

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

Monday, March 20, 2023, 6:00 P.M.

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

Name		Name		Name	
Kari Vickery President		Ara Erdekian Vice President		Mike Dries Secretary	
Randy Peterson Treasurer		Sheryl Jones Director		Julia Randall Director	
Sarah Woolverton Director		Robert Beveridge Director		Daniel Lowe Director	

II. CONSENT ITEMS

- a. Agenda of Regular Meeting – March 20, 2023
- b. Minutes of Regular Session – February 20, 2023
- c. Minutes of Special Session – February 28, 2023
- d. Minutes of Work Session – March 6, 2023

III. COMMITTEE & STAFF REPORTS – Representatives of Committees may request to report on committee's activities since last regular Board meeting. Each person's comments will be limited to three minutes. *(Available Committee minutes and staff reports have been provided in the Board books and on the website.)*

IV. RANCH MANAGER's REPORT –

- a. Collections Report
- b. Website Update
- c. Steel Stampede Update
- d. Snack Shack Update

V. OLD BUSINESS

- a. AR Log
- b. Recap- Jefferson County Commissioners Meeting – March 8, 2023 – President Vickery

VI. NEW BUSINESS

- a. AFE #283 – Fuels Reduction Expense

VII. SECOND READINGS

- a. FY 2024 Capital Reserve Plan Budget
- b. FY 2024 Operating Budget
- c. FY 2024 Fee Schedule

VIII. FIRST READINGS

IX. PUBLIC INPUT - Must sign up and identify issues to speak on before meeting starts and individuals will be limited to three minutes unless additional time is allowed by the President.

X. PREVIEW OF WORK SESSION – April 3, 2023

XI. ANNOUNCEMENTS & WRAP-UP:

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR SESSION BOD MEETING MARCH 20, 2023

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS**

Monday, February 20, 2023, 6:00 PM

I. CALL TO ORDER: The Meeting was called to order at 6:00 pm

a. Roll Call:

b. Pledge of Allegiance

Association Board Members:

Name		Name		Name	
Kari Vickery President	X	Ara Erdekian Vice President	X	Mike Dries Secretary	X
Randy Peterson Treasurer	X	Sheryl Jones Director	X	Sarah Woolverton Director	X
Julia Randall Director	X	Robert Beveridge Director	X	Daniel Lowe Director	O

II. CONSENT ITEMS -

- a. Agenda of Regular Meeting – February 20, 2023 Addition to New Business: Volunteer Service form; Jody Gmeiner; CC&R committee
- b. Minutes of Regular Session: January 16, 2022.
- c. Minutes of Work Session – February 6, 2023.

A motion to approve the above consent items with the addition to New Business, was made by Director Woolverton. It was seconded by Vice President Erdekian. It was a unanimous decision to approve.

III. COMMITTEE & STAFF REPORTS –

It is noted that the RV Park revenues are down from last year.

IV. RANCH MANAGER'S REPORT:

- a. **Collections Report:** Ranch Manager LaPora reported that payments continue to be made. 723 accounts are still owed. She also commended Kara for her work on delinquent accounts.
- b. **Website Issues Update:** CivicPlus was chosen to build and implement the new website. Ranch Manager LaPora expects to start working with CivicPlus this week.

V. OLD BUSINESS

a. A/R Log:

#1 Comments: Add'l two weeks for determination of grant request.

#2, 3, 4 Comments: No change 2.20.23

#5 Comments: A plan is being created to present to JEFFCO for TOT funds.

b. Grant Status Update (Heritage House and Fire Abatement): A determination on the Fire Abatement grant is expected in the next two weeks. It was also noted that the grant for the Heritage House upgrade cannot be pursued as the grant will only be awarded to 501(c)3 entities. The Ranch is a 501(c)4 and would not qualify.

c. RV Park Software Update: Director Beveridge reported that the basic installation of the new reservation system is complete. The merchant account should be completed shortly. The go-live date will be delayed until after the adoption of new RV rates.

VI. NEW BUSINESS

- a. **AFE #282 Back 9 Irrigation Pump and Motor Service:** A motion to approve AFE #282 in the amount of \$21,723.12 for the repair and rebuild of back 9 irrigation system motors and pumps was made by Director Jones. It was seconded by Secretary Dries. It was a unanimous decision to approve.
- b. **Proposed Equine Activities:** Resident Sharalyn Hays, presented a proposal for use of the cleared pasture off of Buffalo Rd along with rental of the arena to host an Equine Trail Sports (ETS) event. They are asking for May 20 & 21 and September 9 & 10. They would like to offer paid camping for participants. They are asking for permission to allow camping, to purchase water to assist with keeping horse troughs filled and also with dust abatement. Insurance is provided by ETS and CRR will be listed as an additional insured. The events would be held in the arena, the Buffalo Road area and along established horse trails. It is expected that around 40 participants will be taking part. A motion to approve the events with no camping fee for the May event and water purchased from CRR at cost was made by Director Jones. It was seconded by Director Beveridge. It was a unanimous decision to approve.
- c. **Volunteer Service Forms; J Todd Hill – BAC & Ranch Enhancement Committees and Jody Gmeiner – CC&R Committee:** A motion to approve J Todd Hill for the BAC & Ranch Enhancement Committees and Jody Gmeiner for the CC&R Committee was made by Vice President Erdekian. It was seconded by Director Woolverton. It was a unanimous decision to approve.
- d. **Revised FY 2023 CRP for Heritage House Mini Split:** A motion to adopt the revised FY 2022/2023 CRP with the addition of the Heritage House Mini Split in the amount of \$7,550.00 was made by Director Jones. It was seconded by Secretary Dries. It was a unanimous decision to approve.
- e. **FY 2024 Budget Presentation – Budget Audit Committee (BAC) Chair – Herb Parker:** Chair, Herb Parker presented the BAC approved Budget.

