



Crystal Falls Ranch HOA

February 2018 Newsletter



PRESIDENT'S MESSAGE

I wish to take this opportunity to welcome the three newly elected board members and their families. We are facing many challenges this session; i.e. financial revisions as it relates to fiduciary mandates, services need to be reevaluated to determine what is necessary and how they can be improved. As many of you may know our operating budget is strained, cuts in spending are mandatory. Many important decisions have been kicked down the road for several years. This board has been handed very difficult challenges that require careful analysis and decisions.

On the other hand, HOA has been blessed with a plethora of volunteers who wish to be a part of the community. Newly formed Budget Committee, Lake Committee, and Activities Committee are just a few examples of this movement. We have members who have in the past served as CEOs' of major companies. In addition, we have members who have extensive involvement in small lake management. This is my second time on HOA Board of Directors and I can honestly say that we have the most qualified group of people interested in lending a hand in the operation of this association!

I wish to encourage all members of the community to come out and enjoy the many amenities that our association offers. Rather than stand back and criticize those who are active in the association, become a positive addition to the goals of this board--Your Board!

** Mike Dalby, President

Lots on Lien

<u>Lot</u>	<u>Lien Filed</u>	<u>Amount Owed</u>	<u>Lot</u>	<u>Lien Filed</u>	<u>Amount Owed</u>
039	4/29/2008	\$3472.45	400	3/24/2017	\$ 915.97
071	9/29/2016	934.60	417	10/4/2017	454.16
087	1/4/2016	1242.66	422	3/29/2016	328.07
131	10/4/2017	576.97	559	10/4/2017	577.18
164	7/20/2015	1753.95	560	10/4/2017	570.19
199	7/20/2015	1399.67	595	12/20/2016	839.30
203	1/17/2018	566.14	644	9/29/2016	943.05
250	2/1/2008	875.26	656	10/2/2015	1797.43
253	6/20/2017	666.02	674	7/20/2015	2010.83
285	4/25/2011	3566.34	702	7/20/2015	371.39
287	1/17/2018	466.14			

BEHIND ON YOUR DUES????

The Association does not wish to send lots to lien. We will make every attempt to work with you to help you get caught up. Please call the office: 533-4877.

You can also download a Payment plan form from our website:
crystalfallsranch.com
and mail into our office.

Crystal Falls Community Events & Activities

"Do You Want in on all the FUN ??"

Are you Ready to help make Crystal Falls the wonderful family community it once was chalked full of family friendly events?" *Join us at our first Activities Committee meeting on Wednesday, Feb. 7th at 6pm at the clubhouse.*

Hear about all the fun activities and fundraiser we are hoping to plan this year. There is no such thing as a bad idea. Think you've got the perfect event for our community? We're all ears!

Monthly meetings will be held the 1st Wednesday of each month at 6pm at the Clubhouse.

WEBSITE DOCUMENTS

The following documents are available anytime at our website: crystalfallsranch.com

- By-Laws, CC&R's
- CPA Reviewed Financial Statements
- Board Meeting Agenda's
- Approved Minutes
- Treasurer's Report
- Newsletters
- Budget & Annual Budget Disclosures
- Browning Reserve Group Reserve Funding Plan
- Long Term Spending Summary Report
- Summary of Insurance
- Policies
- Various other Forms:

Opt Out Form, Payment Plan Form, etc.

If any member does not have access to the internet and would like to have any of the above mentioned Documents mailed, please contact our office and we will be happy to assist you.

ANNOUNCEMENTS

- ◆ The lower lake was drained on January 20th thanks to our VP, Doug Satterfield, and Kevin Wood. It was drained late because the previous president decided he wouldn't drain until Spring instead of Fall of 2017.
- ◆ The new Board received approval from the E.P.A. and two other agencies to compost horse manure saving thousands of dollars for CFA. Composting has been the practice for at least 5 decades. The previous board decided to bag it and put in the dumpster increasing dumpster fees.
- ◆ The Board has appointed a new Barn Manager, Kevin Wood, who has been Maintenance for years.
- ◆ The "full" Treasurer's Report (containing several pages) will be included in the Email Newsletter only. A short version will be mailed quarterly to those who don't want Email.
- ◆ Did you know Crystal Falls has a Women's Fire Auxiliary? Check the write up in this Newsletter.
- ◆ Join your neighbors on Facebook at **Crystal Falls Helping Hands & Concerned Citizens:** <https://www.facebook.com/groups/325919707890072/> and **Crystal Falls Community Events & Activities:** <https://www.facebook.com/CrystalFallsRanch>



The Crystal Falls Activity Committee would like to introduce you to our first fundraising venture!

