

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

Monday, December 19, 2022, 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 – December 19, 2022
- b. Minutes of Regular Session – November 21, 2022
- c. Minutes of Work Session – December 5, 2022

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 Issues Update

V. OLD BUSINESS

- a. AR Log
- b. FY 2024 Budget Update – Ranch Manager LaPora

VI. NEW BUSINESS

- a. Volunteer Service Form – Paula Bartolomei -Neighbor Helping Neighbor Committee
- b. Men's and Ladies Golf Storage Shed Request – John Smallwood
- c. Senior Group Request for Funding of Mini-Split Heat Pump

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 – January 3, 2023

XI. ANNOUNCEMENTS & WRAP-UP:

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR SESSION BOD MEETING DECEMBER 19, 2022

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

Monday, November 21, 2022, 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	O
Julia Randall Director	X	Robert Beveridge Director	X	Daniel Lowe Director	O

II. CONSENT ITEMS -

- a.** Agenda of Regular Meeting – November 21, 2022
Addition to New Business: **b.** Additional VSF for Doug Hinman; **c.** AFE #279
- b.** Minutes of Regular Session: October 17, 2022.
- c.** Minutes of Work Session – November 7, 2022. A motion to approve the above consent items including additions to the Regular Meeting was made by Director Randall. It was seconded by Treasurer Peterson. It was a unanimous decision to approve.

III. COMMITTEE & STAFF REPORTS –

No comments.

IV. RANCH MANAGER'S REPORT:

- a. Collections Report:** Ranch Manager LaPora reports the number of outstanding dues was reduced by 51. Attorney accounts decreased by two. A new billing cycle is being prepared for mailing on December 1, 2022.
- b. Western Holiday Celebration Update:** Is scheduled for December 3, 2022, from 10:00 am – 4:30 pm. Preparations are in progress. Nancy Popp has donated all her inside decorations to the Ranch as she has sold her business. Crooked River Realty will continue to sponsor the Santa pictures. A few vendor spaces are still available.

V. OLD BUSINESS

a. Fire Abatement Plan Update: General Maintenance Supervisor Knoke provided a breakdown of all projects from July 15, 2015 to the present of projects that have addressed for fire abatement. It is time to re-address some of these areas due to growth. He continues to work with Wellsprings for treatment and removal of trees and brush.

b. RV Dump Station Update: Progress is being made in permits and DEQ approval. Project is moving forward.

c. AR Log:

#1, 3, 4; Comments: No Change

#2 Comments: New date needs to be set for next work party tentatively set for December.

#5: Comments: Engineering Firm has been in contact with M Knoke and plans are expected soon.

VI. NEW BUSINESS

a. FY 2024 Budget Process Update: Ranch Manager LaPora reports that the Capital Reserve spread sheet has been updated and she hopes to meet with the chair shortly. All supervisors have been working on their department budgets.

b. Volunteer Service Form: A motion to approve Stephanie Proffitt and Doug Hinman for Neighbor Helping Neighbor Committee was made by Director Randall. It was seconded by Secretary Dries. It was a unanimous decision to approve.

c. AFE #279 – Paver Installation in front of Juniper Room: General Supervisor Knoke presented AFE #279 in the amount of \$20,000.00 for installation of pavers in front of the Juniper Room and along walkway beside Juniper Room. A motion to approve AFE #279 in the amount of \$20,000.00 was made by Director Beveridge. It was seconded by Secretary Dries. It was a unanimous decision to approve.

VII. SECOND READINGS:

None

VIII. FIRST READINGS:

None

IX. PUBLIC INPUT: Jim Stagl and Herb Parker both spoke

X. PREVIEW OF WORK SESSION – December 5, 2022:

Addition of Heritage House Electrical Update and South Pasture Garden using TOT funds.

XI. ANNOUNCEMENTS & WRAP-UP:

a. Reminder CRR Christmas Celebration – December 3, 2022

b. Giving Tree at Fire Station

c. Giving Tree for mittens, gloves, hats and socks at Administration Office.