VII. SECOND READINGS:

None

VIII. FIRST READINGS:

- a. FY 2024 Capital Reserve Plan Budget
- b. FY 2024 Operating Budget
- c. FY 2024 Fee Schedule

IX. Public Input - Carol Orr spoke.

X. PREVIEW OF WORK SESSION – March 6, 2023: Additions:

- j. Coffee with a Cop:
- k. Grant update:

XI. Announcements:

Jefferson County Board of Commissioners CRR Meeting will be held on March 8, 2023. at 6:00 pm in the Juniper Room. All are invited to attend.

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION FOR PERSONNEL AND LEGAL ISSUES:

A motion to adjourn to Executive Session was made by Vice President Erdekian. It was seconded by Secretary Dries. It was a unanimous decision to approve. The Regular meeting was adjourned at 7:46 pm.

Executive Session was adjourned at 8:29pm with a motion by Director Jones, a second by Secretary Dries and unanimous vote.

Open Session was reopened at 8:31pm. Director Jones made a motion that any discussions regarding Carol Orr with Ms. Orr or any other individual be considered a legal matter and referred to the HOA attorney through Ms. Orr's or the other party's attorney. The motion was seconded by Secretary Dries and approved unanimously.

Director Randall made a motion to adjourn the Regular Meeting at 8:33pm. It was seconded by Director Jones and unanimously approved.

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
SPECIAL SESSION
TUESDAY, FEBRUARY 28, 2023**

- I. Call to Order – at 2:01 PM via Zoom
- II. ROLL CALL- Board members present were President Kari Vickery, Vice President Ara Erdekian, Secretary Mike Dries, Director Julia Randall, Director Sheryl Jones, Director Sarah Woolverton and Director Bob Beveridge. Absent were Directors Daniel Lowe and Treasurer Randy Peterson.
- III. SPECIAL TOPIC:
 - a. Reason for Meeting: Review and adopt proposed Resolution 2023-02-28-A, RV Park Fee Schedule.
 - i. President Vickery reviewed the Resolution with the BOD and asked if there were any questions or concerns. The BOD indicated there were no questions and no concerns.
 - ii. Director Beveridge made a motion to adopt Resolution 2023-02-28-A, RV Park Fee Schedule. The motion was seconded by Vice President Erdekian. It was a unanimous vote to adopt.
- IV. Director Beveridge made a motion to adjourn the Special Meeting. It was seconded by Director Jones and approved unanimously. Meeting was adjourned at 2:07pm.

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR BOD MEETING MARCH 20, 2023

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
WORK SESSION
MONDAY MARCH 6, 2023 - 10:00 A.M.**

I. Call to Order: The meeting was called to order at 10:00 am.

II. Roll Call: It was noted that all Directors except Director Lowe were present.

III. Special Topics:

a. Regular Board Meeting Agenda Review – March 20 20, 2023: No additions noted at this time.

b. CRR Website Update: Ranch Manager LaPora reports that a contract has been signed and work on design and functionality continues. No date for completion at this time.

c. RV Park Reservation System: Director Beveridge announced that the software installation is complete and new reservations should be available by Wednesday of this week. Firefly is cleaning up some last-minute issues.

d. Heritage House Asset Update: General Maintenance Supervisor Knoke reports that one quote from an electrical contractor came in at around \$69,000.00. Another quote will be provided shortly. A walk through with a construction company has been complete and another one is scheduled for next week.

e. Community Garden Project: Vice President Erdekian laid out a tentative plan for work parties to start work. April 1 is scheduled for Disc Plowing. April 15 for manure spreading. TBD for fencing installation. Notices will go out through Social Media sites, including Phase Rep notices to recruit volunteers to assist with plowing and manure dumping. Pumpkins and Sunflowers are scheduled as the first crop.

f. RV Dump Station Update: General Maintenance Supervisor Knoke reports the pad is completed and the wash station is waiting for approval along with water being turned on. The credit card kiosk is near completion.

g. Heritage House Electrical Update: General Maintenance Supervisor Knoke reported earlier that the first estimate has come in at around \$69,000.00

h. Winter Water Damage in CRR Rental Update: Initial estimate of damages is between \$9,000.00 and \$12,000.00. General Maintenance Supervisor Knoke is working with the insurance company. Rent has been suspended during the reconstruction period. Insurance deductible is \$1,000.00

i. Alternative Funding Committee Update: Director Jones announced that a decision on the Fire Abatement Grant will not have a decision until April. The committee continues to work on another grant through BLM.

j. Nominating Committee Update: Secretary Dries reports that he and Kay Limbaugh have both talked with two members each about submitting BOD applications. They feel confident that the members will apply.

k. A/R Log:

#1, 2, 3 & 5 Comments: No change 3.6.23

#4 Comments: S. Woolverton, M Dries and A Erdekian will work with K Vickery to review the Commercial area for additional improvements.

l. Reminder: Jefferson County Board of Commissioners CRR Meeting – Wednesday March 8, 2023 at 6:00 pm in the Juniper Room. Jefferson County will provide the Zoom link via their website.

m. Reminder: Steele Stampede is scheduled for May 6 & 7. Volunteers are still needed. Contact the Administration Office for more information.

n. Comment: General Maintenance Supervisor Knoke gave a shout out to BAC Chair Herb Parker for giving a clear presentation of the BAC Budget.

IV: VOTE TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS CONTRACT ISSUES. (ORS 94.640 7 (a))

A motion to adjourn to Executive Session was made by Director Jones. It was seconded by Secretary Dries. It was a unanimous decision to approve.

