**Mountain Air Ranch  
Minutes of the Board of Directors for October 3, 2024**

**Call to Order**: The meeting was held in person via Webex and called to order at 5:33 pm. Carla Gurovich, Jack Williams, Jim Buck, Jim Williams, Riah Onstott, and Ronnie Thomas were present. Chris M., MAR operations manager, and Ellen R., Membership Committee Chair, were also present. Guests present: Mathieu S, Devon W, Mike L.

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| **Guest Comments**:  Carla apologizes (after meeting for not asking if there were any guest comments) |  |
| **Approval of August 22, 2024 regular meeting minutes.** Motion by Jim B, 2nd from Jim W Approved by: All in favor  **Motions Passed Since August 22nd meeting**:   * Visitor Waiver of Liability Approval Motion by Jim B on 09/23, 2nd by Riah on 09/23. Yes votes from all but Jim Williams (no vote) |  |
| **Manager’s Report**  Report was emailed on 10/3/24 and is pasted to the bottom of these minutes.   * Backfill of dirt behind the retaining wall in the Sauna Building * Status of MAR Campsites Review – Next Steps for those not adhering   + Carla & Chris to discuss specific member issues * Memorial Road Sign Status * Status of Repairs to Dump Station * Status of Traveler’s Claim * Facilities Committee List of Responsibilities | Chris to contact Chuck and ask if he can see anything about the status of the Traveler’s claim on his policyholder portal and to assist with putting pressure on Traveler’s if we don’t hear back from them |
| **Membership Report – Ellen R** (via email)  The Membership Committee’s last meeting was September 22, 2024.  Membership Count as of 9/22/24, after 34 applicants reviewed.   * Males 316 60.4% * Females 207 39.6% * Total 523 * Full 397 75.9% * FOM 126 24.1%   523  Waitlist as of 9/22/24: 55 men, dating from 8/14/21. |  |

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| **Treasurer’s Report** (August Financials emailed on 10/02/24)   |  |  |  | | --- | --- | --- | | 24-Aug |  |  | | Balance Sheet |  |  | | Operating Account | 149,045 |  | | Child Credit | 45,179 |  | | Capital Improvement | 97,976 |  | | Memorial Garden | 27,288 |  | |  |  |  | | Wait List | 13,808 |  | | 90th | 10,000 |  | |  |  |  | | Assets | 1,088,731 |  | | Liabilities | 302,781 |  | | Equity | 785,950 |  | |  |  |  | | Income Statement |  |  | | August 24 P&L |  | August 23 P&L | | Income | 64,185 | 44,843 | | Expense | 105,337 | 50,412 | | Net Income | -41,152 | -5,569 | |  |  |  | | August 24 YTD P&L |  | August 23 YTD P&L | | Income | 593,897 | 701,497 | | Expense | 521,162 | 492,156 | | Net Income | 72,735 | 209,341 | |  |  |  | | Accounts Receivable |  |  | | Current | 78,213 |  | | 0-30 | -1,072 |  | | 31-60 | 4,579 |  | | 61-90 | 1,868 |  | | 90+ | -6,504 |  | | Total | 77,084 |  |   In speaking with Richard, he is waiting on information from the office on checks that cleared (e.g., statements from last year) to finish the tax return for 2023. Chris has not had a request from Richard for specific cleared items, but did have a request for copies of bank statements (Jim clarified that statements were probably how he researched those items).  **Motion to Approve Treasurer Report:**  Motion by Jack W; Riah 2nd. All approved. | Chris to follow up with Richard to make sure he has everything he needs to complete 2023 tax return. |
| **OLD BUSINESS** |  |
| **Infrastructure Project Update – Jim Williams & Jack Williams**   * Pool & Deck & Stairs Update   + Eco Glaze is applied; some plaster popped loose (8 ft wide) and patched it Friday   + Stairs have been fabricated and are out for powder coating.   + Steve has punch list items for pool and will redo caulking around hot tub. Chris – Hot tub should be closed for a couple days when re-caulking (Needs some protection). Jack – Needs to closed Monday & Tuesday. Chris will send email advising members of hot tub closure.   + Jim & Jack – Get with Carla regarding final financials and to determine what loan funds might be needed   + Chris needs a list from Jack of all the final items that need to be completed by staff around the pool (balusters, railings, etc) | Chris to put notice out to Members about hot tub closure on Monday & Tuesday.  Jack, Jim W & Carla need to meet regarding final project financials (with input from Jim B)  Jack/Jim to provide Chris with a detailed list of all tasks required to complete the pool and hot tub area project |
| **Technology & Wi-Fi Update & Recommendations – Riah**   * Need to replace two Wi-Fi devices for $200 each (not broadcasting) * Chris – connection between printer and office computers? Riah: Having issues with fancy printer in the office maintaining connection to the computer (happens every 2-3 weeks). Need to coordinate with All Copy (at a charge) and resolve it. * Jack – what about a service contract. MAR does have a contract, but it does not include IT problems. | Riah to coordinate with All Copy (printer servicer) to resolve IP connection issues |

