

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

Monday, January 15, 2024, 6:00 P.M.

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

Name		Name		Name	
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 – January 15, 2024
- b. Minutes of Regular Session – December 18, 2023
- c. Minutes of Work Session – January 3, 2024

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. Budget Cycle Update

V. OLD BUSINESS

a. AR Log

b. Water Co MOU Updates – Vice President Beveridge

VI. NEW BUSINESS

VII. SECOND READINGS

VIII. FIRST READINGS

IX. PUBLIC INPUT - Must sign up and identify issues to speak on before meeting starts and individuals will be limited to three minutes unless additional time is allowed by the President.

X. PREVIEW OF WORK SESSION – February 5, 2024

XI. ANNOUNCEMENTS & WRAP-UP:

a. Staff Presentations of Draft FY 24-25 Operating Budgets to BAC/BOD January 24, 2024 – 10:00am – 3:00pm - Juniper Room

b. Clean Up at Lower Pasture – Saturday, Jan 27 at 9:00am

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR SESSION BOD MEETING JANUARY 15, 2024

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

Monday, December 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	O	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	X

II. CONSENT ITEMS -

a. Agenda of Regular Meeting – December 18, 2023

a. Addition to New Business: Horse Arena Structure

b. Minutes of Regular Session: November 20, 2023

c. Minutes of Work Session – December 4, 2023.

A motion to approve the above consent items with the addition to the Agenda of December 28, 2023, was made by Treasurer Davis and seconded by Secretary Dries. It was a unanimous decision to approve.

III. COMMITTEE & STAFF REPORTS –

No comments

IV. RANCH MANAGER's REPORT:

a. Collections Report: It is the start of a new billing cycle and accounts owing are 2,154. It is also noted that payment plans increased by 13.

b. Budget Cycle Update: Ranch Manager LaPora reports that the CRP has been reviewed and work continues. The next BAC meeting is scheduled for January 17, 2024, at 10:00 am

V. OLD BUSINESS

a. AR Log:

- #1. Action Officer: Add M Dries; Comments: 40-50 trees were removed along Horney Hollow and chipping should be complete. Follow up needed on status of Sundown Canyon project.
- #2. Comments: Work Party scheduled for December 20 to continue removal of thistle.
- #3: Comments: No change 12.18.23
- #4. Comments: No change 12.18.23

- b. **Panorama Park and Water Co MOU Updates:** Panorama Park MOU will be presented to the County Commissioners at their next meeting. It has been approved by other County Officials. The Water Company MOU is waiting to hear back from Manager Frank Day before proceeding.
- c. **A/V Improvement Update:** An OWL Camera was purchased for \$840.00 and was used during the meeting. New Microphones that would work with the OWL are being investigated for future purchase.
- d. **Golf Maintenance Bridge Project Update:** The pond bridge replacement project has been placed on hold for another year. It will be moved out on the CRP.

VI. NEW BUSINESS

- a. **Set Up Work Party for Christmas Break to do Weed Abatement on Lower Pasture:** Director Erdekian has scheduled a work party to continue removal and burning of Russian Thistle for Wednesday, December 20, 2023, at 9:00 am. Volunteers are welcome.
- b. **Panorama Park Tree Limbing:** Mark Schneider, working as Lion's member, discussed both limbing and removal of Juniper Trees that surround Panorama Park. His vision included marking trees with tape for either limbing or removal and contacting neighbors that surround the park for their input. It would be made clear that if they did not want the trees removed/limbed that it would be up to the homeowner to maintain the trees in an effort to assist with fire abatement.
- c. **AFE # 290 – RV Park Tractor:** A motion to approve AFE #290 in the amount of \$26,842.23 for the purchase of a new tractor for the RV Park was made by Director Jones. It was seconded by Secretary Dries. It was a unanimous decision to approve. The tractor will be used as a front loader, backhoe and snow blower. This purchase had been allocated in the 2023/24 CRP.
- d. **Request by CRR Water Company to Clean Up Area behind CRR Water Office:** The CRR Water Company has requested that they be allowed to clean up an Association owned area behind their office for fire abatement purposes. A motion to allow the Water Company to clean up an area behind their office was made by Secretary Dries. It was seconded by Treasurer Davis. It was a unanimous decision to approve.
- e. **Volunteer Service Form – McKenzie "Mac" Walker – BAC Committee:** A motion to approve McKenzie "Mac" Walker for the BAC Committee was made by Treasurer Davis. It was seconded by Secretary Dries. It was a unanimous decision to approve.
- f. **Horse Arena Roof Structure:** President Vickery noted that there is caution tape surrounding the covered area next to the office and apartments. The structure is not used for anything meaningful. After a discussion it was discussed that the best option would be to remove the roof structure but leave the horse panel corrals. Ranch Manager LaPora will discuss with General Maintenance Supervisor McRae. There are electrical boxes attached that need to be considered during removal. Resident Kent Inman knows someone that may be able to assist, and he will reach out for a possible bid.

