

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

**Monday, September 18, 2023, 6:00 P.M.**

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

<b>Name</b>		<b>Name</b>		<b>Name</b>	
Kari Vickery President		Bob Beveridge Vice President		Mike Dries Secretary	
Kelly Davis Treasurer		Sheryl Jones Director		Julia Randall Director	
Sarah Woolverton Director		Mike Carey Director		Ara Erdekian Director	

**II. CONSENT ITEMS**

- a. Agenda of Regular Meeting – September 18, 2023
- b. Minutes of Regular Session – August 21, 2023
- c. Minutes of Work Session – September 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

**V. OLD BUSINESS**

- a. AR Log

## **VI. NEW BUSINESS**

### **a. BOARD ASSIGNMENTS**

i. Committee Liaison

ii. Advisors

1. Administrative Services

2. Facility Services

3. Golf Operations

iii. BOD Teams

iv. Committee Review Assignments

v. Proposed Calendar for BOD Meetings

b. Transfer Fee Discussion – Director Erdekian

c. Event Sponsorship Discussion – Director Erdekian

d. Children's Clothing Drive Discussion – Director Erdekian

e. Gem and Mineral Show – Director Erdekian

f. Desert Winds Art Festival – Director Erdekian

g. Fire Abatement Grant Opportunity – Director Jones

## **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** – October 2, 2023

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

**XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED**

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

Monday, August 21, 2023, 6:00 PM

**I. CALL TO ORDER:** The Meeting was called to order at 6:07 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	Michael Carey Director	X

**II. CONSENT ITEMS -**

- a. Agenda of Regular Meeting – August 21, 2023. Move Presentation of FY 2022/2023 Annual Audit to Work Session of September 6, 2023
- b. Minutes of Regular Session: July 17, 2023.
- c. Minutes of Work Session – August 7, 2023.

A motion to approve the above consent items with noted change was made by Secretary Dries and seconded by Treasurer Peterson. It was a unanimous decision to approve.

**III. COMMITTEE & STAFF REPORTS –**

It is noted that the RV Park and the Golf course are ahead of last years' revenues. It was also noted that due to a recent inspection performed by the Fire Marshall's Office, the oil heater in the Golf Maintenance facility does not meet the proper certification and must be replaced. A different heat source will be researched.

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

**a. Collections Report:** Ranch Manager LaPora reports that there was a reduction of account owing of 256 during the past month.

**b. General Maintenance Supervisor Knoke's Retirement Update:** General Maintenance Supervisor Knoke is officially retiring, again. A replacement has been hired and will start September 1, 2023. Supervisor Knoke will stay for approximately two weeks to work with the new supervisor to ensure a smooth transition.

## V. OLD BUSINESS

- a. **Recap of Annual Meeting:** The meeting went well. There were approximately 60 residents in attendance. Employee of the Year went to retiring Telegraph Editor Phyllis Carlin, and Volunteer of the Year was given to Marie Carter. A thank you plaque went to Treasurer Peterson as he steps down after his three-year term.
- b. **Follow Up Buffalo Place Improvements – Director Jones:** Director Jones is working with Jefferson County, Phil Steinbeck Interim Planning Services Manager to look at zoning options in the Buffalo Place area. She will report back after another meeting.
- c. **AR Log:** Updates provided by Secretary Dries
  - #1. Comments: Lions Club has received all equipment purchased with grant money. Areas are being reviewed for future abatement.
  - #2. & 3: Action Officer change from R Peterson to M Dries. Comments: no change 8.21.23
  - #4. Comments: No change 8.21.23

## VI. NEW BUSINESS

- a. **Ranch Enhancement Projects/Pool Data - Carl Harbour :** Ranch Enhancement committee Chair Carl Harbour provided list of all projects and status per the committee. He asked for approval for two projects: Purchase of six weighted umbrella bases for under \$250.00. RV Park Tree Enhancement for removal and replacement of trees within the RV Park. The cost is not to exceed \$14, 440. A motion to approve these two purchases was made by Director Randall. It was seconded by Secretary Dries. It was a unanimous decision to approve. Chair Harbour also presented a survey of usage of the community pool. It showed that homeowners were the main users of the pool, not the RV Park or Ranch Cabin visitors and that the pool was never at capacity. He believes the impression of over capacity by pool users is due to a lack of sufficient seating and shade. His results will be published in the Telegraph.
- b. **Snack Shack Update - Randy Knight:** Randy Knight, current lessee, announced that he will be retiring at the end of his lease. He does see potential for the Snack Shack to succeed with the right management. He will prepare a report with suggestions to help make the Snack Shack operational. He is willing to work with a new manager for the next year.

## VII. SECOND READINGS:

- a. **CC&R Procedure and Revised Handbook:** A motion to approve the Revised CC&R Procedure and Handbook, which includes the addition of committee filed complaints was made by Treasurer Peterson. It was seconded by Secretary Dries. It was approved eight to one with Director Randall opposing.

## VIII. FIRST READINGS:

None

## IX. Public Input - Kent Inman, Stephanie Proffitt and Herb Parker all spoke.

## X. PREVIEW OF WORK SESSION – Wednesday, September 6, 2023: Addition of Presentation of FY 2022/2023 Annual Audit – Zach Harmon; Introduction of Dan McRae, new General Maintenance Supervisor.

#### **XI. Announcements:**

CRR Fire & Rescue Pancake Breakfast, September 3, 2023, 8:00 am – 11:00 am

Desert Wind Arts Fest September 3, 2023 10:00 am – 4:30 pm Heritage House

CRR Annual Yard Sale – September 8, 9 & 10

Jefferson County Commissioners Meeting September 13, 2023 at the Juniper Room. Three candidates will be appointed to the SRD

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

A motion to adjourn the Regular meeting and go into Executive Session was made by Director Randall. It was seconded by Treasurer Peterson. It was a unanimous decision to approve. The Regular meeting was adjourned at 8:02 pm. At 8:06 Executive Session was called to order. Executive Session was adjourned at 8:42 after a motion from Secretary Dries, a second by Director Beveridge and a unanimous vote. A motion to utilize the Ranch attorney to respond accordingly to the letter received from an attorney on behalf of a Ranch resident and follow the legal advice of the HOA attorney in regards the our response and actions to said Ranch resident was made by Director Jones. The motion was seconded by Director Beveridge. It was approved unanimously with Director Woolverton having already left the meeting. A motion to adjourn was made by Director Randall and seconded by Secretary Dries. The Regular meeting was adjourned at 8:44pm.

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION  
BOARD OF DIRECTORS  
WORK SESSION  
WEDNESDAY SEPTEMBER 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 were present.