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

A motion to adjourn the Regular Meeting was made by Director Beveridge. It was seconded by Director Randall. It was a unanimous decision to approve. The regular meeting was adjourned at 6:55 pm. No executive session was needed.

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR BOD MEETING DECEMBER 19 2022

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
WORK SESSION
WEDNESDAY DECEMBER 5, 2022- 10:00 A.M.**

I. Call to Order: The meeting was called to order at 10:05 am.

II. Roll Call: It was noted that all Directors except Treasurer Peterson was present.

III. Special Topics:

a. Regular Board Meeting Agenda Review – December 5, 2022: No additions or changes are noted at this time. A motion to approve December 5, 2022 Regular Board Meeting Agenda was made by Director Randall. It was seconded by Secretary Dries. It was a unanimous decision to approve.

b. CRR Website Issues: Ranch Manager LaPora and IT specialist Matthew Stubbs explained why the website has been down since Thanksgiving. Matthew noted that the most likely explanation was that when our hosting company, Bluehost did an update, it was not compatible with something within the Concrete 5 platform. Matthew noted he had contacted Bluehost numerous times and has not had any success with obtaining support. He provided options to get the site up as quickly as possible. It was decided that the fastest method would be to attempt to move the website from Bluehost to a new hosting site called Green Gates. It was also noted that Concrete 5 is not supported well in this area and moving to another website framework would be a good long-term option. If the move is successful, we can explore other website options and possible developers over time, otherwise we will need to move to a new website framework as soon as possible. A motion to approve the website move from Bluehost to Green Gates was made by Director Randall. It was seconded by Director Jones. It was a unanimous decision to approve.

c. RV Park Dump Station; Paver Project and Fence Project Updates: General Maintenance Supervisor Knoke reported for the RV Dump station, the holes have been dug and the tanks are being built. He also announced that both the Paver Project and Fence Project are complete.

d. Heritage House Electrical Update: General Maintenance Supervisor reported that he should hear from the engineering company by the end of this week.

e. South Pasture Update: Director Randall discussed different possibilities for use of the South Pasture. Her suggestions included, a community garden, a dog park, bike trail. Community members that she has heard from have requested a park like atmosphere. There was an extended discussion and the possibility of sending out a survey to narrow down the various suggested uses.

f. Alternative Funding Committee Update: Director Jones reported that the committee has met twice to discuss processes to move forward.

g. Neighbor Helping Neighbor Committee Update: Coordinator Karen Atwood reported that she has received a third volunteer request to become part of the committee. She will meet with them shortly to set up the approval process.

h. CRR Christmas Celebration Recap: Ranch Manager reported that the event was very successful. It was well attended, and the vendors all expressed success on their sales. The Events committee will meet to discuss changes for next year.

i. Volunteer Service Form: Jody Gmeiner has applied to become a member of the CC&R Committee and Burt Thompson has volunteered to become a member of the Alternative Funding Committee. A motion to approve Jody Gmeiner for the CC&R Committee and Burt Thompson for the Alternative Funding Committee was made by Vice President Erdekian. It was seconded by Director Beveridge. It was a unanimous decision to approve.

j. A/R Log Review:

#1 Comments: M Knoke to meet with Wellspring to discuss dates and breadth of project.

#2 Comments: No change 12.5.2

#3 Comments: BLM is completing burning debris piles from thinning project.

#4 Comments: No Change

k. Reminder: Jefferson County Board of Commissioners Public Hearing – December 7, 2022 6:00 pm at the Ranch Chapel. Discussion: 142.5 acre plan amendment and zone change (rangeland to rural residential – 2 acre)

IV: VOTE TO ADJOURN TO EXECUTIVE SESSION ON LEGAL, COLLECTION AND CONTRACTUAL INFORMATION (ORS 94.640 7 (a))

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

Adjourned to Executive Session at 11:56 am

Executive Session adjourned at 12:20pm with no action taken.

