

**R-RANCH POA BOARD OF DIRECTORS
2ND QUARTER MEETING
TV Room of R-Ranch and via Zoom**

**President - Mark Osborne 1st Vice President – Mark Grenbremer
2nd Vice President – Robert Tennies 3rd Vice President – Jason (Jay) Adams
4th Vice President – Travis Morgan
Secretary – Emilie Simmons Treasurer – Curtis Hancock**

1. WELCOME AND INTRODUCTIONS

President Mark O. called the meeting to order at 10:02 a.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Jay.

3. REVIEW MEETING GROUND RULES:

President Mark Osborne reminded owners that whenever they are speaking to the board, they are to state their names and share numbers for the record. He then read the following Meeting Ground Rules:

- a. This meeting is being recorded. By attending, you are consenting to being recorded. Recordings can be made available to owners in good standing.
- b. Owners are welcome to comment during Owner Comment Time only.
- c. Owners typing in chat are asked to be polite and respectful and to refrain from posting while someone is talking.
- d. Votes will be taken by asking each Board Member one at a time.
- e. Board members will abide by the meeting ground rules.
 - i. Board Members will come on time and prepared for the meeting.
 - ii. We will be polite, positive, and respectful.
 - iii. We will refrain from interrupting the speaker, making derogatory statements or making accusatory remarks.
 - iv. We will listen to learn.
 - v. We will keep our comments concise and to the point.
 - vi. We will take turns in discussions, giving each board member a chance to speak on each round of comments.

4. ROLL CALL

Roll call was taken by Secretary Emilie Simmons.

Members present were:

Mark Osborne	–	President
Mark Grenbremer	–	1 st Vice President
Robert Tennies	–	2 nd Vice President
Jason (Jay) Adams	–	3 rd Vice President
Travis Morgan	–	4 th Vice President
Curtis Hancock	–	Treasurer
Emilie Simmons	–	Secretary

Members absent: none

Seven Board members and a quorum were present.

Heath Kauffman, General Manager, was present as well.

5. REVIEW AND SET AGENDA

Mark O. asked if there were any additions/corrections to the Agenda. Emilie requested the Proposed Agenda be used in place of the original Agenda.

There was no objection to this change and the Proposed Agenda was accepted.

6. REVIEW AND APPROVE MINUTES

Emilie asked that the Minutes for April 18, 2023, be corrected as follows: the meeting was only held via Zoom. The words “and In Person” should be stricken from the heading. Mark G. made a motion to approve the minutes of April 18, 2023, with said correction. Said motion was seconded by Curtis. Motion carried unanimously by the following votes: Robert Tennies (Yes); Jay Adams (Yes); Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

CALENDAR AND ANNOUNCEMENTS

7. REVIEW ESSENTIAL TASKS CALENDAR

a. Emilie reported that the annual cattle lease was discussed in Executive Session. All tasks from the last meeting have been taken care of.

8. ANNOUNCEMENTS

Mark O. asked each committee speaker to give their report:

- a. Mark O. announced that there were four (4) candidates running for three (3) positions on the Board. Those candidates are Mark O.; Curtis Hancock; Patrick Iler and Wes Husted.
- b. Mark O. reported the Date of Record for the Director Elections is June 15th at 4pm. By this time, Owners must be current on assessments and fines to be eligible to vote.
- c. Mark O. reported the Election will be held on Saturday, July 1st at 11 am in the Klamath Lodge, or ballots can be submitted via mail in advance.
- d. Mark O. announced the Stables fundraiser was today, May 20, at 1 pm.

9. SET NEXT WORKING SESSION DATE AND TIME

Emilie announced the next Board Working Session will be held via Zoom on June 19 at 6 pm.

10. NEXT QUARTERLY MEETING

Mark O. announces the next quarterly meeting will be held Saturday, August 19th, at 10 am in the Klamath Lodge and via Zoom. No agenda items will be discussed during the election meeting on July 1st.

REPORTS

11. REPORT:

Executive Meeting Report was provided by Mark G. They met on both April 18 and May 16 discussing legal, contracts, and personnel matters. Nothing further to report at this time.

