

**R-Ranch POA Board of Directors  
Special Meeting Minutes  
Tuesday, 7/19/2022  
7:00pm  
Via Zoom Only**

1. Call to Order: By Mark Osborne at 7:17pm (technical difficulties with Zoom)
2. Reviewed Zoom Meeting Policies: Mark Osborne
  - a. State your name each time you speak if your video is off
  - b. State your name each time you make a motion
  - c. Votes will be taken by asking each Board Member one at a time
3. Roll Call by Secretary Emilie Simmons

Present Via Zoom:

Mark Osborne  
Mark Grenbemer  
Robert Tennes  
Don Fukushima  
Jason Adams  
Curtis Hancock  
Emilie Simmons

Also Present is General Manager Heath Kauffman

***All Board Members are present, quorum is established.***

4. Review and set Agenda: Mark Osborne  
Don Fukushima made a motion to add formation of Financial Committee as an agenda item for this meeting. Mark G. seconded. (3) Votes in Favor: Don, Robert, Mark G. (4) Votes Opposed: Jay, Curtis, Emilie, Mark O. Motion failed.
5. (Hearing no objection, in the interest of time, this item was tabled until next meeting)  
Executive Meeting Reports from 7/3/22 and 7/14/22: Mark Grenbemer
6. (Hearing no objection, in the interest of time, this item was tabled until next meeting)  
Review and approve July 2nd and 3rd Meeting Minutes: Emilie Simmons
7. Review and take action on Snack Bar Committee Recommendation: Emilie Simmons

Emilie presented the written proposal from the Snack Bar Committee for a food option at the pool. Two options were presented. Both options involve having the existing Pool office staff selling frozen and non-perishable food items to owners, so that owners can take the food items to the kitchen to prepare themselves. Option A was to spend up to \$8,848.71 purchasing a locking upright commercial freezer, a display freezer, two commercial microwaves, a food display shelf, and start-up food items/condiments/paper products. Option B was to spend up to \$1508.03 purchasing everything except the upright commercial freezer. Discussion was held.

Heath was asked his opinion. He stated that the final inspection for the pool building is scheduled for August 4th. He plans to keep the pool open as late into the fall as financially

possible, but wasn't planning on staffing the office this year. He also stated that there will be outside BBQs available for owner use. If the food option is added this year, it will cost a significant amount of increased payroll that was not planned for.

Emilie made a motion for the Board to accept Option B, and have everything in place to begin selling food by next pool season. For lack of a second, motion failed.

Curtis made a motion for the Board to accept Option A, with an additional \$300 added to the total allowed expenditure to be used for the purchase of an air fryer. All equipment is to be purchased by the end of the first quarter, so that it will all be in place and ready for food sales to commence when the pool opens for the 2023 season. Mark G seconded the motion. (5) votes in favor: Jay, Curtis, Emilie, Mark G, Mark O. (2) votes opposed: Don, Robert. Motion carried 5:2.

#### 8. Review and take action on Marketing Committee Coupon Request: Emilie Simmons

Emilie presented a written proposal from the Marketing Committee asking the Board to approve a coupon that will be given to RV dealerships, Off-Road Vehicle dealerships, and Horse Saddle/Trailer vendors to give to customers that purchase at least \$1,000 worth of merchandise from the dealership. Dealerships would be provided with coupons attached to brochures, to give out to customers, and coupons to give to salespeople to come experience the ranch for themselves (because marketing committee believes they are more likely to recommend something they have experienced.) The coupon would entitle the bearer to come and experience the Ranch, and go on a tour. Options were presented. Discussion was held.

Coupons will be given to dealerships along the I-5 corridor from Redding up to Grants Pass. Some may be given to dealerships in farther away cities where Marketing Committee members have connections.

Robert: approach dealership and let them decide which salespeople will be included.

Curtis: Have questions on the back of the coupon so we can follow up after they visit to see if they are interested in purchasing a share. Track which dealerships are sending people our way. Follow up with dealerships to see if they need more coupons.

Mark G: Put a restriction on how many coupons can be redeemed per weekend. Black out major holiday weekends.

Consensus was to leave the logistics of how many coupons to allow per weekend, and black out dates up to Heath. Need to include the offer that if you purchase in at the end of your visit, all guest fees you paid up to that point are credited towards your purchase price. Should include a calendar of events with brochure/coupon.

