

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

**Monday, April 17, 2023, 6:00 P.M.**

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

<b>Name</b>		<b>Name</b>		<b>Name</b>	
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 – April 17, 2023
- b. Minutes of Regular Session – March 20, 2023
- c. Minutes of Work Session – April 3, 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

## **V. OLD BUSINESS**

- a. Community Garden Update-Vice President Erdekian
- b. Fire Abatement Update – Ranch Manager LaPora for Supervisor Knoke
- c. Panorama Park Update– Ranch Manager LaPora for Supervisor Knoke
- d. Rental Water Damage Update– Ranch Manager LaPora for Supervisor Knoke
- e. RV Park Dump Station Update– Ranch Manager LaPora for Supervisor Knoke
- f. RV Park Reservation System Update- Director Beveridge
- g. AR Log

## **VI. NEW BUSINESS**

- a. AFE # 285 – Cart Path Repairs
- b. CRR Policy and Procedure Update
- c. Resolution 2023-04-16 Harassment and Intimidation Policy - Revision of 2022-06-20-C
- d. Official Association Response to PUC Regarding Rate Increase – President Vickery

## **VII. SECOND READINGS**

## **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 – May 1, 2023**

## **XI. ANNOUNCEMENTS & WRAP-UP:**

## **XII. VOTE TO ADJOURN TO EXECUTIVE SESSION FOR COLLECTIONS ISSUE**

DRAFT FOR REVIEW AND APPROVAL AT  
REGULAR SESSION BOD MEETING APRIL 17, 2023

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

Monday, March 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 – March 20, 2023, Addition to Managers Report: Banking Practices for HOA accounts
- b. Minutes of Regular Session: February 20, 2023.
- c. Minutes of Special Session: February 28, 2023
- d. Minutes of Work Session – March 6, 2023.  
A motion to approve the above consent items with the addition to New Business, was made by Director Jones. It was seconded by Treasurer Peterson. It was a unanimous decision to approve.

**III. COMMITTEE & STAFF REPORTS –**

It is noted that both the RV Park and Golf Course revenues are down from last year.

**IV. RANCH MANAGER's REPORT:**

- a. **Collections Report:** Ranch Manager LaPora reports that payments continue to be made. 643 accounts are still owed.
- b. **Website Update:** Ranch Manager has provided CivicPlus with data to start the creation of a mock-up site which will be reviewed shortly. May 17 is the target date for completion and go-live of the new site.
- c. **Steel Stampede Update:** Progress continues with obtaining sponsors and volunteers. April 1 is the deadline to finalize sponsors names to be included on the posters and T-shirts. Posters should be available by April 15 for posting around the area.

**d. Snack Shack Update:** Randy Knight is preparing to start work at the Snack Shack. His contract runs from March 19 – September 16, 2023. In addition to the Snack Shack, he also plans to cater other special events on the Ranch including the Golf Course.

**e. Banking Practices:** Ranch Manager will do some additional investigation but feels confident that all Ranch accounts are safe and 100% covered in the event of a bank failure. Accounts have been set up in various banks and accounts to fall under the FDIC protection cap.

## **V. OLD BUSINESS**

### **a. A/R Log:**

#1 Comments: Still waiting for a decision.

#2 Comments: 4.1.23 is planned for plowing, 4.15.23 is to bring manure from limb dump to garden site. Article to be written for April Telegraph.

#3 Comments: No change

#4 Comments: area looking good, some additional questions to be asked.

#5 Comments: A walk-through has been completed. Electrical, plumbing and insulation are all areas of concern.

**b. Re-cap Jefferson County Commissioners Meeting – March 8:** President Vickery reported that the BOD approved supporting the SRD request for use of SDC funds to create 28 aprons on driveways that abut county roads. The next Jefferson County Commissioners meeting will be in Madras on Wednesday March 22, 2023 and can be attended in person or via Zoom.

## **VI. NEW BUSINESS**

- a. AFE #283 Fuel Reduction Expense:** A motion to approve AFE #283 in the amount of \$6,499.00 for fuel reduction work on the Crater Loop and Trout Road Project. This will exhaust remaining funds for the fiscal year. A motion to approve AFE #283 in the amount of \$6,499.00 for Fuel Reduction was made by Vice President Erdekian. It was seconded by Director Beveridge. It was a unanimous decision to approve.

## **VII. SECOND READINGS:**

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

A motion to adopt the FY 2024 Capital Reserve Plan Budget, FY 2024 Operating Budget, and FY 2024 Fee Schedule (minus the already adopted RV Park Fee Schedule) was made by Director Jones. It was seconded by Treasurer Peterson. It was a tie vote with President Vickery, Secretary Dries, Treasurer Peterson and Director Jones in favor. It was opposed by Vice President Erdekian, Directors Beveridge, Jones and Randall. After a lengthy discussion including input from BAC chair Herb Parker, and Ranch Manager LaPora, the motion was modified to change the HOA dues increase from \$46.00 to \$50.00 for the next annual billing cycle. A motion to adopt the FY 2024 Capital Reserve Plan Budget, FY 2024 Operating Budget and modified FY 2024 Fee Schedule (minus the already adopted RV Park Fee Schedule) to change HOA annual fee to \$50.00 was made by Secretary Dries and seconded by Director Beveridge. It was adopted six to two with Treasurer Peterson and Director Randall opposing.

**VIII. FIRST READINGS:**

None

**IX. Public Input -** Carol Orr, John Stevens, Kent Inman, Pat Kelly and Lamar Long all spoke.

**X. PREVIEW OF WORK SESSION – April 3, 2023: Additions:**

**i. RV Park Reservation System Update: - Director Beveridge**

**j. Discounted Spay/Neuter Clinic: - Director Woolverton**

**XI. Announcements:**

Coffee with a Cop is waiting for Sheriff Pollock to determine date:

April 1 & 15 community Garden work parties; 10:00 am start times

April 8 Easter Egg Hunt at Ball Field

May 6 & 7 Steele Stampede

May 20 & 21 Equine Trail Sports Event – Arena and Buffalo Rd

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

A motion to adjourn the Regular meeting was made by Secretary Dries. It was seconded by Director Woolverton. It was a unanimous decision to approve. The Regular meeting was adjourned at 8:20 pm.

DRAFT FOR REVIEW AND APPROVAL AT  
REGULAR BOD MEETING APRIL 17, 2023

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION  
BOARD OF DIRECTORS  
WORK SESSION  
MONDAY APRIL 3, 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 – April 17, 2023:** Additions to the following:

Old Business: Community Garden Update; Fire Abatement Update

New Business: RV Park Reservation System Update; Panorama Park Update

**b. AFE#284:** A motion to approve AFE #284 in the amount of \$103,469.66 for Road Materials, was made by Director Jones. It was seconded by Vice President Erdekian. It was a unanimous decision to approve. This is the balance of the allotted \$156,000.00 in the FY 2022-2023 Adopted Operating Budget.

