

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

**Monday, November 20, 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 – November 20, 2023
- b. Minutes of Regular Session – October 16, 2023
- c. Minutes of Work Session – November 6, 2023

**III. COMMITTEE & STAFF REPORTS** – Representatives of Committees may request to report on committee's activities since last regular Board meeting. Each person's comments will be limited to three minutes. *(Available Committee minutes and staff reports have been provided in the Board books and on the website.)*

**IV. RANCH MANAGER's REPORT –**

- a. Collections Report
- b. 2023 Western Christmas Celebration Plan Update
- c. Budget Cycle Update

## **V. OLD BUSINESS**

- a. AR Log
- b. Update on Forest Service Grant Process – Director Jones
- c. Lower Pasture Weed Abatement – Work Party/Other Efforts – Director Erdekian

## **VI. NEW BUSINESS**

- a. Bike Path Proposal – Stephanie Proffitt
- b. AFE # 289 – RV Park Fence Project
- c. Panorama Park and Water Co. MOU Reviews – Vice President Beveridge
- d. A/V – Vice President Beveridge

## **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** – December 4, 2023

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

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

DRAFT FOR REVIEW AND APPROVAL AT  
REGULAR SESSION BOD MEETING NOVEMBER 21, 2023

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

Monday, October 16, 2023, 6:00 PM

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

**a. Roll Call:**

**b. Pledge of Allegiance**

**Association Board Members:**

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

**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.

A motion to approve the above consent items was made by Vice President Beveridge and seconded by Director Woolverton. It was a unanimous decision to approve.

**III. COMMITTEE & STAFF REPORTS –**

It was noted that the RV Park has completed tree cutting and new tree planting will be completed Oct 17, 2023. Grease disposal at the Snack Shack was discussed.

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

- a. **Collections Report:** Ranch Manager LaPora reported that there has been a reduction of accounts to 601 accounts still owing.
- b. **2023 Western Christmas Celebration Plans:** Planning is underway. Crooked River Realty will continue to take Santa pictures but will be in the Mirror Room, rather than upstairs to improve safety. The Sandbagger has again agreed to allow vendors to use the Annex.

**V. OLD BUSINESS**

**a. AR Log:**

- #1. Comments: Work on Sundown Canyon is 75% completed.

#2. Comments: K Davis reported OSU Extension office says to expect 4 years using chemicals. Goats may be another option. B Beveridge will investigate pricing. Budget may need to be increased.

#3: Comments: no change 10.16.23

#4. Comments: no change 10.16.23

**b. Update on Forest Service Grant Process:** Director Jones reported that the submission date for the Recreational Trails Program is November 15, 2023. They are on track and will meet the deadline.

## **VI. NEW BUSINESS**

- a. BAC Committee Meeting Update:** Current Chair Herb Park announced the kickoff meeting to elect officers and confirm the calendar will be held on Wednesday, October 27, 2023 at 10:00 in the Juniper Room. They are looking for additional members to join the committee. Chair Parker summarized the duties of the BAC committee.
- b. CRR Ranch Savings Status:** Director Erdekian asked Ranch Manager LaPora if we are getting the best interest rates on our funds given the current state of the economy. Ranch Manager LaPora explained the distribution of money and reported that she works with the financial advisors where the funds are kept to make sure we maximize our return.

## **VII. SECOND READINGS:**

None

## **VIII. FIRST READINGS:**

None

**IX. Public Input -** Herb Parker, Stephanie Proffitt and Carol Orr all spoke.

**X. PREVIEW OF WORK SESSION – Monday, November 6, 2023:** Addition: Western Christmas Update

## **XI. Announcements:**

Over the Edge Tap House will be hosting Trunk or Treat on Sunday, Oct 29 at 4:00 pm

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

A motion to adjourn the Regular meeting was made by Director Davis. It was seconded by Secretary Dries. It was a unanimous decision to approve. The Regular meeting was adjourned at 7:28 pm. There was no Executive Session

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

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION  
BOARD OF DIRECTORS  
WORK SESSION  
WEDNESDAY NOVEMBER 6, 2023 - 10:00 A.M.**

**I. Call to Order:** The meeting was called to order at 10:00 am.

**II. Roll Call:** It was noted that all Directors except Vice President Beveridge and Director Woolverton were present

**III. Special Topics:**

**a. New RV Park Proposal:** Ranch homeowner, Richard Brown presented a proposal for a new RV Park off of Buffalo Pl. He is proposing a two-acre park that would provide 30-40 RV sites. He is looking for a preliminary approval so he can move forward with more detailed plans. A motion to approve his preliminary proposal was made by Director Randall. She included some conditions in the approval. The motion was seconded by Director Jones. It was a unanimous decision to approve. Mr. Brown will keep the board apprised of the status.

**b. Business Proposal:** Property owner Kelly Whitlow's son, Cody, presented a proposal to build a 30-40 site project for RV and Trailer storage on the property adjacent to Stuff It In Storage on Commercial Lp. The proposal includes a shared fence. A motion to approve his preliminary proposal was made by Director Randall. It was seconded by Treasurer Davis. It was a unanimous decision to approve.

