

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

Monday, March 18, 2024, 6:00 P.M.

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

Name		Name		Name	
Kari Vickery President		Bob Beveridge Vice President		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 – March 18, 2024
- b. Minutes of Regular Session – February 19, 2024
- c. Minutes of Work Session – March 4, 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. Recap of JFCO Commissioners Meeting on 3/13/24

V. OLD BUSINESS

- a. AR Log
- b. AFE # 288 - Ice and Water Shield Addition

VI. NEW BUSINESS

- a. Resignation of Secretary Dries – President Vickery
- b. AFE # 292 – Road Department Water Truck Purchase
- c. Golf Course Internship for Both Departments – Treasurer Davis
- d. RV Park Rates & Amenities Comparison – Vice President Beveridge
- e. Volunteer Service Form – Gail DesBrisay – CC&R Review Committee

VII. SECOND READINGS

- a. Second Read and Adoption of FY 2025 Fee Schedule and FY 2025 Operating Budget

VIII. FIRST READINGS

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

X. PREVIEW OF WORK SESSION – April 1, 2024

XI. ANNOUNCEMENTS & WRAP-UP:

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR SESSION BOD MEETING MARCH 18, 2024

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

Monday, February 19, 2024, 6:00 PM

I. CALL TO ORDER: The Meeting was called to order at 6:02pm

a. Roll Call:

b. Pledge of Allegiance

Association Board Members:

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

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.

A motion to approve the above consent items was made by Director Julia Randall. It was seconded by Director Mike Carey. It was unanimous to approve.

III. COMMITTEE & STAFF REPORTS –

A shout out to the Road Department for keeping up with all the road clearing by President Vickery. The Golf Course has seen some closures due to weather recently. It was noted in their report that they have been successful in securing the Redmond Chamber of Commerce Golf Tournament. The tournament has been historically held at Juniper Golf Course. This will bring many golfers to the Ranch that have not golfed here before.

IV. RANCH MANAGER's REPORT:

- a. **Collections Report:** Payments have slowed down for this semi-annual billing but continue to arrive daily. Two attorney accounts expected to be paid within the week and payment plan accounts increased by nine.
- b. **Corporate Transparency Act:** Ranch Manager LaPora reported that the act requires anyone that is a decision maker within a corporation to report specific information to the US

Draft Regular Session Minutes February 19, 2024

Department of the Treasury which will include all BOD members and herself. Ranch Manager Lapora requested this information to be turned in to her by the end of February. Additionally, any changes, are to be reported within 30 days.

V. OLD BUSINESS

a. AR Log:

#1. Comments: BLM has postponed burning until Mar/Apr

#2. # 3. #4. Comments: Secretary Dries reported there has been some limbing work done, and Director Erdekian has cancelled work crew for Feb 24. Will revisit at next BOD meeting Mar 4. President Vickery reported no advancement on #4 until weather clears up.

b. RV Park Income/Expense Information-Oct 2023-Jan 2024: Park Manager Julie Inman reported that she had set a goal of 8-10 long term winter rentals and has achieved that goal. Vice President Bob Beveridge stated concern for the income loss for that time period and suggested charging campers for their power usage. In that we do not have individual meters and it is cost prohibitive to install them, a flat fee was discussed. VP Beveridge and Supervisor Inman agreed to meet and discuss the amount and possibility of having this added to the Space Agreement.

c. Update on AFE #288- Duplex and Beauty Barn Roofing: Maintenance Supervisor Dan McRae provided a bid for metal roofing that the Board had requested, and the amount is exponentially higher than the original bids for composition shingles. Director Randall made a motion to approve AFE # 288 and accept the original bid from Elite Roofing for \$30,750, this was seconded by Secretary Mike Dries, with a unanimous decision to approve with the condition that Supervisor McRae obtain the cost of installing an Ice and Water Shield to the entire roof rather than as specified in the original bid. A new AFE will be written to cover this additional amount.

d. Water Co/Panorama Park MOU Update: Vice President Bob Beveridge reported that Jefferson County has signed the Memorandum Of Understanding, and it has been delivered to Ranch Manager Judy LaPora for retention.

VI. NEW BUSINESS

a. Phase Rep Committee Volunteer Forms- Renewals: President Kari Vickery stated that these signed volunteer forms are renewed every 3 years. There were fourteen forms submitted for the Phase Rep Committee. President Vickery stated that she was very grateful for all the volunteers who give of their time for the benefit of the Ranch. She then read each name to recognize them. Treasurer Kelly Davis made a motion to approve all of the volunteer forms and was seconded by Vice President Bob Beveridge, with a unanimous decision to approve.