**c. CRR Website Update:** Ranch Manager LaPora is expecting to receive a mock-up of the site by end of day. She will review and share with the BOD for input.

**d. Steel Stampede Update:** The Steel Stampede planning is on schedule. Ranch Manager LaPora gave kudos to Brenda Cooper for taking on the event and ensuring everything is on track.

**e. Community Garden Project:** Vice President Erdekian reported that the April 1 work party was a success with 10-12 residents assisting. The next work party is scheduled for 8:00 am on April 15. This will entail both limbing and burning of Juniper branches and picking up and dumping of compost from the Lions Limb Dump. Vice President Erdekian will be working with a tiller and disc to ready and approximate area of 80'x150' for planting.

**f. RV Park Reservation System Update:** Director Beveridge reported that the transfer of reservations into the new system has gone well. It is working as it should. Phone reservations is still requiring some additional work by staff but is expected to be resolved shortly

**g. RV Dump Station Update:** General Maintenance Supervisor Knoke reported that the credit card slab has been poured and once it is cured, the machine will be installed.

**h. Panorama Park Vandalism:** General Maintenance Supervisor Knoke provided pictures of the damage done to the restrooms at Panorama Park. This is a Jefferson County Park and they will be responsible for costs involved with repairs/replacements. The young people involved in the destruction have been identified according to the Jefferson County Sheriff's Office. No word on punishment or schedule of repairs. A Port-a-potty has been brought in temporarily.

**i. Alternative Funding Committee Update:** Director Jones announced that there is still no decision on the Fire Abatement Grant. The committee continues to work on another grant through the Forest Service.

**j. Golf Course Budget Update:** Golf Pro Randy Ballard reported that he is confident in the projected budget for the Golf Course for the next fiscal year. They are only slightly down from last year, which is due to weather, but he expects that they will be caught up soon. This is typical of the seasonal nature of golf in our area. He feels sure that overall revenues will be in line with the projected budget

Draft Work Session Minutes 4.3.23

partly due to the increase of fees across all areas of golf. CRR golf has been fortunate to be open while other courses across Central Oregon remain closed due to weather.

**k. Discounted Spay/Neuter Clinic:** Director Woolverton is working on securing resources to provide discounted spay/neuter services through her animal rescue, Betty Blue. She is actively exploring options to provide a sterile environment on the Ranch to provide spay/neuter services. She will continue to update.

**l. Nominating Committee Update:** Secretary Dries reported that he has talked with three potential candidates and Kay Limbaugh has talked with two about submitting BOD applications. He will be providing them with a candidate's application. Applications for BOD positions are due by May 31.

**m. A/R Log:**

#1, 2, 3, Comments: No change 4.3.23

#4 Comments: Once convex is painted this should be removed from log. 4.3.23

#5 Comments: Safety upgrades are continuing Discussions continue surrounding involving Jefferson County.

**n. North Pasture Update:** General Maintenance Supervisor Knoke reported that materials have been purchased and work will be done when time allows.

#### **IV: VOTE TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS CC&R ISSUES.**

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

The Work Session was adjourned to Executive Session at 11:20 am

Executive Session was called to order at 11:27am to discuss CC&R issues.

A motion to adjourn Executive Session and reopen Open Session at 12:25pm was made by Director Beveridge, seconded by Director Jones and approved unanimously.

A motion was made by Director Beveridge to declare Complaint # 22-25 an Open Violation which includes levying a fine of \$250.00. The motion was seconded by Vice President Erdekian. It was a unanimous decision to approve. Motion to adjourn the Open Session was made by Director Jones, Seconded by Vice President Erdekian and approved unanimously. Open Session was adjourned at 12:27pm.

**To:** Crooked River Ranch BOD  
**Fr:** Judy LaPora, Ranch Manager  
**Date:** 4/7/23  
**Re:** Administration Monthly Report for April 2023

**Significant Events/Accomplishments:**

- We have been working with CivicPlus in building of our new website. We have provided design preferences and data that will be on the site. We are waiting for a mockup of the design.
- The Fee Schedule, Operating Budget and CRP were adopted by the BOD at the March 20, 2023 meeting. All budgets will take effect on May 1, 2023.
- Kara processed 13 dues requests from title companies and 11 changes of ownership. She also completed 66 auto-debit billings for the 5<sup>th</sup> and 65 for the 20<sup>th</sup> of March as well as 108 monthly billing invoices and 13 newsletter accounts. She was able to collect \$3,800 from seriously past due accounts not with the collection attorney. One attorney account paid off and another made a large payment. She filed two lien releases, one lien filing, 7 Intent to Lien letters and 20 Intent to Collect letters. She also processed one CC&R complaint, processed, and mailed 5 CC&R letters and two inspection reports.
- Tammy processed 408 payment transactions. She mailed out 13 Welcome Packets and processed 5 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.
- Brenda has been working hard on the Steel Stampede. She has been active with social media posts advertising the event, seeking vendors and volunteers and sharing posts about the Ranch. She has done a great job cleaning, stocking, and updating the two Kiosks as has four prospective Kiosk advertisers. She attended all BOD meetings and Work Sessions and will be subbing for Karen in taking minutes while Karen is on vacation. Brenda processed 15 ARC applications and 15 ARC verifications. She also scanned 36 property files and assisted with taking payments, answering the phone and providing customer service to walk in customers.
- 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. In addition to her regular duties, she has been helping with the back end of the RV Park software setup. She has also begun setting up for the end of the fiscal year.
- Phyllis produced yet another excellent Telegraph.
- In addition to my regular duties, I am working on updating the Policy & Procedure manual, worked with Brenda on Steel Stampede, set up AFLAC meetings for staff and arranged for the JFCO Commissioners meeting which was originally scheduled for on site but was moved to Zoom.

Respectfully submitted,  
Judy LaPora, Ranch Manager



## MARCH 2023 GENERAL MAINTENANCE REPORT

April 7<sup>th</sup>, 2023

**Heritage House:** A walk-through with construction, electrical, plumbing, and insulation contractors was conducted on March 17<sup>th</sup> to evaluate future demolition, repairs, and re-construction which would facilitate the proposed electrical upgrade for the entire building. Individual walls with utility runs behind them were identified and various approaches to the work were discussed. The result of these ideas is a very costly restoration which will need further discussion and board-level decisions to go forward. We installed new vinyl flooring in the upstairs bathroom, and the senior group replaced the toilet in the downstairs bathroom. Electrical outlets in the kitchen will be replaced now. To reduce power consumption on the circuit presently being used, an additional wire will be pulled into the rear food storage room.

