

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

**Monday, October 16, 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 – October 16, 2023
- b. Minutes of Regular Session – September 18, 2023
- c. Minutes of Work Session – October 2, 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. 2023 Western Christmas Celebration Plans

## **V. OLD BUSINESS**

- a. AR Log
- b. Update on Forest Service Grant Process – Director Jones

## **VI. NEW BUSINESS**

- a. BAC Committee Meeting Update – Chair Parker

## **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** – November 6, 2023

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

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

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

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

Monday, September 18, 2023, 6:00 PM

**I. CALL TO ORDER:** The Meeting was called to order at 6:00 pm

**a. Roll Call:**

**b. Pledge of Allegiance**

**Association Board Members:**

Name		Name		Name	
Kari Vickery President	X	Robert Beveridge Vice President	X	Mike Dries Secretary	X
Kelly Davis Treasurer	X	Sheryl Jones Director	X	Sarah Woolverton Director	O
Julia Randall Director	X	Ara Erdekian Director	X	Michael Carey Director	O

**II. CONSENT ITEMS -**

**a. Agenda of Regular Meeting – September 18, 2023.** Addition to New Business: d. Ranch Enhancement Proposal; Ben Johnson

**b. Minutes of Regular Session:** August 21, 2023.

**c. Minutes of Work Session – September 6, 2023.**

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

**III. COMMITTEE & STAFF REPORTS –**

Ranch Manager LaPora noted that new General Maintenance Supervisor McRae has had staff install app on phone that tracks all projects and status.

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

**a. Collections Report:** Ranch Manager LaPora reported that there has been a reduction of accounts to 654 accounts still owing.

**V. OLD BUSINESS**

**a. AR Log:** Updates provided by M Knoke

#1. Comments: Work to start on Sundown Canyon 9.20.23

#2. Comments: K Davis to check with landscape companies to see about pre-emergent for Thistle (tumbleweeds) along Horny Hollow. OSU Extension office will also be contacted

#3: Comments: no change 9.18.23

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#4. Comments: One container has been painted. A new container has been added. K Vickery will check on back fence area.

## **VI. NEW BUSINESS**

**a. Board Assignments:** The following assignments were made:

**1. Advisors:**

Kari Vickery	Administrative Services Department
Mike Dries	Facilities Services Department
Kelly Davis	Golf Operations Department

**2. Liaisons:**

Mike Dries	Architectural Review Committee
Bob Beveridge	Budget Audit Committee
Kari Vickery	CC&R Review Committee
Julia Randall	Neighborhood Phase Rep Committee
Ara Erdekain	Parks & Rec Committee
Sarah Woolverton	Events Committee
Mike Carey	Ranch Enhancements Committee
Julia Randall	Alternative Funding Committee

**3. Committee Members:**

Kari Vickery	Nominating Committee
Kelly Davis	Budget Audit Committee

**4. Officers:**

Kari Vickery	President
Bob Beveridge	Vice-President
Mike Dries	Secretary
Kelly Davis	Treasurer

**5. Team Members:**

Mike Dries	CC&R Enforcement Issues
Sheryl Jones	CC&R Enforcement Issues
Kari Vickery	Communication Issues
Ara Erdekian	Communication Issues
Julia Randall	Communication Issues
Mike Carey	Communication Issues
Sheryl Jones	Contract Review & Insurance Issues
Julia Randall	Contract Review & Insurance Issues
Sarah Wolverton	Contract Review & Insurance Issues
Julia Randall	Employee Issues
Mike Dries	Employee Issues
Kari Vickery	Employee Issues
Kelly Davis	Golf Issues
Mike Carey	Golf Issues
Kari Vickery	Legal/Collection of Unpaid Dues
Julia Randall	Legal/Collection of Unpaid Dues
Ara Erdekain	Legal/Collection of Unpaid Dues
Ara Erdekain	Road Issues

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Sarah Wolverton	Road Issues
Sarah Wolverton	Security & Safety Issue
Mike Dries	Security & Safety Issue
Julia Randall	Construction Committee
Sarah Wolverton	Construction Committee

**b. Committee Review Assignments:**

Julia Randall	Architectural Review Committee
Ara Erdekian	Budget/Audit Committee
Mike Carey	CC&R Committee
Sheryl Jones	Parks & Rec
Kari Vickery	Events Committee
Mike Dries	Phase Rep Committee
Bob Beveridge	Ranch Enhancements Committee
Sarah Woolverton	Alternative Funding Committee

**c. Proposed Calendar for BOD meeting 2023/2024:** Accepted as presented. These are subject to change.

**d. Ranch Enhancement Proposal – Ben Johnson :** Committee member Ben Johnson made a proposal to the Board to purchase four benches to be installed at the CET bus stops. The cost would be approximately \$2,200.00 plus installation costs. It was noted during the discussion that up to three of the stops may already have a bench. It was also noted that unless ridership increases, the route may be discontinued. It was determined that additional research to confirm the number of benches needed and to confirm with CET their intent to continue the route was necessary. More discussion to follow at the Work Session

**e. Transfer Fee Discussion:** Director Erdekian reported that the Title Transfer Fee for CRR is currently \$180.00. His research has found that transfer title fees across several local HOA's vary from \$180.00 to \$500.00. He is proposing to raise the current fee. He would like to generate additional income from transfer fees rather than a dues increase. He is asking the board members to propose an increase in the transfer fee during the next budget cycle and have further discussions at the next meeting.

