

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
REGULAR MEETING
Monday, December 19, 2011, 6:00 P.M.

- I. CALL TO ORDER
 - a. Pledge of Allegiance
 - b. Roll Call

- II. CONSENT ITEMS
 - a. Approval of Minutes
 - i. Regular Session – 21 November 2011.
 - ii. Joint Meeting with Budget/Audit Committee – 30 November 2011 (BOD Section only)
 - iii. Work Session – 5 December 2011
 - iv. Telephone Sessions – None
 - b. 2. AR Log (Significant Changes Only)
 - c. 3. Board Member Assignments (Significant Changes Only)

- III. REPORTS & CORRESPONDENCE

(Representatives of Committees may comment on any item of business, except public hearings, and deliberations. Each person's comments will be limited to three minutes, except for approved presentations.)

 - a. Committee Minutes & Reports
 - i. Architectural Committee Report – Mark Siemienic
 - ii. Communications Committee Report – Billie Higgins
 - iii. Phase Rep Committee Report – Paulette Nordin
 - iv. Nominating Committee—Phyllis Carlin
 - b. Treasurer's Report
 - c. Report – Status of Administrator Search – Vice President Martin
 - d. Final Report on *Crippled or Helpless Wildlife Policies and Procedures* – Director Pelly
 - e. Final Report on issue of signs for Folley Waters and River Road – Director Pelly
 - f. Written Correspondence

- IV. MEMBERSHIP INPUT/ANNOUNCEMENTS -- (Up to thirty minutes is available for persons other than Committee representatives to comment on items not listed on the agenda other than public hearings, deliberations. Each person's comments will be limited to three minutes—sign up prior to meeting. Announcements will be heard last.

- V. OLD BUSINESS
 - a. Proposed revision of Administrative Handbook Article 9.5, *Reservation for Exclusive Use of Community Property*.
 - b. Report of BOD working group on implementing the Communications Committee's recommendations on the newsletter – Director Day, Vice President Martin and Secretary Nordin
 - c. Response to CDO Request for Letter of Support to Jefferson County

- VI. NEW BUSINESS
 - a. Architectural Committee Proposed Charter
 - b. Architectural Committee Proposed Application Procedures

- VII. SECOND READINGS (deliberations) – None

- VIII. FIRST READINGS – None

- IX. VOTE TO ADJOURN TO EXECUTIVE SESSION TO DEAL WITH PERSONNEL AND CONTRACT ISSUES.

AGENDA CALENDAR
(6:00 p.m. unless indicated)

PENDING BOARD HEARINGS, WORKSHOPS OR MEETINGS (held in the Administration Building)

PUBLIC HEARINGS: None

BOD SESSIONS: (Meetings are held in the Juniper Room, Work session is usually held the first Monday of each month (10:00am-12:00 P.M). Regular session is usually held on third Monday of each month, There is some adjustment for holidays or months when the first Monday is the 1st or 2nd of the month – January, April, July and October in 2012.

- Next work session: January 9, 2012 at 10 A.M.
- Next regular session: January 23, 2012 at 6 P.M.

BUDGET/AUDIT COMMITTEE (BAC)

- Usually meets during the last week of the month
- Next meeting: December 21st at 2:00 P.M. in the Juniper Room

ARCHITECTURAL COMMITTEE

- Meets on Second and Fourth Mondays of each month at 4:30 P.M in the Admin Work space on 1st floor.
- Next meeting: January 9, 2012 (no second meeting during December)

NOMINATING COMMITTEE

- Meets on first Wednesday of each month in the Juniper Room at 3 P.M. Next meeting: January 4, 2012
- Closed meeting—Committee members only.

SPECIAL ROAD DISTRICT

- Meets on second Wednesday of the month in the Juniper Room at 5 P.M.
- Next Meeting: January 11, 2012

FUTURE BOD AGENDA ITEMS-TENTATIVE

- Work Session- January 9, 2012
 - Organization – Pool Supervision for 2012 – Follow-up on issue from December work session.
 - Revision of Admin Handbook, Article 10.5 *CC&R Code Enforcement Policy*.
 - Continue Discussion of Communications Committee recommendations
 - Response to CDO request for letter of support to Jefferson County

SCHEDULE OF NEWSLETTER PUBLICATION MILESTONES

<u>Issue</u>	<u>Articles Due for Upcoming Issue*</u>	<u>Mail Date*</u>
December 2011	November 10, 2011	November 29, 2011
January 2012	December 8, 2011	December 29, 2011
February 2012	January 8, 2011	January 29, 2011
March 2012	February 9, 2012	February 29, 2011

*Note: Dates may change early in 2012, depending on what recommendations from the Communications Committee are adopted by the BOD.

**Crooked River Ranch Club and Maintenance Association
Board of Directors
Regular Meeting Minutes**

November 21, 2011

1. **Call to Order:** President Ben Johnson called the meeting to order at 6:00 P.M. and led the Pledge of Allegiance to the flag. In Secretary Day's absence, President Johnson appointed Director Nordin as acting secretary.

Roll Call – Association Board Members:

Name		Name		Name	
Ben Johnson (Pres)	X	Gail Day (Sec)		George Lynn	
Jim Martin (V. Pres)	X	Michelle DeSapio	X	Jay Nordin	X
Herb Parker (Tres)	X	Kit Henderson	X	Vince Pelly	X

Tape Recordings: No recording made.

1. CONSENT ITEMS:

- a. **Motion** by Director Nordin/second by Director Henderson to: accept the consent items, as amended, for the 17 October Regular Session minutes. **Motion passed unanimously.**
Change: 8 c., correct to say Nordin voted yes.

2. COMMITTEE AND STAFF REPORTS

- a. Architectural Committee Report – Committee Chair Mark Siemieniec reported the committee submitted a revised property improvement application form for Board approval. He also expressed the committee's concern for traffic safety, in particular traffic (lines/ques); at the new bus stop at Chinook and Mustang. President Johnson explained that the location has been approved by the CRR Road Supervisor, in consultation with the Jefferson County Transportation Department and Redmond School District transportation officials. Director Johnson will relay the concerns of the committee to the road supervisor.
- b. Phase Rep Committee Report- Paulette Nordin reported the committee received 35 new email addresses from the first request to property owners for their email use by the committee, and thanked the Board for sending the second request. President Johnson congratulated Ms. Nordin for being appointed by the Jefferson County Board of Commissioners to the Jefferson County Planning Commission.
- c. Treasurer's Report – Treasurer Parker reported the Association's finances are in fairly good shape—running roughly parallel to last year. We have \$36,000 more in Excess of Revenues over Expenditures than at this time last year. Taxes have not yet been posted.
- d. Administrator Search Committee Report – Director Martin reported 14 applications have been forwarded after initial screening by WorkSource Redmond. The consensus of the Board was that the Committee should conduct initial interviews and check references in its task of reviewing the applicants and making recommendations to the Board, which

will conduct the final interview and make a selection. Other directors may sit in on the committee's interviews.

- e. Director Pelly reported that we need an area to dispose of material such as rock, dirt, and sand from the roads as the present fill is near capacity. There is a dugout area southwest of Chandler Ball Field that would meet the need for a new fill. **Motion** by Director Pelly/second by Director Martin to: use the dugout area by Chandler Field for road fill. **Motion passed unanimously.**
- f. Director Pelly updated the Board on the Kiosk/Cluster Box Project on Badger. He and Director Lynn met with the Jefferson County Development Department Head Heidi Bauer. The next step is to discuss the fees with the County Commissioners.
- g. Community Center proposal – Director Henderson reported the Community Development Organization (CDO) is requesting a letter of support from the Board for its master plan and acquisition of rezoning permits that are required prior to obtaining the parcel of land for the proposed Community Center. Board consensus was that the CDO should make a short presentation at the next work session.
- h. Insurance Update – Director Martin reported the backhoe has been added to insurance list and he requested the Board approve an increase in the deductible for two vehicles to save money on our insurance policy. **Motion** by Director Henderson/second by Director DeSapio to: increase deductible coverage from \$500 to \$1,000 on the two vehicles. **Motion passed unanimously.**
- i. Aggressive Dogs – Director DiSapio reported that aggressive dogs of unidentified owners have been attacking animals. Owners of the dogs are unknown. Two humane traps will be set to attempt to catch the animals.
- j. Crest View Cable - Director Martin reported we are nearing an agreement with the cable company.
- k. President Johnson updated the Board on the string of break-ins and robberies of vehicles and homes. The Jefferson County Sheriff's office believes that arrests are imminent and it was by going public that critical information was obtained. He also noted the importance of establishing a neighborhood watch on the Ranch and offered to put anyone interested in touch with Former President Ted Cook who is leading this effort.

