

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

Monday, January 16, 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 – December 19, 2022
- c. Minutes of Work Session – January 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

V. OLD BUSINESS

- a. AR Log
- b. Update on Meeting with Fire Abatement Group on Jan. 10, 2023 – General Maintenance Supervisor Knoke
- c. Heart of Oregon Program to Compliment HOA Efforts – General Maintenance Supervisor Knoke and Ranch Manager LaPora
- d. FY 2024 Budget Update – Ranch Manager LaPora
- e. Community Garden Project – Vice President Erdekian

VI. NEW BUSINESS

- a. Steel Stampede Planning – Ranch Manager LaPora
- b. Winter Water Damage in CRR Rental Update – General Maintenance Supervisor Knoke
- c. RV Park Software Discovery – Director Beveridge
- d. Volunteer Service Forms – Ben Johnson – Ranch Enhancements Committee
Kriss Krzycki – Ranch Enhancements Committee
Diana L. Shire – Phase Rep and Event Committee

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 – February 6, 2023

XI. ANNOUNCEMENTS & WRAP-UP:

Reminder: Upcoming BAC meetings: January 18, 2023 – 10:00am Juniper Room.
January 25, 2023 – 10:00am – 3:00pm Juniper Room (Supervisor presentations of Operating Budget);
February 1, 2023 10:00am Juniper Room

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED

Regular Meeting Agenda January 16, 2023

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR SESSION BOD MEETING JANUARY 16, 2023

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

Monday, December 19, 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	X
Julia Randall Director	X	Robert Beveridge Director	X	Daniel Lowe Director	X

It is also noted that Jefferson County Commissioner Mae Huston was in attendance.

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.

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

III. COMMITTEE & STAFF REPORTS –

No comments.

IV. RANCH MANAGER'S REPORT:

a. Collections Report: Ranch Manager LaPora reported the number of outstanding dues is higher due to the recent billing that was mailed December 1, 2022. The due date is January 1, 2023. Attorney accounts decreased by three.

b. Website Issues Update: The rebuild of the website on our current host was not able to be accomplished as earlier hoped. Ranch Manager LaPora is in the process of interviewing different designers and is hopeful to narrow it down to three bids. WIX and Wordpress appear to be good options. She will provide an update at the Work Session in January.

V. OLD BUSINESS

a. A/R Log:

#1 Comments: Meeting scheduled for January 10, 2023 with CRR Fire

#2 Comments: Review again in March 2023

#3 Comments: 2 areas left to burn before completion

#4 Comments: No change 12.19.22

#5 Comments: M Knoke reviewed recommendations with Electrical Company and referred back to Engineering firm for clarification and changes

b. Budget Audit Committee Update: First meeting to discuss the CRP went well and the Operating Budget template is being prepared.

VI. NEW BUSINESS

- a. Volunteer Service Form; Paula Bartolomei NHN Committee:** A motion to approve Paula Bartolomei for the Neighbor Helping Neighbor Committee was made by Vice President Erdekian. It was seconded by Director Jones. It was a unanimous decision to approve.
- b. Men and Ladies Golf Storage Shed Request:** Men's Golf President John Smallwood requested approval to erect an 8x12 storage shed near the Lions Pavilion. It will be a standalone structure with no electricity paid for by both the Women and Men's golf group. A motion to approve the 8x12 storage shed was made by Vice President Erdekian. It was seconded by Director Jones. It was a unanimous decision to approve.
- c. Senior Group Request for Funding of Mini-Split Heat Pump:** On behalf of General Supervisor Knoke, Ranch Manager presented AFE #280 in the amount of \$7,550.0 for installation of a Mini-Split Heat Pump for the Heritage House. They have been without heat for eight weeks. A motion to approve AFE #280 in the amount of \$7,550.00 was made by Vice President Erdekian. It was seconded by Secretary Dries. It was a unanimous decision to approve.

VII. SECOND READINGS:

None

VIII. FIRST READINGS:

None

IX. PUBLIC INPUT: Jefferson County Commissioner Mae Huston wanted to thank Crooked River Ranch for their support during her term as Commissioner.

X. PREVIEW OF WORK SESSION – January 3, 2023:

Addition: Survey Monkey; iPad discussion; Reminder of BAC meeting on Jan. 18.

XI. ANNOUNCEMENTS & WRAP-UP: Next BAC meeting is scheduled for January 18, 2023 at 10:00 in the Juniper Room. All are invited to attend.

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

A motion to adjourn to Executive Session was made by Vice-President Erdekian. It was seconded by Director Randall. The Regular meeting was adjourned at 7:03 pm. Executive Session was adjourned at 7:29pm with no action taken.

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
WORK SESSION
TUESDAY JANUARY 3, 2023- 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, and Director Woolverton were present.

