

R-RANCH POA BOARD OF DIRECTORS
3rd QUARTER MEETING
August 19th 2023
Klamath River Lodge and via Zoom

President - Mark Grenbemer 1st Vice President – Mark Osborne
2nd Vice President – Travis Morgan 3rd Vice President – Jason (Jay) Adams
4th Vice President – Patrick Iler
Secretary – Emilie Simmons Treasurer – Curtis Hancock

1. **WELCOME AND INTRODUCTIONS**

President Mark G. called the meeting to order at 10:04 a.m.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Patrick.

3. **REVIEW MEETING GROUND RULES:**

President Mark G. read “For the record: This meeting is being recorded. By attending, you are consenting to being recorded. Recordings can be made available to owners in good standing.

4. **ROLL CALL**

Roll call was taken by President Mark G.

Members present were:

Mark Grenbemer	–	President
Mark Osborne	–	1 st Vice President
Travis Morgan	–	2 nd Vice President
Jason (Jay) Adams	–	3 rd Vice President
Patrick Iler	–	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. There were none.

Patrick made a motion to accept and set the Agenda as proposed. The motion was seconded by Mark O. The motion was carried unanimously by the following votes: Patrick Iler (Yes); Jay Adams (Yes); Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

6. **REVIEW AND APPROVE MINUTES**

Jay made a motion to approve the Board Working Session minutes of August 1, 2023, as written. Said motion was seconded by Patrick. The motion was carried unanimously by the following votes: Patrick Iler (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 explained the Essential Tasks Calendar. A copy was provided for review.

8. SET NEXT WORKING SESSION DATE AND TIME

This matter is tabled for future discussion. Emilie will follow up with board members.

9. SET NEXT QUARTERLY MEETING

This matter is tabled for future discussion. Emilie will follow up with board members and Georgia.

REPORTS

10. EXECUTIVE MEETING REPORT

Mark O. reported that the board met on August 2nd and 7th. Those meetings were owner hearings. The board then met on August 15th for some owner discipline, personnel matters, and a legal consultation with our attorney. Met on August 16th with KRRC (dam removal company) to discuss some issues with that. Our attorney attended the August 16th meeting as well.

11. REPORT:

a. Cathy Macay provided the following written Marketing Report.

“R-Ranch POA Committee Report Form

(Please complete and submit 2 days prior to Board Quarterly Meetings.)

Date of Report: August 12, 2023

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: 6/14, 7/12, 8/9

Next Meeting: 9/25/23 at 6 PM in collaboration with the SPAC

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.

Current Projects:

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

Social Media: ongoing

TV Commercial: Slots donated by a ranch owner: Pieter Oosthuizen. **In progress:**

Discussion of future paid for commercials.

<https://vimeo.com/840617584/496ff44e87?share=copy>

Targeted Outreach: ongoing: recreational-family oriented businesses

Current Sale: 50/50 sale extended until October 2023 as approved by the Board

Coupon, Brochure/Fliers:

- [Friends and Family Referral Coupon](#)
- [Dealership Coupon](#)

- 1/3 sheet flyer

Data Collection and Review: data collected by office staff lets us know how people are hearing about us.

Discussions:

Salesperson: Ranch hiring of a dedicated sales staff

Data Collection: The Committee needs data to make informed decisions and to monitor current marketing efforts. We need to know how potential buyers are specifically hearing about us. A more targeted checklist of options will enable staff to ask follow up questions when scheduling a tour or after a share purchase. A dedicated and experienced salesperson may be instrumental in this area. Data collection is an agenda item for the 9/25 meeting.

Completed:

Open Houses:

- Open House Flyer.docx
- Drawing for Ranch Experience
- 4/15 completed
- 6/10 completed
- 7/22 Extravaganza not an official marketing event. Members of the committee along with volunteers manned tables to promote the ranch to visitors new to the ranch.