VII. SECOND READINGS:

None

VIII. FIRST READINGS:

a. First Read of FY 2025 Fee Schedule, FY 2025 Capital Reserve Budget and FY 2025 Operating Budget: The BOD was directed to bring any questions to the March 4,2024, BOD meeting at which there will be Budget Audit Committee members attending for a Q&A with the Board. No further conversation.

IX. Public Input:

Speakers: Lynn Breedon, Carol Orr, Herb Parker and Kent Inman

X. PREVIEW OF WORK SESSION – Monday, March 4, 2024:

Subjects- Budget, CRP and Transfer Fees

XI. Announcements:

- a. Neighbor Impact Food Giveaway in Panorama Park March 7th 1:00pm-2:00pm
- b. Clean Up at Lower Pasture; Saturday, February 24, 2024, cancelled, will reschedule.

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

A motion to adjourn the Regular meeting to Executive Session was made by Treasurer Kelly Davis. It was seconded by Director Mike Carey. It was a unanimous decision to approve. The Regular meeting was adjourned at 7:55 pm. Executive Session was opened at 8:05pm. Executive Session was adjourned, and Open Session re-opened at 8:15pm. Vice President Beveridge made a motion to approve the Land Use agreement with Verizon to install fiber optics to their present site. The motion was seconded by Director Carey and approved unanimously. Director Jones made a motion to adjourn the Regular BOD meeting, the motion was seconded by Vice President Beveridge and approved unanimously. The meeting was adjourned at 8:16pm.

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR BOD MEETING MARCH 18, 2024

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
WORK SESSION
WEDNESDAY MARCH 4, 2024 - 10:00 A.M.**

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

II. Roll Call: It was noted that all Directors except Secretary Dries were in attendance.

III. Special Topics:

a. Review of FY2024/2025 Capital Reserve Budget (CRP); FY 2024/2025 Operating Budget and FY 2024/2025 Fee Schedule: There were lengthy discussions concerning all budgets.

A motion to adopt the FY 2024/2025 CRP with the Road Department Radios update was made by Treasurer Kelly. It was seconded by Director Erdekian. It was a unanimous decision to adopt. During the review of the Fee Schedule there was a robust discussion regarding an increase to the Title Transfer Fees. A motion to increase Title Transfer Fees to \$300.00 was made by Vice President Beveridge. It was seconded by Director Carey. It was a unanimous decision to approve. Additional fee discussions concerned the RV Park with Vice President Beveridge wanting to increase fees submitted. RV Park Supervisor needs to be included in additional discussions so this issue will be revisited at the March 18 meeting. Both the FY 2024/2025 Operating Budget and the FY 2024/2025 Fee Schedule are on the agenda as a second read for the regular board Meeting on March 18, 2024.

b. Road Department Radio Price Change: During the discussion regarding the Capital Reserve Plan (CRP), Ranch Manager LaPora requested a modification to AFE # 291 to adjust for an increase in the cost of the Road Department Radios. A motion was made to modify the AFE from \$18,350.52 to not to exceed \$22,000.00 by Treasurer Davis, seconded by Director Randall and approved unanimously.

c. A/R Log Review:

#1 Comments: No change 3.4.24

#2 Comments: Work party scheduled for March 21 @8:00 am at the lower pasture.

#3 Comments: No change. It's been too wet to burn.

4 Comments: No change 3.4.24

IV: Regular Board Meeting Agenda Review – March 18, 2024:

New Business: FY 2024/2025 Budget Presentation by BAC Chair Parker, moved to April 15, 2024.

Second Readings: Second Read of FY 2024/2025 Capital Reserve Budget removed, as already adopted.

V. Announcements:

1. Semi-annual Jefferson County Commissioners meeting at CRR March 15, 2024 @6:00 pm in Juniper Room. All are invited.

2. SRD meeting March 4, 2024 @6:00 pm in Juniper Room. All are invited.

3. Water Company Board meeting March 13, 2024 @3:00 pm at Water Company office.

Draft Work Session Minutes 3.4.24

4. Fire Department Board meeting March 21, 2024 @6:30 pm at Fire Station.

5. Thank you's from BAC member Karen Bennett, were given to Ranch Manager LaPora and her team for all their work in drafting the budgets. BAC chair Parker also thanked Karen Bennett for her support in his role as chair.

