

**RINN VALLEY RANCH
HOME OWNERS ASSOCIATION
MEETING MINUTES
10/26/2009**

Location: 3405 Cottonwood Circle

Minutes: Meeting begins at 7:15 PM.

Roll Call/ Attendees: Jeff Nieuwma, Tabitha Butler, Steven Carlson, Linda VanPoppel and Robert Trent all present

Absent: None

Agenda

1. Approve agenda
 - Approved unanimously
 - Vice-president, Jeff Nieuwma, to chair meeting as no other officers have been assigned to positions at the time of this meeting.
2. Proof of meeting notice
 - Meeting time and location posted on Rinn Valley Ranch HOA website www.rinnvalleyranch.org
 - Community email sent out to notify of meeting time and location
3. Approval of minutes
 - Approved unanimously
4. Vote on term lengths of current board members
 - Covenants require at least 1/3 of officers to turn over each year. As Jeff Nieuwma was elected to a three year term in 2008 he has two years remaining before his seat is up for election. Therefore, at least two of the recently elected or re-elected officers must have their board seat up for election next year.
 - Motion is for Robert Trent and Steve Carlson to serve the one year terms. Tabitha Butler and Linda VanPoppel to serve the two year terms. Based on the two persons receiving the greatest number of votes in the September board election, to serve the two year terms, and the other two elected officers to serve the one year terms. Additionally, and beginning with the next elections in 2010, all terms shall be for two years. Motion passed unanimously.
5. Vote on officers from the board
 - Robert Trent elected President
 - Jeff Nieuwma re-elected Vice-President
 - Steve Carlson re-elected Secretary
 - Linda VanPoppel elected Treasurer
 - Tabitha Butler elected to head the Enforcement Committee
 - a) Persons with access to e-banking
 - Robert Trent, Jeff Nieuwma, Linda VanPoppel (primary responsible person) and Tabitha Butler.

- Discussion from the floor raised concerns regarding the existence of checks and balances, as well as creation of a paper trail in the event of an audit. The current system makes no mention of either of these provisions. Vikki Bradach has offered to work in conjunction with Linda VanPoppel to create the necessary checks and balances to assure propriety.
- Steve Carlson – motion to have all bills paid by manual check with two signatures required, until Linda V. and Vikki B. devise a plan which is approved by the board and fully implemented. The same persons who are authorized e-banking users will also have the check signing privilege. Motion passed unanimously.

b. Signers with access to the bank account

- Robert Trent, Jeff Nieuwma, Linda VanPoppel and Tabitha Butler

6. Committees

- All committees formed are listed below with all persons volunteering to serve on the committee named
 - o Design Review Committee
 - Jeff Nieuwma, Dan Zwart, Rhonda Seitz, Matt Nunn, Brian Hanvey, Sue Bush, and added later (see open floor notes) Joe Trichak.
 - o Finance Committee
 - Linda VanPoppel, Fred Roll (not present, but confirmed by Jeff Nieuwma), Vikki Bradach, Randy Bush, Brad Schneider, Robert Trent and alternately Jeff Nieuwma
 - The Finance Committee shall be held responsible for updating and amending the articles of incorporation with the Secretary of State and the non-profit section of the Secretary of State.
 - o Enforcement Committee
 - Tabitha Butler, Randy Bush, Ed Weimer, Jeff Nieuwma (as needed), Rebecca Anderson
 - Any other suggestions for companies to handle enforcement should be forwarded to Tabitha Butler on the Enforcement Committee.
 - Greatest concern is that the rules & guidelines to be enforced will be cherry picked, with certain violations overlooked. Any and all exceptions to be entered into the record (minutes.)
 - Design Guideline Documents and Covenants will be used to make determinations only. All covenants and guidelines to be prioritized allowing for greatest amount of attention to be given to items of greatest importance.
 - The current guidelines and covenants must be used at all times when executing any enforcement procedure(s.)

