

## Agenda for Crystal Falls Ranch HOA-Meeting January 18, 2018 6:00PM

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*Rules and structure for the meeting: **In order to accommodate the members present, the following guidelines will be strictly enforced.** No comments or questions will be allowed until Member Concerns.*

- ❖ *During the member's comments portion of the meeting, each member who wishes to speak must give his/her name and lot number.*
- ❖ ***In order that everyone will have a chance to be heard, the comments will be limited to 3 minutes each. No one will be allowed to speak twice until everyone else who wants to speak has been heard.***
- ❖ *Please remember that both Robert's Rules of Order forbid personal attacks: "Under no circumstances can you attack or question the motives of another member. You may attack an idea or result of a proposal but you must avoid personalities.*
- ❖ *Please remember that the members of the Board of Directors are volunteers, and derive no financial gain from serving as a member of the Board. Board members are making every effort to conduct business as prudently and cost effectively as possible for the long term good of the members of our community.*
- ❖ *No audio or video recording allowed by attendees. However, the secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the board's deliberations or votes. Members may address issues during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting and/or fined.*
- ❖ *All meeting attendees are requested to turn off or silence cell phones to eliminate disruptions.*

### 1) **Call to Order:**

- a) Pledge of Allegiance
- b) Roll Call of Directors
- c) Approval of Minutes Regular Meeting –December 21, 2017
- d) Approval of Special Meeting Minutes-December 28, 2017

### 2) **Announcements:**

- a) Next Regular Meeting is scheduled for February 15, 2018 at 6:00pm.

### 3) **Member Concerns:** Members present may address the Board of Directors

### 4) **Reports:**

- a) Treasurer's Report – Board Motion required – Marife Wood – Discussion/Action
- b) Report on number of people that have signed up for email newsletter

### 5) **Old Business: None**

### 6) **New Business:**

- a) Approval to Lien Lot 402 Sabrina Miller/Jones-Discussion/Action
- b) Approve proposed 2018 monthly budget and monthly disbursement plan for credit card payoff, reserve account funding, and insurance account funding prepared by the 2017 Budget Committee-Discussion/Action
- c) Approve policy for creating and managing standing and ad hoc/special committees-Discussion/Action
- d) Approve proposed 2018 standing Budget Committee Charter-Discussion/Action
- e) Lot 019 Ken Lucas Request for Financial Analysis to see if it is feasible to continue the barn operation in light of budget crisis we find ourselves in-Discussion/Action
- f) Appoint Activity Committee Chairman-Discussion/Action
- g) Establish Lake Committee-Discussion/Action

## **New Business (Continued):**

- h) Drain the lake-Discussion/Action
- i) Establish Insurance Bid Committee-Discussion/Action
- j) Establish a general Bidding Policy (not insurance related)-Discussion/Action
- k) Repair Club House siding-Discussion/Action
- l) Decide what to do with 2017 Budget Committee 10 recommendations to improve financial management practices-Discussion/Action
- m) Lower the amount that can be spent without board approval from \$500 to \$300-Discussion/Action
- n) ONLY Board of Directors to sign checks. Set Monday as the only day to sign checks-Discussion/Action
- o) Reduce amount of Petty Cash-Discussion/Action
- p) Decide if, how and when the Board of Directors will establish and prioritize 2018 goals and objectives for CFA-Discussion/Action
- q) Require initial draft of meeting minutes from previous open board meeting(s) to be available to Board Members at next agenda meeting to aid in developing agenda for next open meeting (make draft minutes available to Board of Directors 4 business days earlier than current practice)-Discussion/Action
- r) Approve Dave de Villers request for administrative access to our web site and crystalfallsranch.com hosted environment to access opportunities for web site & related technology improvements-Discussion/Action
- s) Eliminate Renter Newsletter-only paid Associate Members to Receive Newsletter-Discussion/Action
- t) Recording of meetings to be preserved for 60 days-Discussion/Action
- u) Hiring policy, Background Check, D.M.V printout-Discussion/Action
- v) Nepotism Policy-Discussion./Action
- w) Establish Inventory Retention Policy-Discussion/Action
- x) Barn refrigerator to swapped with the clubhouse refrigerator-Discussion/Action
- y) Secure file cabinets with 1 common lock and access policy-Discussion/Action
- z) Update Job Descriptions of each employee-Discussion/Action
- aa) Eliminate Wednesday wrangler working-Discussion/Action
- bb) Appoint Barn Manager-Discussion/Action
- cc) Reduce the pick up of the dumpster to once a week and reduce the size of the dumpster-Discussion/Action
- dd) Horse manure to be amended with soil-Discussion/Action
- ee) Eliminate the goats-Discussion/Action
- ff) Newsletter improvements-Discussion/Action
- gg) Smoking and non smoking area to be established at the clubhouse and barn-Discussion/Action
- hh) Change schedule of regular board meeting during winter season for safety reasons-Discussion/Action

## **7) Backlog / Future Business:**

- a) Lot 243 Paul Halek request for Communications Committee

## **8) Adjourn to Executive Session:** This meeting is closed to membership per Civil Code 4935

- a) Approval of Executive Session Minutes – December 21, 2017-Discussion/Action
- b) Approval of Executive Session Minutes –January 2, 2018-Discussion/Action
- c) Approval of Executive Session Minutes – January 11, 2018-Discussion/Action
- d) Approval of Updated Chain of Command-Discussion/Action
- e) Legal Update-Discussion/Action

## **9) Adjournment**