



Rainbow Springs Community Club, Inc.

P.O. Box 388 Granite Falls, WA 98252 (360) 691-2683

Board of Directors Meeting Minutes

May 21st, 2025

Meeting called to order by: Maelissa Knobel at 6:31 pm

Minutes taken by: Maelissa Knobel

Roll Call: (Virtual Meeting on Zoom: Recurring Meeting ID #758 7388 5543)

1. **President:** OPEN – Present
2. **Vice President:** OPEN - Select Option
3. **Treasurer:** OPEN - Select Option
4. **Secretary:** Maelissa Knobel – Present
5. **Trustee:** Greg Nelson – Present
6. **Trustee:** Kyle Knobel – Present
7. **Trustee:** Brian Easterwood - Present
8. **Trustee:** Kaylee Smith - Present
9. **Trustee:** Jeanne Williams - Present
10. **Trustee:** Brent Black - Present

Homeowners Present:

Special Requests from Homeowners:

1. Payment plan requests have been received by 5 homeowners as of May 21st.
 - a. Maelissa motions to approve, Greg seconds, all in favor, none opposed.
2. Received concern from a homeowner regarding the illegal usage of dirt bikes. They witnessed the dirt bikes coming from Blue Spruce using the access trail. Discussion around possibly placing large concrete bin blocks or rocks to restrict access.
 - a. We could post some signage on the trail with a community rule sign indicating no off-road vehicles while continuing to pursue the violations process. We will monitor the situation and discuss the next steps as needed. We should also reach out to Blue Spruce regarding the situation – Brent may have a contact in the community.
3. Two requests for river park usage on 6/14/25 and 7/26/25.
 - a. Maelissa motions to approve, Jeanne seconds, 5 in favor, 1 abstain

Treasurer report:

1. Review and Approval of March Financials
 - a. Motion to approve by Greg, Maelissa seconds, all in favor, none opposed.
2. Review and Approval of April Financials
 - a. Total Outstanding Balance - \$101,315.28
 - i. 199 Total Properties
 1. 46% - 92 Properties - zero balance or credit
 2. 44% - 88 Properties - balance less than \$1000
 3. 9% - 19 Properties - balance greater than \$1000
 - a. 13 Properties in the collections process
 - b. Accounts with a balance greater than \$1000 will be moved into collections beginning June 15th, 2025



- b. Motion to approve by Maelissa, Jeanne seconds, all in favor, none opposed.

New Business:

1. Approval of March Meeting Minutes
 - a. Motion to approve by Maelissa, Greg seconds, all in favor, none opposed.
2. Annual Meeting Follow up
 - a. Discussion and next steps regarding amendments to our bylaws, adding in the approved vote regarding board member dues based on engagement. We would like to wait until we do the full rewrite under the RCW change to avoid paying for amendments multiple times.

Ongoing Business:

1. Community Management:

- a. (Jeanne) Gate Remotes
 - i. We need to make another order of gate remotes – 24 added to welcome baskets
 1. Kyle will order a box of 30
 - ii. Jeanne will own delivery of gate remote requests moving forward
- b. (Kaylee) Homeowner Welcome Baskets
 - i. 1 new homeowner needing a basket delivered
 - ii. Kaylee will be the owner of this process moving forward
- c. (Brian) Community Violations Update
 - i. Provide update on new and ongoing violations and overview on next steps/timeline
 - ii. There are a few violations needing to be inspected for remediation. We have a few properties that will need to move to fine. Brian will send the breakdowns to the board to assess fines on their accounts.

2. Board Members:

- a. Jacob Bruce resigned from the board effective 5/1/2025
 - i. MacPhersons will begin keeping a log of board member terms (terms are 2 years). Maelissa will review meeting minutes and send start dates to Michelle.
- b. Discussion around open chaired positions and voting if applicable
 - i. Jeanne nominates Maelissa for the president position, Brian seconds, all in favor.
 - ii. Maelissa nominates Kaylee for the secretary position, Greg seconds, all in favor.
 - iii. Maelissa nominates Jeanne for the treasurer position, Kaylee seconds, all in favor.
 - iv. Maelissa nominates Brian for the vice president position, Jeanne seconds, all in favor.
 - v. RSCC has 2 open trustee board positions remaining
- c. Board Member Task Ownership Discussion
 - i. Review current assigned and unassigned tasks – confirm what board members will own which tasks going forward. Most tasks were assigned, board members to review remaining tasks for ownership.
- d. Discussion/Review around board member handbook that was created and accessible through Dropbox that has an overview of things needing handled and responsibilities of the board.



- e. Community Keys need to be rekeyed and distributed to ensure correct access to community items with a new key log being created to track distribution. Jake offered to get us an estimate for the rekey, we will review costs to assess the next steps. Greg brought up the idea for a different type of lock, Maelissa will explore with Jake. We need to put together a lock key inventory to know where all the locks are located and how many.

3. Dam/EAP:

- a. (OPEN) Dam project update
 - i. Maelissa and Jake met with the Dam Safety Office in May to complete an onsite inspection to determine scope of work and next steps. Jake provided the DSO worker our updated plans from the engineer for their review. DSO will review and provide any needed adjustments if any to begin work. Work is scheduled to begin at the end of August.
 - ii. DSO office has requested a joint meeting with the engineers and contactors to review the required scope of work - Date of meeting is pending and will be scheduled. Greg can support on the virtual meetings and help be a SME in addition to Brain doing on site meetings.

4. Amenities

- a. (Kaylee) Parking Passes
 - i. The in person pick up has been scheduled for 6/28/25 from 10am-1pm at the lake park. Kaylee will take the lead and Maelissa will be the secondary helper. Advertising was sent by email, added to the website, and posted to social media. Maelissa will update the sign for down by the gate.
 - ii. Maelissa/Kaylee to email Michelle for updated pickup list 1 week prior
 - iii. Remainder of parking passes will be mailed out monthly in the first week of every month, beginning in July.
- b. (Kyle) Update on road maintenance
 - i. No updates at this time, Kyle will own this process moving forward.
- c. (Kyle) Gate maintenance inspection update
 - i. Recurring update around operational and maintenance items
 - 1. There is a crack that was identified in the gate and is being monitored, not a major concern at this point. He completed the standard part replacements and re lubed the gate for the complaint on squealing.
 - 2. Increased concerns with gate keypad not working – need to review and possibly clean to confirm no issues. Greg will try to replicate the issue and Kyle will put an instruction label on the box.

5. Communications and Follow-up

- a. (Maelissa) Email
 - i. No action needed at this time
- b. (Maelissa) Website
 - i. Everything is up to date
- c. (Kaylee) Calls
 - i. No action needed at this time
- d. (Maelissa) Document Retention



- i. All files have been uploaded to Dropbox

6. Open Forum

- a. Any board member items to share/discuss
 - i. Kyle will order superior restrooms for the community to be delivered June-Sept.
 - ii. Jeanne will own checking the community PO Box
 - iii. We need to confirm who collects the trash at the parks – Maelissa to ask Jake

7. Items needing reviewed at a later meeting:

- a. Spring 2025 Maintenance
 - i. Stop Sign needs installed on Rainbow and 167th
 - ii. Some trees at the lake park need to be trimmed through the walkways
 - iii. Large branches in the lake that need to be removed
 - iv. Speed bumps need to be painted and repair the speed bumps

Meeting adjourned by: Maelissa Knobel **at 7:58** pm