VII. SECOND READINGS:

None

VIII. FIRST READINGS:

None

IX. Public Input:

None

X. PREVIEW OF WORK SESSION – Wednesday January 3, 2024:

Addition: Horse Arena Roof; Neighbor Impact Mobile Drive Through Pantry at Panorama Park;
Bend Bulletin post removal for recycle.

XI. Announcements:

None

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

A motion to adjourn the Regular meeting to Executive Session was made by Treasurer Davis. It was seconded by Secretary Dries. It was a unanimous decision to approve. The Regular meeting was adjourned at 7:07 pm. At 7:12 Executive Session was called to order. Director Carey moved to adjourn the Executive Session at 7:33pm. The motion was seconded by Secretary Dries and approved unanimously. Executive Session was adjourned with no action taken.

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR BOD MEETING JANUARY 15, 2024

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
WORK SESSION
WEDNESDAY JANUARY 3, 2024 - 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 Secretary Dries were in attendance.

III. Special Topics:

a. Budget Cycle Update: Ranch Manager LaPora reported that the CRP is in fine tuning stages. She is working with the supervisors on the Operating Budget which will be presented to the Budget/Audit Committee (BAC) and BOD in a joint meeting on January 24, 2024, from 10:00 am – 3:00 pm. All are welcome to attend.

b. Lower Pasture Work Park Recap: Director Erdekian noted that the work party on December 20 did not complete the work as planned. They were stymied because the thistle would not burn due to freezing fog. Another work party is scheduled for January 27, 2024 @ 9:00 am.

c. Panorama Park & Water Co MOU Review Update: Vice President Beveridge reported that Jefferson County countered the proposal for the Panorama Park Memorandum Of Understanding (MOU). He would like to discuss the proposal during Executive Session. The Water Company MOU will be discussed at the Water Company on January 22, 2024.

d. Stable Roof Structure Update: General Maintenance Supervisor McRae has received one bid in the amount of \$3,241.33. This includes removal and disposal of all materials. He is going to ask for them to re-bid allowing the Ranch to keep most of the materials as it is still usable.

e. Neighbor Impact Mobile Food Pantry: Two representatives from Neighbor Impact, presented a proposal for Neighbor Impact to provide a mobile food truck one time a month. This would not interfere with the current Food Bank dates at the old Fire Hall and at the Senior Heritage House. Jordan Reeher, one of the representatives, will also confer with Jefferson County for use of the parking lot at Panorama Park. It was well received by the BOD.

f. Bend Bulletin Post Boxes: President Vickery contacted the Bend Bulletin and found that they do not want to take responsibility for removing the paper boxes along with the T-posts. It was suggested that volunteers be recruited to remove paper boxes with posts and most of them could possibly be recycled for other projects. Notices will be published in the Telegraph, Phase Rep and social media sites.

g. Seat Belt Policy: Ranch Manager presented a change to the current Seat Belt Policy in the HR manual. This will provide additional consequences if not adhered to. OSHA investigated the recent accident of a road department member and was unable to determine if the driver was wearing a seat belt due to his position in the vehicle. There was a fine of \$180.00 assessed. A motion to approve the Crooked River Ranch Seat Belt Policy was made by Director Randall. It was seconded by Treasurer Davis. It was a unanimous decision to approve.

h. A/R Log:

#1 Comments: Updated 1.3.24.

#2 Comments: Work party scheduled for January 27, @ 9:00 am.

#3 & 4 Comments: No change 12.4.23

IV: Regular Board Meeting Agenda Review – January 15, 2024:

Old Business: Change to Water Company MOU Update only.

V: Vote to Adjourn: A motion to adjourn the Work Session to Executive Session was made by Director Randall. It was seconded by Vice President Beveridge. It was a unanimous decision to approve. The Work Session was adjourned into Executive Session at 10.53 am
Open Session was reopened at 11:13am. A motion to approve the revised Memorandum of Understanding between CRR and Jefferson County was made by Vice President Beveridge. Changes include increasing the baseline payment to \$500 per month, increasing the annual increase from 2% to 3% and adding a section to note that any maintenance/repairs, etc. outside the normal scope of CRR Maintenance Personnel duties will be done on a time and materials basis. Approval of said costs to be approved by the Public Works Supervisor prior to moving forward. Motion was seconded by Director Randall and approved unanimously. Director Randall made a motion to adjourn Work Session at 11:17am which was seconded by Director Erdekian and approved unanimously.

ARC Minutes of New Application for January 8, 2024

Members: Gail DesBrisay(Chair), Nancy Lutz, Jim Hussey,

Mike O'Brien and Malcolm White.

