

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

Monday, February 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 – January 16, 2023
- b. Minutes of Regular Session – January 16, 2022
- c. Minutes of Work Session – February 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

V. OLD BUSINESS

- a. AR Log
- b. Grant Status Update (Heritage House and Fire Abatement) – Director Jones
- c. RV Park Software Update – Director Beveridge

VI. NEW BUSINESS

- a. AFE # 282 – Repair & Rebuild Back 9 Irrigation System Motors & Pump
- b. Proposed Equine Activities – Sharalyn Hay
- c. Volunteer Service Form – J. Todd Hill – BAC and Ranch Enhancements Committees
- d. Revised FY 2023 CRP for Heritage House Mini Split – Ranch Manager LaPora
- e. FY 2024 Budget Presentation – Budget/Audit Committee Chair, Herb Parker

VIII. FIRST READINGS

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

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 – March 6, 2023

XI. ANNOUNCEMENTS & WRAP-UP:

- a. Jefferson County Board of Commissioner's CRR Meeting - Wednesday, March 8, 2023
at 6:00pm in the Juniper Room

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED

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

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

Monday, January 16, 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	O	Sarah Woolverton Director	X
Julia Randall Director	X	Robert Beveridge Director	X	Daniel Lowe Director	X

II. CONSENT ITEMS -

- a.** Agenda of Regular Meeting – January 16, 2023
- b.** Minutes of Regular Session: December 19, 2022.
- c.** Minutes of Work Session – January 3, 2023.

A motion to approve the above consent items was made by Director Randall. It was seconded by Secretary Dries. It was a unanimous decision to approve.

III. COMMITTEE & STAFF REPORTS –

Vice President Erdekian thanked Supervisors Knoke and Jensen for taking care of the switch out of the propane tank at the Clubhouse.

IV. RANCH MANAGER's REPORT:

a. Collections Report: Ranch Manager LaPora reported that payments continue to be made in the first month of the new semi-annual period, keeping the staff busy. She also gave a shoutout to Kara for her work on delinquent accounts. She is making a lot of headway.

b. Website Issues Update: The exploration into the rebuilding of a new website continues. A list of wants and needs has been provided to the web designer and a proposal will be discussed during Executive Session. This will continue to take time.

V. OLD BUSINESS

a. A/R Log:

#1 Comments: January 10 meeting determined new plans need to be established.

#2 Comments: No change 1.16.23

#3 Comments: no change 1.16.23

#4 Comments: No change 1.16.23 (move comments from # 5 re: fencing color)

#5 Comments: Contractor has draft drawing. An estimate is being worked up so work can be sent out for bid.

b. Update on Meeting with Fire Abatement Group on January 10, 2023: Supervisor Knoke reported that projects are in the process of being prioritized and a timeframe will need to be created.

c. Heart of Oregon Program to Compliment HOA Efforts: It was announced that Wellspring Management, our fire abatement partner, will be reducing their workload in the future. We are working with Heart of Oregon to provide additional resources for fire abatement on both Association property and resident's property. More discussion to follow.

d. FY 2024 Budget Update: Ranch Manager LaPora reported that the CRP is close to being completed. She is meeting with supervisors on Tuesday to discuss each department's operating budget. Wednesday's BAC meeting will review the first six months' financials.

e. Community Garden Project: Vice President Erdekian provided a brief schedule of dates for first year steps. This includes fencing, soil turnover, fertilizing and watering.

VI. NEW BUSINESS

a. Steel Stampede Planning: The Steel Stampede is scheduled for May 6 & 7, 2023. It will be a return to a full event, which includes the trials, races, vendors, and swap meet. Brenda Cooper has taken on coordination of the event and has already reached out to volunteers from previous years.

b. Winter Water Damage in CRR Rental Update: A water leak was discovered in the 5 A/B duplex. The leak occurred on December 24 but was not discovered until December 28. An insurance adjuster has reviewed the damage. Quotes for repairs are being determined. All but the \$1,000.00 deductible will be covered by insurance.

c. RV Park Software Discovery: Director Beveridge provided a summary of five RV Park Reservations systems. They were all reviewed, and two companies have been chosen to give a demonstration. An update will be presented at the Work Session

d. Volunteer Service Forms; Ben Johnson and Kriss Krzycki, Ranch Enhancement Committee; Diana Shire, Phase Rep and Event Committee: A motion to approve all three volunteers was made by Director Beveridge. It was seconded by Director Randall. It was a unanimous decision to approve.

VII. SECOND READINGS:

None

VIII. FIRST READINGS:

None

IX. PUBLIC INPUT:

None

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

- j. RV Park update – Director Beveridge
- k. Community Garden Update – Vice President Erdekian
- l. Jefferson County TOT request update – Vice President Erdekian
- m. Rental Duplex Water Damage Update – Supervisor Knoke

A motion to approve the Work Session Agenda of February 6, 2023 was made by Director Randall. It was seconded by Director Beveridge. It was a unanimous decision to approve.