III. Special Topics:

- a. **BOD Work Session Agenda Addition** – Possible Wildfire Mitigation Grant Opportunity – Director Jones
- b. **Regular Board Meeting Agenda Review – January 16, 2023:** Addition to:
 - Old Business: Update on Fire Abatement Grant – Director Jones
 - New Business: Lower Pasture; Public Garden – Vice President Erdekian
 - Meeting with JFCO regarding TOT Funds – Vice President Erdekian

A motion to approve January 16, 2023, Regular Board Meeting Agenda was made by Director Jones. It was seconded by Secretary Dries. It was a unanimous decision to approve.

b. Trust for Public Land Easement Request: Anna Hadlich, from The Trust for Public Land (TPL), presented the Amended Perpetual Trail Easement and Resolution which updates the current easement in preparation of their sale of the TPL property to the US Forest Service. The approved easement will be contingent on US Forest Service approval. A motion to approve the Amended Perpetual Trail Easement with the removal of the words “and trespass” from number 11 on page two was made by Director Jones. It was seconded by Vice President Erdekian. It was a unanimous decision to approve.

c. Annual Budget Process Update: Ranch Manager LaPora reported that the operating budget spread sheets have been updated and given to each supervisor for review. She will be working with them individually and collectively to determine new budgets for the next fiscal year.

d. CRR Website Issues Update: Ranch Manager LaPora has been with web designing firm, Simplify Simple, from Redmond. They have been working on identifying design possibilities and feel confident that the Ranch will be able to move into the 21st Century. It was noted that a new website would need to be developed. There is no estimate on cost or ETA at this time. She will update the Board at the next meeting.

e. RV Dump Station: General Maintenance Supervisor Knoke reported that the tanks are in and covered. Jefferson County has given a partial approval. They are waiting for DEQ approval.

f. Heritage House Electrical and Mini Split Update: General Maintenance Supervisor Knoke noted they are waiting for final drawings to come back from the engineer for the new electrical work. The Mini Split has not yet been installed and it may be another 60-90 days due to supply chain issues.

g. Survey Monkey Discussion: President Vickery discussed her vision to request a survey, through Survey Monkey in order to reach Ranch members. Surveys could be sent on any number of projects. There was discussion regarding the process and format of the surveys.

h. iPad/Laptop Discussion: President Vickery, in conjunction with the Survey Monkey, wanted to look into different means in which ranch members can respond to the Survey Monkey. It is assumed that there may be members who have no access to internet through either an iPad/tablet/laptop. There was

discussion about providing a device that members would be able to log in to, in order to access Survey Monkey. It would be kept in the Administration Office and only available for Survey Monkey. Details will need to be worked out. More discussion at a later date.

i. A/R Log Review:

#1 Comments: S Jones discussed fire abatement grant she is working on. Due date is end of January

#2 & 3 Comments: No change 1.3.23

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

#5. Comments: M Knoke waiting for drawings from electrical contractor.

j. Wildfire Mitigation Grant Opportunity – Director Jones informed the BOD of the opportunity to apply for and receive a \$250,000 grant (3-year term) for fuels reduction and innovative community cooperation. She requested permission from the BOD to pursue the grant. Further discussion which will involve proposed contract employees and salaries to be held during Executive Session.

k. Reminders: BAC meeting January 18, 2023, Juniper Room 10:00 am

Fire Department swearing in of New Chief, Sean Hartley, today at 3:00 pm at the Fire Station.

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 Jones. It was seconded by Secretary Dries. It was a unanimous decision to approve.

Adjourned to Executive Session at 11:46am for personnel discussion

Executive Session adjourned and Open Session called to order at 12:17pm.

A motion to approve the submission of the Community Wildlife Grant was made by Vice President Erdekian and seconded by Director Randall. It was a unanimous decision to approve.

A motion to adjourn the Open Session was made by Director Randall and seconded by Secretary Dries. It was a unanimous decision to approve. Open Session was adjourned at 12:20pm.

To: Crooked River Ranch BOD
Fr: Judy LaPora, Ranch Manager
Date: 1/10/23
Re: Administration Monthly Report for December 2022

Significant Events/Accomplishments:

- Unfortunately, the CRR website is still down and will probably be down for a while longer. We are working with a website designer to try to retrieve our data files from the old website prior to building a new one. The plan is to build a basic site with pertinent information as we work on flushing out the full site to include all (or most) of the things that were included on the old site. This is a time intensive process and must be done by the website designer as we do not have the knowledge or skills to do this. We are working diligently with the designer to provide any information/files/data that she needs to complete the process.
- I have been working on the Ranch budgets. The Capital Reserve Plan budget has been submitted to the Budget Audit Committee for review and the spreadsheets for the Operating Budget revised for the upcoming fiscal year. The Supervisors are beginning their work on their operating budgets in preparation for the presentations scheduled for January 25.
- Kara processed 4 dues requests from title companies and 6 changes of ownership. She also completed 56 auto-debit billings for the 5th and 62 for the 20th of December as well as 101 monthly billing invoices and 14 newsletter accounts. She was able to collect \$2700 from eight accounts not with the collection attorney. Our Collection Attorneys collected a total of \$3073 on two accounts which paid the off and \$961 on another account that is still active. She filed one lien release and 8 Intent to Collect letters. She also processed 2 CC&R complaints.
- With semi-annual dues rolling in, Tammy processed 1,476 payment transactions. She mailed our 3 Welcome Packets 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.
- The Crooked River Ranch Christmas Celebration held on December 3rd was a great success. The Admin team all worked on facilitating the event with Tammy processing 33 vendor applications, Judy working on managing the event and decorating and Kara decorating and helping with many other duties.
- Thank you to the volunteers who helped us put this event on. The extra hands made a huge difference in the workload.