**III. Special Topics:**

**a. Announcement of Election Results – Zack Harmon, Capstone, CPA's:** The following candidates were elected to the CRR Board of Directors. Mike Carey (378 votes); Kelly Davis (384 votes); Bob Beveridge (408 votes). There were nine write in candidates. The Architecture Review Committee candidates that won were James Hussey (392 votes); Nancy Lutz (402 votes); Michael O'Brien (413 votes); Malcom White (397 votes); and Gail DesBrisay (402 votes). There were four write in candidates. 466 votes were cast with 460 of those eligible and six deemed ineligible.

**b. Presentation of FY2022/2023 Audit – Zack Harmon, Capstone, CPA's:** Zack Harmon, from Capstone CPA's presented a draft of the 2022/2023 Audit. He thanked the staff for providing all necessary data. They found no concerns and noted that there are good policies and procedures in place. He notes that the Ranch is doing well financially. A finalized audit will be ready soon and will be placed on the CRR web site once finalized.

**c. 2023 New Board Members – Oath of Office and Seating.** Mike Carey, Kelly Davis and Bob Beveridge all took their oath of office and were seated at the Board of Directors Table. Former Treasurer Randy Peterson was thanked for his service and he took a seat in the audience.

**d. Election of Officers:** A motion to nominate Kari Vickery for President was made by Director Jones. It was seconded by Director Carey. It was a unanimous decision to approve. A motion to nominate Bob Beveridge for Vice President was made by Director Randall and seconded by Secretary Dries. It was a unanimous decision to approve. A motion to nominate Mike Dries as Secretary was made by Director Carey and seconded by Jones. It was a unanimous decision to approve. A motion to nominate Kelly Davis for Treasurer was made by Director Carey. It was seconded by Secretary Dries. It was a unanimous decision to approve.

**e. Board Assignments (Information Only)** Assignments will be made during the September 18 regular Board Meeting:

- i. Committee Liaison
- ii. Advisors:
  - 1. Administrative Services
  - 2. Facility Services
  - 3. Golf Operations
- iii. BOD Teams
- iv. Committee Review Assignments

**v. Proposed Calendar for BOD meetings.** This will be reviewed at the next Regular Meeting for a possible change of day and time.

**f. A/R Log:**

#1, 2 & 3 Action Officer: Change to D McRae.

#1 Comments: New equipment obtained by grant money was used and thanks to various organizations for assisting

#2, 3 & 4 Comments: No change 9.6.23

**IV: Introduction of Daniel McRae – New General Maintenance Supervisor:** Daniel McRae was introduced and welcomed as the new General Maintenance Supervisor replacing Mike Knoke who is retiring. Dan is a resident of the Ranch.

**V: Regular Board Meeting Agenda Review – September 18, 2023:** Addition in New Business of a proposed Gem and Mineral Show.

**VI Recap of Desert Wind Art Show:** Desert Wind Art Show organizer, Diane Nunley reported that the show as very successful. They had 16 artists/vendors and 488 attendees. Additional food vendors will be sought for next year.

**VII: Announcements:** Reminder that the Annual Yard Sale will be held Sept 8, 9 & 10. 74 residents signed up. A map will be available on Thursday. CET will be at the Fire Hall to discuss new bus routes and the Lions club will be selling hot dogs as well.

The Jefferson County Commissioners will be holding their semi-annual Ranch meeting on Wednesday September 13 at 6:00 in the Juniper Room. All residents are invited to attend to attend.

The Crooked River Ranch Water Company will be holding their annual meeting on Saturday, September 16 at 4:00 pm at their office on Commercial Loop.

The RV Park will be having trees removed from the park on September 11 and September 22.

Assistance is needed to help paint the interior of the information kiosks on Badger and Chinook and on Chinook at the entrance to the Administrative area. Painting is scheduled for September 19.

**VII: Vote to Adjourn to Executive Session:** A motion to adjourn the Work Session to Executive Session was made by Secretary Dries. It was seconded by Vice President Beveridge. It was a unanimous decision to approve.

The regular Work Session was adjourned at 11:26am. Executive Session was opened at 11:48am and adjourned at 12:01pm with no action taken.



**To:** Crooked River Ranch BOD  
**Fr:** Judy LaPora, Ranch Manager  
**Date:** 9/11/23  
**Re:** Administration Monthly Report for August 2023

**Significant Events/Accomplishments:**

- The Annual Election ballots were mailed on August 1. During the month, when members paid their assessments current, we provided a ballot to them and updated the eligible voter spreadsheet for Capstone. The election results will be provided at the September 6 Work Session.
- On August 3rd, we had an Events Committee meeting that included a post Steel Stampede meeting. Due to the hostile and demanding attitude of the event co-promoters, the BOD decided to withdraw our participation in the event. We will be offering the venue to them on a for rent basis. We look forward to working with them to come up with a satisfactory agreement.
- Tammy stayed busy, processing 74 Community Yard Sale applications and payments and 538 payment transactions. She mailed out 11 Welcome Packets in addition to her daily duties of first line customer service both walk ins and phone. She made 6 replacement membership cards. Tammy also processes all incoming mail and handles all of the facility rentals, such as Mac Park, the Juniper Room, etc.
- Kara processed 15 HOA demand requests and 13 changes of ownership. She also completed 74 auto-debit billings for the 5<sup>th</sup> and 66 for the 20<sup>th</sup> of August as well as 108 monthly billing invoices and 16 newsletter accounts. She was able to collect \$6200 from seriously past due accounts not with the collection attorney. Attorney accounts paid \$1290 with two paying in full. She had no lien filings and one lien release this month and sent 29 intent to lien letters. Kara is beginning to use email communication with past due members. We feel this is more effective in actually getting responses and compliance. Kara also processed one CC&R complaint, processed, and mailed 3 CC&R letters and 4 inspection reports.
- Brenda continues to attend BOD Work Sessions and Regular Meetings as a backup minutes taker. She also maintains the kiosks, selling advertising signs as well as stocking and cleaning. She has been very successful in selling advertising signs for the kiosks. She writes the monthly article for the Redmond Chamber Newsletter and provides customer service. She also took charge of the Community Yard Sale event and processed 8 ARC applications. She continues her efforts on social media, promoting the election, Community Yard Sale, RV Park Long Term rentals, HOA annual meeting and more.
- Jan continued with her normal duties which includes receivables, payables, payroll, reconciliation of all bank accounts, balance sheet accounts, fixed assets and more as well as working on the back-end issues with Foreup and Firefly.

Respectfully submitted,  
Judy LaPora, Ranch Manager

AUGUST 2023 GENERAL MAINTENANCE REPORT  
September 7th, 2023

**RV Park:** The lookout platform which looks down at the Crooked River Gorge and Hollywood Road was inspected, repaired, and re-painted. A water line was repaired in D-Loop after an RV drove off with the water hose still connected.

