

# **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. Water Co. MOU Review Update – Vice President Beveridge
  - b. AFE # 288 Roof Replacement – Duplex-Cart Barn Roof – General Maintenance Supervisor  
McRae
  - c. Stable Roof Structure Dismantle Update – General Maintenance Supervisor McRae
  - d. 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

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

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### **AGENDA ITEM SUMMARY**

**Meeting Date: 2/5/2024**

**Meeting Type: Work Session**

**Department: General Maintenance**

**Staff Contact: Dan McRae**

**Estimated Time: 5 Minutes**

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**ITEM TITLE: AFE #288 – Duplex & Cart Barn Roof Replacement**

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### **ACTION REQUESTED**

**Approve AFE # 288 in the amount of \$30,750 for the replacement of the roofing on the Duplex and Pro Shop Cart Barn**

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**ISSUE STATEMENT: The roofing on both portions of the building have gone beyond their lifespan. This expenditure will extend the life of the building and ensure the safety of the rental golf carts as well as the integrity of the duplex rental.**

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**ATTACHMENTS: Bids from Elite Roofing, Central Oregon Roofing and Sonny's Roofing.**

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

**The expenditure has been approved in the FY2024 CRP budget in the total amount of \$29,000. Out of the three bids, the recommended bid is with Elite Roofing at a total amount of \$30,750.**

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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:** 1-1-19-2024

**AMOUNT OF EXPENDITURE:** \$30,750.

**AFE NUMBER:** 288

**REASON FOR EXPENDITURE:** Replace roofing on Duplex and Golf cart storage.

**JUSTIFICATION FOR EXPENDITURE:** The roofing on both portions of the build has gone beyond its lifespan. The roofs have been leaking and portions polycarbonate roofing panels have blown completely off in high winds. This expenditure will extend the life of the building and ensure the safety of the leased golf carts as well as the leased carts for the golf course. Tenants in the duplex will no longer be concerned about property damage inside the structure due to water damage. The expenditure has been approved in the FY2023 CRP budget in the total amount of \$29,000. Out of the three bids, the recommended bid is with Elite Roofing in the Total amount of \$30,750.

REQUESTING DEPARTMENT: General Maintenance DATE: 01-19-2024

SUPERVISOR: *Dem McRee* DATE: 2/1/24

RANCH MANAGER: *Judy LaPora* DATE: 2/1/24

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



# Estimate

Date	Estimate #
12/14/2023	4599

PO BOX 6498 Bend OR, 97708

Customer
CROOKED RIVER RANCH DAN MCRAE

Project
CART BARN ONLY

Rep
Ben

Description	Qty	Total
<p>Roofing Labor and Materials</p> <p>1. Remove ALL existing layers of Roofing material and dispose of.  2. Shore up each sagging Eave to the best of our ability.  3. Install *5/8" CDX Plywood over Polycarbonate area of Roof only.  4. Install 26GA Drip Edge Flashing to all Eaves.  5. Install Ice &amp; Water Shield 6' up all Eaves (9' on South side for Transition).  6. Complete dry-in with Epilay Platinum Synthetic Underlayment.  7. Install 26GA Drip Edge Flashing to all Gables.  8. Install Starter Shingles to entire perimeter.  9. Install Owens Corning Duration Shingles (color of your choice) per Manufacturer's specifications.  10. Install Custom Flashing around each Skylight Curb. Painted to match.  11. Install Continuous Ridge Vent and cover with 10" DECO Ridge to match Shingles.  12. Install new 26" x 8' Clear Polycarbonate Panels over each opening.  13. Clean up all debris on a daily basis as needed.</p> <p>*5/8 CDX Plywood is needed in order to ensure the best possible Transition possible.</p> <p>ELITE ROOFING LLC PROVIDES A 10-YEAR WORKMANSHIP WARRANTY</p> <p>There will be a 3.5% processing fee for any credit card payments.</p> <p>***This Quote is good until 2024***</p>		16,750.00

Customer Signature X_____Date:_____	<b>Total</b>	\$16,750.00
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This proposal may be withdrawn by us if not signed and returned to our office. LATE FEE OF 2.5% minimum will be assessed on past due invoices. Elite Roofing reserves the right to place a lien on the property. A \$300 lien fee will be added if not paid within 30 days of install. If attorney is hired, there will be assessed attorney fees associated to this proposal. Price does not include unforeseen increases or additional material which may be required as the job changed through the construction stage. Owner/General contractor are responsible for calling on inspections. Due to weather conditions snow removal will be charged at \$75 per man hour. Bid price is good for 90 days.