Respectfully submitted,
Judy LaPora, Ranch Manager

DECEMBER 2022 GENERAL MAINTENANCE REPORT

January 4th, 2023

Holiday Event: We helped set up the lights, decorations, hayride, and the Sandbagger Annex for the Christmas event. Maintenance staff-member Marc Inman and board member Ara Erdekian drove the tractor pulling the hay wagon for this popular attraction. Shelving has been constructed in our storage shed to hold most of the decorations and lights which will be placed in new totes.

Heritage House: The final draft drawings from the Electrical Engineers are being reviewed and once the scope of the work is finalized, Requests for Proposals will be sent out to contractors. Quality Heating was chosen to replace the mini-split heat pump which has failed, and the unit is on order. The fireplace was condemned after a service tech found a propane leak when filling the tank. The senior's group has hired a company to repair the propane system and make it safe.

Rentals: I received a call about a large amount of water on the ground behind the FANS building and beside the rental cart barn and our duplex rental. We discovered a broken water supply line to a sink inside Black Dog Construction which had apparently been leaking for many days. I called a water damage restoration firm, who came out and discovered substantial floor and wall damage as well as a foot or more of water under the duplex. A pumper truck removed approximately six thousand gallons of water from under the building. The restoration company will do the demolition work and the repair work will be put out for bid. I am communicating with Oregon Mutual's claim adjuster who will visit once the demolition is complete.

We replaced some missing shingles on the roof of the Beauty Barn Hair Salon.

RV Park: The RV Dump station holding tanks have been installed, plumbed, tested, and back filled. The alarm panel and concrete pad for pump-out will be completed next. We are evaluating a credit card payment system that would be installed at the dump station and would allow unmonitored use of the site.

Fire Abatement: We have scheduled a meeting with Chief Hartley, Wellspring Management, and interested board members to discuss the fuels reduction work we will do under the FYE 2024 budget. A representative of the Central Oregon Intergovernmental Council contacted me with information about grants they have earmarked for the ranch which involve the Heart of Oregon Corps providing hand crews for fuels reduction work. The COIC rep may attend the planning meeting as well and will provide more information on this possible assistance.

Alarms: East Cascade Security performed an annual test of the Clubhouse fire and smoke alarm system. All systems passed.

General: Propane service for the Clubhouse has been switched to Co-Energy Propane after experiencing problems with Amerigas Company. The 500-gallon tank was allowed to get near empty during days of single digit temperatures and attempts to contact Amerigas were not successful. Maintenance was performed on the department's vehicles and equipment.

Respectfully Submitted by: Michael Knoke



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

Golf Shop Operations

Overview:

December was a bust. We were only open for play 5 days, closed 26; that's 14 more days closed for play than last year. Luckily, we had the remaining revenue from the Reindeer Rounds and newly released Frosty's Snowman Savings to limp us through the month. So far this year SNOW has become a dirty four-letter word to us in the golf industry; I am hoping this trend does not continue and we have a decent Spring.

Significant Events/Accomplishments:

- Frosty's Snowman Savings were a hit in December!
 - Available for purchase December 14th – December 25th, 2022
 - 197 specials were sold online at \$99 for a total of \$19,503
 - \$350 spent in advertising on social media netting \$19,153 in revenue
- Total Winter prepaid specials sold: Reindeer 353, Frosty's 197 = 550
 - \$61,863 gross revenue minus \$848 in advertising fees = \$61,015 net revenue
- I love to look at how previous specials did as well.
 - 2021 Santa's Super Saver – 323 specials sold (1,292 rounds)
 - 972 of those rounds were redeemed in 2022, leaving 320 rounds unused, or 80 Super Saver specials at \$120.
 - With 80 not redeemed and now expired, we gained \$9,600 in pure profit.

- Smart Shopper Campaign 2022
 - Total advertising cost \$3,900 for four issues
 - 1006 18-hole coupon rounds redeemed for \$35,467
 - 23 9-hole coupon rounds redeemed for \$552
 - Campaign netted \$32,119
 - It is tough to put a number on how many were drawn back due to the coupon over going somewhere else to play; or were going to come to play regardless of having the coupon or not. Either way I take it as a win when golfers keep coming through my front door to give me money and not our competitors.

Opportunities:

- As always Group/Tournament play is huge for us; the more guaranteed paid players we can get through the door the better I feel as we come into the heart of 2023.

Potential Shortcomings:

- Weather: The golf business is 100% dependent on good weather. Bad weather brings no golfers, no green fee revenue, no golf cart rentals, and no merchandise sales.

Looking Forward:

- I have booked five more large events for the 2023 season: including two full field events. These two events are all outside players from the Portland area, great exposure.
- I heard some rumors that some of our competitors once again may be increasing their rates a significant amount. The larger the margin between their pricing and ours the better we look as the place to go for value golf in Central Oregon. I guess I will wait and see where they set pricing and work some marketing efforts around that.
- Now we sit and wait for the nice weather!

