

Rimrock Cove Board Meeting Minutes

October 21, 2023 @10:00am PST

Location: Orchard

Board Members in Attendance	Board Members not in Attendance	Park Employees & Committee Representatives in Attendance	Lot Owners in Attendance
David Hodge	Heidi Roth	Bill Leonard – Manager	John Corgnati - 110
Justin Evans	Stefanie Means	Jim Malone - 613	Susan Armstrong - 811
Randy Hill	Jim McKiernan	Marilyn Malone - 613	
Shannon Malisani			
Toni Young			
Andy Garness			

1. Call the Meeting to Order – 10:00am
2. Acknowledge a board quorum exists – David Hodge
3. Ratify minutes of prior board of directors meeting September 16, 2023
 - a. *Randy Hill moved to ratify the meeting minutes, Shannon Malisani second. Unanimous Approval.*
4. Owners’ opportunity to address the board. (5 minutes per owner)
 - a. 811- Susan Armstrong
 - i. Suggested that more information be shared with the owners as to the progress of projects and their decisions. A lot of work goes on by the Board and staff – would be good for owners to be more aware of it. The board agrees.
 - ii. Asked that no interruptions, by the board or other owners, be allowed during owner’s comments at meetings. The board agrees.
 - b. 110- John Corgnati
 - i. Thanks to Bill and Jim for their work this season even though they were both hurting; the park looks great. Also, thanks to Riley for all his help with irrigation and park projects.
5. Vice President’s Report – Jim McKiernan
 - a. Nothing new.
6. Manager’s Report – Bill Leonard
 - a. Leak in the irrigation in the 100 loop, but all else is going smooth. Boats are being moved out of the basin, and most owners have closed up for the winter.
7. Treasurer’s Report – Shannon Malisani
 - a. Bookkeeper Contract
 - i. Ned is proposing to provide services under this LLC, Trixico, which enables him to provide professional liability insurance coverage for his services.
 - ii. Shannon Malisani moved to approve the contract, Justin second, unanimous approval.
 - b. Insurance Renewal
 - i. Switching to Basin Pacific for insurance as we will be saving \$2000 a year and dealing with a very reputable local business.
 - ii. Thanks to Jim McKiernan for shopping bids and finding the best coverage for our unique HOA.
 - c. Owners in Arrears –
 - i. Several owners behind a little, but this will be cleared up as they pay at the end of the month.
 - ii. Only a few will need to be contacted as they are further behind.

- d. Reserves Investments
 - i. A CD is maturing at the end of October, we will re-invest the \$100,000 at something over 5%.
- e. Bookkeeping Update
 - i. Summary of QuickBooks balances as of 10/18/2023:
 - General Checking \$41,585.94
 - Reserve Savings \$377,437.65
 - Operations Contingency Fund \$17,325.07

Total all accounts \$436,348.66

Reports and notes

- 2023 P&L vs 2023 budget as of 10/18/2023
- Accounts receivable and owners' late balances as of 10/18/2023
- Currently there is \$8,587.74 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 – Randy Hill/Stefanie Means
 - i. #508 Update – Progress is good. Allowing extension of 2nd RV for living quarters during remodel.
 - 1. Board agreed to extend this agreement.
 - a. Owner will be removing RV within month as he is finishing up his trailer.
 - ii. Complaint about construction debris at lot 714. Will contact owner to encourage cleaning this up.
 - iii. New office trailer is due to arrive the end of next week.
 - 1. Projected to take up to two months to prep for occupancy.
 - 2. There was a water main that was hit during excavation, but was patched before nightfall. Bill had the parts, and it was repaired quickly. Problem came about because the original installation of the water main was not in a straight line like it should have been. Made it difficult to repair but big thanks to Randy for coming to the rescue.
- b. Entertainment – Stefanie Means/Andy Garness
 - i. No report
- c. Marine Projects/Marine Master Plan Committee – Justin Evans
 - i. Marine Committee – Anticipating 2024 budget being adopted; will solicit bids in quarter one of 2024 for Marine Consultant to bring back to board for review.
- d. Tree Committee – Toni Young
 - i. Removal of the poplars slated for next season.
 - ii. New trees to be added in the spring.
 - iii. Two trees to be removed in the orchard.
 - iv. Irrigation will be added along the whole south border both above and below Moore Road where needed next spring.
 - v. And additional irrigation maybe needed for trees on the beach. It was suggested we leave the water on till the end of October next year.
- e. Nominations – Jim McKiernan
 - i. No report