We're selling these cute "Covered Wagon" wood signs. You can purchase them Plain for \$25 or Customized with your house number and name for \$35. To place an order mail to CFA office. 50% down payment, include your name & contact information. If customized include House Number and Last Name you want on the sign.



If you would like to communicate with the office or Board of Directors. Whether to state a concern or pay your bill in person: Please come by the office during the week 9am – 4pm, at 21725 Crystal Falls Dr., Sonora, CA 95370. By Phone: 209-533-4877 – By Fax: 209-533-4401 – By Email: crystalfallsranch@att.net

Mike Dalby – President, Doug Satterfield – Vice President, Marife Wood – Treasurer,
Jeannette Sedlemeyer – Secretary, Dave de Villers – Director

BOARD MEETING CALENDAR**Join Us for Crystal Falls Association Meetings**

January	11 th	Agenda Meeting	12:00 pm
January	18 th	Board Meeting	6:00 pm
February	8 th	Agenda Meeting	12:00 pm
February	15 th	Board Meeting	6:00 pm
March	8 th	Agenda Meeting	12:00 pm
March	15 th	Board Meeting	6:00 pm
April	12 th	Agenda Meeting	12:00 pm
April	19 th	Board Meeting	6:00 pm
May	10 th	Agenda Meeting	12:00 pm
May	17 th	Board Meeting	6:00 pm
June	14 th	Agenda Meeting	12:00 pm
June	21 st	Board Meeting	6:00 pm
July	12 th	Agenda Meeting	12:00 pm
July	19 th	Board Meeting	6:00 pm
August	4 th	Annual Meeting & BBQ/Dance	3:00 pm 5:00 pm
September	13 th	Agenda Meeting	12:00 pm
September	20 th	Board Meeting	6:00 pm
October	11 th	Agenda Meeting	12:00 pm
October	18 th	Board Meeting	6:00 pm
November	8 th	Agenda Meeting	12:00 pm
November	15 th	Board Meeting	6:00 pm
December	13 th	Agenda Meeting	12:00 pm
December	20 th	Board Meeting	6:00 pm

***CFSM Women's Fire Auxiliary***

Our first auxiliary meeting for the year 2018. Thanks to Mr. Doug Clark our volunteer fireman from Station 56 for attending the meeting and for patiently answering our questions. A wonderful way to start the year! The Crystal Falls and Sonora Meadows (CFSM) Women's Fire Auxiliary was organized in the Autumn of 1972 with the help of the First President Margaret Peterson and Libby Wesson.

CFSM Women's Fire Auxiliary, an organization of women who help and support Station 56 and Station 57 of Tuolumne County Fire Department. The Auxiliary's main purpose is to raise money through fundraising to support our volunteer firefighters and to purchase equipment that is not supplied by the county. The CFSM Women's Fire Auxiliary meets on the second Thursday of each month in the Crystal Falls Association's Clubhouse at 10:30am and is always potluck. Guest and prospective members are always welcome. For more information, you may contact Marife Wood at 209-768-4444 or email us at: CFSMwomensfireaux@hotmail.com.

MEETINGS HELD THE 3RD THURSDAY OF THE MONTH—6:00 PM

NOTE TIME CHANGES WILL BE POSTED ON WEBSITE**

NEWSLETTER

The Newsletter Committee was appointed on January 18, 2018 by the Board of Directors, Gloria Lucas, Sharon Beuttler and Mike Dalby. This is the first electronic Newsletter. We are delighted to see so many members sign up for the Email Newsletter! The committee will be adding more information than previous newsletters and sending it out monthly for those who choose to receive an electronic newsletter. For property owners who prefer mailing through U.S.P.S. the newsletter will still go out quarterly. The objective of using email is to save printing and mailing expense for the Association. Also, to keep the community informed on a more timely basis we will be able to include updated information from Board meetings, Treasurer's Reports, Announcements, etc. Please pass this information along to your friends and neighbors in Crystal Falls so the email list can be enlarged. Each email address saves expense for CFA.