**Rentals:** The duplex's flood damage repairs are nearly complete with only the final painting to be done. New wiring, flooring, and sheet rock repairs have been completed. A new hot water heater will be installed in the 5B side. A light fixture in the salon at the Arena was replaced. A complete re-wiring of the Snack Shack and storeroom was completed, and several dangerous electrical modifications made by previous tenants were removed. Randy Knight will operate the Snack Shack this year and is cleaning and organizing the shop for opening in May.

**RV Park:** The RV dump station is complete except for the credit card reader which is scheduled to be installed the week of April 10<sup>th</sup>.

**Fuels Reduction:** The Crater Loop safety corridor and Trout Road fuels-reduction projects were completed. We will begin planning this year's fire abatement projects with the start of the new budget on May 1<sup>st</sup>. I obtained heavy equipment quotes for Director Sheryl Jones for various fire safety grants for which she is applying.

**Cluster Boxes:** The mailboxes at the intersection of Shad and Golden Mantle Roads were moved away from the roadway to make the site safer for everyone.

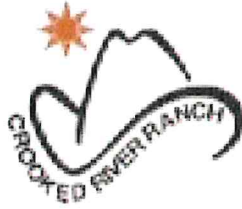
**Steel Stampede:** Preparations are well under way for the event. Volunteers will help put up fencing on April 19<sup>th</sup>.

**North Pasture Fence:** We are putting up a new section of fence along the stretch of BLM land on the south side of the pasture. This will be a four-foot high, no-climb, four-inch mesh wire fence on T-posts, with pressure treated pole "H" structures every 125 feet.

**General:** We replaced the hydraulic bucket control valve on the Massey Ferguson tractor. Einstein Heating and Air conditioning serviced the heat pumps in the Golf Shop. The propane tank for the Clubhouse was switched to Co-Energy Propane.

We cleaned up the debris left by the vandalism at the Panorama Park restrooms. On March 30<sup>th</sup>, the sinks, toilets, dispensers, and light fixtures were destroyed. About 24 hours later, the Jefferson County Sheriff's department said they had identified the individuals responsible. The Jefferson County Parks Department will repair the restrooms.

Respectfully Submitted by: Michael Knoke



To: Judy LaPora, Ranch Manager  
CC: Kari Vickery, President CRR C & MA  
From: Randy Ballard, PGA  
Subject: March Update of Operations  
Date: April 13<sup>th</sup>, 2023

## **Golf Shop Operations**

### **Overview:**

The pattern of coldness continues; March was *much* colder, rainy, and snowy than the year previous.

- 2023: Average max high temp on the month 46.08\* with the warmest day at 61\*
- 2022: “ “ 56.46\* with the warmest day at 73\*
- 10.38\* on average colder plus average wind at 7.14mph, ~1.5mph more than '22, doesn't scream golf weather...that's just plain cold

We drew the short straw every possible moment during the month; any day we had a tourney or big day planned the weather hurt us. As April starts the weather has been the same; we can't seem to kick this winter season.

### **Significant Events/Accomplishments:**

- Last month I spoke about using the company Golf Moose to help push rounds through the end of May since we have been behind. Currently we have sold 184 rounds with our revenue, after a 15% advertising cut, is \$4,692. Though not a large number it's getting bodies in the door and out to the ranch, creating exposure. Also, we hope to sell these folks a bucket of range balls and maybe some merchandise.

### **Opportunities:**

- As I'm writing this, we remain one of the only few courses open in Central Oregon. Most years the market is flooded with options by now; the snow has halted the opening dates, some up to 30 days, for all our friends in Bend. Hopefully the weather will cooperate enough to get more traffic out of Bend before they are all able to open.

### **Potential Shortcomings:**

- The first two weeks of April have been terribly cold and the trend from March continues.
- Staffing continues to be a talking point. I'm still in need of multiple outside operations workers, cart kids as some would call them.

### **Looking Forward:**

Rounds are down in Oregon YTD, but again that's due to the weather; once it gets nicer people come out to play. What I'm doing to offset this.

- Pricing
  - Weekdays – Rack rates increased 13%
  - Weekends – Rack rates increased 6%
  - Annual Passes – Increased 10%
  - Punch Cards - Increased 10%
  - Cart Storage – Increased 10-15% depending on gas/electric
  - With those daily fee increases we are still \$25-\$35 less per round than Eagle Crest, Juniper, and Aspen Lakes, and right on par with Meadow lakes.
  - I have said it countless times, but people are realizing that we are a great value for the price and are continuing to visit us while the others are over \$100 rounds now.

Buddy and tournament groups are a great way to gain exposure and bring in an almost “guaranteed revenue”. I've stated multiple times in my monthly write ups that we continue to see groups coming in. Below is what I have already booked currently, and groups are continuing to call.

May-October 2023 Groups Booked:

- 84 groups, roughly 3,530 players, and \$235,500 in green fees and carts (as of 4/1/23)

Best,

Randy Ballard, PGA

## **What I mentioned at the Work Session, besides the above “looking forward”:**

Just to have it on record...

### Fiscal year ending April '23

- YTD as of 3/14 (last I was sent a YTD)
  - \$46,055 ahead in revenues
  - \$85,557 ahead of total budget

I sit through March at 3.3% ahead of last year, the end to a COVID year. I *will* lose some ground again once my April reports are completed due to weather; but that's something you can't control. All businesses fluctuate, and almost every industry/business will have its ebbs and flows with weather (travel, tourism, aviation, agriculture, construction, commercial fishing/crabbing, recreational sports like us.... you can go on and on, all day).

Below are the numbers I was able to obtain from my predecessor and what I have done in the last few years.

These totals contain the yearly actuals for Green Fees, Cart Fees, Range Ball, Annual Pass and Cart Storage Fees:

I started June 1<sup>st</sup>, 2020, everything 2019 and prior was Pat.

- 2014 - \$952,114
- 2015 - \$964,063
- 2016 - \$977,980
- 2017 - \$941,044
- 2018 - \$973,068
- 2019 - \$932,397
- ~~2020/2021~~
- 2022 - \$1,343,668
- 2023 - \$1,314,951 (YTD through March, April remaining)

Yes, there was a boost of rounds during COVID; but look at what I've continued achieve post pandemic; it looks to me as if I'm +\$300k over anything Pat did before COVID. My pricing has been exemplary compared to those who I see as direct competitors in the area, and we prove we are a value play.

Winter Christmas specials, I started in 2020.