The Work Session was adjourned to Executive Session at 10:58 am

Executive Session was adjourned at 11:51 am.

Open Session was reconvened at 11:54.

A motion to adjourn was made by Director Randall, seconded by Director Jones and approved unanimously. Open Session was adjourned at 11:56 am with no action taken.

To: Crooked River Ranch BOD
Fr: Judy LaPora, Ranch Manager
Date: 3/8/23
Re: Administration Monthly Report for March 2023

Significant Events/Accomplishments:

- On February 10, 2023, the Ranch signed a contract with CivicPlus for the building of our new website. We have been working on the design and data that needs to be input for the site. We hope to have the site completed in mid-April and look forward to rolling it out to our membership.
- Budget work continued with the BAC approved budgets being presented to the Board of Directors at the February 20, 2023 BOD meeting as a first read. BAC Chair Herb Parker made a presentation to the BOD and membership regarding the FY 2024 proposed budgets. On February 28, 2023, the BOD held a Special Meeting to adopt the RV Park Fee Schedule in preparation of going live with our new RV Park software.
- Kara processed 14 dues requests from title companies and 8 changes of ownership. She also completed 61 auto-debit billings for the 5th and 67 for the 20th of February as well as 107 monthly billing invoices and 16 newsletter accounts. She was able to collect \$2,156 from seriously past due accounts not with the collection attorney. She filed one lien release, 24 lien filings and one Intent to Lien letter. She also processed one CC&R complaint, processed, and mailed 8 CC&R letters and 4 inspection reports.
- Tammy processed 473 payment transactions. She mailed out 6 Welcome Packets and processed 6 Arena Waivers in addition to her daily duties of first line customer service both walk ins and phone. She also handles all of the incoming mail for the Ranch. She helped in scanning property files, scanning 19 files.
- Jan continued with her normal duties, including accounts payables and receivables, reconciling bank statements, monthly financial statements, payroll and payroll taxes, billing rental accounts, monthly allocations and managing fixed assets.
- Brenda has hit the ground running. She is taking the lead in many of our Ranch events, currently working on the Steel Stampede. She is also cleaning, stocking, and updating the two Kiosks as well as soliciting for Kiosk advertisers. She attended both BOD meetings in February and has taken over posting on the Ranch Facebook page. She also scanned 67 property files and assisted with taking payments, answering the phone and providing customer service to walk in customers.

Respectfully submitted,
Judy LaPora, Ranch Manager

FEBRUARY 2023 GENERAL MAINTENANCE REPORT

March 8th, 2023

Heritage House: Walk-throughs for an energy audit of the building and the demolition/rebuild survey were delayed due to my two-week Covid vacation. They have been re-scheduled. So far, we have received one quote from the three RFP's sent out for the electrical upgrade per the engineering specifications. We installed a new toilet on the second floor, repaired leaks in the bathtub, and have started repairs to the bathroom floor.

Rentals: We have received the insurance claim settlement for the flood damage of the duplex. The demolition is complete and the electrical rough-in has been done. A contractor has been selected to do the re-build and they will start in the first week of March. This work involves replacing the sub-floors, vinyl flooring, and portions of the dry wall throughout the building. Texture and painting will be done also. A complete re-wiring is needed as well.

RV Park: The concrete RV pump-out pad has been poured and the holding tank level alarm panel is wired for the RV Dump station. A licensed plumber completed the wash down faucet and back-flow preventer installation, and that awaits final inspection for when we can turn the water on. The credit card payment pedestal has been ordered and will be installed next.

Weed Abatement: We have started the routine annual schedule for weed abatement. Plans are in place for spraying and mowing the North Pasture walking trail, making it wider and safer. Spraying will take place in June and mowing will be in the Fall. Problem areas around the ranch have already had one application.

Fuels Reduction: The Crater Loop safety corridor fuels-reduction project will be completed in the first week of March. The contractor will use a drum macerator to remove brush and small trees. A section on the lower bench between Trout Rd. and the Crooked River will get similar treatment.

Cluster Boxes: A new concrete mailbox pad has been installed at Golden Mantle. The CBU's will be moved away from the roadway and onto the pad when we get the OK from the Post Office. We installed an extra CBU at the Maverick CBU site.

Steel Stampede: We have started work on preparations the race, constructing reader boards, ordering canopies, and coordinating the closure of the Disc Golf course during the week preceding and the weekend of the race.

North Pasture Fence: The failing 675-foot section of wood fence along the BLM lands on the south side of the pasture has been removed and materials have been purchased for its replacement. The new fence will be a four-foot high pasture fence, constructed with No-Climb wire fencing with pressure treated H-pole structures placed approximately every 125 feet. There are access gates at each end of the fence, and these will be retained.

General: We burned most of the Cat-Tails along the edges of Mac Park Pond. The Toyota Tundra needed new brakes and a rear axle seal. Co-Energy propane has installed a new 500-gallon propane tank to service the clubhouse. We burned old piles of old lumber and trash in the bone yard. Snow and ice removal was on-going in February with occasional breaks which allowed us to harrow the Arena footing.

Respectfully Submitted by: Michael Knoke



To: Judy LaPora, Ranch Manager
CC: Kari Vickery, President CRR C & MA
From: Randy Ballard, PGA
Subject: February Update of Operations
Date: March 6th, 2023

Golf Shop Operations

Overview:

February was cold and snowy. We were closed more days than last year; the days we were open the average temp for the month was 9 degrees colder than last year at 47* down from 56*. We are currently receiving boxes and boxes of new merchandise and getting the Golf Shop stocked for the season about 6 weeks earlier this year, so we won't have to deal with receiving and ticketing when rounds begin to increase. Over the last two weeks I've booked another 7-8 buddy group tournaments; our core Summer months, mid-June through mid-September, are really starting to fill in.