3. MEMBERSHIP INPUT/ANNOUNCEMENTS

- a. A. Robert Symank expressed concern about vehicle speed and the lack of speed signs on Folley Waters Drive. He had previously made a request for a speed signs three months ago and it was approved by the Board. Director Pelly responded by explaining the process required for setting speeds, including the requirement for a survey by a traffic engineer. He also explained that state and county officials will not set speeds on gravel roads. The use of a cautionary signs was discussed and will be followed up by the Road Department
- b. William Farrow supported Mr. Symank's comments and expressed concern about lack of a guard rails on the curve by his house on Folley Waters Drive. The Road Department will also be tasked with looking into this issue.

4. OLD BUSINESS

- a. Crippled or Helpless Wildlife Policies and Procedures – Director Pelly outlined the proposed general procedure dealing with crippled and helpless wildlife on Crooked River Ranch. State law gives a citizen permission to put down an animal suffering with little chance of survival, but this must be done within very strict guidelines and requires reporting to the county sheriff. The proposed policy outlines the procedures under which the CRR staff can assist in this effort. The policy, and the required form, will be posted

on the website once it is in effect. Approval of the proposed policy and procedures by the Board is pending review of the policy by the Deschutes County Sheriff's office.

- b. Appointment to Jefferson County Economic Development Advisory Board – President Johnson recommended CRR businessman Scott Satterlee for appointment to the board. **Motion** by Director Johnson/second by Director Martin to: recommend Scott Satterlee for an appointment to the Jefferson County Economic Development Advisory Board. **Motion passed unanimously.**

5. NEW BUSINESS

- a. Purchase of additional fungicide for snow mold on the Golf Course – For seven years the greens on the golf course have had snow mold. The EPA has not granted re-registration of the most effective chemical. Purchase of another chemical fungicide will increase cost \$2800 over budget projections. Director Parker announced that \$5884.10 is needed for purchase of additional chemicals. **Motion** by Director Henderson/second/Martin that: we approve payment for additional chemicals to fight snow mold. **Motion passed unanimously.**
 - b. The Board unanimously approved the following volunteers: Lotte Hermannsson as a member of the Phase Rep. Committee and Jean Cochran as a member of the Budget & Audit Committee.
 - c. The three members of the Board's legal committee (Directors Henderson, Lynn, and Parker) recommended a revision of CRRC&MA BOD Resolution #2010-01-18 – *Collection of Unpaid Charges*, dated January 18, 2010 after their review of our collections effort and several members of the Board met with Greg Coxe, the chief attorney for CRR accounts at our primary collections law firm. The Board approved the proposed revision which changed the timelines involving sending an overdue account into collection. The revised Resolution on *Collection of Unpaid Charges*, dated 21 November 2011, will be sent out with the dues statements on 1 December and will be placed on the website. **Motion** by Director Henderson/second by DeSapio that: we accept Resolution #2011-11-21 with the changes that have been made and is known as Collection of Unpaid Charges effective November 22, 2011. **Motion passed 6-yes, director Pelly – no.**
 - d. CC & R Enforcement. The possible reinstatement of the CC&R committee was discussed. President Johnson noted that he had placed the CC&R issue on the agenda for the coming December work session and it was so agreed. **Motion** by Director Martin/second Director Nordin to: reinstate the CC & R Committee. **Motion passed unanimously.**
6. SECOND READ: That the draft CRR Property Improvement Application submitted by the Architectural Committee was unanimously approved.
 7. FIRST READ - None
 8. **Motion** by Director Henderson/second DeSapio that: we adjourn to Executive Session. Motion passed unanimously.

Meeting adjourned at 8:05.

**JOINT MEETING OF THE BOARD OF DIRECTORS (BOD)
AND THE BUDGET/AUDIT COMMITTEE (BAC)
Crooked River Ranch Club and Maintenance Association**

November 30, 2011

Minutes

The joint meeting of the Board of Directors and Budget/Audit Committee was called to order by President Ben Johnson at 2:00 pm. Board of Directors members Ben Johnson, Jim Martin, Herb Parker, Gail Day, Kit Henderson, George Lynn, Jay Nordin, Michelle DeSapio and Vincent Pelly were present. Budget/Audit Committee members Marilyn Keyser, Paula Bartolomei, Paul Nemitz, Dick Pratt, Donna Davis, and Jean Cochran were present. Also present were Association Accountant Annie Nyars and Admin Team Leader Phyllis Carlin.

Several pieces of Board of Directors' business were conducted:

- The resignation of Gail Day as secretary followed by the nomination and selection of Jay Nordin as secretary.
- Discussion was held regarding the recommendation of the BAC to transfer \$100,000 to the CRP. The formal request will be made by Chair Keyser at the December 7th BOD work session.
- Discussion concerning the BOD treasurer's response to the management letter from the auditors. There are several errors in the auditor's letter. It was determined that the Board will request a corrected management letter, then a response will be written by the BOD treasurer. Annie Nyars asked Chair Keyser, Vice-Chair Bartolomei, President Johnson and Treasurer Parker to attend a meeting with the auditors on December 12th at 2:00 pm to discuss this.
- The BOD will not propose a dues increase for December; instead, a dues increase and increases in other fees will be done as a part of the FY 2013 budget process. Phyllis Carlin will find the HOA website that has comparative HOA dues for Oregon and send the information to the all BOD and BAC members.

Herb Parker, BOD Treasurer, presented the Crooked River Ranch Statement of Revenue and Expenditures for the first 6 months of this fiscal year (as of October 31, 2011). He met with each of the department managers to review their six-month operating results. Discussion followed after each of the department results. Treasurer Parker explained that the Association is now recording depreciation on a monthly basis. This will need to be considered when comparing budget to actual (since depreciation wasn't budgeted for FY 2012) and when comparing Fy 2012 to FY 2011. The Association will include depreciation in the budget for FY 2013.

- **Administration** – The issue of past due HOA fees was discussed at length including the process and cost of collection. Also addressed was the financial ramifications to the Ranch regarding foreclosures. There was a concern about the salary and benefit costs. Annie Nyars explained that since staff is paid bi-weekly there was an additional pay period during the first 6 months of this year. She will prepare a memo to explain what is included in the various accounts that make up personnel costs. There were several problems with the balances in some accounts due to miscoding or the need to consolidate accounts. Annie Nyars will get these corrected over the next few months.

- **Pool** – Salary and benefits were higher than last fiscal year which was due to the pool being open more hours than the past year.
- **Rentals** – Fuel costs are almost four times higher than budgeted and over twice as high as last year at this time. The increase is due to both higher per gallon costs and the arrangement with the Fire Department allowing them to use the Association's fuel and either reimburse the Association or pay the vendor directly. Treasurer Parker is investigating this arrangement and determining whether or not it is working as planned.
- **RV Park** – Revenues are down \$10,000 over last year. An RV Park sub-committee was formed (Michelle DeSapio, Jean Cochran and Gail Day) to review costs, revenues and advertising. In addition, the county is requiring that each camp site's backflow valve be replaced. This is an unanticipated and unbudgeted expense of approximately \$11,000 plus the labor required to replace the valves.
- **Snack Shack** – Expenditures exceeded revenues by \$3,000. This amount is much less than the \$10,000 loss last fiscal year. This is the second year of the three year commitment from the BOD to fund the Snack Shack.
- **Pro Shop** – Although the Excess of Revenues over Expenditures appears to be greater than budgeted (\$665,000 at mid-year), Golf Pro Pat Huffer is anticipating that the fiscal year end amount will be closer to \$611,000. Part of this is due to fewer Ranch owners purchasing annual golf passes and golf cart storage spaces. Treasurer Parker will work with Pat Huffer to get a better sense of why the second half of FY 2012 would be worse than the second half of FY 2011.
- **Golf Maintenance** – Salary and benefits are higher than anticipated due to an addition of 1 FTE. The fuel costs are extremely high which could be due to a billing error. Annie Nyars will check it out. Electric costs have increased 16%. This will need to be considered when developing next year's budget. A \$24,000 Greens Sprayer was purchased from the CRP, but \$10,000 will come from the Golf Maintenance operating budget and be returned to the CRP.
- **Maintenance** – Staffing costs are higher than anticipated due to additional budgeted staff and temporary staff hired to help while an employee is recovering from medical treatment. Professional Services costs are higher than budgeted. This is due to all of the janitorial services being charged to Maintenance. This cost should be split among the departments that use the services. Annie Nyars will review and make adjustments.
- **Roads** - \$34,000 for a backhoe was taken from the CRP. Roads department will take \$17,000 from operating budget and be returned to the CRP

The joint meeting of the BOD and BAC was adjourned by Ben Johnson.

The BAC continued meeting after BOD members were excused.

Approval of minutes of October 26, 2011 BAC meeting: The minutes were unanimously approved as written.

Secretary Donna Davis passed out the proposed format for the budget presentations with a request that everyone review it and get back to her as soon as possible. The BAC will finalize this document at the December 21st meeting.