12. REPORT: COMMITTEE REPORTS

a. The Marketing Committee was presented by Emilie.

R-Ranch POA Committee Report Form

Date of Report: 5/18/23

Name of Committee: Marketing

Name of Committee Chair: Cathy Macay (247)

Name of Board Liaison: Emilie Simmons

Number of active Committee Members: 6-8

Dates of Committee Meetings held since the last report: 5/9, 4/11, 3/14

Next Meeting: 6/14

Current Projects:

Paid advertisement: NSPM, Active NorCal, Partnership with Camp Siskiyou

Social Media: ongoing

Targeted Outreach: ongoing: recreational-family oriented businesses

Current Sale: April 1-June 30

Coupon, Brochure/Fliers:

- Friends and Family Referral Coupon
- Dealership Coupon
- R-Ranch Brochure 2023
- 1/3 sheet flyer

Open Houses:

- Open House Flyer.docx
- Drawing for Ranch Experience
- *4/15 completed*
- 6/10 upcoming

Completed:

- Completed Promotions folder
- Marketing Booths at Medford and at Anderson
- Active NorCal story was published online
- Promotional Video

Possible Future Events:

- NorCal Sportsmen's Show: NCSS Rate Card.pdf

Wish List:

- Dedicated sales & marketing staff
- Increased marketing budget

b. Advisory Committee Report was given by Barbara Dalmau via Zoom.

R-Ranch POA Committee Report Form

Date of Report: May 17, 2023

Name of Committee: Advisory Committee

Name of Committee Chair: Barbara Dalmau

Name of Board Liaison: Emilie Simmons

Number of active Committee Members: 3: Cathy McCay, Barbara Dalmau, Emilie Simmons

Dates of Committee Meetings held since the last report:

March 26, 2023

April 11, 2023

May 9, 2023

Plus, there have been at least two extended discussions among some of the Advisory Board Members, specifically April 1 & April 22, to discuss and co-produce our current primary assignment.

Report:

Based on a request from the Board, the Advisory Committee has spent the large part of the past 3 months editing and revising the Owners' Handbook, commonly known as the Brown Book. This has been an extensive project the includes:

- Comparing the Handbook to the CC&R's (the Red Book) to remove conflicting information from the Handbook and editing for typos.
- Updating information for the Ranch's existing needs and conditions (ie, removing references to the Bunkhouse; including electronic ways to communicate with HQ, etc.)
- Adding new guidelines based on current perceived needs (ie, how to register campsites or request exceptions if there is no campground host, etc)
- Clarifying areas that have been ongoing sources of confusion (ie, the application of the 210 rule, better defining Owners/Members vs Associate Owners/Members and their rights & privileges, etc)
- Simplifying and shortening the handbook to make it one that can be kept current more easily, while still giving the Ranch the flexibility to update as conditions change. (ie, removing fees and placing them in a separate referenced schedule; referencing Stables rules rather than listing all of them while maintaining those rules in a separate document that must be signed annually by riders, etc.) ownership, such as by addressing the need to respect people and property.

Continuation of Advisory Committee Report

- Producing a hopefully more user-friendly guide that also instills a sense of caring ownership, such as by addressing the need to respect people and property.

This project is still on-going with a plan to present an initial draft revision to the Board and GM in June.

Does the Committee need anything from the Board? If so, what?

Please keep the Advisory Committee apprised of any new rules or guidelines for inclusion in the Owner Handbook.

Other?

- c. The Rebuild Committee Report was given by Emilie.

R-Ranch POA Committee Report Form

Date of Report: 5/18/2023

Name of Committee: Rebuild Committee

Name of Committee Chair: Jay Adams

Name of Board Liaison: Jay Adams

Number of active Committee Members: 6-10

Dates of Committee Meetings held since the last report:

1/12/23

1/31/23

3/1/23

The Committee presented options for the Board to review on 2/18/23, 2/27/23, and 3/1/23

The next committee meeting will be on Wednesday, May 24th to review the permit requirements and to discuss recommendations for which basic cabins to build or purchase.

