

**THE RANCHO TEHAMA ASSOCIATION**  
**BOARD of DIRECTORS REGULAR MEETING ORDER OF BUSINESS/AGENDA**  
**Tuesday December 12, Time: 5:00 PM**  
**Rancho Tehama Recreation Hall**

**Call to Order:**

**Quorum Present:**

**Opening Ceremonies: Welcome/Pledge the Flag. Meeting Rules:** No audio or video recording allowed by attendees. However, the Secretary/ Manager may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the Board's deliberations or votes. Members may address issues during the Open Forum portion of the meeting. Attendees may not engage in obscene gestures, shouting, profanity or other disruptive behavior. If attendees become disruptive, they may be expelled from the meeting.

**Announcements:** Members only to address the Board and only two minutes per member.

**Managers' Report:**

**Notice of Delinquent Assessments (Lien):**

**Adopt Minutes of Previous Meetings & Correction to meeting minutes 9/29/17:**

**Old Business (discuss and/or vote on issues relating to the following subject):**

- Transfer Station Use

**New Business (discuss and/or vote on issues relating to the following subject):**

- Donations: Community Foundation/ Toy Drive
- Board Meeting Schedule

**Open Forum:** During open forum, each attendee may address the board for up to two minutes; request to speak slips should be filled out and given to the president before speaking. A director or manager may briefly respond to statements made or question posed. Speakers must observe the rules of decorum and not engage in obscene gestures, shouting, profanity or other disruptive behavior. If a speaker is in the middle of a sentence when time is called, he/she may finish their thoughts before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow the Meeting Rules listed at the top of this agenda

*In accordance with Civil Code Section 4935 the Board may adjourn to, or meet solely in, executive session to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Section 5665. Further, the Board shall adjourn to, or meet solely in, executive session to decide whether to foreclose on a lien pursuant to Civil Code Section 5705(b). Any matter discussed in executive session shall be generally noted in the minutes of the immediately following Board meeting that is open to the entire membership.*

**The Rancho Tehama Association (RTA) Board of Directors Meeting Minutes**  
**Tuesday December 12, 2017**

**The meeting was called to order at 5:10 p.m.** Quorum: Juan Caravez, Deborah Elworthy, Richard Gutierrez and Jim Price absent, Melissa Wester.

**Announcements:** Janice Menzies of The Rancho Tehama Community Foundation announced their Christmas Party for Children ages 0-16 on December 23<sup>rd</sup> at 12pm.

**Notice of Delinquent Assessments (Lien):** A motion was made to record liens on 12 properties: 17-12453, 17-12460, 17-12459, 17-12464, 17-12463, 17-12462, 17-12457, 17-12458, 17-12456, 17-12468, 17-12455 and 17-12454 (Elworthy motioned, seconded and passed all in favor)

**Adopt Minutes:**

- A motion was made to accept correction to 9-29-17 minutes changing the Transfer Station vote from one load a week to one load a month (Elworthy motioned, seconded and passed all in favor)
- A motion was made to accept 11-10-17 and 11-21-17 as written (Elworthy motioned, seconded and passed all in favor)

**Old Business**

■ **Transfer Station:**

- A motion was made to table to find out more information on the barcode system and how to track loads (Elworthy motioned, seconded and passed all in favor)

**New Business**

■ **Donations:**

- A motion was made to donate \$300.00 to purchase toys for the Community Foundation Kids Christmas Party (Gutierrez motioned, seconded and passed all in favor)

■ **Meeting Schedule:**

- A motion was made to adopt an open board meeting schedule of the second Saturday of each month with the exception of August (Elworthy motioned, seconded and passed all in favor)

**Open Forum:** Janice thanked the board for their donation.

**There being no further business, the Board adjourned at 6:10 pm**

**The Board met in executive session on 11/9/17 & 11/16/17:**

- Handled legal issues
- Accepted 2 payment plans in house payment plans 867247 and 866826
- Approved executive session meeting minutes 10/25/17
- Handled personnel issues

  
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Jim Price, Secretary

Date: 1-15-18