Vice-chair Paula Bartolomei has prepared a synopsis of the pros and cons of engaging consultants to do a capital asset reserve study. Chair Keyser will send this document to BAC

committee members along with a sample of such a study. The BAC will discuss this at the December 21st meeting.

Meeting adjourned at 4:35 pm.

Respectfully submitted by Donna Davis, Secretary

Crooked River Ranch Club and Maintenance Association
Board of Directors
Working Session Meeting – December 5, 2011

CALL TO ORDER: President Johnson called the meeting at 10:00am and led in the Pledge of Allegiance.

Roll Called:

Ben Johnson (Prés)	x	Herb Parker (Treas)	x	George Linn	x
Jim Martin (V. Pres)	x	Michelle DeSapio		Jay Nordin	x
Gail Day (Sec)	x	Kit Henderson	x	Vince Pelly	x

Board Member Responsibilities/Assignment List reviewed. Change, BOD secretary.

Action Required Log (AR Log) reviewed. Removed items 5 (snack shack) and 13 (Budget Planning) from log. Changed dates on several. See current Log for details. Recommendation to review AR Log near end of meeting by M. Keyser, board agreed to change review process.

CDO Presentation Tom Huspek: Projected Uses for Master Plan and Community Center. Tom requested Board approval of Master Plan and presented map of Area to be developed. McPherson will donate 10 acres for Community Center and 10 acres will be set aside for commercial development. Several Board members questioned the need approve concept at this time and would like more information, each board member was asked to submit questions and concerns.

Exemption to Leave Carryover Rule Authorization, President Johnson. Motion to carry over into annual year 2012, 27.72 hours of vacation time for George Gregory by Jim Martin and seconded by Gail Day. Motion passed 8-0. See Request form for more details.

Status Report on Search for Administrator, VP Jim Martin. Sub-committee will make recommendations on which candidates will be interviewed, board add more to list if requested. Committee is working on 18 questions and format of for interviews. Charlotte is scheduling candidates for interview next week. Estimated completion and hiring of candidate Feb, 2012.

Report from BOD/BAC meeting by Jim Martin and M. Keyser. A recommendation was made to Transfer Cash to Reserve Plan, BAC recommended \$100,000, then lowered. Motion to move the decision to December Meeting on the 19th and the decision to move budget item 80800 to Reserve Plan. Motioned by Herb and seconded by Gail, passed 8-0.

Critically Injured Wildlife Guidelines by Vince Pelly. Vince motioned to except guidelines for Crippled or Helpless Wildlife Policies and Procedures, seconded by Jim Martin, passed 8-0. Discussion and decision to add H. Robinson name to contact if euthanasia is required, board decided not to added Hal until contact and discussion is made with Sheriff Department, Vince will follow-up.

Organizational Change in Pool Supervision for 2012. Herb Parker motioned to move the administration of pool from the Golf Pro to the General Maintenance Department Supervisor. Issue is tabled until talking with Mike, DS.

Kiosk move Cluster Box Construction at Chinook and Badger update by Vince Pelly. A Grant for \$5,000 was made by Jefferson County (contacts Kathy Rohde and Jeff Rasmussen of JC) for project, additional 3-6 thousand needed to complete the project by Jan, 2012. \$4600 to \$4800 of the funding will come from the Steel Stampede event. Area must meet ADA requirements.

CrestView Agreement, Jim Martin stated Agreement will be finalized this month.

Water Company, Ted Cook reported MOU is changed to January, 2012.

Liability and Equipment Insurance Jim Martin stated due 13th of this month. Health Insurance will increase 22.17%.

Dues discussion, Kit Henderson stated committee is looking to writing off small charges from Dues payments, waiting for current payments receipts. M. Keyser stated owners who have chosen to use auto pay do not received dues statements or dues resolution, Staff will be directed to correct situation.

Article 9.5, Reservation for Exclusive Use of Community Property, tabled item for next meeting.

Signs on River Rd. and Foley Waters Dr., by Vince Pelly. Vince Pelly recommends putting up Cautionary signs at locations on said roads to bypass requirement for ODOT approval. Road department will proceed and a letter will be sent to Robert Symank (composed by J. Nordin and V. Pelly) to respond to his request, to include newest decision.

**Exclusive Use of Schedule, Organizations requesting use of facilities need to submit dates by December 15, 2011.
Meeting adjourned at 12:20pm to executive session.**

CRR BOD ACTION REQUIREMENTS LOG - REVISED 12-06-11

#	ACTION OFFICER (CONTACT)	TASK	STATUS	DUPLICATE	DESCRIPTION	COMMENTS
1	*Gail Day Jim Martin Jay Nordin	Communications Committee Recommendations	Reviewing recommendations	Dec-11	Assess recommendations of Communications Committee and make recommendations to BOD at NOV meeting.	Meeting after working session.
2	*Vince Pelly George Lynn	Badger-Chinook Kiosk	Land has been purchased	Jan-12	To move Kiosk from current location to Badger and Chinook	Contacted County; grant for 5,000 dollars, permits started
3	*Jim Martin	Crestview Cable Contract	Final Stages	Dec-11	Review and discuss direction for the future of the Crestview cable contract	Final Stages - working fees
4	*Jim Martin Ted Cook	Agreement with CRR Water Company on Legal issues	First Issue nearly completed	Jan-12	Work with Water Company and respective attorney to complete resolution of outstanding legal issues	
6	*George Lynn Jay Nordin	Community Clean-up/Recycling projects for Ranch	Ongoing	Jan-12	Propose projects that will use monies dedicated for CRR clean-up or recycling by Jefferson County	Meeting with commissioners in Dec.
7	*Jim Martin	Insurance Review	Ongoing	Jan-12	Manage the yearly review of Liability, Property/Casual and Health Insurance	Liability & equipment insurance due Dec 13th. Health insurance increasing to 22.17%
8	*George Lynn Ben Johnson Designated Liaisons Volunteers: Lotti hermannson	Review of Committees	Ongoing	Feb-12	Create Plan to review work of each standing and ad hoc committee, assess the guidance in the Admin Handbook that guides their work, and assess Board and staff support of committee work	BOD to ensure required liaison appointments; to liaise with each committee, express board support to the work of committees and call for volunteers
9	*Jim Martin Richard Jensen William Fulhart	Search for Administrator		Dec-11	Prescreen & Set up interviews with Candidates	Met twice, creating questions for interview. Scheduling this month.
10	*Ben Johnson Jim Martin Jay Nordin	Update/create HOA Disaster plan - for recovery from loss of key personnel or loss of critical records or IT systems	Starting	Jan-12	Planning for low probability but high impact developments. Broad effort that includes cross training and SOP's for personnel; backup of key paper records and magnetic media. Assessment of security measures to handle a disaster.	Identify cross training needs and production of standard operating procedures to guard against loss of key personnel. Identify key records for backup or protection. Think the unthinkable

CRR BOD ACTION REQUIRED (AR) LOG - REVISED 12-06-11

11	*Gail Day Jay Nordin Others as needed	Administrative Handbook Review & Update	Starting	Jan-12	Review Admin Handbook for consistency with basic documents and areas that need updating. Prepare draft sections for Board review and approval	
12	*Ben Johnson Gail Day Jay Nordin Staff Volunteer	Employee Handbook Review	Starting	Jan-12	Review Employee Handbook for consistency with basic documents and areas that need updating. Prepare draft sections for Board review and approval	
14	*Ben Johnson Jim Martin Michelle DeSapio	Update Association parts of emergency plans in existence or under development	Starting	Mar-12	Evaluate Association roles in existing CRR emergency planning in conjunction with Fire Department, county, state and Homeland Security	Identify existing plans, update Association participation as needed, communicate plans to the members
15	*Kit Henderson George Lynn Herb Parker Volunteer	Review System for dealing with non-payment of dues, to assess effectiveness and make recommendations	Underway	Ongoing	Assess the steps taken to notify delinquencies and encourage payment, the guidance for turning members over to collection, and overall effectiveness of that effort	New resolution in place. Need to send resolution to those who have auto pay.
16	*Michelle DeSapio	CC&R Violation Reports - Policy and Tracking	Starting	Ongoing	Review current policies and tracking system for CC&R's and code violation complaints; recommend changes to Admin Handbook update team	Assisted by Inputs from Architectural Committee
17	*Ben Johnson Jay Nordin	Hard Data (File) Storage	Starting	Ongoing	Assess needs and current practices, and make recommendations	Jan, 2012 review.
18	Gail Day	Values/ Vision/Mission planning		Spring 2012	Develop & Implement framework for updating values, vision and mission of the Association including Board, Employee and Community	
19	Herb Parker	Priorities for BAC		Jan-12	Starting with last year's priorities, develop a set of priorities for Fiscal Year 2013 to guide staff in the prep of budgets and BAC in their deliberations.	