**f. Event Sponsorship Discussion:** Director Erdekian opened the discussion discussing the need for sponsorships for Ranch Events. This would also generate additional income and would help cover the costs of advertising events. He is asking for board members to bring ideas for further discussion.

**g. Childrens' Clothing Drive:** Director Erdekian stated that this is still in the infancy process with no firm ideas. He is looking for someone who may have experience in running a Clothing Drive to help create process and procedures.

**h. Gem & Mineral Show:** Director Erdekian noted that there is a proposed Gem & Mineral Show that will be held at Twin Rivers Church. They are waiting to obtain a Building Usage Permit. Details to follow.

**i. Desert Winds Art Festival:** Director Erdekian reported that the Desert Winds Art Festival was very successful. He would like to ask the Ranch to sponsor the event. He is requesting that TOT funds be utilized. He is asking for \$500.00 for the 2023 event and \$500.00 for the 2024 event. A motion to approve \$1,000.00 from the TOT funds for the Desert Winds Art Festival was made by Director Randall. It was seconded by Treasurer Davis. It was a unanimous decision to approve.

- j. **Fire Abatement Grant Opportunity:** Director Jones has found a grant that would provide funds to purchase a tree/brush masticator. This would enable the HOA to clear land of trees and brush and mulch the debris for easy removal. The grant deadline is October 31, 2023. A motion to apply for the grant was made by Director 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 -** Herb Parker and Carol Orr both spoke.

**X. PREVIEW OF WORK SESSION – Monday, October 2, 2023:** Addition of Ranch Enhancement Committee CET Bench Proposal.

**XI. Announcements:**

Golf Pro Randy Ballard provided a comparison of generated revenue between Meadow Lakes Golf Course and CRR Golf Course. Meadow Lakes is a course that is equivalent to CRR. They generated approximately \$1.286 million during 2023 fiscal year while CRR generated 1.623 million. Kudos to Golf Pro Ballard.

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

A motion to adjourn the Regular meeting was made by Director Erdekian. It was seconded by Vice President Beveridge. It was a unanimous decision to approve. The Regular meeting was adjourned at 7:50 pm. There was no Executive Session

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

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION  
BOARD OF DIRECTORS  
WORK SESSION  
WEDNESDAY OCTOBER 2, 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. Upcoming Budget Cycle:** Ranch Manager LaPora presented the calendar of all proposed Budget Audit Committee (BAC) meetings for 2023/2024. At the first BAC meeting on October 25 the calendar will be finalized.

**b. Annual Pool Review:** General Maintenance Supervisor McRae presented a summary of the 2023 Pool Season. No major complaints. Total attendance was 16,934, of which 11,159 were Ranch residents.

**c. Roads Update:** Road Department Supervisor Jones provided a summary of road maintenance which included upkeep and repair from spring storms. It is also noted that Vice President Beveridge will contact BLM for possible road maintenance help along roads that lead to BLM land, such as Steelhead Falls.

**d. Flag Guidelines:** A draft was presented to address additional wording in the Sign and Flag Guidelines in the Policy and Procedure Manual. A motion to approve additional wording was made by Director Woolverton. It was seconded by Vice President Beveridge. It was approved eight in favor with Director Randall abstaining.

**e. Ranch Enhancement Project Proposal for Benches at CET Stops:** Ranch Enhancement Committee chair, Carl Harbour, provided a response to concerns presented by the Board at an earlier meeting, surrounding adding benches at CET stops. One stop has a covered bench, which also doubles as a school bus stop. Three stops do not have any benches. After a lengthy discussion, a motion to approve the purchase of three benches and allotting the cost of a fourth bench to cover the cost for General Maintenance to do the installs was made by Director Carey. It was seconded by Secretary Dries. It was a unanimous decision to approve. The approximate cost will be about \$2,700.00.

**f. Buffalo Road Russian Thistle Continued Discussion:** Treasurer Davis, provided a detailed report about Russian Thistle Identification and Management, which was obtained from Deschutes County. Director Jones shared that she has some test areas using clover and other chemical applications to determine which method works best to eradicate Russian Thistle. A lengthy discussion talking about control and management resulted in no decision at this time for further control. This will be an ongoing discussion.

**g. A/R Log:**

#1 Comments: Sundown Canyon project not completed.

#2 Comments: D McRae has a meeting on 10.5 with S Hartley and T Bell to discuss Horny Hollow.

#3 Comments: BLM expects to start burning the week after Thanksgiving and into December for completion .

#4 Comments: No change 10.2.23

**IV: Regular Board Meeting Agenda Review – October 16, 2023:** Addition to New Business: First BAC meeting recap.

**V: Vote to Adjourn:** A motion to adjourn the Work Session was made by Director Randall. It was seconded by Director Woolverton. It was a unanimous decision to approve.

The Work Session was adjourned at 11:43 am



## ARC Minutes for New Application on October 9, 2023

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

CC: Judy LaPora and Mike Dries.

Guests:

Minutes from last meeting. Mike O'Brien approved and Jim Hussey  
Second them.