**c. Fence "B" Loop Septic CRP Change:** RV Park Supervisor Inman reported that the "B" Loop septic system is not experiencing any issues. She feels there is no need to make the budgeted improvements at this time. It had been previously approved for an upgrade in the 2023/2024 CRP. She also reported that the fencing surrounding the tent area is in very poor shape and is rotting. It was approved for an upgrade in the 2024/2025 CRP. She is asking that the two items be switched out with the upgrade for the fencing be included in the 2023/2024 CRP and the Septic repair in Loop B be moved to the 2024/2025 CRP. The amount estimated is the same at \$30,000.00. A motion to approve moving the Loop B septic project to 2024/2025 and the RV fencing project to 2023/2024 CRP was made by Director Randall. It was seconded by Director Jones. It was a unanimous decision to approve.

**d. RV Park End of Season Recap and Tree Project Update:** RV Park Supervisor Inman reported that the tree project is almost complete. She provided pictures of a few of the trees that have been planted. They are doing well. She also noted that the tree project is coming in under budget.

**e. Volunteer Service Form:** A motion to approve Christy McClulloch for the Budget Audit Committee was made by Treasurer Davis. It was seconded by Director Randall. It was a unanimous decision to approve. BAC Chair Parker noted that another member has quit so recruiting for additional members continues.

**f. A/R Log:**

#1 Comments: Sundown Canyon project is now complete.

#2 Comments: Additional limbing in the lower pasture is expected to take place in the next 2 weeks.

#3 & 4 Comments: No change 11.6.23

**g. Nominating Committee:** Director Erdekian discussed the need for representation for CRR at the County level. He would like to see a listing made public of all community member committees and their openings that could have a representative from the Ranch. He would like to see active recruitment by the Nominating Committee to fill those openings with CRR homeowners. He also states that he plans to run for County Commissioner once his term is over on the CRR Board of Directors.

**IV: Regular Board Meeting Agenda Review – November 20, 2023:** Addition to Old Business: Buffalo Road Russian Thistle Continued Discussion.

**V: Vote to Adjourn:** A motion to adjourn the Work Session to Executive Session was made by Director Randall. It was seconded by Secretary Dries. It was a unanimous decision to approve. The Work Session was adjourned into Executive Session at 11:35 am. Executive Session was called to order at 11:45am. Executive Session was adjourned, and Open Session called back to order at 1:25pm. A motion was made to approve the Alternative Funding Committee submitting the FY2023 Community Wildfire Defense Grant by Director Erdekian. It was seconded by Director Carey and approved unanimously. A motion to adjourn the Work Session was made by Director Erdekian, seconded by Director Randall. It was approved unanimously. The meeting was adjourned at 1:26pm.

**To:** Crooked River Ranch BOD  
**Fr:** Judy LaPora, Ranch Manager  
**Date:** 11/10/23  
**Re:** Administration Monthly Report for October 2023

**Significant Events/Accomplishments:**

- We began planning for the annual Christmas celebration in October. We had an Events Committee meeting the first week of October and laid out duties and responsibilities. We all began working on our respective duties, making good headway. I also had numerous meetings and worked on the newsletter certification and mailing list. This was a bit challenging as I had issues with the USPS font changing back to letters repeatedly. I finally conquered the procedure and trained Kathleen on how to do the mail merge for this project. I also took screen shots and made an instruction manual. I think we will be good to go for the future.
- Tammy processed 414 payment transactions. She mailed out 14 Welcome Packets in addition to her daily duties of first line customer service, both walk ins and phone. She scanned 35 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 13 HOA demand requests and 13 changes of ownership. She also completed 74 auto-debit billings for the 5<sup>th</sup> and 62 for the 20<sup>th</sup> of October as well as 99 monthly billing invoices and 17 newsletter accounts. Attorney accounts paid \$9950! Seriously past due accounts paid \$2052. She filed no liens and 5 lien releases this month and sent three intent to lien letters and 11 intent to collect letters. Kara also processed 5 CC&R complaints, processed, and mailed 14 CC&R letters and 6 inspection reports.
- Brenda attended both the BOD Work Session and Regular Meeting as a backup minutes taker. She sold two advertising signs for the Kiosks and is working with several other businesses on signs. Brenda met with Jim Tobish and wrote an article about the Coyotes Den Disc Golf Course for the monthly Redmond Chamber Newsletter. As part of our annual Western Christmas Celebration planning, she solicited and obtained volunteers to drive the tractor for the hayrides, the Heritage Girls for decorating and giving out cookies, carolers, and others for decorating. Good Job, Brenda. She is also tracking all vendor applications and doing social media posting. Brenda processed 10 ARC applications and scanned 44 customer files.
- 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 all Ranch accounting processes

Respectfully submitted,  
Judy LaPora, Ranch Manager

October 2023 GENERAL MAINTENANCE REPORT  
November 16th, 2023

**Heritage house:** The side office of the food pantry was broken into. A small amount of cash was stolen. Looking to get a small security system.