- 2018 - \$6,138
- 2019 - \$4,342
- 2020 - \$25,546
- 2021 - \$38,760
- 2022 - \$61,863

I have continued to grow my Black Friday and Christmas specials to help us get through Winter and Spring, it's these little things that help our bottom line when closed.

CRR GOLF SHOP MONTHLY SALES REPORT

March 2023

Golf Shop Sales Report

March	2023	2022	% Chg
Days Closed:	5	1	80.00%

March '23 Revenues vs. March '22	March '23	March '22				Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	19,644.00	38,302.00				(18,658.00)	-95%	773,279.40	737,901.07	35,378.33	4.58%
Annual Pass Sales	-	145.00				(145.00)		222,307.75	202,603.25	19,704.50	8.86%
Cart Rentals	6,909.00	14,498.00				(7,589.00)	-110%	249,681.25	270,926.50	(21,245.25)	-8.51%
Merchandise Sales	8,041.15	11,362.55				(3,321.40)	-41%	198,742.25	181,487.69	17,254.56	8.88%
Driving Range	1,212.00	2,295.00				(1,083.00)	-89%	35,559.00	35,897.30	(338.30)	-0.95%
Cart Storage Fees	-	630				(630.00)		34,124.00	33,349.00	775.00	2.27%
Miscellaneous Sales	402.00	6.00				396.00	99%	968.00	2,445.45	(1,477.45)	-152.63%
Totals	\$36,208.15	\$67,238.55				(\$31,030.40)	-86%	\$1,514,661.65	\$1,464,610.26	\$50,051.39	3.3%
March '23 Rounds vs. March '22	March '23 Actual	March '22 Actual	HOLES	HOLES	HOLES	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
			9	18	9						
1 Rack Rate Rounds	231	192	39	192	121	439	-142.4%	8,670	9,138	(468)	-5.4%
2 Prop. Owner Rounds	21	11	10	11	22	46	-223.8%	714	868	(154)	-21.6%
3 Discounted Rounds	466	453	13	453	30	503	-14.4%	8,602	8,671	(69)	-0.8%
4 Annual Pass Rounds	1,124	1,124		1,124		1,446	-28.6%	13,840	14,803	(963)	-7.0%
5 Employee Rounds	21	29		21		29	-38.1%	370	410	(40)	-10.8%
6 Industry Comps	9	18		9		18	-100.0%	182	165	17	9.3%
7 Gift/Rain Checks Rds, etc.	4	29		4		29		693	529	164	23.7%
Total Rounds Played	1,876	2,683	62	1,814	173	2,510	-43.0%	33,071	34,584	(1,513)	-4.6%
Punch Cards Sold	4	2						55	45	10	18.2%
2022/23 Golf Passes	This Month	Property Owner	This Mo. L-Y	Diff.	Outside Passes	T-M-L-Y	Diff.	This YTD	Last YTD	Diff.	% Chg
P.O. Single				0	This Month			98	114	(16)	-16.3%
P.O. Couple	1			-1				77	87	(10)	-13.0%
PO Junior				0				8	4	4	50.0%
Non-Prop Single Full								18	9	9	50.0%
Non-Prop Single Wkdy								16	14	2	12.5%
NO Couple Full								19	15	4	21.1%
NO Couple Wkdy								3	2	1	33.3%
NO Junior										-	
NO Afternoon ONLY								6	3		
Totals	0		1	-1	0	0	0	245	248	(3)	-1.2%

<sup>1</sup> Includes weekday and weekend rounds for juniors, seniors and regular guests at regular posted rates.

<sup>2</sup> Weekday and Weekend rounds at posted property owner rates.

<sup>3</sup> Includes all promos, specials & twilight rounds at regular posted rates.

<sup>4</sup> All rounds that are discounted including large groups, special member events, visitations, etc.

<sup>5</sup> All Annual Pass Rounds

<sup>6</sup> All Employee rounds

<sup>7</sup> All Industry comp rounds

<sup>8</sup> Includes all rounds specifically from punch cards and donations/trades

**TO:** Judy Lapora, CRR Administrator

**FROM:** Richard Jensen / Golf Maintenance

**Date:** 4-10-2023

**RE:** monthly report

**Overview:** March came in like a cold windy lion and pretty much left the same way. For the month, low temperatures were only one degree below normal, but highs were six degrees below normal. Precipitation for the month was .78" a mere .12" below normal. There were several days with snow cover in the morning that melted off and allowed some afternoon play. The course was closed due to snow cover for four days early in the month. Hopefully, this is the last time I'll have to report this... total weather-related closures since November number 56. Not the most days closed in a season, but close.

**Significant Events/Accomplishments:** Despite the below average temperatures the turf is slowly waking up. All turf features of the course, except roughs, received at least one mowing during the period. Kevin and Brian have marked up a considerable amount of the course with green paint reestablishing green, fairway and approach boundaries that tend to get moved from mowing throughout the season. In preparation for filling irrigation ponds, creek and pond banks, along with islands in ponds at holes 12/14 and 15/17 were burned to reduce unwanted vegetation. Slash piles from tree removal at hole 17 were also burned. All cart control stakes received a fresh coat of paint. We also constructed an additional two dozen cart control stakes and replacement stakes for OB (out of bounds) and lateral hazard markers for use this season. The course is now back in summer set up mode; all tees and greens are back in their normal positions, and we are back to one cup per green. Central Oregon Weed Control performed ground clear applications in various areas throughout the course. All trees removed along six tee areas were bucked up and brought to shop for next winters firewood. Abbas Pump Service set the refurbished pumps and motors in the back-nine pump station. Both course pump stations were reassembled, cleaned, and readied for operation. We filled the front-nine irrigation pond a little earlier than planned to keep golfers hunting golf balls out of this pond and from damaging the shoreline. Kevin and Brian completed the annual equipment preventive maintenance program. I have updated our employee safety manual and training presentations. All employees on staff requiring safety training received their training in two sessions on the 15<sup>th</sup> and 29<sup>th</sup>.

**Potential Short Comings:** I have yet to receive any applicants for the open irrigation tech position. Although we have not been very successful in previous postings with them, I will be contacting WorkSource Oregon and posting the available positions with them. Greens #4 & 5, our habitually trouble greens, have some areas infected with snow mold. I was able to treat with a granular product that has halted the spread. Some of the blights have already started filling in with new turf. These areas will completely heal following aerification and reseedling. It appeared to me like the "pulley trestle" between holes #13 & 14 was beginning to break down due to exposure. I was concerned that it might collapse if anyone attempted to climb on it, so I asked one of our members, who is a general contractor, to perform a safety inspection on this historic feature. Much to my surprise, he reported that while it is severely weathered the wood is still sound enough to last for a considerable amount of time. He recommended installing several large lag bolts at key points to solidify the structure.

