

# Rimrock Cove Meeting Minutes

August 12, 2023 @9:00am PST

Location: Office Deck

Board Members in Attendance	Board Members not in Attendance	Park Employees & Committee Representatives in Attendance	Lot Owners in Attendance
David Hodge	Toni Young	Bill Leonard – Manager	730 – Ralph & Jolene Broz
Heidi Roth		Jim Malone – Maintenance (613)	811 – Susan Armstrong
Justin Evans		Marilyn Malone – Office (613)	801 – Curt & Judy Treadwell
Stefanie Means		Ned Kautzman – Bookkeeper (346)	402 – Polly Lindborg
Randy Hill		Nanc Tuttle – Gov Docs Committee (723)	311 – Rene McKervey
Andy Garness		Bryan Roth - Gov Docs Committee (102)	809 – Chrys Leonard
Shannon Malisani		Steve Tuttle – Water Tank Replacement (723)	110 – John Corgnati
Jim McKiernan			319 – Kerry & Linda Krueger
			509 – Gary Dressler

1. Call the Meeting to Order – 9:00 am
2. Acknowledge a quorum exists – David Hodge
3. Ratify minutes of prior meeting July 15, 2023
  - a. *Jim McKiernan moved to ratify the meeting minutes, Justin Evans second. Unanimous Approval.*
4. Owners’ opportunity to address the board.
  - a. 319 – Linda Krueger –
    - i. Zoom Meetings – Would like the board to consider adding a zoom option to the board meetings.
    - ii. Lot 811 Update – Were the lot 811 legal issues resolved?
      1. *Board update: Lot 811 adjusted the structure to meet RRC Governing Documents.*
  - b. 801 – Curt Treadwell
    - i. Comments on zoom meetings.
    - ii. Comments on not being quoted verbatim in the minutes of the previous meeting.
      1. *Secretary note – The board meeting minutes are record of board actions and a summary of discussions for historical perspective; consistent with the vast majority of boards they are not recorded verbatim.*
    - iii. Owner asked for the secretary to be retrained.
    - iv. Owner attempted to make a motion for the removal of the president.
      1. *Note: The board did not act on the request.*
  - c. 811 – Susan Armstrong
    - i. Quiet Hours – KJs Mowing quiet hours start at 8am.
      1. *It was commented that KJs Mowing was given special permission to start at 7:30 to avoid the heat in the summer and to have the task completed early in the day so the community can get back to their regular activities.*
    - ii. Reserves projects - Why are the trailer and the water tank taking so long?
    - iii. Zoom meetings – Suggested the board have zoom meeting in meetings in the winter so that things can get done.
  - d. 311 – Rene McKervey
    - i. Architectural - Question about items hanging over common ground/0-foot setback being treated differently than items (swamp coolers) above the 16-foot height limit.
  - e. 723 - Steve Tuttle –
    - i. The Water Tank committee has been working hard since last fall to get the water tower done, the engineering process takes time. Justin Evans is working very hard on that. Thank you, Justin.

- ii. Chlorine Pump - Wes Trammell installed the new chlorine pump on August 1st. He is working with myself and Jim Malone to get it adjusted to our system. It's a simpler pump with much less expensive parts and easier to repair.
  - iii. Lot 722 – Contractors black panel truck – it has been parked there for weeks sticking out into the street. Asking that it get moved off common ground.
  - f. 346 – Ned Kautzman –
    - i. Reserves Account - we are collecting funds over time so that we are ready when we need them. We have been working hard and following the recommendations from the reserve study. The books are always open to owners to review.
  - g. 730 – Jolene Broz –
    - i. Irrigation request update - asked for an update on the irrigation request for the upper loop south fence line common ground.
      - 1. *KJ's bid was \$8600 which we felt like was a lot. We are waiting on another bid. A little history was offered on how the park ran fundraisers to pay for irrigation in the past, then prioritized the most needed areas. There was a discussion around if we should do the install as a work party and rent the equipment or go with one of the bids.*
      - 2. *It is recognized that the work needs done, the board is looking at how to pay for it.*
5. Vice President's Report – Jim McKiernan
- a. Jim & Bill are still splitting hours. They will keep Riley until October.
  - b. Office - We are working on a trailer transition plan with Marilyn from this trailer to the new office trailer.
    - i. When the office is closed Marilyn will be working from her trailer. The board and office both have email.
6. Manager's Report – Bill Leonard
- a. We need to come up with a plan, for contractors. The lot owners are responsible for the contractors and making sure they follow the rules of the park.
    - i. **OWNERS ARE RESPONSIBLE FOR THEIR GUESTS THIS INCLUDES CONTRACTORS.**
    - ii. Contractor is a guest in the park. Contractors with ongoing issues can be banned from the park.
  - b. Riley has been working to remove the skirting from the old trailer. Jim, Bill, Carol & Jerry Green worked to get the trees out of here. Thank you for the help.
7. Treasurer's Report – Shannon Malisani
- a. Owners in Arrears – The arrears list is short, and we don't have any significant arrears.
  - b. Bookkeeping Update
    - i. Summary of QuickBooks balances as of 08/08/2023:
 