VI: Vote to Adjourn: A motion to adjourn the Work Session was made by Treasurer Kelly. It was seconded by Director Erdekian. It was a unanimous decision to approve.
The Work Session was adjourned at 12:15 pm

To: Crooked River Ranch BOD
Fr: Judy LaPora, Ranch Manager
Date: 3/11/2024
Re: Administration Monthly Report for February 2024

Significant Events/Accomplishments:

- I continued working on the CRR annual budgets, meeting with Herb Parker and Karen Bennett. I also continued to work with the Redmond Chamber of Commerce to bring their annual golf tournament to the Ranch. I am excited about this and feel it will be a wonderful opportunity to promote the golf course and Ranch. I worked on updating the CRR Road Primer as well as two lease agreements and assisted supervisors on drafting two AFEs. I will be assisting BAC Chair Parker on putting together the BAC presentation for the BOD and members.
- Kara processed 11 HOA dues requests and 10 changes of ownership. She also completed 77 auto-debit billings for the 5th and 67 for the 20th of February as well as 106 monthly billing invoices and 17 newsletter accounts. We had \$13,000 pay off on in house past due accounts. Great job Kara! We also had \$3,000 attorney account pay off and a \$500 payment on an attorney account. She filed 1 lien and 5 lien releases this month, invoiced 399 past due accounts/letters (includes all past due accounts, not just seriously past due), 28 intent to lien letters and 2 intent to collect letters. She provided updated ledgers to Harker/Lepore and Vial Fotheringham. Kara also processed 6 CC&R complaints, processed, and mailed 10 CC&R letters and 4 inspection reports.
- Brenda wrote an article titled "Chamber of Commerce and How it Benefits CRR" for the monthly Redmond Chamber Newsletter. She processed 9 ARC new applications and processed several verified applications. She also continues our communication on social media and has been asked to handle the RV Park social media posting as well. She continues to maintain and restock the kiosks as well as sell ad signs. Brenda processed 61 HOA payments, scanned 115 property files and provided customer service to phone and walk in customers.
- Tammy processed 522 payment transactions. She mailed out 7 Welcome Packets scanned 74 property files. She processed 7 Arena Waivers, handled all facility rentals 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.
- Jan continued with her normal duties which includes receivables, payables, payroll, reconciliation of all bank accounts, balance sheet accounts, fixed assets and more as well as still working on all Ranch accounting processes. Jan has already begun preparation for year end. She set up the Audit Folder for FY 23-24 on the system and scanned all bank accounts to the file.
- Kathleen put out another great newsletter.

Respectfully submitted,
Judy LaPora, Ranch Manager

February 2024 GENERAL MAINTENANCE REPORT
March 4th, 2024

Fire Abatement: The heart of Oregon has moved to other locations.

Weed Abatement: Central Oregon Weed Control has treated several areas Arena, kiosks east and west Ranch house road. We are developing an overall long-term plan for weed abatement.

General: We reinstalled mailboxes on Cinder and Sandy. Re graded road to boneyard. Cleaned up boneyard fire pit. We removed the old water trough from the lower pasture. Replaced batteries on speed signs. We preformed a transmission flush for the case backhoe. We replaced the batteries for the case backhoe. We Removed roof of arena stalls. We salvaged roofing material.

Administration: We installed a rack mount battery backup for the sound system for the juniper room. We repaired the exit sign next to the mirror room. We installed a new led light in front counter location. Re positioned camera for the Roads. Re-connected pc cabling in roads office. We cleaned up car parts and repaired the retaining rock wall at the native garden area. We reset 30-minute parking signs after car knocked into it. Relocated cement tire stops in administration parking lot.

Rental: We replaced faucet in apartment. We repaired a water leak in restroom of 5B of the duplex.

Pool: We made a cover for the small pool cover out of the old large pool cover. Overall planning and preparations for startup.

Respectfully Submitted by: Dan McRae



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

Golf Shop Operations

Overview/Weather:

- It has been cold and snowy. The days we could open were very chilly and we unfortunately did not see many public players.

Significant Events/Accomplishments:

- With the lack of play and events I do not have anything of large importance to put in this category.

Opportunities:

- We continue to see tournaments/buddy groups booking with us. Over the last two weeks Jeff and I have booked ~210 rounds under this classification. We love to fill the tee sheet up early with paid players.

Potential Shortcomings:

- Weather – I knew I should leave this here for the Winter months. Snow has continued to be an issue, and it appears it will be around at least another week.
- Annual Passes were 76.35% of our play this month. With it being colder not many public golfers are coming out; our locals have covered and heated carts.