Report: (Please include projects the committee is currently working on, and any projects completed since the last report. You may also include projects the committee is planning if desired.)

The Committee provided suggestions for options to include on the ballot. The next step will be to review the specific requirements to get the first permit, and to provide the Board with 2-3 recommendations for which basic cabins to get, and where to get them from.

Does the Committee need anything from the Board? If so, what?

The Committee needs time on each Board agenda to request approval for each step of the building process.

Other?

None at this time.

d. Strategic Plan Committee Report was given by Mark G.

R-Ranch POA Committee Report Form

Date of Report: 05 12 23

Name of Committee: Strategic Action Plan Committee

Name of Committee Chair: Mark Grenbemer

Name of Board Liaison: Mark Grenbemer/Robert Tennies

Number of active Committee Members: Mark Grenbemer, Robert Tennies, Babra Dalmau, Mark Perry and Patrick Iler

Dates of Committee Meetings held since the last report:

7 Committee Meetings Since March and meeting weekly now with next scheduled 5/17.
1 Work Session webinar with representatives from other R Ranch Standing Committees (3/15)

Report: (Please include projects the committee is currently working on, and any projects completed since the last report. You may also include projects the committee is planning if desired.)

Have Developed Draft Versions of Vision Statement, Mission Statement, Core Values,

Currently Drafting SWOT Analysis, Road Map, Cultural Statement, Civility Statement

Next: Short Term Objectives.

Does the Committee need anything from the Board? If so, what?

Budgeting for paid plan consultant ☺

Question: Would Board like to consider approval of Mission and Vision Statement before or on the July 1st meeting? Additionally, Core Values and Civility Statement could also be finalized in draft form for consideration.

Other?

- Currently, Holding Weekly Committee Meetings
- Working to develop Zoom working Session in June (TBD).
- Plan is to hold Owner Information/Work Session as part of July 1st Owner Meeting.
- Will be requesting review of SWOT by Financial and Marketing Committees
- Will be Requesting Financial and Marketing Committee active engagement in developing Financial and Marketing portions of Strategic Plan. Currently assuming can move current marketing plan that committee is/has developed into Strategic Plan.

Mark G. is hopeful to have a draft for the working session by the July 1st meeting with the plan of having a short-term plan prepared by the August Quarterly meeting.

He thanked all the committee members for their hard work.

e. Financial Committee Report was given by Curtis Hancock.

R-Ranch POA Committee Report Form

Date of Report: 5/18/23

Name of Committee: Financial Committee

Name of Committee Chair: Curtis Hancock

Name of Board Liaison: Curtis Hancock

Number of active Committee Members: 3-4

Dates of Committee Meetings held since the last report: None.

13. General Manager's Report was given by Heath.

General Manager's Report 5/19/2023

Here we are, one week from opening season for the R-Ranch 2023 year. We have all been busy around the R-Ranch trying to get as much done as possible before opening weekend. We are constantly working on the irrigation systems for the pasture, campgrounds and filling the ponds. Now that we have started mowing the grass, it is a constant job. We have 15 employees and are looking for a couple more seasonal employees. We are on track to open the swimming pool on Memorial Weekend.

There are a ton of events going on this year, so be sure you get a copy of the event calendar. We had a very good turn-out for the Mother's Day brunch with over 30 people attending. Thank you to all that came out to support all the R-Ranch mothers.

As of now, we have sold 22 shares this year. We are looking forward to the open house event on 6/10/23 at 10.00 am. If you have any friends or family that would like to take advantage of this event, sign them up at HQ so they can take advantage of the discounted price of the share.

Continuation of General Manager's Report.

Everyone here would like to thank Marvin for his 16 years of work here at the R-Ranch. Marvin will be missed tremendously by all, but we are happy for him to be able to spend more time with his kids that he loves so much.

THANK YOU MARVIN FOR YOUR TRUE DEDICATION TO R-RANCH!

