

**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. Corporate Transparency Act

## **V. OLD BUSINESS**

- a. AR Log
- b. RV Park Income/Expense Information – Oct 2023 – Jan 2024
- c. Update on AFE # 288 - Duplex and Beauty Barn Roofing
- d. Water Co/Panorama Park MOU Update – Vice President Beveridge

## **VI. NEW BUSINESS**

- a. Phase Rep Committee Volunteer Forms - Renewals

## **VII. SECOND READINGS**

## **VIII. FIRST READINGS**

- a. First Read of FY 2025 Fee Schedule, FY 2025 Capital Reserve Budget and FY 2025 Operating Budget

**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 FOR CONTRACT DISCUSSION**

DRAFT FOR REVIEW AND APPROVAL AT  
REGULAR SESSION BOD MEETING FEBRUARY 19, 2024

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

Monday, January 15, 2024, 6:00 PM  
VIA ZOOM

**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	O	Sarah Woolverton Director	X
Julia Randall Director	X	Ara Erdekian Director	X	Michael Carey Director	X

**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.

A motion to approve the above consent items with the correction to the Work Session Minutes of January 3, 2024, was made by Vice President Beveridge. It was seconded by Secretary Dries. It was unanimous to approve.

**III. COMMITTEE & STAFF REPORTS –**

A shout out to the Road Department for keeping up with all the road clearing.

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

- a. Collections Report:** Payments for this semi-annual billing continue to arrive daily. Payments are due by January 31, 2024, to be considered on time. Attorney accounts decreased by three and payment plan accounts decreased by two.
- b. Budget Cycle Update:** Ranch Manager LaPora reports that the CRP has been cleaned up and expects it to be finalized by the BAC at the next meeting on Wednesday, January 17, 2024. She has rescheduled an Operating Budget meeting with the supervisors due to weather issues.

- c. **Steel Stampede:** Ranch Manager LaPora has been made aware of discussions surrounding the Steel Stampede on social media sites. She asked to clarify the decision to not contract with the sponsors of the event. After assessing all costs associated with the race, which include work by the road department, general maintenance and office personnel, the hard costs outweighed the monies brought in that were used for improvements to the Ranch. There was contract discussions with the sponsor and several back and forth offers, but neither side was able to agree. The agreement was mutual, and the sponsor offered to purchase merchandise that has been used in the past. She reiterated that there were no hard feelings.

## **V. OLD BUSINESS**

### **a. AR Log:**

- #1. Comments: BLM has begun the burning process
- #2. # 3. #4. Comments: No change 1.15.24

- b. **Water Co MOU Updates:** Vice President Beveridge will report back at the Work Session, February 5, 2024. A meeting with the Water Company is scheduled for January 22, 2024.

## **VI. NEW BUSINESS**

None

## **VII. SECOND READINGS:**

None

## **VIII. FIRST READINGS:**

None

## **IX. Public Input:**

None

## **X. PREVIEW OF WORK SESSION – Monday, February 5, 2024:**

No additions or changes at this time.

## **XI. Announcements:**

- a. Staff Presentations of Draft FY 24/25 Operating Budget to BAC/BOD; January 24, 2024, 10:00 am – 3:00 pm – Juniper Room
- b. Clean Up at Lower Pasture; Saturday, January 27, 2024

## **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 Secretary Dries. It was seconded by Director Randall. It was a unanimous decision to approve. The Regular meeting was adjourned at 6:27 pm. Executive Session was opened at 6:30pm. Executive Session was reopened at 6:45pm. A motion to accept a one-time payment of \$2000 from Verizon for the addition of fiber optics to their existing site was made by Director Davis, seconded by Vice President Beveridge and approved unanimously. A motion to adjourn the Regular Session was made by Director Randall, seconded by Director Carey and approved unanimously. Session was adjourned at 6:46pm.

DRAFT FOR REVIEW AND APPROVAL AT  
REGULAR BOD MEETING FEBRUARY 19, 2024

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION  
BOARD OF DIRECTORS  
WORK SESSION  
FEBRUARY 5, 2024 - 10:00 A.M.**

**I. Call to Order:** The meeting was called to order at 10:05 am.

**II. Roll Call:** It was noted that President Kari Vickery and Treasure Kelly Davis attended through Zoom and Director Sarah Woolverton was absent. In person was Secretary Mike Dries, Vice President Bob Beveridge, Director Julia Randall, Director Ara Erdekian, Director Sheryl Jones, Director Mike Carey

**III. Special Topics:**

**a. Water Co. MOU Review Update:** Vice President Bob Beveridge and Treasurer Kelly Davis attended a meeting with CRR Water Co Frank Day which resulted in leaving the contract as written for 1 year without changes. In addition, per VP Beveridge, he is waiting on the signed contract from Jefferson County on Panorama Park.

**b. AFE #288:** General Maintenance Supervisor Dan McRae provided 3 quotes from roofing companies to roof the duplex, Beauty Barn and the cart barn and informed the board that he had chosen Elite Roofing as the lowest bid. The board decided to request 3 more bids for metal roofing products that will be presented and discussed in the next BOD meeting.

**c. Stable Roof Structure Dismantle Update:** General Maintenance Supervisor Dan McRae reported that the roof had been carefully and strategically removed and that they are now in the process of cleaning it up. The only part of the structure left is the posts and gates.

**d. Lower Pasture Weed/Fire Abatement Long Term Plan:** General Maintenance Supervisor Dan McRae presented the board with his plan of marking off 1 acre blocks with the intentions of using a different process in each block to see which one is more efficient in terminating the Russian Thistle weed. He encouraged Director Ara Erdekian to continue working with his volunteers in prepping the ground for a scheduled spray from 'Sid' in the month of March. This project will now be added on to the A/R Log integrated with A/R #2.

**e. A/R Log:**

#1 Comments: General Maintenance Supervisor Dan McRae reports that work is being done on Horny Hollow Trail and they are waiting for The Hear of Oregon team to complete the job, then will immediately move on to Hill Rd. This road has not been started.

#2 Comments: Sup McRae and Dir Erdekian agreed on scheduling a work party for Feb 24, 2024 at 9:00am to continue prep work for the March spraying. The request for volunteers for the work party will be posted on social media, the ranch website and through Phase Reps. #2 task is now combined Lower Pasture community garden along with the Russian Thistle removal.

#3 nothing added

#4 President Kari Vickery noted that improvements are on hold per weather.

**IV: Regular Board Meeting Agenda Review – February 19, 2024,** Vice President Bob Beveridge requested more detailed expenses and income for the RV Park regarding months Oct through Jan. He requests all expenditures and all income.

**V: Vote to Adjourn to Executive Session regarding contracts and legal issues:** A motion to adjourn the Work Session to Executive Session was made by Secretary Mike Dries, it was seconded by Vice President Beveridge. It was a unanimous decision to approve.

The Regular Work Session was adjourned into Executive Session at 11:10 am. Executive Session was opened at 11:15am by President Kari Vickery. A motion to adjourn Executive Session was made by Director Sheryl Jones, seconded by Director Ara Erdekian and approved unanimously. Executive Session was closed at 12:21pm and Regular Session was then opened. A motion to contact attorney for legal advice about starting the process for ownership of 'The Steel Stampede' name was made by Director Ara Erdekian, seconded by Sheryl Jones, then approved unanimously. A motion to adjourn the Regular meeting was made by Director Sheryl Jones, then seconded by Director Ara Erdekian, it was a unanimous decision to end at 12:22pm.