**Looking forward,** charging course irrigation systems, greens aeration on April 25 & 26, employee training, cart paths repairs and bringing the course into "summer shape" (weather cooperating) are scheduled for the upcoming period.

Respectfully Submitted,  
Richard Jensen GCS





## CRR Road Department Monthly report for March 2023

April 11th 2023

### Road Maintenance:

We fueled all the equipment several times throughout the month. We had 8 days that we went out and sanded. We started graveling Stealhead road. We were able to grade Fawn and Groundhog. Then we got rained out on that project. Work on that is ongoing and will be finished up soon. We spent one week sweeping some of the paved roads and pulled off doing that again because of the weather. We also spent 2 days hauling sanding cinders to replenish our stock.

### Vehicle Maintenance:

We changed the water/fuel separator and greased the 310 backhoe. We replaced the alternator and greased the 544 loader. We did a full service on the 770 grader. We had a hydraulic cylinder repaired on the 770. We put a new flasher in D/T #2. We also changed the oil and air filters on our service truck.

### Misc:

We spent about 4 days working on the racetrack for the Steele Stampede. We put together 13 road signs and are installing them when we have spare time. We removed the old concrete pad at the Golden Mantle mailbox cluster.

### Deer:

We picked up 2 Deer this month

### Signs:

We put up (replaced) several missing street signs.

### Town:

I made 5 trips to town this month for parts and supplies.

Respectfully,

Jordan Jones

Road Department Supervisor.



## RV PARK - MONTHLY REPORT - MARCH 2023

### OVERVIEW:

March was an unusual month in that we were kind of shut down for most of the month as far as taking reservations. Still working out some kinks in the new software. The numbers below are not completely accurate as the new systems reporting is a bit different and we are working on understanding how to bring the information over that we need. It's part of the learning curve of this new software. We will get there soon.

### INCOME:

Weather has played a major factor in our camping category for March. Most of the reservations that we had ended up cancelling because of the inclement weather. As I discussed at BAC meeting, but maybe has been forgotten, we lost a lot of what would have been extended stay due to FaceBook cutting per diem that was supposed to be paid for the out of town workers that had planned to stay at the park this winter. Hoping and planning for a busier park next winter.

	<u>2022</u>	<u>2023</u>
Camping:	\$ 4,707.01	\$ 1,207.88
Extended Stay:	\$10,978.02	\$ 6,238.66
Merchandise:	\$ 0	\$ 0
RV Park Income:	\$ 184.25	\$ 142.00
TOTALS :( BEFORE TAXES)	\$15,725.88	\$ 7,258.54

### PROJECTS:

Implemented the new software, including manually inputting over 1800 deposits as the new software was not capable of bringing those over. Norm has been working on picnic tables and the grounds. Park is looking great.

Submitted by:

Cathy Wagoner

RV Park Supervisor

## ARC New Application Minutes for April 10, 2023

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

CC: Judy LaPora, Mike Dries-Liaison

Guests:

Minutes from last meeting: Minutes approved by Jim Hussey and Mike O'Brien.

New Applications:

11987 SW Horny Hollow Rd. Segalla. Ph # 14. Lt # ? .**Approved**  
Garage/Shop.

14420 SW Quail Rd. Younger. Ph #02. Bl #46. Lt # 06. Fence. **Approved**

9611 NW Uplift Lane. Johnston. Ph #05. Lt #33. New Home.  
**Approved**

5750 NW Fawn Dr, Davis. Ph #01. Bl #160. Lt #05. Fence. **Approved**

13202 SW Golden Mantel Rd. Baumgardner. Pt #03. Lt #176.  
Solar **.Approved**

Notice from Deschutes or Jefferson County:

Verification of Completed Applications: 23

Next meeting is April 24, 2023 @ 3PM in Adm Office.

## PHASE REP QUARTERLY MEETING Minutes

April 12, 2023

Zoom Meeting 6:00pm

1. **Call to Order: 6:01pm**  
**Roll call: Members Present:** Karen Atwood, Gina Anderson, Kara Burkhart, Delight Farmer, Robin Gaudette, Cind Henderson, Debbie Page, Greta O'Brien, Barb Schlabach, Marilou Smith, Judy Wells  
**Members Absent:** Earleen Arthur, Wendy Beyer, LynnDell Whitted  
**GUEST:** Randy Peterson
2. **Approval of January 11, 2023 Minutes** – Kara motioned to approve the January minutes; Marilou seconded. Unanimous approval.
3. **Old Business**
  - a. New/changes: **Total 40** – Jan 14; Feb 11; Mar 15
  - b. Updated owner list: **Total 20** – Jan 1; Feb 8; Mar 11
  - c. Karen checked to see if anyone was still having issues forwarding Gmail. Sounds like it is working for those that use Gmail.
  - d. Karen thanked everyone for getting their annual email verifications completed. There were a few changes: Greta 2; Gina 6; Kara 5; Marilou 1; Judy 4; Robin 2; LynnDel 6; Wendy 2; Delight 2; Wendy 2; Karen 3; Earleen 4
  - e. Karen said that a potential new rep has decided that it isn't a good fit. Robin will continue to cover those phases.
4. **New Business**
  - a. Karen said that we will continue to send the HOA BOD packets and Telegraph until the new HOA website is up and running (eta mid-May, but not guaranteed). She reminded us to let folks know that have commented that they like the on-line version to contact Admin so that Phyllis can get them on the list for once the website is back up.
  - b. Karen provided dates that she will be out of town. Kara will provide backup for those dates; April 14-22 & June 19 – July 3.
  - c. Karen suggested that our July 12<sup>th</sup> meeting be held at MacPherson Park. She will bring ice cream for us.
5. **Open Discussion –**
  - a. Other vacation schedules were discussed.
  - b. Karen reminded us to continue to copy/forward replies that we receive to her.
  - c. Randy thanked us for all that we do.
6. **Adjourn – 6:14pm**
  - a. **Next meeting: July 12, 2023 MacPherson Park**

Respectfully submitted,

Gina Anderson  
Phase 10

# **Steel Stampede /Events Committee Meeting**

**April 14, 2023 @ 1pm**

## **Minutes**

### **Attended by:**

Jordan, Mike, Judy, Brenda, Kara

### **Absent:**

Peter, Linda, Barbara, Sue, Jason

\*Judy opened the meeting by going through each action item noting that most items are completed, listed below are those that need to be finished.