**Tennis/Pickle ball Courts:** We installed new hog rings clip around perimeter of chain link fencing. Ordered 3 more community pickle ball nets.

**Pool:** Clean up solar panel area. Added algaecide. We have only received one quote for the combing around the small pool. Trying to set up a meeting with second contractor for another bid.

**Fire Abatement:** The Sundown Canyon project is a 9-acre stand-alone project still approximately 75% complete. Heart of Oregon crew has been pulled from our project temporarily. Returning in late December. Horny Hollow is a 11.4-acres ingress/egress concern. Tim Bell has completed his assessment of the property. We will be creating an action plan in the next few weeks. Masticator project is moving forward, we received multiple quotes for Sheryl Jones to move forward with the grant process.

**General:** We have restored Chinook lookout replaced 6"x 6" timbers, bracing and painted. The administration building outside light fixtures have been cleaned and painted, with new led lights. We replaced bulbs on streetlights in the parking lot area with new Led lights to improve lighting due to late night board meetings. We pressure washed administration building. We serviced 7.3 Ford Truck, and the Massey Ferguson tractor. We repair the chainsaw. We relocate CBU for the USPS to install the new CBU's on Shad and Golden Mantle. We gathered and inventoried Christmas decorations and staged upstairs of the administration building. We have fixed ball valve leaks in Ball field watering system. We removed Reeds in Mac Park. We re-caked the sink in Mac Park. We have removed the flower hanging baskets and winterize the watering system. We pressure washed Snack floor area. We Moved fire extinguishers in members cart barn to man door location. We weed-eated around the ballfield.

Respectfully Submitted by: Dan McRae





To: Judy LaPora, Ranch Manager  
CC: Kari Vickery, President CRR C & MA  
From: Randy Ballard, PGA  
Subject: October Update of Operations  
Date: November 9<sup>th</sup>, 2023

## **Golf Shop Operations**

### **Overview:**

As usual the first few weeks of October are wonderful; then we begin to see Winter start to show itself with frost delays and cold overnight temps. Luckily golfers will play in almost any weather and continued to come out to CRR and spend some money.

- Weather YoY – A touch more chilly than last year
  - 2023 – Average Temp 62.71\* and 5 days of rain, hottest day at 85\*
  - 2022 – Average Temp 65.88\* and 3 days of rain, hottest day at 87\*

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

- At the halfway point of the fiscal year compared to last year.
  - \$75,233 ahead in Green Fee Revenue, or 10.12%
  - \$55,317 ahead in Total Revenue, or 3.9%

### **Opportunities:**

- Black Friday, Cyber Monday and Christmas are just around the corner. Last year I sold over \$60k of prepaid rounds online in the form of certificates that were valid through 12/31/23.
  - I plan on offering something similar this year since it's such a big hit with our patrons. I have not settled on a rate for this year's special yet

- Hopefully we can pick up a “bonus” COWS event or two this Winter to help boost our revenue. We typically can stay open more often than our competitors, which helps us get more outings.

### **Potential Shortcomings:**

- Frost delays, snow and rain are things that we must deal with during the Winter.
  - I plan the best I can for these by altering start times, but sometimes you just can't fight Mother Nature.
- Last year we were closed 65 days from November through the first week of March; I hope we can avoid having that happen again this season.

### **Looking Forward:**

- This week I've been following up with my larger tournaments and buddy groups for the 2024 season.
  - As I write this, I already have 1024 rounds booked from March – October of '24

Best,

Randy Ballard, PGA

CRR GOLF SHOP MONTHLY SALES REPORT

October 2023

Golf Shop Sales Report

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

REVENUES	Oct '23		Oct '22		Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	\$56,291.00		\$58,890.00		(\$2,599.00)	-5%	743,234.80	668,001.40	\$75,233.40	10.12%
Annual Pass Revenue	-		-		-		218,200.50	222,307.75	(\$4,107.25)	-1.88%
Cart Rentals	\$21,644.00		\$23,489.00		(\$1,845.00)	-9%	228,388.00	234,102.25	(\$5,714.25)	-2.50%
Merchandise Sales	\$15,247.50		\$17,022.15		(\$1,774.65)	-12%	170,488.15	176,130.00	(\$5,641.85)	-3.31%
Driving Range	\$3,067.00		\$3,216.00		(\$149.00)	-5%	31,149.57	32,395.00	(\$1,245.43)	-4.00%
Cart Storage Fees	-		-		-		31,187.50	34,124.00	(\$2,936.50)	-9.42%
Miscellaneous Sales	\$54.50		\$112.50		(\$58.00)	-106%	631.75	902.50	(\$270.75)	-42.86%
<b>Totals</b>	<b>\$96,304.00</b>		<b>\$102,729.65</b>		<b>-\$6,425.65</b>	<b>-7%</b>	<b>\$1,423,280.27</b>	<b>\$1,367,962.90</b>	<b>\$55,317.37</b>	<b>3.9%</b>