Looking Forward:

- The Golf Shop Attendant position has received 29 applications. Jeff and I have interviewed 9 of them with another 8-10 interviews coming over the next 10 days.

Best,
Randy Ballard, PGA

CRR GOLF SHOP MONTHLY SALES REPORT

February 2024

Golf Shop Sales Report

Feb	2024	2023	% Chg
Days Closed:	14	8	-75.0%

REVENUES	Feb '24	Feb '23	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	4,355.50	12,730.00	(\$8,374.50)	-192%	807,691.55	753,635.40	\$54,056.15	6.69%
Annual Pass Revenue	195.00	-	195.00	100%	218,395.50	222,307.75	(\$3,912.25)	-1.79%
Cart Rentals	1,744.00	4,379.00	(\$2,635.00)	-151%	240,421.00	242,772.25	(\$2,351.25)	-0.98%
Merchandise Sales	2,435.00	5,672.00	(\$3,237.00)	-133%	186,463.65	190,701.10	(\$4,237.45)	-2.27%
Driving Range	397.00	1,115.00	(\$718.00)	-181%	33,170.57	34,347.00	(\$1,176.43)	-3.55%
Cart Storage Fees	-	-	-	-	31,456.25	34,124.00	(\$2,667.75)	-8.48%
Miscellaneous Sales	10.50	10.50	-	0%	752.25	566.00	\$186.25	24.76%
Totals	\$9,137.00	\$23,906.50	-\$14,769.50	-162%	\$1,618,350.77	\$1,478,463.50	\$39,897.27	2.6%

GOLF ROUNDS	Feb '24	Feb '23	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
1 Rack Rate Rounds	108	295	(187)	-173.1%	7,047	8,439	(1,392)	-19.8%
2 Prop. Owner Rounds	9	16	(7)	-77.8%	767	693	74	9.6%
3 Discounted Rounds	56	116	(60)	-107.1%	11,174	8,136	3,038	27.2%
4 Annual Pass Rounds	607	832	(225)	-37.1%	12,318	12,716	(398)	-3.2%
5 Employee Rounds	8	14	(6)	-75.0%	450	349	101	22.4%
6 Industry Comps	4	11	(7)	-	165	173	(8)	-4.8%
7 Donation/Trade Rounds	3	6	(3)	-	541	689	(148)	-27.4%
Total Rounds Played	795	1,290	(495)	-62.3%	32,462	31,195	1,267	3.9%

Punch Cards Sold	-	-	0	#DIV/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				1		1	16	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
						0		
Totals	0	0	0	1	0	1	224	241
	This Month	Last Year	Difference	% Chg	This YTD	L- YTD	Difference	% Chg
								(17)
								-7%

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

2 Weekday and Weekend rounds at posted property owner rates.

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

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

4 All Annual Pass Rounds

5 All Employee rounds

6 All Industry comp rounds

7 Donations and Trades

TO: Judy Lapora, CRR Administrator

FROM: Richard Jensen / Golf Maintenance

Date: 3-11-2024

RE: monthly report

Overview: After no weather-related course closures in November or December, February continued where January left off. We were closed 15 days in February due to snow cover. We removed snow from some of the shaded areas and had to play holes 15 and 17 on temporary green and tees for a few days to get open. This brings total course closures for the winter season to 46 days since the beginning of November. Temperatures for the month were two degrees above average lows and one degree above average highs. We received 1.27" of precipitation in February, .17" above average.

Significant Events/Accomplishments: Weather conditions finally allowed me to treat #10 fairway, 13 & 14 approaches and 8, 11 and 17 tees for snow mold control. We performed snow removal on Clubhouse Rd and parking lots twice and removed snow from in front of cart sheds 2 & 4 that slid from roofs, so members could access their carts while we were closed. We also cleared snow from driving range mats so there was something available for our players during snow closure. I submitted the Ranch's annual hazardous substance possession report to the State Fire Marshall's office. All course cups were cut, including practice greens. We removed 5 juniper trees behind #9 tees to open the blue and white tees up to more winter sunlight and hopefully help this area melt off more quickly and reduce frost delay times as well. We burned the native area right of hole #11, harrowed to remove debris and prep soil for seed. Like the native area right of hole #9 we seeded with a 10"-14" rangeland seed mix to help reduce noxious weed encroachment and improve aesthetics of this area. Attempting to reduce cart traffic in this area we extended the "drainage" ditch between Hayes Lane and #11 and moved the line of rocks from the roadside to just inside the established turf. We continue working to remove the banner crop of Russian thistle around the course. We burned the tumble weeds from the right side of hole 18. The largest remaining stand on hole #12 is our focus now. The air compressor provided for members use, located in cart shed #2, failed and required replacement. We pumped a significant amount of water from the pond on hole #8 to facilitate bridge removal.