Curtis: has dealer contacts he can help with.

Mark G made the motion to accept Option 1 for the coupon, as revised during discussion: Option 1: This coupon entitles the bearer to a 2 nights/3 day stay at R-Ranch Hornbrook for no charge, for up to 5 people. The bearer can stay in either a campsite with electric and water hook-ups, or in a rustic line-shack (bring your own bedding, and a heater or fan depending on the time of year.) Included in this arrangement is: 2 nights stay, use of seasonal swimming pool, use of the lodges, use of the camp recreation options, and use of the off-road trails. There is a fee of \$25 per person for the optional trail ride, \$15 per person for the optional arena horse ride, and \$23 per person for the optional trap shoot experience at the gun range. Reservations are required for your stay. Please call 530-475-3495 to make

arrangements. Limited amount of coupons can be redeemed per weekend. All guest fees will be credited towards purchase price if they buy in that weekend. Back of coupon will include follow-up info. Have to fill it out to redeem it. Must check in at Headquarters.

Jay seconded the motion. All were in favor. Motion passed unanimously.

Mark G made the motion that the coupons wouldn't be valid until the salesperson signed it, and that the coupons will include a watermark, and will expire in December 2023. Jay seconded the motion. All were in favor. Motion passed unanimously.

#### 9. Review and possibly take action on Facebook Group Proposal: Emilie Simmons

Emilie presented a written proposal for the Board to officially adopt the public Facebook Page, officially adopt a private Facebook Group, and in accordance with legal advice for the Board to appoint a Spokesperson for the Board for Facebook. Emilie stated that if designated as spokesperson, she will only post about activities, events, and information that is verifiable in the governing documents, website, or minutes of the R-Ranch. A request was also made to ask employees to only post about the Ranch on the official group and page. The lack of official adoption in the past has resulted in multiple groups and pages being started by owners and employees, and the Ranch has no control over those. Problems arise, and then Facebook is not used by the Ranch for a while. This is proving disruptive to marketing efforts. Discussion was held.

Curtis made the motion to designate Emilie Simmons as the spokesperson for the board on Facebook, to officially adopt the R-Ranch Information Owners Only (Hornbrook) GROUP as a communication tool for R-Ranch, and to officially adopt R-Ranch Hornbrook POA as the one and only Official Page on Facebook for the R-Ranch for the purpose of promoting and advertising the Ranch. Mark O seconded the motion. (6) votes in favor: Jay, Don, Robert, Curtis, Emilie, Mark O. (0) votes opposed. (1) abstained: Mark G. Motion Carried by majority vote.

#### 10. New Committee Formation: Robert Tennies

##### a. Discussion

Curtis wanted clarification if he was supposed to be heading up a Corrective Behavior Committee. Emilie said she put his name by it because he was the one who brought up the idea. The Board won't be addressing Corrective Behavior Committee at this time.

b. Budget Committee: Curtis provided a Quickbooks update. The program was experiencing data corruption. The entire program was submitted to the Intuit service team to repair. Their average turnaround is 10 business days. All financial work needs to be postponed until Quickbooks restores our data. Curtis further states that he has information regarding this committee that needs to be discussed in closed Executive Session. Hearing no objection, this item was moved to the executive portion of the meeting.

c. Corrective Behavior Committee: Curtis Hancock (Hearing no objection, formation of this committee will not be addressed at this time.)

#### 11. Owner Comment Time (3 minutes per owner): Owner thanks the board. No other comments during this meeting.

12. Debrief about any other Open Session appropriate topics covered by the Ranch Attorney on 7/14/22

Email: Legal advised that discussion and decisions should not be conducted via email unless absolutely necessary due to an emergency or a time constraint. Curtis: how much should we be emailing? Mark G: we should develop policies and procedures for Board use of email, and address at a future meeting.

13. Set next Working Session Date and Time: Next meeting will be Monday, July 25th at 6:00pm via Zoom only.
14. Adjourn to Executive Session at 9:42pm to discuss (1) owner disciplinary action item, (2) contract negotiations, debrief about any closed session appropriate topics covered by the ranch attorney, (0) litigation items, and (1) personnel item.

**Approved by unanimous vote of the Board on July, 25th, 2022**  
**Respectfully submitted by Emilie Simmons, Secretary**