GOLF ROUNDS	Oct '23		Oct '22		Variance	% Chg	YTD	Previous YTD	Variance	% Chg
<sup>1</sup> Rack Rate Rounds	655		925		(270)	-41.2%	6,463	7,906	(1,443)	-22.3%
<sup>2</sup> Prop. Owner Rounds	50		71		(21)	-42.0%	693	643	50	7.2%
<sup>3</sup> Discounted Rounds	1,002		746		256	25.5%	10,648	7,874	2,774	26.1%
<sup>4</sup> Annual Pass Rounds	1,466		1,587		(121)	-8.3%	9,653	10,452	(799)	-8.3%
<sup>5</sup> Employee Rounds	55		40		15	27.3%	405	315	90	22.2%
<sup>6</sup> Industry Comps	21		17		4	19.0%	147	144	3	2.0%
<sup>7</sup> Donation/Trade Rounds	57		44		13	22.8%	491	679	(188)	-38.3%
<b>Total Rounds Played</b>	<b>3,306</b>		<b>3,430</b>		<b>(124)</b>	<b>-3.8%</b>	<b>28,500</b>	<b>28,013</b>	<b>487</b>	<b>1.7%</b>

Punch Cards Sold	3			1			2	66.7%	42	48	(6)	-14.3%
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	Diff.	% Chg	
P.O. Single				0				105	98	7	6.7%	
P.O. Couple				0				63	77	(14)	-22.2%	
PO Junior				0				5	4	1	20.0%	
Non-Prop Single Full							0	15	18	(3)	-20.0%	
Non-Prop Single Wkdy							0	17	16	1	5.9%	
NO Couple Full							0	14	19	(5)	-35.7%	
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					
Totals	0	0		0	0	0	0	223	241	(18)	-7%	
	This Month	Last Year		Difference	% Chg		This YTD	L- YTD	Difference	% Chg		

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

<sup>2</sup> Weekday and Weekend rounds at posted property owner rates.

<sup>3</sup> Includes all promos, specials & twilight rounds at regular posted rates.

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

<sup>5</sup> All Annual Pass Rounds

<sup>6</sup> All Employee rounds

<sup>7</sup> All Industry comp rounds

<sup>8</sup> Donations and Trades

**TO:** Judy Lapora, CRR Administrator  
**FROM:** Richard Jensen / Golf Maintenance  
**Date:** 11-7-2023  
**RE:** monthly report

**Overview:** Weather for the period was once again all over the place. Mid-month we experienced high temperatures near 90 degrees and low temperatures the last week of the month near 10 to mid-teens with highs in the low to mid 40's. We did receive several days of rain which allowed us to give the irrigation system an early break from daily watering. Our weather station is still not functioning correctly, so I have no site-specific averages. All information was gathered from Weather.com again this period. We lost two seasonal employees at the beginning of the month and did not seek to replace them with such a short time left before seasonal layoffs at the beginning of November.

**Significant Events/Accomplishments:** Losing the two seasonal employees left us with the smallest crew I've worked with since my last course, keeping up with daily maintenance requirements took most of our time with no time for additional projects. Our fall wall-to-wall fertilizer application was completed on the 20<sup>th</sup>. The greens healed very quickly from aeration last month and received a preventive fungicide application tank mixed with a soluble fertilizer at a light rate.

**Potential Short Comings:** Two of my most reliable seasonal employees informed me this will be their last season working for the Ranch as both are retiring. I would like to thank both for their years of service and wish them well in the next chapters of their lives.

**Looking forward,** the irrigation system blow out is scheduled for November 8. Getting the course ready for winter play, i.e. 3-4 cups per green, artificial turf mats on par threes and putting the winter green and tee in play on holes 7 and 8. Chemical applications for snow mold prevention on greens, fairways and selected tees and keeping up with any mowing requirements needed 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, Winter Prep, 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: Added 5 loads of gravel for Crater loop/ added 7 loads of gravel to Upper Ridge/ Rainbow/ Sandridge / South end of Chickadee. We also put down another 41 bags of cold patch on Quail for a total of 72 bags in the last two months. We also put down 16 bags on Parkey. We cut and backdraged a small pothole on Bullhead at the entrance off Badger.

Vehicle Maintenance: We set up all three plow trucks with sanders and plows. We replaced the worn-out spinner plates on trucks # 2 and #3. All the fluids were topped off and all three trucks were greased and filled with cinders. Les Schwab installed 8 new drive tires on Truck #4. We fixed a toggle switch for the beacon on Truck #3. We also fixed a fuse short in Truck #2. We repaired the plow foot on the small pick-up plow and replaced the fuel filter on the 3500 Chevrolet pick-up. We are prepared for winter weather.

Misc.: We hauled our own sanding cinders this year because of driver shortage with supplier. We hauled a total of 371 yards to fill our stockpile. Picked up metal scrap and debris around the shop and hauled down to the boneyard. We also spent two days cleaning up and hauling off the tank and debris from the water truck accident on Chinook.

Deer: We picked up 4 deer this month, 1 on Shad, 1 on Chinook, 1 on Canyon Dr and one on Sundown Canyon.