Opportunities: I attended the second annual Central Oregon Winter Turf Injury meeting held by the OSU turf program at the Bend campus. This is a collaborative nationwide study being conducted by several universities for the development of best management practices for turf managers in areas that deal with winter kill issues.

Potential Short Comings: February 9th brought our first rock chuck sighting of the year. Not the earliest sighting but very early none the less. Persistent snow cover in our shaded areas brought a significant amount of snow mold from our last storm. All treated areas remain clear of this disease. Any untreated areas, roughs, and selected tees are showing signs of infection. Wall-to-wall treatments for this disease are not economically feasible for our situation. We normally treat the most susceptible areas and let the rest remain untreated. The infected areas will recover, just more slowly than normal spring green up.

Looking Forward: Hiring a seasonal crew, bridge removal, employee safety training, prepping irrigation system for start-up and our first turf mowing of the season are scheduled for the upcoming period.

Respectfully Submitted,
Richard Jensen GCS

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 3/11/2024

Re: Monthly Report for the month of February

Overview: Sanding/ Repairs

Road Maintenance: The month of February we sanded the roads several mornings. We put down about 16 loads of cinders between all the route trucks. There were only 3 or 4 days we had enough snow to plow and the rest of the time we just sanded. We fueled all the equipment three times. We started brooming on quail but had to put that on hold because of the weather. Our sweeping should continue in March once the threat of snow is gone. We hauled one load of gravel down to the boneyard for General Maintenance. We also pushed up cinders in our dry shed.

Vehicle Maintenance: We had to replace the brake line on the Chevy 3500 due to the tire chain coming off and getting hung up on the brake line. We put a new beacon on the F150 as the old one burned out. We repaired tire chains on all the sanding trucks as needed. We pulled the dribble bit off the 770 grader and made a pattern to make a new bit that is about half the weight of the current one.

Misc.: We put our office back together after pulling out the 17-year-old carpet and painted the floor. The dust has been almost eliminated. Any down time we have is always spent organizing and cleaning the shop and tools.

Deer: We picked up one deer this month.

Signs: We straightened three signs due to heavy winds and soft ground. We also had to replant two others for the same reasons.

Town Trips: I made one trip to town for parts.

Respectfully

Jordan Jones / Road Supervisor

RV PARK – MONTHLY REPORT – FEBBRUARY 2024

OVERVIEW:

February brought us frequent snow and cold weather. We have planned out projects for the next several months, and are focused on preparing the park for the busy season. Call volume is getting heavier as people look ahead to summer.

INCOME:

Our monthly guests are beginning to move on, and we have 6 left. They all have to be out by April 30, 2024. We are helping them locate other parks, as there are several with monthly room down here in the canyon now.

	2023	2024
Camping	\$ 415.00	\$ 8,226.99
Extended Stay	\$ 6,000.00	\$ 6,000.00
Merch/Misc Income:	\$ 164.00	\$ 249.50
Dump Station: (quarterly)	N/A	
Reservation Fee:	N/A	\$ 864.00
Rental Income:	N/A	\$ 0
TOTALS:	\$ 6,579.00	\$15,340.49

PROJECTS:

We ordered our new signs for the tent area and they look good. Norm cleared the area for our new Dry Camp Sites, and that is still in progress. Norm has kept the driveways clear for our monthly guests during the heavier snow. He has begun work on repairing the picnic tables, a big job.

Respectfully Submitted by:

Julie Inman
RV Park Supervisor

ARC Minutes of new Application on February 26, 2024

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

CC: Judy LaPora, Mike Dries - Liaison.

Guests: Rick Warf.

Minutes from last meeting on February 12, 2024. Approved by Nancy Lutz and second approved by Jim Hussey.

New Applications:

12800 Eagle Vista Pl. Warf. Ph #10. Bl #990. Lt #185. New Home. Approved

**13436 SW Cinder Rd. Manuel. Ph #07. Lt #080. Retaining Wall
for shop. Approved.**

5634 SW Rim Rd. Stanton. Ph #03. Lt #410. Addition. Approved.

**8891 SW Sun Down Canyon Rd. Salinas. Ph #12. Lt #052. New
Manufacturer. Approved.**

**TBD River Terrace Pl. Singley. Ph #12. Lt #076. New Home and Deck.
Approved.**

**11283 SW Peninsula Dr. Andrusko. Ph #11. Lt #023. New Home.
Approved.**

Notice from Deschutes or Jefferson County: 0

Verification of completed Application: 0

Next meeting will be on March 11, 2024 @ 3PM in Adm. office.