Wish List:

- Dedicated sales & marketing staff
- Increased marketing budget
- Increased membership”

b. Barbara Dalmau provided the following written Advisory Report:

**“R-Ranch POA Committee Report Form
Advisory Committee**

Date of Report: August 15, 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:

June 1, 2023

July 19, 2023

Plus, committee members have had discussions about our projects, such as on formatting and verbiage, during this period. We have also, as a team, attended the June 19 and July 25 Board working meetings where the revised Owner Handbook was an agenda item.

Report: During the past Quarter, the Advisory Committee has spent time working on the following:

- 1) Completion of our revisions to the Owner Complaint Process. This Committee project was largely worked on and presented to the Board in draft form in late 2022. In June we responded to some questions about the proposed Complaint forms and process, which has now been implemented by the Board for a trial. It is posted in the Owner Portal on the R-Ranch website.
- 2) Preparing for and attending Board Working Sessions to present and respond to Board and Owner questions about our first draft of the revised Owners’ Handbook, (previously known as the Brown Book).

- 3) Ongoing editing of the Owner Handbook based on feedback and suggestions by Board members. This project to update and revise the Handbook/Brown Book to better align with the CC&R's/Red Book as well as with current conditions at R-Ranch has taken close to 100 hours to date from the three volunteer Owners on this Committee. This project is still on-going with a plan to present a more complete version to Owners for input at the August Board Meeting.

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

Advisory Committee members work on projects assigned to them by the Board. We welcome all feedback, suggestions and new proposed projects to best assist the Board and R-Ranch.”

- c. Jay had nothing to report this quarter for the Rebuild Committee Report.
- d. Mark G. provided the following written Strategic Plan Report:

“R-Ranch POA Committee Report Form

Date of Report: 08 19 23

Name of Committee: Strategic Action Plan Committee

Name of Committee Chair: Mark Grenbemer

Name of Board Liaison: Patrick Iler

Purpose: Development of a Strategic Action Plan for R Ranch which includes both short and long term objectives.

Number of active Committee Members: Mark Grenbemer, Robert Tennes, Babra Dalmau, Mark Perry and Patrick Iler with Heath participating as he is able.

Dates of Committee Meetings held since the last report:

4 Committee Meetings and 1 Presentation/Work Session at the July 1st Annual Owner Meeting.

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.)

Board has adopted SAP Draft Versions of Vision Statement, Mission Statement. Draft Core Values have been included in the Draft Owner Handbook. A Draft SWOT analysis has been completed.

Next: The SAP is engaging with the Marketing Committee in developing of the SAP portion of the Marketing and Sales section.

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

Budgeting for paid plan consultant

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.”

- e. Curtis had nothing to report this quarter for the Financial Report.
- f. Larry and Georgette Bales provided the following Volunteer Report:

“R-Ranch POA Committee Report Form
(Please complete and submit 2 days prior to Board Quarterly Meetings.)

Date of Report:

August 16, 2023

Name of Committee: Volunteer Committee

Name of Committee Chair: Larry Bales

Name of Board Liaison: Travis Morgan

Number of active Committee Members: 4

Dates of Committee Meetings held since the last report: June 7, 2023, June 21, 2023, July 11, 2023, August 2, 2023

The following are projects that volunteers did in April and May 2023:

Volunteers replaced electrical pedestals and replaced outlets in Cottonwood campground, repaired clay launcher at gun range, installed solar motion lights at line shacks, repaired portions of the Cottonwood sprinkler system, repaired electrical pedestals in Klamath, repaired light fixtures in Klamath bathroom, repaired swing and deck at Klamath lodge, assisted with the April Open House, put on movies at the pool, and helped with clean up projects for the Stables. Total volunteer hours: 61 hours.

The following are projects completed in June and July 2023:

Volunteers repaired the gazebo near HQ and placed furniture in it, cleaned up and organized around the Klamath maintenance shed, cleared the pathway from the dumpster to the bathroom in Klamath, removed broken sign and basketball hoop in Cottonwood, assisted with the June Open House, assisted with the 50 Year Extravaganza, placed donated tires to protect the water spigots in Klamath, repaired the swamp coolers in Klamath Lodge, painted the gazebo, and donated paint and flower bulbs. Total volunteer hours: 89 hours.