Signs: We installed 8 new warning signs, 4 on Sundown Canyon and 4 on Shad. We also replaced the broken crosspiece street sign holder on Meadow and Peninsula.

Town Trips: We made 4 trips to town this month for parts and tires.

Respectfully

Jordan Jones / Road Supervisor

## RV PARK - MONTHLY REPORT – OCTOBER 2023

### OVERVIEW:

The tree project was mostly completed, and we had about a week to enjoy the new color before the leaves began to fall in earnest. The recommendation by the board to apply a top dressing to the new trees was completed. There is still some chipping to be done and we are waiting on the Lion's to assist. Monthly stays are settled in now, and we are getting inquiries for more possible guests. The weather went cold fast, and with ODOT announcing they won't be plowing the passes as often, we will see how that affects our reservations.

### INCOME:

We could definitely host more monthly guests. The ones we have are fantastic, mostly working people who want a quiet place. A good number of regular short term guests have come in October to enjoy the off-season when there is not a lot of activity.

	<u>2022</u>	<u>2023</u>
Camping:	\$10,570.00	\$15,978.52
Extended Stay:	\$ 6,932.44	\$ 3,966.40
Merch/Misc Income:	\$ 456.75	\$ 178.25
Dump Station:		\$ 1,990.06
Reservation Fee:		\$ 546.00
TOTALS : (BEFORE TAXES)	\$17,959.19	\$22,659.23

### PROJECTS:

We are keeping ahead of the freezing temperatures with heat tape and insulation. Leaves have not finished falling, so we still sweep and rake regularly. New irrigation systems are going in where we took out some trees and it broke up the current system, and where we needed more sprinklers. Norm fixed the leaf catcher this month, and welded a part on the Golf Course's machine they use for laying down fertilizer, so we could borrow it. We are preparing to close the D loop and drain the water, but keep the dump station active. Picnic tables are needing repair, but we are too busy for now. Norm got the new security cameras installed, and we can now see the dump station from the office, which is very helpful. Darrel has taken on the cleaning of the bathhouse and he is doing a great job!

Respectfully Submitted,  
Julie Inman  
RV Park Supervisor

**CRR Alternative Funding Committee**  
**Thursday, November 2, 2023**

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**Present Today: Sheryl Jones, Julia Randall, Ann Light 10:00 am - 12:10 pm**

**1. Introductions All Around 5 min**

**2. Report on Grants Submitted (Sheryl Jones, Chair. CRR AFC; HOA Board Member) 10-15 min**

- CRR Lions Club Grant - has been submitted by Sheryl.
- CRR HOA Grant - has been submitted by Sheryl.

**3. Report - Julia and Ann - walk on the proposed CR Canyon Trail 10 min**

- Impressions - a fantastic opportunity for the ranch.
- Possible Issues - the area off Hays Rd. that abuts the golf course. Fence as solution maybe, rather than diverting trail to behind homes and onto busy roadway.
- Julia - top of Hollywood Trail (BLM) property owners identified - It's HOA and the Forest Service that meet at the point where the Hollywood Trail starts.

**3. Next Grant Project - Trails**

- Due in two weeks - Ann will start the folder for materials for this BLM grant for the HOA. Done.

**4. New Business**

- Joint file storage for photos? We agreed that this should happen but Sheryl will check with Judy Lapore on whether the HOA has an Amazon Prime account which would give us free cloud storage of photos.
- If yes, emphasis on date, time, place, and who's who in photograph should be noted for all photos.
- Budget for HOA to give this committee funds to attend a grant writing seminar for Sam.Gov - we agreed and Sheryl will look for grants for all three of us to attend a seminar.

12:10 pm End

## **ARC Minute of new Applications on November 13, 2023**

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

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

**Guests: Mr. Rogers**

**Minutes from last meeting: Approved by Mike O'Brien, Nancy Lutz.**

### **Old Applications:**

**15867 SW Chinook Dr. Cardona. ph #01. Bl #120. Lt #104. Addition.**

**Saw the Elevation drawing. **Approved.****

**11841 SW Horny Hollow Trail. Hagby. Ph #14. Lt #14. Garage/Shop.**

**Need Elevation drawing. Picture of finished building. **Not Approved.****

**6421 SW Shad Rd. Bennett. Ph #03. Lt #33. RV Cover. **Approved.****

### **New Applications:**

**13900 SW Canyon Dr. Martin. Ph #08. Lt #124. New Palm Harbor  
Manuf. Home. **Approved.****

**14506 SW Peninsula Dr. Rogers. Ph #03. Lt #163. Garage/Shop.**

**Change from a stick built to all metal. **Approved.****

**14506 SW Stallion Dr. Jones. Ph #03. Lt #103. Garage/Shop.**

****Approved.****

**8858 SW Waterhole Pl. Weber. Ph #11. Lt #013. Lot Improvement.**

**Putting in Power and Solar. **Approved.****

**13990 SW Commercial Loop. Whitlow. Ph #16. Lt #023. Chain link**



Fence, Signage and New Driveway. **Approved.**

8230 SW High Cone Dr. Washburn. Ph #07. Lt #195. Lot  
Improvement, New power. **Approved.**

Notice from Deschutes or Jefferson County: 0

Verification of completed applications: 0

Next meeting on November 27, 2023 @ 3PM in Adm office.