Revised 2/26/2024

ARC Minutes of New Applications on March 11, 2024

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

CC: Judy LaPora, Mike Dries - Liaison.

Guests: 0

Minutes from the meeting on February 26, 2024. Approved by Jim Hussey and second by Malcolm White.

New Applications:

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

5500 SW Badger Rd. Ceniga. Ph #01. Lt #06. Lt #005. Perimeter Fence. Made out of concrete blocks. Approved

16636 SW Steelhead Rd. Oleson, Ph #01. Bl #180. Lt #088. Shop. Approved

16636 SW Steelhead Rd. Oleson. Ph #01. Bl #180. Lt #088. Garage. Approved

14260 SW Buckhorn Pl. Fowler. Ph #08. Lt #234. Lot Improvement. Solar. Approved

12340 NW Dove Rd. Liszkai. Ph #05. Lt #100. Lot Improvement and New Home. Approved

7280 SW Sparrow DR. Pierce. Ph #02. Bl #320. Lt #014. Lot Improvement. Solar, roof mounted system. Approved

16075 SW Quail Rd. Galbraith. Ph #02. Bl #340. Lt #002. Storage Shed/Workshop. Approved

16562 SW Sage Hen Rd. Myers. Ph #02. Bl #340. Lt #024. Animal Shelter and Fence. Approved

15662 SW Steelhead Rd. Thompson. Ph #02. Bl #380. Lt #003. Approved Fence.

Old Application from last meeting.

TBD River Terrace Pl. Singley. Ph #12. Lt #076. New HiLine Home. Just need to sign off on this. Approved

Notice from Deschutes or Jefferson County: 0

Verification of Completed Applications: 0

Next meeting will be March 25, 2024. @ 3PM in the Adm. office.

CRR Budget/Audit Committee (BAC) Meeting
Draft of the Minutes
February 14, 2024

ATTENDANCE:

BAC Committee Members in attendance were Chair Herb Parker, Vice Chair Karen Bennett, Secretary Sue Haley, BOD Treasurer Kelly Davis, BOD Liaison Bob Beveridge, Bill Burt, Sheryl Jones (via Zoom), and Mac Walker. Staff members in attendance were Ranch Manager Judy LaPora and Staff Accountant Jan Cunningham. BOD members in attendance were President Kari Vickery (via Zoom) and Secretary Mike Dries. Residents in attendance were Carol Orr, John Stevens, and Mike Wilcox. Absent were BAC Members Christy McCulloch and Todd Hill.

CALL TO ORDER:

Chair Herb Parker called the meeting to order at 10:00 AM and welcomed everyone.

MEETING MINUTES:

There were two suggested corrections to the Minutes dated January 31, 2024. They were as follows:

1. Page 6, REPAIR & MAINTENANCE, 64200 – Building Repair & Maintenance. Change the second sentence to read as follows: “In the 2023-2024 year an insurance reimbursement claim was received, resulting in a negative projected expense of \$5,612.10.
2. Page 10, REVENUE, 40025 – Transfer Fees. Change the second sentence to read as follows: “We will increase the rate of Transfer Fees”.

Mac Walker made a motion to approve the meeting minutes for January 31, 2024 as amended. Kelly Davis seconded the motion. The vote was unanimous to approve.

CAPITAL RESERVE PLAN:

- Chair Herb Parker noted that approximately \$462,800.00 will be spent yet this year and \$1,470,000.00 will be spent next year; resulting in a significant reduction in Percent Funded.
- Kelly Davis made a motion to approve the Capital Reserve Plan. Mac Walker seconded the motion. The vote was unanimous to approve. The CRP must be adopted by the Board of Directors.

