

Wolf Creek Ranch Owner's Association
Board of Directors Meeting Minutes

23 April 2016

Attendees:

Fred Ball
Eliza Bishop
Jan Buechler
Warren Dold
Jim Fletcher
Lori Fletcher
Sue Hill
Denny Hill
Lee Kinard
John Manton
Ellis McKanna
Gerald McLelland
Sue McLelland
Lyn Mefford

Pete Mefford
Tom Mitchell
Susan Mitchell
Bob Ring
Patty Skinner
Tommy Skinner
Bob Snyder
Mark Stracke
Terry Stracke
Cindy Taniguchi
Kim Taniguchi
Nelda Duff
Doug Plas

Attachments

Agenda
Sign-in Sheet (incomplete)

Treasurer's Report

Having confirmed a quorum of directors present to conduct the business of the Association, President Snyder called the meeting to order at 11:00 AM in the Mitchell's home and turned the meeting over to the VP, Lyn Mefford, since Bob is no longer on the board.

Meeting minutes of the previous Board meeting of 16 January 2016, were circulated via email prior to today's meeting. The minutes were accepted by the Board.

Board Selection of Officers

Denny & Sue Hill sold their home earlier this month and are no longer members of the association. Lyn thanked them for their service to the board and ranch and gave them each a WCR jacket in appreciation.

Two new directors were elected to the board in the last election: John Manton and Tom Mitchell. Bob Ring was re-elected. That leaves the board with six members at the beginning of the meeting.

Discussion ensued that before the board selected new officers, it should replace the missing member. The members agreed to do so. The board agreed to select the runner-up from a previous election. The discussion was whether to select from the most recent election or from the slate in the election which elected Sue Hill to the board. There were differences of opinion. Tom Mitchell made a motion to select Jim Fletcher who was runner-up in the same election in

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which Sue was elected. Seconded by Lee Kinard. Vote was to accept Jim Fletcher.

Now, with a 7 member board, the directors selected Tom Mitchell President, Lyn Mefford VP, John Manton Treasurer and Lee Kinard Secretary. Congratulations or condolences, whatever is appropriate.

Distribution of Preliminary Minutes

It was brought up that there have been complaints from some owners that the minutes are not available until the next meeting. Doug Plas explained that his minutes will be available to the board within 7 days. The secretary explained that the minutes are generally made available to the board members within a day or two of the meeting and then posted in Nelda's office just after the next meeting. Discussion ensued about having the preliminary minutes posted on the PAMco website and the WCR website more quickly, say within 2 weeks. The board agreed.

There will be a transition period while PAMco absorbs the responsibility for taking and distributing the minutes.

Ag Exempt Status

The ranch is currently in an ag exempt rest period so that the grazing grasses can recover from being overgrazed. Discussion ensued about who the new rancher will be and how many animals will be on the ranch. Lyn suggested forming a committee to begin discussions with potential ranchers for WCR and their requirements. Warren Dold was selected chairman of the committee and Eliza Bishop volunteered to be on the committee. Others are welcomed.

Filling Committee Positions

Ranch Maintenance – Bob Snyder Chair, Lyn Mefford, Mark Stracke, Susan Mitchell

Firewise – Tommy Skinner Chair

DRB – Jim Fletcher Chair, Tom Mitchell, Debra Burge

Insurance – Bob Ring

Managed Land Deer Program – Fred Ball and Bob Snyder

Employee Relations – Inactive

Professional Management – Inactive

Security

Jim Fletcher has spoken with our local Constable, Leslie Gray, about making a tour through WCR occasionally to provide the appearance of a law officer within WCR. Mr. Gray has agreed to begin January 2017 when he officially begins his term. Meanwhile, keep your shotguns handy.

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DRB

Homes under construction: Stracke and Taniguchi.
Barn in process: Manton
Pending – Grigsby on WR-2

There was discussion of what constitutes an outbuilding referred to in Article 7.7.

Tom also pointed out that there are some disagreements between the covenants and the DRB guidelines that the DRB should correct:

1. The DRB guidelines state the construction period is a maximum of 18 months which does not conform to the covenant language.
2. Small seasonal ground flags to mark or identify property entrances do not constitute the definition of prohibited signs in the covenants are allowed.