Best,

Randy Ballard, PGA

CRR GOLF SHOP MONTHLY SALES REPORT

December 2022

Golf Shop Sales Report

Dec	2022	2021	% Chg
Days Closed:	26	12	53.85%

Dec '22 Revenues vs. Dec '21	Dec '22			Dec '21			Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	44,785.00			31,068.00			13,717.00	31%	733,806.40	664,776.07	69,030.33	9.41%
Annual Pass Sales	-			155.00			(155.00)		222,307.75	201,368.25	20,939.50	9.42%
Cart Rentals	15.00			4,561.00			(4,546.00)	-30307%	236,126.25	239,494.50	(3,368.25)	-1.43%
Merchandise Sales	1,593.40			6,528.65			(4,935.25)	-310%	181,101.65	159,148.94	21,952.71	12.12%
Driving Range	36.00			493.00			(457.00)	-1269%	32,628.00	30,285.30	2,342.70	7.18%
Cart Storage Fees	-			-			-		34,124.00	32,719.00	1,405.00	4.12%
Miscellaneous Sales	(323.00)			36.35			(359.35)	111%	555.50	2,398.35	(1,842.85)	-331.75%
Totals	\$46,106.40			\$42,842.00			\$3,264.40	7%	\$1,440,649.55	\$1,330,190.41	\$110,459.14	7.7%
Dec '22 Rounds vs. Dec '21	Dec '22 Actual	HOLES		Dec '21 Actual	HOLES		Variance	% Chg	YTD	Previous YTD	Variance	% Chg
		9	18		9	18						
1 Rack Rate Rounds	10	1	9	157	15	142	(147)	-1470.0%	8,005	7,662	343	4.3%
2 Prop. Owner Rounds	2	2		18	8	10	(16)	-800.0%	655	738	(83)	-12.7%
3 Discounted Rounds	8		8	162	26	136	(154)	-1925.0%	7,949	7,841	108	1.4%
4 Annual Pass Rounds	120		120	637		637	(517)	-430.8%	11,102	11,714	(612)	-5.5%
5 Employee Rounds	1		1	6		6	(5)	-500.0%	320	336	(16)	-5.0%
6 Industry Comps	0			3		3	(3)	#DIV/0!	147	121	26	17.7%
7 Gift/Punch Card Rds, etc.	2		2	4		4	(2)		681	477	204	30.0%
Total Rounds Played	143	3	140	987	49	938	(844)	-590.2%	28,859	28,889	(30)	-0.1%
Punch Cards Sold				1			(1)		49	42	7	14.3%
2022/23 Golf Passes	This Month	Property Owner			Outside Passes				This YTD	Last YTD	Diff.	% Chg
		This Mo. L-Y		Diff.	This Month	T-M-L-Y		Diff.				
P.O. Single		-1		1					98	114	(16)	-16.3%
P.O. Couple				0					77	84	(7)	-9.1%
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	0	245	245	-	0.0%

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 Employee rounds

⁶ All Industry comp rounds

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

TO: Judy Lapora, CRR Administrator
FROM: Richard Jensen / Golf Maintenance
Date: 1-6-2023
RE: monthly report

Overview: For the first time in a few years, a real winter has arrived in full force on the high desert. December offered very little opportunity for golf. For the period, we were only open five days for play, limited to the front nine only for the last two days of the month, due to snow cover and extremely wet conditions once we were finally able to open the course. Those two days, play was restricted to walking only. The 9th brought improved temperatures with a wintry precipitation mix that melted the remaining snow cover overnight. With the forecast only calling for a 40% chance of snow the next day, I worked six hours Saturday the 10th clearing ice and debris from greens in anticipation of opening the 11th only to awake to a fresh skiff of snow that turned into a full-fledged snowstorm depositing 5"- 8" of Cascades concrete depending on your location. This event was followed by well below average temperatures that only exceeded the freezing mark twice over the next two weeks. For the month, both high and low temperatures were three degrees below average with precipitation measuring 1.69"; only .01" below average. Despite the negative impact on revenue generation, it was very nice receiving normal amounts of precipitation regardless the form. Wind events have damaged several mature juniper trees around the course. We will salvage those we can, but at least two will require complete removal. Vacations and holiday observances limited available labor this period.

Significant Events/Accomplishments: Storms caused us to perform snow removal three times from Admin parking lots and Clubhouse Rd areas. The entire maintenance road and areas around member cart storage buildings were also plowed to reduce impact of melting snow to these graveled areas and allow members to access their carts for maintenance, charging, etc. While I realize it's akin to putting lipstick on a pig, all painted walls and floors in the maintenance shop received a fresh coat of paint. It amazes me how quickly these areas become "dingy" from dust and using a wood stove for our main heat source in the building. We have also been constructing 6" x 4" concrete bases for permanent yardage markers to be installed on the remaining tees that currently have none. Both pumphouses were winterized. All that remains is vacuuming out the control panels and dusting and waxing all exposed piping at both stations. Kevin and Brian are making significant progress on the annual equipment preventive maintenance program.