OPERATING BUDGET:

- Chair Herb Parker explained that calculation errors were the reason for the BAC Meeting delay. The calculations have been revised. Vice Chair Karen Bennett noted that there may still be some minor adjustments.
- Manager LaPora noted that \$286,672 net profit has been budgeted for FY 2025 (See page 2 of the 2024-2025 Operating Budget Summary); but is projected to hit \$822,108.00. \$500,000.00 went into the CRP three months ago which is part of the \$822,108.00.
- The \$75,000.00 Budgeted Transfer from Operations is adopted by resolution each year. The \$125,000.00 Discretionary Transfer from Operations is a guaranteed transfer; but is not set in stone. It is more prudent to analyze needs each year and only put in what we think we will need.
- 2024-2025 SUMMARY, OPERATIONS, REVENUES:
40021 – Membership Dues: Manager LaPora explained that the proposed \$20.00 dues increase is a “place-setter”. Four departments: Administration, Golf Maintenance, General Maintenance, and Roads; must be covered by revenues from HOA dues. A dues increase requires BOD approval.
- Kelly Davis made a motion to approve the 2024-2025 Operating Budget. Bill Burt seconded the motion. The vote was unanimous to approve.

FEE SCHEDULE:

- BOD President Kari Vickery asked whether the Administrative Transfer Fee amount had increased. Manager LaPora responded that the fee had increased, but not by as much as was requested by Board Member Ara Erdekian. Incremental changes need to be made. \$210.00 is a “place-holder” for now. Sheryl Jones suggested that the fee be \$250.00. Any changes need to be made prior to the First Read, which is scheduled for March 4, 2024, at 10:00 AM.
- Mac Walker asked if it would be possible to put last year's fees in a column next to this year's proposed fees. **Manager LaPora will do this and send it out.**

MISCELLANEOUS:

- Since the CRP, the Operating Budget, and the proposed dues increase have all been approved by the BAC; the BAC Meetings scheduled for February 21st and February 28th will not be required.
- Manager LaPora will provide the BOD with all approved documents.
- It was suggested that; although this is not a joint meeting, as many BAC Members as possible should plan to attend the First Read on March 4th at 10:00 AM.
- Vice Chair Bennett commended the Ranch Staff for all their hard work.

ADJOURNMENT:

Chair Parker adjourned the meeting at 10:50 noon.

Respectfully submitted,

Sue Haley, Secretary

CROOKED RIVER RANCH

CC & R Review Committee Minutes

February 20,2024

In attendance: Chair, Stephanie Proffitt, V Chair Mel Tellinghusen, Sec., Judy Gilliland, Gail DesBrisay, Jody Gmeiner, Norm Sharp, CCR Admin Kara Burkart, Jonathan Chandler & Scott Edelman, Jefferson Couty

1. Consent Items:

- A. Agenda for today's meeting.
- B. Minutes for December 20,2023 meeting:
Motion to approve by Mel Tellinghusen, 2nd by Jodie Gmeiner
Unanimous to approve.

2. New Business

- a. CCR article for the Telegraph signup schedule. Due by the 15th for next month's edition. Kara will write an article for April giving an overview of 2023 CCR complaint types/resolutions.
- b. Reminder of political flag/signs dates. Primary 5/21 allowed 3/21 – 5/24. General election 11/5 allowed 9/15 – 11/8

c. New Complaints

- 1. 24-01 – dtd 1/5/24 – Trump 2024 campaign banner on front door. Inspector did not see any flag/banner. **Invalid/Close**
- 2. 24-02 – dtd 1-31-24 – dirt bikes being rode. Inspection indicated evidence of bike riding on property but not able to verify noise. **Invalid/Close**
- 3. 24-03 – dtd 2-5-24 –Trump flag – valid – letters sent outlining time frames that allow & don't allow political signs/flags to owner & complainant. Let's go Brandon sign not observed.
- 4. 24-04 – dtd 2-6-24 –Pigs & chicken coops too close to property lines & no cleanup. Family member living in RV. Inspection showed pigs & chickens & one building next to fence. Could not verify odors due to time of year. Could not verify occupancy of RV. All are County violations. The complainant has been in contact with the County. The County is sending letters out this week. **County**
- 5. 24-05 – dtd 2-8-24 – 6221 SW Groundhog Rd – Dog attack. **Law enforcement/County.**
- 6. 24-06 - dtd 2-13-24– draining septic tank onto property/road – sanitary/environmental health issues. Confirmed County Sanitarian is aware. Working jointly with the county. Letter sent.

3. Old Business

A. Active Complaints 2022

- 1. 22-30 – dtd 08-01-22 –Several inoperable vehicles/debris. The owner is cooperative but the son that lives there is not. On Jeff Co. log as well. County had provided 2 dumpsters & were not used. County had closed but has now reopened after inspection requested by committee.

County has sent a letter with intent to cite. We sent a 3rd letter to coincide with the County. There has been some progress but after a closer look stuff has just been moved around. County and committee are moving forward in enforcement.