Significant Events/Accomplishments:

- Rounds are down, but revenue up with the \$2-5 increase that was implemented into last year's pricing.
- Supply chain issues with merchandise has been better, which shows in the merchandise sales line item at \$20.5k ahead of last year through February. (Though I just received balls I ordered 9/23/22 last week!)

Opportunities:

- Promos to create traffic and revenue between now and early peak season. With us being closed more the last two months than my previous two winter seasons I wanted to throw out promos to push rounds through the door as we close out our fiscal year.
 - Smart Shopper – 2 for 1 coupon cart NOT included: Great eye catching coupon that we have already seen five of in 4 days; even at 50% off rack rate we are getting people through the door and hopefully upselling them with extra balls, hats or clothing. Offer expires 4/30/23

- Golf Moose - \$30 rate includes cart, Monday – Wednesday after 12:00p: This company has roughly a 120k email database and will blast for us in their Northern California/Oregon regions. They sell “round vouchers” through their website and constantly blast their database with offers. For advertising they keep 15%, so we make \$25.50 per player, though not much money, as above we hope to sell other items and range balls to these folks. Offer expires 5/31/23

Potential Shortcomings:

- Rounds are down 2.3% YoY. The National Golf Foundation (NGF) is showing golf is down 5.5% across the country, so we are right in line with everyone else.
- How much longer will this cold snowy weather last into Spring?

Looking Forward:

- foreUP contract has been signed; as it stands now my date to “go live” is set for 4/17. I have my first implementation and setup call on 3/9. From there I will be in constant contact with their onboarding and website development teams. Everything from Szen will be brought over by their team, inventory, rate structures, credit books, name databases etc.

Best,

Randy Ballard, PGA

CRR GOLF SHOP MONTHLY SALES REPORT
February 2023
Golf Shop Sales Report

February	2023	2022	% Chg
Days Closed:	8	6	25.00%

Feb '23 Revenues vs. Feb '22	Feb '23		Feb '22		Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	12,730.00		19,819.00		(7,089.00)	-56%	753,635.40	699,599.07	54,036.33	7.17%
Annual Pass Sales	-		770.00		(770.00)		222,307.75	202,458.25	19,849.50	8.93%
Cart Rentals	4,379.00		9,871.00		(5,492.00)	-125%	242,772.25	256,428.50	(13,656.25)	-5.63%
Merchandise Sales	5,672.00		5,627.75		44.25	1%	190,701.10	170,125.14	20,575.96	10.79%
Driving Range	1,115.00		1,986.00		(871.00)	-78%	34,347.00	33,602.30	744.70	2.17%
Cart Storage Fees	-		-		-		34,124.00	32,719.00	1,405.00	4.12%
Miscellaneous Sales	10.50		6.00		4.50	43%	566.00	2,439.45	(1,873.45)	-331.00%
Totals	\$23,906.50		\$38,079.75		(\$14,173.25)	-69%	\$1,478,453.50	\$1,397,371.71	\$81,081.79	5.6%
Feb '23 Rounds vs. Feb '22	Feb '23 Actual	HOLES	Feb '22 Actual	HOLES	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
		9 18		9 18						
1 Rack Rate Rounds	295	27 268	537	63 474	(242)	-82.0%	8,439	8,578	(139)	-1.6%
2 Prop. Owner Rounds	16	5 11	22	5 17	(6)	-37.5%	693	800	(107)	-15.4%
3 Discounted Rounds	116	12 104	138	11 127	(22)	-19.0%	8,136	8,138	(2)	0.0%
4 Annual Pass Rounds	832	832	906	906	(74)	-8.9%	12,716	13,357	(641)	-5.0%
5 Employee Rounds	14	14	25	25	(11)	-78.6%	349	381	(32)	-9.2%
6 Industry Comps	11	11	9	9	2	18.2%	173	147	26	15.0%
7 Gift/Rain Checks Rds, etc.	6	6	13	13	(7)		689	500	189	27.4%
Total Rounds Played	1,290	44 1,246	1,650	79 1,671	(360)	-27.9%	31,195	31,901	(706)	-2.3%
Punch Cards Sold	2		-		(1)		51	43	8	16.7%
2022/23 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.	% Chg
P.O. Single			0				98	114	(16)	-16.3%
P.O. Couple	1		-1				77	86	(9)	-11.7%
PO Junior			0				8	4	4	50.0%
Non-Prop Single Full						0	18	9	9	50.0%
Non-Prop Single Wkdy						0	16	14	2	12.5%
NO Couple Full						0	19	15	4	21.1%
NO Couple Wkdy						0	3	2	1	33.3%
NO Junior						0			-	
NO Afternoon ONLY						0	6	3		
Totals	0	1	-1	0	0	0	245	247	(2)	-0.8%
	This Month	Last Year	Difference	% Chg	This YTD	L- YTD	Difference	% Chg		

- 1 Includes weekday and weekend rounds for juniors, seniors and regular guests at regular posted rates.
2 Weekday and Weekend rounds at posted property owner rates.
3 Includes all promos, specials & twilight rounds at regular posted rates.
4 All rounds that are discounted including large groups, special member events, visitations, etc.
5 All Annual Pass Rounds

- 6 All Employee rounds
7 All Industry comp rounds
8 Includes all rounds specifically from punch cards and donations/trades

TO: Judy Lapora, CRR Administrator

FROM: Richard Jensen / Golf Maintenance

Date: 3-6-2023

RE: monthly report

Overview: Despite some very warm, nice days Mother Nature continues reminding us that it's still winter! For the period, temperatures were only a few tenths of a degree below normal for both highs and lows. Precipitation was one inch below average for the month. Totals for our water year, October – September, are in a deficit of 1.4". Not the worst deficit I can recall for this time of year, but any deficit just continues our struggle with drought. The golf course was closed due to snow cover for seven days in February bringing our total days of weather-related closures to 53 since November 1, 2022. Joe Griffin, one of our long-time members, said to me a couple weeks ago "this has got to be the most days closed that I can remember with the least amount of snow". A very astute observation.

