

**R-RANCH AT THE LAKE NAPA**  
**Ranch Owners Association**  
**Quarterly Board Meeting**  
Minutes for October 19, 2019  
**DRAFT**

President, Joe Meyer called the meeting to order at R-Ranch Lodge at 12:08 p.m. Meeting was also made available for owner viewing via Facebook Live (pilot)

1. Directors present- Joe Meyer, Wayne Palmerton, Ed Russell, Sue Riley, Mike Goodman
2. Others present- Brad Miracle- Ranch Manager, April Miracle- Operations Manager, Adam Craven- Asst. Ranch Mgr. and Stables  
For owners list, refer to sign in sheet
3. Wayne Palmerton led us in the Pledge of Allegiance
4. Approval of Minutes – Meeting of September 28, 2019  
Joe Meyer motioned to approve meeting minutes, Mike Goodman, seconded, 5 ayes, 0 nays

5. Reports:

**1. Ranch Operations** **Brad Miracle**

- Busy couple of months, Halloween activities next weekend and Ghost Hunt tonight
- 3A/4A cabins remodeled
- 1-5A cabins re-roofed
- BH 6 in process of being remodeled
- Skid steer purchase completed for \$35K including 3 attachments
- Lodge roof work will start 12/2/19- \$50K
- Chimney company coming out this week to review fireplace

**2. Office Operations** **April Miracle**

- No formal report due to power
- 975 paid owners current, 4thQuarter payments due
- 130K collected in delinquent accounts
- Will be at or near budget by year end
- Collections attorney will be taking another 60 delinquent cases
- Office researching ability to become a direct data feed to credit reporting agency in hopes of additional collection recovery
- Feedback from owner, Gregg Holtmeier would like all upcoming activities in one place – Committee meeting, Ranch Activities, Board meetings for ease of owner access and standardization. April mentioned annual calendar sent out w/ assessment packets plus launched Google Calendar earlier in year. Owners were notified with link to sign up was sent out in communications blast this summer. April will send a reminder blast with link for owners

**3. Stables** **Adam Craven**

- Fixing fencing in paddocks- pending materials coming in
- 33 private horses with one more by end of month, totaling 34
- 22 ranch horses- in good health and working

#### 4. Presidents Report

Joe Meyer

- Deferring until after committee reports.
- Joe spoke about the owners who continue to step up and run the committees, his thankfulness and appreciation. Brad and staff appreciation. Hard work of maintenance team. April and team in the office, budget. Adam- stepped up, hard work

#### 5. Treasurers Report-

Ed Russell

- Reviewed Balance Sheet
- 2020 Performa completed and no assessment increase for 2020
- Discussed in detail the need for 2020 special reserve assessment to cover 300K in infrastructure projects

#### 6. Committee Reports:

- Equine-Gregg Holtmeier for Sandy Stork
  - Continued great work Adam doing
  - Expenditures- wash rack and now looking for new feeders for each of the paddocks
- Horseman's Association- Gregg Holtmeier for Andi Curenton,
  - Amazing summer, great rodeo. Adam is great to work with.
- Campground- Colleen Silva #354
  - Brad confirmed they have 18 oleanders which will be planted by ranch
  - Good turnout at meeting with 9 owners
  - Looking at an engraved brick for donations for snack bar funding. They can be customized and samples are forthcoming
  - Randy Cohn suggested using downed oak trees around ranch for snack bar tables
  - Naming of snack bar
  - Deco ideas for snack bar
  - Next electrical work in campground- working with Brad on priorities area
  - Signage in bathrooms needed due to ongoing issues with items flushed in toilets. Recently found adult's jeans in pipes
  - Requested site to site proposal to be changed – no non-refundable 100.00 deposit. The 600.00 previously approved (October 2018) will remain, with no deposit required.
- Cabin- Cindy Lempky #752
  - Update on cabin rebuild- still waiting on county
  - Proposed to use cabin funds for band cabin repairs. All in committee meeting agreed and it will be assigned as part of larger ranch priorities
  - See revised cabin committee proposal in package of board materials
    1. Ed Russell motioned and Mike Goodman seconded, 5 ayes and 0 nays to approve \$ 2500.00 estimate on labor for fan installation
    2. Ed Russell motioned and Mike Goodman seconded, 5 ayes and 0 nays to approve \$ 4000.00 for cost and labor of pergola build and installation for sun exposed dog cabins
    3. Recommended changes to the following rules. 18 A and 18E. see notes
  - Committee will continue to review rule book and update as needed
- Reserve committee – Gregg Holtmeier