- labels, snack bags, t shirt folding- Sue & others
- More rope for the signs to be hung- Mike
- Track prep & gravel next week 17<sup>th</sup>- Jordan
- Shavings need picked up- Mike
- Porta potties Wed/Thur, trash cans ordered- Mike
- Noted was no trailer needed- Linda
- Banner at entry hung 17<sup>th</sup> [possible conflict with CRRFD banner already hung]
- Poster & reader boards, hanging 4 signs from Sign Pros- Mike
- Call to confirm with Heritage Girls- Brenda
- Ticket stock was checked and is good
- Golf Carts reserved 2- Randy

\*Completed- sponsors, vendors, volunteers, wristbands, schedule/fees, tshirts, posters, sweatshirts, permits, beer garden, ins binder, straw bales, disc golf, canopies, volunteer dinner, FDept, PA system, media contacted, social media

**Crooked River Ranch  
SPECIAL ROAD DISTRICT  
Tuesday, April 11, 2023  
Regular Meeting Minutes**

The April 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. A Zoom Meeting was set up and managed by the CRR Ranch Staff and invitations had previously been issued via email to the CRR SRD distribution list. 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) via Zoom, Ara Erdekian (CRR BOD) via Zoom, Nathan Russell (CRRWD), Dale Wiley (CRRWD), John Stevens (Ranch Matters), Sarah Wolverton (CRR BOD) and residents Mike Schlabach, Carol Reichert, Carol Orr, Chuck McFadden, Michael Callagan, Michelle Parcel, Todd Hill, and John Williams. The Pledge of Allegiance was said.

**Consent Items:**

Meeting Minutes for the March 14, 2023, meeting were presented by Chair Haley; Director Pierce made the motion to approve and Chair Haley seconded the motion. The meeting minutes were approved unanimously.

The Treasurer's Report for March 2023 is as follows: As of March 1, 2023, the beginning balance in the General Fund was \$403,629.92. Deposits included interest earned of \$815.16, \$8.20 UTA interest, \$204.63 prior year taxes, \$689.96 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 \$1,717.95. The General Fund Balance at the end of March 2023 was \$405,347.87.

The First Interstate Bank beginning balance as of March 1, 2023, was \$5,822.11. Deposits made during the month of March included \$276.50 SDIC Longevity Payment; Expenditures made during the month of March included \$40.00 to Oregon State Audit Division, \$1,120.00 to CRRMA for cold patch and \$678.30 to CRRMA for signposts, making total disbursements \$1,838.30. This leaves a balance of \$4,260.31 in First Interstate Bank as of the end of March 2023.

As of March 31, 2023, the General Fund had a balance of \$405,347.87; First Interstate Bank had a balance of \$4,260.31, for total funds of \$409,608.18.

**Written Correspondence:**

- A. One invoice from CRRMA for street signs and warning signs, in the amount of \$2,674.91. This expenditure was presented by Dir. Pierce for approval for payment. Dir. House moved to approve and was seconded by Chair Haley. The invoice will be processed for payment.

**Committee Reports:** Road Supervisor Jordan Jones submitted his report via email for the month of March 2023. In his absence (illness), Dir. House read his report.

**Overview:**

- Road Maintenance: We fueled all the equipment several times throughout the month. We had eight days that we went out and sanded. We started travelling on Steelhead Road. We were able to grade Fawn and Groundhog. Then we got rained out on that project. Work on that is

ongoing and will be finished soon. We spent one week sweeping some of the paved roads and pulled off doing that again because of the weather. We also spent two days hauling sanding cinders to replenish our stock.

- Vehicle Maintenance: We changed the water/fuel separator and greased the 310 backhoe. We replaced the alternator and greased the 544 loader. We did a full service on the 770 grader. We had a hydraulic cylinder repaired on the 770. We put a new flasher in D/T #2. We also changed the oil and air filters on our service truck.
- Misc.: We spent about four days working on the racetrack for the Steele Stampede. We put together thirteen road signs and are installing them when we have spare time. We removed the old concrete pad at the Golden Mantle mailbox cluster.
- Deer: We picked up two deer this month.
- Signs: We put up (replaced) several missing street signs.
- Town Trips: I made five trips to town this month for parts and supplies.

#### **Old Business:**

- Policy to address roads on CRR that have been paved and paid for by residents, not to CRR road standards and without CRR approval – Temporarily tabled.
- Sundown Canyon
  - Email input from Sundown Canyon residents: Mark Schneider would like to see the road plowed more often in the winter and thinks more cinders would help. Steve Abel recommends warning signage and possibly guardrails.
  - Input from Sundown Canyon residents in attendance at meeting: Chuck McFadden said that the first 100' of Sundown Canyon (at the top of the hill) is almost impassable when covered with ice and snow – very difficult for vehicles coming up the road from below to get any kind of traction along that stretch; Michael Callagan commented that the section of the road after the water vault and hairpin curve is shaded and gets extremely icy during the winter – NEEDS GRAVEL.
  - Input from Frank Day (via Zoom), CCRWC – he thinks it's time to close the chapter on the Sundown Canyon road discussion. Chair Haley thanked him for his input and said she would take it under advisement.
  - Roadway widening quote from High Desert Aggregate & Paving – Estimate to widen roadway at water vault location, using Hilfiker type MSE wall, not including engineering or geotechnical services, would be approximately \$427,950.00. That is quoted using prevailing wages. If a non-public entity contracted for the work, it would save approximately 30% and run around \$300,000 (not including professional services referenced above). See attached estimate.
  - The SRD is going to have Supervisor Jordan get a quote for purchasing and installation of a mirror at the water vault road location.
- Use of SDC Funds on Crooked River Ranch – Apron Project – The bid documents were published in the Bend Bulletin and the bids will be opened in a CRR SRD Special Meeting to be held on April 25, 2023, at 11:00 a.m. The meeting will be held in the Juniper Room (in the CRR Administration Building) and the public is invited to attend.

- Badger Hill Road – Chair Haley gave more information and background pertaining to the easements in question. Prior to going further with guardrails or jersey barriers, it was recommended by the SRD’s engineer, Scott Montgomery, to have a survey done to determine whether more property would need to be purchased in order to place physical barriers along the roadway. The cost of the survey would be \$1,500. Residents Mike Schlabach and Michelle Parcel spoke on behalf of having the survey done. Director Pierce made a motion to approve, Director House seconded. The motion was unanimously approved, and Chair Haley will contact Mr. Montgomery to begin the work (there is a possibility that he is still in Arizona, thus delaying the process).
- Jefferson County Road Report for Crooked River Ranch – Meadow Road: Chair Haley met with Supervisor Jones and a representative from High Desert Aggregate to evaluate the condition of Meadow Road. High Desert Aggregate provided suggestions; quantities will be calculated, and estimates obtained.

**New Business:**

- None

**Announcements:**

The next regular meeting will be held in the Juniper Room at the Crooked River Ranch Administration Building on Tuesday May 9, 2022, at 10:00 a.m.