XI. ANNOUNCEMENTS & WRAP-UP: Upcoming BAC meetings: January 18 10:00 am Juniper Room; January 25 10:00 am – 3:00 pm Juniper Room (Supervisor presentations of Operating Budget); February 1 10:00 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 for contract discussion was made by Secretary Dries. It was seconded by Director Randall. It was a unanimous decision to approve. The Regular meeting was adjourned at 7:17 pm. The Executive Session was adjourned at 7:59pm with no action taken.

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

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
WORK SESSION
MONDAY FEBRUARY 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 – February 20, 2023: Addition to:

Old Business: Grant Status Update – Director Jones

Heritage House Asset Update – Vice President Erdekian

Update on Fire Abatement Grant – Director Jones

A motion to approve February 20, 2023, Regular Board Meeting Agenda was made by Director Beveridge. It was seconded by Director Wolverton. It was a unanimous decision to approve.

b. Annual Budget process Update: Ranch Manager LaPora provided a new updated calendar for the BAC committee. Thanks to the BAC committee and Ranch Staff, all work has been completed. The abbreviated schedule includes a presentation to BOD during the next Regular BOD meeting and a second read and adoption at the March Regular Board Meeting.

c. CRR Website Update and AFE #281 -: This item was moved to the Executive Session for contract discussion and will be moved back to open session for final decision.

d. RV Park Reservation System Update: Director Beverage along with RV Park Supervisor Wagoner met with and reviewed two companies' reservation systems and determined that Firefly best met their needs. There is no initial cost to install Firefly and it can be terminated at any time. A motion to approve Firefly Reservation System for the RV park was made by Vice President Erdekian. It was seconded by Director Randall. It was a unanimous decision to approve.

e. RV Dump Station: General Maintenance Supervisor Knoke reported that the alarm system for the tanks have been installed and the dump pad has been poured. The plumber will be there 2/20/23 to complete the wash out system. A credit card system is being installed to accept payments for use.

f. Heritage House Electrical and Mini Split Update: General Maintenance Supervisor Knoke reported that the Mini-split has been installed and is working. The 2022/23 FY CRP needs to be adjusted to show the purchase of the Mini-Split this year and re-adopted by the BOD. He is also waiting on bids from contractors for electrical issues. A meeting is going to be held with General Maintenance Supervisor Knoke, members of the Board and the Senior Group to do a walk-through of the Heritage House. A grant may be a possibility to assist with payment for upgrading the electrical system. A motion to have Director Jones start work on the grant application was made by Director Randall. It was seconded by Secretary Dries. It was a unanimous decision to approve.

g. Proposed Snack Shack Rental: Ranch Manager LaPora reported that a new tenant for the Snack Shack is coming on board. She is currently working with Randy Knight to tentatively be the new tenant.

h. A/R Log:

#1 Comments: Grant decision will be end of February. A new abatement plan by area has been started.

#2 & 3 Comments: No change 2.6.23

#4 Comments: Fencing has been completed. Convex needs to have warm weather in order to paint.

#5. Comments: M Knoke waiting for bids from three electrical contractors. The BOD is looking at gathering funds from several additional resources. An electrical load study will be completed.

j. Reminder: BAC Budget Presentation – February 20, 2023, during the Regular Board Meeting.

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

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

Adjourned to Executive Session at 11:19 am

Executive Session called to order at 11:30am

Executive Session adjourned at 12:11pm and Open Session re-opened at 12:13pm. Director Randall made a motion to approve AFE #281 to initiate a contract with CivicPlus (Option four on Analysis) for the design, build, implementation, training and ongoing support and maintenance of the new Crooked River Ranch website. Motion was seconded by Director Beveridge and approved unanimously.

Director Jones made a motion to adjourn the Work Session at 12:15pm. It was seconded by Secretary Dries and approved unanimously.

ARC Minutes for New Application on January 23, 2023

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

CC: Judy LaPora, **Liaison:** Mike Dries

Guests: 0

Approve the last meeting: Nancy Lutz and Malcolm White

New Application:

12792 SW Wheat Grass Rd. Ashby. Ph #6. Lt #27. New covered Deck .**Approved**

12505 SW Peninsula DR. Collins. Pt #10. Lt #02. New Home. **Approved**

9367 SW Shad Rd. Shook. Pt #12. Lt #31. Solar. **Approved**

11960 SW Horny Hollow Trail. Amos. Pt #14. Bl #01. Lt #59. Solar. Need to talk to them about the Apartment they have on The drawing. **Not Approved**

14925 SW Stallion Dr. Rector. Pt #03. Lt #60. Solar. **Approved**

Notice from Deschutes or Jefferson County: 0

Verification of Completed Application: 0

Next meeting February 13, 2023 @ 3:00PM in the Adm office.

