

The Rancho Tehama Association (RTA) Board of Directors Meeting Minutes

Tuesday, December 16, 2008

The meeting was called to order at 9:05 a.m. Quorum: President Sharon Easton, Vice President Alan Mills, Treasurer Penny McGee, Secretary Sheri Schultz and Officer At Large William (Bill) Westin Jr. Guests: Managers Gary Taylor and Chuck Prehoda of Hignell. The Pledge to the Flag followed.

Announcements: Officer Westin announced 1) The purchase of replacement federal and state flags for the community center flagpole, and 2) The weekly schedule for Board members to be in the office if members need to meet with them.

Open Forum: A member asked the directors to participate in a news release about the Neighborhood Watch program in Rancho Tehama. Several members requested better maintenance and control of the pond areas and gave ideas for improvement.

The Agenda was adopted as published. (Schultz—motion seconded and passed).

The Tuesday November 18, 2008 Minutes were adopted. (McGee--Motion seconded and passed).

The Treasurer presented October and November interim financial reports prepared by Hignell showing a cash balance of \$293,179.79.

The Airport Manager Report on traffic activity was read and accepted. (attached).

The Report of Operations included road sign and pot hole improvements and repair, solving drainage problems, refurbished Welcome sign, applying for a property tax exemption for our common areas, and sending an employee for training in Excel software.

Unfinished Business: Adoption of Architectural Committee Guidelines was taken off the agenda (Schultz—motion seconded and passed unanimously.)

New Business:

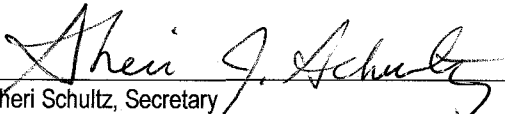
- **2008 Reserve Study from Browning Reserve Group** was adopted (Schultz—motion seconded and passed unanimously.)
- **Utility Vehicle Purchase:** The board announced action taken without a meeting on December 12 to purchase a 2006 used 1ton 4-tire automatic shift Ford F350 Pickup Truck with utility bed and extended cab for ranch maintenance and roadwork to replace the old blue Ford Ranger which has stopped working. Purchase price is \$27,098.13, including 36,000-mile warranty, taxes and DMV fees. (attached)
- **December Office Hours:** Voted to make no change in the normal office business for the December holidays. (Schultz, Motion seconded and passed).
- **Representation at 12/18/08 Hearing on New State Septic Tank Regs:** The Board voted to send a representative to the hearing in Redding on 12/18/08 (Easton—motion seconded and passed).
- **Premier West Reserve Account:** The Board voted to close the Premier West Reserve Account to the First Bank Account (McGee—Motion Seconded and Passed).
- **Payment Plan Contracts:** The Board voted to change the payment plan contract form to reflect legal requirements to automatically apply payments to the oldest charges first, and to send the account immediately to collections if the member fails to meet the terms of the agreement. (McGee—Motion Seconded and Passed).

Items postponed until next meeting: Adoption of Mission Statement

There being no further business, the Board adjourned to executive session at 10:12 a.m.

In executive session the Board:

- Approved refund of development fee for 2 members.
- Denied a request to re-write a payment plan contract.
- Approved employee bonuses and vacation hours.
- Approved a variance for a 1977 manufactured home residence with conditions imposed.


Sheri Schultz, Secretary

Date: December 19, 2008

Date Approved: January 6, 2009

Date Corrected: _____