CC: Judy LaPora, Mike Dries.

Guests: 0

Minutes from last meeting:

Malcolm approved the last minutes and Nancy second them.

New Applications:

15965 SW Canyon View Pl. Harford. Ph #09. Lt #042. Shed. it's only 80 sq. ft.
Approved.

14119 SW Business Circle Rd. Dean and Grogan. PH #16.

Lt #058. Copper Ridge RV Park. Ph. 3. Approved.

8270 SW High Cone Dr. Mickelson. Ph #07. Lt #198. Solar
Roof Mounted System. Approved.

Notice from Deschutes or Jefferson Countys: 0

Verification of completed Applications: 0

Next meeting will be on January 22, 2024 @ 3PM in Adm. office

CRR Budget/Audit Committee (BAC) Meeting
Draft of the Minutes
December 13, 2023

ATTENDANCE:

BAC Committee Members in attendance were Chair Herb Parker, Vice Chair Karen Bennett, Secretary Sue Haley, BOD Treasurer Kelly Davis, Bill Burt, Todd Hill, Sheryl Jones, and Christy McCulloch. Staff members in attendance were Ranch Manager Judy LaPora and Staff Accountant Jan Cunningham. BOD members in attendance were Ara Erdekian and Mike Carey. Absent was BOD Liaison Bob Beveridge. Also in attendance was new BAC applicant Mac Walker.

CALL TO ORDER:

Chair Herb Parker called the meeting to order at 10:00 AM and welcomed everyone. Introductions were made by all present, and it was announced that Jerry Cooper has resigned from the Committee.

MEETING MINUTES:

Vice Chair Karen Bennett made a motion to approve the meeting minutes for October 25, 2023. Bill Burt seconded the motion. The vote was unanimous to approve.

CAPITAL RESERVE PLAN
PHYSICAL ANALYSIS

Manager Judy LaPora stated that the CRP was initiated in 2011 and gave a brief explanation of its' importance. She also stated that the Operating Budget and the CRP are tied together and that Department Supervisors review and analyze every line item annually.

12 – POOL

- **Item 5 – Small Pool Resurfacing & Coaming Replacement:** This item has been moved to 2025. The contractor who resurfaced the pool two years ago did inferior work. The Oregon Builders Association ordered him to make the repairs. The current estimate of \$17,000 is \$9,500 higher than last year's estimate. The small pool must be resurfaced every 10 years and the large pool every 15 years.

13 – RENTALS

- Item 2 – Hair Salon & Duplex Reroofing: This item is combined with 21 – PRO SHOP, Item 6 – Rental Cart Barn Reroofing. This work must be completed by April, 2024.
- Item 3 – Senior Center Reroofing: This item has been moved to 2026.
- Item 4 – Senior Center Electrical Upgrade and Engineering Study: General Maintenance Supervisor Dan McRae is researching alternate methods.
- Item 6 – Stable Structure/Roof: The entire structure will be removed and this item has been removed from the CRP.

14 – RV PARK

Manager LaPora reported that the RV Park now has a dedicated maintenance person. General Maintenance is no longer responsible.

- Item 7 – Fire Pit: This item has been moved out 30 years. Chair Parker suggested removing it from the CRP, but Manager LaPora stated that having it on the CRP guarantees its' replacement.
- Item 8 – John Deere Turf Gator Utility Vehicle: This item is a hand-me-down from the golf course.
- Item 9 – “B” Loop Drainfield: This item has been moved out to 2025. We want to see how it performs.
- Item 10 – Bathhouse Remodel & Reroof: BOD Member Ara Erdekian suggested keeping a close eye on the plumbing since this is a “remodel”, not a “rebuild”.
- Item 13 – Kubota Tractor: This tractor is unable to perform needed work. It was sold for \$4,000. The lowest bid to replace it was \$26,800. Chair Parker suggested changing the CRP document when the Authorization for Expenditure (AFE) comes into effect.
- Item 16 – Replace Green Fencing: Fencing around the tent area needs to be replaced.

- Items 19-22 – Incremental Replacement of Picnic Tables: Tables were very old. Tables were found that don't require periodic repainting. Too much time was spent on this task.

21 – PRO SHOP

- Item 6 – Rental Cart Barn Reroofing: This item is combined with 13 – RENTALS, Item 2– Hair Salon and Duplex Reroofing.
- Item 8 – Range Ball Machine: Manager LaPora commented that this was a good investment.