ARC Minutes of New Applications for February 13, 2023

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

CC: Judy LaPora, Mike Dries-Liaison

Guest: Mike Dries

Minutes from last meeting: Approved by Jim Hussey and Nancy Lutz.

New Applications:

11960 SW Horny Hollow Trail. Amos. Ph#14. Bl #1. Lt #59.
Solar. **Approved**

7357 Onyx Rd. Hays. Ph #03. Lt #120. Shed. Under 200 sq, ft.
Approved

13535 SW Cinder Dr. Sosnows. Ph #06. Bl #07. Lt #37. Solar.
Approved

12726 SW Spur Pl. Brewster. Ph #06. Lt #200. Garage/Shop.
Approved

9367 SW Shad Rd. Shook. Ph #?. Bl #?. Lt #?. Replacing old deck. **Approved**

Notice from Deschutes or Jefferson County: 0

Verification of Completed Applications: 19

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

CRR Budget/Audit Committee (BAC) Meeting

Draft of the Minutes

January 18, 2023

ATTENDANCE :

BAC Committee members in attendance were Chair Herb Parker, Vice-Chair Jerry Cooper, Secretary Sue Haley, Karen Bennett, Sheryl Jones, Bill Burt, and Kevin Ellingsburg. Board member in attendance was President Kari Vickery. Staff members in attendance were Ranch Manager Judy LaPora and Staff Accountant Jan Cunningham. Resident in attendance was John Stevens of "Ranch Matters". Absent were BOD Liaison Bob Beveridge and BOD Treasurer Randy Peterson.

CALL TO ORDER:

Chair Herb Parker called the meeting to order at 10:01am and welcomed everyone.

MINUTES:

The minutes for the BAC Meeting dated December 14, 2022 were approved with the addition of the following changes as proposed by Karen Bennett:

- **TOTAL RANCH, change second paragraph to read as follows:** "Karen Bennett asked if a TOTAL was necessary for Estimated Current Cost, as it is not used in any calculations. Manager Judy LaPora explained that the TOTAL should remain because it provides useful information."
- **FINANCIAL ANALYSIS, PERCENT FUNDED: Change paragraph to read as follows:** "Kevin Ellingsburg asked if we have a goal for Percent Funded. Manager LaPora replied that we aim for 70 percent. She also replied that we need to project Percent funded out five (5) years. Karen Bennett said that she would prepare the calculations for review by the BAC and Manager LaPora."

CAPITAL RESERVE PLAN **PHYSICAL ANALYSIS**

Ranch Manager Judy LaPora reported that calculations have been corrected and that some formulas have been changed.

22 - GOLF MAINTENANCE

- **10 – Cart Path Repair / Resealing (over three years):** It was suggested that this item be split into three (3) separate line items, but Manager LaPora explained the coding would then be inconsistent with how we handle every other line item. We

used to have \$20,000 scheduled for three years, but we now have \$14,000 for FY2023, \$24,000 for FY2025, and \$24,000 for FY2025. These number many need to be readjusted in future years.

- 35 – Golf Maintenance / General Maintenance Shop: This estimate has risen to \$750,000. Golf Maintenance Supervisor Richard Jensen has done considerable research to arrive at this figure. General Maintenance Supervisor Mike Knoke also noted that a yearly increase of 40 percent was factored in.

BOD President Kari Vickery asked if Richard Jensen and Mike Knoke could produce a separate estimate to increase the existing shop foot print, but Manager LaPora explained that a new shop was necessary because the only heat source currently available is a wood stove, and the existing shop is in the flight path of range balls, among other deficiencies.

This new building will be one shared structure with two separate entrances for each of the two departments.

Based on the current cost estimate of \$750,000, Karen Bennett will project the amount funded for the next few years, amend the document, and then send to the entire BAC for review.

CAPITAL RESERVE PLAN **FINANCIAL ANALYSIS**

- **PERCENT FUNDED: Herb Parker, Manager LaPora, Karen Bennett, and Sheryl Jones will meet to review the impact of the increased estimate for the Golf Maintenance / General Maintenance Shop separately to determine percent funded for the next five (5) years.**

A lengthy discussion about Percent Funded followed. The goal is to prevent having to require a special assessment should a catastrophic event such as a wildfire or a flood occur. Manager LaPora explained that if an event occurred, we would have to remove a large expenditure from the CRP. BOD President Vickery also suggested that, in such an event, we may have to add a new revenue generating business.

It was also noted that a dues increase this year would not be reflected on the CRP now. If dues are increased, they go into the Operating Budget, and if we have a need, we can move funds out of the Operating Budget and into the CRP.