### New Applications:

14500 Noah Butte Dr. Laubscher. Pt #08 Lt #293. Replacing the 2 old additions existing parts of  
house. **Approved**

12999 SW Upper Ridge Rd. Newcombe. Pt #10. Lt #273. Solar. **Approved**

8821 SW Shad Rd. Inman. Pt #12. Lt #96. Covered Deck. **Approved**

8445 NW Parkey Dr. Scigliano. Pt #05. Lt #137. Garage/Shop. **Approved**

14558 SW Canary Rd. Nielson. Pt # Lt # . Solar. **Approved.**

### Old Applications:

**16582 SW Bullhead Rd. Moser. Pt #01. Bl# 22. Lt #006. Addition.**

**16282 Chukkar Dr. Ferris. Ph #02. Bl #500. Lt #001. Lot Improvement and Garage/Shop.  
Approved.**

Notice from Deschutes or Jefferson: 0

Verification of completed application: 0

Next meeting on October 23, 2023 @ 3PM in Adm. office

Notice from Deschutes or Jefferson County:

Verification of completed Applications:

Next meeting on October 23, 2023 @ 3PM in Adm office.

CROOKED RIVER RANCH  
CC & R Review Committee Minutes  
September 19,2023

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

1. Consent Items:

- A. Agenda for today's meeting.
- B. Minutes for August 15,2023 meeting:  
motion to approve by Jody Gmriner & 2<sup>nd</sup> by Mark Schneider Unanimous to approve.

2. New Business

a. New Complaints

- 1. 23-28 – dtd 8/24/23 abandoned car & pickup. Trash. Owner deceased, son & 1 tenant living on property. Trying to cleanup & has removed some trash. Continue to monitor.
- 2. 23-29 – dtd 9/6/23 –Trash, garbage bags, non- operable vehicles, stacks of tires. Prior case 21-34. Letter has been sent. Follow-up 9/26

- b. Flag/Sign Guidelines - Kara asked all members to email her what they would like the verbiage to be on 'O' of the guideline document to make the guidelines clearer.

3. Old Business

A. Active Complaints 2022

- 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. Mel & Johnathan met with the owners and owners agreed to hire someone to help them clean. Some progress made. When Mel followed up found no progress. Occupant unresponsive. Sent letter 3<sup>rd</sup> letter. If no compliance, complaint to BOD.
- a. 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 has sent letter with intent to site. We will send a 3<sup>rd</sup> letter to coincide with the County.

b. Active Complaints 2023

1. 23-08 – dtd 04-17-23 –2 large tent structures missing material due to weather. Debris, junk, garbage & household items. Progress made, about 5 small piles left. Monitor.
2. 23-24 - dtd 7/3/23 –Alphabet Flag –flag hard to see unless wind is blowing & is in trees. Hold
3. 23-27 – dtd 7-27-23– Trash/Debris – valid letter sent. Gail looked at today. Still one pile next to house. Monitor

c. 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. Steph, Mel & Johnathan met with her & are working on a long-term plan.
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. April taken to BOD, deemed Open Violation and fined \$250. Inspection showed worse than before possible abandoned. Property in foreclosure. Realtor is working on cleanup. Monitor

d. Review Deschutes & Jefferson Co's Active Complaints

1. Deschutes – no updates
2. Jefferson – 25 complaints. 4 new, 12 updates & 8 no change & 1 reopened

Member Input: Today was last day for Jim Stagl. Thanks for all your service. Kara will be gone next meeting. Stephanie will conduct our meeting.

Next Meeting October 17,2023 – 1:30pm – Juniper Room

## Events Committee Meeting Minutes

Oct 5, 2023 @ 1:30pm

### Mirror Room

ATTENDED BY: Judy LaPora, Kara Burkhart, Bob and Charolette Beveridge, Dan McCrae, Sue Bernard

Topic: 2023 Western Christmas Celebration

Confirmed event date/time, Dec 2<sup>nd</sup> Sat, 10am-4pm

Highlights, Hayrides, Santa photos, commercial and arts & crafter vendors, music, cookies & hot chocolate, raffle, classic cars

- \* Flyer designed by Judy, request from Sue for a festive boarder and change time based on committee agreement.
- \* Decision made to mix commercial with crafters in all rooms.
- \* Decision made to increase the registration fee to owners \$15, non \$40.
- \*Update all forms [Kara]
- \* Santa will be downstairs in the mirror room [Judy to confirm with Nancy Popp]
- \* Invite will be extended to not more than 6 classic cars to park out front decorated w candy. [Brenda]
- \* Heritage Girls for cookies/hot choc/raffle sales [Brenda]
- \*Reach out for 'carolers' [Brenda]
- \* If no carolers, music to be played from speakers on Clubhouse balcony
- \*Measurements needed of the upstairs [Dan]
- \*Vendor mapping/marking upper admin=Sue, Juniper & Sandbagger =Brenda [Peggy back up]
- \*Vendor list maintained [Brenda]
- \*Email past vendors with invite [Brenda]

- \*Oversee set up/take down [Vendor chairs]
- \*Reach out for about 6 volunteers decorating, Flyer distribution [as soon as possible] [Brenda]
- \*Tractor Driver [Brenda]
- \*Tractor Decoration Thur/Fri Bob & Charlotte Beveridge
- \*Speakers placed on balcony Fri/Sat [Dan]
- \*Decorating will start Nov 27 Mon-Fri [Maintenance team will get down all the decorations, bring trailer out, speakers, possible garland rope for classic cars]
- \*Tree=3 can be decorated any time earlier =maintenance
- \*Social Media FB, Nextdoor, Instagram, FB events page [Brenda]
- \*Redmond Buzz, The Bulletin [Kara]
- meeting ended approx. 3:30pm

