**Mountain Air Ranch**

**Minutes of the Board of Directors for January 4, 2024**

**Call to Order**: The meeting was held in person; called to order at 5:30 pm. Carla Gurovich, Jack Williams, Ronnie Thomas, Jim Buck, Jim Williams and Riah Onstott and Danny Babish were present. Chris M., MAR operations manager was also present. Guests included: Devon W., Christine H.

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| **Guest Comments**: Christine H – wants to let board know that they and other members are upset about 8-day from 15-day change in overnights in off season; deck plans were initially approved and now covering may need to be approved/permitted – 160 sq ft. – comment on plans say the section in yellow will not be covered – under 200 sq. ft does not need permit. | Jefferson County rules are covered, not in violation. Chris to discuss with BOD. |
| **Board Voted Director Election**  Candidates:   * Carla Gurovich (Incumbent)   **Voting Result: Jim B motion, Ronnie 2nd – all approve** |  |
| **Officer’s Election**   * President   + Nominated: Jim B nominated **Carla**, Jim W 2nd   + Voting Result: Approved * Vice-President   + Nominated: Riah nominated **Jim W**, Jim B 2nd   + Voting Result: Approved * Secretary: Ronnie   + Nominated: Jim B nominated **Ronnie**, Jim W 2nd   + Voting Result: Approved * Treasurer   + Nominated: Ronnie nominated **Jim B**, Riah 2nd   + Voting Result: Approved * Assistant-Secretary (for banking purposes)   + Nominated: **Chris Ma**y by Jim B, Ronnie 2nd   + Voting Result: All |  |
| **Approval of October 3 regular meeting and December 19 Rate Meeting minutes**  Motion by Jim B, Second by Riah. 12/19 Jim B motion, Riah 2nd  Discussion:  Votes: 10/3 approved; 12/19 approved  Review Email motions passed since October 3 meeting.   * November 15 Motion from Ronnie to Approve the Compensation Agreement for Chris May proposed by Jim W; 2nd by Danny. Jim Buck approved. No further email votes. Plan to get vote in Executive Session or via email. * Jim Buck Motion to approve Revised 2025/2026 Annual Campsite Agreement, Ronnie 2nd. All approved except for Jack.   + Discrepancy on final approved version, between the Financial Terms and Terms of Use for maximum number of days for the High Season Only option. Terms Financial section specified no more than 8 days of overnight use, but Terms of Use section (4) specified 15 days. Chris and Janet agreed to send out notifications to site holders clarifying that the max is 8 days; the board still needs to see text for notification and update on timing. * 12/17 Motion by Jack, second by Ronnie, to approve the Federal Tax Return after a correction of the website name to [www.mountainairranch.co](http://www.mountainairranch.co). All approved. * 2025 Rate Sheet Approval Motion by Jim B, 2nd by Jim W (vote by email tomorrow) * Approved on \_\_\_\_\_\_\_\_ | Chris will send out notice of correction on Site Agreement to clarify Terms of Use section consistent with Financial Terms |

