive Meeting adjourned at 2:15 p.m.**

**In waived agreement to take action without a meeting on October 31, 2007**, the board approved confidentiality policy forms for employees and volunteers.

**In waived agreement to take action without a meeting on November 1, 2007**, the Board approved a Program Committee Thanksgiving Food Drive Project in coordination with the Ranch Churches.

  
 Sheri Schultz, Secretary

Date: 11/8/07

Date Approved: 11/13/07

Date Corrected: \_\_\_\_\_