Wildfire Preparedness Open House – April 29<sup>th</sup> from 10:00 to 1:00 at CCR Fire & Rescue, 6971 SW Shad Road. Please try and attend.

**Public Comments:** Supervisor Jones has consistently indicated that the Ranch doesn’t have the equipment to perform maintenance on guard rails. Several residents asked what that equipment is, and could it be rented if we don’t own it. Chair Haley will discuss with Supervisor Jones and report back at the next meeting.

Striping the Ranch roads will take place this summer (2023). There is \$25,000 in the budget to do that work. Michelle Parcel asked about possibly putting double yellow stripes on the straight stretch of Chinook Road (due to reckless drivers passing along that stretch). Chair Haley indicated that Chinook Road is a county road, and that request needs to be run past Jefferson County.

**Other:**

**For the good of the Order:**

**Adjournment:**

Chair Haley adjourned the meeting at 10:32 a.m.




Meeting minutes respectfully submitted by Ann House, Secretary.

Collection Report  
As of 4/13/2023


Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
November 18, 2022	All	249,748.76		532	
December 15, 2022	All	785,452.93	535,704.17	2156	1624
January 13, 2023	All	480,815.41	-304,637.52	1047	-1109
February 20, 2023	All	375,361.40	-105,454.01	723	-324
March 20, 2023	All	335,859.92	-39,501.48	643	-80
April 13, 2023	All	315,054.82	-20,805.10	597	-46
November 18, 2022	Semi Annual	19,189.40		238	
December 15, 2022	Semi Annual	497,234.22	478,044.82	1846	1608
January 13, 2023	Semi Annual	191,477.59	-305,756.63	729	-1117
February 20, 2023	Semi Annual	95,293.37	-96,184.22	398	-331
March 20, 2023	Semi Annual	52,077.20	-43,216.17	314	-84
April 13, 2023	Semi Annual	34,130.44	-17,946.76	270	-44
November 18, 2022	Pmt plans/Auto Debits	17,434.78		224	
December 15, 2022	Pmt plans/Auto Debits	69,203.35	51,768.57	239	15
January 13, 2023	Pmt plans/Auto Debits	62,177.04	-7,026.31	242	3
February 20, 2023	Pmt plans/Auto Debits	51,864.93	-10,312.11	250	8
March 20, 2023	Pmt plans/Auto Debits	53,494.29	1,629.36	255	5
April 13, 2023	Pmt plans/Auto Debits	47,027.99	-6,466.30	249	-6
November 18, 2022	Attorney	122,383.65		45	
December 15, 2022	Attorney	126,857.16	4,473.51	42	-3
January 13, 2023	Attorney	134,468.72	7,611.56	50	8
February 20, 2023	Attorney	134,713.04	244.32	50	0
March 20, 2023	Attorney	135,829.30	1,116.26	49	-1
April 13, 2023	Attorney	110,964.68	-24,864.62	45	-4
October 14, 2022	All F/C, BK, Etc	89,842.64		25	
November 18, 2022	All F/C, BK, Etc	90,740.93	898.29	25	0
December 15, 2022	All F/C, BK, Etc	91,648.20	907.27	25	0
February 20, 2023	All F/C, BK, Etc	93,490.06	1,841.86	25	0
March 20, 2023	All F/C, BK, Etc	94,449.13	959.07	25	0
April 13, 2023	All F/C, BK, Etc	122,931.71	28,482.58	33	8
November 18, 2022	1/2 Lots	0.00		0	
December 15, 2022	1/2 Lots	510.00	510.00	4	4
January 13, 2023	1/2 Lots	127.50	-382.50	1	-3
February 20, 2023	1/2 Lots	0.00	-127.50	0	0
March 20, 2023	1/2 Lots	0.00	0.00	0	0
April 13, 2023	1/2 Lots	0.00	0.00	0	0


Note: Semi Annual balance includes small late charge balances and credit balances in which homeowners prepay. Balances also include unpaid transfer and other fees.










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## News & Announcements



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Example Sample

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## AR Log for April 17, 2023

					COMMENTS
ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION		
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 3/20/23 - Still waiting for decision on grant. 4/3/23 - No change	
2 M Knoke Randy Peterson	Fire Abatement Project No. 2 - Lower Pasture	Hold till March	To reduce fire danger on lower pasture. Lower pasture community garden project	11/7/22 Work Party was effective at cutting trees, removing rocks, pipe and other obstructions to facilitate future mowing. 3/20/23 - Community Garden plowing planned for 4/1/23. Manure to be delivered from limb dump of 4/15/23. Article to be written for April Telegraph. 4/3/23 - No change	
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. - 4/3/23 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. 3/20/23 - After BOD member drive by it was determined that area is looking good. Some additional question need answered. 4/3/23 - Once convex is painted item will be removed	
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. 3/20/23 - Walk through has been completed. Electrical, plumbing and insulation are all areas of concern. 4/3/23 - Safety upgrades are continuing, discussions continue re. JFCO involvement.	

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**AGENDA ITEM SUMMARY****Meeting Date: 4-17-2023****Meeting Type: Regular****Department: Golf Maintenance****CROOKED RIVER RANCH****Staff Contact: Richard Jensen****BOARD MEETING****Estimated Time: 5 minutes**

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**ITEM TITLE: AFE #285**

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**ACTION REQUESTED: Approve / deny expenditure for AFE #285**

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**ISSUE STATEMENT:** The golf maintenance department is seeking approval for cart path repairs to be performed by Preserving Pathways, LLC, and the purchase of one pallet each of crack seal and cold patch materials.

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**ATTACHMENTS: AFE #285 and supporting documents**

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**DISCUSSION/FINANCIAL IMPACT:** Funding for this project was budgeted for and is available in the current fiscal year CRP. Request is for the cost not to exceed (NTE) \$20,000.

**CROOKED RIVER RANCH**  
**AUTHORIZATION FOR EXPENDITURE**

All expenditures over \$5000 must be justified on this form, endorsed by the Community Manager before going to the Board of Directors for approval.

**DATE: 4-10-2023**

**AMOUNT OF EXPENDITURE: NTE \$20,000**

**AFE NUMBER: 285**

**REASON FOR EXPENDITURE:** To grind / repair asphalt cart paths heaved by tree roots and cold patch / crack seal portions that have separated.