**Pool:** The new ADA lift was needed several times and worked perfectly. We began preparations for closure after Labor Day. The pool was closed several times for poor air quality.

**Fire Abatement:** I met with Crooked River Ranch Fire District Chief Sean Hartley and Wellspring Management owner Tim Bell to discuss fire fuels abatement on HOA property and Crooked River Ranch at large. Specifically, we were looking at ingress and egress routes into and out of the ranch and the implications for evacuation of residents and the mobilization of fire-fighting personnel and equipment. We looked for trees and brush in the right-of-way and attempted to identify problem areas and individual trees that could be marked for removal and/or limbing and thinning. Our goal is to develop a long-term plan and prioritize individual roads that need mechanical treatment. In the short term, my goal was to properly earmark those funds which I have immediately available for fire abatement. There is approximately twenty thousand dollars in that budget line today.

We discussed the safety corridor fire break below Shad Rd. in a steep section of Sundown Canyon. Tim had surveyed and designated the area two years ago and we identified about eight resident lots which are adjacent to the corridor and acknowledged the need for buy-in of those property owners to ensure the success of the project. The Sundown Canyon project is a 9-acre stand-alone project which would require a hand-crew to accomplish since there is no access for equipment and the terrain is very steep. The impacted property owners would be contacted by a joint mailing from the HOA and Fire district to notify them of the work being done below their properties and the need for them to contribute by either doing some fuels reduction on their land or allowing access for crews to enter their property to do some thinning, limbing, and removal of trees. There is a possibility of grant funding through ODF and COIC which would provide funding for crews from Heart of Oregon and others to assist the homeowners.

We identified Horny Hollow Rd. as the highest priority for roadside clearing. There are many Junipers within the right-of-way that would present a serious barrier to egress for evacuees and ingress of fire-fighters during a conflagration. Next on the list are the trees along Chinook Road hill, immediately below the road and extending further towards Clubhouse Rd. These trees, if engulfed, would be an impediment to evacuation as well. Our third priority would be Hill Road canyon and again, the trees immediately below the road.

**General:** We completed the Sod lawn installation between the Clubhouse and swimming pool and brought in fresh gravel for walkways. We assisted in the removal and chipping of a large Juniper tree on Ferret Drive. The Ford Ranger received new front brakes. The Clubhouse carpets were cleaned.

Respectfully Submitted by: Michael Knoke



To: Judy LaPora, Ranch Manager  
CC: Kari Vickery, President CRR C & MA  
From: Randy Ballard, PGA  
Subject: August Update of Operations  
Date: September 1<sup>st</sup>, 2023

## **Golf Shop Operations**

### **Overview:**

August was a real ride; on the 15<sup>th</sup> we hit a high of 104\* and a few days later on the 23<sup>rd</sup> we had an overnight low of 39\*. There was rain, heat, smoke and even those cool days; somehow, we were able to pull out a decent month overall. Average temp on the month was 86.16\*, that's 3.91\* warmer than last year; it was a hot month.

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

- \$8,630 (7%) more in Green Fees than August 2022
- You will notice that discounted rounds are way up this season. This is due to GolfNow, Golf Moose, Smart Shopper, Pacific Northwest Golf Association, and a new Twilight Walking rate I introduced this last month. Even with 27.9% more discounted rounds YoY I am \$71,388 ahead of last year's total Green Fee revenue. I am discounting "dead" parts of our week and days to fill as many spots as possible, butts in seats.

### **Opportunities:**

- The 10-day forecast looks phenomenal, and I would assume most of September remains great for golf.
- We have a few new tournaments in September on top of the regulars we host. Hopefully we can get them as return groups moving forward.

**Potential Shortcomings:**

- Smoke, no need to explain
- Power outages now? Right in the middle of the day multiple times last week and over the weekend. Tough to run a business with no phones and internet I hope these don't continue.

**Looking Forward:**

- We just lost one Golf Shop employee and two Outside Service employees.
- Last year was an absolute banner September at almost \$50k more than average Septembers; it may be a tough mark to hit for us this season.

Best,

Randy Ballard, PGA

# CRR GOLF SHOP MONTHLY SALES REPORT

August 2023

Golf Shop Sales Report

August	2023	2022	% Chg
Days Closed:	0	0	0.0%

REVENUES	Aug '23		Aug '22		Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	\$127,070.00		\$118,439.30		\$8,630.70	7%	569,136.80	497,748.30	\$71,388.50	12.54%
Annual Pass Revenue	\$2,171.00		\$1,525.00		\$646.00	30%	215,635.50	220,262.75	(\$4,627.25)	-2.15%
Cart Rentals	\$37,746.00		\$42,353.00		(\$4,607.00)	-12%	172,512.00	172,725.25	(\$213.25)	-0.12%
Merchandise Sales	\$33,225.25		\$34,675.45		(\$1,450.20)	-4%	133,652.65	134,466.25	(\$813.60)	-0.61%
Driving Range	\$5,870.00		\$5,867.00		\$3.00	0%	23,731.57	23,929.00	(\$197.43)	-0.83%
Cart Storage Fees	\$275.00		\$797.00		(\$522.00)	-190%	31,187.50	34,124.00	(\$2,936.50)	-9.42%
Miscellaneous Sales	\$88.00		\$159.50		(\$71.50)	-81%	483.25	668.50	(\$185.25)	-38.33%
<b>Totals</b>	<b>\$206,445.25</b>		<b>\$203,816.25</b>		<b>\$2,629.00</b>	<b>1%</b>	<b>\$1,146,339.27</b>	<b>\$1,083,924.05</b>	<b>\$62,415.22</b>	<b>5.4%</b>

GOLF ROUNDS	Aug '23		Aug '22		Variance	% Chg	YTD	Previous YTD	Variance	% Chg
1 Rack Rate Rounds	1,166		1,649		(483)	-41.4%	4,827	5,779	(952)	-19.7%
2 Prop. Owner Rounds	124		125		(1)	-0.8%	561	462	99	17.6%
3 Discounted Rounds	1,851		1,219		632	34.1%	7,844	5,652	2,192	27.9%
4 Annual Pass Rounds	1,584		1,939		(355)	-22.4%	6,708	7,393	(685)	-10.2%
5 Employee Rounds	79		91		(12)	-15.2%	301	225	76	25.2%
6 Industry Comps	23		28		(5)	-21.7%	112	91	21	18.8%
7 Donation/Trade Rounds	131		112		19	14.5%	363	561	(198)	-54.5%
<b>Total Rounds Played</b>	<b>4,958</b>		<b>5,163</b>		<b>(205)</b>	<b>-4.1%</b>	<b>20,716</b>	<b>20,163</b>	<b>553</b>	<b>2.7%</b>