**To:** Crooked River Ranch BOD  
**Fr:** Judy LaPora, Ranch Manager  
**Date:** 2/12/2024  
**Re:** Administration Monthly Report for January 2024

**Significant Events/Accomplishments:**

- I continued working on the CRR annual budgets. This is a time consuming, tedious process but I feel we have a very good handle on the process and calculations. Part of the process is meeting with the Employee Issues BOD Team to go over recommendations from supervisors for adjustments to salaries. This was done and the results were transferred to the operating budget. I met with the supervisors to help develop the budgets as well as to prepare for the joint BOD/BAC meeting on the 31<sup>st</sup> of January where each supervisor presented their operating budgets. On January 19 Brenda, Kari, her husband Charlie and I attended the Redmond Chamber Gala. I am on the Board of the Chamber and this is a wonderful opportunity to promote the Ranch. As a Board member, I also attend the monthly Chamber Board meetings. This too provides me with information about events, projects, etc. in the area as well as making sure CRR is represented.
- Brenda wrote an article titled "CRR Year of Volunteers" for the monthly Redmond Chamber Newsletter. She processed 8 ARC applications and helped decorate our table at the Redmond Chamber Gala. She also continues our communication on social media and learning through online courses. Social media played an important role this month for communication such as closing the Admin office to the public due to Covid and half days because of the snowstorm, postponement of ARC Committee meeting, Free Food Market closure because of snow and the Cancellation of Senior Lunch, Golf closures and tournaments. Along with many other important messages concerning the ranch community. She made 7 Welcome Bags, assisted Kathleen with newsletter labels and scanned files.
- Kara processed 12 HOA demand requests and 7 changes of ownership. She also completed 77 auto-debit billings for the 5<sup>th</sup> and 65 for the 20<sup>th</sup> of January as well as 99 monthly billing invoices and 15 newsletter accounts. We had \$2000 pay off on in house past due accounts. She filed 1 lien and 3 lien releases this month, sent 25 past due letters, 42 intent to lien letters and 1 intent to collect letter. She provided updated ledgers to Harker/Lepore and Vial Fotheringham. Kara also processed 2 CC&R complaints, processed, and mailed 1 CC&R letter and 1 inspection report.
- Tammy processed 1106 payment transactions. She mailed out 6 Welcome Packets scanned 3 property files and 10 Phase Rep Volunteer forms in addition to her daily duties of first line customer service, both walk ins and phone. She continues work on converting the Ranch Directory from a Word document to Excel and updating the information. Tammy also processes all incoming mail and handles all of the facility rentals, such as Mac Park, the Juniper Room, etc.
- 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.
- Kathleen put out another great newsletter.

Respectfully submitted,  
Judy LaPora, Ranch Manager

January 2023 GENERAL MAINTENANCE REPORT  
February 14th, 2024

**Fire Abatement:** The tree treatment on Horny Hollow Trail is now 90% complete. Coic is prepared to transition to Hill Road, and Sundown Canyon has been fully treated.

**Weed Abatement:** I met with Central Oregon Weed Control to plan which areas will be treated this year. We are developing an overall long term plan for weed abatement. We removed approximately 1.5 acers of Russian thistle to the west of Ranch house road.

**General:** The trailer jack stand has been replaced. We install a new window pane in the juniper. We built a frame and brackets for the new sign above the main entrance of the administration building, pending better weather conditions. The area around the arena stall has been tidied up, gates have been removed in preparation for roof removal. We installed new hardware on pocket doors in the upstairs main room.

**Administration:** The Christmas event decorations have been removed and stored. GFCI outlets were installed by Hoss in both restrooms in the pool area. Furthermore, Hoss has rewired the parking lot lights to include a photo cell, which turns them off during the day. A broken GFCI on one of the light poles in the native garden area was also replaced. Paint touch-ups were performed in the women's restroom in the pool area, and all light bulbs in chandelier at the main entrance of administration lobby were replaced. New hardware has been put on pocket doors in upstairs main room.

**Pool:** We have obtained the pricing and specifications for IntelliChem designed for small pools. We have developed a plan for more shade in the pool area.

Respectfully Submitted by: Dan McRae





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

## **Golf Shop Operations**

### **Overview/Weather:**

We began 2024 with nasty cold weather and ice forcing us to close nearly the entire month of January. A positive from the month; my online prepaid rounds special “Frosted Fairways” was available for purchase online.

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

- Frosted Fairways Special: \$160 per foursome, cart not included
  - We sold 236 of these for \$37,760
  - We still collect cart fees, range fees, and hopefully upsell some merchandise to these players
  - This revenue helps us keep dollars flowing into the bank during our winter downtime and closures
  - Specials are valid through 12/31/24 allowing the customer plenty of time to utilize those rounds
- Judy was able to secure a Redmond Chamber tourney for us this Summer! Typically, they run Chamber tournaments at Juniper; well, Judy was able to break that pattern and get CRR on the docket for their annual August outing.
  - All I had to do was contact the operator, set the date, and quote the rate.
  - This is big, we will be able to showcase CRR on the big stage. Beyond the exposure this creates in the community, there will also be a lot of players who have never visited us since they mostly play Juniper, Aspen Lakes, and Eagle Crest.

### **Opportunities:**

- It's coupon time!
  - Coming to a mailbox near you on February 23<sup>rd</sup> will be the Smart Shopper magazine. This is my number one coupon/attention-getter, with this the green fee ONLY is reduced by 20%. That's just fine, we got them in the door and not in one of our competitors.
  - Golf Moose: Another big hitter that fills dead space Monday – Wednesday after 12pm. Heavily discounted Golf Moose takes a small percentage of the fees, but with that, they blast their 80k-person database of Pacific Northwest golfers.

### **Potential Shortcomings:**

- The weather, my number one enemy – I should just leave this sentence here from November through February. How long with this unseasonably warm weather last?
- Nothing as of now; I don't like this category.

### **Looking Forward:**

- Besides the new Chamber Tournament in August, I have been booking a handful of other "new to CRR" buddy groups/tournaments. As most courses in Central Oregon creep above the \$100 mark we are becoming an option that may not have been on radars in the past.
- I've posted a Golf Shop position online, currently, I have received 14 applicants. This is the position to replace Cesar from last year and another part-timer. All Golf Shop staff are cross-trained in outside operations; this is key if we ever need extra help.

Best,

Randy Ballard, PGA

# CRR GOLF SHOP MONTHLY SALES REPORT

January 2024

Golf Shop Sales Report

January	2024	2023	% Chg
Days Closed:	25	12	-108.3%

REVENUES	Jan '24	Jan '23	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	\$39,361.00	\$7,099.00	\$32,262.00	82%	803,336.05	740,905.40	\$62,430.65	7.77%
Annual Pass Revenue	-	-	-		218,200.50	222,307.75	(\$4,107.25)	-1.88%
Cart Rentals	\$769.00	\$2,267.00	(\$1,498.00)	-195%	238,677.00	238,393.25	\$283.75	0.12%
Merchandise Sales	\$806.00	\$3,927.45	(\$3,121.45)	-387%	184,028.65	185,029.10	(\$1,000.45)	-0.54%
Driving Range	\$251.00	\$604.00	(\$353.00)	-141%	32,773.57	33,232.00	(\$458.43)	-1.40%
Cart Storage Fees	-	-	-		31,456.25	34,124.00	(\$2,667.75)	-8.48%
Miscellaneous Sales	-	-	-		741.75	555.50	\$186.25	25.11%
<b>Totals</b>	<b>\$41,187.00</b>	<b>\$13,897.45</b>	<b>\$27,289.55</b>	<b>66%</b>	<b>\$1,509,213.77</b>	<b>\$1,454,547.00</b>	<b>\$54,666.77</b>	<b>3.6%</b>

GOLF ROUNDS	Jan '24	Jan '23	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
1 Rack Rate Rounds	35	139	(104)	-297.1%	6,939	8,144	(1,205)	-17.4%
2 Prop. Owner Rounds	4	22	(18)	-450.0%	758	677	81	10.7%
3 Discounted Rounds	28	71	(43)	-153.6%	11,118	8,020	3,098	27.9%
4 Annual Pass Rounds	246	782	(536)	-217.9%	11,711	11,884	(173)	-1.5%
5 Employee Rounds	2	15	(13)	-650.0%	442	335	107	24.2%
6 Industry Comps		15	(15)		161	162	(1)	-0.6%
7 Donation/Trade Rounds		2	(2)		538	683	(145)	-27.0%
<b>Total Rounds Played</b>	<b>315</b>	<b>1,046</b>	<b>(731)</b>	<b>-232.1%</b>	<b>31,667</b>	<b>29,905</b>	<b>1,762</b>	<b>5.6%</b>

Punch Cards Sold	4	-	4	100.0%	48	49	(1)	-2.1%
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
P.O. Single			0				105	98
P.O. Couple			0				63	77
PO Junior			0				5	4
Non-Prop Single Full					0		15	18
Non-Prop Single Wkdy					0		17	16
NO Couple Full					0		14	19
NO Couple Wkdy					0		4	3
NO Junior					0		0	0
NO Afternoon ONLY					0		0	6
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>223</b>	<b>241</b>
	This Month	Last Year	Difference	% Chg	This YTD	L- YTD	Difference	% Chg
								(18)
								-7%