Requests for the Board:

The Volunteer Committee would like to request funding for the following projects.

Details of these projects are available on the project pages.

1. Paint the fence at front of Cottonwood main entrance	\$450.00
2. Repair and paint 15 picnic tables - Cottonwood and Klamath	\$619.00
3. Repair fence across the street at Klamath across from River House	\$100.00
4. Replace swing on back deck of Klamath Lodge and repair handrails	\$93.00
5. Install Klamath lodge attic fan and cover the current attic vent	\$225.00
Total	\$1487.00”

g. Emilie provided the following written report.

“R-Ranch POA Committee Report Form
(Please complete and submit 2 days prior to Board Quarterly Meetings.)

Date of Report: 8-2-2023

Name of Committee: Election Committee

Name of Committee Chair: Shelley Sarason

Name of Board Liaison: Emilie Simmons

Number of active Committee Members: 4

Dates of Committee Meetings held since the last report: No meeting held.

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 Election Committee handled the election in April for the Capital Improvement Project vote.

Things that worked well:

- Having a committee to help with everything
- Having a dedicated PO Box for ballots
- Using the vote counting software. It was simple to enter paper ballots, worked well for people who cast their own vote online, and created all the necessary reports automatically.
- Keeping all paper ballots and envelopes and filing them in HQ for at least 7 years in case of any challenges to the vote results.
- Collecting the ballots from the Post Office, and having the postmaster seal them into a box or large envelope that the postmaster signs and dates. Helped establish chain of custody, and provided proof of when the ballot was received.

Things to improve:

- Need a much longer period to collect ballots. At least 3 weeks from the date the ballots are postmarked to when they are due. 4 weeks would be better. Many people didn't even get their ballots until over a week after they were mailed out.
- Need a lot more time to prepare, print, stuff the envelopes, add mailing labels, etc. Allow at least a week for that process. Organize volunteers to help with that.
- Need a much bigger printout of Owners in Good Standing. The small print was hard to work with.
- Need a locking drop box to be placed in the office so people can drop off ballots in person before the deadline, and so that ballots that are accidentally mailed to the regular PO Box can be dropped in by staff.
- Need large envelopes to aid in sorting out the ballots.
- Need an empty box to store all the ballots and envelopes in at the end of the election.
- Should count the number of ballots as they come in, so we have an indication of whether or not we are meeting quorum.

On Election Day:

- Have a drop box for ballots
- Have blank ballots, blank envelopes, and pens for Owners to use.
- Have a printed list (large print) of Owners in Good Standing, so that the ballots can be checked against the list as they are opened. On the list it should be recorded whether the ballot is signed, unsigned, duplicate, or Not in Good Standing. Perhaps a simple code: S=signed, U=unsigned, D=duplicate, N=not good standing (or have a page for Owners Not in Good Standing to write down the names who submitted a ballot anyway).
- Have large envelopes to separate ballots into: Unsigned Ballot Category. Duplicate Ballot for the Share Category. Owner Not in Good Standing Category. Miscellaneous Category (for notes to the Board, HQ, checks, or other correspondence sent in the same envelope with the ballot.)
- Have one person open envelopes, check for signatures, check off the share on the Owner in Good Standing list. Don't count unsigned ballots, or duplicate ballots per share, or ballots from Owners not in Good Standing, but file those ballots into the correct category envelope or file folder.
- Have a second person double check the work of the first.
- Have two people enter the paper ballots into the computer program.
- Have the web cam set up so viewers can monitor the voting process.
- Don't discuss results or indicate voting trends until the count is finalized and the official results are ready to be announced.”