# PHASE REP QUARTERLY MEETING Minutes

October 11, 2023

Zoom Meeting 6:00 pm

1. **Call to Order:** 6:01pm

**Roll call: Members Present:** Karen Atwood, Gina Anderson, Wendy Beyer, Kara Burkhart, Greta O'Brien, Julia Randall, Marilou Smith, LynnDel Whitted

**Members Absent:** Earleen Arthur, Delight Farmer, Robin Gaudette, Debbie Page, Barb Schlabach, Judy Wells

2. **Approval of July Minutes** – Kara motioned to approve the July 12, 2023 minutes. Greta seconded. Unanimous approval.

3. **Old Business**

- a. New/changed emails: **48 Total** (19 July, 17 August, 12 September)
- b. Updated owner list: **29 Total** (7 July, 13 August, 9 September)
- c. Vacation: Karen reminded us to please let her know if we will be away so that she can find someone to cover our phases.

4. **New Business**

**Election of Officers:**

- i Chair – Karen received a motion from Kara and second from Marilou. Karen was re-elected as Phase Rep Chairperson
- ii Secretary – Gina asked if anyone would like to take over. Marilou said she would give it a try. Greta seconded. Marilou Smith will be the new Phase Rep Secretary in 2024. Welcome Marilou!

**New Phase Rep** – Julia Randall has joined as rep for Phase 7. Julia is also our HOA Board liaison. We welcome Julia and thank Randy Peterson for his time as our liaison.

5. **Open Discussion:**

- Email verification lists will go out in January.
- Karen asked LynnDel if she still has someone interested in becoming a rep. Karen will follow-up.

6. **Announcements:**

- Julia notified us that Mike Dries will be our audit person for 2024.
- Julia mentioned HOA board attendance is not great. Discussion on whether or not Phase Reps should start sending reminders again. Kara mentioned that Brenda is doing a great job posting on all social media.
- Julia asked about the Lions notification for eye glasses and mentioned that they also accept hearing aids and used cellphones. Karen will follow up with Phyllis.

7. **Adjourn** – 6:19pm

- a. **Next meeting:** January 10, 2024 at 6pm via Zoom

Respectfully submitted,

Gina Anderson  
Phase 10

**Ranch Enhancement Committee (REPC)**  
**Meeting Minutes**  
**September 11, 2023**

This was a special meeting called prior to the scheduled meeting for Oct 12, 2023. The reason for the meeting was to review a project submittal prior to the Sept 18, 2023 HOA Regular Board of Directors meeting.

1. The meeting was called to Order at 6:00pm.
2. Attendees were: Carl Harbour, Jo Altstock, Todd Hill, Bert Wells and Ben Johnson. Director Mike Dries was attending as a guest.
3. The project for discussion was submitted by Janice Cook. It requested the purchase and installation of 4 sitting benches, one for each of the CET bus stop locations. The benefits would be a place to sit while waiting for the bus or for a ride home. Everyone using the bus would benefit, especially seniors. It is also hoped that the convenience would support future ridership. In the event of the program cancellation, the benches could be moved to other locations. General Maintenance would perform the installation in the four (4) locations. It is hoped that the project can be completed in time for Fall and Winter use. The cost of the benches and shipping is estimated to be \$2,200.
4. The project was unanimously approved. Proposal to the BOD will be done at the Sept 18, 2023 meeting, by either Ben Johnson or Jo Altstock.
5. A reminder that the next REPC meeting is scheduled for Oct 12, 2023.
6. The meeting was adjourned at 6:16pm.

Submitted by Carl Harbour

**To:** Crooked River Ranch BOD  
**Fr:** Judy LaPora, Ranch Manager  
**Date:** 10/10/23  
**Re:** Administration Monthly Report for September 2023

**Significant Events/Accomplishments:**

- The election results were provided at the September 6 Work Session. Congratulations to Bob Beveridge, Mike Carey and Kelly Davis. Board Officers were selected with Kari Vickery as President, Bob Beveridge Vice President, Mike Dries Secretary and Kelly Davis Treasurer.
- General Maintenance Supervisor Mike Knoke retired on September 15. We had a luncheon in his honor on the 14<sup>th</sup> which was well attended. Dan McRae, his replacement hit the ground running and is doing a great job. We hosted the JFCO Commissioners Meeting on September 13<sup>th</sup> in the Juniper Room.
- Tammy processed 372 payment transactions. She mailed out 8 Welcome Packets in addition to her daily duties of first line customer service both walk ins and phone. She scanned 24 property files. Tammy also processes all incoming mail and handles all of the facility rentals, such as Mac Park, the Juniper Room, etc.
- Kara processed 19 HOA demand requests and 9 changes of ownership. She also completed 73 auto-debit billings for the 5<sup>th</sup> and 68 for the 20<sup>th</sup> of September as well as 106 monthly billing invoices and 16 newsletter accounts. Attorney accounts paid \$1320. She filed 10 liens and three lien releases this month and sent two intent to lien letters and two intent to collect letters. Kara also processed two CC&R complaints, processed, and mailed 5 CC&R letters and 6 inspection reports.
- Brenda attended both the BOD Work Session and Regular Meeting as a backup minutes taker. She took over preparing the Welcome Bags from Karen Atwood who came in and trained Brenda on September 27. She also maintains the kiosks, selling advertising signs as well as stocking and cleaning. She worked with the Maintenance team to clean and paint the inside of the kiosks. Both look fresh and ready for new ad signs. Brenda wrote an article about the CRR Road Department for the monthly 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 Community Yard Sale, RV Park Long Term rentals, CET Bus usage, JFCO Board of Commissioners meeting and soliciting volunteers. She took advantage of an online education subscription we have and completed a course on business writing.
- 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 still working on the back-end issues with Foreup and Firefly.