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| **Membership Report**  Membership report was emailed on January 8, 2025.  Membership Count, after referendum, as of 12/19/24.   * Males 347 63% * Females 201 37%   Total 548   * Full 420 77% * FOM 128 23%   548 |  |
| **Manager’s Report**  Report was emailed on 01/09/2025 and is pasted to the bottom of these minutes along with annotations during the meeting. |  |
| **Treasurer’s Report for Sept, Oct, Nov– Jim Buck**   |  |  |  |  | | --- | --- | --- | --- | | Bank Accounts | Sept | Oct | Nov | |  |  |  |  | | Capital Improvement | $65,209 | $65,209 | $65,209 | | Memorial Garden | $27,288 | $27,288 | $27,288 | | Operating Acct | $150,600 | $101,921 | $87,365 | | Child Credit Acct | $43,173 | $43,174 | $43,174 | |  |  |  |  | | Wait List Deposits | $13,520 | $11,020 | $11,020 | |  |  |  |  | | Balance Sheet | Sept | Oct | Nov | | Assets | $1,105,346 | $1,051,501 | $1,027,573 | | Liabilities | $279,270 | $270,587 | $269,996 | | Equity | $826,076 | $780,914 | $757,577 | |  |  |  |  | | Profit & Loss |  |  |  | |  | Sept 2024 | Sept 2023 |  | | Income | $29,258 | $40,891 |  | | Expense | $74,590 | $134,016 |  | | Net Profit | -$45,331 | -$93,925 |  | |  |  |  |  | | YTD Sept |  |  |  | | Income | $669,073 | $761,840 |  | | Expense | $651,870 | $695,134 |  | | Net Profit | $17,203 | $66,706 |  | |  |  |  |  | |  | Oct 2024 | Oct 2023 |  | | Income | $50,331 | $21,492 |  | | Expense | $93,239 | $97,017 |  | | Net Profit | -$42,908 | -$75,525 |  | |  |  |  |  | | YTD Oct |  |  |  | | Income | $668,482 | $763,080 |  | | Expense | $677,649 | $707,190 |  | | Net Profit | -$9,167 | $55,890 |  | |  |  |  |  | |  | Nov 2024 | Nov 2023 |  | | Income | $7,872 | $14,940 |  | | Expense | $40,158 | $75,981 |  | | Net Profit | -$32,286 | -$61,042 |  | |  |  |  |  | | YTD Nov |  |  |  | | Income | $669,471 | $778,194 |  | | Expense | $699,008 | $783,171 |  | | Net Profit | -$29,537 | -$4,977 |  | |  |  |  |  | | Accts Receivable | Sept | Oct | Nov | | Current | $73,530 | $64,395 | $48,023 | | 1-30 | $539 | $934 | $4,690 | | 31-60 | -$1,760 | $4,354 | -$228 | | 61-90 | -$6,691 | -$422 | $1,925 | | 91+Total | $74,079 | $62,452 | -$7,158 |  * As the P&L shows, we are in our slow season. * Income should improve as we invoice the site deposits. * We should be almost done with this year's infrastructure projects costs. * Accounts Receivables continue to improve with some outstanding accounts to bring current. * We need to continue to watch and minimize expenses and forestall any additional projects.   Motion to approve Treasurer’s report by Riah, 2nd by Jim W. Approved. | Jim still has to work on year end and will try to get a new budget proposal in the next month or so. Jim would like committee chairs emails re budget requests from the office. |
| **OLD BUSINESS** |  |
| **Infrastructure Project Update – Jim Williams & Jack Williams**  Final Cost of Pool/Hot Tub/Decks Infrastructure Project not available. | Jack will get final numbers out to BOD |
| **Technology & Wi-Fi Update & Recommendations – Uriah**  Only 2 complaints this year on internet. Don’t expect many upgrades; however, accounting software is not sufficient for daily use; working with Mgr to find a more efficient program to speed up and alleviate some tasking of staff. Any budget request will be for supporting a membership system designed for our needs. (CampLife is an option). Riah has spent time with other resorts to find better options. Gate repairs will be needed this year; pump room is not having as many issues. We will receive numbers when they are available and may bring costs of QuickBooks down; wants to get process in place with sufficient time for staff to learn the program that will work with QuickBooks and streamline our current processes before high season. | Riah will provide costs and installation requirements by end of next week.  Devon will send recommendations to Riah to be part of conversation re: software. |
| **New Business - (Items to be discussed at next regular meeting)** | |
| **90th Anniversary Celebration – Ronnie** |  |
| **Succession Plans for Officers and/or Staff Retiring Within 2 Years**  Jim B plans retirement from Board12/2025  Future manager retirement a few years off  Janet StJ and Ellen R both possibly retiring at some point but could be same time as Chris, leaving the office with 100% of long time staff leaving at the same time. |  |
| **Facilities Committee Proposed Infrastructure and Improvement Projects**  BOD needs time to review proposals. Carla asked if clubhouse bathrooms were included? Chris reported that they have some of the materials, including tile and that she will get with Devon in the next couple days to add that project to the list.  Carla proposed that she take the projects on the list (including clubhouse bathrooms) and put together a priority calculator, along with a place for comments so BOD can individually respond via email. | Carla to make spreadsheet of projects with prioritizations.  Devon to add those prioritizations to the proposal. Devon to contact Chris to get info together. |
| **Next Meetings: Regular Meeting –** March 6, 2025 @ 5:30 online meeting (Google)  **Business Plan Meeting –** March 20 @ 4:30 online (Google) – Closed meeting |  |
| **Adjourn:** Motion from Riah, 2nd by Jim B; unanimously approved. 6:51 pm |  |