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

2 Weekday and Weekend rounds at posted property owner rates.

3 Includes all promos, specials & twilight rounds at regular posted rates.

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

5 All Annual Pass Rounds

6 All Employee rounds

7 All Industry comp rounds

8 Donations and Trades

**TO:** Judy Lapora, CRR Administrator  
**FROM:** Richard Jensen / Golf Maintenance  
**Date:** 2-8-2024  
**RE:** monthly report

**Overview:** What a difference a month makes. We went from no weather-related course closures in December to 23 days closed in January. Beginning the first full week of the month we began a stretch of weather dominated by snow with rain and freezing rain added to the mix. Snow accumulations totaled about 12" for the period along with about a ¼" of ice from freezing rain. For the month our temperatures were within a degree of historic highs and lows which is surprising given the extremely cold temperatures mid-month. Precipitation was .1" above average. Thanks to a suggestion by Herb Parker, we now have more accurate temperature and precipitation monitoring located a short distance from the course. I still have not repaired/replaced our station, but there is a reporting station from Ambient weather that I used for reporting our weather averages this month.

**Significant Events/Accomplishments:** Needless to say, snow removal took a significant portion of our time this period. We plowed the parking lots and most of Clubhouse Rd three times in January. With the forecast calling for warming temperatures and rain on top of the remaining snow cover we plowed almost the entire graveled parking area and maintenance road at the members cart storage buildings and piled the snow in areas that would minimize standing water from melting snow and aid drying of high traffic areas. Even with that we still had to pump standing water from in between the cart storage buildings. We removed snow and ice that slid off metal cart shed roofs and piled up in front doors members use to access their carts in sheds 2 & 3. Ice and snow build up on the maintenance shop's flat roof created a leak in the restroom ceiling necessitating removal from the roof. We also replaced a 100' section of hose attached to the sump pump adjacent to the rental cart storage building. This pump eliminates water build up in between the cart shed and CR Realty office. In expectation of snow mold occurrence from weather conditions I discussed with Randy keeping the course closed for an extra day once snow and ice cover dissipated to treat the greens. Best laid plans are always trumped by Mother Nature, and she didn't disappoint on Monday the 29<sup>th</sup>. Wind and light rain arrived that morning and I was unable to spray so we opened the course instead. Mild temperatures allowed me to treat the greens before play began on the 30<sup>th</sup>. Despite a breakdown of our reel grinder Kevin and the crew were able to complete rebuild of the cutting units and the reel grinding portion of our annual equipment preventive maintenance program once replacement parts arrived. He has now moved on to the service portion of the program. During the grinder's downtime they made great strides in cleaning out the grinding room and mechanics' shop.

**Opportunities:** Chris, Brian, and I attended the OGCSA Crew Seminar at Bend Golf & Country Club on the 18<sup>th</sup>. Speakers included renowned golf course architect David McLay-Kidd: Every designer should spend a week on the maintenance crew before designing golf courses, district watermaster Jeremy Giffin: Future of groundwater in the Deschutes Basin, Turfstar/Western Equipment's irrigation division manager John Hassler: Irrigation system maintenance – tips & tricks OGA's Director of course rating – Gretchen Yoder: Course handicapping – your role. Great continuing education and fepeer networking opportunity for the entire crew.

**Potential Short Comings:** Ice over snow cover is a superintendent's worst winter nightmare. Turf respiration can still occur through snow cover but is completely shut down by ice creating a perfect environment for development of "snow mold" in a short period of time. Our untreated areas, mainly tee tops and roughs, developed moderate snow mold infections over the past month. Improving weather conditions should limit disease severity, infections of short cut turf will be treated as needed.

**Looking Forward:** Initiating removal of bridge at #8 pond, prepping pump stations for upcoming season, tree removal and stump grinding are planned for the upcoming period.

Respectfully Submitted,  
Richard Jensen GCS

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 2/15/2024

Re: Monthly Report for the month of January

Overview: Plow and sand/ Repairs

Road Maintenance: We had about a three-week winter storm in January. We spent 16 days straight plowing and sanding. With sub-zero temps for the first week of the storm it was a struggle. Our sanders were freezing up and we had a few minor breakdowns. We were able to plow all gravel roads within two days of the first storm that dumped about 10 inches of snow. Once the snow melted and the roads dried out a little, we were able to grade a few of the gravel roads. These were: Peninsula, Bullhead and stallion. Again, most potholes just return, and things turn to a muddy mess when we try to grade the gravel roads in the winter. All total we put down about 800 yards of cinder. All in all, things went well. We had to close North Hill due to a vehicle sliding off the road, this was at the request of the Fire Dept. Then we hauled 230 yards of Cinder to replenish out stockpile.

Vehicle Maintenance: We chained up all the plow trucks and grader in preparation. Fueled all the equipment. During the 3-week storm we had to put extra heaters on the sanders which took about two days to thaw out all the sanders. In our little bit of down time we spent repairing tire chains, fueling equipment, and fixing sanders and windshield wipers. We were also able to do a full service on D/T #2 and the 770 graders as well.

Misc.: We pulled the carpet out of our office and painted the floor. The carpet was 17 years old and extremely dusty. We are hoping this cut down on some of the dust. We hauled a bunch of trash down to the boneyard. We cleaned and organized the shop.

Deer: We picked up three deer this month.

Signs: Straightened a few signs that were leaning due to wind.

Town Trips: I made 4 trips to town for parts. Busy month for sure.

Respectfully

Jordan Jones / Road Supervisor

## RV PARK – MONTHLY REPORT – JANUARY 2024

### OVERVIEW:

The park has been quiet this month. Our monthly guests keep mostly to themselves, and have very little facility use.

The fence project was completed and under budget. IT LOOKS AWESOME!

The new tractor with its snow blower attachment is managing the snowfall very well.

Our online reservation system has been **busy**, and there have been over 150 reservations made in January.

INCOME:	2023	2024
Camping	\$ 260.00	\$ 9,108.49
Extended Stay	\$4,862.50	\$ 6,200.00
Merch/Misc Income:	\$ 169.00	\$ 189.25
Dump Station: (quarterly)	N/A	\$ 498.84
Reservation Fee:	N/A	\$ 888.00
Rental Income:	N/A	\$ 100.00
TOTAL	\$5,302.40	\$16,884.58

### PROJECTS:

We ordered the mechanism for changing the numbers for the washer/dryer usage and raised the cost as suggested by Ara. We began clearing for the 4 Dry Camp sites out in the D loop. We have ordered replacement signs for the Tent section and A loop, and for the 4 new Dry Camp Sites. Still trimming trees as the weather allows, spreading bark chips and burning weeds. We are planning out the projects needed for the next 3 months.

Respectfully Submitted by:  
Julie Inman  
RV Park Supervisor

ARC Minutes from out Meeting on Feb. 12, 2024

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

CC: Judy LaPora. Liaison: Mike Dries

Guests: Mr. & Mrs. Netter

Minutes from last meeting on Jan. 6, 2024. Mike O'Brien approved the minutes; Jim Hussey second them.

#### New Applications:

5771 SW Elkhorn Rd. Netter. Ph #01. Bl #08. Lt #002.  
Carport. Approved.

TBD River Terrace Pl. Singley. Ph #12. Lt #076. Building New Home, shop and covered deck.  
Approved.

12800 Eagle Vista Pl. Warf. Ph #10. Bl #990. Lt #185. Not approved. Need more info.

13436 SW Cinder Dr. Manuel. Ph #07. Lt #080. New Garage/Shop. Approved.

5875 SW Rim Rd. O'Malley. Ph #03. Lt #372. New Shed. Approved.

8255 NW Ice Ave. Burch. Ph #05. Lt #074. New fence across front of property. Approved.

TBD SW Ferret Rd. DesBrisay. Ph #02. Bl. #37. Lt #019.  
Lot Improvement, Building a New HiLine Home, Garage/Shop. Approved.

9921 SW Shad Rd. Inman. Ph #12. Lt #096. Perimeter fence. Approved.

13720 SW Prairie Rd. Hallmark. Ph #03. Lt # 134. Solar. Approved.

13920 SW Chipmunk Rd. Shelton. Ph #02. Bl #560. Lt #015. Shop. Approved.

Notice from Deschutes or Jefferson.