**JUSTIFICATION FOR EXPENDITURE:** Our asphalt cart paths range from 16 – 20 years old. Maturing trees near paths have sent roots out underneath the paths heaving them up and making traveling on them difficult for both golf carts and maintenance equipment. To extend the life of the path and make them more pleasant to drive on Preserving Pathways, LLC has a patented grinding process that removes the bumps without the need of completely renovating the paths. Using this method will have the least impact on our players other than the inconvenience of the noise from the grinding machine. I have not found any other company that provides this type of service or results. The average course takes approximately three - five days to complete. I do not believe we will need the full five days to complete the project, but have budgeted for an additional two days, if necessary. This will leave a smooth path when finished. The remainder of the funding will be used to purchase a pallet each of crack seal and cold patch material. Being unsure of the total cost for grinding, I did not contact any asphalt maintenance companies to perform this portion of repairs. We will utilize the Road Dept's crack sealing machine and make as many repairs as we can with the materials purchased. Funding for this project is available in the current FY CRP.

Requesting Department: Golf Maintenance

Supervisor: Richard Jensen Date: 4-11-2023

Community Manager: \_\_\_\_\_ Date: \_\_\_\_\_

BOD Officer: \_\_\_\_\_ Date: \_\_\_\_\_

# Estimate

## FlatPaths Preserving Pathways LLC

DATE: 03/27/2023

189 Haithcock Rd. Mount Gilead NC 27306  
910 434 3351  
tina@flatpaths.com

EXPIRATION DATE 08/27/2024

TO Crooked River Ranch Golf Course  
5195 SW Club House Road  
Terrebonne, OR  
97760

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
5 days	Cart Path Bump Removal	\$2150 per day	\$10750
	Equipment transportation	\$500	\$500
SUBTOTAL			
SALES TAX			
TOTAL			\$11250

This is an estimate based on a conversation and not a visual inspection of your cart path. The hours estimated will likely change once we are able to perform an estimate. This estimate will be done prior to beginning the work

**WE LOOK FORWARD TO THE POSSIBILITY OF DOING BUSINESS WITH YOU**



April 7, 2023

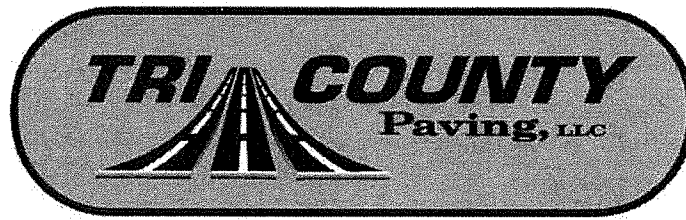
To whom it may concern,

High Desert Aggregate & Paving does not provide root or stump grinding as a service. When High Desert Aggregate & Paving has a contracted job that needs either, it does get sub-contracted out, however.

If you have any questions, please don't hesitate to reach out.

Thank You,

Kelley Furry  
*Office Manager*  
**High Desert Aggregate & Paving, Inc.**



4/11/2023

Hello,

Thank you for reaching out to Tri County Paving for your repair needs. Unfortunately, at this time we are unable to accommodate any tree root grinding you need done. The only tree root situation we can take care of at this time is removal. If you find yourself in that situation, we would be more than happy to provide you with a free quote. Again, thank you for reaching out to us, we hope to hear from you in the future.

Ronnda Daniels

Tri County Paving

# **CROOKED RIVER RANCH CLUB AND MAINTENANCE ASSOCIATION**

## **RESOLUTION 2023-04-17**

### **HARASSMENT AND INTIMIDATION POLICY**

- A. Crooked River Ranch Club and Maintenance Association ("Association") is a Class 1 homeowners association subject to the Oregon Planned Community Act (ORS Chapter 94).
- B. The Association is governed by the Declarations of Covenants, Conditions, and Restrictions that were recorded in 16 phases in the deed records of Jefferson County, Oregon.
- C. The Association is also governed by Bylaws which have been recorded in the deed records of Jefferson County, Oregon.
- D. ORS 94.630 authorizes the Association to adopt rules and regulations.
- E. Article VII, Section 4 of the Declaration includes: "nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood."
- F. The Board finds that some Members of the Association engage in activities for the purpose of harassing or intimidating Directors, employees, or other Members. The Board considers such behavior to be a nuisance and annoyance in violation of Article VII, Section 4 of the Declaration.
- G. The Board of Directors has determined it is necessary for the protection of the Members and employees to adopt rules to more clearly define conduct that is a nuisance or annoyance.

### **Resolution**

- 1. Members of the Association are prohibited from doing any of the following either within any Crooked River Ranch property or outside of Crooked River Ranch if the prohibited conduct is in any way related to Crooked River Ranch business:
  - (a) making any audio or video recording or taking any photographs of any Director, Officer, Committee Member, Member, agent, or employee of the Association without first obtaining permission from that person. This prohibition shall not apply to audio or video that is recorded by a Member while that Member is on his or her own



property, or to audio or video recordings created by surveillance or security cameras or systems installed on a Member's property, or to Directors, Officers, Committee Members, agents or employees during the conduct of their duties;

- (b) making physical threats, or insinuating a future physical threat, towards any Director, Officer, Committee Member, Member, agent, or employee of the Association;
  - (c) using egregiously offensive language towards any Director, Officer, Committee Member, Member, agent, or employee of the Association;
  - (d) willfully and repeatedly following, harassing, or lingering around another Member's property or around an employee of the Association, without permission of that Member or employee.
2. Violations of Section 1 of this Resolution shall be a Class B violation, and the violating Member shall be subject to the corresponding fine as set forth in the Schedule of Fines found in the Policy & Procedure Handbook.
  3. This Resolution shall be enforced in the same manner as other CC&Rs violations. Reports of violations shall initially be referred to the CC&R Review Committee for investigation. If the CC&R Review Committee determines that a violation has occurred, it shall refer the violation to the Board of Directors for the levying of a fine. In determining whether a violation has occurred, the burden of proof shall be a "preponderance of the evidence" standard. If the only evidence of a violation is the accusation of a single individual, and the accused denies the alleged conduct, the Committee may consider the credibility of the conflicting statements in making its determination. Anonymous complaints may be investigated, but no fine shall be levied on account of an anonymous complaint, unless there is corroborating evidence to support the allegation.
  4. A copy of this Resolution shall be distributed to all Members.
  5. This Resolution shall supersede Resolution 2022-06-20-C.

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President Date

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Secretary Date

# **CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION**

## **Board of Directors Agenda – Work Session**

Monday, May 1, 2023

- I. Call to order
- II. Roll call
- III. Special topics
  - a) Regular Board Meeting Agenda Review – May 15, 2023
  - b) CRR Website Update – Ranch Manager LaPora
  - c) Steel Stampede Update – Ranch Manager LaPora
  - d) Community Garden Project – Vice President Erdekian
  - e) Alternative Funding Committee Update – Director Jones
  - f) Nominating Committee Update – Secretary Dries
  - g) A/R Log Review
- IV. Vote to Adjourn to Executive Session if Needed