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| **New Business:** |  |
| Ballots Are Out   * 367 online, 26 paper for a total of 393 ballots.   + 158 online (43%) received as of 10/03 5:00 pm [reminders to go out next Monday and Wednesday] * Deadline is October 11, Counting October 12   Business Planning Research Status – Chris & Riah   * Catching up currently on immediate needs. Should be able to focus on it during the remainder of the month   Annual Campsite Agreement – Decide on Drafting Timeframe and Due Date   * Current registration on site holder vehicles * No storage of wood and no wood stoves * Firm up wording on water use (e.g., no use of MAR water for personal usage) * Janet St.J. will be working on updating annual campsite agreements   All agreed we will discuss some of the 2025 budgeting and rates during Bus. Plan meeting.  Can Facilities committee start in 2023 for project planning? - YES | Jim B to contact all Committee heads to determine their 2025 budget requests  Chris to send copy of Facilities bylaws to Board Members.  Chris to get Facilities organized and identifying all projects. |
| **Next Meeting: Regular Meeting – Jan 9 @ 5:30 – Thursday via Webex.**  **Business Plan special meeting – Nov. 20 @ 5-7 pm – Wednesday via Webex** |  |
| **Adjourn: 6:13 pm** Motion from Ronnie 2nd by Jim B unanimously approved. |  |

Manager’s Report August 2024

* MAIN ACCOUNT $144,643.17
* CAP IMPROVEMENT $92,033.60
* MEMORIAL GARDEN $27,288.14
* CHILD CREDIT $43,173.04

(ALL NUMBER ABOVE FROM THE BANK ACCOUNT 11:15AM 10/2/2024)

* Porta Potties will be shut down for the low season on 10/08/2024.
* 2 dumpsters out of the 3 will be shut down as of 11/7/2024.
* Foothill Water Service will be helping Jared and Ted out by delivering 8000 gal of water directly to the pool on Friday Oct. 4th.
* The backfill in the workshop is complete.
* The road sign for the Memorial Rd has arrived and will be installed this weekend.
* The October 2023 fire Travelers claim has been submitted. I sent Kim Pham an email requesting more information about our claim today. I called her back in August and left a message and haven’t heard back.
* Copy of the Facilities Committee by-laws attached.
* I have reached out to Tim & Vic from Foothills septic to advise me on the best way to protect our RV dump station. I informed them today that I’m back and waiting on this referral.
* I had a great vacation.
* Construction on Duke’s deck is started.
* Jim B – Status of moving woodshed? Chris – not started yet.

MOUNTAIN AIR RANCH INC.

FACILITIES COMMITTEE BYLAWS

(REVISED JANUARY 2018)

ARTICLE I

PURPOSE

The Facilities Committee (the Committee) is hereby established by the Board of Directors of Mountain Air Ranch Incorporated (the Board) to improve existing facilities, coordinate new construction and coordinate volunteer labor for Mountain Air Ranch, Inc. (MAR).

ARTICLE II

ORGANIZATION

The Committee shall function according to these Bylaws and directions of the Board of Directors.

The Committee will consist of eight (8) members and the Ranch Manager, ex officio. Committee members are elected from the general membership by the general membership. Nominations shall be made at the annual General Membership meeting.