TO: Crooked River Ranch Board of Directors
FROM: Michael Knoke, Supervisor, General Maintenance
DATE: 12-9-11
RE: Monthly Update

Overview: Holiday and parade preparations, winterization work, and mail boxes were some of the items on November's agenda.

Significant Events/Accomplishments:

Mail Boxes: Many residents are applying for a locking box in a cluster box unit, or are being re-assigned to different boxes. This required drilling out seventeen old locks this month for re-keying. Additional cluster boxes were installed at the Trading Post, and the Noah Butte site. A mail drop box was installed near the Tennis Courts for outgoing mail.

Clubhouse: Shelving was installed in an upstairs storage room for long term storage of the association's paperwork.

Cart Barns: The hinges on the doors to the member cart barns were repaired.

Road Shop: A lock was repaired and new trim put around an inside door between bays in the shop.

Irrigation: Irrigation lines were blown down for the winter at the Senior Center, Dick Chandler Memorial ball field, Commercial Park, MAC Park, the RV Park, and near the Clubhouse and Pool.

Parade/Holiday: We helped with preparations for the Olde Fashioned Christmas celebration and parade. Santa's workshop was put up once again in the Juniper Room. New, energy efficient LED lights were put on the trees in the parking lot, and the colored lights on the tree in MAC Park were repaired. The Clubhouse and Pro-Shop also had lights installed on them.

Bus Shelter: A new shelter was constructed by resident and volunteer Jason Moser, and placed on Chinook Rd, near Mustang Rd. We will add a 4" x 4" timber base to the structure after Jason completes the window installation. We provided paint for this project and Jason financed the lumber and Plexi-glass.

Horse Pasture: A bid was obtained for providing electricity for heating the water trough at the pasture and corral. Pacific Power was also consulted, and suggested a location for the power pole which will be needed. The B.O.D. will decide if this expense is warranted.

Opportunities:

Directors Lynn and Pelly, Road Department Supervisor George Gregory, and I, met with the Jefferson County Director of Community Development, Heidi Bauer, to discuss details of the Kiosk and mail box project at Chinook and Badger. This meeting led to the attendance by Directors Lynn and Pelly to the County Board of Supervisors meeting the following week, where they were able to secure promises of financial aid from the County for this project. Final details are being worked out and the development application will be made soon. The length of the permit process should allow us to continue work on the site next March or April.

Respectfully Submitted By: Michael Knoke

TO: Ben Johnson, President CRR BOD

FROM: Richard Jensen / Golf Maintenance

Date: 12-12-11

RE: Monthly report

Overview: For the most part of this reporting period, temperatures were above average for this time of year and made for decent golfing weather. We did receive a minor snowfall accumulation on the 18th that closed the course for two days. Frost delays are becoming daily occurrences this time of year. While they are difficult for both the pro shop and maintenance staffs, they are a necessary procedure, even during turf dormancy, to protect the golf course from damage. Lack of precipitation and seemingly, constant winds are a concern and that I will address later in this report. All seasonal employees were released for the season and we are down to full time staff only.

Significant Events/Accomplishments: All irrigation systems and pump stations are winterized and ready for the cold weather. There are a couple of issues regarding this procedure for next year that will be addressed in the potential shortcomings section of this report. All fairways and approaches received a sand top dressing application. The back nine fairways and all approaches received an application at 1/8" and the front nine fairways received a light "dusting". Selected fairways and all greens received fungicide applications for snow mold protection, with the lack of measurable snowfall this month; we will probably need to perform one more application on the greens to ensure adequate protection for the remaining winter months. The above average temperatures did cause some new turf growth, on greens and rough areas, which required mowing to maintain playability. On that vein, other areas of the course, such as fairways, could use another mowing but we will hold off as long as possible due to reduced efficacy of fungicide applications caused by mowing treated turf. New hole locations were cut on all greens due to amount of play received during this period. We cleaned out and organized several areas in and outside the shop. Many thanks to the Roads crew for their help with installing and grading additional gravel around the maintenance facility. We began prepping the Steel Stampede track for next year's event. We mowed the existing track routing, then ripped with a box blade and harrowed. Both the golf maintenances staff and volunteers from the Boys and Girls Club of Terrebonne performed rock removal. Once rocks were removed, the track was seeded with a winter wheat / rye mix and harrowed again in an effort to reduce erosion and improve habitat when track is not in use.

Opportunities: With general maintenance having a boom lift on site for tree decoration we took the opportunity to utilize the lift, once general maintenance finished, and trim tree limbs on tee #16 that were obstructing an unimpeded tee shot.

Potential Short Comings: Last year, prior to winterizing the front nine- pump station, we dug a small dry well in front of the entry door to improve the process of removing water from the interior components of the station. Following this year's winterization process water began filling the dry well and flowing into the pump house. This did not occur following last year's winterization. The area was pumped several times before the water level stopped rising above the door threshold. It is currently maintaining a level below the threshold and has actually dropped several inches since the last time it was pumped. We have not discovered the reason for this occurrence. There are several reasons this could occur, we will continue to monitor the water level to determine if there is a leak somewhere or if it is just the natural water table. United Rentals, the supplier we use for rental of the large air compressor utilized in winterizing irrigation systems, has closed their Bend store. They can still service our needs from their Portland office but at a much higher delivery cost. We will attempt to locate a new local supplier before next fall. Turf desiccation from lack of precipitation is my current largest concern for the golf course. We will be applying an anti-transpirant to the greens to aid fungicide efficacy and moisture retention within the turf plant on these areas.

Looking Forward, completing the integrated pest management (IPM) and best management practices (BMP's) written plans required for compliance with the national pesticide discharge elimination system (NPDES), budgeting and annual equipment preventative maintenance are scheduled for the next period.

Respectfully Submitted,
Richard Jensen GCS

TO: Crooked River Ranch Board of Directors
FROM: George Gregory, Road Department Supervisor
DATE: (November 30, 2011)
RE: Monthly Update (November)

Overview:

Again this month we worked on grading and rolling roads with a higher volume of traffic. Change over for the water truck and the dump truck was on the 15th. Maintenance was done on a few pieces of equipment.

Significant Events/Accomplishments:

The roads that were graded and rolled are as follows:

Steelhead Falls Rd Sparrow Dr
Steelhead Rd (From Mustang to Fawn Dr)

The first storm of the season hit us on the morning of the 18th. Both trucks were out at 3 A.M. plowing and sanding for the morning commute. This storm fortunately only lasted one day.

Repairs and service on the equipment are as follows:

1. John Deere 770 Motor Grader – Changed the worn out cutting edge blade in anticipation of snow removal during this seasons storms.
2. Volvo (sander/plow) – Replaced heater hose, lubed front end.
3. Equipment serviced:
Broce Broom – Oil change, lube, fixed Hydroback, tightened belts, fixed hydraulic tank support bracket, tightened emergency brake, and pressure washed.

Special projects:

After the roads were graded and rolled, we reconstructed and rocked the west intersection of Nighthawk at the Dove Rd end.

We brought in additional material to build up the corner at Steelhead and Fawn. Hopefully this will take care of some standing water issues. If not, this corner and intersection will have to be reconstructed at a later time.

Construction on the Badger Road kiosk / mailbox site was halted for various reasons. Rocks were brought to the site to block off vehicle access to both entrances until construction resumes.

As always, we are responsible for the ongoing removal, storage, and transportation to the county landfill of animal carcasses found in the ranch right of way.

Looking Forward:

With the winter months upon us, the number one priority is to have the roads plowed and sanded when needed. Maintenance on all pieces of equipment will continue through the next few months.

December 13, 2011

Attention: Ben Johnson

RV Park Update for November 2011

RV Park income for Extended Stay people was \$700.00. Total RV Park income for November 2011 was \$1,285.00, which includes various sales of merchandise, a small amount of regular campers and RV Dump fees. I do have an additional extended stay person due in next week (staying for the rest of the winter).

I have asked Mike to look into the cost of replacing the heaters in the bathhouse. They are very, very old, uneconomical and easily tampered with. We are also keeping an eye on the water pipe problem. The test fix was looked at today and seems to be holding, even in the cold weather. That fix would cost far less than replacing all the faucets in B Loop and on the grass in D Loop.

I have had some issues with people from the Trailer Parks down the road trying to use the laundry, I have changed the bathhouse code and will continue to do so to prevent unauthorized people from using the bathhouse. This is an on going problem, but I do catch them and advise them that the bathhouse is for customers of this RV Park only.

Calls are coming in for reservations for next season.