Verification of completed Applications: 20

Next meeting will be on February 26, 2024 @ 3PM in Adm. office.

Joint CRR Budget-Audit Committee / Board of Directors Meeting  
Draft of the Minutes  
January 31, 2024

**ATTENDANCE:**

BAC Committee Members in attendance were Chair Herb Parker, Vice Chair Karen Bennett, Secretary Sue Haley, BOD Treasurer Kelly Davis (via Zoom), BOD Liaison Bob Beveridge (via Zoom), Bill Burt, Todd Hill, Sheryl Jones, Christy McCulloch, and Mac Walker. BOD Members in attendance were President Kari Vickery (via Zoom), Vice President Bob Beveridge (via Zoom), Secretary Mike Dries, Ara Erdekian, Julia Randall, and Sheryl Jones. Staff member in attendance was Ranch Manager Judy LaPora.

Absent were BOD members Mike Carey and Sarah Woolverton. Also absent was Staff Accountant Jan Cunningham.

**CALL TO ORDER:**

BOD President Kari Vickery called the meeting to order at 10:05 AM.  
BAC Chair Herb Parker called the meeting to order at 10:06 AM.

**MEETING MINUTES:**

BAC Chair Herb Parker commented that we had decided to leave the inflation factor at 5 percent.

BAC Vice Chair Karen Bennett made a motion to approve the Minutes for January 24, 2024. BAC Member Bill Burt seconded the motion. The vote was unanimous to approve.

**STAFF PRESENTATIONS**

**PRO SHOP**

Supervisor Randy Ballard

**REVENUE**

- 41010 – Greenfees Income: The 2025 Proposed Budget of \$915,000 is a slight increase over the 2023-24 Actual and Projected.
- 41050 – Annual Golf Pass: 2025 Proposed Budget is \$5,350.00 lower than the 2024 Budget; but purchase of Homeowner Passes has increased. We may lose some annual passes, but gain more rounds.



- 41090 – Merchandise Sales: 2025 Proposed Budget of \$200,000.00 is \$10,000.00 lower than the 2024 Budget. This is a more realistic proposal.
- 43130 – Rental Income: An \$1,100.00 increase is proposed for 2025.

#### COST OF GOODS

- 50090 – 50099: Proposed 2025 Budget has remained flat, but the cost of shipping has increased.

#### BANK CHARGES

- 60470 – Bankcard Fees: 2025 Proposed Budget has increased by \$14,000.00.

#### MISCELLANEOUS GOLF ITEMS

- 60801 – Golf Pro Tournament Cost: The 2025 Proposed Budget has increased by \$750.00.
- 60810 – Score Cards: The 2025 Proposed Budget of \$1,350.00 is a \$150.00 increase over 2024 for the purchase of 20,000 score cards.

#### OFFICE

- 62120 – Computer Licensing: The 2025 Proposed Budget of \$7,800.00 is a \$732.00 increase over 2024. We are fully on “Fore Up” software.

#### TAXES

- 67100 – Federal Income Tax: The 2025 Proposed Budget has increased by \$1,000.00. We overpaid taxes last year.

#### OTHER

- 70200 – Equipment Leases: This is the last year of the lease. We will get quotes for the season following next year.

Excess Revenue Over Expenses: We are budgeting conservatively this year, as the costs of goods is increasing.

## FEES

- Proposed Property Owner fees have increased by 6 to 7 percent.
- Proposed Non – Owner fees have increased by 13%.
- The MacPherson Passes are new this year.

## CRP

- New Heat Pumps are proposed for FY 2038.
- New Fleet: In 3 months, two demos will be delivered and then we will evaluate. Lithium batteries are used now, so there are no problems in cold temperatures. The lease will include charging equipment.

## GOLF MAINTENANCE: Supervisor Richard Jensen

## PERSONNEL

- 63100 – Salaries/Wages: A significant difference was noted in Actuals. The biggest increase is in labor. Wages are paid based on performance, not on potential. We have 4 potential candidates for the two vacant positions.

Some discussion followed as to what benefits or perks would attract candidates. Christy McCulloch suggested a signing bonus. Another suggestion was to allow seasonal employees to camp for free in the RV Park.

## REPAIR & MAINTENANCE

- 64300 – Equipment Repair: The 2025 Proposed Budget is \$1,000.00 higher than in 2024, due to aging equipment.
- 64330 – Fertilizer/Chemicals & Seeds: The 2025 Proposed Budget is up a bit for pond maintenance. Some chemicals are no longer available and we are seeing more pests and new pests.

## CRP

- Chair Parker asked if there was any decrease in equipment delays. Supervisor Jensen replied that the mower was 16 months to two years out.
- Fairway mowers are due next year.
- Utility vehicles purchase time is about 10 days.
- Mowing equipment backlog due to the pandemic.

## ROADS

Supervisor Jordan Jones

### OFFICE

- 62230 – Licenses/Permits/Testing: The 2025 Proposed budget is \$1000.00 lower than that of 2024.
- 62710 – Vehicle Licensing: The cost for this item varies by year. Only required every other year.

### PERSONNEL

- 63100 – Salaries/Wages: Wages were predetermined. Most wages increased. Vice Chair Karen Bennett noted that all Personnel categories were up. Ranch Manager LaPora explained that a new employee was hired with considerable capability; therefore, he was paid more.

### REPAIR & MAINTENANCE

- 64400 – Fuel: This item is projected to be \$2,000.00 less than last year. Proposed Budget is based on averages. Winter consumption is the greatest.
- 64680 – Replacement Equipment: The 2025 Proposed budget increased by \$1,000.00. Parts for broom and grader blade costs went up quite a bit. These are replaced each Spring.
- 64750 – Shop Tools: We are stocked on tools, so the Proposed Budget went down by \$500.00.
- 64770 – Signs: When asked why the negative number under Actual & Projected, Supervisor Jones replied that the Special Road District is billed for this item.

Manager LaPora noted that we only have one set of barricades, but two are needed for winter road closures.

### PROFESSIONAL SERVICES

- 66600 – Professional Services: Mac Walker asked what services were utilized. Supervisor Jones replied that Land Surveyors were hired from time to time.

## UTILITIES

- 68250 – Electric: The Proposed Budget decreased a bit based on the two previous year average.
- 68300 – Garbage: The 2025 Proposed Budget decreased by \$300.00. The largest cost is for what is picked up and placed in the “Bone Yard”. We had trouble with Republic Garbage Service getting drop boxes delivered, so we switched to Madras Sanitary, which is cheaper.
- New Radios: These were approved by the BOD. Hearing was a problem with cell phones. Five dash radios were purchased and one for the office. Funds were moved from broom sweeper three years ago to enable this purchase.
- Water Truck Replacement: The truck will not be replaced until we get a check from the insurance company. Insurance will not totally cover replacement. This was unacceptable. OMCO installed the tank. We contacted them to resolve the issue.

## CRP

- Chair Parker inquired about the \$250,000.00 Grader Replacement. Supervisor Jones replied that this is still in the planning stages.

## GENERAL MAINTENANCE

Supervisor Dan McRae

## POOL

## OFFICE

- 62230 – Licenses/Permits/Testing: The 2025 Proposed Budget is higher than the Actuals for 2022 and 2023 due to required Pool Operator Training for two people.

## PERSONNEL

- 63100 – Salaries/Wages: This item has increased by \$\$2,635.00.

## REPAIR & MAINTENANCE

- 64330 – Fertilizer/Chemicals & Seeds: Proposed 2025 Budget has increased by \$500.00
- 64680 – Replacement Equipment: The salt water pool was changed to chlorine. Prior to the installation of an automatic feed system for chlorine and muriatic acid, too many chemicals were manually fed.

## UTILITIES

- 68250 – Electric: A large increase is projected for 2025.
- 68600 – Propane: Ed Staub is cheaper for propane. We still have 1000 gallons remaining in the tank. We will switch to Staub when the tank is empty. BOD member Ara Erdekian suggested that the effectiveness of the recently replaced solar panels could explain why we still have so much propane left. A cover for the pools was also suggested.

## RENTALS

## GROSS PROFIT

- 43150 – Cell Facility Lease Income: This is a new item this year.

