

Rainbow Springs Community Club

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

Board of Directors Group Workshop Meeting Minutes

Date: September 16th, 2020

Meeting call to order by President, Jacob Bruce at 6:37 PM

Roll Call: President: Jacob Bruce, Vice President: Marty Schoos, Secretary: Tammy Van Proyen, Treasurer: Sherry Lingle. Trustees: Maelissa Atwood-Knobel, Jodi Granger, Kyle Knobel (2 open trustee positions- recruitment sign at gate)

Public Input: Due to the Covid-19 pandemic shutdown and Governor mandated "Gatherings of 5 or less" as of August 12th, 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 troubleshooting to hold successful open/public virtual meetings and will contact RSCC members once successful virtual meetings have been achieved.

Special Requests: RSCC received an email complaint regarding D1, Lot 89. Multiple complaints have been previously received regarding this lot concerning farm animals and vermin which clearly violates RSCC Rules & Regulations, #22. After BOD discussion it was agreed upon, and imposed by the President, to write and mail a \$200.00 fine letter to the bank that owns the property. Letter will request 30-day compliance or will be doubled with monthly compounded interest as clearly defined in RSCC by-laws.

Treasurer report:

1. September Treasurer report reviewed. Maelissa motioned to approve, Jodi 2nd, all in favor- Motion carried.
2. Treasurer reported 2019 taxes have been challenging. No previous tax history records, neither paper nor digitally, were received from the previous board in the transition of 2019. Tammy confirmed that no previous tax records were found in storage, either. Without previous tax year filing information, it has also been difficult to complete 2019, 1099-misc. forms. Some previous sub-contractors have refused to provide the information needed to complete these forms. Treasurer has an appointment 9/17/2020, @ 1:00pm with tax preparer with hopes of recovering previous years documents, troubleshoot these challenges and assist with 2019 filing.
3. Current Shareholder financial report showing current paid dues, delinquency and payment plans will be given to BOD members next month for review as well as Profit & Loss statements for current years' overall budget review.

New Business:

1. Marty motioned to approve August 2020 workshop minutes, Sherry 2nd, all in favor, passed.
2. Discussion of HOA Board Officer's duties & responsibilities. Duties have expanded and evolved since by-law revisions of 1981. Tammy will prepare an updated draft defining potential Officer duties and submit for review with hopes of providing some balance & definition of Board duties.
3. Discussion on "back-up" person to handle BOD responsibilities should they need short term leave of absence or scheduled vacation. President and Vice President will back up each other.

(New Business #3 Cont.) Maelissa is willing to be this back up person for Secretary & Treasurer positions, if needed. Jake motion to approve Maelissa as back up for Secretary/Treasurer positions, as needed, Jodi 2nd, all in favor, passed.

Unfinished business:

1. Gate

- a. The overall gate process will continue to be overseen by Jake & Marty.
- b. Jake reported that the gate is currently scheduled to be installed September 24th-25th
- c. Kyle reported 2 potential cameras to purchase to replace the broken ones at the gate. Discussion. He will send out an email with the 2 options for vote of which to purchase.
- d. Kyle also reported information regarding DVR system replacement (previous one is broken)
- e. Maelissa volunteered to make sign for gate showing closure date reminder
- f. Maelissa agreed to review the gate user manual for future gate operation, issuing new security codes & programing remotes
- g. Sherry agreed to research gate fob cost to make sure fob remotes will continue to cost Shareholders only \$30/ea. for replacements and order more fobs in bulk to fulfill foreseeable high demand
- h. Sherry & Maelissa will devise a process for gate code restructure for residents.
- i. Tammy will continue to provide gate updates on website, RSCC f/b & uncensored f/b page
- j. Tammy will make a list of new homeowners since date of gate damage to unsure those homeowners receive the usual 1 free fob remote

2. Dam/EAP

- a. The safety officer has approved revised plans and has submitted to state for approval. Waiting to hear back so we can move forward. The area to be repaired is 300 feet long, 12 feet deep and must have a drain every 40-50 feet. We are waiting for state at this point.
- b. Next steps for EAP is to gate the pond. Marty & Jake to research

3. Future Virtual Community Meetings: Via Zoom @ 6:30 Monthly

- a. Virtual Board Meeting launch will be October 21st, 2020
- b. All Future board meetings will be virtual via Zoom the 3rd Wednesday of every month @ 6:30pm- Join Zoom Meeting: <https://us02web.zoom.us/j/75873885543>
Meeting ID: 758 7388 5543 (One tap mobile +12532158782,,75873885543#)
- c. BOD practice sessions will be 9/30, 10/7, and potentially 10/14
- d. Maelissa will make adjustments to current BOD meeting sign with meeting information and post one week prior to meeting.
- e. Tammy will post information with reminders on the RSCC website, RSCC f/b and uncensored f/b site.

