CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
Monday, November 18, 2019, 6:00 P.M.

I. CALL TO ORDER: Pledge of Allegiance and Roll Call

Association Board Members:

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<th>Name</th>
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<td>Carl Harbour</td>
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<td>Stu Steinberg</td>
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<td>President</td>
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<td>Vice President</td>
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<td>Judy Gilliland</td>
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<td>Secretary</td>
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<td>Jerry Cooper</td>
<td>X</td>
<td>Stephanie Proffitt</td>
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<td>Treasurer</td>
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<td>Lisa Glowack</td>
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<td>Marie Carter</td>
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<td>Bill Burt</td>
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<td>Mark Schneider</td>
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II. CONSENT ITEMS
a. Agenda of Regular Meeting – November 18, 2019
   Addition to New Business: e. Ad Hoc Committee for CC&R Reviews;
   f. Redmond School District request for space in Telegraph
   Addition to Reminders: BAC Meeting scheduled for December 18, 2019
b. Minutes of Regular Session – October 21, 2019
c. Minutes of Work Session – November 4, 2019
d. Minutes of Emergency Meeting – October 28, 2019
   A correction to time of adjournment; should read 3:33 pm
A motion to approve the above consent items with noted corrections was made by Director Proffitt. It was seconded by Secretary Gilliland. It was a unanimous decision to approve

III. PUBLIC INPUT:
Onya Remer, a resident on SW Shad and co-owner of Ranch Cabins, presented a floor to ceiling board with a timeline of complaints, letters to Jefferson County Planning Commission and applications. She questioned the timing of letters of non-support by the Board and Ranch Manager and the reasoning why complaints were not investigated. She indicated that she felt some members of the Board and Ranch Manager LaPora violated the CC&R’s and by-laws with their conduct. President Harbour thanked her for her presentation.

IV. COMMITTEE & STAFF REPORTS –
A correction to the Administration Monthly Report for October 2019; Third sentence should read: A letter was sent to all HOA members informing them of the incident.

V. RANCH MANAGER’s REPORT –
a. Collections Update: There are approximately 318 accounts that are currently past due. Billing statements will be run shortly for the next semi-annual period and will be mailed out by December 1.
b. Staffing Update: Jan Cunningham was recently hired and started on November 4, 2019. She is a full time employee that is an accountant with an extensive background. She is assuming all duties of the accountant and bookkeeper.
c. System Reconstruction Update: Ranch Manager reported that the QuickBooks data was only current through July, 2019. Staff worked on re-inputting all accounting transactions, including payments, deposits, new ownership changes, late fees and interest from July to current. She commended the staff on their hard work and diligence in this process. This will allow the printing of billing statements on time. She noted that the Ranch does have cybercrime
insurance policy in the amount of $50,000.00 and she is working with the agent on what all it will cover. She is unsure if it will cover the cost of new equipment. She estimates the current expenses for replacement equipment to be approximately $5,000.00. A stronger firewall has been installed and back up is done through a cloud based back up product on an ongoing basis, rather than using a tape back-up system as in the past. Additionally, a monitored virus/malware service is now being used.

VI. OLD BUSINESS

a. Expanded Public Input: President Harbour opened the discussion asking if put in place, should it be on a fiscal year quarter or a calendar year quarter. Other questions raised were about how much time should be allowed, how much time for each speaker, should questions be submitted ahead of time. President Harbour asked the Communication Team to meet and provide a proposal at the next Work Session.

b. Neighbor Helping Neighbor: Coordinator Karen Atwood asked for approval for an applicant of $124.17, the remaining balance in the Neighbor Helping Neighbor account. The applicant owes $141.12. Director Proffitt volunteered to donate $20.00 to allow full payment of $141.12. This will leave a remaining balance of $3.05 in the account. A motion to approve was made by Director Proffitt and seconded by Director Carter. It was a unanimous decision to approve.

c. AR Log:

#2 Comments: Wellspring has submitted a proposal. J LaPora will meet with S Swigart to modify or approve.

VII. NEW BUSINESS

a. Terrebonne Refinement Plan Update: John Smallwood, a resident on SW Panorama and co-chair of the Terrebonne Refinement Plan, reported on the current status of the Plan. It is reported that the Deschutes Planning Commission approved the ODOT couplet plan, but the County Commissioners did not take action. It was described as “kicking the can down the road”. Mr. Smallwood has met with an unnamed Deschutes County source who thought it might be a good idea if the residents of Crooked River Ranch let the Deschutes County Commissioners hear from them, whether it be in support or not. He is also asking the Board to submit a letter to them in support of the couplet. He suggested that a phase notice be sent with names and email addresses of the Deschutes County Commissioners asking residents to voice their opinion. Mr. Smallwood drafted a letter to which the board may or may not choose to use. A motion to approve the drafted letter to Deschutes County and phase rep notices was made by Treasurer Cooper. It was seconded by Director Schneider. It was a unanimous decision to approve. President Harbour thanked him for his work on this important project. It is also noted that the next Deschutes County Commissioners public meeting is scheduled for December 4.

b. AFE #241 – Road Materials Purchase: Ranch Manager LaPora presented AFE #241 on behalf of the Road Department in the amount of $115,000.00 for the purchase of road materials. This is the remaining portion of the allotted $190,000.00 in the 2019/2010 FY Adopted Operating Budget. A motion to approved AFE #241 was made by Director Glowack and seconded by Director Proffitt. It was a unanimous decision to approve.

c. Webformix Logo Request: Webformix, an internet provider has requested the use of the Crooked River Ranch hat logo for advertising on the Ranch. While it is not an exact replica it was felt that it would open the door for other advertisers. A motion to not allow Webformix use of the CRR hat logo was made by Director Burt. It was seconded by Director Proffitt. It was a unanimous decision to approve.

d. Volunteer Service Form: Dorothy Smith, Events Committee: A motion to approve the Volunteer Service form for Dorothy Smith to the Events Committee was made by Treasurer Cooper and seconded by Director Carter. It was a unanimous decision to approve.

e. Ad Hoc Review Committee for CC&R Complaints: President Harbour suggested forming an independent ad-hoc review committee on specific complaints brought by Resident Onya Remer. He would like to have these reviewed for policy, procedures and validity. He asked Vice President Steinberg and Directors, Burt, Schneider and Carter to be members. A motion to approve the formation of a special Ad Hoc CC&R committee was made by Director Proffitt and seconded by Director Glowack. It was a unanimous decision to approve.

f. Redmond School District Request for Space in Telegraph: Redmond School District requested through the Telegraph Newsletter Editor, Phyllis Carlin, for approximately one – two paragraphs of space to provide information on District updates. Ms. Carlin will call them and ask for more specifics. A motion to approve space for Redmond
School District was made by Treasurer Cooper and seconded by Director Burt. It was a unanimous decision to approve.

VIII. SECOND READINGS
None

IX. FIRST READINGS
None

X. PREVIEW OF WORK SESSION ~ December 2, 2019:
BAC will provide an update to the 2020/2021 CRP
Review of Expanded Public Input

XI. ANNOUNCEMENTS & WRAP-UP:
Western Christmas Celebration will be held on December 7, 2019
BAC Meeting scheduled for December 18, 2019 – Review of draft FY 2021 30-Year CRP

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION FOR CONTRACT AND LEGAL ISSUES
The Regular meeting was adjourned to Executive Session at 7:12 pm.
Regular Meeting was re-convened at 8:20pm.
Director Carter made a motion to permanently move the Public Input portion of the meeting to the end of the meeting agenda. Director Cooper seconded the motion. It was a unanimous decision to approve. Regular meeting adjourned at 8:20pm.