Patti Hummel

RV Park Supervisor



To: Ben Johnson, President CRR C & MA
From: Pat Huffer, PGA Professional
Subject: November 2011 Update of Operations

Date: December 8, 2011

Golf Shop Operations

With the exception of a few days, our November weather was extraordinarily nice, generating some golf action beyond the norm for this time of year. Our rounds and revenues were up significantly over last year for the same month and it has helped to get us closer to our year to date figures compared. Rounds for the month were up a little over 19% and greens fee revenues up 32% over last November. The YTD rounds and revenues are up 3.2% and down just 1.68% respectively. Overall revenues from Golf Shop operations are up 3% over last YTD

We have been heavily advertising our winter only pass with a 20% off of next year's annual passes with increasing success. We sold 3 toward the end of the month and indications are that several more will be purchased in December. We are now up two passes for the year over last year at this time.

For the first time this year, merchandise sales did not exceed last year for the month, finishing down about 7.5% for the month but still up nearly 17% for the year. Some of the monthly deficit may be related to the earlier than typical exodus of our snowbirds and the fact that we had to cancel our Turkey Shoot because of weather. We are hoping the advertising will bring in additional traffic and along with our Christmas Open House keep the sales moving onward and upward.

The winter months as always will be a guessing game as far as golf traffic goes, but we will utilize any "down time" to take care of typical winter projects, general cleaning, golf cart maintenance and pre-booking of events for the next golf season.

Respectfully submitted,

Pat Huffer, PGA Professional

GOLF ADVISORY COMMITTEE MEETING
November 2011
Golf Shop Sales Report

Nov. '11 Revenues vs. Nov. '10:	Nov '11 Actual	HOLES	Nov '10 Actual	HOLES	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	6,426.00		4,868.00		1,558.00	32.00%	441,961.75	449,504.00	(7,542.25)	-1.68%
Golf Dues	867.00		0.00		867.00	0.00%	182,938.50	172,033.96	10,904.54	6.34%
Cart Rentals	2,383.00		1,572.00		811.00	51.59%	153,554.00	150,310.50	3,243.50	2.16%
Merchandise Sales	5,383.70		5,814.30		(430.60)	-7.41%	125,732.56	107,827.32	17,905.24	16.61%
Driving Range	81.50		59.50		22.00	36.97%	3,385.50	3,352.00	33.50	1.00%
Cart Storage Fees	285.00		8.00		277.00	0.00%	30,765.00	28,274.50	2,490.50	8.81%
Miscellaneous Sales	37.00		95.00		(58.00)	-61.05%	5,090.00	4,329.50	760.50	17.57%
Totals	15,463.20		12,416.80		3,046.40	24.53%	943,427.31	915,631.78	27,795.53	3.04%
Nov. '11 Rounds vs. Nov. '10:	Nov '11 Actual	HOLES	Nov '10 Actual	HOLES	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
1 Pass Holder Rounds	990	224	894	242	652	96	13,923	13,258	665	5.0%
2 Industry Comps	1	1	4	4	(3)	-75.0%	185	171	14	8.2%
3 Employee Rounds	21	9	10	3	7	11	589	388	201	51.8%
4 Rack Rate Rounds	205	45	149	26	123	56	7,319	9,216	(1,897)	-20.6%
5 Gift/Punch Card Rds, etc.	31	31	7	7	24	342.9%	1,408	1,051	357	34.0%
6 Discounted Rounds	9	9	8	8	1	12.5%	2,924	1,724	1,200	69.6%
7 Twilight Rounds	0	0	0	0	0	0.0%	1,636	1,453	183	12.6%
8 Prop. Owner Rounds	56	34	22	17	11	100.0%	1,789	1,580	209	13.2%
Total Rounds Played	1,313	312	1,001	271	812	213	29,773	28,841	932	3.2%
Punch Cards Sold	-					(2)		30		(9)
Nov. '11-12 Golf Passes										
		Property Owner		Outside Passes				Total Passes		
	This Month	This Mo. L-Y	Diff.	This Month	T-M-L-Y	Diff.	This YTD	Last YTD	Diff.	
			0			0	97	93	4	
	P.O. Single		0			0	108	115	-7	
	P.O. Couple		0			0	24	27	-3	
	Non-Prop Single					0	28	19	9	
	Non-Prop Couple					0	5	4	1	
	Miscellaneous		0			3	262	260	2	
	Totals	This Month	Last Year	Difference	New Customers	3				
	Online Bookings	13	12	1	4					

Legend:

- 1. All Annual Golf Pass Rounds
- 2. All Industry comp rounds
- 3. All Employee rounds
- 4. Includes weekday and weekend rounds for Juniors, seniors and regular guests at regular posted rates.
- 5. Includes donated, punch card, and/or all rounds for which funds were previously received.
- 6. All rounds that are discounted including large groups, special member events, visitations, etc.
- 7. Includes all twilight rounds at regular posted rates.
- 8. Weekday and Weekend rounds at posted property owner rates.

TREASURER'S REPORT

By Herb Parker
JANUARY, 2012

Did you miss it? On November 30th the Board of Directors (BOD) met with the Budget Audit Committee (BAC) to have a six month review of the budget. The meeting was well attended by the BOD and the BAC. Even though this was a public meeting, the lack of public attendance was noted.

Most areas are tracking quite well to the budget but there are a few that need some attention. The managers are aware of these items and will be devoting special attention to them. However, at the summary level, we are where we expected to be halfway through the fiscal year (May 1, 2011 to April 30, 2012).

A new Collection Resolution was adopted by the BOD at the November 21st, 2011 board meeting. The new Resolution will give the Association more options prior to turning over delinquent Association dues to our Attorney for collections. As required, this Resolution was mailed to all homeowners. If you did not receive a copy in the mail, please check with the Administration Office.

The Fiscal Year 2013 Budget Process has already begun. The BAC and the BOD will begin meetings with the department managers on February 22, 2012 to further define/refine the department's proposed budgets for the next fiscal year. This meeting is scheduled for the entire day. The public is invited to attend.

Wishing you all a Happy New Year !!

CRR Architectural Committee Minutes

Date: November 28, 2011 4:30 PM

Administration Office

Members of committee

1. Guy Kimbley Absent
2. Mark Siemieniec
3. Tom Huspek
4. Karin Powers
5. Paulette Nordin

1. Introduce guests: none
2. Committee approved minutes of November 14, 2011 meeting.
3. Review:
 - A. Bus Stop Phase 1 Chinook Dr: Chairman Mark presented committee's concerns regarding the danger to children and parents waiting for the bus at the location designated. Chinook Dr. being a busy street and the bus stop being very narrow and so close to Mustang there is potential for serious accidents. Ben Johnson President of the BOD said he would take it under advisement and get back to the committee.
 - B. 14888 SW Hawk Phase 3 Lot 298 approved with stipulation the owner would provide the committee with a color board as requested in the new ARC application.
4. Report from Deschutes County Planning Commission: None. Next meeting December 8, 2011
5. Report from Jefferson County Planning Commission: (no meeting scheduled) Next meeting in January 2012
6. CC&Rs: Committee discussed possibility of now making calls to all complainants to find out if their issue was resolved. The committee would like to deal with those that are considered architecturally significant. Paulette has identified 25 on the list that was given to the committee by Herb Parker. Paulette will ask to make calls from the Office and obtain BOD approval to do so. ARC CC&Rs will be brought to next meeting to start a handbook for the ARC.
7. Application procedure review: Committee approved with changes. See procedure attached.

8. Charter Development: See attachment. Discussion and approval of charter to be sent to BOD for approval.

9. Jefferson County Notice of Decision: Noted that Notice was dated 11/9/11 and stamped 11/14/11 by office. Committee was not aware of notice until Secretary picked up applications and notice on the 22nd of November 2 days before Thanksgiving. Appeal needed to be done by Friday the 25th, which if there was a concern could not have been completed in time. The committee has no problem with the dental office. It was discussed that we have a procedure for handling these types of notices so they are timely. Paulette will put something together for next meeting including a call or email be sent when one of these Notices is received.

10. Open Discussion: A former ARC member has graciously offered his paperwork of county codes and CC&Rs and asked if the committee wanted them. Paulette will collect them.