12. GENERAL MANAGER'S REPORT

Heath provided the following written General Manager's Report:

“GM Report 8/16/23

Here we are coming up on the end of the 2023 season. Time always seems to move quickly. Due to the hot weather and extreme fire danger, we have had restrictions on mowing the campgrounds. I believe that all the employees have been doing a great job keeping on top of it while they are allowed. With more time open, the TV room has been painted and we are moving on to other painting projects. I would like to give Larry Bales a big THANK YOU for volunteering his time and fixing the air conditioning at the Klamath Lodge and completing the repairs on the gazebo by the stables. The time has come that we are able to start working along the Klamath River. We are starting to do clean-up along the boat ramp. As the permits allow us, we will continue.

We have been fortunate this year regarding water in the ponds at Cottonwood and Stables areas. Both pumps have been running at Ditch Creek and Honker Pond keeping the two major ponds full of water.

This summer at R-Ranch we have seen a lot of new owners here! We are continuing to sell shares and people are excited to be here.

Soon we will have a new staff member added to our team that will be handling sales. We are hopeful this will help with owner retention and add even more new owners to R-Ranch. I believe many overall improvements have been made and we will continue to do so.

Fire season is in full force so please understand that wood campfires are not allowed on R-Ranch property currently.

I would like to say thank you to all the employees and volunteers for all the work they have done this year. It does not go unnoticed. It helps make the R-Ranch a place we all want to come to and call “ours”.

Now off to hunting season we go! Good luck to all you hunters and be safe!

Sincerely,

Heath Kauffman”

13. PRESIDENT’S REPORT

Mark G. provided the following written President’s Report:

**“President’s Quarterly Report
8/16/23**

The R Ranch is governed by regular people!

Even though the R Ranch Board of Director’s has many of the same powers and responsibilities as any corporation, your R Ranch BOD consists of volunteers, owners like yourselves who give their time to guide R Ranch according to our governing documents.

We are all owners. Ownership brings about a higher responsibility and as such we each must do our part and take an active role in preserving and enhancing R Ranch. This can manifest in many ways from Board service to turning off that faucet handle running in the bathroom but most importantly in how we treat each other. Hopefully, treating each other as we would want to be treated. Having pride as an owner shows in how we treat our property, our staff and each other.

At today’s 3rd quarter meeting you will hear from the Board on a variety of important topics ranging from financial status and budgeting to Committee work.

We have many active Committees involved working to make the Ranch a better place. If you are able, volunteering your time to help is a great way to help make the Ranch a better place and experience. All this work is very important and focused on solutions and making the future a better recreational destination for the future!

But I want to focus on our culture, who we are as the R Ranch family, how we present ourselves. When we visit R Ranch or interact through social media or other venues about R Ranch each of us should present ourselves in the same manner that we would expect our R Ranch family community too as well: one that is safe, secure, mutually respectful, and tolerant of its staff and all its owners.

We expect an R Ranch family community free of incidents that create a hostile working or recreational environment.

We expect a healthy and responsible attitude to accompany all interactions in the R Ranch family community.

We expect all staff, owners, and guests to respect staff and all other persons in the R Ranch family community.

A healthy R Ranch family community is made up of individuals who model these standards and hold each other accountable. For the R Ranch family community to encompass the goals outlined above, everyone must be responsible and accountable for their own actions and words.

It is expressed not only in the words we choose, but also in our tone, demeanor, and actions.

R Ranch is YOU – be involved in your future.

Mark Grenbemer, President”

14. QUARTERLY FINANCIAL REPORT

a. Curtis provided the following written Quarterly Financial Report with verbal review.

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

Financial Report: 8/7/23

Bank Account Balances

Account	7/31/23	6/29/23	4/30/23	1/31/23
----------------	----------------	----------------	----------------	----------------

Operational: #9622	\$149,030.14	\$238,259.01	\$232,930.61	\$407,765.70
Trailer Storage: #9609	\$61,188.04	\$53,505.74	\$52,982.43	\$47,261.73
Cattle Lease Pre-paid: #8782	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
Pre-paid Assmts. & Cell: #2641	\$285,630.61	\$285,440.24	\$285,346.66	\$285,066.12
Reserve Acct, E.J.M.M	\$59,664.41	\$59,243.22	\$59,022.99	\$42,901.75
Fire Insurance Payout: E.J.Fire	\$1,214,887.96	\$1,170,474.41	\$1,094,152.08	\$973,113.85