Opportunities: Kevin continues training Brian to take over as our Equipment Manager once he retires from his current position and becomes a part time seasonal employee. Enlisting the help of a snowmobile owner living in River Rim RV Park, I had him make a single pass along / between the cart path and native areas on holes 12-14 to see if it would, in fact, reduce vole damage to the turf. As touched on in previous reports, under snow cover these pesky pests will create extensive "runs" from native areas into maintained turf areas. This damage can be extensive and very slow to recover in the spring. From another superintendent in our area, I'd heard this process can discourage them from establishing new 'runs' by compacting snow into a hard barrier that they will not cross. In letting the pro shop know of the plans, Randy confirmed this tactic is an effective deterrent. While working in Lake Tahoe he and the director of golf would do this process around both of their courses and saw a significant reduction in damage. In my years at the Ranch, persistent snow cover is not the norm but in years where we have this potential, I will attempt to locate an individual with a snowmobile that is more familiar with our course and willing to volunteer their help with this issue.

Potential Short Comings: Prolonged inclement weather continues to be our greatest short coming this time of year; both from lack of revenue generation and turf disease infection potential. Environmental conditions have not been conducive for snow mold chemical applications. Once they cooperate, I will de-winterize our sprayer and make either preventative or curative treatments depending on disease severity.

Looking forward, fervently beginning the search for an irrigation technician, creating annual operating budget, storm clean up, tree removal and continued work on equipment and building maintenance are scheduled for the upcoming period.

Respectfully Submitted,
Richard Jensen GCS

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 1/11/2023

Re: Monthly Report for December 2022

Overview: Plow and Sand, maintenance

Road Maintenance: We fueled all equipment weekly. The sanders and plow trucks were out almost everyday during the month, putting down approximately 580 yards of cinders. The water pump went out in D/T # 2 and was down for about 3 weeks until we could get the parts. It is now back online. We switched the plow to D/T # 1 and installed our spare sander in that truck to get us by until # 2 was fixed. No roads were graded this month as there was snow or freezing weather all month. We did plow almost all the dirt roads and cul-de-sacs when we had the 8-inch storm in the middle of the month. This takes us about 3 days to accomplish as we still must maintain the paved roads first. The days we were not plowing and sanding we road patrolled looking for trouble spots.

Vehicle Maintenance: We switched the plow from D/T # 2 to #1 and installed our spare sander in # 1. We repaired plow feet. We also started and warmed up all the equipment and ran them around the yard. We replaced a blown hydraulic hose on D/T # 3. We repaired tire chains several times and chained up all the route trucks several times as well. We had to replace the spinner assembly on D/T # 1 as the shaft bearings went out. We also did a full service on D/T # 1 changing oil, filters and greasing. We replaced the heater fan in D/T # 1 as well.

Misc.: We spent any spare time sweeping floors and organizing the shop. We have been pushing up cinders as they bring them. We filled the new septic tanks for the RV dump site for testing. We also took scrap metal and garbage down to the boneyard.

Deer: We picked up two deer this month.

Signs: We replaced the stolen stop sign at Mustang and Groundhog twice in three days. We also straightened up several other signs that had been hit by vehicles.

Town Trips: I made 7 trips to town this month for parts.

Respectfully

Jordan Jones / Road Supervisor

RV PARK – MONTHLY REPORT – DECEMBER 2022

OVERVIEW:

December was a very slow for the park. It's my understanding that facebook took away per diem for the folks that were traveling workers. That affected us in that I had 5 different people wanting to reserve for the winter and because of that, they changed their minds about staying and working there. Camping fees were up slightly.

<u>INCOME:</u>	2021	2022
Camping	\$ 156.00	\$ 217.41
Extended Stay	\$13,750.00	\$4,900.00
RV Park Income	\$ 272.50	\$143.00
Merchandise	\$ 0	\$ 0
TOTAL	\$14,178.50	\$5,260.41

PROJECTS:

In the office I have been taking reservations for summer, working on CRP and budget for the remainder of this fiscal year and on next year.

Dump station has been tanks were installed. We should be fully functional by our peak season.

Norm has been working on a lot of projects, including replacing boards on picnic tables that were in very bad shape and is going to be repainting most of them.

Submitted by:

Cathy Wagoner

RV Park Supervisor

CRR Budget/Audit Committee (BAC) Meeting

Draft of the Minutes

December 14, 2022

ATTENDANCE :

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

CALL TO ORDER:

Chair Herb Parker called the meeting to order at 1:30 PM and welcomed everyone.

MINUTES:

Kevin Ellingsburg made a motion to approve the CRR BAC Minutes dated October 26, 2022. Jerry Cooper Seconded the motion. Motion was unanimous to approve.

2023-2024 CAPITAL RESERVE PLAN

PHYSICAL ANALYSIS:

11 - ADMINISTRATION:

Ranch Manager Judy LaPora reported that the phone system has been deleted, the vendor has been changed, and new equipment has been leased

- 1 – Upgrade Juniper Room Audio/Visual System: Chair Parker explained that the increase shown in FY 2031 is in today's dollars, as are all items in the Physical Analysis. All major expenditures such as pieces of equipment or items attached to a building are considered fixed assets.

Karen Bennett explained that the Capital Reserve Plan reflects Capital Expenditures vs. Operating Expenses. It is a savings account to replace large assets, and it prevents having to require special assessments.

12 - POOL:

- 8 – Solar Water Heating System: Though replacement is shown in FY2024, this item will be replaced in early 2023 before the end of the 2022-2023 fiscal year.