Please send Email to CFNews@comcast.net or crystalfallsranch@att.net with "Email Newsletter Signup" in the subject line. Include: First & Last Name, Lot Number, Phone Number (in case we need to call), and Email Address.

Crystal Falls Association
Monthly Treasurer's Report
For the Month of December 2017

OPERATING FUNDS - West America Checking 9245

CHECKING ACCOUNT BEGINNING BALANCE (November 30, 2017) \$9,751.36

INCOME (Deposits)

<u>Description</u>	<u>Amount</u>
Membership Dues Collected	\$8,305.00
Horse Boarding Income	\$1,868.00
Clubhouse Rental Collected	\$305.00
Interest Income:	
10% Late Charge Penalty	179.49
12% Per Annum Finance Charges Billed	86.41
Interest Income from Bank	<u>0.83</u> \$266.73
 Lien Fees Billed / Lien Release Fee Received	 \$250.00
TUD Reimbursement	\$2,035.00
Replacement Key Cards (Lost Key Card)	\$50.00
Convenience Fee (Credit Card Charge)	\$27.26
Refund from the credit card processing co.	\$25.44
Transfer Fees	\$600.00
Garden Deposits	<u>\$25.00</u>
TOTAL INCOME (Deposits)	\$13,757.43

WEB TRANSFERS TO CHECKING ACCOUNT (Deposits)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/01/17	Transfer from Insurance Funds - To Pay Monthly Contribution	\$645.02
12/08/17	Transfer from Insurance Funds	\$300.00
12/19/17	Transfer from Reserve Funds - To Pay 2017 Long Term Spending	<u>\$1,727.85</u>
Total Web Transfer (Deposits)		\$2,672.87

TOTAL INCOME AND DEPOSITS TO OPERATING FUNDS **\$16,430.30**

OPERATING EXPENSES

CHECKS WRITTEN - CLEARED

<u>Check No.</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
17115	Adam's Stirling	Legal Fees	\$1,453.00
17121	ABS Direct Inc.	Mailing Election Ballots	\$197.19
17122	AT&T	Barn Telephone	\$111.89
17123	PG&E	All locations	\$678.54
17124	Sierra Instant Printing	Printing Services	\$256.98
17125	Tidy Tech	Janitorial Supplies	\$37.32

17126	Cash	Notary Fee, Mileage Reimbursement	\$135.09
17127	Cash	Reload Walmart Prepaid Card *See details on page 7	\$361.77
17128	Paycheck	Employee Payroll	\$1,496.86
17129	Paycheck	Employee Payroll	\$82.31
17130	Paycheck	Employee Payroll	\$149.75
17131	Paycheck	Employee Payroll	\$164.90
17132	Paycheck	Employee Payroll	\$1,702.08
17133	Tuolumne County Recorder	Lien Release Fee	\$34.00
17134	Paycheck	Employee's Payroll	\$1,492.81
17135	Paycheck	Employee's Payroll	\$65.84
17136	Paycheck	Employee's Payroll	\$109.16
17137	Paycheck	Employee's Payroll	\$247.49
17138	Paycheck	Employee's Payroll	\$1,515.28
17139	See's Candy	Gift for the 2017 outgoing board	\$60.00
17140	Catherine James	Election Counting	\$120.00
17141	ABS Direct Inc.	Postage Prepay for 01/01/18 Billing Mailing	\$350.00
17142	Cash	Notary Fee, Mileage Reimbursement	\$146.33
17159	Lois Alameda	Notary Fee for Liens	\$120.00
17160	Cash	Notary Fee, Mileage Reimbursement	\$86.22
17162	Paycheck	Employee's Payroll	\$1,490.60
Total Checks Cleared			\$12,665.41

OTHER WITHDRAWALS / BANK FEES

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/01/17	AT&T - Clubhouse Telephone	\$114.13
12/04/17	Bank Credit Card Processes Fee in November	\$52.24
12/05/17	Insurance Liability Payment	\$645.02
12/06/17	Annual Payroll Subscription to Quickbooks	\$400.00
12/07/17	AT&T - Gym Modem and Telephone	\$51.46
12/15/17	Payroll Taxes for November	\$2,401.50
12/26/17	Kubota Tractor Payment (Payment # 58 of 60)	\$347.71
12/29/17	Transfer to Insurance Fund for monthly contribution	\$1,000.00
Total Withdrawals and Fees		\$5,012.06