## REPAIR & MAINTNANCE

- 64200 – Building Repair & Maintenance: A leak in the duplex caused considerable damage. The insurance reimbursement claim was \$5,612.10.

Vice Chair Bennett asked why Building & Maintenance Repair was not higher due to needed repairs at the Senior Center. Manager LaPora replied that Senior Center repairs are in the CRP.

## UTILITIES

- 68250 – Electric: The baseboard heaters in the apartment rental were replaced with cadets, which Supervisor McRae feels will be more efficient.

## GENERAL MAINTENANCE

### CLEANING

- 60710 – Janitorial Supplies: 2023-24 Actuals and Projected are over budget by nearly \$600.00.

BOD member Erdekian made mention of the large quantity of Janitorial Supplies required to take care of the vandalism at Panorama Park. Care of the park has been renegotiated with Jefferson County.

### OFFICE

- 62120 – Computer Licensing: The Proposed 2024 Budget of \$600.00 is for new card-based software, which will give Supervisor McRae the ability to track tasks. This motivational tool will increase productivity by enabling employees to go to the application and select the next task if they finish a task early.

## REPAIR & MAINTENANCE

- 64200 – Building Repair & Maintenance: A \$300.00 increase is proposed due to inflation.
- 64330 – Fertilizer/Chemicals & Seeds: A \$200.00 increase is proposed so that the Steel Stampede area can be sprayed.
- 64350 – Fire Abatement: The proposed \$30,000.00 is crucial for this item. The funding is already in the budget.

BOD and BAC member Sheryl Jones is securing grants for the next five years, which will enable us to purchase the equipment necessary to achieve “Fire-wise Community” standing. This will allow us to make all roads 60-foot wide fire breaks. The Fire Chief is more concerned about the Juniper than the cheat grass. Supervisor McRae stated that Russian Thistle is a huge problem.

BOD member Ara Erdekian asked if this number has changed. Manager LaPora replied that the increase to \$30,000.00 was recent. It was \$20,000.00 but was increased to enable us to pay the crews for work they can actually accomplish.

- 64650 – Repair & Maintenance – General: A \$250.00 increase is proposed for 2025 due to inflation.

- 64770 – Signs: A 2025 increase of \$3,000.00 is proposed to replace rotting Banner Structures.

#### UTILITIES

- 68250 – Electric: For 2025 a 13.5 percent increase is proposed.
- 68650 – Street Lights: For 2025 a \$2,545.00 increase is proposed for rising electricity costs. We use the most efficient bulbs.

#### RV PARK

Supervisor Julie Inman

#### REVENUE

- 42110 – Camping & RV: Projected revenues for Nov-April are \$30,000.00. **Change the 2025 Proposed Budget number to \$455,000.00. Increase TOTAL REVENUE to \$525,550.00.**
- 42005 – Reservation Fees: Manager LaPora reported that we have a new program: We charge \$6.00, but we only pay \$3.00.
- 42130 – Extended Stay Rental Income: The 2025 Proposed Budget is \$10,000.00 lower than the 2024 Budget. Facebook cut out the per diems.
- 42145 – RV Dump Station Income: This is a new item and is doing well.

#### COST OF GOODS

- 50090 – Cost of Goods: Vice Chair Bennett suggested that this item should be higher. She suggested that it should be \$5,500.

#### BANK CHARGES

- 60470 – Bankcard Fees: The 2025 Proposed Budget has increased by \$1,000.00. Our online system uses only cards.

#### COMMUNITY RELATIONS

- 60510 – Advertising: This is for Good Sam.

## CLEANING

- 60710 – Janitorial Supplies: The Proposed 2025 Budget has doubled over the last year. Consumables are way up. We have enough supplies on-hand until June. Also, events such as family reunions increase costs such as laundry. BAC member Christy McCulloch suggested tacking on a cleaning cost for a known event.

## RV DUMP COSTS

- 60901 – Firefly Reservation Costs: This is a new reservation system since last March. This item is tied to 42115 – Reservation Fees.
- 60905 – RV Dump Station Expense: This item is new, is well used, and is a benefit to the park. We don't always have full hookup spaces available.

## OFFICE

- 62230 – Licenses/Permits/Testing: The Proposed 2025 Budget of \$5,000.00 is a \$2,500.00 increase over 2024 due to costs for two monitoring stations on two drain fields. A monthly flow meter report is generated.

## PERSONNEL

- 63100 – Salaries/Wages: This department employs four people – two are seasonal. Supervisor Inman works six hours plus per day and is full-time in the summer. We now employ a maintenance person who works four hours per day.

## REPAIR & MAINTENANCE

- 64200 – Building Repair & Maintenance: The Proposed 2025 Budget is a \$1,200.00 increase. The bath house is in constant need of repair. The bath house is scheduled for a complete remodel in 2026. This remodel is shown on the CRP and is estimated to cost \$75,000.00.

BAC member Todd Hill asked if there is a limit to the number of people allowed per camp site. Supervisor Inman replied that if eight people are in the same family, the answer is no. If a tent is added to the site, there is an additional \$10.00 nightly fee.



- 64700 – Septic Pumping: We have a dump station that must be pumped twice per year. Drain field tank pumping is done three times per year by Muck.

Manager LaPora reported that we did add four dry camping sites, but those campers tend to use only the restrooms and showers.

- 64770 – Signs: The 2025 Proposed Budget is a \$650.00 increase. Tent area signs were replaced and we will have a few more to replace.

#### SAND/GRAVEL/MATERIALS

- 65220 – Gravel: All sites in the Park are gravel. State Spec (clean) rock is used.

#### UTILITIES

- 68200 – Cable TV/Internet: We do not have Cable but we do have Internet.
- 68250 – Electric: The 2025 Proposed Budget shows an \$8,000.00 decrease from 2024. BAC member McCulloch asked why all the other departments were up. Supervisor Inman responded that we over-budgeted last year, and we have added some things that reduce the draw; but she added that, overall, all utilities are up.

Mac Walker asked if electric meters could be added to the sites and was told that they are extremely expensive at \$1,500.00 per site.

#### OTHER INCOME (EXPENSE)

- 95100 – Room Tax Income:
- 96100 – Room Tax Expense: Manager LaPora explained that we charge 2 percent Transient Tax (TOT) which is a pass-through. We get it back at the pleasure of the County Commissioners.

#### ADMINISTRATION

Crooked River Ranch Manager Judy LaPora

#### REVENUE

- 40021 – Membership Dues Income: A \$20.00 dues increase is proposed. This is a BOD decision. There was some discussion about increases. Incremental increases were favored.
- 40025 – Transfer Fees: The 2025 Proposed Budget for this item is down. There is a slower market and fewer sales. We will increase Transfer Fees.

- 40028 – Interest Income: Income from interest is higher. Interest rates on our investments is higher.
- 40029 – Finance & Other Charges: The Proposed 2025 Budget is lower than last year because we are not charging as much interest on past due accounts.
- 40053 – Kiosk Signs: We are now charging \$200.00 per sign to advertise in our Kiosks and have sold \$2,600.00 so far.
- 43100 – Rental Income: We charge to rent out the Juniper Room and the pool for various events and meetings, etc.

#### BANK CHARGES

- 60450 – Bad Debt – Write Offs: Funding was added here for accounts we need to get off the books. Some debt is uncollectable.

#### COMMUNITY RELATIONS

- 60505 – Annual Meeting: \$3,750.00 is proposed for 2025 for such things as awards, plaques, luncheons, etc.
- 60515 – Events: The 2025 Proposed Budget for this item has increased by \$1,000.00 and we may have to add more.
- 60530 – Newsletter: We left this item the same as 2024. Most income is from advertisers.
- 60550 – CC&R/Code Expense: This item remains the same as 2024; however, we will increase the amount to \$17,0000 if necessary.

#### LEGAL

- 61509 – General Business Issues: The 2025 Proposed Budget was reduced by half to \$7,500.00.

#### OFFICE

- 62100 – Computer Software/Hardware: There is an annual fee of \$4,758.00 for “Civic Plus” website.

- 62120 – Computer Licensing: **Manager LaPora will check this item.**
- 62125 - Computer Maintenance/Repairs: We were able to reduce the budget by \$1,000.00. We are in better shape now.
- 62250 – Metered Postage: The proposed budget remains the same as last year, but postage prices are on the rise.

