

BOARD OF DIRECTORS
REGULAR MEETING MINUTES
October 17, 2011

CROOKED RIVER RANCH CLUB AND MAINTENANCE ASSOCIATION

CALL TO ORDER: President Johnson called the meeting to order at 6:05 pm and led in the Pledge of Allegiance to the American flag.

Members Present:

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

Quorum Present

CONSENT ITEMS

1. **Motion:** *to accept the consent items with changes.* Change: AR Log – correct spelling for Budget in “Budget FY 2013 Planning, On “Board Member Assignments” add Legal/Collection of Unpaid Dues Team to Director Parker’s assignments, Correct spelling of Director Nordin’s name. **Motion passed unanimously**

ANNOUNCEMENTS/MEMBERSHIP INPUT

1. President Johnson discussed the formation of a board committee to review and oversee collections. **Motion** by Director Pelly/second by Director Nordin: *we approve Directors Parker, Henderson and Lynn to a position on the legal review committee.* **Motion passed unanimously.**
2. Hal Robbins announced that there is an open position on the Fire District Board and requested assistance in notifying people of the vacancy. Qualifications: Concerned citizen. Phase Reps will send out an email and it will be posted on the website.

COMMITTEE & STAFF REPORTS

1. Director Parker thanked Director Lynn for his service last year and announced that the quarterly report will be in the November newsletter.
2. Paulette Nordin, Architectural committee secretary reported they are reviewing 3-5 applications each meeting and writing a charter and handbook. They meet every two weeks and starting in November will be meeting the 2nd & 4th Monday at 4:30. The committee has requested business cards to use while attending commissioner and county meetings. The new application form will be ready for the work session. They are looking into the CC&R’s currently on file. Ben complimented the committee for their quick work on applications. Director Parker will be providing current violations in excel format.
3. Paulette Nordin, Phase Rep Chair reported that as of the October 5th meeting they have 610 emails and have contact 717 homeowners. A phone tree is planned for next month. They are running out of provided phone numbers and have begun visiting members to ask for emails. They have requested business cards to identify themselves. The possibility of badges was also discussed. This issue will be moved to the Work Session.
4. Director Pelly reported on the pool operations for summer 2011. In summary, the pool usage this year over last was virtually identical and they recommend leaving the fee schedule as status quo with two exceptions: Changing the RV park charge for pool use to \$1.00 (up from .50) per campsite and increasing the fee for extra guests that accompany members (1-4 free) from \$1.00 to \$2.00. Recommended forwarding to the BAC for study and recommendation. It is unclear as to whether the RV Park is charging campers this fee or transferring this fee to admin. for pool care costs out of the current campsite charges. The annual budget is \$64,000. We have currently expended \$53,000. Required changes may be coming to add a 2nd drain to prevent a suction action should it become blocked. Discussion: If we are going to charge member guests beyond the 4th guest, should we look at the same scenario for RVers?
5. The 2012 Steel Stampede’s first meeting was held October 3, 2011. The concern was raised regarding the ongoing stability of this event if it must seek approval from the Association each year. **Motion:** Director

Pelly/second by Director Lynn: *that the Steel Stampede be assured of CRRC&M Association sponsorship, and full cooperation, for the next three years: 2011-2012-2013, this will enable long term planning and stability to the event.* Discussion: **Amendment** by Director Pelly/Second Director Lynn to: *change dates to 2012-2013-2014.* Diane Knox thanked the board for their commitment to the stampede. **Motion passed unanimously.**

6. The Old Fashioned Christmas planning is underway. In Director Martin's absent, President Johnson forwarded concerns that crafters are scheduled for 1 day instead of 2 and wanted to make sure they are aware facilities are available or to see if there's an issue the board can address.
7. Director Parker gave a report on the Snack Shack's performance during the summer 2011 season. Operation resulted in a loss of approx. \$2900, an improvement of approx. \$6500 over 2010. Approximate Breakdown: Food sales down \$4,000, \$6,000 less in food costs, Wages down \$3,000, \$1,000 for new point of sale cash register, golf course "book money" usage, replacement of patio furniture \$523. As part of the ambience of the ranch, manager Pat Huffer is discussing how to continue the trend of improvement.
8. **Correspondence:**
 - a. Third letter requesting permission to cut a road to tower road from a member property due to steepness of the drive. Since this is Association property, it would require a vote of the membership to allow it. President Johnson will notify the member. It was mentioned that others have roads. This needs to be reviewed.
 - b. Request for reduction in rent from a commercial tenant due to financial hardship during the winter months. The Board will be reviewing options and requesting financial records in support of the request. **Motion** by Director Pelly/second by Director Henderson to: *table the request until the work session.* **Motion passed unanimously.**
 - c. Director Henderson submitted a letter withdrawing from the Communication Committee and Phase Reps due to her Board commitment. **Motion** by Director Pelly/second by Director DeSapio to: Accept the withdrawal by Kit from the Phase rep and Communication committees. **Motion Passed: 7-yes, Director Nordin-no.**
 - d. Secretary Day and Director DeSapio have also provided resignations from the Budget/Audit Committee. Discussion: Whether it's necessary to make a motion to accept resignations. Decision No. A request was made for new members to join the Budget/Audit Committee.