Alternate Finance Committee

Meeting Details

Alternate Finance Committee

Meeting Date:

December 1, 2022 Time: 10:00 AM - 11:30 AM

Venue:

Sheryl Jones

Attendees:

Sheryl Jones (Chair Person) Julia Randall, Bob Beveridge

Absentees:

Denise Nunley

Minutes Taker:

Bob Beveridge

Agenda Details

- Overview of Committee function
- Project process
- Project ideas
- Next steps

Meeting Minutes

- Overview of Committee
 - Advisory to CRR Board of Directors
 - Confidentiality agreements required
 - 5 Grant sites discussed
 - CRR AFC is registered with all 5
 - Committee members will need to register with grant sites to view progress on committee grants and to be able to view more detailed information on all grants.
 - Grants available because CRR is a non-profit
 - Discussed importance of documenting every action for members of this committee
- Project process
 - Select projects to present to the CRR Board based on Board input, community needs.
 - Research available grants
 - Present to CRR Board for approval
 - Begin grant application process with board approval
- Project wish list
 - Heritage House improvements
 - Dog Park
 - Nature trail/Bird watchers trail
 - Paved reasonable level handicap/Bicycle paved trail
 - RV Park. On-line reservations, site improvements and general clean up.
 - Park at south end of CRR. Badger-Quail area
 - Commercial loop improvements
 - Community garden, watered pasture area
 - Fire abatement

Next Steps

Action

Assignment, Confidentiality paperwork to committee members.

Sheryl Jones

Instructions on registering committee members on grant sites to committee members

Sheryl Jones

Complete and sign confidentiality paperwork. Register with grant sites

Julia Randall, Bob Beveridge

Next Meeting

Thursday January 5th 2023, 10:00AM

CRR Juniper Room

Respectfully submitted

Bob Beveridge: Secretary

ARC Minutes for New Applications on November 29, 2022

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

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

Minutes from last Meeting: Approved as written by Jim Hussey and Malcolm White,

New Applications:

5650 SW Mustang Rd. Drake, Ph #01. Bl #11. Lt #05. Building Outbuilding .**Approved**

Mac Park. CRR Golf Club. John Smallwood. Shed. 96 sq. ft. **Approved**

6171 SW Badger Rd. Ryan. Ph #01. Bl #21. Lt #11. Lot Improvement. Solar on Roof .**Approved**

9042 SW Panorama Rd. Nevan. Ph #10. Lt #178. Garage/Carport. **Approved.**

Notice from Deschutes or Jefferson County: 0

Letter Sent:0

Verification of Completed Application: 0

Next meeting December 12, 2022 @ 3:00PM in the Adm office.

To: Crooked River Ranch BOD
Fr: Judy LaPora, Ranch Manager
Date: 12/12/22
Re: Administration Monthly Report for November 2022

Significant Events/Accomplishments:

- November was a very busy month with preparing for the annual Christmas Celebration and semi-annual billings. The Events Committee met several times to plan for the celebration. We had some changes to the format of the event this year. Crooked River Realty generously agreed to provide free photos with Santa again. Because we had space in the large room upstairs available, we added vendors to that space. In all we had four locations for vendors: Clubhouse Mirror Room, Clubhouse Upstairs, Juniper Room and Sandbagger Annex. All areas were decorated festively thanks to the Events Committee and additional volunteers. The American Heritage Girls group were especially helpful.
- Unfortunately, technology issues struck again. The CRR website went down the Friday after Thanksgiving and we are not having any luck getting it up and running. Our IT professional, Matthew Stubbs, has been working with the hosting company we use, and the support has been less than adequate. To make matters worse, the website was designed using Concrete 5 and I am unable to find anyone who can manage/maintain it. We will probably have to recreate the website using another platform such as WordPress. The website issue has required us to be creative in getting the BOD reading packets and other communications to the community out.
- Kara processed 10 dues requests from title companies and 14 changes of ownership. She also completed 57 auto-debit billings for the 5th and 63 for the 20th of November as well as 100 monthly billing invoices and 15 newsletter accounts. She was able to collect one account for \$2100 in our in-house collection accounts. Our Collection Attorneys collected \$5420 on one account and \$974 on another. She processed and mailed 139 past due letters. She filed three lien releases and mailed 11 intent to collect letters. She sent 5 CC&R letters and processed 2 inspection reports. Due to the illness of our Staff Accountant, Kara processed, printed, stuffed and mailed 2646 semi-annual dues billings single handedly. We are lucky to have someone as versatile and hard working as Kara.
- Tammy processed 353 payment transactions. She mailed our 14 Welcome Packets and canned 10 property files. She also processed 9 ARC applications and processed 32 Christmas Celebration vendor applications and payments. She also continues to take care of the mail, and handles all incoming calls and walk-ins.
- Other than when she was out ill, 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.