Maintenance Committee

Ranch Fencing – the repair of the perimeter fencing is about 2 years ahead of schedule according to Warren Dold There is one segment yet to be finished. A QC inspection will be accomplished before the next meeting.

Road Repairs – Materials are available

This item surfaced a complaint about stockpiling material at the middle gate. It is felt that it is an eyesore at the gate that most people use. Suggest putting material at the location closer to where it will be utilized.

Hog Control

This is an ongoing item and the traps are being used currently.

Firewise Committee

Tommy Skinner gave a report on the clearing of cedar in the commons for fire breaks.

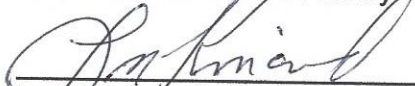
Treasurer's Report

Doug Plas gave the report with input from Denny Hill. Discussion ensued about the cost of PAMco.

Next meeting is set for 23 July 2016.

Tom Mitchell adjourned the meeting at approximately 1:20 PM.

Submitted and Certified by:



Lee Kinard, Secretary

7 May 2016

Date

AGENDA

WCROA BOARD MEETING

April 23, 2016

11:00 am at 100 Morgan Cove- Mitchell Residence

- Call to Order – Confirm quorum
- Turn meeting over to new board
- Nominations and vote to fill vacant board position
- Election of officers
- Approval of prior meeting minutes
- Agricultural exemption status
- Status of committees
 - Agree on a plan to recruit/affirm chairpersons and members
- DRB activity
 - Summary of current activity
 - Discussion of article 7.7 regarding metal buildings
 - Possible conflicting language of the Construction Guidelines with Covenants
 - Clarification of article 8.10-Restriction on Signs.
- Maintenance updates/plans
 - Fence
 - Roads
 - Other
- Wildlife Management
 - Managed Lands Deer Program
 - Hog Control
- Firewise updates
- WCR insurance policy renewals
- Treasurer's Report
 - Financial status report
- Schedule next meeting
- Adjourn

WCROA Board Meeting Sign In Sheet		
	Name	Property
1	DENNY HILL	WBSA
2	SME HILL	WBSA
3	Bob Maltorb	WB-3
4	WALTER DOLD	ER-TA
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Date: Sun, 24 Apr 2016 17:33:34 -0500
 Subject: Additional Info - WCROA Board Meeting - 4/23/2016
 From: "Denny Hill" <dhtx4fr@gmail.com>
 Bcc: leekinard@yahoo.com

To all in attendance at the WCROA Board Meeting on Saturday, 4/23/16:

Fred Ball ✓

Eliza Bishop ✓

Jan Buechler ✓

Warren Dold ✓

Jim Fletcher ✓

Lori Fletcher ✓

Sue Hill ✓

Lee Kinard ✓

John Manton ✓

Ellis McKanna ✓

Gerald McLelland ✓

Sue McLelland ✓

Lyn Mefford ✓

Pete Mefford ✓

Tom Mitchell ✓

Jusan Mitchell ✓

Bob Ring ✓

Patty Skinner ✓

Tommy Skinner ✓

Bob Snyder ✓

Mark Stracke ✓

Terry Stracke ✓

Cindy Taniguchi ✓

Kim Taniguchi ✓

Nelda Duff ✓

Doug Plas ✓

Congratulations to the new board members and officers. I'm sure you will all work hard to continue the positive leadership of the past boards.

At Saturday's meeting, there was a brief discussion of year-to-date payments to PAMco that time did not allow to be fully clarified. So, in an attempt to clear things up, here are the facts.

Year-to-date as of 4/23/16, payments to PAMco that I have authorized total \$7,564.24 and break down as follows:

\$2,400.00 Monthly management fees for Feb, Mar, Apr (per contract at \$800 / month)

\$81.27	Reimbursement for Fax/Copy/Postage
\$134.37	Reimbursement for office supplies ordered by Nelda and charged through PAMco
1,358.71	Reimbursement for new WCR computer and on-site software installation and setup
\$3,589.89	Reimbursement of Nelda's payroll for February & March

Nelda is still an employee of WCROA, but she is paid through PAMco. Therefore, payments to PAMco to reimburse for Nelda's pay include Federal Withholding, Social Security and Medicare deductions as well as the employer Social Security payment and a small payroll processing fee. With the exception of the small payroll processing fee, all of these expenses were paid directly by WCR in the past.