14. President's Report was given by Mark O.

R-Ranch POA Quarterly President's Report

5/18/2023

Over the years many things have changed at the R-Ranch. Each year we elect new board members. With each change comes a new direction. The current Board has spent considerable time forming new committees, adding policies and is currently developing a Strategic Plan for the future. All of these will hopefully allow for continuity with the Boards of the future. Technology has allowed for online storage of documents, making it easier for Board Members to access the information and answers they need to continue the work of growing the R-Ranch Family.

One aspect of technology we are refining is the complaint process. Procedures for filing a complaint and how to respond to complaints are either in place or will be soon. Complaints need to follow the official channels to be handled as quickly and efficiently as possible. If you have a complaint, please use a complaint form instead of social media. I believe that sometimes people complain on social media because they perceive that nothing is happening. This frustration moves to social media where a response from others is almost immediate. Gratifying as it may seem, it is damaging the overall wellbeing of the R-Ranch.

Sitting on the board I have seen the damage the negativity has caused. Potential owners have indicated they would not consider buying due to all the drama. This isn't a one-time statement from potential new partners. I've seen it far too often over the entire time I've been an owner. If those people who decided not to purchase a share saw positives and in fact purchased, we would be in a better position to repair and replace the aging structures of R-Ranch. Negative posts and comments on social media are having a detrimental impact on R-Ranch, undermining our marketing efforts, and damaging our sense of community.

Often those seeking to complain don't have the entire picture of what is happening, because they can't see what is going on behind the scenes. Our governing documents provide the path which must be followed when addressing problems on the R-Ranch, and much of that path takes time and involves privately issuing warnings and fines, holding confidential hearings with Owners, restricting

Continuation of President's Report

access to the ranch, and consultations with the Ranch attorney. It is inappropriate for the association to divulge any action being taken against an Owner. It is also inappropriate for Owners to be blasting one another on social media. The best practice is to file the complaint through proper channels. This will protect the privacy of fellow Owners and assure the best positive outcome for all involved.

We are all interested in seeing the R-Ranch thrive and be here long into the future. Find the positives to add to social media. Attracting more owners is a key component of having a successful R-Ranch. Assumptions and speculations do nothing to bring positives to R-Ranch. Seek answers from reliable sources. Our GM and any of the Board will be happy to answer questions as allowed under our governing documents and California law. We are moving forward! We have a Marketing Committee, a Financial Committee, a Rebuild Committee, an Election Committee, a Strategic Plan Committee, an Advisory Committee, and we are forming a Volunteer Committee. They are doing great work to revitalize the R-Ranch and ensure that we have a bright future ahead of us.

Mark Osborne
President R-Ranch POA

15. Quarterly Financial Report

- a. Quarterly Financial was presented by Curtis.

R-Ranch Property Owners Association 225 Ditch Creek Road, Hornbrook CA 96044

Quarterly Financial Report 5/17/2023

Bank Account Balances			
Account	As of 4/30/23	As of 1/31/23	As of 12/31/22
Operational: #9622	232,930.61	407,765.70	322,111.62
Trailer Storage: #9609	52,982.43	47,261.73	38,541.73
Cattle Lease Pre-paid: #8782	40,000.00	40,000.00	40,000.00
Pre-paid Assessments & Cell: #2641	285,346.66	285,066.12	284,978.89
Reserve Account, E.J.M.M.	59,022.99	42,901.75	42,901.75
Fire Insurance Payout: E.J.Fire	1,094,152.08	973,113.85	1,318,012.18

Status of Shares		
Status	As of 5/17/2023	As of 3/31/2023
2023 Paid in Full	405	N/A
First Half Paid	364	732
Payment Plan	54	51
Delinquent	271	303
Collections, Deceased, Etc.	539	541
Owned by R-Ranch POA	867	873
Total Shares	2500	2500

Number of Shares Sold				
By May 2020	By May 2021	By May 2022	By May 2023	2023 Goal
3	5	14	22	60

Sales breakdown by year/month													
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
2020	0	0	0	0	3	1	5	3	1	1	0	1	15
2021	2	2	0	1	0	2	2	1	3	1	0	0	14
2022	1	3	3	1	6	4	1	4	7	6	2	0	38
2023	1	0	12	8	1	0	0	0	0	0	0	0	22

Continuation of Quarterly Financial Report

Curtis reports that the Ranch is on a positive course to reach its sales goal of 60 shares in 2023.