Summary:

Work on Handbook

Work on CC&R's

Develop a Tip of the month for newsletter

Next meeting date and time

December 12, 2011 4:30 PM

No meeting December 26, 2011

Respectfully submitted by

Paulette Nordin Secretary

CRR Architectural Committee Minutes

Date: December 12, 2011 4:30 PM Location: Administration Office

Members Present: Mark Siemieniec, Tom Huspek, Karin Powers, Paulette Nordin, Guy Kimbley

1. Introduce guests: none.
2. Committee approved minutes of November 28, 2011 meeting.
3. Review:
 - a. Bus Stop Phase 1 Chinook Dr: Bus Stop is up. No further action needed
 - b. 13920 SW Chipmunk phase 2, lot 15. Approved with recommendation of a 10 setback on both sides of property.
 - c. 5010 SW Commercial Loop phase 15, lot 5 & 6. Conversion to dental office signage. Approved as presented.
 - d. Letter sent to the Baldwin's, 12770 SW Eagle Vista regarding needing approval for perimeter fence
 - e. Letter to the Sylvester's, 7825 SW River regarding someone possibly using their property as permanent residence, needing approval, if planning to build.
 - f. Letter sent to the Lucas', 12589 NW Steelhead regarding needing approval for building a garage/barn. Letters to owners attached to be placed in owners files.
4. Report from Deschutes County Planning Commission: Discussion was regarding having weddings on farmland. Next meeting is December 22, 2011.
5. Report from Jefferson County Planning Commission: (no meeting scheduled) Next meeting in January 2012.
6. CC&Rs: Assistance with CC&Rs on hold until BOD makes a decision.
7. Commercial Application reviewed and revised. Paulette will email corrections for final approval.
8. Approval Plaque reviewed and approved with minor corrections to include a place for address.
9. Color Board: Mark will put to together an example board for the next meeting.
10. ARC Structure reviewed. Committee will make comments and corrections and forward to Paulette.
11. Table of Contents being developed for Handbook
12. Paulette will check with BOD whether they want the whole handbook completed before taking to the BOD.
13. Open Discussion: A former ARC member has graciously offered his paperwork of county codes and CC&Rs and asked if the committee wanted them. Paulette will collect them.

Summary: **A. Work on Handbook B. Work on color board. C. Develop a Tip of the month for newsletter. D. Work on Notice policy.**

Next meetings: **January 9, 2012 4:30 PM, No meeting on December 26, 2011**

Respectfully submitted by

Paulette Nordin Secretary

CRR Nominating Committee Minutes

Date: December 7, 2011 3:20 PM Location: Juniper Room

Members Present: Phyllis Carlin, Paulette Nordin, Guy Kimbley, Karen Woodward, Hope Johnson and Ben Johnson as Liaison. Absent Carolyn DeOlden

1. Approval of Officers: Phyllis was approved as chairperson and Hope as Vice Chair. Paulette was approved as Secretary.
2. Reviewed and revised:
 - a. Draft proposed schedule/work plan for Nominating Committee 2012
 - b. 2012 schedule of events by date
 - c. Election procedure
 - d. Newsletter article

Summary: Dates were changed from the 2011 schedule to the appropriate 2012 dates, and approved by the committee. Article for Newsletter was restructured, and Phyllis will submit the article for the next newsletter. The photo of the candidate will be optional. The application will be on the website.

Meeting Adjourned : 4:00 PM

Next meetings: January 4, 2012 3 PM Juniper Room

Respectfully submitted by

Paulette Nordin Secretary

PROPOSED SCHEDULE/WORKPLAN FOR NOMINATING COMMITTEE 2012

December 7, 2011 – Organizational meeting, election of officers and approval of schedule/work program. Discuss updating *Schedule of Events; Special Rules and Procedures from Election 2011*; and *Call for Applicants* article for newsletter and provides for committee members to review before discussion at January meeting.

January 4, 2012 – Nominating Committee meets to approve *Schedule of Events, Special rules and Procedures for election 2012* to be submitted to the BOD for its approval at its 23 January regular Board meeting and finalizes draft of *Call for Applicants*.

January 8, 2012 – Newsletter draft notice of *Call for Applicant for Election 2012* due to Admin Office so that it can be placed in February Newsletter.

January 2012, (Date & Time TBD) – Ad hoc drafting subcommittee prepares draft *applicant package* for discussion at February committee meeting.

February 1, 2012 – Nominating Committee meets to finalize *applicant package* to be recommended to the BOD at its 20 February meeting.

March 1, 2012 – Applicant package, schedule of election 2012 events, special rules and procedures posted on web site and hard copies available at Admin Office for pick-up.

March 7, 2012 – Nominating Committee meets to review generic voter's pamphlet, sample ballot and voting instructions for newsletter and mailings to be finalized after BOD announcement of slate of candidates.

April 30, 2012, 4 PM – Deadline for submission of *application package* to Admin Office for transmission to Nominating Committee.

May 2, 2012 – Nominating Committee meets to review applications.

June 6, 2012 – Nominating Committee meets for final committee approval of slates of candidates for Board and Architectural Committee and prepares nomination for the Board's June meeting. Also approves package of candidate-provided information to be published in the July newsletter; and finalizes voter's pamphlet, sample ballot and voting instructions for mailings to be approved by the June BOD meeting.

June 11, 2012 – Slates of candidates for Board and Architectural Committee nominated by the Nominating Committee due to the Administration Office for inclusion into the Board packets for the June BOD meeting.–

July 18, 2012- Candidate forum at MAC Park or Juniper Room if inclement weather. 6:30 PM-8PM

August 25, 2012 – Annual meeting 9AM and meet the candidates—additional candidates may be nominated.

August 31, 2012 – Mailed completed ballots due at Auditor's Office. Ballots may also be deposited at the Admin Office ballot box up to 4 PM.

September 5, 2012 – Candidates notified of results and results posted on website & at Admin Office.

Crooked River Ranch
Communications Committee Minutes
Monday November 14, 2011 6 PM

In attendance: Billie Higgins, Tom Huspek, Diane Knox, and Beverly Johnson.

Billie called the meeting to order.

The minutes for 10/31/11 were amended to record attendees and approved.

New Business

Signs

The current Sign Policy is in the CRR and Maintenance Assn. Administrative Handbook pages 61 and 62. Gail will provide any further information.

CRR Directory

Diane provided the directory information causing a general discussion.

Is the CRR directory a duplicate of other information?

What is the cost of the current directory?

To keep the addresses current the Ranch could use the USPS mailing service.

At the next meeting members should bring whatever they use to obtain Ranch phone numbers for residents or businesses.

Tom suggested a CRR informational handbook be available to residents and have a directory on the website.

Ask the BOD through the liaison, should we be looking at the CRR Welcome packet?

Diane commented that 1/3 of the residents on Crooked River Ranch are estimated to be renters. The only information that they have regarding the Ranch is what the homeowners choose to share with them.

Calendar:

Dec. 12, 2011 – Paulette's, Phase Rep and Blog (6PM)

Jan 9, 2012 – Tom's, Finalize all recommendations (6PM)

Jan 16, BOD meeting – will present final recommendations on balance of communication Venues (6PM)

Action Items:

Billie will set an agenda for the next meeting.

Tom will find out the web-based directory capabilities available to Administrative staff.

Meeting called to order by Chairperson Billie Higgins. Attending/ Billie Higgins, Tom Huspek, Paulette Nordin, Gail Day, Diane Knox, Dorene Huff and Larry Day /Absent: Beverly Johnson

Minutes of last meeting held on November 14, 2011 approved as published.

OLD BUSINESS:

Further discussion of **Ranch Phone Directory:**

- 1) Gail Day presented and worked thru obtained cost estimates. Committee accepted a working figure of under \$3.00 (including labor) to produce 25 copies estimating 1 manpower hour to physically correlate. Gail also shared 'administration estimate' that 20 directories approximately every 6 weeks are being prepared for sale at current \$6.00 per copy price. This would mean that approximately 160 directories are prepared and sold each year. Rough income from 160 directories = \$960.00 <minus \$480.00 in cost based on the estimated \$3.00 cost figure> appears to leave an advantageous profit result of \$480.00.
- 2) Administration 'address data base' discussed resulting in the following questions:
 - a) Association's required or directed responsibility regarding access and publication of addresses for either web or hard copy directory?
 - b) Currently personal/residential listings are at the discretion of the individual as volunteered information. Should it remain so?
 - c) update policy/procedure and assigned position person to keep address information current?
- 3) Wither or not business listings should continue to be included in directory and if so, should there be a listing charge?
- 4) Current publication of telephone directory is done on a supply/demand basis. Agreed updated publication should be limited to twice a year to coincide with dues notices.
- 5) Methods to advertize availability of directory discussed.
- 6) Reviewed were 'open-meeting' suggestions.

Resulting action items:

- 1) Gail: Clarity and direction from BOD regarding 'address data base'.
- 2) Sub-committee established: Tom, Paulette and Diane to develop 'mock-up' illustrating/incorporating directory ideas for presentation.
- 3) Include Telephone Directory as an item under its request for an extension of time from the CRR-BOD.

Further discussion on **CRRnews and views BLOG:**

Motion was made by Gail Day "that any responsibility by the CRR-CMA regarding the CRRnewsandviews blog cease if informational information for the SRD and CRR-Seniors can be adequately linked thru existing Ranch web-site". Motion was 2nd and vote of the Committee was unanimous.

Further discussion on **Sign Policy:**

While pages 61 and 62 regarding the current sign policy contained in Administrative Handbook was not specifically reviewed or additional research information presented by Gail, ideas regarding possibilities and refocusing did occur. It was expressed that inclusion and input from Architectural and Road people, who are also tasked or involved with 'signage' issues, would benefit all. The later was only expressed with no action request item made at this time.