Significant Events/Accomplishments: We completed our annual personal property inventory required by Jefferson County for taxing purposes. Additionally, I submitted the annual hazardous materials possession survey for Ranch operations to the Office of the State Fire Marshall as required for the Community Right to Know (CR2K) program. All logoed tee yardage markers were set in concrete bases and installed on their respective tee boxes. Several wind events damaged some of our juniper trees throughout the course, although this time, it did not require us to completely removed any trees, only damaged limbs (widow makers). Rabbit brush was removed from the cinder area between four tees and six fairway to reduce the amount of time players spend searching for their errant shots in this vegetation. Cattails in the back-nine ponds were smashed down in preparation for burning prior to filling the ponds at the end of March. Wellspring Environmental completed the tree portion of the fuel's abatement program adjacent to #6 tees and will be mowing the brush down in early March. Speaking of tree management, I removed a significant portion of the large poplar adjacent to 18 tees in preparation for complete removal. In my opinion, due to root encroachment and water consumption, these are one of the worst trees to put on a golf course, followed closely by willows. This tree has caused a significant amount of damage to the cart path and requires removal prior to beginning cart path repairs this spring. Brian continues to hone his rodent trapping skills, he has caught almost a dozen pocket gophers throughout the course with many more to go. Central Oregon Weed Control performed ground clear applications throughout the course, including a pre-emergent product for season long weed control. We removed and replaced the dead snag on the right side of hole number nine's rough. This feature is used extensively by raptors hunting for rodents. I continue updating the company's safety training manual in preparation for annual training requirements.

Opportunities: I attended a meeting of central Oregon golf course superintendents, presented by OSU and Simplot, discussing winter turf damage and what different strategies are incorporated into each course's maintenance programs. To some extent we all perform most of the same strategies to protect the golf course during wintertime, it's just a matter of location and timing that differs. We remain one of the only courses in the area that actively removes snow from the course to speed reopening of the facility. This is only done with minor amounts of snow to open the course for revenue generation.

Potential Short Comings: Continued inclement weather slowing down spring green up of the turf. The minor disease infection of #7 green continued to persist and slowly spread throughout the putting surface. I treated this green and #8 tees for disease control. Rockchuck's abound and continue to emerge from winter hibernation. We have not seen an abundance of ground squirrels (sage rats) out yet this year but expect to when temperatures begin to increase.

Looking forward, completing updating of employee safety manual and conducting safety training, beginning mowing and fertility programs if winter ever ends, completing annual equipment preventive maintenance and testing equipment, burning vegetation on back-nine pond and creeks, reinstalling back-nine irrigation system motors and pumps and prepping both pump stations for charging the systems in early April are activities scheduled for the golf maintenance team in the next reporting period.

Respectfully Submitted,
Richard Jensen GCS

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 3/13/2023

Re: Monthly Report for February 2023

Overview: Plow and Sand, maintenance

Road Maintenance: We fueled all equipment weekly. We road patrolled 16 out of 18 workdays this month. We plowed and or sanded 9 days this month with the little storms that blew through. We put down roughly 200 to 250 yards of sanding cinders. We put down another 15 bags of cold patch on Quail. We plowed the gravel hills once due to a three day build up of snow. We widened and added gravel to the mailbox cluster on Panorama. We were unable to grade any roads this month due to freezing temps and snow.

Vehicle Maintenance: We washed both pick-ups. We cleaned the radiators on the JD 310, replaced the seat adjustment cable, installed a C/B, changed the air filter, installed a heater switch, washed and greased as well. We rotated the tires on D/T #2. We took D/T # 2 to TEC equipment for repair of an axle seal and brake job on the rear duals. We replaced the batteries and greased the 544 loader. We pulled out the broken lock cylinder off the drivers side door in D/T #1 (looking for replacement). We also tore apart the spare plow for repairs.

Misc.: One of my guys spent 14 full days in the grizzly pit and was able to get it all cleaned up. We swept the shop floors several days. We also graveled and rolled the access area behind the shop because the propane delivery truck was getting stuck.

Deer: No deer this month

Signs: We had to replace the stop sign on Crater loop that got ran over. We straightened several school bus signs, and I placed an order for numerus missing signs.

Town Trips: I made five trips to town for parts and supplies.

Respectfully

Jordan Jones / Road Supervisor

RV PARK – MONTHLY REPORT – FEBBRUARY 2023

OVERVIEW:

February weather kept a lot of folks away. Not many campers wanting to brave the weather to come down for a short stay.

INCOME:

This February was down for camping and for extended stay from this time last year. Will work on social media platform for the coming year to hopefully improve income overall.

	2022	2023
Camping	\$ 890.00	\$ 415.00
Extended Stay	\$16,025.00	\$ 6,000.00
RV Park Income	\$ 131.50	\$ 164.00
TOTALS:	\$17,006.50	\$ 6,579.00

PROJECTS:

Worked on the new reservation software. Hope to be live soon. Norm is working to beautify park. Several projects going on to ensure we are ready for the busy season.

Submitted by:

Cathy Wagoner

RV Park Supervisor

ARC Minutes of New Applications for March 13, 2023

Members: Gail DesBrisay(Chair), Nancy Lutz, Jim Hussey,
Mike O'Brien, Malcolm White.