Status of Shares

Status	8/7/23	6/28/23	5/17/23
2023 Paid in Full	777	724	405
First Half Paid	n/a	n/a	364
Payment Plan	50	49	54
Delinquent	267	319	271
Collections, Deceased, Etc.	536	537	539
Owned by R-Ranch POA	870	871	867
Total Shares	2500	2500	2500

Number of Shares Sold”

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2020 Total: 15	0	0	0	0	3	1	5	3	1	1	0	1
2021 Total: 14	2	2	0	1	0	2	2	1	3	1	0	0
2022 Total: 38	1	3	3	1	6	4	1	4	7	6	2	0
2023 Total: 30	1	0	12	8	1	5	3					

b. Discussion/Questions from Directors:

Emilie stated she saw no category for marketing or advertising on the P & L Report. Curtis commented that this is shared with another line. He could make it a separate line.

Patrick asked if the Ranch had lost shares. Curtis answered yes, it had. However, he did not have those numbers with him at this time.

c. Approval of Quarterly Financial Report:

Emilie made a motion to accept the Quarterly Financial Report as presented. The motion was seconded by Mark O. This motion passed unanimously by the following votes: Patrick Iler (Yes); Jay Adams (Yes); Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

15. REPORT ON FORM 990 FINDINGS

Patrick reported that after further investigation and with Emilie and Tanya’s help, it was discovered that the income tax form showing that Curtis has received compensation was an error. That amount appears to be the General Manager’s income, and it was accidentally entered on the wrong line. After Patrick verifies where the mistake was made and how it was made, he’ll

contact the CPA. Everything they have seen so far points to it being the CPA's mistake so, he should be able to correct it.

Curtis stated that Barry Swanberg had offered to volunteer and help resolve this after Labor Day weekend if needed.

Discussion was held.

Mark G. announced a 10-minute break at 11:21 a.m. The meeting is to resume at 11:31 a.m.

Mark G. calls the meeting back to order at 11:31 a.m.

16. OWNER COMMENT TIME

Georgette Bales, Share #1051

States that when sitting at the gazebo you look right at the barn which is in need of paint and would like to see that addressed. Also, she has two volunteer owners who would help get rid of the weeds (goat heads, star thistle, etc.). They would be using chemicals to do so if allowed.

Heath commented that the barn was in line to be painted. Both Emilie and Mark G. asked that the board be provided with a list of pesticides. This must be run by Fish & Game.

Georgette was asked by the board to present a written proposal. Discussion was held.

Danette Grant, Share #2358

Danette objects to Section 12, #10j of the Handbook. Suggested that no matter the reason it will go toward their 210.

Discussion was held.

ANNUAL ITEMS

17. TRUSTEES FOR 2023/2024

Mark G. wants to investigate the current use versus the potential use of trustees. Discussion was held.

Patrick made a motion to table discussion on Trustees for 2023/2024 for a later date. The motion was seconded by Travis. The motion was carried unanimously by the following votes: Patrick Iler (Yes); Jay Adams (Yes); Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

18. PARLIAMENTARY PROCEDURES

Emilie provided the following proposed Parliamentary Procedures Resolution:

“R-Ranch Parliamentary Procedures Resolution

WHEREAS the Board of Directors (“Directors”) for R-Ranch Property Owners Association consists of 7 or fewer members, and;

WHEREAS the Directors need the flexibility to work quickly and efficiently without tedious formality, and;

WHEREAS the By-Laws in section 14.3 set forth that the Board shall adopt parliamentary procedures, and;

WHEREAS the portion of Robert's Rules for Small Assemblies is an appropriate guide for developing parliamentary procedures for our small board,

BE IT THEREFORE RESOLVED that the Directors adopt the following customized parliamentary procedures for R-Ranch Property Owners Association:

1. Directors will come to meetings prepared to discuss and vote on the matters at hand.
2. Directors will be respectful in tone and language during meetings.
3. Directors will take turns speaking and will ensure that every member gets a chance to speak about each issue.
4. The Chair will call the meeting to order and will state the time that the meeting is called to order.
5. The Chair will state the time that the meeting is adjourned.
6. Roll Call will be held at the beginning of each meeting, and a statement made by the Chair or by the Secretary of how many Directors are in attendance and whether or not quorum is established. If quorum is not established, the meeting will be rescheduled. If any Director joins the meeting late or leaves the meeting early, the time they joined or left will be stated out loud for the record.
7. Informal discussion on an agenda topic is permitted, even if no motion is pending.
8. Motions will be made with a first (1st), a second (2nd), a discussion period where each Director is given the opportunity to speak, then a roll call vote, except as follows:
 - a. For setting the agenda, the Chair will ask if there are any objections to the agenda as presented. If there are none, the Chair may say "Hearing no objections, the agenda is set as presented." If there are objections, or changes needed, this will be handled with a 1st, 2nd, discussion and roll call vote.
 - b. To adjourn the meeting, the Chair will ask if there are any objections to ending the meeting. If there are none, the Chair may say "There being no further business before the Board and hearing no objections, this meeting is adjourned." If there are objections, this will be handled with a 1st, 2nd, discussion and roll call vote.
9. Votes will be taken by roll call (meaning that each Director's name will be called and they will each state their vote or if they abstain on the matter). Each Director's vote on each matter will be recorded in the minutes, except as follows:
 - a. If the vote is unanimous, the minutes only need to include that the vote was unanimous.
 - b. If the matter is something routine, such as setting the agenda, or adjourning the meeting, the vote can be handled as outlined in number 8 above.
10. There is no limit to the number of times a Director can speak, but each Director should be given the opportunity to speak before additional comments are made by the Directors that already spoke.
11. Any Director can make a motion to table an agenda item or end the discussion period once each Director has had the opportunity to speak at least once.
12. The Chairperson/President can participate in the discussions, can make motions, and can vote.
13. Directors do not need to stand or be recognized by the Chair to make motions or to speak, but should be polite and not interrupt others when they have the floor. The Chair does not need to stand either.

14. Informal opinion votes may be taken to determine whether or not there is enough interest to hold discussion on a topic. These votes are not recorded in the minutes, except to say that there was or was not general interest in holding discussion on the matter.
15. Matters can be voted on in the same meeting that they are initially presented in.
16. Any changes to the Owners Handbook will be adopted only after Owners have had at least 15 days notice that changes are being considered, and only after Owner comment time has been held during the meeting to allow Owners the opportunity to express their opinions about the proposed changes.
17. An opportunity for Owners to address the Board will be offered during each Open Session of the Board. Owners may speak for up to 3 minutes per share, may speak only once, and may not give their time to another. The Chair may also choose to allow relevant Owner comments during Board discussion periods if appropriate and if time allows.

This Resolution was adopted on _____ by the _____ vote of the _____ number of Directors in attendance at a duly noticed and called Open Session of the Board of Directors of R-Ranch Property Owners Association.

Discussion was held.

Patrick made a motion to table discussion on the proposed Parliamentary Procedures Resolution for a later date. The motion was seconded by Travis. The motion was carried unanimously by the following votes: Patrick Iler (Yes); Jay Adams (Yes); Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

19. COMMITTEE RECHARTERS

Discussion was held.

Emilie makes a motion that the liaison for the committees be as follows:

- a. **Marketing Committee: Emilie Simmons**
- b. **Advisory Committee: Mark Osborne**
- c. **Rebuild Committee: Travis Morgan**
- d. **Strategic Plan Committee: Patrick Iler**
- e. **Financial Committee: Curtis Hancock**
- f. **Volunteer Committee: Jason Adams**
- g. **Election Committee: Emilie Simmons**

Emilie includes in the motion that the charters will be sent back to the committees for review and for the committees to designate their own chairperson. After the review, they would come back to the board for any modifications to be made. The motion was seconded by Jay. The motion passes unanimously with the following votes: Patrick Iler (Yes); Jay Adams (Yes); Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

UNFINISHED BUSINESS

- 20. REPAY FUNDS USED FROM THE PRE-PAY ACCOUNT TO GET THROUGH 2022**

Curtis reports that it does not seem feasible to have another assessment to solve this situation. He suggests it be tabled for a future time for discussion. He has been unable to come up with a good solution.