Respectfully submitted,
Judy LaPora, Ranch Manager

NOVEMBER 2022 GENERAL MAINTENANCE REPORT

December 7th, 2022

Heritage House: The electrical engineer will send a review copy of the scope and cost study for the electrical upgrade the first week of December. I will meet with an electrical contractor and Judy to review the plans. The Mini-split heat pump in the dining area has failed, and the senior group is encountering problems with the original installer not responding. Other HVAC companies are looking at the system to determine if repair or a replacement is needed. Meanwhile, the propane fireplace and space heaters are being used. Currently, meetings have been postponed because these are not sufficient to warm the building enough.

RV Park: RV dump station: The required pre-construction meeting with the engineer from H.A. McCoy and C.R. Excavation was held on November 16th. DEQ chose not to attend. Rock hammering of the holes for the two 3000 gallon holding tanks is completed and the trenching for the septic lines is being done now. The tanks are being constructed by Willamette Graystone. We had to have a contract with a septic pumping company as a condition of the DEQ permitting process and Muck Septic agreed to being the go-to pump-out company. I am working with DEQ on the modification to our WPCF permit for this project and to bring the permit up to date. There were many inaccuracies in the draft version. This is the Water Pollution Control Facility permit which covers more than thirty septic and drain systems for which the Association is responsible.

Irrigation: Sprinkler system lines at the Clubhouse, Heritage House, lower pasture, ball field, Commercial Park, and Mac Park were blown down on November 1st.

Commercial and Mac Parks: The white plastic fence along Clubhouse Rd. at Mac Park was replaced with a split-rail fence and another split-rail fence was installed across the street. These two fences were paid for with proceeds from the Steel Stampede motorcycle race and approved by the Ranch Enhancements Committee and the BOD. Another split rail fence was installed along Chinook Rd. by the Bocce Ball courts. This fence was funded by the CRP.

Alarms: An upgraded alarm call-out system was installed for the Administration fire alarm by East Cascade Security.

Walkway Project: The old concrete walkways beside and in front of the Juniper Room were removed and have been replaced with pavers. Some landscaping in the spring will complete the project.

Fire Abatement: Several acres were limbed in the Crater Loop common area to complete preparation for the planned brushing and mulching. Areas between Trout Rd. and the Crooked River canyon rim were limbed and cleared as well. Director Peterson sat down with me and Tim Bell of Wellspring Management to discuss plans for future fuels reduction. Chief Hartley has requested a meeting in January with me and Wellspring Management to discuss next year's projects.

General: We assisted in the set-up for the Christmas event. A hayride was created using our tractor and low-bed trailer. Lights, and decorations were put up in Mac Park, the Clubhouse area, and the annex in the Sandbagger. We installed a new security camera system in the Road Maintenance shop. We put up a new American flag for Veteran's Day. We installed a new starter in the Ford F-250 pickup. A new heater was installed in the outside men's restroom in the Clubhouse.

Respectfully Submitted by: Michael Knoke



To: Judy LaPora, Ranch Manager
CC: Kari Vickery, President CRR C & MA
From: Randy Ballard, PGA
Subject: November Update of Operations
Date: December 2nd, 2022

Golf Shop Operations

Overview:

We all know that November was MUCH colder than the last few years. We received 2" of snow mid-month; with how cold the temps were that snow would just not melt for us. We remained closed for nearly half the month; nothing that we could do but answer phones and hope to get open ASAP.