Members shall be elected for terms of two years with four members being elected each year.

ARTICLE III

OFFICERS

A. The Committee shall elect a Chairperson, Vice Chairperson and a Secretary as soon as feasible after annual election results have been ratified.

1. The Chairperson will be responsible for the following:
   1. Scheduling meetings;
   2. Presiding at meetings;
   3. Coordinate various activities of the Committee
   4. Preparation of a written report of Committee activities for use at the general membership meeting.
   5. Attend Board meetings and report committee activities and approved project status.

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1. The Vice Chairperson will be responsible for the following:
   1. Assisting the Chairperson in the completion of that person’s duties;
   2. The duties of the Chairperson during the Chairperson’s absence
   3. Other duties that may be assigned by the Chairperson
2. The Secretary shall be responsible for the following:
   1. Records of Committee meetings;
   2. Committee members’ attendance records;
   3. Sending meeting notices to Committee members not less than five (5) days prior to the meeting; via approved methods which are: Telephone, Email or US Mail.
   4. Other duties that may be assigned.

ARTICLE IV

DUTIES OF COMMITTEE MEMBERS

* + 1. Duties of the Committee include;

1. Participate in Committee meetings;
2. Solicit volunteer labor;
3. Facilitate communications among general MAR members in accordance with policy set by the full Committee;
4. Prepare and submit annual report of recommended expenditures for following year;
5. Prepare and submit proposed construction projects to the Board; including purpose, detailed plans, time line and estimated expenses.
6. Assist in executing Board approved projects;
7. Work with other members of this committee in sponsoring annual clean-up days; and
8. Other duties which may be delegated.

ARTICLE V

FILLING VACANCIES AND REMOVAL OF COMMITTEE MEMBERS

1. A Committee member may tender a resignation from the Committee to the Committee Chairperson at any time.
2. The Committee may remove Committee members except for the Ranch Manager at any time by a two-thirds majority vote of all Committee members. During removal proceedings, the Committee member being reviewed may participate in the discussion, buy may not vote.

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1. When vacancies occur, the Committee may canvass the list of candidates from the last general election and or the general membership and select persons to fill the

vacancies until the next general election.

1. Removal or resignation from the Committee will not alter the person’s MAR membership status. However, a person removed or who resigns is ineligible for election to the Committee until one year after the expiration of the term for which the person was elected.

ARTICLE VI

MEETINGS

1. Meetings will be at least once per month, unless there is no business to be transacted, or at the request of the Chairperson. No meeting will be held without prior notification of at least five (5) days using methods approved in Article 3-D-3.
2. If a member of the Committee misses three regularly scheduled meetings, the member may be brought before the Committee to show cause as to why the member should be allowed to remain on the Committee.
3. In all voting other than impeachment or removal of members of the Committee, a quorum shall consist of a simple majority of the full Committee. The act of a simple majority of the Committee present at any meeting shall be the act of the complete Committee. All voting on complaints, elections, impeachment, or removal shall be by written ballot. All other voting will be by show of hands or verbal response or other methods in section A of this Article.
4. There shall be no proxy voting.
5. Meetings of the Committee may be attended by any member of MAR or invited guests. Only duly elected members are entitled to vote at any meeting of the Committee.
6. Meetings will be conducted following “Robert’s Rules of Order” unless otherwise stated in writing.

ARTICLE VII

FINANCES AND APPROVALS

1. Before October 1 of each year the Committee will collect information from other MAR committees, general membership, and from the committee’s own files and will prepare a report for the next fiscal year as outlined in Article IV-A-5.
2. All new construction and acquisition of new plant must be approved in advance by the Board.

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1. Any removal of the MAR plant must be authorized in advance by the Board.

ARTICLE VIII

ANONYMITY

1. The privacy of every member of MAR will be respected by the Committee. Committee members are cautioned, under threat of automatic termination of membership, not to discuss other members’ personal information with anyone other than existing Committee members or the Council during the course of necessary MAR business without first obtaining the members permission.

Members’ personal information includes: Full name, address, telephone number, occupation and/or other personal and confidential information.

ARTICLE X

APPROVAL

These Bylaws are hereby approved by the board.

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