# Estimate

Date	Estimate #
12/14/2023	4600

PO BOX 6498 Bend OR, 97708

Customer
CROOKED RIVER RANCH DAN MCRAE

Project
BEAUTY BARN & 5125/5127 CLUB HOUSE RD

Rep
Ben

Description	Qty	Total
<b>Roofing Labor and Materials</b>  1. Remove ALL existing Roofing materials and dispose of. 2. Install 26GA Drip Edge Flashing to all Eaves, painted to match. 3. Install Ice & Water Shield 6' up all Eaves and 3' out of all Valleys. 4. Complete dry-in with Epilay Platinum Synthetic Underlayment. 5. Install 26GA Drip Edge Flashing to all Gables, painted to match. 6. Install Starter Shingles to entire perimeter. 7. Install Owens Corning Duration Shingles (color of your choice) per Manufacturer's specifications. 8. Install 26GA Counter Flashing (End Wall, Sidewall), painted to match. 9. Install Continuous Ridge Vent to all Ridge lines. 10. Install 10" DECO Ridge to all Hips and Ridges to match Shingles. 11. Install Lifetime Pipe Flashings to all Plumbing penetrations. 12. Install Neoprene Zipper Boots to all Electrical Masts. 13. Install Metal Stem Vents to any penetrating Fans, painted to match. 14. Install Custom Fabricated Clear Story Flashing (Beauty Barn Only) to terminate Shed Roof. 15. Clean up all debris on a daily basis as needed.  ELITE ROOFING LLC PROVIDES A 10-YEAR WORKMANSHIP WARRANTY.  *There will be a 3.5% processing fee for any credit card payments.  ***This Quote is good until 2024***		14,000.00

Customer Signature X_____Date:_____	<b>Total</b> \$14,000.00
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This proposal may be withdrawn by us if not signed and returned to our office. LATE FEE OF 2.5% minimum will be assessed on past due invoices.  
 Elite Roofing reserves the right to place a lien on the property. A \$300 lien fee will be added if not paid within 30 days of install.  
 If attorney is hired, there will be assessed attorney fees associated to this proposal.  
 Price does not include unforeseen increases or additional material which may be required as the job changed through the construction stage.  
 Owner/General contractor are responsible for calling on inspections.  
 Due to weather conditions snow removal will be charged at \$75 per man hour. Bid price is good for 90 days.

## Sonny's Roofing LLC

12801 Southwest Porcupine Place  
Terrebonne, OR 97760 US  
sonnysinay@gmail.com  
<http://www.sonnysroofingllc.com>



## Estimate

### ADDRESS

Dan McRae  
5195 SW Clubhouse Rd.  
Terrebonne, OR 97760

ESTIMATE 19662  
DATE 09/19/2023  
EXPIRATION DATE 10/19/2023

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Re-roof w/ Owens Corning Tru Def Duration.	Duplex building.  Tear off existing roof and dispose. Install Ice & water Protection to meet or exceed code. Install Metal drip edge on perimeter. Install Owens Corning starter material. Install Owens Corning Tru Def Duration shingles. Install new pipe flashings. Install new metal vents. Install Owens Corning Decca Ridge. Clean up grounds. Disposal. Delivery. Fasteners.	1	7,245.00	7,245.00

Duplex building portion.