- b. Discussion by the directors with any questions to Curtis.
Robert asked if the numbers presented were done so by quarter. Curtis answered that they were not. They include all.

c. Approval of Quarterly Financial Report.

Emilie made a motion to approve the Quarterly Financial Report as written. Said motion was seconded by Curtis. The motion passed favorably with the following votes. Mark O. (Yes); Mark G. (Yes); Jay (Yes); Emilie (Yes); Curtis (Yes); Travis Morgan (Yes); Robert (abstain).

UNFINISHED BUSINESS

16. Repay funds used from the pre-pay account to get through 2022.

Curtis reported that the \$285,000 was borrowed from the reserve account to get through 2022. When this money was borrowed, it was (and has always been) the board's intention to have it repaid. However, this is not feasible currently. It has been kept in the budget to figure out ways to repay. If over 60 shares are sold, it would certainly help. The account balance currently is at \$285,346 versus April 2022 when it was at \$400,000.

The Ranch had some cell towers which they were receiving payment for the lease of the land they were on. To get enough funds to rebuild the bunkhouse and also because the cell tower funds were decreasing each month as different carriers dropped off due to getting their own towers and no longer using Ranch land; the amount of money coming to the Ranch kept decreasing. The Board at that time made the decision to accept a lump payment and lock the Ranch into a lease to help finance the rebuilding phase. It turned out those funds were not enough to help with the rebuilding phase, and they ended up being needed elsewhere. Emilie provided the following to help explain:

Prepaid Assessment & Cell Tower Payout Account

Cell Tower Funds:

4/20/22 Initial amount transferred in - \$400,000.00

5/13/22 transferred to Operations – (\$50,000.00)

8/11/22 transferred to Operations – (\$100,000.00)

9/16/22 transferred to Operations – (\$75,000.00)

9/16/22 transferred to Operations – (\$7,389.71) for fish and wildlife, etc.

12/7/22 transferred to Operations – (\$60,000.00)

Cell Tower Funds Remaining - \$107,610.29

2023 Prepaid Assessments – \$173,228.77 (still in this account earning interest until needed for operations)

2024 Prepaid Assessments - \$4507.60 (will remain set aside until 2024)

Board held a discussion.

Curtis suggested perhaps putting out a voluntary owner donation request to cover the remaining \$60,000. Of course, an Owner could donate more if they wanted.

Robert wants to see the money repaid and thinks a mandatory assessment is the way to do it. Emilie reminded the Board that an assessment cannot be imposed without approval from the Owners.

After discussion, it was decided that Curtis will put this matter to the Financial Committee and have something put together to discuss at the next working session.

MARK O. CALLED FOR A 10-MINUTE BREAK AT 11:55 am.

MEETING RECONVENED AND CALLED TO ORDER BY MARK O. AT 12:05 pm.

NEW BUSINESS

17. Policies and Procedures for contractors/workers for capital improvement projects

a. Discussion

FIRST DRAFT R-Ranch Property Owners Association
Vendor Selection Policies and Procedures were presented by Emilie. A discussion was held.

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FIRST DRAFT

R-Ranch Property Owners Association Vendor Selection Policies and Procedures

Purpose:

The purpose of these policies and procedures is to ensure that vendors are selected in a fair, equitable, and fiscally responsible manner, and to provide guidelines for best practices in selecting vendors and securing contracts.