Sheryl Jones had additional concerns regarding Budget Format and Insurance, in connection to a catastrophic event. **She will put those concerns in writing.** Manager LaPora assured her that we reassess insurance needs every year.

PROFIT & LOSS VS. ACTUAL
OPERATING BUDGET
May through October 2022

ADMINISTRATION

- 40025 – Admin Transfer Fees: We are “behind the curve” on this item due to a decrease in lot sales.
- 40029 – Customer Finance / Other Charges: Manager LaPora noted that this item is income.
- 40044 – Newsletter Income: This item is down due to loss of advertisers.
- 62200 – Insurance Expense: The amount shown for this year is higher than last year, but this can be attributed to payment timing.
- 63100 – Salaries / Wages: We had open positions which are now filled.
- 90030 – Contingency: \$15,000 of the Budgeted amount is for Code Enforcement. The rest is for Contingency. The \$2,150.00 spent is for Asbestos Testing at the Senior Center (Heritage House).

POOL

- 63100 – Salaries / Wages: This item is \$3,000 less than last year due to the late opening of the pool and due to employees reaching Medicare age.

RENTALS

- 43100 – Rental Income: This item is less than half of what was budgeted due to one half of the duplex vacant for a time.
- 67100 – Federal Income Tax: **Manager LaPora will investigate.** She noted that Staff Accountant Jan Cunningham received a refund. It was also noted that the Audit was not prorated properly.

GENERAL MAINTENANCE:

- 64240 – Cluster Box: Money is being stolen from the Disc Golf box. Past disc golf attendance helped to determine that funds were missing. A new box has been installed.
- 64350 – Fire Abatement: Manager LaPora noted that all of the allocated \$25,000 will be spent.

PRO SHOP

- 41010 – PS-Greenfees Income: Manager LaPora noted that, as of today (1-18-23), we are \$40,000 over Budget. We were closed for all but five (5) days in December due to weather. Advertising brought in huge amounts of revenue.
- 4100 – GOLF REVENUES: Karen Bennett noted that the TOTAL is up \$120,000 over last year.
- 60470 – Merchant Fees CC Surcharge: Chair Parker noted that; although we do have Credit Card Fees, online activity allows for a lot more functionality.
- 60510 – Advertising: We have nearly spent the Budgeted amount for May – Oct in the amount of \$15,000, but relative to revenue, we are looking good.
- 67300 – Personal Property Tax: Karen Bennett noted that Personal Property taxes paid were significantly less than the budgeted amount. Manager LaPora explained that is based on the timing of the payments.
- **Accountant Jan Cunningham will add an additional column to the spreadsheets showing the Previous 6 months expenditures. (Nov – Apr) on future reviews.**

GOLF MAINTENANCE

- 64400 – Fuel Expense: We are \$1,883.08 over Budget with months to go yet. Manager LaPora reported that we have switched suppliers for gas and diesel from Carson to Ed Staub. We have a substantially better deal.
- 68250 – Electric: We will see a 17 percent increase in the next year's budget for electricity. Additionally, one pump was changed out with better efficiency on the new pump.

RV PARK

- 42130 – RV Park-Extended Stay Income: Extended Stay is so low because Facebook employees are no longer allotted a per diem to stay at our park. This is everywhere, not just our park.
- 67100 – Federal Income Tax: We will receive a \$2,900 refund which will be adjusted on the next Budget.
- 68300 – Garbage: It was noted that Garbage has doubled. Ranch residents have been illegally dumping at the RV Park, and if cameras were installed, it would be difficult to differentiate between RV Park guests and Ranch Residents. Signs will be installed informing residents that dumping at the RV Park is illegal.

ROADS

- 63100 – Salaries / Wages: The Road department was short staffed for a time. There will be an increase due to the overtime required for workers this winter.
- 64200 – Building Repair and Maintenance: Over budget due to required shop roof repair – A rafter was improperly installed.
- 65250 – Road Maintenance Products: It was noted that very little of the budget amount of \$156,000 has been spent. Manager LaPora stated that some items have not yet been purchased and that all monies will be spent.

GENERAL COMMENTS:

- It was noted that a Capital Reserve Expenditure appeared on the Operating Budget. **Accountant Cunningham will switch from Quick Books to Excel in order to remove this. She will also remove this expenditure from Company.**

ADJOURN: The next Budget / Audit Committee Meeting will be held on January 25, 2023 from 10:00 AM to 3:00 PM in the Juniper Room. Chair Parker adjourned the meeting at 11:47 AM.

MINUTES PUBLIC

CC & R Review Committee Minutes

January 17, 2023

In attendance: Stephanie Proffitt, Mark Schneider, Judy Gilliland, Gail DesBrisay, Norm Sharp, Mel Tellinghusen, CRR Admin rep. Kara Burkhart & CRR BOD Liaison Mike Dries & Jefferson County Rep John Slyter

1. Consent Items:

- A. Agenda for today's meeting.
- B. Minutes for November 15, 2022 meeting:
motion to approve by Mel Tellinghusen & 2nd by Mark Schneider with correction. Unanimous to approve.