Respectfully submitted,  
Judy LaPora, Ranch Manager



September 2023 GENERAL MAINTENANCE REPORT  
October 10th, 2023

**RV Park:** Assisted with tree removal for removal of Trees in the park area. Added freeze proof faucet next to restrooms.

**Pool:** Winterize the pumps, heaters, and chemical feeders. Removed sand filter media to replace in spring. Algaecide was added for the winter. Drained solar heater. Removed and stored small pool heater. Drained and dried internal components.

**Snack Shack:** The Snack Shack is closed for the winter and the operator has cleaned the facility. Operator is leaving some of the equipment in hopes for a new owner/operator of the Snack Shack. We are still dealing with settled and hardened grease in the sewer plumbing. The administration building has undersized sewer lines 2" lines. Standard code will be 4". We could not get the line clear with the equipment we had. Roto rooter was able to scope the 2" sewer line and found multiple blockages, as well as a belly in the pipe that acted as a grease trap. We secured the existing 2" sewer line to remove the belly. (well as possible limited crawl space) I would say approximately 4 gallons of grease were removed from the line. We installed a cleanout in the Juniper room bathroom to gain access farther down the sewer line.

**Fire Abatement:** The Sundown Canyon project is a 9-acre stand-alone project. Central Oregon Wildfire Workforce Partnership (COIC) has provided a single hand-crew to accomplish this task. Since the terrain is very steep, there has been one homeowner that has allowed the hand crew to stage on her property. The crew has made great headway on this project. Just a reminder this is the young crew with little to no experience. Also, crew is not on site every day. Approximately 75% complete.

To continue moving forward, Horny Hollow Rd., Hill and Chinook Road hill are in the planning stages. As of today, late spring Heart of Oregon crews to start on this project.

**General:** Hill road lookout was restored. Replacement of 6x6 posts as well as 2x4 cross bracing. Primed and painted. Pool shower valve replacement. The bollards in front of Juniper room and in front of electrical transformer were installed. Both kiosks have been painted inside. A small section for barb wire fencing has been removed into the lower pasture for the horse trail. US mailboxes were relocated for the postal service on Shad and Golden Mantle. Winterize administration building. Replaced signage post in front of the administration building. Finished curb bumpers in employee parking area. Daily schedule tasks include janitorial, lawn mowing, watering.

Respectfully Submitted by: Dan McRae



To: Judy LaPora, Ranch Manager  
CC: Kari Vickery, President CRR C & MA  
From: Randy Ballard, PGA  
Subject: September Update of Operations  
Date: October 6<sup>th</sup>, 2023

## **Golf Shop Operations**

### **Overview:**

September was a little colder and rainier than last year. It was also much cooler than August, the weather shifted quickly. With the one day closed and cooler temps I'm very happy with the revenue we were able to still produce.

- 2023 – Average Temp 71.11\* and 8 days of rain
- 2022 – Average Temp 78\* and 4 days of rain

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

- \$6,444 (5%) more in Green Fees than September 2022
  - Even with discounting green fees we are \$77,830 up over last year!
- Even though last years' September was huge; we were almost able to match it and come in above the average of the previous Septembers, including COVID years.
  - 2023 - \$180,630
  - 2022 - \$181,310
  - 2021 - \$130,790    2020 - \$137,690    2019 - \$125,213

### **Opportunities:**

- I mentioned discounted rounds being up YoY in my breakdown last month due to some new promotions/coupons I introduced. This trend continues; I have found that with the massive inflation we've experienced this year and all courses increasing their rates,

offering coupons has helped create rounds/traffic for us. The way I see it; a discounted round of golf is always better than not having that round of golf at all.

- I will continue to use coupons to our advantage through this winter.

### **Potential Shortcomings:**

- Reading industry publications and hearing it from a few customers I have seen that customers don't have the disposable income they had in the past with the cost-of-living increases. This directly affects the sales of shirts, outerwear, hats etc.; the extra items that aren't specifically needed for the game of golf (balls, tees etc).
  - We haven't been too affected yet here at the Ranch, only ~\$4k behind last year; but it could get worse as we enter our slow season. If this trend continues into the next season, it's something to look at when budgeting this Spring.

### **Looking Forward:**

- The Farmer's Almanac and overall meteorologists' word this Winter is a little warmer and wetter than last year. If true we will be open more days than last year; but will we have the paid rounds if raining?