* the adjuster is requiring photos of the contents, which I do not have. I expect an offer within 2 weeks. Dave and Tamie K ended up settling for less than the repairs to their park model cost.
* Lodge Water Storage: We have successfully installed 6 275-gal = 1,600 gallons of stored water to supply the lodge through the low season. We will continue to check the water storage all over the ranch daily. FYI, 2 upper tanks hold up to 20,000 gal, the ponderosa tanks hold up to 1,175 gal, the gatehouse holds 4,000 gal, and the lodge garage holds 1,600 gal. The project ended up totaling $1,200 including supplies and labor.
* Lodge/RV meadow/Adam & Eve/Community Kitchen future water supply: It is unrealistic to think that 1,600 gals of water will be enough to service this entire area during the high season. Additionally, finding and repairing the leak that necessitated the above repair could be very difficult and costly. I suggest we look into adding 10,000 to 20,000 gals of additional above ground water storage behind the Lodge. This would leave our current large tanks supplying the pool/clubhouse/sauna area (our greatest use) separating out the Lodge/RV meadow/Adam & Eve/Community kitchen are (second greatest use in the high season) Leaving the other 2 areas independent. Cost of the new water tanks before shipping and installation: 2- 6,000(12,000) gal tanks $8,008.00 X 2= $16,016.00 before taxes, delivery & installation. 2-8,000 (16,000) gal tanks $9,500.00 X 2= $19,000.00 before taxes, delivery & installation. 2-9,000 (18,000) gal tanks $10,000.00 X 2- $20,000.00 before taxes, delivery & installation. 1- 10,500-gal tank $12,000.00 before taxes, delivery & installation. 1–20,000-gal tank $37,700.00 before taxes, delivery & installation. All of these prices are on new tanks coming out of Oklahoma. I have been successful in the past finding used tanks at greatly reduced prices. I have not begun this search as of yet (holidays kept me pretty busy)
* New Year’s Eve Event: Wow, we had the largest crowd in years, over 50 people. Amber and Trey did a great job decorating the room to their chosen theme (Bootleggers Ball). Between the dinner and dance fees we took in over $3,300.00 dollars subtracting the expenses of $2,700 (band, food, champaign, decorations etc.) we profited $600. This does not count the fully booked accommodation profit.
* I’m looking at taking a 10-to-14-day vacation in late Feb or early March and would appreciate any backup the BOD can offer. When my plans are finalized, I will share the specifics. Assistance needed: plowing, anything that pops up; will discuss with Jim W.
* In addition to the staff’s daily duties: Janet is working on AR + the annual site agreement, Ellen (when back from vacation) will continue working on AANR and renewals. Jan is cleaning 2 days a week for a total of 10 hours a week. Trey is focusing on getting the workshop and garages cleaned and maintenance on the trucks. Caleb is doing light maintenance like repairing/replacing leaky faucets, shoveling snow and maintaining the hot tub and sauna.
* As of January 1st, we no longer have the additional cleaning service, this saving will come at the cost of heavier workloads for the remaining staff. We’ll see how it goes.
* My focus has been on getting through the busy holiday season, getting water in the lodge and catching up on projects from last year. Working with the Facilities Committee, to put together a reasonable plan for projects in 2025. Working with the Entertainment Committee & 90th Anniversary Group to help ensure a successful and fun summer. Working with the Membership Committee to solve a few problems. Projects to be completed by April 1st: Putting together a proposed Chart of Accounts that better suits our business, most importantly shows the expenses and income balance of our business accurately. Concluding the Travelers Claim with a settlement. The usual stuff that comes with the Annual Site process.
* The January 1st electric meter reading will be completed today, we will invoice the site holders January 10th.
* Replaced the windshield wiper motor and windshield wiper transmission on the 2005 GMC plow truck. So far so good. I’m heading out to plow now.