- f. Governing Documents Committee – Heidi Roth/Jim McKiernan (Committee Co-Chairs – Bryan Roth/Jim McKiernan)
 - i. Heidi Report - Voting Amendment – At the 2011 annual meeting there was a bylaw amendment approved by the membership that was never filed with the county. There are parts of this amendment that are overly restrictive making it difficult for owners to vote (i.e., ballots must be collected on Friday Night before the meeting). We would like to propose an amendment change to the membership that is more flexible and encourages more voting response from the membership. Next step is to send to the membership for comment before presenting as an amendment.
 - 1. Previous amendment was created as people were misusing the proxy votes.
 - ii. Writing amendments is difficult. We need to get more feedback dealing with the proposed setback options.
 - 1. Size of setback – 5 feet vs 1 foot
 - 2. How to require adequate parking
 - 3. The board will present some options for owners to review over the winter.

9. Old Business

- a. Projects from the Reserve Study
 - i. Office Trailer Replacement – Stefanie Means / Jim McKiernan
 - 1. Electrical Install Contract - the board evaluated two quotes. Board decision to go with New Era Electricians.
 - a. They were the best option by \$4,000.
 - 2. The Concrete has been poured, water and sewer lines are next to install. Electrical conduit is in the ground for the new residence, propane tank, light by the pond and an extra conduit for electrical on the patio. Water line for the patio has been installed. Major water line repairs were done as it was only 2 feet below the grade and was hit by the excavator. Miguel has confirmed delivery will be next week, sometime wed through Friday with a firm date by Monday. We will need to wire the shed ourselves as we did not include that in the L and I permit because of the trenching needed. We will likely run this off of the residence electrical panel and we can do the trenching ourselves. Jim has had to stay on top of the contractor but that's the norm with any contractor these days. Once the trailer is in place then Luis has 2 months to get it all set up, any transportation defects will be fixed by Peterson Homes, and it should be ready for Bill around January 1.
 - ii. Water Tank Replacement – Justin Evans/ Steve Tuttle
 - 1. Engineers are still working with the Department of Health to determine tank size requirements.
 - a. Engineers want to get this done before the end of the 4th quarter.
 - 2. The holdup is with how the Department of Health is defining our park- full residency vs a seasonal occupancy.
 - 3. We are still on track for 2024 construction start.
- b. Technology/Website Updates - Heidi Roth
 - i. No report
- c. Security Webcams – David Hodge
 - i. No report
- d. Reserve Study Update – Ned Kautzman & David Hodge

- i. Toni suggested we start a reserve budget report, so we have visibility of upcoming projects and when they would need funding. This would then be reviewed monthly along with the Operational Budget. Board agrees and Shannon will make that happen.

- e. Front Setback – Architectural guideline
 - i. Report

10. New Business

- a. 2024 Operations & Reserves Budgets - Shannon Malisani
 - i. Election Results

- 1. Ballots/Notice – Shannon Malisani. On September 18, 2023, notice of the 2024 budget vote and ballots were sent to each lot owner. 119 were sent to owners who opt in electronically. An additional 51 paper ballots and notice were sent via US Mail. Total of 170.
- 2. Ballot Counters - A big thank you to Susan Armstrong and Marilyn Malone for counting the paper ballots.
- 3. 2024 Operations & Reserves Budget Results
 - a. 96 ballots received- 80 yes and 16 no.
 - b. 2024 Operations and Reserve Fund budget- Passed.
 - c. RCW 64.38.025 requires a majority of votes in the association to reject a budget, otherwise it is considered ratified. A quorum is not required.

- b. Board Meeting Rules

- i. A draft set of guidelines up for the conduct of board meetings has been drawn.
- ii. The purpose of the rules is to keep meetings concise and cordial.
- iii. Guidelines to be sent out to owners for review and comment and paper copies will be available at the office.

11. Executive Session – No executive session needed.

12. *Meeting Adjourned at 10:47 am with a motion from Justin Evans and second by Toni Young. Unanimous Approval.*

Respectfully Submitted,

Andy Garness, Secretary Pro Tem

2024 Meeting Dates | 3/16 - 10am, 4/13 - 10 am, 5/4 - 9am
2024 Annual Meeting | May 26th 10 am in the Orchard

Remember to check www.rimrockcove.com for minutes, upcoming events, etc.