### PROFESSIONAL SERVICES

- 66100 – Auditing: We will leave \$10,000.00 in the budget this item. Disappointment in the quality of our accountant's work was expressed, but Manager LaPora reminded us that it takes a significant amount of time to enter all of our numbers into their system, and we do push them to complete the work sooner than we should. Our account, Capstone, handles our financial statements, Tax Returns, and Elections.

### TAXES

- 67100 – Federal Income Taxes: As a Homeowners Association, we do not pay federal income taxes.

### UTILITIES

- 68250 – Electric: Electricity has gone up significantly.
- 68600 – Propane: The 2025 Proposed Budget has increased by \$1,400.00. Switching to Ed Staub may save us.
- 68900 – Telephone: The Proposed Budget has been reduced by \$4,500.00.

### OTHER

- 90030 – Contingency: The proposed contingency is \$30,000.00. A contingency is necessary and is in the Budget as a "place setter". Chair Herb Parker noted that we have two contingencies totaling \$45,000.

### ADDITIONAL BUSINESS:

**It was suggested that we schedule an additional meeting between BAC adoption of the proposed dues increase and Chair Parker's public presentation.**

**ADJOURNMENT:**

BAC Chair Herb Parker adjourned the Meeting at 3:20 PM.  
BOD Secretary Mike Dries adjourned the meeting at 3:21 PM

Respectfully submitted,

Sue Haley, BAC Secretary

Collection Report  
As of 2/15/2024

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
September 15, 2023	All	353,943.22		654	
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
February 15, 2024	All	407,272.10	-126,439.24	752	-344
Setpember 15, 2023	Semi Annual	51,807.80		317	
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
February 15, 2024	Semi Annual	90,034.80	-119,820.58	406	-357
Setpember 15, 2023	Pmt plans/Auto Debits	58,734.57		263	
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
February 15, 2024	Pmt plans/Auto Debits	69,746.48	-10,366.46	267	9
Setpember 15, 2023	Attorney	120,499.14		41	
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
February 15, 2024	Attorney	122,258.48	3,301.54	43	3
Setpember 15, 2023	All F/C, BK, Etc	122,931.71		33	
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
February 15, 2024	All F/C, BK, Etc	125,232.34	446.26	36	1
Setpember 15, 2023	1/2 Lots	0.00		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
February 15, 2024	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.

## The Corporate Transparency Act and its Impact on Homeowners Associations

On January 1, 2021, the U.S. Congress enacted the set of federal statutes known as the Corporate Transparency Act (the “CTA”) which has the primary objective of protecting against money laundering through U.S. entities. Beginning on January 1, 2024, the CTA requires certain entities (which may include a homeowners association (“HOA”)) to report certain information to the Financial Crimes Enforcement Network of the U.S. Department of the Treasury (“FinCEN”) regarding their “beneficial owners” and “controlling individuals.” For entities formed before January 1, 2024, the information must be reported by January 1, 2025. For entities formed on or after January 1, 2024, the information must be reported within 30 days of formation.

### **Is an HOA a “Reporting Company?”**

The CTA’s reporting requirements apply to a “reporting company,” which includes any corporation, limited liability company, and other similar entity created (for example) by filing a document with a secretary of state and registered to do business in the United States. Unless exempt under the CTA, an entity formed or registered to do business in the United States must file its “beneficial ownership information” within the specified timeframe. In most cases, an HOA will likely be considered a reporting company and will be required to file a report with FinCEN pursuant to the CTA.

### **Will an HOA Be Exempt from Reporting?**

In most cases, an HOA will not be exempt from the reporting requirements under the CTA. That is, most HOAs are not within one of the three following categories of exempt entities: (i) certain charitable organizations created pursuant to the applicable section of the Internal Revenue Code (the “Code”), (ii) certain tax-exempt political organizations created pursuant to the Code, and (iii) certain trusts created pursuant to the Code.

### **What Information Must Be Identified in The Report?**

A reporting company must provide to FinCEN: (a) its full legal name; (b) any trade name or assumed name; (c) address of its current principal place of business in the United States or the street address of its primary business location in the United States; (d) the jurisdiction of formation or registration; and (e) U.S. federal tax identification number or a tax identification number issued by a foreign jurisdiction and the name of such jurisdiction.

The report must also identify each “beneficial owner” and each “company applicant” by: (a) full legal name; (b) date of birth; (c) current residential or business street address; and (d) a scanned copy of an acceptable identification document (e.g., driver’s license or nonexpired passport).

A “beneficial owner” is an individual exercising “substantial control” over the reporting company (HOA) or who owns or controls at least 25% of the ownership interest in the reporting company (HOA). An individual exercises “substantial control” if the individual meets any of the following general criteria: (a) the individual is a senior officer (e.g., chief executive officer, chief financial officer, secretary, general counsel, etc.); (b) the individual has authority to appoint or remove certain officers or a majority of directors of the reporting company; (c) the individual is an important decision-maker; or (d) the individual has any other form of substantial control over the reporting company.

A “company applicant” is an individual who files the applicable formation or registration documentation of the entity (HOA) with a secretary of state or other similar office. If another individual directs or controls the filing of such documentation, that individual must also be listed as a company applicant. Company applicants are required to be reported *only if* the entity is formed or first registered to do business in the United States on or after January 1, 2024.

**What Should an HOA Do Before January 1, 2024?**

While specific preparations may vary by HOA, an HOA should familiarize itself with the CTA reporting requirements. An HOA should identify each individual within its organization who may be considered a “beneficial owner” and collect current contact information for each “beneficial owner.” An HOA should also develop a record-keeping process to collect, store, monitor, and track information required for the CTA reporting and filing obligations.

## AR Log for February 19, 2024

AR Log for February 19, 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.	2/5/24 Gen Maint Supervisor Dan McRae reports that work is being done on Horny Hollow Trail and they are waiting for The Hear of Oregon team to complete the job, then will immediately move on to Hill Rd. This road has not been started.	
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	Sup McRae and Dir Erdekian agreed on scheduling a work party for Feb 24, 2024 at 9:00am to continue prep work for the March spraying. The request for volunteers for the work party will be posted on social media, the ranch website and through Phase Reps. #2 task is now combined Lower Pasture community garden along with the Russian Thistle removal.	
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 2/5/24 - No new information	
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 2/5/24 Improvements on hold for winter.	