22 – GOLF MAINTENANCE

- Item 1 – Front 9 Pump System: This years' estimate of \$120,00 is \$49,850 higher than last year's estimate of \$70,150.
- Item 2 – Back 9 Pump Drive System: Manager LaPora stated that we just need to replace this system.
- Item 10 – Cart Path Repair/Resealing: In 2023 we contracted with a contractor doing several courses at once and got a great deal. Stumps were ground down and the crack sealer was used.
- Item 11 – Waste Water System: This item is state required. Our equipment must be washed down into a recovery system.
- Item 20 – Toro 4300D Rough Mower: This purchase was scheduled for this year. It has been on order and we still do not have an ETA. It may have to be moved out to 2025.
- Item 26 – Toro 3555D Fairway Mower: Our original selection to replace the mower was a Model 5410 Fairway Mower which is now \$110,000. We selected a smaller mower which has already been ordered. BOD Member Mike Carey expressed concern about price guarantee and was assured that we have a firm quote, but **Manager LaPora will confirm**. Both Toro 3555D Fairway Mowers are past their useful life
- Item 36 – Replace Golf Course Bridge: The replacement price increased from \$71,000 to \$85,400. Replacement was moved out to 2025, but now we don't know if replacement is necessary. BOD Member Ara Erdekian suggested increasing the price to \$90,000 but was assured that the current estimate of \$85,400 covers everything including break-down of embankment. **Manager**

- **LaPora will investigate.** Chair Parker asked what item we are taking money from to support this project and was told we would take money from Cart Path Repair/Resealing, but now we are not sure it will be done this year.

31 – GENERAL MAINTENANCE

- Item 6 – Lower Pasture Irrigation Restructure: The portion near the Senior Center was completed last year.
- Item 8 – Fuel Card Lock System: We have our own tanks now and fuel is billed to the appropriate department. We have only one fuel supplier now.
- Item 11 – 2001 Ford Ranger PU: There are currently no rigs available for this price.
- Item 14 – Cement Walks to Pro Shop: This work was completed with pavers. The description has been changed.
- Item 16 – Walkway - Section 1: One section remains to be completed in 2026.
- Item 17 - Walkway – Section 2: This section has a stem wall. **Manager LaPora will confirm description with Supervisor Dan McRae.**
- Item 18 – Replace/Repair Siding and Paint Clubhouse Building/Electrical Repair: The Fire Marshall had issues with storage upstairs. We are now in compliance.
- Item 22 – 1997 Ford F250: Replacement has been moved out one year and increased from \$30,000 to \$50,000.

32 – ROADS

- Item 10 – 94 Volvo Truck to be used with Tanker/Sander (Water Truck): The water truck was totally destroyed in an accident, and the employee is in the hospital with severe injuries. The water truck and tanker/sander are separate items. The make (Volvo) in the description could be a mistake. **Manager LaPora with confirm with Supervisor Jordan Jones.** This item must be replaced. It was noted that we always purchase used equipment. Amounts shown on the CRP are actual costs to replace an item.

- Item 28 – Portable Radio System: This item was approved by the BOD and added to the CRP. This system will provide better communication with the office and with emergency services.

Manager LaPora will add changes to the Physical Analysis on page 8 under “Notes”.

CAPITAL RESERVE PLAN **PHYSICAL ANALYSIS**

- Manager Lapora reported that the Beginning Balance (page 25) was taken from the financial statement provided by our Auditor, and \$761,934 has been transferred to the CRP.
- Our goal is to be 70% funded. We are now at 50%. 70% is required to secure a loan. There was considerable discussion about what is required for an HOA, with some BAC members suggesting that a CRP is not even required for an HOA, and some recommending that we **check Oregon Revised Statutes to make sure there have been no recent changes.**
- The Discretionary Transfer for FY 2024 is \$500,000. BOD Member Ara Ardekian stated that \$75,000 plus depreciation on major expenditures is mandatory. Vice Chair Karen Bennett suggested that we consider bumping up the Discretionary Transfer.
- Manager LaPora reported that the golf course and RV Park have done very well. We have a lot invested in operations but we are being conservative. We must have enough money to meet expenses. She also reported that two seasonal employees have recently retired, and that training is very expensive.
- We are completely FDIC insured (Flex Insured).
- Bill Burt mentioned that many of our high-cost items are already funded at a very high percentage.

ADJOURNMENT:

Chair Parker adjourned the meeting at 12:00 noon.

Respectfully submitted,

Sue Haley, Secretary

PHASE REP QUARTERLY MEETING Minutes

January 10, 2024

Zoom Meeting 6:00 pm

1. **Call to Order:** 6:00pm

Roll call: Members Present: Karen Atwood, Gina Anderson, Wendy Beyer, Kara Burkhart, Greta O'Brien, Julia Randall, Marilou Smith, LynnDel Whitted, Robin Gaudette, Barbara Schlabach, Judy Wells

Members Absent: Earleen Arthur, Delight Farmer, Debbie Page

Approval of October 11, 2023, Minutes – Marilou motioned to approve the October 11, 2023 minutes. Greta seconded. Unanimous approval.