CRR Budget/Audit Committee (BAC) Meeting  
Draft of the Minutes  
October 25, 2023

**ATTENDANCE:**

BAC Committee Members in attendance were Chair Herb Parker, Secretary Sue Haley, BOD Treasurer Kelly Davis, BOD Liaison Bob Beveridge, Karen Bennett, Bill Burt, Todd Hill, and Sheryl Jones. Residents in attendance were Carol Orr, Brad Pahl, and John Stevens. Absent was BAC Committee Member Jerry Cooper.

**CALL TO ORDER:**

Chair Herb Parker called the meeting to order at 10:02 AM and welcomed everyone. Introductions were made by all present and it was announced that Kevin Ellingsburg had resigned from the Committee.

**ELECTION OF OFFICERS:**

CHAIR: Sheryl Jones made a motion to elect Herb Parker as Chair. Kelly Davis seconded the motion. The vote was unanimous to approve.

VICE CHAIR: Sue Haley made a motion to elect Karen Bennett as Vice Chair. Sheryl Jones seconded the motion. The vote was unanimous to approve.

SECRETARY: Herb Parker made a motion to elect Sue Haley as Secretary. Sheryl Jones seconded the motion. The Vote was unanimous to approve.

**ADJOURNMENT:**

Chair Parker adjourned the meeting at 10:15 AM.

Respectfully submitted,

Sue Haley, Secretary

NEIGHBOR HELPING NEIGHBOR COMMITTEE  
SEPTEMBER/OCTOBER/NOVEMBER 2023

September/October/November had no applications submitted. An application that was received in July was closed Sept 23 by no contact. The balance as of October 31, is \$48.22. I have written an article for the December Telegraph asking for donations.

Karen Atwood  
Neighbor Helping Neighbor Coordinator

Collection Report  
As of 11/17/2023

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
June 19, 2023	All	785,154.42		1939	
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
November 17, 2023	All	282,262.78	-39,748.52	562	-39
June 19, 2023	Semi Annual	447,593.43		1605	
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
November 17, 2023	Semi Annual	13,134.01	-19,845.65	237	-32
June 19, 2023	Pmt plans/Auto Debits	93,825.42		254	
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
November 17, 2023	Pmt plans/Auto Debits	31,345.99	-14,609.80	247	-11
June 19, 2023	Attorney	120,523.86		45	
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
November 17, 2023	Attorney	112,996.70	-6,134.52	43	3
June 19, 2023	All F/C, BK, Etc	122,931.71		33	
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
November 17, 2023	All F/C, BK, Etc	124,786.08	841.45	35	1
June 19, 2023	1/2 Lots	280.00		2	
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
November 17, 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.

### CRR FY 2023-24 Budget Calendar

Date	Time	Type	Agenda
Wednesday, Oct. 25, 2023	10:00 am	BAC	Elect officers; establish budget calendar
Wednesday, Dec. 13, 2023	10:00 am	BAC	Review draft of FY 2025 30-Year CRP
Wednesday, Jan. 17, 2024	10:00 am	BAC	Work Session: FY 2025 30-Year CRP Review FY 2023-24 budget-to-actual operations (6 mo)
Wednesday, Jan 24, 2024	10:00am-3:00pm	Joint BAC/BOD	Staff presentation of Proposed FY 2025 Operating Budget and Fee Schedule Q & A
Wednesday, Jan 31, 2024	10:30 am	BAC	Approve FY 2025 30-Year CRP; Work session--FY 2025 Operating Budget & HOA Dues
Monday, Feb. 19, 2024	6:00 pm	BOD	First read of proposed FY 2025 Fee Schedule
Wednesday, Feb. 21, 2024	10:00 am	BAC	Approve FY 2025 Operating Budget & HOA dues
Wednesday, Feb. 28, 2024	10:00 am	BAC	Work session – if needed
Monday, Mar. 4, 2024	10:00 am	BOD	First read of proposed FY 2025 30-Year CRP
Monday, Mar. 18, 2024	6:00 pm	BOD Public Meeting	First read of FY 2025 Operating Budget Second read & adoption of FY 2025 30-Year CRP Second read & adoption of FY 2025 Fee Schedule BAC Chair presentation
Monday, April 1, 2024	10:00 am	BOD	Work session: FY 2025 Operating Budget
Monday, April 15, 2024	6:00 pm	BOD	Second read & adoption of FY 2025 Operating Budget
Monday, August 19, 2024	6:00 pm	BOD/BAC	CRR Auditors' Report on FY 2023-24 Financial Statements (noted as a DRAFT)
Saturday, August 24, 2024	9:00 am	Annual Meeting	Treasurer's Report at MacPherson Park

