

R-Ranch Owner's Association  
Board of Directors  
Monthly Board Meeting  
Agenda  
April 23, 2011, 8:30am

- I. Call to Order
- II. Opening Prayer
- III. Approve / Amend Agenda
- IV. Read/Accept Minutes
- V. Old Business – Adoption Information & Process Document
- VI. Adjourn Meeting

**R-Ranch Owner's Association  
Board of Directors  
Monthly Board Meeting  
April 23, 2011 8:30 a.m.**

**I. CALL TO ORDER**

The monthly Meeting of the R-Ranch Owners Association Board of Directors was called to order on April 23, 2011 at 8:30 a.m. by the President, Larry Blaze.

**Board of Directors Present At Meeting**

Board members present at the meeting included: Larry Blaze, Brenda Harned, Richard Duceatt, Fawn Howell, Alex Griffin, Chris McKemie, Gary Harden, and Lisa Richards.

**II. OPENING PRAYER**

Larry Blaze led the meeting in an opening prayer.

**III. APPROVE/AMEND AGENDA**

Larry Blaze asked if there were any amendments to the Agenda. Richard Duceatt made the motion to approve the Agenda as written. Gary Harden seconded the motion and the motion was carried. (See attached Agenda).

**IV. READING/ACCEPTING MINUTES**

Larry Blaze asked the B.O.D. if everyone had received a copy of the Minutes from the March 19, 2011 Board Meeting. Gary Harden made the motion to suspend the reading of the Minutes. Alex Griffin seconded the motion and the motion carried. Richard Duceatt made the motion to approve the March 19, 2011 Minutes as written. Gary Harden seconded the motion and the motion was carried.

**VI. OLD BUSINESS**

**a. Adoption Information and Process Document**

Discussion ensued with the B.O.D. regarding this document. The B.O.D. made revisions to the document. Richard Duceatt made the motion to approve the document with the finalized revisions made by the B.O.D. Lisa Richards seconded the motion and it was carried. (See attached finalized and approved document.)

**VIII. ADJOURN MEETING**

Larry Blaze announced that the next regular monthly meeting will be held on May 21, 2011 at 9:30 a.m., in the R-Ranch Garden Room. Richard Duceatt made the motion to adjourn the Meeting. Gary Harden seconded the motion and the Meeting was adjourned at 9:35 a.m.

Respectfully submitted,  
Fawn E. Howell  
Secretary

Approval Date 5/21/11

Fawn E. Howell



## **R RANCH ADOPTION INFORMATION AND PROCESS**

### **General Information**

Participation in these programs is available to all Owners in good standing. Children's Rights individuals are ineligible. An adoption is held with the Owners on the first Saturday of each month. Date and time are subject to change and will be posted in the Office of R Ranch and on the R Ranch website.

Liability for personal property remaining on an adopted site during the duration of the term of the adopted contract period will be the Owner's responsibility. Neither the Adoptee, nor anyone else, may establish the adopted site/cabin or R Ranch as their legal residence or claim homesteading rights. The adopted site/cabin shall be used and occupied exclusively for recreational purposes. R Ranch is not responsible under any circumstances for the Owner's personal property. The R Ranch Management reserves the right to review and decline any adoption application. The Site Availability Form for the adoptions is available at the R Ranch Office and on the R Ranch Website.

The adoption is for one of the following programs: RV 1-5 5-Year Program (Attachment A), RV 1-4 1-Year Program (Attachment B), Rustic (Chapel Hill) Cabin Program (Attachment C), RV 7 5-Year Program (Attachment D). One general adoption contract applies to all programs plus a separate attachment outlining particular information which applies to each adoption.

The Adoption Availability Sheet outlines sites available for the adoption process (creek sites are on a 50%-50% allocation basis to ensure open reservations are available). All RV sites are based on a 60% (adopted sites) and 40% (open reservations) allocation. This percentage ratio includes creek sites but does not include board of director sites.

### **Process**

The adoption is typically held the first Saturday of each month. It is usually held in the Board Room of the Lodge. Orientation begins at 9:15 a.m. and the adoption drawing begins at 9:30. Should day, time or location be changed, a sign will be posted on the front door of the main office and an e-mail will be sent out to Owners on the e-mail loop. On the day of the adoption, the individual presiding over the process (usually the Chairman of the Accommodations Committee), begins the meeting by requesting everyone wishing to be included in the adoption sign in.

If an Owner is interested in participating in the adoption but cannot be present at the time of the adoption, that Owner can ask another Owner in good standing to represent them during the adoption. The Owner in the Adoption must provide the person representing them with payment, as payment is due the day of the Adoption should their name be drawn. There is no limit to the number of Owners that one individual can represent at the adoption meeting.

