

## **Rainbow Springs Community Club**

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

### **Board of Directors Virtual Meeting Minutes**

**Date: October 21<sup>st</sup>, 2020**

**Zoom meeting ID# 758 7388 5543**

#### **Meeting call to order by Vice President, Marty Schoos at 6:31 PM**

**Roll Call:** Vice President: Marty Schoos, Secretary: Tammy Van Proyen, Treasurer: Sherry Lingle. Trustees: Maelissa Atwood-Knobel, Kyle Knobel (2 open trustee positions) Jodi Granger was available for part of the meeting as she was on break during work. Absent & excused: President: Jacob Bruce and Trustee: Jodi Granger

**Public Input:** Due to the Covid-19 pandemic shutdown and Governor mandated "Gatherings of 5 or less" as of October 1<sup>st</sup>, 2020, no open to the public meetings are allowed. In an attempt to keep business running, RSCC BOD has been conducting business and making decisions via e-mail. BOD is currently holding open/public virtual meetings and homeowners are invited to attend. Information to attend virtually, with meeting ID# is posted publicly on the Official RSCC website: [www.RSCCArlington.com](http://www.RSCCArlington.com), and RSCC Facebook page.

**Minutes taken by:** Maelissa Knobel and Tammy Van Proyen

**Special Requests:** No Homeowners present. No Special Requests via phone, email or social media

#### **Treasurer report:**

1. Treasurer did not have an October 2020 report due to a lack of verification documents needed for proper reconciliation and needed to be adjusted to run a proper report. Discussion and clarification of purchases were discussed.
2. Treasurer needs Amazon receipts for security reflection tape for the gate and salt spreader.
3. Marty & Tammy will be reimbursed for community purchases regarding maintenance and supplies.
4. Financial report for October and November will be sent via email to board members for the November 18<sup>th</sup>, 2020 meeting for review and approval.
5. Follow up regarding Div. 1. Lot 89 regarding fine of farm animals- 2<sup>nd</sup> fine letter went out on 9/17 written due upon receipt. Current fee amount is \$500.00. Marty motioned for BOD to continue to implement fine schedule and continue the daily fine of \$50.00/day and a letter to be sent bi-weekly. Tammy 2<sup>nd</sup>, all in favor, motion passed. Sherry will continue to take action on this matter.
6. 2019 Taxes report- Taxes are still currently at the tax office with no estimated completion date. Sherry will follow up on 10/22/20 with another inquiry of status completion and update BOD.

#### **New Business:**

1. Secretary had inquiries of preferences regarding minutes layout and BOD agreed current layout is fine, and a follow up email after meeting of BOD "call to action" items will be completed by Maelissa.
2. Review of emailed September minutes, Marty motioned to approve, Sherry 2<sup>nd</sup>, all in favor, passed.
3. Need replacement signs and posts throughout the community. Many signs are outdated and could use updating. Need to make a list of signs that we need to be replaced in 2021 to prepare and collect materials – Jodi will take on this task