BAC- Budget/Audit Committee  
BOD – Board of Directors

CRP- Capital Reserve Plan  
FY- Fiscal Year Ending on 4/30 of each year

## AR Log for November 20, 2023

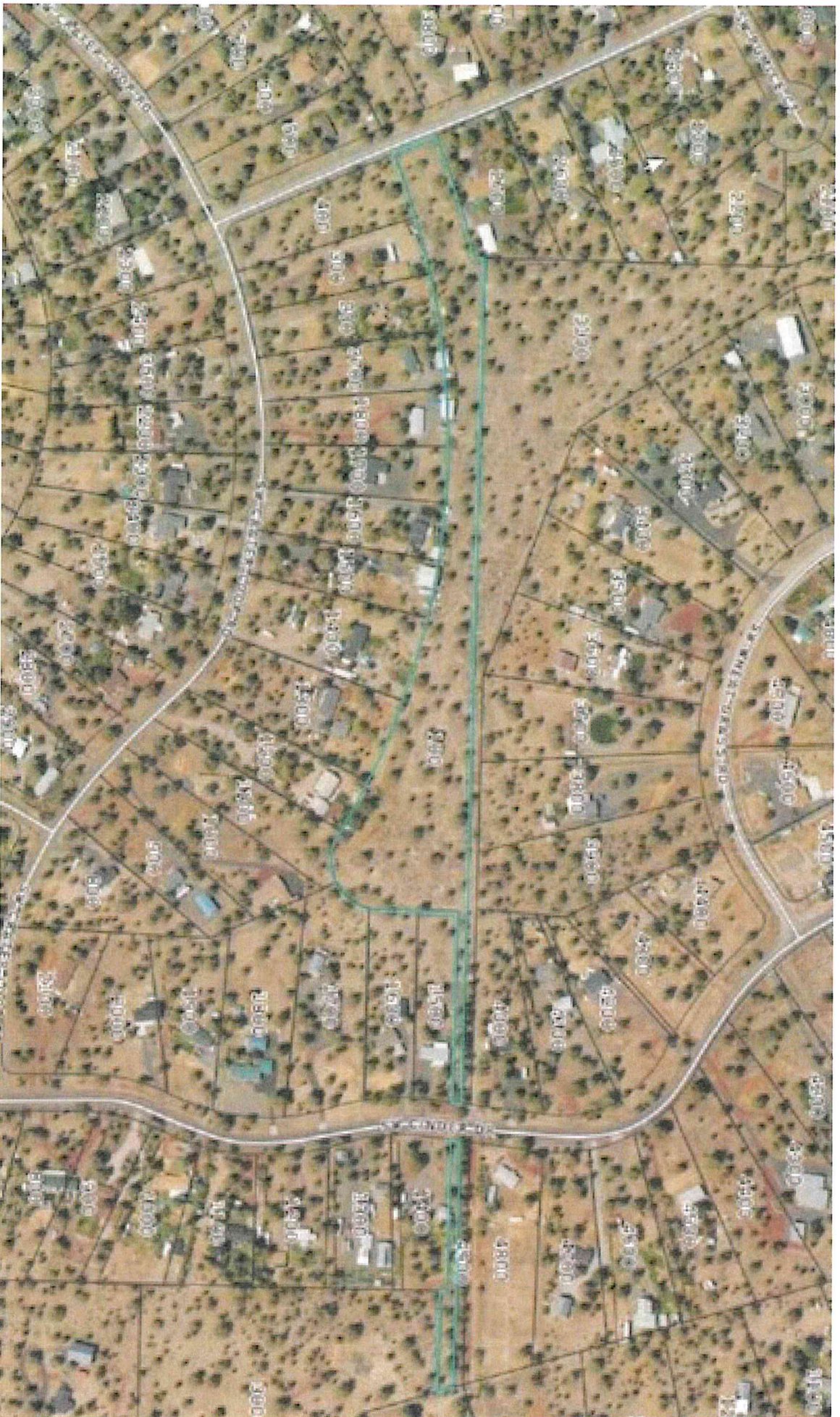
AR Log for November 20, 2023				
ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION	COMMENTS
1 D McRae Sheryl Jones	Fire Abatement Project No. 1 - CRR owned properties	On-going	To reduce fire danger, all CRR-owned property to be surveyed for junipers and other brush to be limbed up or removed working 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. 11/6/23 - Work on Sundown Canyon is 75% complete.
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	10/16/23 - K Davis reported OSU Extension office says to expect 4 years using chemicals. Goats may be another option. B Beveridge will investigate pricing. Budget may need to be increased. 11/6/23 - Additional limbing in the lower pasture is expected to take place in the next 2 weeks
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. 10/16/23 - BLM will start burning the week after Thanksgiving and continue into December. 11/6/23 - No change
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. 11/6 no change







Tax Lot 6414











## **CROOKED RIVER RANCH C&MA BOARD MEETING**

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### **AGENDA ITEM SUMMARY**

**Meeting Date:** November 20, 2023  
**Meeting Type:** Regular BOD Meeting  
**Department:** RV Park  
**Staff Contact:** Julie Inman  
**Estimated Time:** 5 minutes

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**ITEM TITLE:** AFE # 289 – RV Park Fencing Project

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### **ACTION REQUESTED**

Approve AFE # 289 in an amount not to exceed \$30,000 for the replacement of the fencing surrounding the RV Park Tent Area.

