



Rainbow Lakes Maintenance Corporation

December 2025 RLMC BOARD MEETING 12/10/2025

Minutes

Bob called the meeting to order at 7pm

Invited Visitors: None

Members Present: Laura Brisbo, Kim Shinew, Melissa Zemla, Bob Baxter, Bill Hester,

1. **November 2025 Minutes:** Duane motioned to approve the November 2025 minutes as presented. Fred supported. All approved.
2. **December 2025 Treasures Report:** Duane motioned to approve the treasures report as presented. Lisa supported. All approved.
3. **December 2025 Agenda:** Greg motioned to approve the December agenda as presented. Theron supported. All approved.

New Business

1. **Amend the approved late fee by law:** Bob addressed the need to modify the language in the previously amended by laws to reflect an appropriate and lawful fee for late associating dues. The board reviewed and discussed multiple options. Fred motioned to amend the bylaws to reflect a flat fee of \$25.00 compounding fee for late dues. Lisa supported. Motion was approved unanimously from the board, and all members present with 1 opposition. Bob will take this recommendation to our attorney for review and then back to the board for final decision at the February 2026 board meeting.
2. **2026 RLMC Meeting Schedule:** Bob several options for the 2026 meeting schedule. The board discussed all options. Lisa motioned to meet every other month starting in February 2026. Greg supported. All approved. Regular meetings will continue to be scheduled at 7pm in Feb-April-June-August-Oct-Dec. The annual board meeting will remain in August as well.
 - a. **Formally Introduce New Office Manager and Assistant Office Manager:** Bob introduced both new Office Manager - Alayna Andrews, and new Assistant Office Manager - Autumn Abbott. The board welcomes them both effective December 1, 2025. Subsequent to the adjournment of the Board meeting, and in accordance with Board governance practices, the Board approved Alayna Andrews as a new office manager with access to all financial items by email vote on 12/31/2025. The access includes all financial items, including bank accounts, checkbook, credit card, and other necessary financial instruments for RLMC business operations. This access is essential for the seamless transition of duties and effective management of financial transactions.

2025/2026 RLMC Board Members

Bob Batis: President
Greg Brooks: Treasurer
Chuck Zemla: Director

Duane Trefil : Vice President
Mitch Munger : Director
Fred Gibbs: Director

Lisa Minns - Secretary
Theron Shinew: Director
Ed Setterington: Director



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Resolution: The board unanimously approved the removal of the former office manager, Elongka “Lonie” Wright, access to all RLMC financial accounts and the granting of full access to the new office manager Alayna Andrews. This change will be documented and communicated to the bank to ensure proper authorization is in place.

Action Items:

Notify the bank of the personnel changes to update account access permissions.
Ensure all relevant financial items are transferred to the new office manager.

3. **Discuss Little Rainbow Lake Dam Tree Removal Estimate and Work:** Theron will meet with Spicer to ask more questions.

Unfinished Business:

1. **Maintenance:** Theron provided an estimate from Capital Equipment and Supply for tractor maintenance and repair (see attached) Theron recommends completing needed repairs at this time. Board discussion occurred. Theron motioned to approve repairs quotes, not to exceed \$3,500.00. Duane supported. All approved. The board received 2 quotes for main beach erosion prevention –the board had discussion on doing the majority of the work with a permit and volunteers. Theron also provided a thorough report of several maintenance tasks completed, in progress, and beginning this spring. See attached. **Ask theron to send his notes as an attachment.**
2. **Office Manager:** Alayna is just starting her position and will begin report outs in February.
3. **Security Update:** Bill Hester reported they had a good season – all staff returning including Bill in his leadership role.
4. **Water Quality:** no report
5. **Fish Committees Update:** no report

Public/Member Comments

Bob Baxter- reminder on safe flushables

Board Closing Comments

All board members thanked the community for a wonderful 2025 and for the ongoing support and care for our community.

Meeting Adjourned – Lisa motioned to adjourn the meeting at 8:15 pm. Chuck supported. Meeting adjourned.

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