TOTAL OPERATING EXPENSES AND WITHDRAWALS \$17,677.47

TOTAL CHECKING ACCOUNT AS OF DECEMBER 29, 2017 \$8,504.19

CHECKS WRITTEN - UNCLEARED

<u>Check No.</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
17144	ABS Direct Inc.	Annual Budget Disclosure Mailing	\$258.58
17145	Adam's Stirling	Legal Fees	\$1,104.00
17146	Anchor Pest Control	Pest Control Inspection, Quarterly	\$300.00
17147	AT&T	Barn, Telephone, Clubhouse, Upperlake	\$288.86
17148	Bolton Feed	Horse Treats	\$22.73
17149	Browning Reserve	Annual Reserve Study Update & Disclosures	\$250.00

17150	Outlaw Security	Alarm System Service & Monitoring, Nov. & Dec	\$230.00
17151	Personnel Concepts	Personnel Compliance Posters for Barn	\$361.63
17152	PG&E	All locations	\$577.07
17153	Reich's Outpost	Gasoline for Association's Truck	\$46.20
17154	Sierra Instant Printing	Printing Services	\$395.28
17155	Tidy Tech	Janitorial Supplies	\$37.32
17156	TUD	Sewer for the clubhouse	\$43.00
17157	State Compensation	Workmans Comp	\$872.17
17158	Cardmember Service	Credit card minimum payment (Prev. Bal. \$5,109.17)	\$119.00
Autopay	Waste Management	Garbage/Dumpster - All locations	\$396.99
Autopay	AT&T	Office Telephone	\$106.77
17163	Paycheck	Employee's Payroll	\$204.48
17164	Paycheck	Employee's Payroll	\$106.74
17165	Paycheck	Employee's Payroll	\$447.88
17166	Paycheck	Employee's Payroll	\$1,272.98
17167	TUD	Water for all locations	\$502.60
17168	Staples Credit Plan	Office Supplies	\$117.49
	Total Checks Uncleared		<u>\$8,061.77</u>

REGISTER BALANCE AS OF DECEMBER 29, 2017

\$442.42

* Income received in January will be included in January Monthly Report

Prepared by:

Marife Wood

Treasurer, CFA

RESERVE FUND - West America Money Market Long Term 2532

BEGINNING BALANCE (November 30, 2017)	\$13,698.78
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DEPOSITS (Disbursements from Checking Account to Reserve Fund)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Reserve Fund Monthly Contribution for December 2017	\$0.00
12/31/17	Interest Earned	\$0.66
	Total Reserve Fund Deposits	\$0.66

WITHDRAWALS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/19/17	Transferred to Checking Account to pay 2017 LT Spending	\$1,727.85
	Total Reserve Fund Withdrawal	\$1,727.85

RESERVE FUND ENDING BALANCE (December 29, 2017)	\$11,971.59
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INSURANCE FUND - West America Money Market Insurance 2524

BEGINNING BALANCE (November 30, 2017)	\$7,450.84
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DEPOSITS (Disbursement from Checking Account to Insurance Fund)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/29/17	Insurance Fund Monthly Contribution	\$1,000.00
12/29/17	Interest Earned	\$0.17
	Total Insurance Fund Deposits	\$1,000.17

WITHDRAWALS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/01/17	Transfer to Checking Account for Insurance Liability Payment	\$645.02
12/08/17	Transfer to Checking Account	\$300.00
	Total Insurance Fund Withdrawals	\$945.02

INSURANCE FUND ENDING BALANCE (December 29, 2017)	\$7,505.99
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2017 LONG TERM (RESERVE FUND) ACCOUNT SUMMARY

RESERVE FUND BEGINNING BALANCE (JANUARY 1, 2017)

