

Rainbow Springs Community Club, Inc.
P.O. Box 388 Granite Falls, WA 98252 (360) 691-2683
Board of Directors Meeting Minutes
November 15th, 2023

Meeting called to order by: Jacob Bruce at: 6:30 pm

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

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| 1. President: Jacob Bruce – Present | 6. Trustee: Kyle Knobel – Present |
| 2. Vice President: Marty Schoos - Present | 7. Trustee: Steven Young - Present |
| 3. Secretary: Maelissa Knobel – Present | 8. Trustee: OPEN – Select Option |
| 4. Treasurer: OPEN - Select Option | 9. Trustee: OPEN – Select Option |
| 5. Trustee: Greg Nelson – Present | |

Minutes taken by: Maelissa Knobel

Homeowners Present: None

Special Requests from Homeowners: None

Treasurer report:

1. Approval of October Financials – provided to board electronically
 - a. Marty Motions to approve, Jake seconds, all in favor.

New Business:

1. Approval of October Meeting Minutes
 - a. Maelissa motions to approve, Greg seconds, all in favor.
2. Review Rule enforcement of RV living in the community discussion
 - a. We will proceed with enforcing the rules as written today within our fine schedule.
3. Review Rule and verbiage on mobile homes
 - a. Maelissa to research and come up with verbiage for Prefab homes, tiny homes, manufactured homes etc.

Ongoing Business:

1. **Gate:**
 - a. (Jake/Greg) Maintenance recurring discussion
 - i. Gate maintenance plan assignment of tasks/process.
 - ii. Steve will own the monthly inspections and share during BOD meetings
 - b. (Greg) DVR Software upgrade
 - i. DVR installed; cameras need replaced to use new software. Kyle will own the camera installation with Jake and coordinate dates.

2. Property Management

- a. (Jake) Gate Remotes
 - i. No action required at this time; inventory is adequate.
- b. Petty Cash Account
 - i. Need to submit receipts for itemized purchases – Maelissa will ask MacPhersons what the process is if we are unable to locate a past receipt.
- c. (Ivy) Reporting Update
 - i. Maelissa to update the board on tracking file; Maelissa will own delinquency and communication on dues and other items with MacPhersons until a new treasurer is elected.
- d. Homeowner welcome baskets
 - i. All baskets have been delivered as of today.
 - ii. Supplies need to be purchased – Marty will purchase and place them in the shed, Maelissa will share when we have new homeowners, and Jake will deliver.
- e. Update on having past unreconcilable accounting corrected
 - i. MacPhersons will write off unlocatable differences from past owners once approved meeting minutes are provided. This will allow the accounting to be an accurate reflection of community finances.
 - ii. Maelissa motions to right off irreconcilable amounts from prior to transition of accounting, Marty seconds, all in favor.

3. Board Members:

- i. Ivy resigned from the board effective 10/30/23
 1. Access removed, MacPhersons informed, and website updated.
 2. Maelissa will collect the laptop and keys etc.
- ii. Any updates to potential new members?
 1. Prior board member expressed interest in rejoining
- iii. No board member upcoming absences for January
- iv. Board role clarity and task ownership
 1. Please send Maelissa a note by year end what tasks you own for the board to be added into the master list and reviewed in January

4. Dam/EAP:

- a. (Jake/Marty) Resubmitted annual inspection
 - i. Maelissa will follow up with Jodi to confirm no further action is required.
 - ii. New pumps and outflows are working efficiently.
- b. There is a new local contractor that is reviewing plans to provide a bid – will review once received.

5. Amenities

- a. (Maelissa) Parking Passes
 - i. Mailed and up to date
- b. (Kyle) New signage has been purchased and received, needs installed.
 - i. Will postpone until the spring and revisit during a future meeting
- c. (Jake) Upcoming Maintenance needing completed – discussion on execution and assignment
 - i. Installation of 2 stop signs – Marty/Steve will own them and will be completed prior to the January Meeting.

- ii. Installation of game cameras – We will discuss placement and installation during a future meeting.
- d. Jake and Marty will put up the Christmas decorations at the gate the weekend following thanksgiving. Any volunteers available can coordinate specifics.
 - i. Maelissa will post the holiday competition on the social media page – accepting volunteers for voting.
- e. Plan for playground installation for the weekend of 12/9, move to spring depending on weather.
- f. Vegetation at the dike will require cut back now that the water levels are lower, Maelissa motions to approve a one time charge of up to \$1000, Steve seconds, all in favor.

6. **Communications and Follow-up**

- a. (Maelissa) Email
 - i. All communications are up to date.
- b. (Maelissa) Website
 - i. Everything is up to date including the updated consolidated rules and regulations
- c. (Marty) Calls
 - i. Anything to review?
- d. (Ivy) Violation letters
 - i. Marty will own this process and provide documentation to Maelissa for tracking – will review during monthly meetings.
- e. (Marty) Emily's draft on borrowing against the community
 - i. (Marty) will get this filed with the county.
- f. (Ivy) Follow up on properties
 - i. (Ivy) Deutsch Bank – Property has been listed for sale; Marty will work with the attorney to file a lien on the property.
- g. (Greg/Marty) Nuisance Rule
 - i. Marty will follow up with Ivy on status and file as needed.

Items needing reviewed at a later meeting:

- Second Gate programmer training
- Emergency access road
- Bus Shelter Installation
- Playground Installation and next steps
- Upgrade the shed to accommodate community items or a community building in track B
- Additional camera installation
- Movie night
- Plan for 2024 budget meeting – update line items to reflect community needs (vegetation and capital improvements)

Meeting adjourned by: Jacob Bruce at: 8:13 pm