13 - RENTALS:

- 4 – Senior Center Electrical Upgrade and Engineering Study: The electrical system is outdated (knob and tube). General Maintenance Supervisor Mike Knoke reported that the Engineering Study will be completed before Christmas and cost will then be determined. Manager LaPora stated that she will ask for emergency funding at the next Board meeting.

14 - RV PARK:

- 10 – Bathhouse Remodel and Reroof: The estimated current cost is \$75,000 and is projected for FY2026.
- 13 – Kubota Tractor: Manager LaPora reported that this item has been moved from FY2023 to FY2024.
- 15 – Golf Cart/Utility Vehicle: We will wait until the Pro Shop's golf cart lease expires and then buy back one of the leased carts.

21 - PRO SHOP:

- Rental Cart Barn Reroofing (Must be done with Duplex Roof – Adjoining Roofs): Manager LaPora explained that this must be done at the same time as RENTALS: Item #2, Hair Salon and Duplex Reroofing in FY2024.

22 - GOLF MAINTENANCE: Manager LaPora stated that Supervisor Richard Jensen has reviewed and revised most of the estimated costs for Golf Maintenance.

- 6 – Back 9 Irrigation System Renovation: Chair Parker reported that estimated cost for this item has risen to \$841,500 and is projected to be completed in FY2025.
- 20 – Toro 4500D Rough Mower (RM 4) Bought 6-2015: Manager LaPora corrected the Amount Funded at 100%.
- 31 – Toro Procore 648 Aerator: **Update Estimated Current Cost to \$41,500.**
- 35 – Golf Maintenance Shop: Estimated Current Cost is \$545,000. This needs to be completed as some items remain out in the weather, the only heat is a wood stove, and there is a well in the building.

Karen Bennett suggested earmarking a certain amount from golf profits for this item, but Manager LaPora stated that an analysis is conducted every year.

Kevin Ellensburg remarked that the golf course supports the entire Ranch, and suggested that we don't dedicate dollars to just one area.

Manager LaPora then explained that the Golf Course and Golf Maintenance cannot budget for a loss. There is no depreciation on Operating Budget expenses; however, Capital Expenditures can be depreciated. The amount of depreciation for the previous year will always be put back into the Capital Reserve Plan.

31 - GENERAL MAINTENANCE: Chair Parker noted that the Office Remodel has been removed from the CRP.

- 11 – 2001 Ford Ranger Pickup purchased in 2007: This truck is being replaced because it requires constant maintenance.
- 22 – 1997 Ford F250: This vehicle is a hand-me-down from the Road Department.

32 - ROADS:

- 6 – Heavy Duty Equipment Trailer: A new trailer was required because the old one is broken.
- 8 – 1997 John Deere 770B Grader (G873): This grader is being kept as a back-up.

TOTAL RANCH

INFLATION FACTOR: Chair Parker noted that nothing is incremented until FY2025 when an inflation factor is added. Sheryl Jones reported that the World Bank puts out an inflation factor every year and suggested that we should consider this. **She will investigate further.**

Karen Bennett asked if a TOTAL was necessary for Estimated Current Cost, and Manager LaPora explained that we use the figures for further calculations in the spreadsheet.

FINANCIAL ANALYSIS:

DEPRECIATION TRANSFER ON MAJOR EXPENDITURES: Chair Parker explained that this item was added because it will increase depreciation. He noted that **these numbers need to be adjusted.**

DISCRETIONARY TRANSFER FROM OPERATIONS: These transfers are examined every year. We try to commit \$125,000 each year.

PERCENT FUNDED: Kevin Ellingsburg asked if we have a goal for Percent Funded. Manager LaPora said that we aim for 75 percent. Karen Bennett noted that **we need to project Percent Funded out five (5) years.** She has developed a method to do this.

GENERAL COMMENTS AND QUESTIONS:

- Jerry Cooper asked how the new development (Phase 17) will affect the Budget. Manager LaPora stated that it was the developer's desire to be part of the Homeowners Association.
- John Steven of "Ranch Matters" asked how to describe the December 14, 2022 BAC Meeting to those "not in the know". Manager LaPora explained that the purpose of the meeting is to review the initial draft of the Capital Reserve Plan.

ADJOURN: The next Budget/Audit Committee Meeting will be held on January 18, 2023 at 10:00 AM in the Juniper Room. Chair Parker adjourned the meeting at 3:08 PM.

PHASE REP QUARTERLY MEETING Minutes
January 11, 2023
Zoom Meeting 6:00 pm

1. **Call to Order:**
Roll call: Members Present: Karen Atwood, LynnDel Whitted, Earleen Arthur, Kara Burkhart, Delight Farmer, Robin Gaudette, Debbie Page, Greta O'Brien, Barb Schlabach, Marilou Smith
Members Absent: Wendy Beyer, Gina Anderson, Cindy Henderson, Judy Wells
2. **Approval of October 19, 2022 Minutes** – Kara motioned to approve the October minutes; Robin seconded the motion. Unanimous approval of the October 19, 2022 minutes.
3. **Old Business**
 - a. New/changes: Oct. 20; Nov. 12; Dec.18; = **Total 50**
 - b. Updated owner list: Oct. 14; Nov. 14; Dec. 6 = **Total 34**
 - c. Forwarding email status on Gmail – Robin will send out instructions. Karen will look for her missing document.
 - d. Covering Other Phases: Karen is going to delay assigning backup phase lists for the moment. She has a new volunteer that has changed the dynamics. Robin is giving up 2 portions of her current email list. Robin will continue as back up on the phases that will go to the new Rep.
 - e. Please read emails before sending to ensure that the content is current and not a past event.
4. **New Business**
 - a. a. Karen will start preparing spreadsheets to start the annual email check. She asks that each rep verify their list against hers and let her know of any differences.
5. **Open Discussion**
 - a. Karen may be out of commission due to some surgery for a couple of days. Kara will be sending out emails on her behalf.
6. **Adjourn** – 6:22pm
7. **Next meeting: April 13, 2023 ~ 6pm Via ZOOM**