\$9,274.28

<u>Date</u>	<u>Deposits</u>	<u>Amount</u>
01/30/17	January Contribution @ \$5,000 per month	\$5,000.00
02/27/17	February Contribution	\$5,000.00
03/30/17	March Contribution	\$5,000.00
04/27/17	April Contribution	\$5,000.00
05/31/17	May Contribution	\$5,000.00
07/26/17	June Contribution	\$5,000.00
11/01/17	July Contribution	\$5,000.00
	August - September No Contributions	\$0.00
	October - December No Contributions	\$0.00
	Total Interest Earned	<u>\$11.10</u>
	Total Deposits	<u>\$35,011.10</u>

<u>Date</u>	<u>Withdrawals</u>	<u>Amount</u>
05/26/17	Transferred from LT to Regular Checking Account to pay 2017 LT Spending	\$9,943.52
08/22/17	Transferred from LT to Regular Checking Account to pay 2017 LT Spending	\$11,515.48
09/12/17	Transferred from LT to Regular Checking Account to pay 2017 LT Spending	\$4,755.84
11/01/17	Transferred from LT to Regular Checking Account to pay 2017 LT Spending	\$4,371.10
12/19/17	Transferred from LT to Regular Checking Account to pay 2017 LT Spending	<u>\$1,727.85</u>
	Total Withdrawals	<u>\$32,313.79</u>

RESERVE FUND ENDING BALANCE (DECEMBER 29, 2017)

\$11,971.59

2017 LONG TERM SPENDING

2 Horse Trailer	\$400.00
Barn Driveway	\$2,422.31
Barn Fence	\$747.14
Barn Heater	\$789.59
Barn Railing	\$562.64
Barn Refrigerator	\$594.38
Clubhouse Lighting	\$3,192.73
Clubhouse Oven - New Module	\$451.65
Clubhouse Septic	\$310.63
2 Goats	\$100.00
Gym Plumbing	\$458.26
Gym Security - Key Card System	\$3,343.56
Gym Hot Water Heater	\$580.78
Lower Lake Gate Security - Circuit Board	\$215.00
Lower Lake Fountains	\$2,754.43
Lower Lake Pump - Airation	\$3,462.22
Park Water Fountain	\$355.86
Upper Lake Road Repair	\$2,035.00

Upper Lake Fence	\$925.14
Upper Lake Security	\$2,674.78
Lower Lake Volley Ball Court	\$1,765.17
Kubota payments (January - December)	<u>\$4,172.52</u>
TOTAL LONG TERM SPENDING 2017	\$32,313.79

2017 INSURANCE FUND ACCOUNT SUMMARY

INSURANCE FUND BEGINNING BALANCE (JANUARY 1, 2017) **\$7,293.54**

<u>Date</u>	<u>Deposits</u>	<u>Amount</u>
01/30/17	January Contribution @ \$1,500 per month	\$1,500.00
02/27/17	February Contribution	\$1,500.00
03/30/17	March Contribution	\$1,500.00
04/27/17	April Contribution	\$1,500.00
05/31/17	May Contribution	\$1,500.00
07/26/17	June Contribution	\$1,500.00
08/30/17	July Contribution	\$1,500.00
10/18/17	August Contribution	\$1,500.00
10/30/17	September Contribution	\$1,500.00
11/01/17	October Contribution	\$1,500.00
11/29/17	November Contribution	\$1,500.00
12/29/17	December Contribution	\$1,000.00
	Interest Earned	<u>\$2.91</u>
	Total Insurance Fund Deposits	\$17,502.91

<u>Date</u>	<u>Withdrawals</u>	<u>Amount</u>
01/03/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$827.07
02/06/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$827.07
03/01/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$827.07
06/29/17	Transferred to Regular Checking Account	\$3,335.15
08/04/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$645.02
08/22/17	Transferred to Regular Checking Account	\$3,988.00
08/23/17	Transferred to Regular Checking Account	\$3,931.00
08/31/17	Service Charge	\$10.00
09/01/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$645.02
09/28/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$645.02
09/29/17	Service Charge	\$10.00
10/31/17	Service Charge	\$10.00
11/01/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$645.02
12/01/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$645.02
12/08/17	Transferred to Regular Checking Account	<u>\$300.00</u>
	Total Insurance Fund Withdrawals	\$17,290.46

