



RMMA HOA Board of Directors Meeting

Record of Proceedings

December 6, 2023

Call to Order

The December 6, 2023, meeting of the RMMA Board of Directors was called to order at 2:03 PM.

Attendees included Board Members Sandy Miller, Forrest Ramsel, Jim Coryer, Mary Ann Griffith, Karen Wade and George Gromke. Community Manager, Mark Nickel attended and recorded the minutes.

Approval of Minutes

Minutes from October 31, 2023, Board of Directors meeting reviewed and unanimously approved.

Regular Business

1. HOA/DRC Update – An HOA and DRC update was provided by the Community Manager which included an updated tracking log to show record of all conversations held between the CM and community members, Board members, contractors, and vendors. The tracking log included a record of emails, texts, phone calls, and face-to-face conversations held with the CM through the month of November.
2. Treasurer's Report included a 2023 year-to-date financial summary, adding that the accounting firm needed more time to provide comprehensive reports and suggested moving the bi-monthly Board meeting later in the month to assist with making reports available. Members discussed adding the expense to install new subdivision stone street markers be included in 2025 budget discussions along with an update on new accounting practices regarding submitting invoices, check signing, revenue collections, and banking. It was agreed that all invoices would be submitted by the CM and checks would only be signed by an authorized Board member. It was also noted that if/when any Board member submitted an invoice for payment, a different Board member would then be required to sign the check. The update concluded with a discussion on dues collection policies/procedures, late payments and implementing timely collection/violation notices, fines and/or property liens if necessary.

Old Business

1. Sandy Miller provided update on a meeting held with two Board members, two DRC members, the CM and owners of a new home recently constructed on WRB. She provided materials, discussion topics and a letter provided to the owners with considerations and desired outcome. She concluded that the two parties reached an agreement at the meeting and the Community Manager will follow-up on the terms of the agreement.
2. Follow up from owner requests brought up at the Annual Meeting were addressed with the CM reviewing several actions already taken such as adding speed monitoring radars, weed-control procedures, and research into stone street makers and common area landscaping in new subdivisions, which was understood to be the responsibility of the developer. Steps are underway with the HOA assisting in the completion of these projects.
3. Past-president, Sandy Miller offered congratulations to new members and updated them on related topics. She suggested the Board continue to follow state requirements and adding continuing education for members and management, constructing CM job description, and implementing calendar deadlines for items of importance such as annual meeting and budget preparations. She also recommended the addition of sub-committees to help keep track of items of importance and an owner survey to determine items of highest concern to members.



New Business

1. Selection of officers on the Board to serve as President, VP, Treasurer and Secretary, along with term lengths.
 - i. Board member, Jim Coryer to serve as President for 2024. Karen W. moved to select Jim as President, George G. seconded, the motion carried and unanimously approved.
 - ii. Forrest Ramsel to serve as Treasurer in 2024. Jim C. moved to select Forrest as treasurer, seconded by Karen W., the motion carried and unanimously approved.
 - iii. George Gromke to serve as Vice-President in 2024. Jim C. moved to select George as VP, Karen W. seconded, and the motion was unanimously approved.
 - iv. Karen Wade accepted the position to serve as Secretary in 2024, by motion from Forrest R., seconded by Jim C. and unanimously approved.
2. The Board is considering adding a 6th member to the Board, preferable someone with a legal background to help with legal matters and assist in written interpretations. CM and Board will explore interests and specific criteria.
3. Signatory authority for checks and banking transactions was considered with the Treasurer providing a sample agreement. It was concluded that the President, Treasurer and Secretary would have check signing authority.
4. The Board chose a continuous meeting schedule with the second Tuesday of every other month at 3:00 PM MT to be the regular meeting dates. The new schedule will begin Tuesday, January 9th and follow throughout 2024. The CM will post the new meeting schedule on the website to provide notice to all Association members.
5. Meeting adjourned at 4:00 PM.

Respectfully submitted,

Mark Nickel, RM Community Manager

Signed: _____ Date: _____

Authorized by,

Jim Coryer, RMHOA Board President

Signed: _____ Date: _____