Resulting action item:

- 1) Request Sign policy be included in Committee's time extension request to the BOD.

Communication – December 12, 2011 – Minutes Page 2 of 2

Further discussion on Phase Reps:

Time constraints prohibited detail discussion of this integral, valued, successful Ranch committee - its function and purpose within the over-all communication dynamics and commitment of the Ranch community.

Resulting action item:

- 1) Request Phase Reps be included in Committee's time extension request to the BOD.

NEW BUSINESS – ITEM #1

Added item for Communication Committee review the "CRR – Welcome" multipage handout prepared in house thru Administration and sent out packaged in the "Welcome Baskets" which are prepared by the Seniors and distributed by Phase Reps.

- a) Origins and authority of this information hand-out unknown.
- b) Cost and number published in house, unknown.
- c) Some information contained is duplicated, incorrect or out of date, as reviewed by Paulette during our meeting.

Resulting action items:

- 1) Paulette and BOD liaison to determine policy for continuance or temporary suspension of this "welcome" hand-out as authorized, correct and up-to date material sanctioned by the BOD.
- 2) Determine cost and number printed
- 3) Incorporate any reworking of "welcome-basket-hand out" under sub-committee established with Tom and Diane, including any mock-up for BOD consideration.

NEW BUSINESS – ITEM #2

Committee welcomed new member Dorene Huff. Committee members unanimously voted to accept her as a member and recommends BOD approve her application.

NEW BUSINESS – ITEM #3

Chairperson, Billie Higgins request from the CRR Board of Directors

- 1) As an ad-hoc committee a 3 month time extension to complete assigned tasks.

or 2) take under consideration a motion to move the Committee from its current ad-hoc position to assume the permanent duties as maybe assigned by the Board as the Communication – Publicity Committee.

Meeting adjourned at 8pm, December 12, 2011 by Chair: Billie Higgins with the following scheduled:

Committee and sub-committee meeting January 16 – 6pm – Tom Huspek

Additional meetings considered for January 8th and January 15th. E-mail notification will be sent.

RECAP OF ACTION ITEMS:

Gail: Clarity and direction from BOD regarding responsibility and use of 'address data base'.

Gail: action item taken from 10.31.2011 Committee minutes – sign policy

Tom, Paulette and Diane: sub-committee for mock-up of telephone directory and welcome basket hand out

Gail and Paulette: Board position on Welcome basket handout, administrative cost.

Chair: Billie – request agenda item: Board vote - new member Dorene Huff

request for extension of time as 'ad-hoc' committee or consider a motion to change status to permanent as Communication-Publicity Committee

ask BOD if they would prefer to see some items singularly? I.e./ decision on blog

DRAFT

**CROOKED RIVER RANCH
SPECIAL ROAD DISTRICT MEETING
December 14th, 2011
MINUTES**

The December 14th regular meeting was held in the Juniper Room, Ranch Administration building, 5195 SW Club House Road, Crooked River Ranch. Chairman Pelly called the meeting to order at 5:02 pm. The flag salute was conducted and roll call taken. Present were Chairman Vince Pelly, Director John Williams and Director Clarence Palm. Also in attendance were the CRR&MC Road Supervisor George Gregory, and members of the public Kay Norberg, Barb Oakley, and Claudia Pelly. Thank you for bringing cookies, Kay!

CONSENT ITEMS:

Minutes for the SRD meeting of November 9th were reviewed and discussed.

Treasures report for December was presented by Treasure Clarence Palm. The beginning balance in the General Fund was \$119,114.00 in November. Deposits were \$157.12 interest, \$2.37 UTA interest, \$1,275.99 prior year taxes, and \$147,663.80 current year taxes for a total of deposits of \$147,099.80. Bills to be paid are \$105,066.25 to US Bank for authorization of the Flex Lease payment by Jefferson County, \$62.65 to CRRC&MA for 2 street signs, and \$43.00 to Secretary John Williams for 1 ink cartridge and \$11.88 for postage reimbursement, totaling \$105,171.90 in bills. This results in an ending balance of \$163,041.38.

Written Correspondence: NAR indicates No Action Required, information only.

Respond to US Bank and make payment for the Flex Lease by Jefferson County.

US Bank ledger report from Jefferson County. NAR

US Bank Treasury report. NAR

AIC Insurance premium payment for liability of Officers. Bill due for financial liability insurance for the board members. Discussion was held on increasing the coverage from the current \$20,000 to a higher amount. After discussion, Director Williams made a motion to increase the liability coverage to \$50,000. Director Palm 2nd. Motion passed unanimously. The bill will increase to \$221.00 from \$139.40. The bill will be paid by Treasure Palm.

Bill for signs reimbursement from CRRC&MA in the amount of \$62.65 for 2 Street Signs.

A motion was made by Williams, 2nd by Palm to accept the consent items as presented. The vote was unanimous. A motion was made by Williams, 2nd by Palm to authorize the payments of the checks referred to in the treasures report above. The vote was unanimous in favor.

Committee Reports:

Road Maintenance Manager George Gregory reported that the main focus this month has been on road grading and rolling. This has been performed at:

- Steelhead Falls Road, Steelhead Road from Mustang Road to Fawn Drive, and Sparrow Drive.
- Equipment repair on grader –changed the worn out cutting edge blade.
- Equipment Service of heater hose change and lube front end on Volvo sander plow.
- Equipment Service on Broce Broom – changed oil, lubed, fixed Hydroback, tightened belts, fixed hydraulic tank support bracket, tightened emergency brake and pressure washed.
- Reconstructed and rocked the west intersection of Nighthawk at the end of Dove Road.

- Brought in additional material to build up the corner of Steelhead and Fawn Road.
- Work on the Badger Road kiosk / mailbox site has temporarily been halted.
- Removal of animal carcasses and transportation to County landfill.
- Plowed and sanded roads as needed.

Trails Committee: None present.

Old Business:

Crack Seal issue on roads done by the County. Awaiting updates.

New Business:

Signs installation on Folley Waters Drive. CRRC&MA and SRD have agreed to add a steep grade and a curve sign with a cautionary 10 mile speed sign at the top of the hill on Folley Waters Drive off River Road, and a curve sign at the bottom of Folley Waters going up the hill. A letter has been sent by the HOA Board to resident Robert Symank informing him of the signs. The signs have been installed by the Road Department.

Expense reimbursement for office supplies authorized to John Williams for an ink cartridge and stamp reimbursement for the past road project bids.

ANNOUNCEMENTS

None

Public comments / Community input

None

The meeting was adjourned by Chairman Pelly at 5:28 pm.

Respectfully submitted by John Williams – Secretary

AGENDA ITEM SUMMARY	Meeting Date:	December 21, 2011
	Meeting Type:	Regular Meeting
	Department:	Administration
CROOKED RIVER RANCH	Contact:	Ben Johnson

BOARD MEETING	Estimated Time:	5 Minutes
----------------------	------------------------	-----------

ITEM TITLE:	Proposed Change to <i>Administrative Handbook</i> on "Reservation for Exclusive Use of Community Facilities"
--------------------	---

ACTION REQUESTED:	Approve/Not approve the following motion: Approve the proposed change to second paragraph of Section 9.5 b. of <i>Administrative Handbook</i> —"Approved Property Owner Groups and Organizations" to: "To take advantage of the reduced rates noted above, all applicable property owner groups or organizations must request approval from the Board of Directors based on a statement of the services they provide to the homeowners of CRRC&MA. This approval does not need to be renewed each year once it is on file. Since the facilities are reserved on a first-come, first-served basis, it is recommended that a schedule of annual desired dates and facilities be provided to the Administration Office as early as possible. Ad hoc requests for use of the facilities may be made throughout the year."
--------------------------	---

ISSUE STATEMENT:	Changes a requirement for an annual submission of a request for Board approval of a group or organization to special status in consideration for use of Community facilities to one that requires an approved request be on file. Changes a deadline for submission of a schedule of dates for use to a recommendation of early submission because the facilities are scheduled on a first come first served basis.
-------------------------	---

ATTACHMENTS:	Page 59 from <i>Administrative Handbook</i> —Section 9.5 (Reservation for Exclusive Use of Community Facilities") showing the existing text for comparison to the proposed changes to the second paragraph of subsection b listed above.
---------------------	--

DISCUSSION/ FINANCIAL IMPACT:	Reduces the paperwork and Board approval workload. Places the onus on organizations to ensure they get the dates and times they desire.
--	---

MONTH/SECTION	TITLE	AUTHOR
December/Old Business	Change to second paragraph in Admin Handbook 9.5 b.	Ben Johnson

9.5 Reservation For Exclusive Use Of Community Facilities

a. Logistics

For purpose of reserving Community Facilities. Such as: Clubhouse, Conference Room, Meeting Rooms, MacPherson Park, Ball Park, RV Park Pavilion, Pool, Equine Facility etc.

b. Approved Property Owner Groups and Organizations

Crooked River Ranch Club and Maintenance Association recognized committees, community based public service groups, or non-profit organizations may reserve for exclusive use of these facilities at a reduced rate for their individual group meetings or gatherings.

