

BOARD OF DIRECTORS (BOD)
 WORK SESSION MINUTES
 October 3, 2011

CROOKED RIVER RANCH CLUB AND MAINTENANCE ASSOCIATION

CALL TO ORDER: President Johnson called the meeting to order at 6:00 pm and led in the Pledge of Allegiance to the American flag.

Roll Call-Members Present:

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

Quorum Present

BOARD MEMBER RESPONSIBILITIES/ASSIGNMENTS

Task assignments were discussed. Additions/changes: Director Lynn was assigned Liaison for Budget/Audit Committee, Director Henderson will be taking Director Day's position as the Neighborhood Phase Rep Committee Liaison, Director DeSapio will be the liaison for the Parks & Rec Committee. See Attachment A

ACTION REQUIRED LOG (AR LOG) – UPDATE/ADD NEW BOARD MEMBERS

AR Log accepted with changes: left column heading changed from (*Leader) to (***Contact**) which will be the first person named.

REQUEST FOR VOTE TO PROVIDE AUTHORIZATION FOR PRESIDENT TO SIGN STIPULATION AND AGREEMENT BEFORE THE OREGON WATER RESOURCES DEPARTMENT-SOLUTION TO ONE OF THE LEGAL ISSUES BETWEEN CRRC&MA AND CRR WATER COMPANY.

President Johnson gave an overview of the current status of remaining legal issues and his request for a vote from the BOD determining their desire to sign the stipulation before them to resolve one of these issues. **Motion** by Director Martin/seconded by Director Henderson to: *approve President Johnson signing the legal document for the stipulation and agreement as proposed.* **Amendment** by Director Martin/seconded by Director Henderson to include: *Extension of time for permit G11376.* **Amendment Motion Passed: Unanimous/Original Motion Passed: Unanimous.**

REQUEST FOR VOTE TO AUTHORIZE EXECUTIVE SESSION AT 5 P.M. BEFORE THE 17 OCTOBER REGULAR MEETING TO DISCUSS REMAINING LEGAL ISSUES INVOLVING THE CRR WATER COMPANY. {ORS 94.640 (7) (b) (ii)} AND REVIEW COLLECTION OF UNPAID ASSESSMENTS {ORS 94.640 (7) (b) (iii)}.

Motion by Director Henderson/Seconded Director DeSapio to: *Hold an executive session on October 17, 2011 regarding water company/CRRC&M issues and to review collection of unpaid assessments.* **Motion Passed: Unanimous.**

REPORTS

- Report – Board Resolution on Opposition to Whychus-Deschutes Wilderness Proposal and Its Dissemination – Secretary Gail Day:** Secretary Day reviewed corrections recommended regarding verbiage in the resolution. Under consideration is adding the word "Fire" before District Board in paragraph 5 and changing the wording from "sixty-six percent opposition" to "sixty-six percent of those responding opposed". **Motion** by Director Henderson/seconded by Director Martin to: *accept the language in the most recent document.* **Motion Passed: Unanimous.** See Attachment B
- Crestview Cable Contract – VPresident Jim Martin:** A draft of the new contract has been reviewed by both sides and tentative agreement reached with exception of the monthly rental fee. Current fee under

discussion is \$500/month with a 3% annual increase. At present we receive a 50% discount on cable services at the RV park. Ongoing discussions are centered around these two figures.