Punch Cards Sold	4		2		2	50.0%	35	43	(8)	-22.9%
2022/23 Golf Passes	Property Owner				Outside Passes				Total Passes	
	This Month	T-M-L-Y	Diff.		This Month	T-M-L-Y	Diff.	This YTD	Last YTD	% Chg
P.O. Single	5	2	3					102	96	6 5.9%
P.O. Couple			0					63	76	(13) -20.6%
PO Junior			0					5	1	4 80.0%
Non-Prop Single Full						0		15	18	(3) -20.0%
Non-Prop Single Wkdy						0		17	16	1 5.9%
NO Couple Full						0		13	19	(6) -46.2%
NO Couple Wkdy						0		4	3	1 25.0%
NO Junior						0		0	0	- 0.0%
NO Afternoon ONLY						0		0	6	(6) 0.0%
						0				
<b>Totals</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>219</b>	<b>235</b>	<b>(16) -7%</b>
	This Month	Last Year	Difference	% Chg	This YTD	L- YTD	Difference	% Chg		

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

- 5 All Employee rounds
- 6 All Industry comp rounds
- 7 Donations and Trades

**TO:** Judy Lapora, CRR Administrator

**FROM:** Richard Jensen / Golf Maintenance

**Date:** 9-13-2023

**RE:** monthly report

**Overview:** As with most August's on the high desert hot, dry weather patterns dominated for most of the period. I have not made the time to correct our weather station issues yet, so temperature information is again from Weather.com. For the month we were eight degrees above average lows and seven degrees above average highs. And rain, a couple days with light steady rain, well below our monthly average of .5" but were very welcome regardless the amount. There were some very seasonal weather days scattered throughout the month, just enough to remind us how beautiful C.O. can be in the summer. Although, as with some years, this year we have the added joy of heavy wildfire smoke to deal with. While the turf loves the smoke... we employees, not so much. Include the new (2022) OSHA wildfire smoke exposure rule in the mix and it makes a supervisor's job that much more difficult balancing employee health and safety with work responsibilities. While our employee's health and safety are paramount in our operations, for the golf maintenance department, turf doesn't stop growing in horrible climatic conditions and must be maintained before it gets away from us and becomes unplayable. OSHA's rule states that once the air quality index (AQI) reaches 100 we must make N or KN-95 particulate filtering face masks available to employees for voluntary use. If the AQI reaches 200 wearing masks becomes mandatory for employees exposed to wildfire smoke outdoors. While none of our buildings are airtight, they are much more comfortable to work in when the air quality is that bad. Much like the swimming pool, which closes when the AQI reaches 200, I've made an informal policy for the golf maintenance department that we stop working outside at this AQI level as well. We are also required to follow the new heat stress rule enacted last year by OSHA as well. This rule requires we provide cool drinking water, shade and additional breaks for employees based on the heat index. For anyone that's worked outside in these conditions, you know how difficult it can be and while we followed OSHA's guidelines we also worked outside when the AQI was over 200, wearing masks while mowing to keep the turf manageable. The labor front is improving for our department. We added two additional part time employees and lost one. Kevin has been doing what he can to help while on work restrictions until his surgery. While we did add the new employees, scheduled time off for some of our other employees made for interesting times keeping up with daily course maintenance requirements.

**Significant Events/Accomplishments:** With our busy tournament schedule, member and outside, vacations and sick time we scrambled to keep everything mowed but struggled the most with our roughs. Our players had to deal with some US Open rough lengths at times, but you can only do so much... Available sunlight has caused us to push our starting time back to 6 am and will continue to fall back until we reach a 7 am start time. We had two mainline irrigation leaks that were repaired. Both were the cracked pvc nipples connecting lateral valves to the mainline. We have since discovered one more that will be addressed ASAP. Our #3 pump on the front-nine irrigation system failed on the 21<sup>st</sup>. The impeller retaining nut broke inside the pump housing and required machining to repair. With few options I used Hi Tech Electric and Desert Machine in Prineville. It took a couple of attempts but after three trips to the shop (and the owner finally arriving to do the repair) it was finally fully operational and reinstalled on the 23<sup>rd</sup>. We have become very adept (and almost NASCAR fast) at pulling and reinstalling centrifugal motors and pumps on the front station. We were only able to water greens, tees and approaches automatically while the pump was down. We manually watered as much of the other features of the front-nine as we could before play caught us. We did experience some wilt and dry spots from lack of irrigation, but most have recovered since the station became fully operational.

**Potential Short Comings:** Our greens spray program has suffered the last month with mowing requirements keeping me on the turf a significant portion of the period. Adding the new crew members should allow resuming our normal greens fertility/spray programs in the next period.

**Looking forward,** fall aeration of greens, tees and approaches, wall-to-wall fertilization along with daily course maintenance are scheduled for the upcoming month.

Respectfully Submitted,  
Richard Jensen GCS

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 9/11/2023

Re: Monthly Report for August 2023

Overview: Road Grading, Road Rebuilding, Ditch work

Road Maintenance: Our daily duties include fueling equipment, setting out signs and the porta potty, watering roads and transporting equipment. We rebuilt two roads this month. Narsissa and Rainbow Court. This involves widening the edges and hauling off the trash dirt. Then we hauled and spread 30 loads of gravel to Narsissa and 87 loads to Rainbow Court. Both roads took the better part of two weeks to complete. We were also able to grade and roll several other roads as follows – Narissa, Rainbow Court, Dylan Circle, South End of Rainbow Dove, Sparrow, Bullhead, Tadpole, Frog, Cougar Dingo, Ermine, Feret, Canyon, Crescent, Sundown Canyon, Scout Camp, Lords Pl., Peninsula, Waterhole, Big Sky, Chaparral and Round up. We also started some ditch work on Meadow Road installing Three culverts to help with some drainage issues.

Vehicle Maintenance: We switched the grader blades on the 770 and welded a new chain on the dribble bit. We repaired the tilt steering on the loader. Fueled and cleaned trucks and Equipment.

Misc.: Marked Meadow for locates.

Deer: We picked up 3 deer this month and had to make a trip to Knott landfill in Bend.

Signs: None

Town Trips: I made three trips to town this month for parts and repair work.

Respectfully

Jordan Jones / Road Supervisor



## RV PARK - MONTHLY REPORT – AUGUST 2023

### OVERVIEW:

August went by quickly, and the team responded to each challenge in a professional manner. There were no major issues and we worked hard keeping the grass green and the weeds at bay. There was some guest frustration about making reservations only 1 year in advance, as the regular groups are competitive about the sites they want.