INSURANCE FUND ENDING BALANCE (DECEMBER 29, 2017) **\$7,505.99**

**WALMART PREPAID CARD
SPENDING SUMMARY
From 11/30/2017 through 01/15/2018**

BEGINNING BALANCE (November 30, 2017) \$138.23

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	
11/30/17		Card Reload - Check # 17127	\$361.77	\$500.00
12/01/17	Walmart	Cleaning Supplies	(\$17.15)	\$482.85
12/01/17	Arco	Union Democrat	(\$3.35)	\$479.50
12/07/17	US Postmaster	Certified Mail and Postage	(\$13.60)	\$465.90
12/26/17	Walmart		(\$3.00)	\$462.90
12/28/17		Card Reload	\$32.26	\$495.16
12/28/17	Walmart	Cleaning Supplies	(\$58.91)	\$436.25
12/28/17	Big Lots	Cleaning Supplies	(\$32.33)	\$403.92
12/28/17	Walmart	Monthly Maintenance Fee	(\$5.00)	\$398.92
01/02/18	Walmart	Cleaning Supplies	(\$42.73)	\$356.19
01/04/18	US Postmaster	Certified Mail and Postage	(\$55.59)	\$300.60
01/08/18	Titan Technology Service	Computer Repair	(\$30.00)	\$270.60
01/10/18	Tractor Supply	Cat Food at the barn	(\$11.80)	\$258.80

WALMART PREPAID CARD ENDING BALANCE (January 10, 2018) \$258.80

**ACTIVITIES COMMITTEE FUND SPENDING SUMMARY
From 10/20/2017 through 12/29/2017**

<u>Date</u>	<u>Event</u>	<u>Description</u>	<u>Amount</u>
10/20/17		Beginning Balance	\$495.38
10/23/17		Bank Service	(\$1.38)
10/24/17	CFA Halloween Party	Walmart	(\$66.27)
10/24/17	CFA Halloween Party	Cost Less	(\$34.96)
10/24/17	CFA Halloween Party	Starbucks	(\$5.00)
10/24/17	CFA Halloween Party	Dollar Tree	(\$7.29)
10/24/17	CFA Halloween Party	McDonalds	(\$5.00)
10/24/17	CFA Halloween Party	99cents only Stores	(\$22.37)
10/24/17		Bank Service	(\$5.00)
10/27/17	CFA Halloween Party	Walmart	(\$42.13)
10/27/17	CFA Halloween Party	Walmart	(\$40.00)
10/27/17	CFA Halloween Party	99cents only Stores	(\$22.68)
10/30/17	CFA Halloween Party	Halloween Donation	\$138.50
10/30/17		Bank Service	(\$3.00)
11/08/17	CFA Halloween Party	Halloween Donation	\$35.00
11/08/17		Bank Service	(\$3.00)
11/24/17		Bank Service	(\$5.00)
12/02/17	CFA Christmas Party	Lowe's	(\$37.69)
12/08/17	CFA Christmas Party	Walmart	(\$23.11)

12/08/17	CFA Christmas Party	Dollar Tree	(\$7.51)
12/08/17	CFA Christmas Party	Big Lots	(\$30.00)
12/08/17	CFA Christmas Party	Safeway	(\$43.25)
12/08/17	CFA Christmas Party	Cost U Less	(\$33.71)
12/08/17	CFA Christmas Party	99cents only Stores	(\$14.69)
12/09/17	CFA Christmas Party	Dollar Tree	(\$5.36)
12/09/17	CFA Christmas Party	Little Caesars	(\$109.30)
12/09/17	CFA Christmas Party	Price Co.	(\$41.57)
12/09/17	CFA Christmas Party	Dollar General	(\$9.33)
12/09/17	CFA Christmas Party	Christmas Party Donation	\$60.00
12/19/17		Dollar Tree	(\$9.22)
12/19/17		Dollar General	(\$14.69)
12/19/17		Safeway	(\$85.42)
12/29/17		To Close Card	(\$0.95)
TOTAL (CLOSE ACCOUNT 2017)			\$0.00

The Minutes of the Board meeting can't be included in this issue of the Newsletter because of a technicality. We will include items that were on the Agenda for the 01/18/2018 meeting.

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:

- Pledge of Allegiance
- Roll Call of Directors
- Approval of Minutes Regular Meeting –December 21, 2017
- Approval of Special Meeting Minutes-December 28, 2017

2) Announcements:

- 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
- 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