Best,

Randy Ballard, PGA

# CRR GOLF SHOP MONTHLY SALES REPORT

Sept 2023

Golf Shop Sales Report

Sept	2023	2022	% Chg
Days Closed:	1	1	0.0%

REVENUES	Sept '23	Sept '22	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	\$117,807.00	\$111,363.10	\$6,443.90	5%	686,943.80	609,111.40	\$77,832.40	11.33%
Annual Pass Revenue	\$2,565.00	\$2,045.00	\$520.00	20%	218,200.50	222,307.75	(\$4,107.25)	-1.88%
Cart Rentals	\$34,232.00	\$37,888.00	(\$3,656.00)	-11%	206,744.00	210,613.25	(\$3,869.25)	-1.87%
Merchandise Sales	\$21,588.00	\$24,641.60	(\$3,053.60)	-14%	155,240.65	159,107.85	(\$3,867.20)	-2.49%
Driving Range	\$4,351.00	\$5,250.00	(\$899.00)	-21%	28,082.57	29,179.00	(\$1,096.43)	-3.90%
Cart Storage Fees	-	-	-		31,187.50	34,124.00	(\$2,936.50)	-9.42%
Miscellaneous Sales	\$94.00	\$121.50	(\$27.50)	-29%	577.25	790.00	(\$212.75)	-36.86%
<b>Totals</b>	<b>\$180,637.00</b>	<b>\$181,309.20</b>	<b>-\$672.20</b>	<b>0%</b>	<b>\$1,326,976.27</b>	<b>\$1,265,233.25</b>	<b>\$61,743.02</b>	<b>4.7%</b>

GOLF ROUNDS	Sept '23	Sept '22	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
1 Rack Rate Rounds	981	1,202	(221)	-22.5%	5,808	6,981	(1,173)	-20.2%
2 Prop. Owner Rounds	82	110	(28)	-34.1%	643	572	71	11.0%
3 Discounted Rounds	1,802	1,476	326	18.1%	9,646	7,128	2,518	26.1%
4 Annual Pass Rounds	1,479	1,472	7	0.5%	8,187	8,865	(678)	-8.3%
5 Employee Rounds	49	50	(1)	-2.0%	350	275	75	21.4%
6 Industry Comps	14	36	(22)	-157.1%	126	127	(1)	-0.8%
7 Donation/Trade Rounds	71	74	(3)	-4.2%	434	635	(201)	-46.3%
<b>Total Rounds Played</b>	<b>4,478</b>	<b>4,420</b>	<b>58</b>	<b>1.3%</b>	<b>25,194</b>	<b>24,583</b>	<b>611</b>	<b>2.4%</b>

Punch Cards Sold	4	4	0	0.0%	39	47	(8)	-20.5%
2022/23 Golf Passes	Property Owner				Outside Passes			
	This Month	T-M-L-Y	Diff.		This Month	T-M-L-Y	Diff.	
P.O. Single	3	2	1					
P.O. Couple		1	-1					
PO Junior		3	-3					
Non-Prop Single Full								
Non-Prop Single Wkdy								
NO Couple Full				1				
NO Couple Wkdy								
NO Junior								
NO Afternoon ONLY								
<b>Totals</b>	<b>3</b>	<b>6</b>	<b>-3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>223</b>	<b>241</b>
	This Month	Last Year	Difference	% Chg	This YTD	L- YTD	Difference	% Chg
							(18)	-7%

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

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

4 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:** 10-10-2023

**RE:** monthly report

**Overview:** September always brings interesting weather to our little slice of paradise. After nearly having our first frost delay in late August, the first delaying one of the season occurred on the 22<sup>nd</sup>. Not the latest frost delay, nor the earliest we've experienced. Our normal average date for the first frost of the season is September 7. One delay for the month is very good for all involved in Ranch golf. Add some 90-degree days, smoke and haze in the mix and RAIN, much needed precipitation fell slow and steady over several days and there you go for September weather all over the map. I have not yet taken the time to repair our weather station so any monthly totals to historic averages would be skewed so will not report them this time. The reporting period did bring more bad news for the golf maintenance department; two of our seasonal employees suffered significant health issues that rendered them unable to work for the last half of the month and at least one will be unable to work the remainder of the season. Kevin had his surgery on the 7<sup>th</sup> and will possibly be off work until just before Thanksgiving Day. All in all, the three employee losses this period offset the gains we made on the available labor front last period. The course remains in very playable condition, even with areas of US Open length roughs at times.

**Significant Events/Accomplishments:** Keeping up with daily maintenance requirements with limited staffing remains the dominating theme for the golf maintenance department this season. Just seems like we can't catch a brake on the labor front... add some, lose some. Despite that, we did aerate the greens using solid 3/8" tines on 2" spacing, sand top dressed, dragged twice and rolled. With the heat we experienced immediately following aeration and having somewhat heavy top-dressing sand on the greens, we did experience some localized dry spots on the putting surfaces. Repeated hand watering of these areas moderating temperatures helped them recover very quickly. Central Oregon Weed Control performed broadleaf weed control and a pre-emergent for extended broadleaf control to approximately half of the course roughs. Nice weather and a busy tee sheet limited the amount of turf treated during this application. We were planning on treating all roughs, but with application reentry requirements to treated areas, we had to stop when play was getting too close to the treated areas before they were completely dry. We will schedule this application over a two-day period next year to ensure complete coverage of the roughs. Aquatechnex completed the final algae treatments to our irrigation ponds for the season. In addition, I had them perform a treatment for cattail and bullrush control in the back-nine and Mac Park ponds as well. I feel this company did an excellent job on our ponds this season and budget allowing will probably use their services again next year.