Discussion between board members was held.

Mark O. made a motion to forego any special assessments to repay this and to not pay back the money borrowed from the pre-pay account. The motion is seconded by Emilie. The motion was carried unanimously by the following votes: Patrick Iler (Yes); Jay Adams (Yes); Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

21. MARKETING AND SALES OPTIONS

Emilie reported that they have extended the 50/50 sale. The marketing committee has met but are on hold with their projects while they wait for the new salesperson to come on board and let them know what support he would like.

Curtis reports that a lot of progress has been made at getting a salesperson on board. We have someone, but they will not be starting until Monday. Our goal is to support the sales idea until the end of the year. We will then be able to measure the results of having a salesperson on staff compared to not.

22. REVIEW NEW VERSION OF OWNER'S HANDBOOK: FORMERLY KNOWN AS BROWN BOOK.

Emilie suggested a quick review of the controversial items, a few questions from owners and to table the rest to a special follow-up meeting. She suggested that perhaps a special meeting in September to address only the Owner's Handbook. Items marked in green were additions to the Handbook to define better. In yellow are suggested policy changes (listed below) and are what she wants to hear feedback about today.

- a) Allow 12-year-olds and older to use the tv room in the children's lodge without an adult with them. No current policy.
- b) A new policy that if you see something illegal or on fire call 9-1-1 first, then notify the ranch staff.
- c) Preventing back-to-back use of the 210 nights by requiring a 60-day break.
- d) Five-night away rule.
- e) Hunting priority being given to owners.

Items removed from the handbook were done due to their being in violation of the other governing documents. Emilie also suggests the fee schedule be removed.

Emilie asked if an owner wanted to make a comment on the 60-day break with the 210 rule.

Shelley Sarason, Share #560

Comment: She has no problem with the 60-day break, but there will be people abusing it. Thinks there must be another way to close that loophole.

In response to a question via Zoom Emilie responded that if you stay at the line shack or bunkhouse the rule is different. You're only allowed 14 days, but then you must leave for 14 days.

Sandra Smith, Share #274

Q: Why?

A: There are occupancy rules for rentals that we must follow to keep us from becoming a landlord.

Lisa Woods, Share #1829

Comment: The 60-day break is what she had proposed in an email about a week ago. Thinks 180 days need to be followed by a 30-day absence. The five-night away rule should be limited to three times during the high season as eight is excessive. She proposes that there be a site rotation rule applied within an owner's year.

Curtis: Thank you. These suggestions are very valuable and appreciated.

Gary Thomas (no share number given)

Comment: Thanks the board for extending the 50/50 anniversary sale until the end of October.

Richard Wood, Share #

Comment: Thinks open carry needs to be explained. California allows pistol open carry on your person in the campground. Throughout California, it is banned except for campgrounds. The ranch policy should state where this is or is not allowed as it is allowed per California state law.

A: The board will review this matter.

Shelley Sarason, Share #560

Thinks river sites could maybe be so that you have no one leave more than three days. We do not like revising the five day rule.

Curtis Hancock, Share #

As an owner, he suggests a different approach other than changing the five-day rule. He would suggest that all sites along the river be turned into 30-day sites so that you don't have the longer-day sites mixed in with the 30-day sites. He also suggests taking 10-15 sites along the river at different areas and make them into 15 to 18-day sites to allow someone to stay for two weeks.