Policies:

1. The Board reserves the right to contract with the vendor of their choice.
2. The Association reserves the right to have work done by Owners, employees, volunteers, contractors, and vendors.
3. The Association reserves the right to exchange services in lieu of payment for services rendered.
4. All opportunities for vendor services over \$20,000 will be posted in the Owner Portal of the official website and on the bulletin board at Headquarters to allow Owners a fair and equitable opportunity to bid for the project/service.
5. At least 2 bids will be acquired for all projects over \$20,000. The requirement for two bids may be waived depending on the circumstances, i.e., whether the work is an emergency, the association has a long-standing relationship with a particular vendor who is especially knowledgeable about R-Ranch, changing vendors would disrupt existing warranties, and/or other vendors are not willing to bid on the project. The requirement for 2 bids cannot be waived if it is for the damage or destruction of the common facilities in accordance with CC&Rs 8.1.
6. Contracts will not necessarily be awarded to the lowest bidder; contracts will be awarded to the best bidder as determined by the Board. The Board will select which vendor to contract with based on a combination of factors, including but not limited to, cost, quality, projected timeline, guarantees and warranties, reputation, insurance coverage and bonds, and number of workers available for the project.
7. Year-to-year contracts do not need to be re-bid each year. The Association may renew the contract with the existing vendor as long as the work has been satisfactory and it is fiscally prudent to do so.

Procedures:

- A. **Announcement of Opportunity:** Whenever a job/service/project for more than \$20,000 will be coming available for bid, a notice will be posted on the bulletin board at Headquarters, and in the Owner Portal of the official website at least 2 weeks in advance so that Owners can have an opportunity to bid.
- B. **Obtaining Bids:** At least 5 attempts will be made to acquire at least 2 bids for all projects/services over \$20,000. If it is not possible to obtain a second bid within 30 days, the Board may choose to forego the requirement for a second bid, except when a second bid is required by CC&Rs 8.1 for damage or destruction of common facilities. Documentation of attempts to procure a second bid will be provided to the Board and kept for a period of one year.

Procedures:

C. Announcement of Opportunity: Whenever a job/service/project for more than \$20,000 will be coming available for bid, a notice will be posted on the bulletin board at Headquarters, and in the Owner Portal of the official website at least 2 weeks in advance so that Owners can have an opportunity to bid.

D. Obtaining Bids: At least 5 attempts will be made to acquire at least 2 bids for all projects/services over \$20,000. If it is not possible to obtain a second bid within 30 days, the Board may choose to forego the requirement for a second bid, except when a second bid is required by CC&Rs 8.1 for damage or destruction of common facilities. Documentation of attempts to procure a second bid will be provided to the Board and kept for a period of one year.

E. Request for Bid: A written request for a bid will be provided to potential vendors. To ensure a fair comparison of bids received, the same information and requests should be provided to each potential vendor. The request will include:

1. Detailed description and/or sketch of the work/project/service needed, including expectations of being able to meet required codes/permits if applicable.
2. Address where the work/project/service will occur.
3. Request for detailed quote including materials, labor, and delivery if applicable.
4. Request for expected timeline for completion of work.
5. Request for proof that the vendor is licensed, permitted, insured, bonded, etc if applicable.
6. Who will be responsible for securing building permits and engineered plans if applicable?
7. Deadline for submitting the quote/bid.
8. Do they provide warranties on labor and materials?
9. Request for references.

D. Contracts: Once a vendor is selected, a contract must be developed between the Association and the Vendor.

1. In most cases the Vendor should provide the contract.
2. The Board shall thoroughly review the contract, and will consult with the attorney if any clarification is needed, or if there are any concerns.
3. The contract should include the following if applicable:
 1. Identification of the contracted parties, including who is authorized to make changes on behalf of the Association.
 2. Identification of the location of the required work.

3. State the hours/days that work can be done.
4. Relevant time constraints for starting and completion of the work.
5. Penalties for failure to adhere to the contract.
6. Schedule for payment or draws.
7. Dollar amount of the contracted work.
8. Identification of type of materials and who supplies these materials.
9. Responsibility for selecting materials.
10. Location for storage of materials during the project.
11. Who will provide necessary tools and equipment.
12. Responsibility for damages.
13. Vendor performance bonds if necessary.
14. Responsibility for permits and/or licenses.
15. Warranty on labor and materials if applicable.
16. Provision for debris removal and cleanup.
17. Identification of crew on-site supervisor.
18. Clarification of both Association and Vendor liability.
19. Provision for periodic inspections.
20. How to handle cost overruns and additional work during the project.
21. Provision for no verbal agreements affecting the contract.
22. Retainage of final funding.
23. Contract cancellation provisions.
24. Jurisdiction or laws prevailing.