**Opportunities:** I would like to publicly thank the Ladies Club for once again providing the golf maintenance staff a wonderful lunch continuing the Barb Roberts Golf Course Maintenance Staff Appreciation luncheon. The food and company were top notch, and the entire maintenance crew is very grateful to the ladies for recognizing our efforts maintaining the course.

**Potential Short Comings:** With only one month remaining in the "season" and staffing levels where they are, I am unsure if we will be able to complete tee and approach aeration and top dressing this fall. We will remain diligent in keeping up with daily maintenance requirements and will perform this vital cultural practice if time allows.

**Looking forward,** finally getting the fall wall-to-wall fertilizer application down, prepping our temporary greens for winter play on holes 8 & 15, trimming sprinkler heads and just attempting to keep up with turf growth are scheduled for the upcoming period.

Respectfully Submitted,  
Richard Jensen GCS

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 10/02/2023

Re: Monthly Report for September

Overview: Road Grading, Ditch work, Cold patching

Road Maintenance: Our daily duties include fueling equipment, setting out signs and the porta potty, watering roads and transporting equipment. We graded roads as follows: Trout, Groundhog, Broken Top, Steelhead (mustang to fawn), Fawn, Cottontail, Deer, Elkhorn, Perch, Salmon, Steelhead (fawn to badger) Ice/Steelhead Falls, Folley Waters, River, Buckskin, Maverick, Sundown Canyon. We also finished up the ditch work on Meadow Road. We also have put down 32 bags of cold patch on Quail Road. The street sweeper was out two, three times a week brooming gravel off the paved roads.

Vehicle Maintenance: We replaced a Hydraulic Hose on the 770 Grader. We did a front brake job on the F 150 that included rotors, pads and calipers. We also rotated the blades on the 770 grader. We rotated the tires on the Chevy 3500. We greased the loader and both water trucks and detailed the cabs on all three.

Misc.: We delivered a pallet of cold patch to golf maintenance and picked up two more pallets from Tri-County Paving. We picked up our sign order from the Administration building. We also had gravel deliveries from High Desert Aggregate for two weeks that had to be pushed up onto our stock pile.

Deer: No deer to pick up this month.

Signs: We put together several signs to be installed. We had to replace the stolen street signs at Mustang and Stallion. We swapped out the "Dedicated to Mike Folkestad" signs on the quail exit with the correctly spelled signs. We straightened and or replaced three other signs that had been run over.

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

Respectfully

Jordan Jones / Road Supervisor

## RV PARK - MONTHLY REPORT – SEPTEMBER 2023

### OVERVIEW:

September offered a little welcome time-off for most of the RV park staff. Norm and Darrel kept the park looking green and inviting the entire month, and we had so many compliments that the park looked better than ever! The end of September our seasonal staff, Debbie and Larry Martineau, departed for warmer weather in Florida. They are such an asset to this park, Debbie in the office, Larry picked up the cleaning schedule whenever needed, and they were also excellent camp hosts. We expect to see them again in April.

### INCOME:

Income dropped significantly as the kids are back at school and more of the retirees come out to play. Golfers make up most of our reservations in late September.

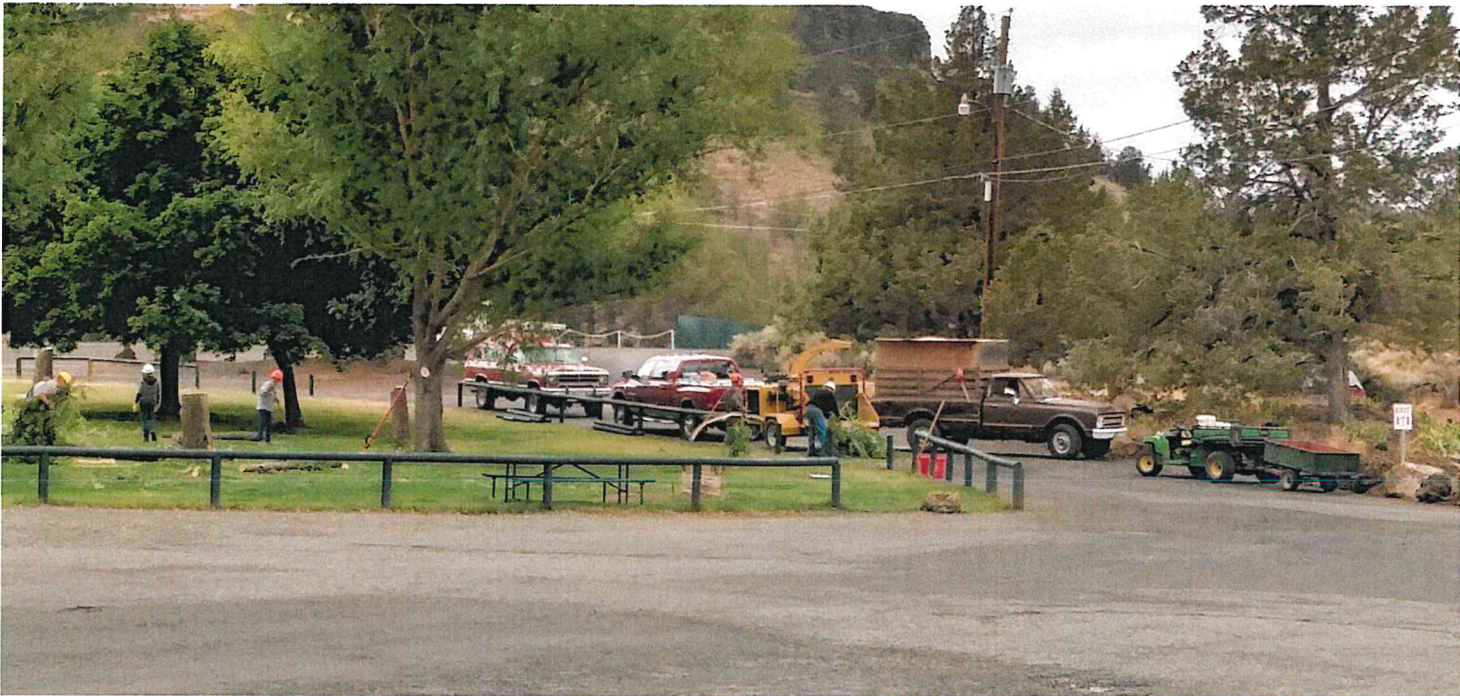
	<u>2021</u>	<u>2022</u>
Camping:	\$44,816.55	\$52,191.68
Extended Stay:	\$2,050.00	\$ 400.00
Merchandise:	\$ 653.00	\$ 1,558.00
Dump Station:		\$ 1,586.00
Reservation Fees:		\$ 900.00
TOTALS : (BEFORE TAXES)	\$47,856.55	\$56,635.68