2. **Old Business**

- a. New/changed emails: **50 Total** (Oct, Nov & Dec)
- b. Updated owner list: **32 Total** (Oct, Nov & Dec)
- c. Vacation: Karen reminded us to please let her know if we will be away so that she can be sure your phase is covered.
- d. Reminder: please read notices before sending out to be sure the information is current and not in the past. If it is in the past, please do not send.

3. **New Business**

- a. Annual Email verification check: Karen will send out a list of current email addresses for each of our phases. Please check her list against yours and let her know of any discrepancies. She asked each rep if they wanted their list by alpha or phase/lot. She asked that this task be completed by 3.31.24. Greta had some questions about saving information and several reps volunteered to help her when the weather clears up.
- b. Volunteer Service Forms: Continuation as a member of a committee requires that a Volunteer Service Form be completed and approved by the board every 3 years. Karen has asked everyone to complete the form, which she had attached and returned to the office by 1.29.24

4. **Open Discussion:**

Karen reported that the next notice to go out will probably be to ask anyone that has a paper box with T-bar to remove them or call and ask that they be removed.

5. **Announcements:**

6. **Adjourn** – 6:28pm

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

Respectfully submitted,

Karen Atwood
Chair

To: Crooked River Ranch BOD
Fr: Judy LaPora, Ranch Manager
Date: 1/11/2024
Re: Administration Monthly Report for December 2023

Significant Events/Accomplishments:

- The Western Christmas Celebration was a wonderful success. By rearranging the location of Santa, we were able to accommodate more vendors and allow more space between them for attendees to browse. From the feedback, we believe it went very well. I want to thank all of the volunteers who pitched in to help. It takes a community to put one of these events on.
- We purchased the Owl System for use during our BOD meetings and are working out the bugs regarding the use of microphones. Overall, it is a good system that provides quality sound and video for members using Zoom.
- On December 13, the BAC reviewed the draft FY 24-25 Capital Reserve Plan. We are working on fine tuning the document for review again at the upcoming BAC meeting on January 17. I worked on updating the Operating Budget spreadsheet, adding the first six months actuals and year end actuals for FY 23. I am also creating separate sheets for each department to begin their input.
- Kara processed 6 HOA demand requests and 10 changes of ownership. She also completed 74 auto-debit billings for the 5th and 67 for the 20th of December as well as 97 monthly billing invoices and 18 newsletter accounts. We had \$4600 pay off on in house past due accounts. She filed 1 lien and 1 lien release this month and sent 3 intent to collect letters. She provided updated ledgers to Harker/Lepore and Vial Fotheringham. Kara also processed 3 CC&R complaints, processed, and mailed 7 CC&R letters and 2 inspection reports.
- Tammy processed 1399 payment transactions. She mailed out 10 Welcome Packets in addition to her daily duties of first line customer service, both walk ins and phone. She scanned 3 property files. She processed all Western Christmas Vendor application, payments and answered questions. Tammy also processes all incoming mail and handles all of the facility rentals, such as Mac Park, the Juniper Room, etc.
- Brenda wrote an article about Farmers & Artisan's Market for the monthly Redmond Chamber Newsletter. She also attended the Events Committee meetings and helped with the Western Christmas Celebration. Brenda continues to process ARC applications and scanning customer files. She also continues our communication on social media and learning through online courses.
- 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. Jan also assisted me in working on both the CRP and Operating Budget spreadsheets.
- Kathleen put out another great newsletter. We are making progress on getting the mailing label process fine-tuned.

Respectfully submitted,
Judy LaPora, Ranch Manager

December 2023 GENERAL MAINTENANCE REPORT
January 11th, 2024

Tennis/Pickle ball Courts: Removed second tennis court net.

Fire Abatement: Horny Hollow Trail tree removal was a coordinated effort with the Roads department, Wellsprings Management and General Maintenance. The trees were moved down into the lower field to be chipped and made into firewood by the Lions Club. The heart of Oregon crew chipped limbs as well. The wood chips were delivered to the RV Park. Horny Hollow Trail is still in progress. Hill road has been assessed by Wellsprings and is ready for The Heart of Oregon crew.

Panorama Park: We Removed map display case from park entrance since the case has been pried open to put homeowner flyers. We will research finding new park map. As well as adding a homeowner flyer board.

Administration: We prepared and set up Christmas decorations in Mac Park, Sandbagger annex and administration building. We also helped facilitate the annual Western Christmas celebration. We readied the tractor and trailer for the hay rides, set up the Santa House room and assisted in any way that was needed.

General: We built and installed a new arena sign. Fixed water leak in upper maintenance. We Fixed roof eave leak in road maintenance building.

Rentals: We removed gates, cleaned the area, removed broken stairs from the stable structure area. Condemned area with caution tape until roof can be removed.