Significant Events/Accomplishments:

- Just as last year I utilized the online shopping craze of Black Friday/Cyber Monday to capitalize on pre-selling rounds of golf that can be used during the next season. Jeff named these certificates "Santa's Reindeer Rounds", these are green fees ONLY. When the purchaser uses those certificates, we still hope to sell them a cart, range balls and maybe a hat or trinket from the Golf Shop. Last year these were on sale for two weeks; I believe narrowing it down to four days created more urgency for folks to purchase and not think about it.
 - 4 rounds of Golf for \$120, cart and range NOT included
 - Total revenue gained Nov 11/25 – 11/28 = \$42,360
 - Only \$16,080 hit in November due to how credit cards were processed; leaving the remaining \$26,280 to hit in December.
 - I spent \$498 in advertising via Facebook, Instagram, and email blasts for this campaign. The social media portion alone put my ads in front of the eyes of 26,830 people (total impressions).
 - Sold \$3,600 more than last Black Friday with the price being identical

Opportunities:

- With the previously mentioned special not running for a long period, I am taking a chance and will be offering another available online from Dec 14 – Dec 25. This special, named Frosty's Snowman Savings by Jeff, will be for two players only rather than four but will INCLUDE the cart. I know this special won't gain the traction of the Reindeer Rounds but any revenue in Winter is more than we make when closed.
 - 2 rounds of Golf for \$99, includes cart but not range.

Potential Shortcomings:

- Snow - I was extremely lucky my first two winters with the white stuff; this may be a cold one judging it by how we've started the season
- Wholesale costs have significantly jumped in merchandise. Roughly a 5-15% increase in merchandise and an even larger increase in shipping costs. We don't buy in bulk like big box stores/online stores, so we feel these increases more than others.

Looking Forward:

- Jeff and I have been pre-booking all the hard and soft goods for the 2023 season. This time of year, we meet with nearly all the apparel and equipment reps and check out all the new trends.

Best,

Randy Ballard, PGA

CRR GOLF SHOP MONTHLY SALES REPORT

November 2022

Golf Shop Sales Report

NOV	2022	2021	% Chg
Days Closed:	14	1	92.86%

Nov '22 Revenues vs. Nov '21	Nov '22	Nov '21				Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	21,020.00	27,760.00				(6,740.00)	-32%	689,021.40	633,708.07	55,313.33	8.03%
Annual Pass Sales	-	-				-		222,307.75	201,213.25	21,094.50	9.49%
Cart Rentals	2,009.00	7,142.00				(5,133.00)	-256%	236,111.25	234,933.50	1,177.75	0.50%
Merchandise Sales	3,378.25	5,376.81				(1,998.56)	-59%	179,508.25	152,620.29	26,887.96	14.98%
Driving Range	197.00	1,127.00				(930.00)	-472%	32,592.00	29,792.30	2,799.70	8.59%
Cart Storage Fees	-	-				-		34,124.00	32,719.00	1,405.00	4.12%
Miscellaneous Sales	(24.00)	78.00				(102.00)	425%	878.50	2,362.00	(1,483.50)	-168.87%
Totals	\$26,580.25	\$41,483.81				(\$14,903.56)	-56%	\$1,394,543.15	\$1,287,348.41	\$107,194.74	7.7%
Nov '22 Rounds vs. Nov '21	Nov '22 Actual	Nov '21 Actual	HOLES	HOLES	HOLES	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
			9	18	9						
1 Rack Rate Rounds	89	73	16	73	67	(196)	-220.2%	7,995	7,505	490	6.1%
2 Prop. Owner Rounds	10	4	6	4	11	(25)	-250.0%	653	720	(67)	-10.3%
3 Discounted Rounds	67	56	11	56	16	(136)	-203.0%	7,941	7,679	262	3.3%
4 Annual Pass Rounds	530	530		530	1183	(653)	-123.2%	10,982	11,077	(95)	-0.9%
5 Employee Rounds	4	4		4	45	(41)	-1025.0%	319	330	(11)	-3.4%
6 Industry Comps	3	3		3	10	(7)	-233.3%	147	118	29	19.7%
7 Gift/Punch Card Rds, etc.	0				5	(5)		679	473	206	30.3%
Total Rounds Played	703	1,766	33	670	94	(1,063)	-151.2%	28,716	27,902	814	2.8%
Punch Cards Sold	1					1	100.0%	49	41	8	16.3%
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	115	(17)	-17.3%
P.O. Couple				0				77	84	(7)	-9.1%
PO Junior				0				8	4	4	50.0%
Non-Prop Single Full							0	18	9	9	50.0%
Non-Prop Single Wkdy							0	16	14	2	12.5%
NO Couple Full							0	19	15	4	21.1%
NO Couple Wkdy							0	3	2	1	33.3%
NO Junior							0			-	
NO Afternoon ONLY							0	6	3		
Totals	0	0	0	0	0	0	0	245	246	(1)	-0.4%