• General Checking	\$71,732.31
• Reserve Savings	\$474,549.43
• Operations Contingency Fund	\$17,314.94
<b>Total all accounts</b>	<b>\$563,596.68</b>
- Reports and notes**
- 2023 P&L vs 2023 budget as of 08/08/2023
  - Accounts receivable and owners' late balances as of 08/08/2023
  - Currently there is \$5,768.25 of cash in our general checking that is earmarked for 2024. This happens because owners are so far ahead, we don't have an invoice to tie the dues to yet.
8. Committee Reports

- a. Architectural Review Committee – Stefanie Means
  - i. Owner Projects – a few small projects. The first permitted park model was delivered. Overall, it went smoothly, there are additional inspections that need to take place, and a licensed electrician was needed. They will still need a final inspection.
  - ii. #508 Update – Progress is good, allowing extension of second RV for living quarters during remodel.
    - 1. *The board agreed to continue to allow the second trailer to remain during remodel.*
  - iii. Park Models – According to Grant Co. to be considered a park model it must meet ANSI standards. Owners will need a certified installer and will need to apply to the health department for sewer and water permits, L&I permit, Electrical permit, and approach permit. It is about \$1000 in permit fees to bring in a new Park Model.
    - 1. For the sewer, water, and approach permits we are working with the county on blanket permits for RRC so individual lots will not need them, saving the owners on some of the permitting time and costs.
- b. Entertainment – Stefanie Means/Andy Garness
  - i. Labor Day – Light up the lake Friday, Saturday – kids carnival, Saturday – Dance – 80’s Prom with a photo booth. Poker Walk Sunday. Taco truck will be here on Sunday. - **Donations and volunteers are needed for the weekend events.**
- c. Marine Projects/Marine Master Plan Committee – Justin Evans
  - i. Marine Projects – no report
  - ii. Marine Master Planning Committee – Grant Co. confirmed we can do projects around the marina and beach for \$8,500 a year without permits. They are asking that we have \$8500 fund to pull from if we have a suitable project such as improving the grassy area on the beach.
    - 1. For anything that touches water, we need to get permits and we need a master plan to identify and coordinate permits and planning. \$25-30k for the consultant to develop the master plan that will break up 3 projects (Beach/Marina/Breakwater Boat Docks). They will also provide us with an “engineering estimate of probable costs”.
- d. Tree Committee – Toni Young
  - i. No Report
- e. Nominations – Jim McKiernan
  - i. We will be soliciting nominations for 2024 soon. It does require significant effort. Dues forgiveness is \$599 to defer expenses if you attend 2/3 of the meetings.
    - 1. A suggestion and discussion by owners on how to make the meetings over zoom in order to broaden who can run for the board.
- f. Governing Documents Committee – Heidi Roth (Committee Co-Chairs – Bryan Roth/Jim McKiernan)
  - i. Update will be included in the front setback discussion.

9. Old Business

- a. Projects from the Reserve Study
  - i. Office Trailer Replacement – Stefanie Means / Jim McKiernan
    - 1. We have two contract bids for certified installer for the office trailer. We chose the less expensive. The installer will take the exiting trailer and pay us 3k to do so.
      - a. *Motion to accept the recommended contract pending the appropriate verification. Justin Evans motion / Stefanie Means second. – unanimous approval*
    - 2. Jim is working on the permits for the new trailer.