CC: Judy LaPora, Mike Dries – Liaison

Guest: None

Minutes from last Meeting: Approved by Jim Hussey and second
By Malcolm White.

Old Applications:

16380 SW Folly Waters Dr. Botten. Ph #09, Lt #06. Animal Shed.
For chickens. **Approved**

6354 SW Mustang Rd. Stubbs. Ph #03. Lt #383. Addition
Bedroom. **Approved**

12976 SW Cinder DR. Austin Ph #07 Lt #175 . Garage/Shop **Approved**

12766 SW Cinder Dr. Burgeson. Ph #06. Lt #42. Addition **.Not
Approved. Can't read the copies we received with the application.**

New Application:

7595 SW Chickadee Rd. Saddler. Ph #02. Bl #42. Lt #11. Lot
Improvement, New Home and a open deck. **Approved**

13813 SW Golden Mantel Rd. Schaber. Ph #02. Bl #54. Lt #10.
Garage/Shop. **Approved**

5955 SW Groundhog Rd. Karr. Ph #01. Bl #17. Lt #01. Lot Improvement. **Approved**

9030 SW Chandler Ridge. Patterson. Ph #12. Lt #47. Color Change.
Approved

13406 SW Golden Mantel Rd. Chernishov. Ph #02. Bl #55. Lt #06.
Lot Improvement. Solar. **Approved**

11590 SW Roundup Pl. Prince. Ph #11. Lt #56. Sheds (2). **Approved**

7131 SW Shad Rd. Richardson. Ph #02. Bl #49. Lt #04. Out Building. **Approved**

14594 SW Stallion Rd. Feitig. Ph #03. Lt #65. Fence. **Approved**

13898 SW Ridge Pl. Smith. Ph #08. Lt #144. Color Change. **Approved**

Notice from Deschutes or Jefferson: 0

Verification of completed Applications: 14

Next meeting March 27, 2023 @ 3PM in Adm. Office.

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CROOKED RIVER RANCH

MINUTES PUBLIC

CC & R Review Committee Minutes

February 21, 2023

In attendance: Stephanie Proffitt, Mark Schneider, Judy Gilliland, Gail DesBrisay, Norm Sharp, Mel Tellinghusen, CRR Admin rep. Kara Burkhardt & CRR Fire Chief Sean Hartley & Fireman Wiley

1. Consent Items:

- A. Agenda for today's meeting.
- B. Minutes for January 17, 2022 meeting:
motion to approve by Mel Tellinghusen & 2nd by Stephanie Proffit, Unanimous to approve.

2. New Business:

- A. Heart of Oregon Presentation: Fire Chief Sean Hartley – fire abatement options with grants through the fire department resources.
- B. Policy & Procedures; Kara reviewed some of the resources she uses. Several members requested a notebook with this information. Kara will provide.
- C. Review of New Complaints
 - 1. 23-04 Business operating on property. Someone living in RV trailer. After inspection, complaint deemed Invalid.
 - 2. 23-05 –Sign violation, Trump sign. Sign removed. Closed
 - 3. 23-06 –Porta Potty at end of driveway creating a hazard. Road Dept checked & stated in a safe location for temporary project. Invalid

3. Old Business

- A. Active 2022 CC&R
 - 1. 22-15 –debris & trash. debris & trash. Letter sent requesting clean up. Pat, Larry & John met with the owners and requested that they tidy up during construction. County states this is a building site. Outside of the home is complete but not the inside. John will check for an occupancy permit & see if there has been a final inspection. No Permit as of this date. John will inspect when permit is given and have Mel join. Continue to monitor.
 - 2. 22-20 –Old cars, trash piles., garbage. Judy & Stephanie inspected 6-21-22. Significant cleanup, vehicles removed. Judy did an inspection 1/11 & different debris building up again. Kara sent a letter notifying them of regression and need to clean up or contact us

within 15 days. Resident did call and was upset refused to meet with committee, but it does look like there has been cleanup. Monitor another month.

3. 22--25-- inoperable vehicles & old appliances. No change - Verified trash & letter sent. Resident called & stated they would clean up, but they are only here 3 days a week. Some progress made. Letter sent outlining timeline with a **deadline** of 3/1/23. Mark will inspect after that date.
4. 22-30 --Several inoperable vehicles/debris. Judy viewed & confirmed 5-7 vehicles (unable to verify if operable), several utility trailers & a questionable working hot tub. Sent letter. Resident asked to talk with CCR committee & Mel & Judy met with her 9/12. She explained the vehicles in question. Son is sorting metals. We asked if we could meet with son to discuss areas needing attention. Judy called on 9/19. Her son did not want to meet with us. Mel drove by that afternoon & talked with him. Progress but slow. Kara sent a letter with time frame for compliance. Also, on Jeff Co. log. Jeff Co has provided a dumpster twice & the owner didn't use them. John gave them a **3/31/23** timeline for full cleanup. Monitor
5. 22-40 --Trump 2020 flag. Verified flag is visible. Kara sent a letter to property owners requesting removal. They removed. Closed

B. Open Violation

1. 21-46, 47&48, & 22-03&21-- In January '22 lot was mostly cleaned up. Fine process stopped. New vehicles & garbage. Sent regression letter -- 2 weeks to clean up or will be fined again. Property had been cleaned up significantly. Looks like grandson has brought more in. Was given 2 weeks by Jeff Co. Jeff Co sent letter 'intent to cite'. The owner complied and Jeff Co has closed the case. Jeff Co did warn if they see regression they will go straight to hearing. January 2023 committee has seen some regression. Sent letter. Continue to monitor
2. 20-08 --6/22/22 deemed open violation by BOD. Mel and John have met with the owner. Mel connected him with a person who buys scrap metal and old vehicles. Some were sold. The owner asked to have 1 contact person, and all decided Jeff Co was the right fit. The owner is communicating with John each month and is making slow progress. This property will take several years to be completely cleaned up.