OLD BUSINESS

1. **Draft Advertisement for Administrator Position:** Director Johnson introduced the updated draft for submission to the Oregon Department of Employment and asked for comments. Recommended changes: Add (preferably HOA/municipal experience) under preferences; under requirements change "ability to learn" to "working knowledge of"; under Job Duties add "Ability to work with and motivate volunteers". It was recommended to post on our website. Those interested can apply through Work Source Oregon. The process includes Work Source reviewing all applicants and setting up the interview process. **Motion** by Director Henderson/Second by Director DeSapio to: *accept the amended application requirements for the position of administrator of the Crooked River Ranch Home Owners Association.* Discussion: Differing salary ranges were discussed starting at \$45,000 and included using a range. Concern was raised over capping the salary which may exclude excellent candidates and those currently employed in this range but seeking further opportunities. Recommendation made to seek expert advice determining salary by consulting Work Source Oregon and reviewing the Federal Occupation codes. The use of a headhunter was discussed. The standard fee is 30% of the first year's salary. The draft states \$50,000-55,000. **Motion passed: 6-yes, Director Nordin and Secretary Day - no.**

NEW BUSINESS

1. **AFE #162 Road Maintenance Products:** Director Pelly updated the board on the current status of budgeted road maintenance products. The original budget was \$150,000. The purchase of the recent tractor reduced the budget by \$17,000 leaving \$133,000. Of that amount, \$100,000 has already been approved with a remaining balance of \$33,000 (Correction to be made on AIS to final draw of amount allowed-should be \$150,000). **Motion** by Director Pelly/second by Director Henderson that: *the Board approves the expenditure estimated at \$33,000.00 for Road Maintenance Products as listed on AFE #162.* **Motion passed unanimously.**

2. **Schedule of BOD Meetings – November 2011-2012:** Motion by Director Pelly/seconded by Director Henderson that: *we accept the schedule of board work sessions and regular meetings.* **Motion passed unanimously.**
3. **AIS Crime Policy Renewal:** President Johnson summarized the options available and the differences. It was observed that the minimal premium increase in Option 1 offered double the coverage. Motion by Secretary Day/seconded by Director Lynn to: *accept option 1 from AIC for crime coverage.* Discussion: Length of coverage options from 1-3 years. Amendment by Director Pelly/seconded by Director Henderson to: *Limit it to One Year.* **Amendment Passed Unanimously. Motion Passed Unanimously**
4. **Collision Coverage for older model vehicles.** Motion by Director Parker/Seconded by Director DeSapio to: *Delete collision coverage for the 1997 Ford F150 pickup, the 1998 Ford Ranger pickup and the 2001 Ford Ranger pickup.* **Motion passed unanimously.**
5. **Request from Phase Reps to gather additional emails through Administration:** Discussion included a change in verbiage in paragraph 2, sentence 2 of item 3. This change to read “The effectiveness of ranch communications would be enhanced by forwarding this information to the Phase Reps”. Motion by Director Nordin/seconded by Director Henderson that: *the board authorize the ranch administration to send out three sets of emails to assist the Neighborhood Phase Rep Committee in better communicating with residents with changes.* **Motion passed unanimously.**
6. **Hiring of Temporary Administration Employee Phyllis Carlin:** History-President Johnson has been acting as the supervisor of the Admin dept., Administrative/RV Facilitator and Board President. Additionally, he has been working diligently to move the process of hiring a new administrator forward along with charting the course for a new board. It has been extremely time consuming and stressful. It was determined that a temporary employee was needed to bridge the gap until a new Administrator can be hired. Due to her excellent skills, abilities and availability, Phyllis Carlin was sought to fill this role in a part-time, temporary capacity. Motion by Secretary Day/Seconded by Director DeSapio to: *confirm Phyllis Carlin as the team leader for the admin dept. in a temporary capacity.* **Motion passed unanimously.**
7. **Preliminary Discussion of Communication Committee’s Recommendation:** President Johnson, and other Directors commended the committee for an excellent job. It is incumbent for the board to look at each recommendation in light of its merits to see what works. The mock up of the newsletter was impressive. Several directors requested more time to review and digest. Motion by Director Pelly/seconded by Director Lynn to: *table the discussion till the work session.* Discussion: Director Nordin highlighted his recommendations regarding the committee’s website recommendation that any changes would be put off for a period of time. He would like to include his recommendations to the members. His recommendations along with the digital newsletter will be added to the website. **Motion passed unanimously**

ADJOURN AT 8:35