# Crooked River Ranch Club And Maintenance Association

## Profit & Loss

October 2023 through January 2024

	Oct 23	Nov 23	Dec 23	Jan 24	TOTAL
Ordinary Income/Expense					
Income					
41099 · Cash Over/Short	-759.60	636.52	0.00	110.63	-12.45
42000 · RV PARK REVENUES					
42110 · RV Park-Camping & RV Fees	15,978.52	3,223.90	4,962.05	9,108.49	33,272.96
42115 · RV Reservation Fee	546.00	246.00	576.00	888.00	2,256.00
42130 · RV Park-Extended Stay Income	2,371.20	7,450.00	7,245.20	6,200.00	23,266.40
42140 · RV Park-Merchandise/Misc Sales	178.25	434.75	204.00	189.25	1,006.25
42145 · RV Dump Station	1,990.89	0.00	0.00	498.84	2,489.73
42150 · RV & Camping Discounts - GS	1.06	0.00	0.00	0.00	1.06
Total 42000 · RV PARK REVENUES	21,065.92	11,354.65	12,987.25	16,884.58	62,292.40
43100 · Rental Income					
43140 · RV Rental Income	0.00	0.00	0.00	100.00	100.00
Total 43100 · Rental Income	0.00	0.00	0.00	100.00	100.00
Total Income	20,306.32	11,991.17	12,987.25	17,095.21	62,379.95
Cost of Goods Sold					
50000 · COSTS OF GOOD SOLD					
50091 · Merchandise for Resale	515.00	0.00	0.00	0.00	515.00
Total 50000 · COSTS OF GOOD SOLD	515.00	0.00	0.00	0.00	515.00
Total COGS	515.00	0.00	0.00	0.00	515.00
Gross Profit	19,791.32	11,991.17	12,987.25	17,095.21	61,864.95
Expense					
60000 · BANK AND FINANCE CHARGES					
60470 · Merchant Fees	659.76	317.28	15.00	745.35	1,737.39
Total 60000 · BANK AND FINANCE CHARGES	659.76	317.28	15.00	745.35	1,737.39
60500 · COMMUNITY RELATIONS					
60510 · Advertising	0.00	362.50	0.00	0.00	362.50
Total 60500 · COMMUNITY RELATIONS	0.00	362.50	0.00	0.00	362.50
60700 · CLEANING					
60710 · Janitorial Supplies	979.39	-273.87	0.00	0.00	705.52
Total 60700 · CLEANING	979.39	-273.87	0.00	0.00	705.52
60900 · MISCELLANIEOUS RV EXPENSES					
60901 · Reservation Fees	392.00	189.00	353.50	437.50	1,372.00
60905 · RV Dump Station Expense	160.00	160.00	160.00	320.00	800.00
Total 60900 · MISCELLANIEOUS RV EXPENSES	552.00	349.00	513.50	757.50	2,172.00
61500 · OFFICE EXPENSE					
62100 · Computer Software/Hardware	62.99	0.00	0.00	0.00	62.99
62125 · Computer Maintenance/Repairs	0.00	0.00	475.00	0.00	475.00
62160 · Dues & Subscriptions	0.00	0.00	0.00	100.00	100.00
62200 · Insurance Expense	286.41	286.41	325.38	966.73	1,864.93
62230 · Licenses/Permits/Testing	256.25	307.10	0.00	0.00	563.35
62270 · Mileage	0.00	146.39	0.00	79.00	225.39
62300 · Office Supplies	150.35	79.65	120.98	12.39	363.37
62450 · Safety Supplies	3.79	51.36	0.00	0.00	55.15
Total 61500 · OFFICE EXPENSE	759.79	870.91	921.36	1,158.12	3,710.18
63000 · PERSONNEL					
63100 · Salaries/Wages	7,184.76	6,034.20	5,472.48	4,577.40	23,268.84
63150 · Employee Benefits	401.21	119.44	374.24	185.96	1,080.85
63161 · ER PR Taxes-Soc Sec & Med	545.07	457.04	414.05	345.59	1,761.75
63162 · Workers Comp Insurance	-206.62	123.29	109.97	89.65	116.29
63165 · ER PR Taxes-SUTA	181.05	148.84	133.10	126.64	589.63
63175 · ER PR Taxes-FUTA	9.32	6.96	0.04	27.11	43.43
63185 · ER PR State WBF	3.82	3.56	2.53	1.94	11.85
63190 · Employee Expense	0.00	161.85	0.00	0.00	161.85
63195 · Or Paid Leave	25.53	23.91	21.68	18.08	89.20
Total 63000 · PERSONNEL	8,144.14	7,079.09	6,528.09	5,372.37	27,123.69
64000 · REPAIRS & MAINTENANCE					
64200 · Building Repair & Maint	135.00	438.86	339.99	0.00	913.85
64300 · Equipment Repair	16.98	0.00	75.99	0.00	92.97
64330 · Fertilizer/Chemicals & Seed	328.78	0.00	0.00	0.00	328.78
64400 · Fuel Expense	95.36	0.00	63.41	18.81	177.58
64450 · Landscaping and Groundskeeping	648.58	90.00	252.86	0.00	991.44
64500 · Irrigation System	212.88	30.21	0.00	0.00	243.09
64650 · Repair & Maint - General	26.95	0.00	0.00	0.00	26.95
64700 · Septic Pumping	0.00	1,275.00	0.00	0.00	1,275.00

# Crooked River Ranch Club And Maintenance Association

## Profit & Loss

October 2023 through January 2024

	Oct 23	Nov 23	Dec 23	Jan 24	TOTAL
64770 · Signs	0.00	0.00	0.00	387.50	387.50
64790 · Supplies/Materials	132.99	74.42	27.50	146.34	381.25
Total 64000 · REPAIRS & MAINTENANCE	1,597.52	1,908.49	759.75	552.65	4,818.41
65000 · ROAD MATERIALS					
65220 · Gravel	0.00	375.00	2,129.29	0.00	2,504.29
Total 65000 · ROAD MATERIALS	0.00	375.00	2,129.29	0.00	2,504.29
66000 · PROFESSIONAL SERVICES					
66100 · Auditing	1,050.00	0.00	0.00	0.00	1,050.00
Total 66000 · PROFESSIONAL SERVICES	1,050.00	0.00	0.00	0.00	1,050.00
67000 · TAXES					
67200 · State Income Tax	0.00	-3,237.77	0.00	0.00	-3,237.77
67300 · Personal Property Tax	392.68	0.00	0.00	0.00	392.68
67350 · Real Estate Tax	3,380.62	0.00	0.00	0.00	3,380.62
Total 67000 · TAXES	3,773.30	-3,237.77	0.00	0.00	535.53
68000 · UTILITIES					
68100 · Alarm System	0.00	0.00	188.64	0.00	188.64
68200 · Cable TV/Internet	253.70	0.00	0.00	0.00	253.70
68250 · Electric	0.00	1,959.14	3,010.78	2,746.45	7,716.37
68300 · Garbage	1,277.01	924.88	660.22	0.00	2,862.11
68600 · Propane	0.00	0.00	18.83	0.00	18.83
68900 · Telephone Expense	92.38	91.10	91.05	92.87	367.40
68950 · Water	130.83	854.83	671.86	748.52	2,406.04
Total 68000 · UTILITIES	1,753.92	3,829.95	4,641.38	3,587.84	13,813.09
90200 · Depreciation Expense	2,553.00	2,553.00	1,705.00	1,705.00	8,516.00
Total Expense	21,822.82	14,133.58	17,213.37	13,878.83	67,048.60
Net Ordinary Income	-2,031.50	-2,142.41	-4,226.12	3,216.38	-5,183.65

Auditing - One time/yr fee	1050
Taxes - One time/yr	535
Advertising	362.5
Landscaping	991.44
Gravel	2504.29
Adjusted net revenue	259.58

Hello Dan,

Thank you for reaching out and giving me another opportunity however, I do not think the board will like what they see.

Please see the attached estimates:

#4624 and #4625 are quoted with a PBR Panel (Ag, Delta, Tuff-Rib), painted with a complete Trim package in 26 Gauge. Typically installed on Pole Structures, Barns, and Shops.

#4626 and #4627 are quoted with a Standing Seam Panel (hidden Fasteners), painted with a complete Trim package in 24 Gauge. Installed on most Custom Homes and Reroofs.

Let me know if you need anything else or have any questions. I hope this finds you well and thanks again!

Best Regards,

***Benjamin Holt***

Roofing Consultant

[ben@eliteroofingbend.com](mailto:ben@eliteroofingbend.com)

Cell: 541-527-0992



Standing Seam 1



PO BOX 6498 Bend OR, 97708

## Estimate

Date	Estimate #
2/8/2024	4627

Total Bid for Standing Seam \$105,000

Customer
CROOKED RIVER RANCH DAN MCRAE

Project
BEAUTY BARN & 5125/5127 CLUB HOUSE RD

Rep
Ben

Description	Qty	Total
<p>Roofing Labor and Materials</p> <p>1. Remove all existing Roofing materials and dispose of.* 2. Install **5/8" CDX Plywood over existing Polycarbonate cover of Cart Barn only. 3. Install High-Temp Ice &amp; Water Shield to all Roof Decks. 4. Install 24GA Counter Flashings (Eave, Sidewall, Skylights), painted to match. 5. Install 24GA, MS-150 Standing Seam Panels (standard color of your choice) per Manufacturer's specifications. 6. Install 24GA Clear Story, Gable and Ridge w/Venting, painted to match. 7. Install Neoprene, flexible Pipe Boots to Electrical penetrations. 8. Install new, 26" x 8' Clear Polycarbonate Panels over each Skylight opening. 9. Clean up all debris on a daily basis as needed.</p> <p>*If damaged and/or rotted Sheeting is discovered, we will notify and replace at \$50.00 per piece. **5/8" CDX Plywood is only needed to ensure the best possible Transition over the Cart Barn.</p> <p>ELITE ROOFING LLC PROVIDES A 10-YEAR WORKMANSHIP WARRANTY.</p> <p>PLEASE NOTE: There will be a 3.5% processing fee for any credit card payments.</p> <p>***This Quote is good for 30 days***</p>		60,000.00

Customer Signature X _____ Date: _____	<b>Total</b> \$60,000.00
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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.