- Explained charter of reserve meeting
- Prioritization of infrastructure projects
  1. Approved and purchase of Skid Steer
  2. Roof repair is scheduled in December
  3. Ed Russell spoke about past meeting and goals for long range plan. Brought professionals in to assess electrical, plumbing, water systems
  4. Joe Meyer spoke about required items that must be addressed now.
  5. 2020 Projects- focused spending of \$300K
    1. Lodge Roof \$50K
    2. Electrical repairs and upgrades \$75K (fire and life safety issues)
    3. Complete water and sewage mapping \$50K
    4. Restaurant shortage fund \$125K
    5. Cabins \$50K (floors have disintegrated on several cabins)
  6. Ranch insurance cost increase went up by 30% over last year. From \$134K to \$174K expense. Insurance also mandated wildfire deductible of \$250K placed in reserve funds. This is new and the Ranch has never been required to put those reserve fund aside, over and above current reserve
  7. Bringing special assessment discussion to owners today to obtain feedback from owners on how we are going to fund \$300K to pay for these required 2020 projects. Proposal for \$ 300 per owner (based on 1000 owners) to cover \$300K. To be paid no later than 10/1/20. If special assessment is paid in full by 1/15/20, owners will get 2 free guest passes. Mike Goodman motioned to approve special assessment; Sue Riley seconded. 5 ayes and 0 nays
  8. April reminded us the Reserve committee has committed to have a documented long-term plan by end of 1Q2020.
  9. Cindy Lempky suggested owner offset for electrical use.
- Boat- Gregg Holtmeier for Albert Sanchez.
  - Roof on covered storage needs to be replaced. Need future discussion on how it will be paid for. Currently have \$20K in reserve funds. Originally reserve funds were set aside to have more storage
- Snack Bar Committee - Randy Cohen
  - Update on build permit - 9 pages of feedback from country. Reviewed and re-submitted to engineers for corrections. Plans will be submitted back by Architect to county next week. Estimate that we should have approved plans by Thanksgiving. However, county indicates no dirt can be moved after October 15<sup>th</sup> and therefore we can't break ground until Spring 2020.

## 6. Old Business:

- a. Open Cabin committee proposals need further clarification
  - i. Approval for 10 fan- funds coming from cabin committee- Voted and approved above
  - ii. Additional 6 dog cabins – all in agreement w/ cabins reallocation- Pending shade structure recommendation. Brad provided pergola bid- Voted and approved above
  - iii. Reservation rule change. Obtained clarification on documented rule change for 18A and 18E- Voted and approved
- b. Open Campground committee proposals
  - i. Approval/ratification for site to site increase and non-refundable deposit – Voted and approved above
  - ii. Approval/ratification of campground cleanliness Policy- Ed Russell motioned, Joe Meyer seconded, 5 ayes, 0 nays. Brad has staff member who will incorporate new rules into the weekly campground walkthrough

- iii. Approval/ratification of RVIA requirement – Mike Goodman motioned to approve new rule however striking last sentence “Exceptions at BOD approval only” - No exceptions will be allowed. Ed Russell seconded, 5 ayes, 0 nays. A special owner notification will be sent out by the office. Rule goes into effect in 30 days. New RV’s or existing RV’s coming back onto ranch must comply with new rule. No exception due to safety and fire concerns.
- c. Update on Attorney review of Ranch’s Use Permit – Brad indicated the use permit is still being handled by attorney, need to get update on where county is at
- d. Update on Snack Bar – See above
- e. Update on Cabin Rebuild – No update
- f. Update on Water Tank installation – Inspected by health department, fixed one open issue. Brad is pending final inspection. Three partial water fill/dump process is required and Brad is in the middle of completing requirement.

## 7. New Business:

- a. 2020 Budget approval and ratification- Ed Russell motioned to approve and Joe Meyer seconded, 5 ayes, 0 nays
- b. Reserve Committee- 2020 Capital Improvement Projects and Reserve Assessment approval and ratification completed above. Mike Goodman motioned to approve special assessment; Sue Riley seconded. 5 ayes and 0 nays
- c. Capital Improvement funding request- (part of 7b) Request for \$35K estimate for roof repair. Motion to approve Sue Riley, seconded Ed Russell- 5 ayes, 0 nays. Roof expense approved and ratified.
- d. 2020 Collections Mike Goodman motioned, Joe Meyer seconded, 5 ayes, 0 nays

## 8. Open Forum: Please limit speakers to 3 minutes each

1. Cindy Lempky #752- requesting consideration to incent owners to volunteer their services for electrical/plumbing, etc. to help offset expense. Legally we can’t offer incentives for services.
2. Anthony Moscarelli # - thank you board for making the tough decisions to improve the ranch operations and infrastructure projects.
3. Alice Duran # - Consideration for policy and procedures for stolen items both from missing donations and private property. Cameras in place. Joe Meyer requested owner to come back with suggestions of recommendations on how we can accomplish this.

Joe Meyer adjourned meeting at 2:22 pm, Ed Russell seconded, 5 ayes, 0 nays

Next Board meeting – Quarterly Meeting on January 18, 2020, 12 noon @ R Ranch Lodge

## **Executive Session:**

Joe Meyer called meeting to order at 2:30 p.m.

Directors present: Wayne Palmerton, Joe Meyer, Ed Russell, Mike Goodman

Others present: Brad Miracle, April Miracle

## Old Business

- No old business

New Business

- Owner issue - Meeting held by phone
- Personnel matter

Sue Riley moved to adjourn at 3:40 pm, Mike Goodman seconded 5 ayes, 0 nays

I certify that on October 25, 2019 a copy of this agenda was posted in public view at the Office of R Ranch at the Lake at 1962 Capell Valley Road, Napa CA, on the R Ranch Website and by Email BLAST.

Sue Riley  
Secretary  
Board of Directors  
R Ranch at the Lake Owners' Association