All applicable Property Owner Groups or Organizations must submit a request to the Board of Directors annually by October 1st for approval explaining the services they provide to the Homeowners of CRRC&M along with a schedule of the dates and facility for the following year starting January 1st.

c. Other Property Owner Groups, Organizations or Individuals

All other Property Owner Groups or Organizations may submit a request to the Board of Directors for annual approval if a facility is required on a regular schedule, along with a schedule of the dates and facility for the year. Fees will be per the established Fee and Rate Resolution.

Any event, tournaments, or activities that bring in revenue for such groups or organizations must pay a fee in accordance with established Fee and Rate Resolution.

d. Non-Property Owners & Non-Current Property Owners

Non-Property Owners & Non-Current dues paying Property Owners may reserve use of CRRC&M facilities for private meetings, gatherings, parties, seminars and any other activity for a prearranged period of time. A rental fee and a refundable deposit is due at the time of reservation. Fees will be per the established Fee and Rate Resolution. Paying Property Owners will be given

AGENDA ITEM SUMMARY	Meeting Date:	December 21, 2011
	Meeting Type:	Regular Meeting
	Department:	Roads Maintenance/General Maintenance
CROOKED RIVER RANCH	Contact:	Vince Pelly
BOARD MEETING	Estimated Time:	10 Minutes

ITEM TITLE: Request for Board Approval to Go Forward with Kiosk/Cluster Box Project on Chinook and Badger

ACTION REQUESTED: Approve/Not approve the following motion:
Approve initiating the Kiosk/Cluster Box Project by beginning the permit process and authorize an additional—unfunded— \$4,000 to bring the project to fruition.

ISSUE STATEMENT: The latest cost estimate for the Kiosk/Cluster Box Project is \$15,000. The estimate has been driven up by the requirements imposed by the Americans with Disabilities Act (ADA) which requires hard surface for access, adding \$3,000 to earlier estimates. Of this estimated amount, we have a \$5,000 commitment from the Jefferson County Community Development Fund which must be used for the Kiosk portion only. The SRD is willing release the Ranch from its \$6,000 commitment in the “shared services” line item in the 2012 Budget (line item 1-30-32-65270) because its chip seal project came in way under bid, and the SRD requests that that money be redirected to the Kiosk/Cluster Box Project. This leaves a need to come up with \$4,000. Though it will probably take three months to complete the permit process, the funds will be needed during the current fiscal year. Putting the project off will ramp the costs up even higher!

ATTACHMENTS: None

**DISCUSSION/
FINANCIAL IMPACT:** The Ranch has devoted a great deal of energy to pursuing this project. It has very clear safety benefits with the move of the cluster boxes from the current dangerous location at Antelope. With the three month permit process delay, the timing for our Road and General Maintenance resources would be just about optimum—after the winter road demands, but before the late Spring and Summer work on the roads.

MONTH/SECTION	TITLE	AUTHOR
December/Old Business	Request for BOD approval of Kiosk/Cluster Boxes Project .	Ben Johnson

AGENDA ITEM SUMMARY	Meeting Date:	December 21, 2011
	Meeting Type:	Regular Meeting
	Department:	Architectural Committee
CROOKED RIVER RANCH	Contact:	Director DeSapio, Chair Mark Siemieniec
BOARD MEETING	Estimated Time:	5 Minutes

ITEM TITLE: Architectural Committee Proposed Application Procedures

ACTION REQUESTED: Approve/Not approve the following motion:
Approve the draft procedures for the Architectural Committee to use in handling Property Improvement Applications.

ISSUE STATEMENT: Establishes procedures for the entire process of handling, approving and recording applications for property improvement.

ATTACHMENTS: Draft Architectural Committee Application Procedures approved By Architectural Committee on November 28, 2011

**DISCUSSION/
FINANCIAL IMPACT:** The proposed draft would establish a comprehensive set of procedures for ensuring timely and effective handling of applications—which include a system for tracking the progress of applications and guidance for recording the Committee decisions. The financial impact is minimal.

MONTH/SECTION	TITLE	AUTHOR
December/New Business	Architectural Committee Application Procedures	Ben Johnson

Architectural Committee Application Procedure

Purpose: To provide a smooth and efficient approval process for home owners by the Architectural Committee (ARC), when requesting to build or modify a structure on their property at Crooked River Ranch.

Policy: Crooked River Ranch Building or Modification Applications are reviewed and approved by the ARC prior to home owners obtaining permits from the county.

Procedure:

- A. Applications are due in the Administration office by noon on Friday prior to the next Monday meeting at 4:30PM.
- B. Applications are reviewed and approved prior to home owners obtaining permits from the county.
- C. The Office staff will call/ email the secretary of the ARC to inform the Secretary of the new application
- D. The Office staff makes 2 double sided copies.
- E. The Office Staff places the applications in the cupboard in the lobby of the administration building. The combination lock is applied. NO. is [REDACTED]
- F. The applications may be picked up at anytime that the office is open.
- G. The applications are reviewed at the next ARC meeting. The committee makes sure all pertinent parts of form are completed.
- H. After review and approval, all members in attendance sign both the original and the copy, and given to owners that are present, or if owner is not present copy will be sent to the owner.
- I. Homeowner may then apply for permits from the county.
- J. When ARC needs more information or with disapprovals before making a decision the application will be sent back to owner with comments requesting more information and/or sighting county codes or CC&Rs etc. Owner may also make clarifications by contacting the chairperson by phone as noted on returned application.
- K. The original application is filed in homeowners property file in the office by the office staff.
- L. If owner is not present, Secretary will prepare envelope for mailing and give to office staff to mail or give to owner.
- M. Secretary will maintain a tickler spreadsheet of applications and decisions
- N. Any extra copies are shredded by the office staff following the meeting.

Developed and approved on November 28, 2011 by ARC. Approved by BOD
on _____

AGENDA ITEM SUMMARY**Meeting Date:** December 21, 2011**Meeting Type:** Regular Meeting**Department:** Architectural Committee**CROOKED RIVER RANCH****Contact:** Director DeSapio, Chair Mark Siemieniec**BOARD MEETING****Estimated Time:** 5 Minutes

ITEM TITLE:Architectural Committee Proposed Committee Charter

ACTION REQUESTED:

Approve/Not approve the following motion:

Approve the draft Charter for the Architectural Committee

ISSUE STATEMENT:Formally brings together statements of the Committee's functions, organization, relationship vis-à-vis the Board of Directors and modalities under which it will operate.

ATTACHMENTS:Draft Architectural Committee Charter approved By Architectural Committee on November 28, 2011 and forwarded with a request for Board approval.

DISCUSSION/**FINANCIAL IMPACT:**The draft charter establishes a formal statement of responsibilities and modalities for the Committee. It also provides benchmarks for the annual review of the Committee by the Board of Directors. Since it codifies much of what has been done or outlined in basic documents for the Association, the financial impact is minimal—with exception for the recommendation for the stated need for possible legal representation.

ARCHITECTURAL COMMITTEE CHARTER

Approval Date: **For Year(s):** 2012

Name of Committee: Architectural Committee

Type of Committee: **Ad Hoc** **Standing**

Number of Committee Members: 5

Projected length of service for committee: Ongoing

Confidentiality Requirement: 1. As Directed by HOA

Expectations for Committee:

Length of committee member commitment: 1 year as elected by the membership

Projected # of meetings per year: 24

Provide monthly minutes to board: **Yes** **No**

Meetings to be held at: CRR Clubhouse on 2nd and 4th Monday of month at 4:30PM

BOD Liaison/s: Michelle DeSapio

Role:

Represent the BOD to Crooked River Ranch (CRR) Home Owner's Association (HOA) Members and Renters by:

- Approving appropriate new and modified structures/buildings that are appropriate for ranch lifestyle

Purpose:

1. To Approve applications for new and modified structures over and above county code requirements for the ranch
2. To provide education to homeowners regarding (CRR's) Covenants, Conditions and Restrictions, and county codes.
3. To Assist with enforcement of CC&Rs
4. To develop and then update a Handbook for the Architectural Committee

Benchmarks to evaluate progress & Accountability:

Report to BOD quarterly approval activities

Monthly ARC highlights or tips of the month in newsletter

Show assistance with CC&Rs by writing letters to homeowners as needed with legal assistance.

Monthly minutes to the BOD meetings

Miscellaneous:

Financial Impact:

Legal Representation may be needed to enforce CC&R's

Approved by Committee November 28, 2011. To BOD for approval