Reimbursement for Nelda's mileage expenses are paid directly to her.

If anyone has other questions about any payments made from our treasury up to 4/23/16, please feel free to contact me by return email or by phone (512.715.9139).

Regards,

Denny Hill

Treasurer 4/2009 - 4/2016

Wolf Creek Ranch Property Owners Association

1 GL Balance Sheet-Consolidated

Period 04/22/2016

Assets		
<u>Cash</u>		
1101	Alliance #0909 - Operating	1,000.00
1105	ACB-#5178 - Operating	1,447.40
1107	Wells Fargo - Checking	3,823.63
1108	Wells Fargo - Savings	192,430.55
1145	American Bank CD #11051 3/31/16	13,231.07
1147	American Bank CD#11245 6/23/17	130,858.69
<u>Total Cash</u>		<u>342,791.34</u>
<u>Accounts Receivable</u>		
1311:	A/R - Assessment	16,250.00
<u>Total Accounts Receivable</u>		<u>16,250.00</u>
<i>Total Assets</i>		<u><u>359,041.34</u></u>
 Liabilities & Equity		
<u>Liability</u>		
2210:	Prepaid Assessments	100.00
2240:	Accounts Payable	4,315.60
<u>Total Liability</u>		<u>4,415.60</u>
<u>Equity</u>		
9000:	Fund Balances	226,094.48
	Net Income	128,531.26
<u>Total Equity</u>		<u>354,625.74</u>
<i>Total Liabilities & Equity</i>		<u><u>359,041.34</u></u>

3 Budget Comparison Budget to Actual

Transaction 3/1/2016 to 3/31/2016 11:59:00 PM

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Wolf Creek Ranch Property Owners Association

Operating

		Month		Year		Annual	Remainder
		Actual	Budget	Actual	Budget		
Income							
Assessments - Annual Dues	3110:	0.00	0.00	163,200.00	163,200.00	163,200.00	0.00
Interest Income	3142:	307.39	110.00	307.39	235.00	837.00	529.61
Late fee	3410:	0.00	240.00	0.00	420.00	1,180.00	1,180.00
Total		<u>307.39</u>	<u>350.00</u>	<u>163,507.39</u>	<u>163,855.00</u>	<u>165,217.00</u>	<u>1,709.61</u>
Total Income		<u>307.39</u>	<u>350.00</u>	<u>163,507.39</u>	<u>163,855.00</u>	<u>165,217.00</u>	<u>1,709.61</u>
Expense							
Administrative		GL Code					
Wages - On Site Staff	4000	365.76	2,089.92	5,027.71	6,792.24	27,168.56	22,140.85
Mileage Reimbursement	4001	83.50	200.00	444.50	650.00	2,600.00	2,155.50
Contract Labor	4002	1,728.00	576.00	1,728.00	1,872.00	7,488.00	5,760.00
Computer & Internet Expense	4004	376.39	100.00	1,468.61	1,258.00	1,780.00	311.39
Office Expense	4006	0.00	65.00	134.37	195.00	780.00	645.63
Membership, Subscriptions	4007	0.00	20.00	0.00	60.00	240.00	240.00
Accounting Fees	4008	350.00	0.00	900.00	650.00	650.00	(250.00)
Telephone - Office	4020	342.21	165.00	508.66	495.00	1,980.00	1,471.34
Fax - Copy - Postage	4050:	72.30	30.00	179.27	90.00	360.00	180.73
Insurance	4060:	0.00	0.00	0.00	0.00	7,400.00	7,400.00
Legal & Surveying Services	4070:	0.00	0.00	250.00	0.00	0.00	(250.00)
Events/Annual Board Meeting	4085:	1,000.00	(250.00)	1,000.00	(200.00)	150.00	(850.00)
Mgmt & Accounting Contract	4090:	800.00	800.00	1,600.00	2,400.00	9,600.00	8,000.00
Payroll	4513:	1,693.70	0.00	1,693.70	0.00	0.00	(1,693.70)
Electric - Barn	4800:	66.67	72.00	207.97	216.00	864.00	656.03
Trash Pickup	4830:	0.00	287.00	284.62	861.00	3,444.00	3,159.38
Total Administrative		<u>6,878.53</u>	<u>4,154.92</u>	<u>15,427.41</u>	<u>15,339.24</u>	<u>64,504.56</u>	<u>49,077.15</u>
Dock		GL Code					
Licenses & Permits - Dock	4100:	25.00	25.00	25.00	25.00	50.00	25.00
Lease - Boat Dock	4101	0.00	0.00	804.77	900.00	900.00	95.23
R&M - Dock	4370:	0.00	176.00	625.00	352.00	1,056.00	431.00
Electric - Dock	4807	50.80	51.00	152.15	153.00	612.00	459.85
Total Dock		<u>75.80</u>	<u>252.00</u>	<u>1,606.92</u>	<u>1,430.00</u>	<u>2,618.00</u>	<u>1,011.08</u>

