

# R RANCH AT THE LAKE NAPA BOARD OF DIRECTORS – SPECIAL MEETING

Minutes for: Sept. 12, 2015

The executive meeting was called to order at 9:12 am.

DIRECTORS PRESENT: Rob Barclay, President  
Jim Gondola, Vice President  
Terri Harte, Treasurer  
Kathy Palmerton, Secretary  
Dorothy Guajardo, Director

OTHERS PRESENT: Owner # 99, Owner # 998

## OLD BUSINESS:

- a. Store – tabled until next meeting.
- b. Bookkeeper meeting result: Treasurer reported she requested all original documents be returned to the Ranch; bookkeeper will get scanned copied. ACH is now set up and working. Now waiting for August reports. QB is sending an invoice for \$2000.00 for services unknown. Terri will research. Plan is to bring Ranch QB and Bookkeeper QB into a common set of books.
- c. Review Wristband and Campground Committee Blasts. Our Rules already state that wristbands must be worn “In Season” at ALL times, not just on the weekends. This new rule helps identify non-owners all year long. Along with the tightening of this security measure, enforcement is imperative and staff must follow through. Motion was made last meeting; new usage will be started.
- d. Reserve Study –Rob made a suggestion that we now release this for owners’ access so as to make them aware of the challenges the Ranch is facing. Make accessible online, copies at the office and copies at the lodge. Consensus agrees that owners should see this document now. In our By-Laws it is stated that we are supposed to maintain a sufficient amount in reserves for the Water system / underground infrastructure. The challenge is to decide what the priorities are and what will be the cost. Research Drought Grants for possible help to pay. Redwood Water Tank, Pool, Electrical all could be a priority. There is water leaking into the chemical room of the pool that should be addressed.
- e. Status of Shares Transfer from R Ranch LTD: Board Consensus is to go ahead and take control of these shares. Gayle from the LTD will proceed to start all paperwork on one share to get a process established. If all goes smoothly, she will get paperwork done on all shares, with a goal to complete before the end of the year.
- f. Trucks Purchase: Brad and Wayne Palmerton went to Dixon to look over the trucks that will be in the auction and found some that would work for the Ranch. Brad is at the auction today. Jim stated he would want Brad to establish a maintenance plan for maintenance of all vehicles.
- g. Golf Cart Rules: Recommendation is for the Ranch to have our own permit and test for new drivers, to confirm they are able to control the cart. Discussion brought up the liability of this and other Board members agree. Suggestion is for 15 1/2 and overs to wear a specific color of wrist band to identify them. Brad has asked for some method for identify young drivers. TABLE until Rob talks to Brad.  
Enforcement of the current rules may be the issue and not creating new rules.

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- h. Proposed Owners Financial Committee: Question – why was this proposed? Who brought it up? Treasurer states she wants ‘qualified’ people on this committee, such as certified bookkeepers and CPAs to help her. Two Board members do not agree with the intent presented. It was recommended that this idea should be presented to our CPA for an opinion. TABLED.
  - i. Office Controls: CPA responded that with proper controls in the office, the combination of Brad and April in the office is a benefit for the Ranch. The controls we have established are the recommended controls. By Consensus, the Board will institute the accounting controls as recommended by the CPA.
5. NEW BUSINESS:
- a. List of Perks for Board members. List is: not moving RV if in campground; RV staying plugged in to electric; free Ice to Board member or partner, free propane to Board member or partner; free guests up to standard owner limit. Suggestion is made that if an owner who uses the cabins is a member of the board of directors that the ‘band cabin’ could be continually available.
  - b. Dorothy sent an inquiry to Corey Hawk on the possibility of copyrighting the Ranch Logo, but no reply. Dorothy will follow-up.
  - c. BUDGET - tabled
  - d. Expense Cap for President and Ranch Manager: Question was proposed to CPA – who discussed Debit Cards with separate petty cash account attached. Board discussed credit cards rather than debit cards. However, credit cards require the individual to be qualified by Credit Card Company. Brad has requested a \$5000.00 limit with \$2000.00 limit for Allison and Jose. Brad, Allison and Jose will have credit cards pending qualification. Treasurer will follow-up on this. This will eliminate the debit cards. Consensus is that communication between the President and the Board is imperative as to items and their cost. Consensus – unexpected expenses will be communicated to Board by President. Jim suggests we open accounts with our main vendors so debit/credit cards would not have to be used.

Meeting Adjourned at 2:10 p.m. to begin Executive Session, to follow immediately.

Respectfully submitted,

*Kathy Palmerton*  
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Secretary