TOTAL

**\$7,245.00**

Accepted By

Accepted Date

## Sonny's Roofing LLC

12801 Southwest Porcupine Place  
Terrebonne, OR 97760 US  
sonnysinay@gmail.com  
<http://www.sonnysroofingllc.com>



## Estimate

### ADDRESS

Dan McRae  
5195 SW Clubhouse Rd.  
Terrebonne, OR 97760

ESTIMATE 19663  
DATE 09/19/2023  
EXPIRATION DATE 10/19/2023

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Re-roof w/ Owens Corning Tru Def Duration.	Golf Cart building.  Tear off existing roof and dispose. Install Ice & water Protection to meet or exceed code. Install 5/8 plywood over lower storage section. Install new flashing and new poly carbonate skylights. Fix outrigger sagging and add more outriggers on gable ends. Install Metal drip edge on perimeter. Install Owens Corning starter material. Install Owens Corning Tru Def Duration shingles. Install new pipe flashings. Install new metal vents. Install Owens Corning Decca Ridge. Clean up grounds. Disposal. Delivery. Fasteners.	1	22,025.00	22,025.00
Golf cart building.	TOTAL			\$22,025.00

Accepted By

Accepted Date

## Sonny's Roofing LLC

12801 Southwest Porcupine Place  
Terrebonne, OR 97760 US  
sonnysinay@gmail.com  
<http://www.sonnysroofingllc.com>



## Estimate

### ADDRESS

Dan McRae  
5195 SW Clubhouse Rd.  
Terrebonne, OR 97760

ESTIMATE 19679  
DATE 11/13/2023  
EXPIRATION DATE 01/13/2023

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Re-roof w/ Owens Corning Tru Def Duration.	Beauty Barn Roof.  Tear off existing roof and dispose. Install Ice & water Protection to meet or exceed code. Install Metal drip edge on perimeter. Install Owens Corning starter material. Install Owens Corning Tru Def Duration shingles. Install new pipe flashings. Install new metal vents. Install Owens Corning Decca Ridge. Clean up grounds. Disposal. Delivery. Fasteners.	1	4,255.00	4,255.00

For Beauty Barn roofing.

TOTAL

**\$4,255.00**

Accepted By

Accepted Date



## Proposal

Date: 01/04/2024  
CRR  
5195 SW Club House Rd.  
CRR, OR. 97760

JOB #: 1933  
The Duplex/Rental Barn  
5217 SW Club House Rd  
CRR, OR. 97760

### We hereby submit specifications and estimates for (initial option):

\_\_\_\_\_ CertainTeed Landmark Lifetime architectural shingles ----- \$26,140.00  
\_\_\_\_\_ (Shingle color choice)

### Includes the following:

- Sections: Rental Barn (Excludes Front Duplex area), small addition on rear of cart barn and minimal tie in
- Remove 1 layer and properly dispose of existing roofing
- Remove all old skylights and curbs
- Remove all old polycarbonate and metal (from individual cart storage areas only)
- Install 5/8" plywood over entire cart storage roof only (all interior work excluded)
- Apply granular adhesive backed ice and water shield to plywood at all eaves 6' up and around all penetrations
- Install synthetic moisture barrier
- Shingles to be nailed (not stapled) according to manufacturer's recommendations to achieve CertainTeed's wind warranty (110 MPH)
- Install Shadow Ridge low profile hip and ridge
- Replace existing attic vent covers
- Install new polycarbonate panels on existing skylight curbs only (no warranty offered on poly panels or installation)
- Install painted wall metal where required
- Install new plumbing pipe flashings color matched to shingles
- Install new perimeter drip edge flashing (Brown / Black) (Circle color and initial) \_\_\_\_\_
- Complete rooftop, ground and gutter cleanup and disposal of all debris
- Our 10yr. workmanship only warranty (excludes polycarbonate panels)
- Surtax charge/additional tax

### OPTIONS (Initial to authorize):

\_\_\_\_\_ Install Plywood sheeting (if necessary) \$125.00 ea. (up to 5 sheets)

**Notes:** Any painting work is excluded. This price is based on roofing the front part of the duplex at the same time. If roofed separately price will change accordingly. All prices are good for 30 days from date of estimate.