Record Keeping: All records will be kept at the Headquarters Office of R-Ranch. Contracts and invoices for work done shall be kept for whichever is longer: a period of 8 years or the full term of the warranty. Documentation of attempts to secure bids, and bids received but not selected for contract shall be kept for one year as proof of due diligence. A copy of the minutes of the meeting where a vendor was selected by the Board, or a document citing which minutes to refer to, shall be filed with the contract.

18. Volunteer Committee Charter

- a. Discussion
- b. Possible adoption

Mark O. read aloud the following Charter and Work Plan for R-Ranch Volunteer Program Committee:

Charter and Work Plan for R-Ranch Volunteer Program Committee

Purpose and Scope of Responsibility of Committee

- Effective volunteer management is essential to a functioning volunteer program including recruitment, onboarding, planning, support, tracking progress, celebrating success, and minimizing liability in the support of volunteers to deliver projects that preserve and improve R-Ranch.
- The R-Ranch Board Volunteer Committee (Committee) is a standing Committee chartered to support a well-managed volunteer program to focus efforts and use available resources efficiently.
- To ensure that volunteerism at R-Ranch is a pleasant experience, volunteer projects will be presented as a no-pressure opportunity for interested Owners to participate in.

Structure and Membership

- The committee is led by the volunteer coordinator and a Liaison from the Board of Directors. The Committee shall set its own structure and rules of procedure and shall meet on a schedule and process as determined by the Committee. The Board will be notified of the Committee's meeting schedule.
- The General Manager can either serve as a standing Committee member or an Ad Hoc Committee member and will work to identify and help facilitate volunteer projects.
- The Committee will consist of at least three members who oversee the responsibilities of 1) volunteer recruitment, orientation, and onboarding, 2) project planning 3) project implementation, tracking activities and volunteer recognition.
- The Committee reports to the Board and, like other R-Ranch Committees, is subject to yearly authorization. The Committee makes any necessary recommendations for changes to the Committee's Charter to the full Board for the Board's review and approval.
- The Committee communicates directly with the Liaison, and the Liaison communicates with the General Manager.

Responsibilities

- The Committee will generate ideas for volunteer projects. R-Ranch staff will also provide an annual list of projects that would benefit the Ranch. Projects can include organized work parties or projects done by individual Owners with time to volunteer.
- The Committee will select by simple majority vote the main projects they would like to accomplish during the year. The Liaison will take the committee's selections to the General Manager for approval.
- The Committee will plan, implement, and oversee organized volunteer activities.
- The Committee will select a Project Leader for each organized volunteer activity. The Project Leader will need to be physically present for most of the activity.
- The Committee will submit a detailed list of supplies for the project at least one week before they will be needed.

- The General Manager will ensure that the supplies are readily available on the date of the volunteer project and will provide a staff member as the point of contact for each organized work party.
- The Committee will oversee the recruitment, vetting, and management of volunteers, including volunteer liability forms.
- The Committee will work to secure donations, when possible, to help implement volunteer projects that help augment R-Ranch resources available.
- The Committee will develop a yearly budget for Board consideration for incorporation into the R-Ranch budget. Any funds in the volunteer account will be spent at the General Manager's discretion, with recommendations for expenditures determined by majority vote of the committee.
- The Committee will maintain an up-to-date volunteer database and track project activities.
- The Volunteer Coordinator will submit, or cause to be submitted, a quarterly written report that emphasizes volunteer recognition.
- The General Manager is responsible for supervising and approving individual volunteers that are not part of the Committee.

Timeline

- The Committee should organize only one work party per month to avoid volunteer and staff burnout.
- The Committee will suggest the annual Volunteer Project Budget amount by September each year.
- The Committee will provide a written quarterly report no later than 2 days before the Quarterly Board Meeting.
- The Board will review the Committee Charter annually in July and will determine if the Charter will be renewed.
- The Committee should meet at least quarterly but may meet as often as necessary to fulfill its purpose.