### INCOME:

August wasn't as good as I hoped, but it was a solid month with good occupancy and many reservations for next year.

	<u>2022</u>	<u>2023</u>
Camping:	\$58,596.12	\$69,666.30
Extended Stay:	\$ 0	\$ 1,300.00
Merchandise:	\$ 1,130.00	\$ 2,205.26
RV Park Income (merch, gazebo rental, quarters):	\$ 666.00	\$ 2,894.01
Dump Station:	\$ 0	\$ 1,586.00
Reservation Fees:	\$ 0	\$ 1,698.00
TOTALS :( BEFORE TAXES)	\$58,697.11	\$79,349.57

### PROJECTS:

We had a number of electrical issues in August, which were at least partially attributed to heat and exposure. We had been advised to cover the electrical panel in the A strip several years ago, and Norm was able to do that in August. We had a number of electrical breakers go out in various sites in August, and Hoss Electric was very responsive so we suffered very little down time.

We are increasing our signage in the park to help people find the dump station, since it is in the back.

As you know, we received our funds for the tree project, which begins in September!

Respectfully,  
Julie Inman  
RV Park Supervisor

**Thursday, September 7, 2023, 10 am.**

- |                    |                                                       |
|--------------------|-------------------------------------------------------|
| * Read / Revisions | Corrections to spelling Including Birk Lowrie's name. |
| *Approval          | Approved as corrected                                 |

## **II. Old Business**

- a. Confidentiality Forms - Outstanding Burt Thompson. Burt Thompson removed from committee due to absences and lack of response to contact.
- b. Review of Sam.Gov and Grants.Gov - Ann Light was able to sign on and connect to accounts. Birk Bowrie and Julia Randell submitted requests and are still in process to complete them. Ann Light is arranging individual appointments with each member to complete a Google Documents training session. Sheryl Jones has responded to requests prior to the August meeting.
- c. Account approvals – responses were made to requests. One account request was successfully completed by Anne light. Continue to work on the remainder and wait for the site to process approvals.
- d. Future grants opportunities
  1. Fire Mitigation
  2. Electric Charging stations - Birk Bowrie Unable to contact Special Roads department to obtain as much information. Department was closed with no contact information available. Will continue to attempt contact for information.
  3. Viability of areas in upper ranch for development of small business, food service and rest areas. Sheryl Jones to obtain zoning maps for both Deschutes county with emphasis on non – residential areas. ongoing
  4. Each member to come back with 5 proposed projects - to be continued ongoing
- e. Forms and binders to Burt Thompson – Burt Thompson no longer a member of committee.

## **III. Grants In Process**

- . Ongoing Grants – Lions OSFM Grant status.

## **IV. New Business**

- a. Review progress of Sam.gov requests. Add new requests for Grants.gov
- b. Account approvals –One completed still working on two others. Also waiting for site to process approvals.
- c. Future grants opportunities
  1. Electric Charging stations - Birk Bowrie to contact the Special Roads department to obtain as much information as possible on traffic counts made in 2022-2023 concerning patterns of vehicle numbers, times and speed on CTR. Continuing
  2. Viability of areas in upper ranch for development of small business, food service and rest areas. Sheryl Jones to obtain zoning maps for both Deschutes county with emphasis on non – residential areas. continuing
  3. Each member to come back with 5 proposed projects - to be continued

4. Pickleball group to pursue new funding and options to locations of courts.

Review changes along north end of Chinook

Review viability of enclosed or partially enclosed sports center

Review meet with Jeff Co commissioner(s) on zoning variance process

Met with Jefferson County planner. reviewed general information on zoning for the Buffalo Place area. County planner gave an outline of how zoning works and what changes could and would likely not be effective. Suggest no changes

**V. Additional Action Items or Items of Interest** Please limit time to 5 minutes and come prepared with specifics on topic(s)

a. attendees Look for areas in commercial zoning that have Shade, electric service, room for seating, bathroom facilities and possible room for coffee vendor on Shad or Chinook - continue

b. visitors n/a

**VI. Wrap-Up**

a. Open Discussion General discussion on availability of Grants and Process to apply continued.

b. Additional topics or action items

\* Current Grants wish lists Still in process

\* Future in Process gaining more information.

c. Next Meeting Thursday, November 5, 2023, 10:00 am. Juniper Room

**VII. Vote to Adjourn 11:26 a.m.**

**PERSONAL NOTES:**

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## ARC Minutes for New Application for August 28, 2023

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

CC: Judy LaPora, Mike Dires-Liaison.

### Guests:

Minutes from last meeting: Approved as written by Mike O'Brien,  
Second by Malcolm White.

### New Applications:

14095 SW Chinook DR. Wilmot. Ph #16. Lt #10. Garage/Shop.**Not Approved. Need elevation drawings. Need picture of RV carport.**

**Garage open or closed. Did you get a permit from Jefferson County?**

13959 SW Commercial Loop. Hansen. Ph #16. Lt #49. Self Storage.  
**Need more information.**

5650 SW Mustang Rd. Drake. Ph #01. Bl #11. Lt #05. New Home.  
**Need more information. What you are building first.**

### Old Business:

16283 SW Chukkar Dr. Ferris. Ph 02. Bl #50. Lt #001. Lot  
Improvement, Shop. **Need elevation drawings. Need picture of the  
Garage/Shop .Permits from the county.**

Notice from Deschutes or Jefferson County:0

Verification of completed Applications:0

Next meeting on September 11, 2023@3PM in Adm.Office.

## ARC Minutes for new Application for September 11, 2023

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

CC: Judy LaPora and Mike Dries.

Guests: 0

Minutes from the last meeting: Approved as written Nancy Lutz, Second by Mike O'Brien

### Old Applications:

14095 SW Chinook DR. Wilmot. Ph #16. Lt #010. Garage/Shop .Approved

5650 SW Mustang Rd. Drake. Ph #01. Bl #11. Lt #005. Just the house. Approved

13959 SW Commercial Loop. Hansen. Ph #16. Lt #49. Storage Units .Approved

### New Applications:

16283 SW Chukkar Rd. Ferris. Ph #02. Bl #500. Lt #001. Lot Improvement. Garage/Shop and Fence. Need more info.

14090 SW Stallion DR. Jones. Ph #03. Lt #103. Paint house same Color and fence. Approved

12505 SW Peninsula Dr. Collins. Ph #10. Lt #002. Outbuilding. Approved

13380 SW Prairie Rd. Eckelman. Ph #03, Lt #167. Pole Barn. Approved

16825 SW Quail Rd. Londen. Ph #2. Bl #34. Lt #34. Lot Improvement. Your driveway needs to be 15' wide. Approved

Notice from Deschutes or Jefferson County: 0

Verification of completed applications: 14

Next meeting on September 25, 2023 @ 3PM in Adm. Office.