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

² Weekday and Weekend rounds at posted property owner rates.

³ Includes all promos, specials & twilight rounds at regular posted rates.

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

⁵ All Member Rounds

⁵ All Employee rounds

⁶ All industry comp rounds

⁷ Includes all rounds specifically from punch cards

TO: Judy Lapora, CRR Administrator

FROM: Richard Jensen / Golf Maintenance

Date: 12-8-2022

RE: monthly report

Overview: Directly opposite of March, November came in like a lamb and left like a cold lion. For the period, for the first time in several months, we were below average temperatures. Highs were 5 and lows 3 degrees below average with precipitation at 1.19" only .11" below average. While it was great receiving that amount of precipitation it could have remained as rain rather than that ugly four-letter word... snow. The 1-2" that we received on the 12th caused us to close the course through the 21st. That minor amount of snow melted in the exposed areas rather quickly, but shaded areas were hampered by very cold temperatures and snow cover persisted until we physically removed the remaining majority allowing us to open the course on the 22nd. That week's weather remained mild, allowing the course to remain open until the snow returned on the evening of the 27th dropping another 2-4" throughout the course causing us to close again the 28th through the end of the month. We totaled 13 days of weather-related closure in November. Not the earliest, or most, I can recall for that time of year, but it's close. Seasonal layoffs were completed by the 2nd, except as I mentioned in last month's report, I have kept three seasonal employees on the payroll. Two are inactive and will only be called in, when / if necessary, the other is working part time until I can secure us a new irrigation tech. At that time the irrigation tech will come on full time and the remaining seasonal employee will be inactivated. Kevin and I both utilized some much-needed vacation time during the period.

Significant Events/Accomplishments: Turf was still actively growing right up until the snow and cold arrived. Prior to the snowfall we were able to perform one last mowing of fairways, collars and approaches and tee / green surrounds as well. I would have liked to get one more mowing of the greens completed but weather and available labor prevented that from occurring. Some tree leaves did fall last month, but warmer weather patterns kept them attached throughout most of the month. That said, there was plenty of leaf clean-up work to keep us hopping through the period. Irrigation system was blown out on the 14th. Despite the freezing nighttime temperatures, and inexperienced employees, the system blow out went very smoothly. We finished up the entire course in 7.5 hours. How good of job we did will become rapidly evident when we charge the system in the spring. As stated earlier, we spent a significant amount of time removing leaves from the course. The majority seemed to come off the trees over Thanksgiving weekend. Melted snow cover allowed us to clean up the lion's share of remaining leaves before the second snow event arrived. We were able to cut back the feather reed grasses and remove the debris between holes #1 & 2 and #15 berm. We will trim the Karl Forrester grasses near the tee signs as weather allows. The remaining Forrester grasses, on top of 15 berm, will be left untrimmed for winter bird cover and feed. To increase available sunlight on #15 green during the winter months, we dropped two large juniper trees in between #15 green and hole #17. We still need to buck them up, burn the limbs and bring remainder to shop for next years firewood. The newly created openings have allowed more sunlight to reach this green hopefully reducing the amount of frost delays in late fall and increasing snow melt allowing us to utilize this green more during the winter months. With the snow cover we now have the entire course in winter set up mode with hole #7 and #8 tees being placed in their winter positions until late February, early March. The upper half of hole #17 was roped off to reduce damage from winter cart use. Mild weather early in the period allowed me to make one last granular fertilizer application, at light rates, to the greens. Both back-9 irrigation pumps and motors were pulled by Abbas Pump Service and sent in for needed maintenance. Inclement weather allowed us to initiate annual preventive equipment maintenance programs and refurbishment of course accessories.