The person presiding over the adoption then reviews the rules and responsibilities relative to adopting a site/cabin. These include but are not limited to the following:

- All adoptions are final. Be sure you have chosen carefully.
- You must keep all of your belongings on your pad. Do not place tables, grills, fire pits, satellite dishes or other belongings in the area around your pad.
- Use only manufactured covers for carts, grills, etc.
- No more than three storage boxes not to exceed 34" deep x 57" high x 60" wide are allowed on each site. All storage boxes must be commercially manufactured.
- Before planting or making any changes to the area around the site, be sure to get approval from the Executive Director and the Chairman of the Accommodations Committee.
- Adoptee shall not assign, sublet, rent, transfer or grant any other use of the adopted site/cabin or any part thereof without R Ranch Management approval.
- If you wish to relinquish your adopted site and if the adopted contract has more than one year remaining on it, you must follow the process outlined below.
- All sites must be posted for 30 days in advance of the adoption date.

Each Owner wishing to enter the adoption process for available sites must sign in to be included in the adoption process and identify why they are there. The Owner must be in good standing at the time of the adoption or they will be denied participation. This includes being current on any and all fees due to the Ranch at the time of the adoption, including but not limited to, Assessments, Electric Fees, Interest Fees, Late Charges, Pet Fees, and Fines.

Each Owner's name is called and they are given a form to complete and identify the site or sites they wish to adopt. Owners should look at sites prior to the adoption, so that they can be ready with their site choices. Owners should try to have three or more choices ready, although only one is required. Owners should find out the length of their RV site choice(s), and electrical amps available, prior to entering the lottery.

The Owners fill out a form and the forms are collected by the members of the Accommodations Committee.

All Owner names are called in order on the sign in sheet. Their completed forms are folded and placed in a container. Only Owner numbers are used to identify the Owner on the form. No Owner names are used. The cabin adoption drawing is first, the 5-year adoption drawing is second, the 1-year adoption drawing is third, the 3-month RV adoption drawing for arena sites is fourth and 1-month RV adoptions are last.

Once an Owner's number is drawn, the Owner can pick from any of the available sites. Site numbers available for adoption are shown at the bottom of the monthly adoption report. This report is available in the main office or in the document section of the R-Ranch website. The R-Ranch Executive Director reserves the right to modify the number of sites and/or the selection of sites available each month. The available site numbers are posted 30 days in advance. An individual with no personal interest in the adoption is chosen to draw the first form. The form is handed to the individual presiding over the meeting and verified by the staff member present. They read the Owner's number and verify the first choice is the site that Owner wishes to adopt. The next form is then drawn by the Owner drawn first and the process continues until all sites have been adopted.

All adoption contracts are signed and payment is due the day of the adoption. Payment types accepted are cash, check and credit card.

Owners that entered the adoption and are not chosen may then opt for a monthly adoption. The drawing process continues until the monthly adoptions are filled. There are two monthly sites in RV-4 and two monthly sites in RV-2. Any remaining Owners wishing a monthly site may opt to go to the arena area for one-month or three-month adoptions. If the owner is chosen in the adoption and declines any remaining sites available for adoption, they are no longer eligible for the monthly option. If an Owner withdraws during the adoption, they are not eligible for a monthly site.

Three-month arena sites are the exception to the rule. They are available without going into the adoption for a 5-year or a 1-year RV lease. They are only available July through March, because of the Rodeo in the arena in June. The Executive Director reserves the right to limit the number of sites available in the arena at any given time.

**Owners currently in an active one-year adoption contract cannot enter the adoption process again until the month that their contract ends. (Does not apply when trying to obtain five-year adoptions)**

All owners are eligible to enter a five-year adoption process. Five-year adoptions are not always available, but are offered from time to time to fund R Ranch projects. If an owner already has an adoption and their owner number is drawn, they would then have to forfeit the remaining time on their adoption contract.

## **Forfeiting/Relinquishing an Adopted Site**

An owner with less than one-year remaining on their adoption contract, wishing to forfeit their remaining months must submit an "Adoption Site/Cabin Release" form to forfeit his site/cabin and give 30 day notice of the date he wishes to forfeit. There will be no reimbursement of fees paid for the remaining months of that adoption contract. The owner must then vacate forfeited site/cabin no later than the day of the next monthly adoption meeting.

Owners who wish to relinquish their five year adoption contract that has more than one year left must submit a "Relinquishing 5-Year Adopted Site With More Than One Year Remaining Release" form to the Executive Director. If the request is accepted, R-Ranch will put the adoption in the next monthly adoption process. When this adoption is resold, R-Ranch will pay a pro-rated amount to the Owner based on the months then remaining on their adoption contract, less an Administrative Fee of \$50.00. If there are twelve months or less remaining on the adoption when the relinquished adoption is resold, the Owner will forfeit the remaining months.

The Owner acquiring this pro-rated adoption can choose any site available on the Site Availability Report in the area in which it was relinquished.

Once the relinquished adoption has been resold and the money for the adoption has cleared and deposited in the bank, the Office shall issue a check, if applicable, to the former adoption Owner within 7-10 working days.

The above forms are found in the Office and on the R Ranch website.

Approved 04/23/2011