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

5. Computer/laptop transition progress report

- a. The process of transferring files from one to the other is complete.
- b. The smaller laptop in possession of the Treasurer will be given to the Secretary for RSCC business

6. **Fee Schedule Filing:**
 - a. Sherry reported the documents will be mailed certified to the courthouse this next week.
7. **Landscaping Update:**
 - a. Sherry will forward the termination letter sent to Andy's landscaping to Tammy via email for electronic record filing
 - b. Tammy reported hard copy of new landscaping contract with MMM Mowing is signed and will scan to electronic filing system.
8. **Electronic Files Conversion Update:**
 - a. Tammy reported 8 of the 11 tubs of paper files in the shed have been organized and she has started the scanning process to move paper documents to electronic filing master system. (Due to time restraints of the meeting- subject is tabled for next meeting)
9. **Work Party Report (September 12th)**
 - a. Jake and Marty reported only one homeowner showed up for the community work party
 - b. Jay, our one volunteer, was the winner of the Amazon gift card
 - c. A Brush-cutter and wood chipper were rented to handle large areas. Mowing, weeding, weed-eating, Brush-cutting, chipping of limbs pile and branches, garbage pick up and various other duties were performed by Jake & his family, Marty his family, and our one volunteer. Thank you.
10. **New Homeowners/Welcome baskets**
 - a. Jake reported a new homeowner moved in on 123rd, and will need a basket
 - b. Tammy motioned for approval to purchase more items to make baskets, Jake 2nd, all in favor. Passed
11. **Brush-cutter**
 - a. Jake reported Home Depot has a re-sale option for rented brush-cutters, but one has to be "retired" in order for us to purchase it at a severely discounted cost, which would save the community a fortune in costs vs. buying a new one. Jake will continue to keep an eye on it with hopes that one comes available for purchase.
12. **Bus Shelters**
 - a. Marty reported that he will be dropping off the letter to Everett Transit on 9/17/2020 and will report the outcome as soon as he hears back from them
13. **Tow Contracts**
 - a. Kyle spoke with Top Notch Towing in Lake Stevens and the company provides a 30-minute response time. Kyle will obtain contract from company and give to Jake to sign, then give to Tammy to scan for the electronic system before returning the contract back to company so we have it on file
14. **Welcome baskets – tabled**
15. **Winter Preparation**
 - a. Discussion of salt spreader for hill during winter icy conditions. Jake & Marty gave details and pictures of spreader- \$300. The cost of the spreader will help save future costs and

additional plowing services. Tammy motion to purchase salt spreader, Marty 2nd, all in favor, passed. Jake offered to donate hitch to pull spreader on hill from truck

- b. Winter tree and brush hazards. Discussion of homeowners’ vegetation falling into right-of-way RSCC roads. Postal carrier and Waste Management have made complaints. Discussed County codes requiring 13.5ft height and width (behind mailboxes) for emergency vehicles access- should especially be considered before winter months. Tammy to go through neighborhood and revise current list of homeowners needing cut- backs (in case some have changed). She will draft letter and submit to BOD for review before mailing with fine schedule.

Action Items:

Various duties assigned as listed in minutes

Items to be discussed at a later meeting: Paving Plan (Year 2021)

Meeting Adjourned by: Jacob Bruce At: 7:55 PM

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

Meeting- excused absence _____
President – Jacob Bruce

X 10.21.20 meeting _____
Vice President – Marty Schoos

X 10.21.20 meeting _____
Secretary – Tammy Van Proyen

X 10.21.20 meeting _____
Treasurer – Sherry Lingle X 10.21.20

X 10.21.20 meeting _____
Trustee – Maelissa Atwood-Knobel

Partial meeting/excused absence _____
Trustee – Jodi Granger

X 10.21.20 meeting _____
Trustee – Kyle Knobel

Trustee – Position open

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