

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

December 19, 2011

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.

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

CONSENT ITEMS

Motion by Director Henderson/second by Director Martin to: accept the consent items, with the following amendments, change secretary designation from Gail to Jay on Working Minutes. Also changed the word “approval” to “support of” the CDO Master Plan and changed “Robinson” to “Robbins” on the Critically Injured Wildlife Guidelines in the Working Minutes, dated Dec. 6th. Changed the RV Park wording on the Joint BOD/BAC Meeting Minutes (Nov 30) from “approximately \$11,000” to “TDB”. Motion passed unanimously.

COMMITTEE AND STAFF REPORTS

Architectural Committee Report – Paulette requested Board direction on whether to create an Architectural Review/Procedural Handbook as additions are made or submit completed handbook in several months. Board decided that the handbook can be created and additions be submitted as committee creates them. The committee has requested from applicant to submit a color chart when submitting plans to committee. See Architectural Committee Minutes (Nov 28 and Dec 12) for more details.

Communication Committee Report – Billie Higgins. Request board to extend the committee activities. Discussion followed. Gail motioned to extend committee for another six months, seconded by Martin. Motion passed unanimously. Committee will submit 3 items for discussion at the March meeting.

Phase Rep Committee Report- Paulette Nordin reported 59 additional emails have been obtained.

Nominating Committee Report – Phyllis Carlin, committee met in Dec. to review election procedures and update election timelines, next meeting January 4th, 2012.

Treasurer’s Report – Treasurer Parker reported the Association’s finances are in fairly good shape, figures down 10,000 dollars but not to be alarmed. BAC requested a new management letter from audit, should arrive by February. The BAC and department managers met and discussed and fixed several line items, changed recording of depreciation monthly. Martin motioned to transfer from the checking account to the Reserve Account in the amount of \$10,000 to partially offset the Sprayer which was purchased this fiscal year from the Reserve Account. This will charge against the FY 2012 Budget Golf Maintenance operations account #1-20-22-8080010, seconded by Director Day, motion passed unanimously, 9-0. Martin motioned to transfer 73,000 from the checking account to the Reserve Account for FY 2012, seconded by Henderson. Vote: 8-1, Lynn against motion. See handout for details of recommendations.

Director Johnson reported two recent thefts; maintenance installed a powerful light and motion sensor. Four motion sensors have been also installed by golf maintenance.

Report Status of Administrator Search by Director Martin. Thirty six (36) applications submitted to WorkSource Center in Redmond employment office, 14 filtered to CRR. Letter was sent to Governor, thanking WorkSource for their efforts. Board sub-committee, Interviews with 6 candidates now complete (Bill Fullhart, Richard Jenson, Jim Martin); Seventeen questions developed, each committee member asked 5 questions, out of the 6 candidates three were selected for interviews with the Board. Board will begin interviewing final candidates this week.

Crippled or Helpless Wildlife report. Hal Robbins will be used after hours/weekends to dispose of wildlife. Contact Fire Station to get Hal's assistance.

Cautionary Signs on River and Folley Waters by Director Pelly. Project is complete, Vince passed out pictures on new signs. Letter was delivered to Robert.

Water Company Agreement report, Jim Martin. We will get 430.63 cents from T-Mobile. Water Company wants equipment removed from water tower.

Director Martin wanted to thank Jason Moser for requesting Bus Stop at Mustang and Chinook, we appreciate his time, efforts and money he put into the project. Martin stated we need to thank him using the Ranch Letter Head.

Crestview Cable Contract report Martin, we will receive \$350 per month income from contract.

MEMBERSHIP INPUT/ANNOUNCEMENTS - None

OLD BUSINESS

President Johnson submitted AIS Administrative Handbook change, Reservation for Exclusive use of Community Facilities, Section 9.5B. Motion to approve change Property Owner Groups and Organizations, section 9.5B, "To take advantage of the reduced rates noted above, all applicable property owner groups or organization 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-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." And delete second paragraph under 9.5B, starting with "All applicable Property Owner groups and Organizations must". Seconded it by Nordin, vote: 9-0

Communication Committee recommendations for Newsletter presented by Director Gail Day, see handout for details. Numerous items were discussed. Director Nordin motioned to approve Items 1 and 2 from report to change style of Newsletter to the 22 x 28, format using Central Oregonian (as the printer) and create a communications email to submit articles/announcement/ads for the newsletter: communications@crookedriverranch.com. Motion passed 8-1, President Johnson no vote. Discussion followed, it was agreed to have one person from the committee work with Phyllis Carlin with the first addition of the Newsletter. Total Cost of project is unknown.

CDO committee report, Billie Higgins requesting Board approval, Community Center Project/MacPherson land use project. Gail Day reported that despite earlier information, her meeting with Jefferson County, the transfer of property (residential and commercial) jurisdiction to the HOA, SRD or Fire District was not a given. CDO is going back to County for clarification of this new information.

Kiosk/Cluster Box Property presented by Director Vince Pelly. Land has been purchased at Badger/Chinook and 3 permits are in place. Pelly presented AIS Kiosk/Cluster Box move, "approve initiating the Kiosk/Cluster Box project, by beginning the permit process, and

authorizing the release of the \$6,000.00 in the “shared services” budget item #1-30-32-65270 and an additional, unfunded, \$4000.00 to bring the project to fruition. Seconded by Martin, motion passed unanimously, 9-0.

FIRST READ – None

SECOND READ – None

Motion by Director Nordin to adjourn to Executive Session. Meeting adjourned at 8:28PM.