2. New Business:

- A. Conex/Containers on CRR. These are regulated by the county not the CC&Rs. All complaints need to be filed with the county.
John Slyter has contacted the owner on Mustang. It will be moved soon.
Once it is determined what County the one on Rainbow is in, the appropriate action will be taken.
- B. Review of New Complaints
 - 1. 22-39 -Trump flag. Mel & Norm tried several times to inspect. Never could get a clear picture to show the flag and unable to see what it states. Kara to send letter to complainant– unverifiable.
 - 2. 22-40– Trump 2020 flag. Verified flag is visible. Kara sent letter with sign guidelines to property owners requesting removal.
 - 3. 23-01– Large RV motorhome being lived in (Jeff Co) & Trump 2024 flag. Inspected & RV gone & no flags. Invalid letter sent to complainant.
 - 4. 23-02– Make America Great Again sign with Trump name. Inspected & found valid. Kara to send letter to property owners with sign guidelines & ARC sign application.
 - 5. 23-03– 2022 Election sign. Inspected 1/11/23, no signs on property. Kara to send invalid letter to complainant.

3. Old Business

A. Active 2022 CC&R

1. 22-15– 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 to sent letter notifying them of regression and need to clean up or contact us within 15 days. Continue to monitor.
3. 22-25– inoperable vehicles & old appliances. No change - Verified trash & letters 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.
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.

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
2. Jefferson 14 – 1 new, 5 closed, 4 updated & 4 no change

Member Input: None

Next meeting: February 21,2023 – Juniper Room – 1:30

To: Crooked River Ranch BOD
Fr: Judy LaPora, Ranch Manager
Date: 2/7/23
Re: Administration Monthly Report for January 2023

Significant Events/Accomplishments:

- I have been working with President Vickery to find a suitable website designer. We have been looking at demonstrations and interviewing prospective designers and companies. We hope to have a contract in early February that will enable us to have our website again. It will not be a restoration of the current site but will have to be a completely new build
- I continued working on the Ranch budgets. The Supervisors presented their Operating Budgets at the joint BAC/BOD meeting on January 25. Based on recommendations from the BAC and BOD, revisions to the budget are being made. The CRP and Fee Schedule have been completed and are awaiting BAC approval.
- Kara processed 10 dues requests from title companies and one change of ownership. She also completed 56 auto-debit billings for the 5th and 66 for the 20th of December as well as 104 monthly billing invoices and 16 newsletter accounts. She was able to collect \$8378 from seriously past due accounts not with the collection attorney. Our Collection Attorneys collected a \$900 payment on one of our accounts. This did not pay the account in full. She filed three lien releases and 47 Intent to Lien letters. She also processed 4 CC&R complaints, process and mailed 10 CC&R letters and 7 inspection reports.
- Tammy processed 981 payment transactions. She mailed out 4 Welcome Packets and processed 9 Arena Waivers in addition to her daily duties of first line customer service both walk ins and phone. She also processes all of the incoming mail for the Ranch.
- 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. She also assisted me with the budget process.
- I am happy to report that we have a new hire. Brenda joined us this month and is fitting into the team very well. She hit the ground running and during January she scanned 80 property files, began work in the Steel Stampede by attending the meeting, sending volunteer emails and sponsor letters, cleaned and stocked the kiosks and began learning the process of taking minutes of the BOD meetings. She as assumed the responsibilities of assisting the ARC and processed 7 applications. She is also answering phones and taking care of walk in customers.
- Thank you, Tammy and Kara for helping train Brenda. I know she appreciates it as much as I do.

Respectfully submitted,
Judy LaPora, Ranch Manager



To: Judy LaPora, Ranch Manager
CC: Kari Vickery, President CRR C & MA
From: Randy Ballard, PGA
Subject: January Update of Operations
Date: February 2nd, 2023

Golf Shop Operations

Overview:

Just like last year we started January with our doors closed due to snow. Mid-month we were able to open but the weather wasn't quite as nice as last year in January so we fell a little short YoY. The phones have been ringing like crazy so I know as soon as we can open again the crowds will come! Last Thursday January 26th the temps were at 50* and we had 130 players come out; everyone has the itch to golf.

Significant Events/Accomplishments:

- I will continue to talk about tournament groups this time of year. I was able to close on two more 144 player tourneys in July and four or five 36-48 player groups in the Summer months. With that we are well ahead of where I was last year with groups; some citing that other courses are getting too expensive. They know we increased our prices but are still \$20-35 less per player than our closest competitors.