CROOKED RIVER RANCH  
CC & R Review Committee Minutes

August 15,2023

In attendance: V Chair Mel Tellinghusen, Sec., Judy Gilliland, Mark Schneider, Gail DesBrisay, Jodie Gmeiner, CRR Admin Rep., Kara Burkhart, Jeff Co Rep Jonathan Chandler

1. Consent Items:

- A. Agenda for today's meeting.
- B. Minutes for July 18,2023 meeting:  
motion to approve by Gail DesBrisay & 2<sup>nd</sup> by Mel Tellinghusen Unanimous to approve.

2. New Business

a. New Complaints

- 1. 23-27 – dtd 7-27-23 –Trash/Debris – valid letter sent
- b. Recruitment – Jim Stagl is leaving the committee. We would like to find some additional members.

3. Old Business

- a. Review of Committee filing complaints. Stephanie took the committee's suggested guidelines to the BOD. The BOD had some verbiage suggestions & additional guidelines. We did some tweaking & will take back to the BOD.
- b. Active 2022 CC&R
  - 1. 22-15 – dtd 4-29-22 –debris & trash. County states this is a building site. Verbally asked to keep cleaned up. No progress. Building is complete but still no Occupancy permits granted. Residents are living in home. Mel & Johnathan met with owners and owners agreed to hire someone to help them clean. Some progress made. Due to heat taking a break. Mel will follow up in a week or so. Continue to monitor.
  - 2. 22-30 – dtd 08-01-22 –Several inoperable vehicles/debris. Judy viewed & confirmed 5-7 vehicles (unable to verify if operable), utility trailers & a questionable working hot tub. Sent letter. Resident asked to talk with CCR committee & Mel & Judy met with her 9/12. She stated all vehicles are operable. Son is sorting metals. We asked if we could meet & discuss it with son. Her son did not want to meet with us. Mel drove by that afternoon & did talk with him. Progress but slow. On Jeff Co. log. County had provided 2 dumpsters & were not used. County gave them a **3/31/23 timeline** for full cleanup. County had closed but has now reopened after inspection. County is in contact with owner. Continue to monitor.

c. CC&R 2023

1. 23-08 – dtd 04-17-23 – 2 large tent structures missing material due to weather. Debris, junk, garbage & household items. Some progress made but not significant. Jonathan has been in contact with resident & is monitoring. Some ‘junk’ gone due to ‘free’ garage sale. Mel & Norm to follow up with owner within 2 weeks.
2. 23-24 - dtd 7/3/23 – Alphabet Flag – Rainbow flag hard to see unless wind is blowing & is in trees. 3<sup>rd</sup> letter sent. No indication of request ARC for approval or take down. Could move to open violation if no response to 3<sup>rd</sup> letter

d. Open Violation

1. 21-46, 47&48, & 22-03&21 – dtd 6/3/21 - Deemed open violation and fined. Property gets cleaned up for a short time then regresses significantly. Fine process has not worked. County reopened due to regression and sent letter of intent to cite. Stephanie is reaching out to owner to see if they can discuss how the committee can help.
2. 20-08 – dtd 2/19/20 – 6/22/22 deemed open violation by BOD. Class B & \$500 fine. Property is slowly being cleaned up. Will take a long time for full cleanup. On Jefferson County log. County did a site visit from road. It looks better from Chinook side. Still need to connect new county code with owner.
3. 22--25 – dtd 6-29-22 – inoperable vehicles & old appliances. Apr 3<sup>rd</sup> taken to BOD, deemed Open Violation and fined \$250. Property is in foreclosure & may be sold in August. Inspection showed worse than before possible abandoned. Take to BOD for next step. Continue to monitor

e. Review Deschutes & Jefferson Co’s Active Complaints

1. Deschutes – no updates
2. Jefferson – 26 complaints. 2 new, 13 updates & 6 no change & 5 closed

Member Input:

Next Meeting September 19,2023 – 1:30pm – Juniper Room



NEIGHBOR HELPING NEIGHBOR COMMITTEE  
SEPTEMBER 2023

Late August had one application. Two attempts to set up an appointment were not successful. Early September had a new application with an appointment set for September 20. Both applications have balances owing that exceed the remaining balance. The balance as of August 31, 2023, is \$248.22.

Karen Atwood  
Neighbor Helping Neighbor Coordinator

Collection Report  
As of 9/15/2023

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
April 13, 2023	All	315,054.82		597	
May 12, 2023	All	285,599.90	-29,454.92	537	-60
June 19, 2023	All	785,154.42	499,554.52	1939	1402
July 17, 2023	All	494,743.09	-290,411.33	996	-943
August 18, 2023	All	398,528.08	-96,215.01	740	-256
September 15, 2023	All	353,943.22	-44,584.86	654	-86
April 13, 2023	Semi Annual	34,130.44		270	
May 12, 2023	Semi Annual	17,421.72	-16,708.72	217	-53
June 19, 2023	Semi Annual	447,593.43	430,171.71	1605	1388
July 17, 2023	Semi Annual	164,000.45	-283,592.98	658	-947
August 18, 2023	Semi Annual	84,081.83	-79,918.62	405	-253
Setpember 15, 2023	Semi Annual	51,807.80	-32,274.03	317	-88
April 13, 2023	Pmt plans/Auto Debits	47,027.99		249	
May 12, 2023	Pmt plans/Auto Debits	35,774.03	-11,253.96	243	-6
June 19, 2023	Pmt plans/Auto Debits	93,825.42	58,051.39	254	11
July 17, 2023	Pmt plans/Auto Debits	86,689.30	-7,136.12	261	7
August 18, 2023	Pmt plans/Auto Debits	70,393.70	-16,295.60	258	-3
Setpember 15, 2023	Pmt plans/Auto Debits	58,734.57	-11,659.13	263	5
April 13, 2023	Attorney	110,964.68		45	
May 12, 2023	Attorney	109,472.44	-1,492.24	44	-1
June 19, 2023	Attorney	120,523.86	11,051.42	45	1
July 17, 2023	Attorney	121,121.62	597.76	44	-1
August 18, 2023	Attorney	121,120.84	-0.78	44	0
Setpember 15, 2023	Attorney	120,499.14	-621.70	41	-3
April 13, 2023	All F/C, BK, Etc	122,931.71		33	
May 12, 2023	All F/C, BK, Etc	122,931.71	0.00	33	0
June 19, 2023	All F/C, BK, Etc	122,931.71	0.00	33	0
July 17, 2023	All F/C, BK, Etc	122,931.71	0.00	33	0
August 18, 2023	All F/C, BK, Etc	122,931.71	0.00	33	0
Setpember 15, 2023	All F/C, BK, Etc	122,931.71	0.00	33	0
April 13, 2023	1/2 Lots	0.00		0	
May 12, 2023	1/2 Lots	0.00	0.00	0	0
June 19, 2023	1/2 Lots	280.00	280.00	2	0
July 17, 2023	1/2 Lots	0.00	-280.00	0	-2
August 18, 2023	1/2 Lots	0.00	0.00	0	0
Setpember 15, 2023	1/2 Lots	0.00	0.00	0	0

