

Adopted Interim B Lazy M Ranch Owners Association Policy Ranch Office – Agent for Service of Process

No: BLMROA-05 - 003

Date: November 19th, 2005

Title: BLMROA – Ranch Office – Agent for Service

Revision: 1.0

1. Status

- 1.1. New Policy – for a Ranch Office, storage of Mandated Records and Agent for Service of Process

2. Purpose

- 2.1. This Policy establishes the policy/rule for the adoption and amendment of BLM ROA policy relating to Maintaining of an “Office” for the storage for state mandated records, and retaining counsel as our agent for Service of Process to comply with the spirit of SB – 05 -100.

3. Applicability

- 3.1. This policy applies to an agreement with ROA counsel that he will maintain mandated ranch records in one metal storage box, in his office, to be updated as required by one of the ROA Board members. This agreement may be terminated by counsel or the ROA with or without notice.

4. Policy

- 4.1. The ROA Board has designated that Jack Scheuerman be counsel of record for the ROA and designated as Agent for Service of Process.
- 4.2. Jack as agreed to maintain mandated Ranch Records at his office.
- 4.3. The ROA will post the majority of these records on its website, and any additional records as may be reasonably requested by any ranch member, provided that the document is not a privileged document, or that the Board does not feel is in the best interest of the ROA for mass public distribution.
- 4.4. If the request for this Policy change is denied by the Board, or the members elect a different office location, the location can be moved with little or no notice and with no financial implications.

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- 4.5. Fiscal Impact: Counsel will maintain the records at no cost, however if members desire to review and have any of these records copied there will be a cost to the ROA.
- 4.6. This Policies conforms to BLMROA Policy 05-001 and uses the B Lazy M Policy Template.
- 4.7. This policy [when adopted] will be considered an ROA record.

5. Responsibility

- 5.1. Any member of the Board of Directors may be responsible for maintaining the mandated records of the ROA.
- 5.2. The B Lazy M ROA Board shall be responsible to manage and give interim approval on this Policy change.
- 5.3. This Policy shall be considered adopted by the Board and shall be considered “Interim”, until such time as the next regularly scheduled “Membership” meeting is scheduled and the Members can formally vote on it.