Opportunities:

- With a new POS/Tee Sheet system I will be able to use the marketing component to run "on the fly" type specials and promotions to fill dead space or quiet days that may be approaching.

Potential Shortcomings:

- With the increase in the costs of both hard and soft goods we may have to adjust some of our margins to stay competitive with big box stores. This would net us a little less in dollars per item overall and affect total merchandise revenue next year.

Looking Forward:

- I'm excited to have the opportunity to set up the new system and design a new modern website. Also, I can't wait use all the new bells and whistles this system comes with; like having CC's on file, charging no shows, and the communication tools we will have access to.

Best,

Randy Ballard, PGA

	2023	2022	% Chg
January			
Days Closed:	12	12	0.00%

Includes weekday and weekend rounds for juniors, seniors and regular guests at regular posted rates.

Weekday and Weekend rounds at posted property owner rates.

Includes all promos, specials & twilight rounds at regular posted rates.

All rounds that are discounted including large groups, special member events, visitations, etc.

All Annual Pass Rounds

⁵ All Employee rounds

⁶ All Industry comp rounds

⁷ Includes all rounds specifically from punch cards and donations/trades

• All Annual Pass Rounds

TO: Judy Lapora, CRR Administrator

FROM: Richard Jensen / Golf Maintenance

Date: 2-7-2023

RE: monthly report

Overview: January, once again, brought weather all over the map. Cold temperatures and precipitation the first part of the month gave way to mild, dry conditions mid – late month; 56 degrees followed by sub-zero temperatures three days later is a classic example of the broad swings we can experience during our winter months. The course was closed due to snow cover for eight days, bringing our winter season total weather-related closures to 48 days. Quite an increase over the past few mild winters. Wet, soft conditions required us to restrict golf carts to paths-only for 10 days. For the month, temperatures were above average; low's four degrees, high's two. After two months of almost normal precipitation, January was over one inch below average. For the water year, October - September, we are 1.72" below average.

Significant Events/Accomplishments: Snowy conditions early required us to perform snow removal at the Admin parking areas. As mentioned in my last report, windy conditions damaged several trees throughout the course. Two mature junipers required complete removal along with several "widow-makers" and numerous branches along cart paths that were not quite widow-makers yet but were impeding cart travel. We nearly ran out of firewood, our main heat source, here at the shop. With the Lion's Club firewood supply already spoken for, and not wanting to pay \$300+ per cord, we salvaged enough from downed trees in the lower pasture to hopefully last the season. Attempting to reduce birds nesting and creating large messes of fecal deposits on carts, where wall headers and roof trusses meet in the big cart shed, we installed light metal mesh screen over the openings. Along that same vein, birds have also been invading the open ceiling in the utility vehicle parking area of the shop, creating an unhealthy mess on our carts and setting off the motion detector alarm in that zone. We installed a ceiling in this area of the shop using 7/16" OSB plywood to combat nesting in this area as well. We cold patched a small sink hole that developed in asphalt of the northwest corner in cart shed #4 possibly caused by rodent tunneling. We finally made the time to construct 6"x4" concrete bases for logoed yardage markers, obtained a couple years ago, and installed them on course tees replacing colored tiles previously used for this purpose. Except for the tees that are frozen solid, each separate tee box on every hole now has a new yardage marker. The operating budget for fiscal year '24 was completed and submitted for approval. Kevin continues to train Brian on golf equipment maintenance. They have completed the reel mower cutting unit rebuild and grinding portion of our annual preventive equipment maintenance program and are moving into the full inspection and servicing portion.

Opportunities: While Wellspring Environmental are performing fire abatement on the lower plateau between Trout Rd and #6 tees on the golf course, they removed several junipers of varying sizes and limbed up remaining trees identified in this common area that shade these tees. This will be a big help in melting snow and reducing frost delays. They left us all the tree trunks that we'll use for firewood next winter and chipped the rest. Randy purchased some new mats for the driving range and gave us the used ones. We immediately put three of them on #11 tees and swapped out three more for very old ones on #4 and #16 tees.

Potential Short Comings: Continued cool, wet conditions creating a perfect environment for disease development coupled with unfavorable application weather and golfer play continue as my greatest concern at this time. The last bit of persistent snow cover pushed us over the edge and I'm now seeing areas infected with "pink snow mold" scattered throughout the course. Warmer, drier conditions will limit the spread of this disease but will require chemical applications to eradicate in time for spring green up.

Looking Forward: Updating written safety programs and performing required employee training. Curative snow mold applications, continued equipment maintenance, landscape maintenance and tree pruning are planned for the upcoming period.

Respectfully Submitted,
Richard Jensen GCS

JANUARY 2023 GENERAL MAINTENANCE REPORT

February 7th, 2023

Heritage House: The mini-split HVAC system was replaced by a similar unit and is working well. The propane tank for the building was tested and the gas line was replaced, making the fireplace safe to use. RFPs were sent out to three electrical contractors along with drawing sets of engineering plans for the demolition and upgrade work. The contractor's estimates will be needed to go forward with funding options for the electrical upgrade of the house.