Standing Seam 2



## Estimate

Date	Estimate #
2/8/2024	4627

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
Roofing Labor and Materials  1. Remove all existing Roofing materials and dispose of.* 2. Install High-Temp Ice & Water Shield to all Roof Decks. 3. Install 24GA Counter Flashings (Eave, Sidewall, Valley), painted to match. 4. Install 24GA, MS-150 Standing Seam Panels (standard color of your choice) per Manufacturer's specifications. 5. Install 24GA (Custom) Clear Story, Gable and Ridge w/Venting, painted to match. 6. Install Neoprene, flexible Pipe Boots to all Plumbing/HVAC/Electrical penetrations. 7. Install Metal Stem Vents, painted to match, to any penetrating Fans (Bath, Laundry, Oven). 8. Clean up all debris on a daily basis as needed.  *If damaged and/or rotted Sheeting is discovered, we will notify and replace at \$50.00 per piece.  ELITE ROOFING LLC PROVIDES A 10-YEAR WORKMANSHIP WARRANTY.  PLEASE NOTE: There will be a 3.5% processing fee for any credit card payments.  ***This Quote is good for 30 days***		45,000.00
Customer Signature X _____ Date: _____	Total \$45,000.00	

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.



PO BOX 6498 Bend OR, 97708

3' PBR Metal 1

## Estimate

Date	Estimate #
2/8/2024	4624

Total Bid for  
3' PBR Metal = \$78,000

Customer
CROOKED RIVER RANCH DAN MCRAE CART BARN ONLY

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 existing Polycarbonate area of Roof only. 4. Install 26GA Drip Edge Flashing to all Eaves, painted to match. 5. Install Epilay PlyStick (High-Temp Ice &amp; Water Shield) to entire Roof Deck. 6. Install 26GA Taylor Metals 3' PBR Roofing Panels (standard color of your choice) per Manufacturer's specifications. 7. Use ColorFast Fasteners to match Roofing color. 8. Install 26GA Gable and Ridge w/Venting, painted to match. 9. Install Custom Flashing around each Skylight Curb. Painted to match. 10. Install new 26" x 8' Clear Polycarbonate Panels over each opening. 11. 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 for 30 days***</p>		44,000.00

Customer Signature X _____ Date: _____	<b>Total</b> \$44,000.00
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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.





3' PBR Metal 2

# Estimate

Date	Estimate #
2/8/2024	4625

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
<p>Roofing Labor and Materials</p> <p>1. Remove ALL existing Roofing materials and dispose of.* 2. Install 26GA Drip Edge Flashing to all Eaves, painted to match. 3. Install Epilay PlyStick (High-Temp Ice &amp; Water Shield) to all Roof Decks. 4. Install 26GA Counter Flashings (End Wall, Sidewall, Valley), painted to match. 5. Install 26GA Taylor Metals 3' PBR Roofing Panels (standard color of your choice) per Manufacturer's specifications. 6. Install 26GA Flashings (Clear-Story, Gable, Ridge w/Venting), painted to match. 7. Install Neoprene, flexible Pipe Flashings to all Plumbing/Electrical/HVAC penetrations. 8. Install Metal Stem Vents, painted to match, to any penetrating Fans (Bath, Laundry, Oven). 9. Clean up all debris on a daily basis as needed.</p> <p>*If damaged and/or rotted Sheeting is discovered, we will notify and replace at \$50.00 per piece.</p> <p>ELITE ROOFING LLC PROVIDES A 10-YEAR WORKMANSHIP WARRANTY.</p> <p>PLEASE NOTE: There will be a 3.5% processing fee for any credit card payments.</p> <p>***This Quote is good for 30 days***</p>		34,000.00

Customer Signature X _____ Date: _____	<b>Total</b> \$34,000.00
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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.  
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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.

## **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 McRe* 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

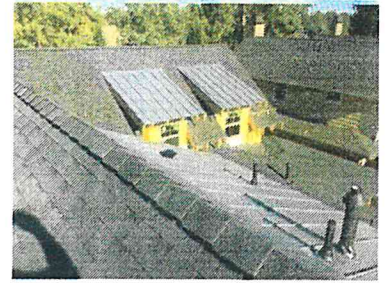
**\$7,245.00**

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

ESTIMATE19679  
DATE11/13/2023  
EXPIRATION DATE01/13/2023

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.

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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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M-031-24

AMENDMENT TO MEMORANDUM OF UNDERSTANDING

This Amendment to that Memorandum of Understanding between Jefferson County (County) and the Crooked River Ranch Club and Maintenance Association (Association), recorded as M-083-21, modifies Section 3 and Section 4 as follows:

- 1) Section 3 is amended to include the following language:

Effective February 1, 2024, the County will pay the Association \$467.98 per month. On December 1 of each year, the monthly maintenance fee will increase 4%.

- 2) Section 4 is amended to include the following language:


e. Additional Projects. The County and the Association may find it beneficial or necessary to collaborate on projects outside of the scope of this MOU or make urgent repairs. In such event, the Jefferson County Buildings and Grounds Director may work directly with the Association on a time and material basis to accomplish the project(s). Such work and associated costs must be mutually agreed upon.

- 3) All other terms to remain unchanged.

JEFFERSON COUNTY BOARD OF COMMISSIONERS

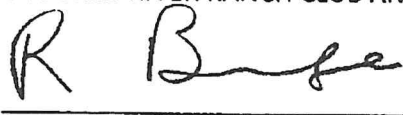
  
Wayne Fording, Commission Chair

Date: February 7, 2024

  
Kelly Simmelink, Commissioner

  
Mark Wunsch, Commissioner

CROOKED RIVER RANCH CLUB AND MAINTENANCE ASSOCIATION



Date: 2/4/2024

Print Name and Title: Robert Beveridge VICE PRESIDENT  
CRR CLUB & MAINT. ASSOC.

## CRR FY 2023-24 Budget Calendar

<b>Date</b>	<b>Time</b>	<b>Type</b>	<b>Agenda</b>
Wednesday, Oct. 25, 2023	10:00 am	<b>BAC</b>	Elect officers; establish budget calendar
Wednesday, Dec. 13, 2023	10:00 am	<b>BAC</b>	Review draft of FY 2025 30-Year CRP
Wednesday, Jan. 24, 2024	10:00 am	<b>BAC</b>	Work Session: FY 2025 30-Year CRP Review FY 2023-24 budget-to-actual operations (6 mo.)
Wednesday, Jan 31, 2024	10:00am-3:00pm	<b>Joint BAC/BOD</b>	Staff presentation of Proposed FY 2025 Operating Budget and Fee Schedule Q & A
Wednesday, Feb 14, 2024	10:00 am	<b>BAC</b>	Approve FY 2025 30-Year CRP; Work session--FY 2025 Operating Budget & HOA Dues
Monday, Feb. 19, 2024	6:00 pm	<b>BOD</b>	First read of proposed FY 2025 Fee Schedule, Approved FY 2025 CRP and Approved FY 2025 Operating Budget
Monday, Mar. 4, 2024	10:00 am	<b>BOD</b>	Work Session Q & A with BAC on FY 2025 Fee Schedule, FY 2025 CRP Budget and FY 2025 Operating Budget
Monday, Mar. 18, 2024	6:00 pm	<b>BOD Public Meeting</b>	BAC Chair Presentation of FY 2025 Budgets Second read and adoption of FY 2025 Operating Budget Second read & adoption of FY 2025 30-Year CRP Second read & adoption of FY 2025 Fee Schedule
Monday, August 19, 2024	6:00 pm	<b>BOD/BAC</b>	CRR Auditors' Report on FY 2023-24 Financial Statements (noted as a DRAFT)
Saturday, August 24, 2024	9:00 am	<b>Annual Meeting</b>	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

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

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

Monday, March 4, 2024

- I. Call to order
- II. Roll call
- III. Special topics
  - a. Review of FY 2024-2025 Capital Reserve Budget, FY 2024-2025 Operating Budget and FY 2024-2025 Fee Schedule. Q&A with BAC members
  - b. Other topics if time allows
- IV. A/R log Review
- V. Regular Board Meeting Agenda Review – March 18, 2024
- VI. Vote to Adjourn to Executive Session If Necessary