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

## AR Log for September 18, 2023

AR Log for September 18, 2023				
	ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION
1	D McRae 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.
2	D McRae Mike Dries	Fire Abatement Project No. 2 - Lower Pasture	On-going	To reduce fire danger on lower pasture. Lower pasture community garden project
3	D McRae Mike Dries	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
4	K Vickery	Commercial Loop Improvements	On-Going	Clean up appearance of Commercial Loop.
				8/7/23 - Supervisor Knoke will meet with S Harley and T Bell on August 8 to discuss areas that will need fire abatement treatment. 9/6/23 - Lions Club had the first use of the chipper. CRR Fire Dept, Roads, Lions and the HOA all participated. 7/17/23 - In talks with Charlie Smith for additional mowing in lower pasture along Chinook. Small brush hog is being used for areas around preimeter. 9/6/23 - No Change 12/5/22 - BLM is completing burning disbris piles from the thinning project. 12/19/22 - two areas left to burn before completion. - 7/17/23 - BLM has completed most unite of the Steelhead Falls project. Will continue this winter. 9/6/23 - No change 8/7/23 - President Vickery reported that another convex will be delivered mid-August. Sign stating "Appointment only" will be posted in front. Back fence is scheduled for late August/early September. 9/6/23 - No change

## BOARD ASSIGNMENT DESCRIPTIONS

### Advisors' Duties and Responsibilities

The Advisor is an individual Board member who is assigned yearly for specific support to each department of the Association. Advisors shall familiarize themselves with the function of their designated department, historical information pertinent to this role, and develop successful relationships with the department supervisors. There will be three advisors who will serve the following departments: Facility Services Department, Administrative Services Department, and Golf Operations.

The Advisor may assist the Ranch Manager in providing aid, support, guidance, and technical assistance as requested, and provide recommendations or possible actions for consideration, and shall serve as a resource for new and difficult situations.

The Advisor may serve as a conduit between the Board and Ranch Manager for their designated departments. They may assist the department supervisors with Ranch Manager's knowledge and support in any way requested and act as a channel for the grievance process as delineated in the Employee Handbook.

In the event of the Ranch Manager's absence, the Advisors may, with Board approval and direction, step in to assist their assigned departments in providing operational management of the Association.

### Board of Director Committee Liaison

The Board of Directors will assign a Board member as a liaison to all the committees. Typically, the role of any assigned liaison is to improve communication between the Board and the committee. The liaison may not take a more active role within the committee; however, the liaison may make recommendations. Liaisons will forward critical information to the committee at the direction of the Board. The assigned liaison will not be a voting member of the committee.

### Team Members

A team is a sub-group of the Board assigned specific defined responsibilities and authorized to approve in the name of the Board actions that meet the goals of the full Board, such as approving payment plans for members in collection. The team is also charged with making recommendations for the full Boards' consideration on any issue that significantly impacts the Association. The team should periodically report to the Board on its activities.

2023-2024 BOARD ASSIGNMENTS REVISION WORKSHEET

September 18, 2023

Assignment	BOD Member Assigned	Replacement BOD Member
Advisor - Administrative Services Department	Kari Vickery	
Advisor - Facilities Services Department	Mike Dries	
Advisor - Golf Operatons Department	Randy Peterson	
Committee Liaison - Architectural Review Committee	Mike Dries	
Committee Liaison - Budget/ Auditing Committee	Bob Beveridge	
Committee Liaison - CC&R Review Committee	Kari Vickery	
Committee Liaison - Neighborhood Phase Rep Committee		
Committee Liaison - Parks and Recreation Committee	Bob Beveridge	
Committee Liaison - Events Committee	Sarah Woolverton	
Committee Liaison - Ranch Enhancements Committee	Mike Carey	
Committee Liaison - Alternative Funding Committee	Bob Beveridge	
Committee Member (President ex officio) - Nominating Committee	Kari Vickery	
Committee Member (Treasurer ex officio) - Budget/Audit Committee		
Officer - President	Kari Vickery	
Officer - Secretary	Mike Dries	
Officer - Treasurer		
Officer - Vice President	Ara Erdekian	
Team - CC&R Enforcement Issues	Mike Dries	
Team - CC&R Enforcement Issues	Sheryl Jones	
Team - Communications Issues	Kari Vickery	
Team - Communications Issues	Ara Erdekian	
Team - Communications Issues	Julia Randall	
Team - Communications Issues	Mike Carey	
Team - Contract Review & Insurance Issues	Sheryl Jones	
Team - Contract Review & Insurance Issues	Julia Randall	
Team - Contract Review & Insurance Issues	Sarah Woolverton	
Team - Employee Issues	Julia Randall	
Team - Employee Issues	Mike Dries	
Team - Employee Issues	Kari Vickery	
Team - Golf Issues		
Team - Golf Issues	Mike Carey	
Team - Legal/Collection of Unpaid Dues	Kari Vickery	
Team - Legal/Collection of Unpaid Dues	Julia Randall	
Team - Legal/Collection of Unpaid Dues	Ara Erdekian	
Team - Road Issues	Ara Erdekian	
Team - Road Issues	Sarah Woolverton	
Team - Security & Safety Issues	Sarah Woolverton	
Team - Security & Safety Issues	Mike Dries	
Team - Construction Committee	Julia Randall	
Team - Construction Committee	Sarah Woolverton	

# FY 2023-2024 Committee Review Assignments

Committee	Assignee
Architectural Review Committee	
Liaison:	
Budget/Audit Committee	
Liaison:	
CC&R Review Committee	
Liaison:	
Parks & Recreation	
Liaison:	
Events Committee	
Liaison:	
Neighborhood Phase Reps	
Liaison:	
Ranch Enhancements Committee	
Liaison:	
Alternative Funding Committee	
Liaison:	
Committee Review Assignments	
Committee reviews are performed by Directors that are not an Advisor or Member of that particular committee. They are usually done around April or May of each year.	
See attached Committee Review Form	

# BOARD COMMITTEE REVIEW

Committee Name: \_\_\_\_\_  
Chair: \_\_\_\_\_  
Vice Chair: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
BOD Liaison: \_\_\_\_\_