Heritage House: We troubleshot electrical issue. Troubleshot propane insert heater.

RV Park: We Relocated large rocks in the new fence area.

Respectfully Submitted by: Dan McRae



To: Judy LaPora, Ranch Manager
CC: Kari Vickery, President CRR C & MA
From: Randy Ballard, PGA
Subject: December Update of Operations
Date: January 1, 2024

Golf Shop Operations

Overview/Weather:

Whoa, welcome El Niño to Central Oregon! We've been experiencing extremely warm weather for this time of year. Though the fog has been hanging around overnight and into the AM we have been getting the course open on-time, or at the latest about a 30-minute delay.

- Weather YoY – We were MUCH warmer and closed 24 less days this December. Last year we had already received our first snow and were only open a few days toward the start of the month.
 - 2023 – Average Temp 48.71*, 11 days of rain and the hottest day at 64*
 - 2022 – Average Temp 38.94*, 13 days of rain/snow and the hottest day at 54*

Significant Events/Accomplishments:

- I have surpassed the 1,000 round tournament booking number at this point. Tournament calls have slowed down a little; but it tends to pick back up come March and April.
- We did \$9,290.25 more in actual green fee revenue this year, 2022 only brought in \$388
 - \$44,397 of last years green fee revenue in December was prepaid online specials
- Gained over \$5,000 over last year's merchandise numbers
- As I type this, 1:45p on 1/1/24, we have currently sold 26 Frosted Fairways specials in the first 14hrs available. I hope these keep selling!
- Even being over \$61k behind last year, no specials yet, I am still \$27k ahead of 2002

Opportunities:

- It's warm and we have not even seen a flake of snow yet; let's get as many paid rounds through here as we can!
 - With us playing golf I hope round revenue will help offset the lack of online special sales
 - Golfers in the Golf Shop means merchandise revenue

Potential Shortcomings:

- As you saw last month, my Christmas prepaid rounds special was delayed due to some issues on the back end. With this going out late I am worried we will barely sell a fraction of what we did in the past.

Looking Forward:

- I plan on running another Spring online sale to help pick up a few more dollars in prepaid rounds while slow. These rounds will not be good for the entire calendar year as the Frosted Fairways special is I will cut it off so we can capitalize on peak season rates.
- As I begin our budget process, I will look deeper into our pricing, who is playing, what's popular and how I can drive rounds in the coming season.

Best,

Randy Ballard, PGA

CRR GOLF SHOP MONTHLY SALES REPORT

December 2023

Golf Shop Sales Report

December	2023	2022	% Chg
Days Closed:	2	26	92.3%

REVENUES	Dec '23	Dec '22	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	\$9,678.25	44,785.00	(\$35,106.75)	-363%	763,975.05	733,806.40	\$30,168.65	3.95%
Annual Pass Revenue			-		218,200.50	222,307.75	(\$4,107.25)	-1.88%
Cart Rentals	\$4,382.00	15.00	\$4,367.00	100%	237,908.00	236,126.25	\$1,781.75	0.75%
Merchandise Sales	\$6,607.50	1,593.40	\$5,014.10	76%	183,222.65	181,101.65	\$2,121.00	1.16%
Driving Range	\$653.00	36.00	\$617.00	94%	32,522.57	32,628.00	(\$105.43)	-0.32%
Cart Storage Fees	268.75	-	268.75		31,456.25	34,124.00	(\$2,667.75)	-8.48%
Miscellaneous Sales	\$56.00	(323.00)	\$379.00	677%	741.75	555.50	\$186.25	25.11%
Totals	\$21,645.50	\$46,106.40	-\$24,460.90	-113%	\$1,468,026.77	\$1,440,649.65	\$27,377.22	1.9%

GOLF ROUNDS	Dec '23	Dec '22	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
1 Rack Rate Rounds	215	10	205	95.3%	6,904	8,005	(1,101)	-15.9%
2 Prop. Owner Rounds	37	2	35	94.6%	754	655	99	13.1%
3 Discounted Rounds	203	8	195	96.1%	11,090	7,949	3,141	28.3%
4 Annual Pass Rounds	900	120	780	86.7%	11,465	11,102	363	3.2%
5 Employee Rounds	9	1	8	88.9%	440	320	120	27.3%
6 Industry Comps	8		8	100.0%	161	147	14	8.7%
7 Donation/Trade Rounds	19	2	17	89.5%	538	681	(143)	-26.6%
Total Rounds Played	1,391	143	1,248	89.7%	31,352	28,859	2,493	8.0%

Punch Cards Sold	1			-		1	100.0%	44	49	(5)	-11.4%
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		

- 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: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 1/02/2024

Re: Monthly Report for December

Overview: Road Maintenance, Vehicle Repairs

Road Maintenance: We had a mixed bag of road maintenance this month. We were able to grade two roads, Puma and Robin. We put down 5 bags of cold patch on Canary and Sandridge. I marked and called in for locations on Wheatgrass for possible ditch work in the spring. We road patrolled just about every morning checking for icy conditions. We ended up putting down 16 loads of cinders throughout the month for icy road conditions and sanded for 5 hours Christmas morning. We also picked up a concrete spill/dump on Mustang.