Respectfully submitted,

Karen Atwood
chair

Collection Report
As of 1/13/2023

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
July 15, 2022	All	442,474.23		987	
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
January 13, 2023	All	480,815.41	-304,637.52	1047	-1109
July 15, 2022	Semi Annual	162,343.06		678	
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
January 13, 2023	Semi Annual	191,477.59	-305,756.63	729	-1117
July 15, 2022	Pmt plans/Auto Debits	60,890.14		236	
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
January 13, 2023	Pmt plans/Auto Debits	62,177.04	-7,026.31	242	3
July 15, 2022	Attorney	131,912.78		47	
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
January 13, 2023	Attorney	134,468.72	7,611.56	50	8
July 15, 2022	All F/C, BK, Etc	87,200.75		25	
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
January 13, 2023	All F/C, BK, Etc	92,564.56	916.36	25	0
July 15, 2022	1/2 Lots	127.50		1	
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
January 13, 2023	1/2 Lots	127.50	-382.50	1	-3

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 January 16, 2023

AR Log for January 16, 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.	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.. 12/19/22 - meeting scheduled with CRR Fire for January 10, 2023- 1/3/23 - Director Jones presented a grant that could provide significant funding for fire mitigation. Due date for the grant is the end of January.
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 - 1/3/23 - 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. - 1/3/23 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. 12/19/22 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. 12/19/22 - Mike Knoke reviewed recommendations with electrical contractor and referred back to engineering firm for clarification and changes. 1/3/23 Fencing color has been updated. Convex will be painted when weather is conducive.

DUPLEX FLOOD DAMAGE

Buildings 5A & 5B

13 Jan 2023

An apparent freeze break of a supply line to a sink in Black Dog Construction happened at 11 a.m. on December 24th and was not discovered until the tenants returned after Christmas. The Water Company has equipment and software that showed the time of the break and the time when we shut it off four days later at 9 a.m. on the 28th. 45,000 gallons of water leaked out into 5B, Black Dog Construction; and into the bathroom of 5A, May May's Restorations. Most of this flowed to the outside of the building with some of it flooding the floor in the rental cart barn, which is attached to the duplex. The drywall on the common wall between the cart barn and the duplex was damaged and will have to be replaced. A vacuum truck pumped out 6000 gallons from the crawl space below the duplex.

Eagle Restoration was called in to begin the drying out and demolition process. They took samples of wall and floor materials and sent them to Atlas Labs where they found asbestos in the vinyl floor of the bathroom in 5A. This required a Hazmat team to come in for removal of the bathroom floor. Many huge fans and heaters have been running during the demolition. The wallboard has been removed from the floor to about three feet up the walls and the vinyl flooring and sub-floor were removed as well. The drying process seems to be working well.

Requests for bids have been made to three different contractors. These are not all in yet. Hoss Electric inspected the electrical and will submit a quote for those repairs. Some of the "home runs" from the electrical panel to individual fixtures and outlets are under the floor in the crawl space and were under water for an undetermined amount of time and will have to be replaced. The floorboard heaters will be replaced with Cadets, and the water heater will need to be replaced as well.

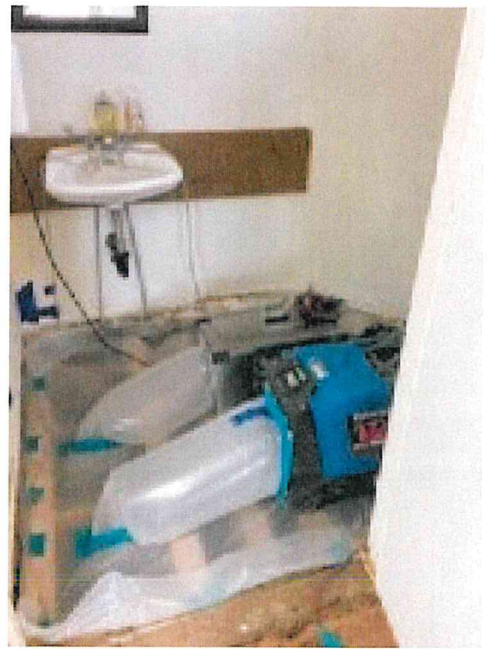
An insurance adjuster from Oregon Mutual visited and took photos of the demolition work. Once all the quotes for repair are in, he will determine how much of the damage is covered. The policy has a \$1000.00 deductible.