Shelley Sarason, Share #560

To Curtis: They had worked on his suggested plan for months setting up what timeframe the river sites should be. They got all the input from owners and managers they could and that is why it is the way it is. She feels to cure the 5-day rule on the river sites, it needs to be made so that anyone on a river site can leave for no longer than three days. You could make it different for the river sites than you do for the other sites. Shelley likes the 5-day rule as she does live close, and it allows her and her husband to not have to set up repeatedly as he works and they can only come on weekends. They do not use a desirable spot along the river. Limiting them to eight uses of the 5-day rule would mean they could only be on the ranch two months out of the year because we're not going to pull our trailer in and out like a lot of people do that are temporary. She likes the 5-day rule; does not like limiting it; doesn't think it's abused by that many people. Heath would know this better than anyone. Just limit how long someone can be gone from that river site as they are taken advantage of. You can make it to where they can't be there just on the weekend if it's a riverfront and leave everything else alone in my opinion.

Discussion held.

Georgette Bales, Share #1051

My husband and I do several volunteer hours every summer. Moving often is a hardship. It doesn't make sense to change all sites along the river. You need to fine those who break the 5-day rule. There are 40 good sites open at Klamath right now.

Discussion held.

Robert Tennes, Share #118

If it becomes a local campground, it will drive away long-distance campers.

Emilie asks for comments on the hunting/fishing rule.

Lisa Woods, Share #1829

Q: Is there a maximum of how many per mile can hunt?

A: No. This is why this needs to be addressed.

Heath commented that there have been complaints from owners that there have been too many guests hunting and therefore there hasn't been sufficient game for the owners.

Discussion held.

Sandra Smith, Share #274

Commented that she liked Curtis' idea of changing the fees for guests and owners.

Pamela Davis, Share #0686

Agrees with Sandra Smith.

Shelley Sarason, Share #560

Agrees with Sandra Smith.

Sandra Smith, Share #274

You can't satisfy everyone all the time.

Discussion held.

23. HILLTOP AREA BUILDING LAYOUT

Travis went over the two drawings which were provided at the meeting. It costs money to get started. The parking area can easily be moved around. Need to decide where pedestals go. First, the grading will need to get done as well as the compaction.

Emilie commented that the quote for the cabins would not be accurate as lumber prices have gone up. Wants to proceed with the permitting process on this layout.

Discussion held.

Emilie made a motion to accept the layout showing the campfire area and 14 sites. The motion was seconded by Jay. The motion passed unanimously by the following votes: Patrick Iler (Yes); Jay Adams (Yes); Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

NEW BUSINESS

24. REIMBURSEMENT REQUEST FROM EMILIE SIMMONS FOR SOCIAL MEDIA ADVERTISEMENTS

Emilie requested reimbursement of \$393.76. Because there was not a ranch credit card to link to the seven social media accounts, she used her personal card. She provided copies of each charge.

Discussion held.

Mark G. made a motion to reimburse Emilie from the marketing budget. The motion was seconded by Travis. The motion passed unanimously by the following votes: Patrick Iler (Yes); Jay Adams [not available]; Curtis Hancock (Yes); Emilie Simmons [abstain]; Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

Emilie made a motion to have the ranch credit card assigned to the social media account for future advertisement billing. The motion is seconded by Patrick. The motion passed by the following votes: Patrick Iler (Yes); Jay Adams [not available]; Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

25. BOARD PRIORITIES FOR 2023/2024

Mark G. requested to table this matter.

Patrick made a motion to table this matter for a future work session. The motion was seconded by Mark O. The motion passed unanimously by the following votes: Patrick Iler (Yes); Jay Adams (Yes); Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

26. ADJOURN

Mark G. announced that after the regular meeting is adjourned, the board will meet in executive session where they need to make a decision.

Mark O. made a motion to adjourn. The motion was seconded by Travis. The motion passed unanimously by the following votes: Patrick Iler (Yes); Jay Adams (Yes); Curtis Hancock (Yes); Emilie Simmons (Yes); Mark O. (Yes); Mark G. (Yes); Travis Morgan (Yes).

MINUTES TAKEN BY GEORGIA LANGSTON and EMILIE SIMMONS

Minutes were approved by unanimous vote on 10/21/2023

Emilie Simmons

Respectfully Submitted by
Emilie Simmons, Board Secretary