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### **ISSUE STATEMENT:**

The existing fencing is rotted and has been falling down this past season. For safety and aesthetic reasons, the fencing needs to be replaced as soon as possible.

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### **ATTACHMENTS:**

AFE # 289  
Fencing bids (will be provided at BOD meeting or before)

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### **DISCUSSION/FINANCIAL IMPACT:**

This expense was allotted for in the CRP for FY 2025. The BOD, at the November 6, 2023 Work Session approved the adjustment of the CRP by moving this expense to FY 2024 and the “B” Loop Septic expense to FY 2025.

**BUDGET IMPACTED:** Capital Reserve

(Operating or Capital Reserve)

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**CROOKED RIVER RANCH**  
**AUTHORIZATION FOR EXPENDITURE**

All expenditures over \$5000 must be justified on this form, endorsed by the Ranch Manager before going to the Board of Directors for approval.

DATE: 11/20/2023

AMOUNT OF EXPENDITURE: Not to exceed \$30,000

AFE NUMBER: #289

REASON FOR EXPENDITURE: Replace the fencing around the Tent Area and "B" Loop drain field.

JUSTIFICATION FOR EXPENDITURE: The existing fencing has rotted, much of which was removed in order to do the tree project. Fencing project is on the FY 2024 CPR (switched "B" Loop drain field with this expenditure which was scheduled for FY 2025). "B" Loop Drain Field area has no fencing on the back side and fencing on front is in very poor shape. Entire project not to exceed \$30,000.

REQUESTING DEPARTMENT: RV Park DATE: 11/20/23

SUPERVISOR: Julie Loman DATE: 11/20/23

RANCH MANAGER: Gray LaPera DATE: 11/20/23

BOD OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION  
FISCAL YEAR 2024 MAY 1, 2023- APRIL 30, 2024**

**5 YEAR CAPITAL RESERVE PLAN (excerpt out of 30 year plan)**

**PHYSICAL ANALYSIS**

	Component Description	Est. Useful Life	Est. Remain Life	Est. Current Cost	Amount Funded at 100%	FY2023 Budget	FY2023 Actual	FY2023 Est Addl by 4/30/23	FY2024 Budget	FY2025 Projected	FY2026 Projected	FY2027 Projected	FY2028 Projected
<b>14-RV PARK</b>													
1	Phase I - Bring on 7 sites in "D" loop - Septic	30	24	25,000	5,000								
2	Phase II - Bring on 9 sites in "D" loop - Septic D-7 thru D14A	30	25	30,102	5,017								
3	Phase III - Bring on 10 sites in "D" loop - Septic D28 thru D38	30	26	45,000	6,000								
4	Septic tanks replaced - 3 tanks @ \$7,000 each (over three years)	30	22	21,000	5,600								
5	Kubota mower replacement	12	5	7,000	4,083								7,000
6	C Loop repair electric and water upgrade	25	22	25,000	3,000								
7	Fire pit	15	8	3,500	1,633								
8	John Deere Turf Gator utility vehicle (G2)	10	7	9,900	2,970								
9	"B" Loop drainfield	30	1	30,000	29,000								
10	Bathhouse Remodel & Reroof	30	3	75,000	67,500					30,000	75,000		
11	A Loop Electrical Upgrade 14 sites @ \$1600 each & B Loop minor repairs	25	23	24,000	1,920								
12	D Loop Electrical Upgrade- 39 sites @ \$1600 each & 20 sites water upgrade	25	24	64,400	2,576								
13	Kubota Tractor ***	20	1	22,000	20,900	14,000			22,000				
14	RV Park Dump Station	30	29	50,000	1,667		200	49,800					
15	Golf Cart/Utility Vehicle	5	1	2,500	2,000				2,500				
16	Replace green fencing with split rail	20	2	30,000	27,000				30,000				
	<b>TOTAL RV PARK</b>		<b>30 YR&gt; TOTAL&gt;</b>	<b>\$166,500</b>	<b>\$185,866</b>	<b>\$14,000</b>	<b>\$200</b>	<b>\$49,800</b>	<b>\$54,500</b>	<b>\$30,000</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$7,000</b>

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

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

Monday, December 4, 2023

- I. Call to order
- II. Roll call
- III. Special topics
  - a. Golf Maintenance Bridge Project – Supervisor Jensen
  - b. Western Christmas Recap – Ranch Manager LaPora
  - c. Budget Cycle Update – Ranch Manager LaPora
  - d. OSHA Investigation Report – Ranch Manager LaPora
  - e. Neighbor Helping Neighbor Committee Update – Karen Atwood
  - f. Alternative Funding Committee Update – Director Jones
- IV. A/R log Review
- V. Regular Board Meeting Agenda Review – December 18, 2023
- VI. Vote to Adjourn to Executive Session If Necessary