3. **Report-28 September Joint Board-Budget/Audit Committee Session-Marilynne Keyser:** Marilynne Keyser, Chair of the Budget/Audit Committee (BAC) reported on the September 28, 2011 joint BAC/BOD meeting at which the Association Auditor covered the audit report and management letter for fiscal year ending April 30, 2011. They provided a brief summary of the role of auditors: that of using a sample to test the accuracy of financial statements and to observe the internal controls in place. Revenues were up slightly and expenses were controlled with the significant change being a drop in depreciation of approximately \$100,000 due to aging equipment and/or buildings mostly from the golf course. They recommended that we continue integrating the golf course accounting practices with the Administration office to increase accuracy and timeliness of record keeping; Continue to address the long range needs of the Association, recommending the use of an outside consultant to perform a Capital Reserve Study and to complete a disaster recovery plan that includes offsite storage, retention policies and cross-training of staff. Volunteers are needed and welcome to join the committee for their coming budget cycle.
4. **Update-Road Tractor Requirements – Director Pelly, Sr.:** Director Pelly provided an accounting of expenses to date for the road department that included the proposed tractor of \$125,449.78 (see attachment C). **Motion** by Director Pelly/seconded by Director Lynn: *I move that Crooked River Ranch Club and Maintenance Association Purchase (after a thorough inspection) the Case 590 SL, located at Central Equipment Co. Inc. in Medford, OR., for the asking price (delivered to Crooked River Ranch) of \$34,000 complete with a 4-1 bucket. The funding to be shared by allocating funds from: The Road Departments' Budget in the amount of \$17,000.00 and \$17,000 from the Capital Reserve Plan (CRP) funds. In the event the Case 590 SL Backhoe is sold, the funds in the amount of \$34000.00 shall be made readily available for purchase of a suitable and comparable Backhoe for the Road Department.* **Motion Passed: 6-Yes, Treasurer Parker & VPresident Martin – No.**
DISCUSSION:
 - a. In support of motion, portions of road on the ranch are now 6 inches below where they began and have ongoing problems with drainage and puddling.
 - b. In opposition: Support for the 10 year plan was expressed, but concern that the amount needed seems to be fluid. A quick review of the internet located a 1985 2 yard loader for \$11,000 through a government purchase. Question: Are we getting the best deal we can. Additionally, has the idea of buying the Water Company equipment been fully explored? Answer: Staff and knowledgeable members have investigated equipment options and are satisfied this is a sound buy. Purchasing the water company equipment has been abandoned due to the condition (jack hammer usage) and lack of service records. The tractor being investigated has \$7-8,000 of service record repairs available to review.
 - c. Member Input included support for exploring multiple options as was concern over using government surplus due to poor usage habits and maintenance. The age of the alternate options also raised concern.
5. **Sign issue – Vince Pelly, Sr.:** Previously the BOD had voted to install three signs along Folley Waters as requested by a resident due to high traffic usage and speeding. It has come to the Board's attention that neither the Association nor the SRD can install speed signs without going through the proper channels that includes an application to the State Traffic Engineer and would require a traffic study.. Due to the time consuming and questionable outcome of this application, it's advisable that the BOD rescind the original motion. **Motion** by Treasurer Parker/seconded by Director Lynn to: *Rescind the motion made by Director Nimetz at the August Board Meeting regarding placing 3 speed signs on Folley Waters.* **Motion Passed: Unanimous.**

DISCUSSION ISSUES:

1. Draft Position Description: The Directors received an updated Position description for their review. The subcommittee is working on adding skill sets, etc. They're intending to put out a 1 page document. President Johnson recommended establishing a search committee to work with the Oregon Department of Employment who can assist us in developing a effective position description for dissemination. Substantial support for the

proposal amongst the BOD and the members was voiced with a 3-5 members recommended (1-BOD, 1 employee, 1 Association Member). Previously, a head hunter was being considered, but with high unemployment we may be able to avoid some costs with this route. It was recommended we also contact the national organization to which HOA Executives belong.

2. Director Lynn discussed funding of the CRP by reintroducing resolution 2010-04-19 clarifying that funding the CRP is not determined by the year ending profit/loss status. The BAC can initiate a recommendation to transfer funds based on the cash available in the operating account. Chair Keyser clarified that in 2011 we generated \$2000 less cash than in 2010. We used cash to pay off loans and buy equipments. If we transferred cash to the CRP it would be cash remaining in the operating account from prior years.

COMMUNICATION COMMITTEE PRESENTATION OF FINDINGS AND RECOMMENDATIONS FOR NEWSLETTER AND WEBSITE – 45 MINUTES

The Communication Committee gave a presentation that began with an overview of their charter that included the main criteria they used to guide their work: 1. Explore and evaluate the current system of ranch communications, 2. Gather community input, 3. Develop a coordinated system of communication, 4. Prepare and present findings. Following these directives they identified the current methods of communications: Website, newsletter, phase rep program, directory, blog, signs & organizations/clubs. They also identified all the partners in this endeavor. Based on the results of a survey and two public forums called communication coffees, they worked to develop a set of options and recommendations for BOD review. During the course of their work, the new website was rolled out and they worked closely with Director Nordin who carried the lion's share of work to bring this new website to fruition.

Additional recommendations for the website were presented as well as two options for newsletter improvement. Option A was based on the current format with changes to the interior based on public feedback. Option B is a complete revamping of the newsletter and uses a "newspaper" format at a reduced cost. Option B was the committee's recommendation since it provides the greatest opportunity for inclusion of many of the items from the public combined with those of the committee. Other major recommendations included the hiring of a "Communication Specialist" with the savings experienced from the new format whom would complete design and layout in house along with managing communications to and from all parties and an "Advertising Specialist" who would be paid a commission based on increased advertising. The presentation was favorably received. The committee and BOD will continue discussions in the future regarding the recommendations. The packet of information provided is attached with copies of the newsletter options as Attachment D.

THE MEETING WAS ADJOURNED AT APPROXIMATELY 9:15

Respectfully submitted, Gail Day, Secretary