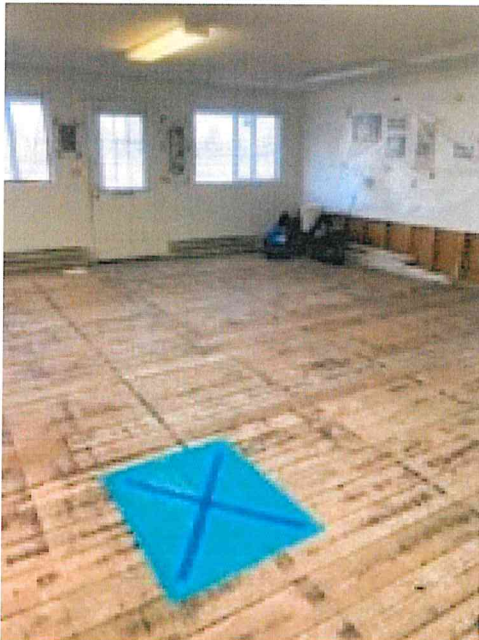
5-B

5-B

Rental building 5-B
Sub-floor OK after demolition and dry out. with the possible exception of the area noted with blue patch.

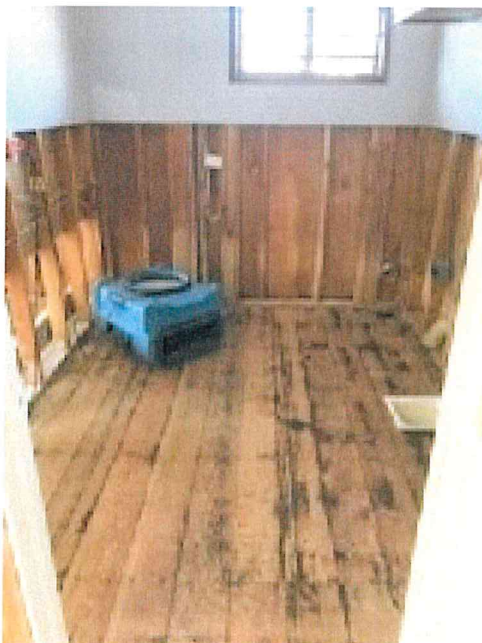
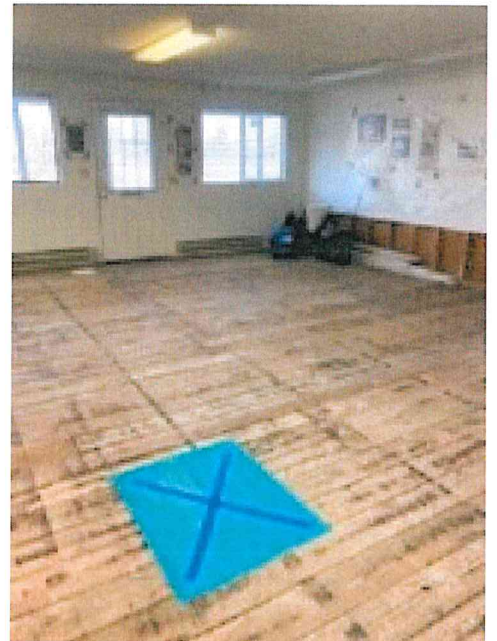


Rental building 5-A
Damage limited to restroom.



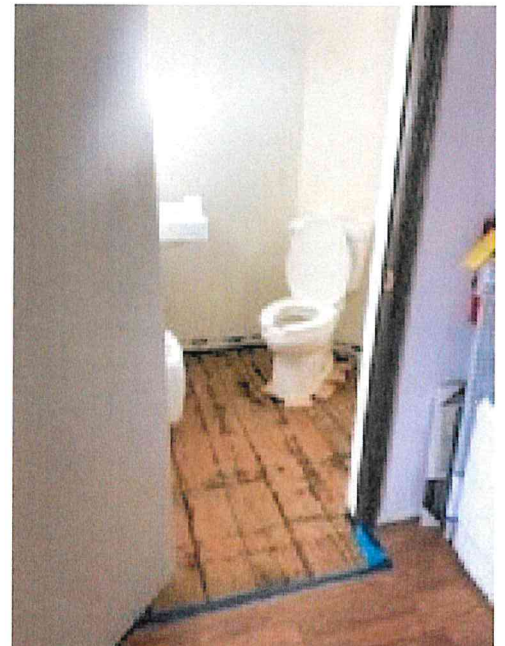
5-B

5-B



5-B

5-A



CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Tuesday, February 6, 2023

- I. Call to order
- II. Roll call
- III. Special topics
 - a. Regular Board Meeting Agenda Review – February 20, 2023
 - b. Annual Budget Process Update – Ranch Manager LaPora
 - c. CRR Website Issues Update – Ranch Manager LaPora
 - d. RV Park Dump Station Update– Supervisor Mike Knoke
 - e. Heritage House Electrical and Mini Split Update – Supervisor Mike Knoke
 - f. A/R Log Review
 - g. Proposed Equine Activities – Ranch Manager LaPora
 - h. Proposed Snack Shack Rental – Ranch Manager LaPora
 - i. Reminder: BAC Meeting February 20, 10:00am in the Juniper Room
- IV. Vote to Adjourn to Executive Session if Needed