C. Review Deschutes & Jefferson Co's Active Complaints

1. Deschutes 3 -- 2 open & 1 withdrawn -- no changes
2. Jefferson -- no update this month

D. Member Input:

Discussion on how the CC&R committee can expand our policy & procedures to give additional help with options for the property owners with complaints against them. Stephanie & Mel to meet with Judy LaPora.

Next Meeting March 21, 2023 – 1:30 – Juniper Room

**Crooked River Ranch
SPECIAL ROAD DISTRICT
Wednesday, February 8, 2023
Regular Meeting Minutes**

The February 2023 Regular Meeting was held in the Juniper Room in the Administration Building at Crooked River Ranch. Chairperson Sue Haley called the meeting to order at 10:00 a.m. Roll call was taken; present were Chair Sue Haley, Director Dana Pierce, and Director Ann House. Also in attendance were Brad Pahl (CRRFD), Frank Day (CRRWD), Jim Hussey (CRRWD), Dale Wiley (CRRWD), John Stevens (Ranch Matters), Dave Stangland (Ranch Matters) and residents Bill Burt and Michelle Hussey. The Pledge of Allegiance was said.

Consent Items:

Meeting Minutes for the January 11, 2023, meeting were presented for approval by Chair Haley; Director Pierce made the motion to approve and Dir. House seconded the motion. The meeting minutes were approved unanimously.

The Treasurer's Report for January 2023 is as follows: As of January 1, 2023, the beginning balance in the General Fund was \$400,635.30. Deposits included interest earned of \$766.67, \$4.76 UTA interest, \$193.17 prior year taxes, \$1,892.58 current year's taxes (Jefferson County), \$0.00 current year's taxes (Deschutes County), \$0.00 tax foreclosure sales & other, making the total General Fund deposits \$2,857.18. An expenditure to replenish SRD First Interstate Bank funds was made on 1/10/2023, in the amount of \$7,500. The General Fund Balance at the end of January 2023 was \$395,992.48.

The First Interstate Bank beginning balance as of January 1, 2023, was \$3,608.11. There was a cash deposit in the amount of \$7,500 from the General Fund. Expenditures made during the month of January included \$3,500 to Accuity CPA (for audit payment). This leaves a balance of \$7,608.11 in First Interstate Bank as of the end of January 2023.

As of January 31, 2023, the General Fund has a balance of \$395,992.48; First Interstate Bank has a balance of \$7,608.11, for total funds of \$403,600.59.

Written Correspondence:

A. None

Committee Reports: Road Supervisor Jordan Jones submitted his report via email for the month of January 2023.

Overview:

- Road Maintenance: We fueled all equipment weekly. We plowed and or sanded 12 days this month with only two little storms. We put down roughly 250 to 300 yards of sanding cinders. We put down 16 bags of cold patch on Quail and 8 bags on Meadow. We pulled several unused newspaper posts. With somewhat warmer weather we were able to grade a few roads. They are as follows, Peninsula, Stallion, east end of Groundhog, north end of Steelhead to Groundhog, Crater Loop, High Cone, Maverick, and the lower end of Golden

Mantle. Keep in mind that we have difficulty grading any roads during the winter as the temperatures have to be above freezing for several nights and the roads have to dry out before it will work. We helped general maintenance a few hours by enlarging the mailbox cluster area at Golden Mantle. We also spent a couple mornings getting pole numbers of burned-out streetlights.

- Vehicle Maintenance: We pulled the sander and plow from D/T #1. We did a full service on trucks #1, #3 and #4. We topped off all the fluids in truck #2. We greased the 310 backhoe and replaced the digging teeth on the hoe bucket. We also charged up both batteries and straightened the steps on the 310 as well. We changed the grader blades on the 770 grader. We washed and cleaned the service truck, and D/T #2. We started and ran all the equipment.
- Misc.: We had to take a load of deer to the landfill in Bend and picked up a pallet of cold patch on the way back. As always, any spare time was spent cleaning and organizing around the shop. We checked and tightened all the hinge bolts to the overhead doors. We worked in the grizzly pit 7 days. We also hauled two barrels of waste oil down to Golf Maintenance.
- Deer: We picked up one deer this month.
- Signs: We had to replant the sign at Sisters View as the wind kept blowing it over. We replaced the street sign on the north end of Haddock. We also replanted a speed sign on Badger that got run over.
- Town Trips: I made two trips to town for parts and supplies.

Old Business:

- SDC Apron Project
Matt Powlison, Jefferson County Public Works Director, presented the project to the County Commissioners. At the Commissioners' request, Chair Haley and Supervisor Jones will attend the next meeting (on March 1st) to discuss the project as it pertains to public safety.
- Policy to address roads on CRR that have been paved and paid for by residents, not to CRR road standards and without CRR approval - The two roads on the ranch that have been identified as such are Horny Hollow and Ridge Place. Resident/Ranch Matters Dave Stangland provided historical background on the paving done on those roads: In 1991, Ridge Place was paved because the neighbors on that road got together and created a neighborhood agreement, which included provisions for ongoing maintenance. Ken Bruce, (one of the neighbors), spearheaded the effort. While a paving crew was working on Ridge Place, Rocky Robinson (a resident on Horny Hollow Road), contacted them and had them come down to Horny Hollow to see if they could get a deal while the crew was on the Ranch. A deal was struck (no documentation or information pertaining to the deal has been located or confirmed). The road was paved. Historical research is ongoing. Policy yet to be determined.
- Sundown Canyon – Frank Day, CRRWC, brought up the fact that Chair Haley had been investigating financing options for the potential water vault/waterline relocation, previously under discussion for Sundown Canyon Road. He was dismayed that Chair Haley had not included him in the conversations that she had with the CRR HOA and with Jefferson County Public Works Director, Matt Powlison, since Crooked River Ranch Water Company is a key