Discussion was held. Emilie makes a motion to accept the Charter as written. Said motion was seconded by Travis. Said motion was carried unanimously by the following votes: Mark O. (Yes); Mark G. (Yes); Jay (Yes); Emilie (Yes); Curtis (Yes); Robert (Yes). Travis (Yes).

19. Possible Brown Book Rule Change: Pets allowed in some of the rental homes for an additional fee.
 - a. It is proposed that we allow pets in the A-frame and in the two-bedroom side of the Klamath River House, for an additional \$10 per night pet fee to cover the cost of additional cleaning. Pet owners are responsible for cleaning up after their pets and paying for any damage caused by their pets. The one-bedroom side of the Klamath River House, and the Cottonwood Rental Home would both be strictly pet free to accommodate Owners with pet allergies. Pets would continue to be allowed in the line shacks for no additional fee.
 - b. Discussion
 - c. Possible adoption of the new rule

Mark O. read aloud the foregoing Possible Brown Book Rule Change. A discussion was held. It was decided by the Board to table this matter for a future meeting.

20. Owner Comment Time (Facilitator Emilie Simmons)

Emilie reminded Owners of the rules and to announce both their names and share numbers. Zoom participants were to type in their names and share numbers on the chat feature. Owners were allowed to email questions ahead of time to board@r-ranchca.com.

Nancy Wilson, Share 0164

Statement: Nancy pointed out that the Ranch/Owners need to recognize three gems: 1)Klamath Campground; 2) Cottonwood Campground and 3)Stables. These areas need to have improvements to make them stand out. Would like to see the riverbanks trimmed back.

The rebuild is structured as being in three phases. She would like to see the third phase go into existing structures. (i.e. maintenance, roof repairs, stables.

She thanked the Board for their work.

Response: Mark O. stated the Strategic Planning Committee is working on improvements. It is too late this year to trim riverbanks. There are strict rules by Fish & Game to do so.

Bob Carson, Share 1273

Q: Could the Coke machine at the pool be utilized?

A: Per Heath, the Ranch cannot put their own product in the machine as they do not own them. The vendors have failed to come to get them so far.

Q: Could volunteers work in the pool office to help with payroll?

A: A discussion was held.

Patrick Iler, Share 894

Q: How long do delinquent accounts sit before the Ranch takes them to a collection?

A: Normally after one year.

Q: Do the Rules give an amount of time to pay or lose your share?

A: No.

Q: What results are we getting through social media?

A: Emilie responded there have been just over 300, and positive results are noticed. YouTube has not had much happening with it. More help is needed to keep it moving along. Curtis announced there will be a commercial run by Rouge Valley TV soon.

Q: Could a sign/billboard be put up to be seen from the freeway?

A: Would cost too much. A green/brown information sign is not allowed.

Patrick thanked Board for their work stating it has been appreciated.

Wes Husted, Share 1327

Q: What is the breakdown of the cell tower lease?

A: Curtis responded. Funds \$285,246.66; \$173,228 for 2023 assessments; \$4,507 for 2024 assessments.

Q: Do we get money from the cell tower lease?

A: Mark O. responded that only if the cell tower were to make any changes would the Ranch receive anything. Until then, no.

Johnny Bega, Share 1626

Statement: Would like to see a request to Owners for donations to repay the remaining \$60,000 and have it be in a tiered structure (i.e. bronze, silver, gold) with an incentive.

Response: Discussion was held regarding different ideas.

Larry Bales, Share 1051

Statement: What does anyone know about the sign by the offramp near the bridge on the Klamath? States it is owned by KRCE and if you park there, you'll be cited. How much trouble can we get in by parking there?

Response: (nobody else was aware of this signage)

Connie Curty, Share 0144

Statement: She agrees with making improvements to Klamath Campground, Cottonwood Campground, and the Stables. Also, would like to see the campsites kept clean.

She appreciates the Board.

Adjourn

21. Mark O. requested to adjourn the meeting. With no objections, the meeting was adjourned at 1:00 p.m.

MINUTES TAKEN BY GEORGIA TOMS