3. The work will start on September 9<sup>th</sup>. We will pit set with a full slab of concrete. We need to move a power pedestal.
  4. Owners have offered us a free space in their storage unit to store the contents of the office and residence for free. Thank you!!
  5. Phase 2 - Courtyard – We need to approve a budget. We have some preliminary drawings of the area, they include a covered area, and possibly a trellis and landscaping. We are still working on design ideas.
    - a. Possible fundraiser to pay for the project. There is a lot of momentum to sell pavers to raise the funds.
- ii. Water Tank Replacement – Justin Evans/ Steve Tuttle
1. We have hired an engineering firm out of Moses Lake. We did a walk through in July. They were back recently. We use a lot of water, we needed to separate out the irrigation vs household consumption. We turned irrigation off for 3 days and did a lot of readings over those days including 3 am readings (thank you Justin & Steve). The engineering plan is to have submittal to the DOH by end of summer. Once the firm submits to DOH, they will send us a progress billing. That is within the contract we signed.
    - a. Why not buy the biggest tank we can? We are using 8600-gal tank. We don't want to oversize just to oversize, 200,000 gallons would be much too large for us and cost significantly more money, though it may be required by DOH. They typically recommend a size based off usage, not including irrigation. It was difficult to remove irrigation out of our numbers. We will have a comfortable amount and cover our needs.
      - i. Thank you to Steve & Justin for getting up in the middle of the night to check our numbers at the pumphouse to get accurate usage for tank sizing. Thank you both for all your efforts over the last year.
    - b. We as a park may want to consider an emergency generator for our pump, to allow us to get water back up to the tank when the power goes out.
    - c. Kerry Krueger commented that some of the park faucets leak. Suggested we fix them and offered to help. It was mentioned that water distribution is a different line item in the reserve study, agreed that leaky faucets should be fixed.
- b. Technology/Website Updates - Heidi Roth
- i. No update
- c. Security Webcams – David Hodge
- i. No report.
- d. Reserve Study Update – Ned Kautzman
- i. Reserve study – We have sent out a new draft to the board for review. Once the contracted company makes revisions to the 2024 reserve study, it will be shared with the owners for comment before final adoption.
- e. Front Setback – Architectural guideline
- i. Grant County Meeting – We sent the county a list of questions to try to clarify information on new permit process. We have sent the first new park model for a county park model permit; we will work with them to see how it goes.
  - ii. Front Setback –
    1. Survey – As noted in previous meeting minutes, the top result was 5-foot setback. But we will continue discussions with both 5ft and 1ft.

2. Next Steps – Ask the document committee to work on the language for those two options. Send out drafts for the community to review.
- iii. Bryan Roth – the documents committee is coming up with formal language that will hopefully pass the membership. This is a draft version to try to get to what we need to include. The wording is interchangeable for a 1 ft or for a 5 ft setback.
  1. Curt Treadwell passed out a printed packet of information.
  2. Jim explained that we are working with Grant County and that our negotiations with the county allow RRC owners more flexibility than the County regulations.
  3. There was a large discussion about jurisdiction. The HOA community has the ability create their own building requirements with a membership vote, this is the process that was outlined when RRC was created, and it follows Federal, State and County regulations.
  4. The board has asked the documents committee to put some narrative on the language. They will send this out ASAP with feedback (not designating the 1 foot/5foot) in preparation for the fall vote.
  5. The biggest challenge is how do we create an equitable use of the rules with some leeway for unusual circumstances.

10. New Business

a. Budget Work Session.

- i. The board worked through the operations and reserves budgets line item by line item. Treasurer will prepare a letter for the membership to introduce the draft budget, explain changes and recommendations.

11. Executive Session – Board entered an executive session at 12:00 pm. Discussion of hours and wages for 2024 budget purposes. Board adjourned the executive session at 12:45 pm.

12. *Meeting Adjourned at 12:45 am with a motion from Stefanie Means and second by Justin Evans. Unanimous Approval.*

Respectfully Submitted,

Heidi Roth, Secretary

Upcoming Meeting Dates | 9/16 - 9am, 10/21 - 10am  
2024 Meeting Dates | 3/16 - 10am, 4/13 - 10 am, 5/4 - 9am  
2024 Annual Meeting – May 26<sup>th</sup> 10 am in the Orchard

Remember to check [www.rimrockcove.com](http://www.rimrockcove.com) for minutes, upcoming events, etc.