Phone (541) 382-2432 FAX (541) 388-0063  
494 SW Veterans Way, Suite 8 Redmond, OR. 97756  
CCB#: 72077

Int: \_\_\_\_\_



All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be on written change orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workmen's Compensation insurance.

CENTRAL OREGON ROOFING

Authorized signature Isaiah McGarry

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### Acceptance of Proposal

**Balance due upon completion.** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. 50% non-refundable down payment is due upon acceptance. If material costs exceed the down payment, there will be an additional billing invoice sent. There will be a 1.5% service charge on balances 30 days past due. Credit card payments are subject to a 4% convenience fee.

#### Accepted

Authorized signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\*Please sign both copies and return one copy. Thank you!

Phone (541) 382-2432 FAX (541) 388-0063  
494 SW Veterans Way, Suite 8 Redmond, OR. 97756  
CCB#: 72077

Int: \_\_\_\_\_



## Proposal

Date: 01/04/2024  
CRR  
5195 SW Club House Rd.  
CRR, OR. 97760

JOB #:  
The Duplex/Rental Barn  
5217 SW Club House Rd  
CRR, OR. 97760

### We hereby submit specifications and estimates for (initial option):

\_\_\_\_\_ CertainTeed Landmark Lifetime architectural shingles ----- \$10,140.00  
\_\_\_\_\_ (Shingle color choice)

### Includes the following:

- Sections: Duplex only (Excludes rental barn area) and minimal tie in
- Remove 1 layer and properly dispose of existing roofing
- Apply granular adhesive backed ice and water shield to plywood at all eaves 6' up, 3' wide and full length of valleys and around all penetrations
- Install synthetic moisture barrier
- Shingles to be nailed (not stapled) according to manufacturer's recommendations to achieve CertainTeed's wind warranty (110 MPH)
- Install Shadow Ridge low profile hip and ridge
- Replace existing attic vent covers
- Install painted wall metal where required
- Install new plumbing pipe flashings color matched to shingles
- Install new perimeter drip edge flashing (Brown / Black) (Circle color and initial) \_\_\_\_\_
- Complete rooftop, ground and gutter cleanup and disposal of all debris
- **Our 10yr. workmanship only warranty**
- Required reroof permit cost
- Surtax charge/additional tax

### OPTIONS (Initial to authorize):

\_\_\_\_\_ Install Plywood sheeting (if necessary) \$125.00 ea. (up to 5 sheets)

**Notes:** Any painting work is excluded. This price is based on roofing the cart barn at the same time. If roofed separately price will change accordingly. All prices are good for 30 days from date of estimate.

Phone (541) 382-2432 FAX (541) 388-0063  
494 SW Veterans Way, Suite 8 Redmond, OR. 97756  
CCB#: 72077

Int: \_\_\_\_\_



All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be on written change orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workmen's Compensation insurance.

CENTRAL OREGON ROOFING

Authorized signature Isaiah McGarry

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#### Acceptance of Proposal

**Balance due upon completion.** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. 50% non-refundable down payment is due upon acceptance. If material costs exceed the down payment, there will be an additional billing invoice sent. There will be a 1.5% service charge on balances 30 days past due. Credit card payments are subject to a 4% convenience fee.

#### Accepted

Authorized signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\*Please sign both copies and return one copy. Thank you!

Phone (541) 382-2432 FAX (541) 388-0063  
494 SW Veterans Way, Suite 8 Redmond, OR. 97756  
CCB#: 72077

Int: \_\_\_\_\_

## AR Log for January 15, 2024

AR Log for January 15, 2024				
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.	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. 1/15/24 No change
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	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
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	1/15/24 - BLM has begun burning process
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. 11/20/23 - Gate is being built, fence still pending 1/15/24 No updates

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

**Monday, February 19, 2024, 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 – February 19, 2024
- b. Minutes of Regular Session – January 15, 2024
- c. Minutes of Work Session – February 5, 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

## **VI. NEW BUSINESS**

## **VII. SECOND READINGS**

## **VIII. FIRST READINGS**

- a. First Read of FY 2025 Fee Schedule

**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 – March 4, 2024**

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

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