## **Unfinished business:**

1. **Gate:** New gate installed October 1<sup>st</sup>, 2020
  - a. Gate is fully functional mechanically and ready to install the DOT tape on the physical gate rails, materials have been ordered – Kyle will install
  - b. Marty reported that Jake purchased new DVR with a set of cameras that needs to be installed and re wired to the existing area. Cameras need to be mounted near the community entrance – Kyle and Jake to take on this task
  - c. Tammy is making a multi-function Homeowner Master List created in an excel spreadsheet. This will serve valuable in multiple future tasks to contact homeowners, update gate directory, possible future “robo-call” system for emergencies and tracking dues. Tammy will email Sherry the list.
  - d. The excel file needs to be updated and uploaded to the physical call box/directory at the gate. Long discussion of code options to either A) Allow homeowners to choose individual codes or B) Change all codes to one general code and change the code on a quarterly basis. Problem solving potential issues with 3<sup>rd</sup> party carriers, deliveries, and community services to the options. Majority of board suggests provide one code and will make adjustments as needed and as we receive feedback from community members. One suggestion was to rule out codes completely for homeowners since they have remotes and the ability to allow visitors/guests in from the directory gate- And only issue codes to companies that provide services to the community (Mail delivery, School buses, Waste Management, etc.). This is another possibility.
  - e. Marty will see if there is an “Action Binder” for the gate, if there is not one, Marty will make it.
  - f. Sherry reported we have a current inventory of 10 remotes. Tammy reported that we have 30 new homeowners that have not received remotes since gate damage. Discussion and agreed to purchase 100 remotes, as some homeowners are asking for additional or replacement fobs. Sherry will purchase the 100 remotes, and Marty made motion of a \$1500.00 budget for remotes, Maelissa 2<sup>nd</sup>, all in favor, Passed.
  - g. Maelissa will continue research what exact information is required from the homeowners and the system to program and will update the BOD.
  - h. Once fobs received, Maelissa will activate the fob’s and give to Tammy. Tammy will validate homeowners/identification, issue and distribute remote fobs.
2. **Dam/EAP**
  - a. Marty reported that the state has not responded regarding the revised plans as of now
  - b. Dam inspection tomorrow, @3pm, Marty will be there and reported that brush cutting is done at the water side of the lake for inspection.
3. **Future Virtual Community Meetings: Via Zoom @ 6:30 Monthly**
  - a. Board agrees that the virtual process seems to be running smoothly, Maelissa has done a great job at coordinating and providing this service for the community.
  - b. Tammy will continue to update website and send reminders on facebook page to invite community with hopes of more homeowner participation.
4. **Community Alert System**
  - a. Maelissa reported an option that is offered for \$15/mo. She will send out an email with the information link and details of the system for further review by BOD for November meeting
5. **Fee Schedule Filing:**
  - a. Sherry reported she received court filed copy in mail, which supports the fine delivery currently in place regarding Div. 1 Lot 89 fines. Sherry will drop off court papers for Tammy to scan for files, and Tammy will post on the website. Fee Schedule has been in place since January 2020.

6. **Landscaping Update:**
  - a. Sherry will forward the termination letter sent to Andy's landscaping to Tammy via email for electronic record filing
  
7. **Electronic Files Conversion Update:**
  - a. Tammy reported she is making progress, but is very time consuming.
  - b. BOD recognized Tammy's reminder to please make sure ALL documents (including emails) are forward' to Secretary for scanning into system. Please deliver by paper or email form.
  
8. **Brush-cutter**
  - a. No Brush-cutter for purchase has been identified at this time – we have time with renting the brush cutter for the community. Jake will continue to search for a brush cutter to ensure we can maintain the common ground easier in the future.
  - b. Marty reported he had extreme difficulties cleaning up Track B with the rented heavy machinery. He experienced extremely rough terrain as a result of homeowners adjacent to Track B have been dumping over their fences and into this area. He found tires, old cement, and copious amounts of dumped vegetation. He will come up with a list of home owners that we need to send letters - regarding their dumped vegetation and instruct proper disposal and cleanup of their area or a fine will be enforced. Discussion of possible Spring work party to pick up trash, removal of very large items, an excavator will be needed, and back blading the full area. This will be a lot of work.
  
9. **Welcome baskets** – Previously tabled
  - a. Discussion of land only sales, will send bi-laws, Rules & Regs & Welcome letter in mail.
  - b. Lots sold that pay only road-access fee (2003, 2004 & 2001) Only receive the gate access information and how to utilize the gate/directory/remotes.
  - c. BOD approved "remote voucher" made for new homeowners to be included in Welcome baskets, and sent via email for review by BOD.
  
10. **Winter Preparation**
  - a. Jake purchased the salt spreader previously discussed and has receipt to be delivered to Treasurer.

**Action Items:**

Various duties assigned as listed in minutes

**Items Tabled to be discussed at a later meeting:**

1. Next steps for EAP to gate the pond
2. Need 2nd master brick & fireproof/waterproof keyed box 2nd Master brick
3. Website Revisions & Suggestions- by-laws, current events, Lake/Dam Page?
4. Bus Shelters: Homeowners permission to install, and make plan to transport and install shelters
5. Top Notch Tow Contract- Jake to sign contract, Tammy to scan signed copy for records
6. Revision of "Trees/vegetation cut back list" of homeowners. Draft Tammy
7. Review options to improve Track B area for the community
8. Paving Plan (Year 2021)

**Meeting Adjourned by: Marty Schoos At: 8:15 PM**

**\*Note: Meeting minutes approved by BOD members via email and zoom virtual confirmation.**

**Meeting- excused absence**  
**President – Jacob Bruce**

**Vice President – Marty Schoos**

**Secretary – Tammy Van Proyen**

**Treasurer – Sherry Lingle**

**Trustee – Maelissa Atwood-Knobel**

**Partial meeting/excused absence**  
**Trustee – Jodi Granger**

**Trustee – Kyle Knobel**

**Trustee – Position open**

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