Vehicle Maintenance: We picked up the 2017 Chevy from Gruner Chevrolet. They replaced all the glow plugs. We also took the Volvo D/T #2 to TEC equipment with a wiring short. They replaced the ignition switch. We put together the Chevy pick-up plow and sander. We serviced and cleaned the GMC service truck, F150 And International water truck. We also put new blades on the 770 graders. We greased and adjusted the tracks on the 260 excavators and repaired the beacon wiring. We also repaired a cracked pipe on the international water truck.

Misc.: We hauled and spread some state specs for the RV park special order. We assisted with the fire abatement project on Horney Hollow removing trees with our 310 backhoe and brooming the road at the end of the day.

Deer: We picked up numerous deer this month. 8 total between the road dept and general maintenance. We made one trip to Bend with deer.

Signs: We straightened a stop sign on Mustang and Groundhog.

Town Trips: We made 5 trips to town for parts and dropping off and picking up vehicles for repairs.

Respectfully

Jordan Jones / Road Supervisor

TO: Judy Lapora, CRR Administrator

FROM: Richard Jensen / Golf Maintenance

Date: 1-4-2024

RE: monthly report

Overview: Well, El Nino weather patterns appear to have taken hold in the PNW. We started the month with temperatures well above normal and settled into an inversion pattern bringing us fog and freezing fog for most of the remainder of the period. The course had no weather-related closures in December, just some very late starts due to frost and freezing fog. Although, if the pro shop hadn't decided to stay closed for an extra day following the Christmas holiday, the course would have been closed on the 26th due to snow/ice cover anyway. I have yet to repair our weather station, so the recorded temperatures are once again from Weather.com. I am unsure how accurate they are for the golf course without knowing the exact location of their reporting station as some days the fog was only located near the river gorge's and north and daily high temperatures barely got above freezing. The warm weather early in the period pushed our temperature averages to 10 degrees above normal lows and seven degrees above average for highs. Drought conditions continue as we received very little precipitation last month. I must hand it to our intrepid golfers though, when it's available, they're out there playing regardless of the weather conditions. We did purchase a heat source for the mechanics shop after losing our "homemade" waste oil burner previously used to heat this building. It is a completely self-contained, low-emission portable hybrid unit, on four wheels, utilizing an electric burner and the capabilities of using diesel fuel, heating oil or kerosene as the fuel source that is safe to operate indoors with no exhaust venting needed. Not the most efficient unit, but a lower-cost solution to this issue. The walking bridge over the pond on hole #8 has become unsafe and requires either removal or replacement. After giving a short presentation on the bridge status to and receiving feedback from the BOD, golf pro and some of our members it was determined that the proposed replacement cost could be applied to other more utilized areas of the golf course. In discussion with Randy and Judy regarding replacement, we will keep the replacement bridge in the CRP and carry it over to the next fiscal year, completely remove the existing bridge and see what our players comments are regarding a bridgeless pond. We will make a firm decision to replace or remain status quo at the end of next season.

Significant Events/Accomplishments: Mild weather conditions allowed us to cut new cups on all greens. Turf growth required mowing of fairways, collars, and approaches. The greens were rolled twice during the period. We began removing / burning this year's banner crop of Russian thistle (tumble weed) from native areas throughout the course but concentrated on the most densely covered area the right side of hole 9 between the roughs and maintenance road. Since the stands of this noxious weed in the native areas on the right side of hole 18 were too close Chinook Road to burn without having traffic flaggers in place, we pulled and transported to our burn pile near the maintenance shop for disposal. Attempting to reduce tumble weed populations next season, we prepped the now cleared native area adjacent to hole 9, roughly an half-acre, and seeded with a 10"-14" native rangeland seed mix at 22# per acre. We finally repaired and leveled the white vinyl fencing between #1 tees and the small practice green. Ornamental grasses and perennial flowers in landscaped areas by Sandbagger and front of pro shop were cut down. Additionally, all ornamental variegated feather grass on the berm adjacent to #15 tees were cut down. We will wait to cut down the Karl Forrester grasses on the top of the berm and at tee signs until they start falling apart and looking trashy. I like leaving them alone for bird/wildlife habitat until they look bad enough to begin removal. We performed bunker maintenance on the front-nine, moving sand around to proper depths, removing grass, cultivating sand with power bunker rake, and making a list of bunkers requiring additional sand. This will also be performed on the back-nine as the weather allows. Except for holes 10, 13, and 14 all fairways and approaches were treated for snow mold protection. Kevin and Brian continue making good progress on our annual equipment preventive maintenance programs.