Date of Review: \_\_\_\_\_  
Number of Members: \_\_\_\_\_  
How Often Committee Meets: \_\_\_\_\_  
Reviewer: \_\_\_\_\_

## SECTION ONE: RELATIONS WITH THE BOARD OF DIRECTORS

- ☐ YES ☐ NO ☐ N/A      Work of this committee could not be accomplished as efficiently by the Board of Directors or a subset of the BOD designated by the full Board.
- ☐ YES ☐ NO ☐ N/A      Committee has a charter or mission description approved by the BOD.
- ☐ YES ☐ NO ☐ N/A      Committee charter or mission remains valid to the needs of the BOD.
- ☐ YES ☐ NO ☐ N/A      Committee charter or mission needs some adjustment or modification.  
(Describe in comments section below)
- ☐ YES ☐ NO ☐ N/A      Committee reports monthly/regularly to the BOD on recommendations, concerns, or needs for additional guidance or support.
- ☐ YES ☐ NO ☐ N/A      When the committee makes a recommendation to the Board, it includes language for a motion for the Board's consideration.
- ☐ YES ☐ NO ☐ N/A      Committee minutes are submitted in writing in time to be included with the monthly Board Books.
- ☐ YES ☐ NO ☐ N/A      BOD liaison assists in communication between Board and Committee.

## SECTION TWO: COMMITTEE ORGANIZATION AND OPERATIONS

- ☐ YES ☐ NO ☐ N/A      Committee's meetings are organized around an agenda provided members in advance of each meeting.
- ☐ YES ☐ NO ☐ N/A      Meetings are conducted in an orderly way and follow the agenda
- ☐ YES ☐ NO ☐ N/A      Committee chair is elected annually.
- ☐ YES ☐ NO ☐ N/A      Committee chair makes an effort to get all committee members involved.
- ☐ YES ☐ NO ☐ N/A      Committee members understand the role assigned committees in the CRR organization and their committee's mission as spelled out in its charter or the ***Policy and Procedures Handbook***.
- ☐ YES ☐ NO ☐ N/A      Committee members understand they are governed by the Association's Articles of Incorporation, By-Laws and CC&Rs.

\_\_YES \_\_ NO \_\_ N/A

Committee members are approved by the board or elected by the Association's membership.

\_\_YES \_\_ NO \_\_ N/A

Committee members understand that their committee possesses only the authority granted to it by the BOD.

\_\_YES \_\_ NO \_\_ N/A

Committee members are selected with attention to developing and maintaining the committee's experience and expertise base, as well as bringing in new people with new ideas.

\_\_YES \_\_ NO \_\_ N/A

Committee understands that all communications released for publication must be approved in accordance with BOD policies prior to its release.

\_\_YES \_\_ NO \_\_ N/A

The committee understands the only information that may be shared by the Association's administration, is the name, address and phone numbers of association members—but not email addresses unless specifically authorized by the member.

\_\_YES \_\_ NO \_\_ N/A

Committee understands that they are not empowered to task staff members and all requests for support shall be made through its BOD liaison or the Administrator, who will arrange support and its prioritization based on staff workload and resource availability. (Note: When possible the committee should use the copier dedicated to committee use outside the main office area.)



## Calendar for BOD Meetings for Balance of 2023 and 2024

MONTH	TYPE OF MEETING	DAY	NOTES
September 2023	Work Session	6	10:00am
	Regular Meeting	18	6:00pm
October 2023	Work Session	2	10:00am
	Regular Meeting	16	6:00pm
November 2023	Work Session	6	10:00am
	Regular Meeting	20	6:00pm
December 2023	Work Session	4	10:00am
	Regular Meeting	18	6:00pm
<hr/>			
January 2024	Work Session	3	10:00am (Moved due to holiday)
	Regular Meeting	15	6:00pm
	Joint BOD/BAC Session	24	10:00am - Budget Presentation by Supervisors
February 2024	Work Session	5	10:00am
	Regular Meeting	19	6:00pm
March 2024	Work Session	4	10:00am
	Regular Meeting	18	6:00pm
April 2024	Work Session	1	10:00am
	Regular Meeting	15	6:00pm
May 2024	FY 2025 Begins	1	N/A
	Work Session	6	10:00am
	Regular Meeting	20	6:00pm
June 2024	Work Session	3	10:00am
	Regular Meeting	17	6:00pm
July 2024	Work Session	1	10:00am
	Regular Meeting	15	6:00pm
August 2024	Work Session	5	10:00am
	Regular Meeting	19	6:00pm
	Annual Meeting	24	9:00am - Mac Park
September 2024	Work Session	4	10:00am (Moved due to Labor Day)
	Regular Meeting	16	6:00pm
October 2024	Work Session	7	10:00am
	Regular Meeting	21	6:00pm
November 2024	Work Session	4	10:00am
	Regular Meeting	18	6:00pm
December 2024	Work Session	2	10:00am
	Regular Meeting	16	6:00pm

Work sessions begin at 10:00am and regular meetings begin at 6:00pm - both are held in the Juniper Room.  
 Work Sessions should be considered "as needed" to be determined by the BOD.

# Calendar for Year 2024 (United States)

The figure displays 12 monthly calendars for the year 2022, arranged in a 4x3 grid. Each calendar shows the days of the week (Su to Sa) and the dates. The months are January, February, March, April, May, June, July, August, September, October, November, and December. The calendar for January shows the start of the year on Sunday, January 1st. The calendar for December shows the end of the year on Sunday, December 31st. The calendar for February shows the start of the year on Sunday, February 1st. The calendar for November shows the start of the year on Sunday, November 1st. The calendar for October shows the start of the year on Sunday, October 1st. The calendar for September shows the start of the year on Sunday, September 1st. The calendar for August shows the start of the year on Sunday, August 1st. The calendar for July shows the start of the year on Sunday, July 1st. The calendar for June shows the start of the year on Sunday, June 1st. The calendar for May shows the start of the year on Sunday, May 1st. The calendar for April shows the start of the year on Sunday, April 1st. The calendar for March shows the start of the year on Sunday, March 1st. The calendar for February shows the start of the year on Sunday, February 1st. The calendar for January shows the start of the year on Sunday, January 1st.

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

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

Wednesday, October 2, 2023

- I. Call to order
- II. Roll call
- III. Special topics
  - a. Upcoming Budget Cycle – Ranch Manager LaPora
  - b. Annual Pool Review – General Maintenance Supervisor McRae
  - c. Roads Update – Road Maintenance Supervisor Jones
  - d. Flag Guidelines Discussion
- IV. A/R log Review
- V. Regular Board Meeting Agenda Review - September 18, 2023
- VI. Vote to Adjourn to Executive Session if Needed