

**WARBONNET CANYON RANCH IMPROVEMENT & SERVICE DISTRICT
BUDGET HEARING AND REGULAR MEETING MINUTES**

Thursday, December 11, 2025, 9:30 a.m. Mountain Time
400 South Gillette Avenue, Suite 106 (Office of Cathey Consulting, LLC)
PO Box 42 / Hulett, WY 82720 / warbonnetcanyonranch@gmail.com

BOARD MEMBERS PRESENT: Christy Philips, Becky Moore, Lynn Moore
OTHERS PRESENT: Helenanne Cathey

BUDGET HEARING

Christy Philips called the budget hearing to order at 9:38 a.m. The budget was reviewed. The assessment will be \$550 per lot for a total of \$6,600 (12 lots total). Invoices will be e-mailed or mailed to owners. There is one new owner as of October

REGULAR MEETING

Christy Philips called the regular meeting to order at 9:50 a.m.

- I. **Budget** – Christy Philips moved to adopt the budget for 7/1/25 – 6/30/26 for \$6,600. Becky Moore seconded. Motion carried unanimously.
- II. **Minutes Approval** – Christy Philips moved to approve the minutes from the November 20, 2025, meeting as presented. Becky Moore seconded. Motion carried unanimously.
- III. **Treasurer’s Report / Bills** – The bank account will be opened today. Christy Philips will pay an initial deposit to open the bank account so that the current bills can be paid. Sundance Bank has better online services so the consensus is to open an account at that bank. Christy Philips moved to accept the Treasurer’s Report and pay the bills presented today plus the additional bond invoice for a total of \$495.50. Becky Moore seconded. Motion carried unanimously.

Because Board members are not always available locally (in person), the following process will be used for paying bills:

- 1) Invoice is received from a vendor.
- 2) A voucher is created for the invoice and e-mailed to Board members for review.
- 3) Two Board members will sign the voucher (electronic or in person) to authorize payment, and a Board member will process payment through the online bank account). Normally, the two board members will be the President and Treasurer, and the Treasurer will process payments through the online bank account, but any Board member is authorized to perform these tasks in the absence of the President or Treasurer.
- 4) The bookkeeper will reconcile the bank account each month with the monthly bank statement.
- 5) Board members will review all invoices, vouchers, bank statements, reconciliation reports, and other financial statements on a regular basis (at meetings or anytime a Board member is available locally and wants to review the records).

Invoices will be paid at a District meeting if possible, but if an invoice is for a regular budgetary item such as snow removal, routine blading of roads, etc., and requires payment prior to the next meeting (e.g. if the next meeting is 3 months away), the invoice will be processed as above and included on the next meeting agenda and minutes.

- IV. **Unfinished Business** –
 - a. Christy Philips moved to approve the agreement with Cathey Consulting (\$250 per month). Lynn Moore seconded. Motion carried unanimously.
 - b. Official Depository – Christy Philips moved to open a bank account with Sundance State Bank in Sundance, Wyoming, and designate that bank as the official depository. Becky Moore seconded. Motion carried unanimously. The consensus is to order checks and other supplies if needed.
 - c. By-Laws – The paragraph that mentions covenants will be removed from the by-laws. The voucher system will be outlined and added to the by-laws (as stated above under the Treasurer’s Report). The non-payment process was discussed. The District by-laws are different from the

Homeowner Association process. The by-laws follow the State/County process for collecting taxes.

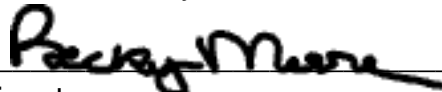
V. New Business

- a. Christy Philips moved to adopt the Cathey Consulting Fee Schedule (public records requests). Becky Moore seconded. Motion carried unanimously. The schedule is attached to these minutes and is posted online.
- b. Snow Removal / Road Work / Other – There has been some snow here recently but no snow removal was needed to date. Christy Philips suggested requesting proposals (or fee schedule) from contractors for road work and have a list of hopefully 3 or more contractors that can do road work. Becky Moore moved to authorize Christy Philips as the Road Coordinator to call out contractors for road work or snow removal if needed. If Christy Philips is not available, any board member has the authority to request road work or snow removal. Lynn Moore seconded. Motion carried unanimously.
- c. Lynn Moore moved to authorize regular bills paid between meetings (following the voucher process as outlined above) as needed. Christy Philips seconded. Motion carried unanimously.

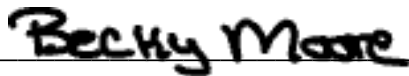
VI. Schedule Next Meeting – The next meeting is scheduled for Monday, March 16, 2026, 5:00 p.m. Mountain Time via Zoom or at the office of Cathey Consulting (400 S Gillette Avenue, Suite 106, Gillette – in the K2 Technologies Building – office entrance is across the street from Arrow Printing.)

Christy Philips moved to adjourn. Becky Moore seconded. The meeting was adjourned at 10:35 a.m. Mountain Time

Respectfully submitted,
Helenanne Cathey, Assistant to the Board



Signature



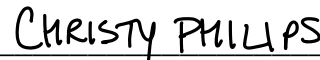
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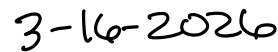
Date



Signature



Printed Name



Date

Christy Philips, President / Lynn Moore, Secretary / Becky Moore, Treasurer