Opportunities: The Oregon Department of Agriculture (ODA), after at least 30 years, has finally closed a loophole in their pesticide applicators licensing requirements. Golf course and sports field applicators now have a Noncommercial Pesticide Applicators license available. Previously, we had to be licensed as Commercial Pesticide Applicators to apply Restricted Use Pesticides to our employers' properties. For us to be correctly categorized as commercial applicators our employers would need to be a licensed pesticide

application business. By creating this new license category, we can now be correctly classified for our application activities. Since I had all required continuing education credits for renewal of my existing license all it took was an application for the license change to be one of the first applicators in the state granted the correct certification. With the back-nine irrigation system renovation scheduled for FY 2025 I have begun contacting qualified irrigation designers / consultants to inquire about interest / availability for our project.

Potential Short Comings: Uncooperative environmental conditions and golfer play have not offered any other opportunities to treat greens and the remaining three fairways for snow mold control. Without the ability to store our spray unit in a climate-controlled building, I had to winterize the sprayer to avoid freeze damage prior to the winter holiday break. When all factors are favorable, and I can treat the remaining areas, prepping the spray unit for use shouldn't take too long.

Looking forward, submitting the annual departmental operating budget, tree removal and pruning, equipment maintenance and initiating bridge removal are scheduled for the upcoming period.

Respectfully Submitted,
Richard Jensen GCS

Collection Report
As of 1/12/2024

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
August 18, 2023	All	398,528.08		740	
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
December 14, 2023	All	861,786.04	579,523.26	2154	1592
January 12, 2024	All	533,711.34	-328,074.70	1096	-1058
August 18, 2023	Semi Annual	84,081.83		405	
Setpember 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
December 14, 2023	Semi Annual	521,579.76	508,445.75	1813	1576
January 12, 2024	Semi Annual	209,855.38	-311,724.38	763	-1050
August 18, 2023	Pmt plans/Auto Debits	70,393.70		258	
Setpember 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
December 14, 2023	Pmt plans/Auto Debits	90,505.32	59,159.33	260	13
January 12, 2024	Pmt plans/Auto Debits	80,112.94	-10,392.38	258	-2
August 18, 2023	Attorney	121,120.84		44	
Setpember 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
December 14, 2023	Attorney	124,494.88	11,498.18	43	0
January 12, 2024	Attorney	118,956.94	-5,537.94	40	-3
August 18, 2023	All F/C, BK, Etc	122,931.71		33	
Setpember 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
December 14, 2023	All F/C, BK, Etc	124,786.08	0.00	35	0
January 12, 2024	All F/C, BK, Etc	124,786.08	0.00	35	0
August 18, 2023	1/2 Lots	0.00		0	
Setpember 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
December 14, 2023	1/2 Lots	420.00	420.00	3	3
January 12, 2024	1/2 Lots	0.00	-420.00	0	-3

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 January 15, 2024

AR Log for January 15, 2024				
ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION	COMMENTS
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.	1/3/24 - Heart of Oregon work on Sundown Canyon is finished. Tim Bell feels it has 25% more to do. Dan will confer with Tim to determine what is still needed. Horny Hollow Trail work is in progress. Took down appx. 40 trees off of road easement. Heart of Oregon (HoO) has appx 600 yds of clearing still to do. After Horny Hollow, HoO will move to Hill Road for fire abatement efforts.
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	11/6/23 - Additional limbing in the lowerpasture is expected to take place in the next 2 weeks. 1/3/24 Work party on 12/20/23 was unable to complete work as planned. Another work party scheduled for Jan. 27, 2024 @ 9:00am
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	10/16/23 - BLM will start burning the week after Thanksgiving and continue into December. 1/3/24 - No updates from BLM at this time.
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. 11/20/23 - Gate is being built, fence still pending 1/3/24 No updates

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Monday, February 5, 2024

- I. Call to order
- II. Roll call
- III. Special topics
 - a. Budget Cycle Update – Ranch Manager LaPora
 - b. Lower Pasture Work Party Recap – Director Erdekian
 - c. Water Co. MOU Review Update – Vice President Beveridge
 - d. Stable Roof Structure Dismantle Update – General Maintenance Supervisor McRae
 - e. AFE # 288 reassess – Duplex-Cart Barn Roof – General Maintenance Supervisor McRae
 - f. Lower Pasture Weed/Fire Abatement Long Term Plan – General Maintenance Supervisor McRae
- IV. A/R log Review
- V. Regular Board Meeting Agenda Review – February 19, 2024
- VI. Vote to Adjourn to Executive Session If Necessary