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3 Budget Comparison Budget to Actual

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Wolf Creek Ranch Property Owners Association

Operating

	GL Code	Month		Year		Annual	Remainder
		Actual	Budget	Actual	Budget		
General Maintenance							
Groundskeeping	4200:	3,200.00	3,400.00	5,600.00	7,225.00	34,850.00	29,250.00
Tools, Equipment & Supplies	4374	0.00	45.00	0.00	135.00	540.00	540.00
R&M - Gacilities/Grounds	4376:	0.00	100.00	41.54	300.00	1,200.00	1,158.46
Total General Maintenance		<u>3,200.00</u>	<u>3,545.00</u>	<u>5,641.54</u>	<u>7,660.00</u>	<u>36,590.00</u>	<u>30,948.46</u>
Landscaping							
Landscape - Clean-up	4225:	(1,300.00)	0.00	0.00	0.00	0.00	0.00
Total Landscaping		<u>(1,300.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Maintenance							
Contract Labor	4480:	(1,008.00)	0.00	0.00	0.00	0.00	0.00
Total Maintenance		<u>(1,008.00)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Owners Services							
Firewise Expense	4005	500.00	110.00	1,000.00	330.00	1,320.00	320.00
Electric - Pavillion	4804	39.84	39.00	119.52	117.00	468.00	348.48
Trash Pick Up	4831	0.00	0.00	304.67	0.00	0.00	(304.67)
Total Owners Services		<u>539.84</u>	<u>149.00</u>	<u>1,424.19</u>	<u>447.00</u>	<u>1,788.00</u>	<u>363.81</u>
Roads							
R&M - Roads	4373	32.40	45.00	32.40	135.00	540.00	507.60
Electric - Hill Lights	4805	54.93	54.00	166.11	162.00	648.00	481.89
Electric - Hill Lights 2	4806	56.98	55.00	170.82	165.00	660.00	489.18
Total Roads		<u>144.31</u>	<u>154.00</u>	<u>369.33</u>	<u>462.00</u>	<u>1,848.00</u>	<u>1,478.67</u>
Security							
R&M - Gates	4371	44.44	25.00	146.91	75.00	300.00	153.09
Security On Site	4715:	0.00	0.00	700.00	0.00	0.00	(700.00)
Electric - Main Gate	4801	52.46	59.00	127.93	177.00	708.00	580.07
Electric - Middle Gate	4802	43.49	43.00	130.15	129.00	516.00	385.85
Electric - East Gate	4803	57.43	58.00	169.98	174.00	696.00	526.02
Telephone - Gates	4821	184.91	170.00	524.37	510.00	2,040.00	1,515.63
Total Security		<u>382.73</u>	<u>355.00</u>	<u>1,799.34</u>	<u>1,065.00</u>	<u>4,260.00</u>	<u>2,460.66</u>
Taxes & Miscellaneous							

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Wolf Creek Ranch Property Owners Association