Opportunities: Kevin and I took the opportunity, out of necessity, to train our two remaining employees on irrigation blow out procedures to enlist their help with the winterization process.

Potential Short Comings: As I've lamented in previous reports, the inflating cost of goods and services continues challenging us to remain within operating budgets. At least we are finally seeing some relief with decreasing fuel costs. Hopefully, more will follow suit but that remains to be seen. Unfavorable weather conditions, not only cold and snow, but frost, wind, and rain as well, did not allow me to make our preventive snow mold applications to greens, fairways, and approaches. The last few years weather conditions allowed applications into late November, not so this year. Once the snow melts and conditions

are favorable, we will treat these areas at curative rates if needed. Prolonged snow cover also increases the potential for rodent caused damage to the course. Pocket gopher activity slows, but does not cease, during times with frozen soil conditions. Voles remain active year-round. During most times of the year, damage to manicured turf is minimal since voles normally remain in the native areas where the taller vegetation helps screen them from predators. Snow cover emboldens them to move out of the native areas into maintained turf with little predation concerns. These pesky little critters will create extensive "runs" mainly in our roughs but will move into the shorter cut turf with persistent snow cover. Turf is worn down by this activity, sometimes to the soil surface, and is very slow to recover.

Looking forward, applying snow mold control products once conditions allow, continued refurbishment of course accessories, preventive equipment maintenance, shop maintenance, pumphouse winterization, operational budgeting, continuing education seminar attendance and utilizing more vacation time are scheduled for the upcoming period.

Respectfully Submitted,
Richard Jensen GCS

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 12/7/2022

Re: Monthly Report for November 2022

Overview: Maintenance, Repair work, Sand-sand-sand

Road Maintenance: We put down 10 bags of cold patch on Sandridge. This is the time of year where we road patrol everyday checking roads for ice, fallen limbs, rocks in the roadway or knocked down signs. We spent several days tightening screws on street signs and replaced a few faded stop signs as well. While we were doing that, we pulled several abandoned newspaper box t-posts. We sanded and or plowed (mostly sanded) about 17 times this month for slick roads. We installed a culvert on Tarpon for the new church and will be widening the first part of Tarpon when we get some decent weather. We were only able to grade on road this month, and that was Chickadee from Quail to Sand Ridge. Unfortunately, the roads have been frozen for quite some time now.

Vehicle Maintenance: We set up D/t #4 with a plow and sander, used it one time during the first snow and had a hydraulic switching valve go bad. So, we tore it apart and set up D/T#1. We then took #4 to Tec equipment for repair and were able to pick it back up several weeks later as they had a hard time getting the part. We have been keeping all the equipment fueled every couple of days. We have had to repair several sets of tire chains throughout the month. We installed new plow markers on trucks #2 and 3. We repaired a plow foot on #3. We also had to replace the fuel transfer pump as the old one finally gave up the ghost. We changed the hydraulic filter on D/T#1 and power washed the loader and all the route trucks.

Misc.: We spent any spare time cleaning and organizing the shop. We have been pushing up cinders as they bring them.

Deer: We picked up one deer this month.

Signs: We tightened the screws on most of the street signs and replaced two faded stop signs.

Town Trips: I made 4 trips to town this month for parts.

Respectfully

Jordan Jones / Road Supervisor

RV PARK – MONTHLY REPORT – NOVEMBER 2022

OVERVIEW:

November was a very slow month for the park. The weather caused some cancellations and I did not have as many monthly's as last year at this time.

INCOME:

	2021	2022
Camping	\$ 1,878.00	\$ 840.00
Extended Stay	\$16,181.62	\$ 5,150.00
RV Park Income	\$ 124.25	\$ 0
Merchandise	\$ 0	\$ 0
TOTAL	\$18,183.93	\$ 5,990.00

PROJECTS:

Norm has been cleaning up limbs and leaves. He's taken a few dead trees down as well. He's doing a great job helping to beautify the park. In the office I have been taking reservations for summer, organizing files, and working on the groups for next year. We currently have around 800 reservations for May through August. I expect those numbers to drastically increase come mid-January.