Rentals: The flood damage in the duplex, especially on the Black Dog side, was extensive and will require new dry wall, subfloor, and vinyl flooring. The electrical wiring must be replaced along with the heaters, electrical outlets, and switches. Some old dry rot in the bathroom will be repaired and we have contractors scheduled to look at that. We are providing information to the claims adjuster as needed and have rented a storage container for the contents of the building while the restoration work is being done.

RV Park: The concrete pump-out pad has been poured and the tank level alarm panel is wired for the RV Dump station. A licensed plumber is scheduled to make the connection to the water line for the wash-down faucet. Some final grade work and gravel will complete the circle drive for the dump station, and the credit card payment pedestal will be installed after that.

Fire Abatement: On January 9th we met with representatives from the Central Oregon Intergovernmental Council and ODF to discuss the possibility of having the assistance of the Heart of Oregon Corps work crew for fuels reduction projects. This crew will be trained and ready to go to work by mid-February. Wellspring Management is currently doing some tree thinning at the end of Trout Rd., adjacent to the back of hole number six on the golf course. We have contacted a contractor with the equipment needed to complete the Crater Loop project removing brush and ladder fuels throughout the safety corridor. This machinery will be put to work on the Trout Rd. project as well. Director Sheryl Jones is working on grant applications for fuels reduction work on the ranch.

Weed Abatement: I met with Central Oregon Weed Control to plan which areas will be treated this year. We have an outbreak of puncture vine near the Arena which will be part of this year's projects.

Cluster Boxes: We replaced a cluster box which was broken into and destroyed at the Quail and Parkey location. A CBU was added to the Shad and Noah Butte location and preparations have been completed for moving the boxes at Shad and Golden Mantel away from the roadway to make this stop safer. A pad extension will be poured at the Maverick and Shad site for the addition of one more CBU.

Steel Stampede: The first meeting was held for this year's Steel Stampede motorcycle race. It is set for May 6th and 7th.

Commercial Park: We constructed and installed the new swing-set in the park and blew the debris off the Bocce Ball courts.

Fuel Dock: BTN Petroleum was called in to replace a failed component in the Unleaded gas pump.

General: I reported seven streetlights which were out to Pacific Power. We are doing some burning and clean-up in the bone yard. We did some repairs to the Massey Ferguson tractor and arena harrow.

Respectfully Submitted by: Michael Knoke

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 2/08/2023

Re: Monthly Report for January 2023

Overview: Plow and Sand, maintenance

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 Groundhog. 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 off of 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 ran over.

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

Respectfully

Jordan Jones / Road Supervisor

RV PARK – MONTHLY REPORT – JANUARY 2023

OVERVIEW:

The month of January was not a good one for the park. We just don't have the sites booked that we did this time last year.

INCOME:

	2022	2023
Camping	\$ 360.00	\$ 260.00
Extended Stay	\$16,758.04	\$ 4,862.50
RV Park Income	\$ 178.50	\$ 169.00
TOTAL	\$17,296.54	\$ 5,302.40

PROJECTS:

The month of January was extremely busy on reservations for the upcoming season. Phones ringing non-stop for reservations request. The dump station is nearing completion. Heckle's Plumbing is scheduled to come out on 2/10 and we received the ok from DEQ, but are awaiting the actual documentation from their office. Hoss completed his part as far as electric goes.

Norm is continuing clean-up of brush, limbs and taking down some of the dead trees.

Submitted by:

Cathy Wagoner

RV Park Supervisor

AR Log for February 20, 2023

AR Log for February 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.
2 M Knoke Randy Peterson	Fire Abatement Project No. 2 - Lower Pasture	On-going	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 - 2/6/23 - 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. - 2/6/23 No change
4 K Viekey	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
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 loan study will be completed.

AGENDA ITEM SUMMARY**Meeting Date:** 2-20-23**Meeting Type:** Regular BOD meeting**Department:** Golf Maintenance**CROOKED RIVER RANCH****Staff Contact:** Richard Jensen**BOARD MEETING****Estimated Time:** 5 minutes

ITEM TITLE: AFE #282 back 9 irrigation pump & motor service

ACTION REQUESTED: Approve invoice 216081 in the amount of \$21,723.12 for payment.

ISSUE STATEMENT: Golf maintenance, general maintenance and roads departments are seeking approval for payment of invoice for service and repairs of back-nine irrigation pump station's motors and pumps.

