

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION  
BOARD OF DIRECTORS  
WORK SESSION  
MONDAY FEBRUARY 6, 2017- 10:00 A.M.**

**I. It was noted that all Directors except John Smallwood were present.**

**It is also noted that Jefferson County Commissioner Mae Huston was in attendance.**

**II. Regular Board Meeting Agenda Review:**

Add to Regular Board Meeting Agenda:

1. Old Business:
  - a. Update Hwy 97 ~ John Smallwood
  - b. After Action Recap of Snow Event

**III. Special Topics:**

**a. Wilderness Study area/ 40<sup>th</sup> Anniversary of the CRR Fire Protection District:** CRR Fire Chief Harry Ward reports that 2017 is the 40<sup>th</sup> Anniversary of the CRR Fire Protection District and the Fire Department has some events planned to celebrate. They are planning an open house during the Independence Celebration. They are working on the antique fire truck to get it running safely so they can enter it into the parade. Ranch Manager LaPora asked Chief Ward to have Dana contact her and they can work out logistics for the events planned. Chief Ward also reports that a memorial for past Chief Wendell Beck, who perished while fighting a roof fire in 1988, will be dedicated during the open house. He also reports that they met with Congressman Greg Walden, who is continuing work on the Wilderness Protection Area in Congress. It will be re-submitted within the next two weeks. Chief Ward also reported that CRR Fire & Rescue responded to 52 calls last month. They are responding to approximately two a day.

**b. Review of After Action Meeting with Ranch Supervisors:** Ranch Manager LaPora reported that she scheduled a meeting with every department supervisor to discuss impacts, challenges and ideas for improvement for the monumental snow event of over 40 inches of snow. Each department presented the impacts and challenges. General Maintenance dealt with frozen pipes in the RV Park, HVAC problems, a leak in the Administration Building. Golf Pro Shop reported loss of revenue, Golf Maintenance has extensive snow mold and vole damage to the greens, which could cost approximately \$17,000 to treat including snow mold on fairways. Administration had lost days due to weather, time lost responding to calls/complaints/requests. The Road Department endured excessive overtime costs, equipment breakdowns due to excessive use, and sand freezing. Snow was blowing at times so fast that it was hard to keep up. Utility and diesel deliveries were compromised as well. The Road Department has hired a fourth employee, and is thinking of hiring seasonal road maintenance workers for night road work and to be on call. A new membrane will need to be placed on the roof of the Administration Building. Manager LaPora was pleased with the inter-departmental cooperation in use of employees. All of these additions will cost money, but she is hopeful that the additional costs can be absorbed in the budget, though there is a possibility that all these additions may create an additional increase in dues over what is currently being considered. Manager LaPora reports that because the area was a state of emergency, they will apply with Jefferson County for FEMA funds to help offset some of the costs. There has not been a complete cost

determined for the epic snow event, but it was approximately \$103,000. Resident Sue Reaume wanted to thank Manager LaPora and especially the road crew for all their hard work during this event.

**c. Report on Condition of Structures ~ Post Snow Event:** General Maintenance Supervisor Mike Knoke reports that all buildings are in good shape and have no damage with the exception of the Administration Building, which sustained a leak due to ice forming on the roof. A new membrane is needed and will be done during the 2017/18 fiscal year. President Palmer asked if a structural engineer should be called in to look at damage. Supervisor Knoke did not think it was necessary. It also does not appear that any mold has started to form or become an issue.

**d. Increase Umbrella Insurance Policy to \$2M:** Insurance agent Barry Maroni had recommended increasing the umbrella Policy from \$1M to \$2M. Manager LaPora needs Board approval before proceeding. A motion to approve increasing the Umbrella Policy to \$2M was made by Treasurer Dille. It was seconded by Secretary Bartolomei. It was a unanimous decision to approve.

**e. Amended By-Law's project Update:** Ranch Manager reports that she received back from the attorney the completed copy of the Amended By-Laws. She will place a copy of it along with the four previous versions, on the CRR Web site for public review and input. After 60 days, she will bring it back to the Board with comments and questions and a possible approval. It will need to be certified by both the Secretary and President before being recorded.

**f. Capstone Accounting Services Update:** Dahlen and Associates was recently purchased by Capstone Accounting Services. Manager LaPora contacted them to see what impact this would have on the Ranch. She is happy to report that the fee structure should stay about the same and Zach Harmon is staying on with the firm conducting audits.

**g. Neighbor Helping Neighbor:** Coordinator Karen Atwood asked for approval for three applicants totaling \$810.28. There is currently over \$2,000.00 in the fund. She states that she has more applications to review and make recommendations for. Secretary Bartolomei made a motion to approve the three applications. Director Keyston seconded the motion. It was a unanimous decision to approve.

#### **IV. Opens:**

None

#### **V. AR Log:**

#4 ~ Comments: Response from attorney received and will be placed on website for 60 days for public input.

#8 ~ Comments: On going

#9 ~ Comments: meeting scheduled for February 16, 2017 at 3:00 pm

#### **VI: VOTE TO ADJOURN TO EXECUTIVE SESSION ON LEGAL, COLLECTION AND CONTRACTUAL INFORMATION (ORS 94.640 7 (a))**

Adjourned at 11:07 am