Operating

		Month		Year		Annual	Remainder
		Actual	Budget	Actual	Budget		
Tax - IRS	4115:	0.00	0.00	680.76	0.00	250.00	(430.76)
Tax - Property	4125:	0.00	0.00	1,119.83	1,100.00	1,100.00	(19.83)
Contingency	4359:	0.00	0.00	0.00	0.00	88.04	88.04
Total Taxes & Miscellaneous		<u>0.00</u>	<u>0.00</u>	<u>1,800.59</u>	<u>1,100.00</u>	<u>1,438.04</u>	<u>(362.55)</u>
Utility	GL Code						
Telephone - Office	4820:	(167.12)	0.00	0.00	0.00	0.00	0.00
Cable/Internet	4835:	(109.90)	0.00	0.00	0.00	0.00	0.00
Total Utility		<u>(277.02)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Working Ranch Expense	GL Code						
Wildlife Management	4230	0.00	135.00	0.00	405.00	1,620.00	1,620.00
R&M - Fences	4372	200.00	50.00	200.00	150.00	600.00	400.00
Total Working Ranch Expense		<u>200.00</u>	<u>185.00</u>	<u>200.00</u>	<u>555.00</u>	<u>2,220.00</u>	<u>2,020.00</u>
Total Expense		<u>8,836.19</u>	<u>8,794.92</u>	<u>28,269.32</u>	<u>28,058.24</u>	<u>115,266.60</u>	<u>86,997.28</u>
Excess Revenue / Expense		<u>(8,528.80)</u>	<u>(8,444.92)</u>	<u>135,238.07</u>	<u>135,796.76</u>	<u>49,950.40</u>	<u>85,287.67</u>

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Wolf Creek Ranch Property Owners Association

Reserve

Expense	GL Code	Month		Year		Annual	Remainder
		Actual	Budget	Actual	Budget		
Maintenance							
Street Resurface/Slurry	4600:	0.00	0.00	0.00	100,000.00	100,000.00	100,000.00
Special Projects	4639:	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
Cactus Abatement	4900:	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
Total Maintenance		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>130,000.00</u>	<u>130,000.00</u>	<u>130,000.00</u>
Working Ranch Expense							
R&M - Fences	4372	0.00	0.00	0.00	6,425.00	6,425.00	6,425.00
Total Working Ranch Expense		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,425.00</u>	<u>6,425.00</u>	<u>6,425.00</u>
Total Expense		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>136,425.00</u>	<u>136,425.00</u>	<u>136,425.00</u>
Excess Revenue / Expense		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(136,425.00)</u>	<u>(136,425.00)</u>	<u>136,425.00</u>

2016

Day	Months											
	January	February	March	April	May	June	July	August	Sept	October	Nov	Dec
1	0.00	0.00	0.00	0.55								
2	0.00	0.00	0.00	0.00								
3	0.06	0.00	0.00	0.00								
4	0.00	0.00	0.00	0.00								
5	0.00	0.00	0.00	0.00								
6	0.00	0.02	0.00	0.00								
7	0.50	0.00	T	0.00								
8	T	0.00	0.12	0.00								
9	T	0.00	0.76	0.00								
10	0.00	0.00	0.22	0.03								
11	0.00	0.00	0.30	0.00								
12	0.00	0.00	1.43	0.00								
13	0.00	0.00	0.02	0.89								
14	0.00	0.00	0.00	T								
15	0.00	0.00	0.00	0.00								
16	0.00	0.00	0.00	0.00								
17	0.00	0.00	0.00	0.12								
18	0.00	0.00	0.00	0.39								
19	0.00	0.00	0.72	0.42								
20	0.00	0.00	0.00	0.32								
21	0.00	0.00	0.00	0.15								
22	0.00	0.29	0.00	0.14								
23	0.00	1.16	0.00	0.00								
24	0.00	0.02	0.00									
25	0.00	0.00	0.00									
26	0.00	0.00	0.00									
27	0.00	0.00	0.00									
28	0.00	0.00	0.00									
29	0.00	0.00	0.00									
30	0.00		0.00									
31	0.00		0.00									
Monthly Ttl	0.56	1.49	3.57	3.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Annual Ttl	8.63											
	T = Trace											