### PROJECTS:

The Tree Project began September 11 and we saw the Fire Department, the Lions and our Maintenance all working together. Trees were cut down and pieced up for transport to the Limb dump to be processed for the many requests for firewood. Brush was chipped and moved to locations within the park for weed management. Stumps were pulled, which also ripped up some of our irrigation as expected. Norm and Darrel will be fixing the irrigation and also setting up irrigation for some of the new trees coming in.

Respectfully Submitted,  
Julie Inman  
RV Park Supervisor













Collection Report  
As of 10/12/2023

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
May 12, 2023	All	285,599.90		537	
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
October 12, 2023	All	322,011.30	-31,931.92	601	-53
May 12, 2023	Semi Annual	17,421.72		217	
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
September 15, 2023	Semi Annual	51,807.80	-32,274.03	317	-88
October 12, 2023	Semi Annual	32,979.66	-18,828.14	269	-48
May 12, 2023	Pmt plans/Auto Debits	35,774.03		243	
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
September 15, 2023	Pmt plans/Auto Debits	58,734.57	-11,659.13	263	5
October 12, 2023	Pmt plans/Auto Debits	45,955.79	-12,778.78	258	-5
May 12, 2023	Attorney	109,472.44		44	
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
September 15, 2023	Attorney	120,499.14	-621.70	41	-3
October 12, 2023	Attorney	119,131.22	-1,367.92	40	-1
May 12, 2023	All F/C, BK, Etc	122,931.71		33	
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
September 15, 2023	All F/C, BK, Etc	122,931.71	0.00	33	0
October 12, 2023	All F/C, BK, Etc	123,944.63	1,012.92	34	1
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
September 15, 2023	1/2 Lots	0.00	0.00	0	0
October 12, 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 October 16, 2023

	AR Log for October 16, 2023				
	ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION	COMMENTS
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.	9/6/23 - Lions Club had the first use of the chipper. CRR Fire Dept, Roads, Lions and the HOA all participated. 10/2/23 - Work on Sundown Canyon about 1/3 done. Dan will be meeting with FD Chief and Tim Bell on 10/5 to discuss plans for Horny Hollow, Hill Rd and Chinook Hill.
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	9/18/23- It was noted that the areas that were mowed are now over-run with Russian Thistle. Treasurer Davis provided information regarding managing Russian Thistle. More investigation needs to be done.
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	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. 10/2/23 - BLM will start burning the week after Thanksgiving and continue into December.
4	K Vickery	Commercial Loop Improvements	On-Going	Clean up appearance of Commercial Loop.	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. 9/18/23 - One container has been painted. The new container has been added. Pres. Vickery will check on back fence area. 10/2 no change

## Budget/Audit Committee (BAC) Member List FY 2024

Name	Joined	Role
Herb Parker	2008	Chair
Jerry Cooper	2019	Vice-Chair
Sue Ellen Haley	2016	Secretary
Karen Bennett	2019	BAC Member
Todd Hill	2023	BAC Member
Sheryl Jones	2022	BAC Member
Judy LaPora	N/A	Ranch Manager
Jan Cunningham	N/A	Ranch Staff Accountant
Kelly Davis	2023	BOD Treasurer
Bob Beveridge	2023	BOD Liaison

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

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

Monday, November 6, 2023

- I. Call to order
- II. Roll call
- III. Special topics
  - a. Budget Cycle Update – Ranch Manager LaPora
  - b. RV Park End of Season Recap and Tree Project Update – Supervisor Inman
  - c. Panorama Park and Water Co. MOU Reviews – Vice President Beveridge
  - d. Verizon Fiber Expansion Proposal – President Vickery
- IV. A/R log Review
- V. Regular Board Meeting Agenda Review – November 20, 2023
- VI. Vote to Adjourn to Executive Session if Needed