ATTACHMENTS: AFE #282

DISCUSSION/FINANCIAL IMPACT: As noted in AFE explanation, this repair was originally quoted at \$5000. Once service was initiated, due to age and condition of pumps, it was discovered it would take considerable additional labor to refurbish components. Service company inquired whether we would purchase new pumps, at a considerably increased cost, rather than repair. Discussing this option with Gus Abbas, we agreed that rebuilding our existing units would offer us almost new performance and longevity vs purchasing new. Funding for this project was included in our 2023 operating budgets. The unexpected cost increase will affect the golf maintenance budget more than the other two departments. Payment will put account 64500 Irrigation Repair & Maintenance significantly over budget. Unspent funding in other accounts will make up for the overage in Irrigation R&M this fiscal year end. Competitive bids were not obtained due to initial quote being under the AFE requirements. Invoice distribution; Golf Maintenance - \$14,723.12, Gen Maintenance & Roads - \$3500 each.

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: 2/20/2023

AMOUNT OF EXPENDITURE: \$21,723.12

AFE NUMBER: 282

REASON FOR EXPENDITURE: Pay invoice for repair and rebuild of back 9 irrigation system motors and pumps.

JUSTIFICATION FOR EXPENDITURE: It was time for maintenance to be performed on both 50 hp vertical turbine motors and pumps. Initial quote estimate was for \$5000. Upon arrival at the service vendor closer inspection revealed more in-depth repairs were necessary causing the increase to estimated repair costs. Vendor inquired whether we just wanted to purchase new pumps at a significantly higher cost rather than rebuild. Discussing this option with Gus Abbas we determined that repairs would offer almost new performance and longevity at reduced cost vs purchasing new. Speaking with Gus last spring, we did not expect cost to exceed AFE requirements so funding for these repairs was not included in the CRP and were included in current fiscal year's operating budget. Due to unexpected cost increases to irrigation system repair parts I am currently over budget in account 64500 R & M Irrigation where this invoice will be coded for payment. Bottom-line year-end expenses will balance out with other accounts such as labor, employee benefits and fertilizer/chems/seed being under budget. Future maintenance on these items will be scheduled on staggered intervals to avoid any disruption to operations and lower service costs. This pump station is utilized by both the Roads and General Maintenance departments which are splitting 1/3 of repair costs.

Requesting Department: Golf Maintenance

Supervisor: Richard Jensen Date: _____

Ranch Manager: _____ Date: _____

BOD Officer: _____ Date: _____

Abbas Pump Service

PO Box 2130 8888 11th Street

Terrebonne, OR 97760

Phone (541) 548-2787 Fax (541) 923-7509

info@abbaswelldrilling.com

WWC #: 1720 CCB #158451 PI# 39CPI

INVOICE 216081

Date: 2/16/2023

Terms: 30 Days

CROOKED RIVER GOLF COURSE**RICHARD JENSEN****5195 SW CLUB HOUSE RD****CROOKED RIVER RANCH, OR 97760**

(541) 350-1235 Cell RICHARD

(541) 548-0278 Fax

(541) 923-0065 Work RICHARD

Service LocationAddress: BOOSTER PUMP STATION
BACK 9

City: TERREBONNE

Job/Well #

Purchase Order

Page 1 of 1

Quantity	Unit	Item	Unit Price	Extended Price
1.00	Each	REMOVE & REPLACE PUMPS AND MOTORS	\$1,000.00	\$1,000.00
1.00	Each	PACKAGED BID REBUILD 2 10M 50 6STG FLOW TRAPER NEW BEARINGS SS SHAFTING MACHINE WORK TEAR DOWN & REASSEMBLE WITH NEW SS NUTS & BOLTS REBUILD STUFFING BOXES & REPACK DIP BAKE MOTORS & NEW BEARINGS	\$20,600.00	\$20,600.00
				\$21,600.00
			Corp Act. Tax	\$123.12

Please pay this amount**\$21,723.12****Thank you for the opportunity to work for you.**

Invoice due 30 days from date of invoice. Interest rate at 18% per annum on unpaid balance.

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Monday, March 6, 2023

- I. Call to order
- II. Roll call
- III. Special topics
 - a. Regular Board Meeting Agenda Review – March 20, 2023
 - b. CRR Website Update – Ranch Manager LaPora
 - c. RV Park Reservation System Update – Director Beverage
 - d. Heritage House Asset Update – Vice President Erdekian
 - e. Community Garden Project – Vice President Erdekian
 - f. RV Park Dump Station Update– Supervisor Knoke
 - g. Heritage House Electrical Update – Supervisor Knoke
 - h. Winter Water Damage in CRR Rental Update – Supervisor Knoke
 - i. Nominating Committee Update
 - j. A/R Log Review
 - k. Reminder: Jefferson County Board of Commissioner's CRR Meeting - Wednesday, March 8, 2023 at 6:00pm in the Juniper Room
- IV. Vote to Adjourn to Executive Session if Needed