participant in the proposed project. Chair Haley told Mr. Day that the SRD had not discussed nor voted on any potential financial solutions, nor had the HOA (although the possibility of contributing to a financial solution was on the HOA's next board agenda). She indicated that she was trying to find out if a financial split would even be entertained by the HOA and Jefferson County (using SDC funds). Chair Haley apologized for not including Mr. Day in the conversation and to the group for any misstep she may have taken. She assured all involved that all future conversations will be held in a CRR SRD Special Meeting or in a CRR SRD Regular Meeting.

Resident Michelle Hussey recommended that improvements to Sundown Canyon Road be handled through a Local Improvement District since the improvements would be to the neighbors' advantage and not necessarily benefiting the rest of the Ranch.

New Business:

- The Board discussed changing the monthly CRR SRD Regular Meeting from the 2nd Wednesday to the 2nd Tuesday of each month (still meeting in the Juniper Room). Director Pierce moved that the date change be accepted and implemented in March 2023, Director House seconded the motion. The proposal passed unanimously.

Announcements:

The next regular meeting will be held in the Juniper Room at the Crooked River Ranch Administration Building on Tuesday March 14, 2022, at 10:00 a.m.

Public Comments:

Mr. Day asked the SRD Directors who manages the Roads Department. A definitive answer was not presented at the meeting.

Note by Director House, after the fact: Per the Settlement Agreement between the SRD "District" and the HOA "Association", (dated August 16, 2021), the District has primary authority and jurisdiction over the public roads within the boundaries of the District, including authority over improvements, construction, reconstruction, and maintenance of all public roads except roads accepted by Deschutes or Jefferson County. *The Settlement Agreement stipulates that "the District delegates to the Association, the authority to perform road maintenance on District roads".* The District shall determine, and the Association shall comply with District road maintenance standards. A copy of the executed Settlement Agreement is available upon request.

Other:

For the good of the Order:

Adjournment:

Chair Haley adjourned the meeting at 10:50 a.m.

Meeting minutes respectfully submitted by Ann House, Secretary.

AR Log for March 20, 2023

AR Log for March 20, 2023				
ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION	COMMENTS
1 M Knoke Sheryl Jones	Fire Abatement Project No. 1 - CRR owned properties	On-going	To reduce fire danger, all CRR-owned property to be surveyed for junipers and other brush to be limbed up or removed working with Well Springs, CRR Fire Department and Ranch personnel.	1/3/23 - Director Jones presented a grant that could provide significant funding for fire mitigation. 1/16/23-Scheduled meeting CRR Fire and partners held on January 10, 2023 - group discussed plans for upcoming fire abatement work based on risk assessment. 2/6/23 - Grand decision will be end of Feb. A new abatement plan has been started. 3/6/23 No change
2 M Knoke Randy Peterson	Fire Abatement Project No. 2 - Lower Pasture	Hold till March	To reduce fire danger on lower pasture.	11/7/22 Work Party was effective at cutting trees, removing rocks, pipe and other obstructions to facilitate future mowing. Next work date needs to be determined to remove small trees/limbs/brush. Need to discuss disposal with Fire Department. 11/21/22 New date needs to be set for next work party tentatively set for December. 12/19/22 Review again in March, 2023 -
3 M Knoke Sheryl Jones	Fire Abatement Project No. 3 - BLM Project	On-going	To reduce fire danger, all public lands adjoining CRR-owned properties. Ranch personnel and volunteers are working with BLM to identify areas of need. The total acreage on this project is about 1031. Areas are on the south side of the ranch and along the Deschutes River. Also 10 acres near Otter Bench Trailhead	12/5/22 - BLM is completing burning disbris piles from the thinning project. 12/19/22 - two areas left to burn before completion. - 3/6/23 No change
4 K Vickery	Commercial Loop Improvements	On-Going	Clean up appearance of Commercial Loop.	11/7/22 Fence Supply issues continue to be a factor in completing the required fencing. Convex will be painted when weather permits. 1/3/23 Fencing color has been updated. Convex will be painted when weather is conducive. 3/6/23 BOD members Woolverton, Erdekian and Vickery will drive Commercial Lp area to assess all properties. Secretary Dries will be alternate if someone is unable to make it.
5 M Knoke, M Dries, J Randall	Heritage House Improvement Project	New	Engineering firm is reviewing for recommendations	Engineering Firm has taken photos for review and will create plan. 12/19/22 - Mike Knoke reviewed recommendations with electrical contractor and referred back to engineering firm for clarification and changes. 2/6/23 - Supervisor Knoke waiting for bids from 3 elect. contractors. Electric load study will be completed. 3/6/23 No change

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Monday, April 3, 2023

- I. Call to order
- II. Roll call
- III. Special topics
 - a) Regular Board Meeting Agenda Review – April 17, 2023
 - b) CRR Website Update – Ranch Manager LaPora
 - c) Steel Stampede Update – Ranch Manager LaPora
 - d) Community Garden Project – Vice President Erdekian
 - e) RV Park Dump Station Update– Supervisor Knoke
 - f) Alternative Funding Committee Update – Director Jones
 - g) Nominating Committee Update – Secretary Dries
 - h) A/R Log Review
- IV. Vote to Adjourn to Executive Session if Needed