We received the go ahead to dig the tank sites for the new dump station. Mark Barkley has started that project for us.

Submitted by:

Cathy Wagoner

RV Park Supervisor

Collection Report
As of 12/15/2022

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
June 20, 2022	All	684,024.41		1821	
July 15, 2022	All	442,474.23	-241,550.18	987	-834
September 15, 2022	All	313,036.30	-129,437.93	642	-345
October 14, 2022	All	283,841.77	-29,194.53	583	-59
November 18, 2022	All	249,748.76	-34,093.01	532	-51
December 15, 2022	All	785,452.93	535,704.17	2156	1624
June 20, 2022	Semi Annual	403,947.22		1519	
July 15, 2022	Semi Annual	162,343.06	-241,604.16	678	-841
September 15, 2022	Semi Annual	57,595.32	-104,747.74	337	-341
October 14, 2022	Semi Annual	36,589.81	-21,005.51	278	-59
November 18, 2022	Semi Annual	19,189.40	-17,400.41	238	-40
December 15, 2022	Semi Annual	497,234.22	478,044.82	1846	1608
June 20, 2022	Pmt plans/Auto Debits	64,112.12		231	
July 15, 2022	Pmt plans/Auto Debits	60,890.14	-3,221.98	236	5
September 15, 2022	Pmt plans/Auto Debits	39,271.09	-21,619.05	234	-2
October 14, 2022	Pmt plans/Auto Debits	29,753.13	-9,517.96	233	-1
November 18, 2022	Pmt plans/Auto Debits	17,434.78	-12,318.35	224	-9
December 15, 2022	Pmt plans/Auto Debits	69,203.35	51,768.57	239	15
June 20, 2022	Attorney	129,245.09		43	
July 15, 2022	Attorney	131,912.78	2,667.69	47	4
September 15, 2022	Attorney	127,216.67	-4,696.11	46	-1
October 14, 2022	Attorney	127,656.19	439.52	47	1
November 18, 2022	Attorney	122,383.65	-5,272.54	45	-2
December 15, 2022	Attorney	126,857.16	4,473.51	42	-3
June 20, 2022	All F/C, BK, Etc	86,337.48		25	
July 15, 2022	All F/C, BK, Etc	87,200.75	863.27	25	0
September 15, 2022	All F/C, BK, Etc	88,953.22	1,752.47	25	0
October 14, 2022	All F/C, BK, Etc	89,842.64	889.42	25	0
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
June 20, 2022	1/2 Lots	382.50		3	
July 15, 2022	1/2 Lots	127.50	-255.00	1	-2
September 15, 2022	1/2 Lots	0.00	-127.50	0	0
October 14, 2022	1/2 Lots	0.00	0.00	0	0
November 18, 2022	1/2 Lots	0.00	0.00	0	0
December 15, 2022	1/2 Lots	510.00	510.00	4	4

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

AR Log for December 19, 2022

	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.	9/20/21 - RM LaPora noted that we have not heard back from the Fire Department regarding letters drafted for Sundown Canyon residents for proposed work in the area.. 12/5/22 Supervisor Knoke is following up with Wellspring.
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. 12/5/22 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.
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. 12/5/22 No change
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. 11/21/22 Engineering Firm has been in contact with M Knoke and plans are expected soon. 12/5/22 No change

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Monday, January 3, 2023

- I. Call to order
- II. Roll call
- III. Special topics
 - a. Regular Board Meeting Agenda Review – January 16, 2023
 - b. Annual Budget Process Update – Ranch Manager LaPora
 - c. CRR Website Issues Update – Ranch Manager LaPora
 - d. RV Park Dump Station – Supervisor Mike Knoke
 - e. Heritage House Electrical Update – Supervisor Mike Knoke
 - f. A/R Log Review
- IV. Vote to Adjourn to Executive Session if Needed