Old business

- Bills will be mailed out Tuesday, Oct. 27 by Linda VanPoppel

New business

7. Move e-mail list to new provider

- Recommended moving to Google from current private provider

8. Discovery about current web site provider

- DNS hosting continues until Aug 2010. The site will be moved to another provider after that point.

9. Move web site

- Transitioning to Google as soon as possible

10. Items to publish on the website

- Realtor information/ closing docs
 - o Jeff Nieusma proposed to auto-respond from a dedicated e-mail address for questions that relate to current information needed by realtors and/ or title companies regarding specific sellers. Currently, it is the responsibility of the President to be sure all is in order for title companies and realtors. It remains the responsibility of the President until the use of an auto-responder has been authorized by the board.
- Budget
 - o Details to be announced pending Finance Committee recommendations and board approval
- Discussion from the floor resulted in a request that no persons other than authorized board members may access and/ or use the community email list, nor publish anything to the HOA website without prior approval of the board. All issues and requests must be presented to the entire board, at a board meeting, as opposed to approaching individual board members.

11. opt-in discussion list, chat room, etc

- It was determined by a majority vote of all board members and attendees that there is no need to form a discussion group of any kind.

12. Discuss limits on house sizes for design guideline document

- Discussion has developed regarding minimum acceptable home size, style and appearance as a result of a new person's desire to move in to Rinn Valley Ranch and build a single bedroom, two level 1600 square foot home.
- Discussion - recommendations for minimum house sizes of 1854 sq. ft. Second recommendation to create a minimum of 2000 sq. ft. Purpose of the proposal is to create a guideline that will preserve the integrity, present and future, of the neighborhood.
- Robert Trent - motion to amend guidelines to require all homes to have a minimum 2000 sq. ft. livable space for all new construction. Motion to change covenants and enforcement guidelines tabled to be presented to legal. Motion was tabled after learning the covenants would also be required to change in order for the design guidelines to change.
- The following section from the Design Guidelines was read verbatim by Dan Zwart to reflect the guidelines as required by the covenants as well as the design guidelines. It will require a 2/3 vote of the community to change the covenant.
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3.3 Permitted Uses and Floor Spaces

Each Lot shall be used exclusively for residential living purposes and such purposes as are customarily incident thereto. Every one story residential structure shall have a minimum improved living floor area of 1600 square feet exclusive of unfinished lower level walkouts, basements, garages, porches, patios and accessory structures. Two story homes must have 900 finished square feet on the main floor. No maximum floor area is specified; however the Design Committee will be concerned that the total size of all structures on the Lot does not create a negative visual impact

- The design review committee will be meeting Nov. 4 to further discuss approval or rejection of the submitted home design that has generated concerns relating to preserving the integrity of Rinn Valley Ranch.

Open floor

- Addition to design committee – Joe Trichak

- Dan Zwart – Issues regarding signage, specifically models and flags from Feature Homes. Need to be refreshed or removed. Joe Trichak stated all would either be removed or replaced as needed.
- Robert Trent – weed removal by Feature Homes is being hindered by dumping from contractors. Joe Trichak asks that the HOA help remove concrete that had been illegally dumped on their lots. While it is not the direct responsibility of the HOA to police the sites for illegal dumping, it is asked of all community members to report any instances of illegal dumping in a timely manner.
- Steve Carlson will post a request to the web site and within a community email asking all to report illegal dumping. Provide website, phone number and information that should be gathered to properly report this as a crime. Sections 5.3 and 5.10 in the design document were referenced.
- Question posed to the group: ‘Should we approach people as opposed to writing letters? Specifically regarding enforcement issues.’ Most felt that letters were in order, though a minority felt speaking directly to persons would make the problems more approachable and open to discussion. No consensus was reached.
- Matt Nunn – asks Joe Trichak to remove or mow weeds from a property nest to the Nunn residence. Joe responds that he will take care of the weeds, weather permitting.

Next Meeting: Monday 23, November, 2009 – 7:00 PM
3498 Cottonwood Lane
Meeting adjourned at 9:14 PM