B. Active Complaints 2023

1. 23-28 – dtd 8/24/23 – abandoned car & pickup. Trash. Owner deceased, son living on property. County will provide a dumpster for a day. Cleanup as weather permits.
2. 23-29 – dtd 9/6/23– Trash, garbage bags, non- operable vehicles & stacks of tires. Prior case 21-34. CCR inspector met with owner 1/26 & provided some resources & talked about what needs to be addressed. Cleanup will hold until the weather is better. CCR inspector will try to contact owner again.
3. 23-30 – dtd 9/27/23 –campaign flag. Solid waste & debris. Wife called - all vehicles operable, didn't address debris/trash. A follow-up letter was sent requesting the owner to contact us & set up a time to go over issues. Reinspect 2/22/24.
4. 23-40 – dtd 12/13/23 –Fence in right of way. Letter sent to owner requesting to remove fence from right of way. **CLOSED**

C. Open Violation

1. 21-46, 47&48, & 22-03&21 –dtd 6/3/21 - Deemed open violation and fined. Property gets cleaned up for a short time then regresses significantly. Fine process has not worked. County reopened due to regression and sent letter of intent to cite. Committee & Jeff Co met with her & are working on a long-term plan. The committee saw regression and inspectors reached out to the owner. The owner was not receptive to the resources they tried to provide. County is going to move forward with enforcement.
2. 20-08 – dtd 2/19/20 – 6/22/22 deemed open violation by BOD. Class B & \$500 fine. Property is slowly being cleaned up. Will take a long time for full cleanup. On Jefferson County log. County did a site visit from road and saw regression. The property owner is now employed so has less time to work on cleanup. The owner spoke with County and agreed to send pictures of progress but has not done so. County is going to move forward with enforcement.

D. Review Deschutes & Jefferson Co's Active Complaints

1. Deschutes – 1 new, 1 active – no update
2. Jefferson – 26 complaints. 3 new, 7 updates & 16 no change

Member Input:

Mark Schneider has given his resignation, effective immediately.
We need new committee members. We are down to 6.

Next Meeting: **April 16, 2024** – 10:30pm – Juniper Room

Collection Report
As of 3/15/2024

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
October 12, 2023	All	322,011.30		601	
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
March 15, 2024	All	350,360.95	-56,911.15	639	-113
October 12, 2023	Semi Annual	32,979.66		269	
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
March 15, 2024	Semi Annual	50,558.02	-39,476.78	298	-108
October 12, 2023	Pmt plans/Auto Debits	45,955.79		258	
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
March 15, 2024	Pmt plans/Auto Debits	54,949.63	-14,796.85	265	-2
October 12, 2023	Attorney	119,131.22		40	
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
March 15, 2024	Attorney	120,067.22	-2,191.26	41	-2
October 12, 2023	All F/C, BK, Etc	123,944.63		34	
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
March 15, 2024	All F/C, BK, Etc	124,786.08	-446.26	35	-1
October 12, 2023	1/2 Lots	0.00		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
March 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.

AR Log for March 18, 2024

AR Log for March 18, 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 Heart of Oregon team to complete the job, then will immediately move on to Hill Rd. This road has not been started. 3/4/24 Weather is inhibiting burning.
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	3/4/24 Work party will be rescheduled for March 21 @ 8:00am for lower pasture.
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 3/4/24 - Too wet to burn.
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 3/4/24 Improvements on hold for winter.

CROOKED RIVER RANCH C&MA BOARD MEETING

AGENDA ITEM SUMMARY

Meeting Date: 3/18/2024

Meeting Type: Work Session

Department: General Maintenance

Staff Contact: Dan McRae

Estimated Time: 5 Minutes

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

ACTION REQUESTED

Approve AFE # 288 in the amount of \$34,450 for the replacement of the roofing on the Duplex and Pro Shop Cart Barn

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.

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

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. Based on recommendations from the BOD, Ice and Water Shield has been added to the project. The resulting total is \$34,450.

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: 3-18-2024

AMOUNT OF EXPENDITURE: \$34,450.

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. Based on recommendations from the BOD, Ice and Water Shield has been added to the project. The resulting total is \$34,450.

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

SUPERVISOR: Dan McRae DATE: 3/18/24

RANCH MANAGER: Judy Lapora DATE: 3/18/24

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 & 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: _____	Total \$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
Roofing Labor and Materials 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: _____	Total \$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.



Estimate

Date	Estimate #
2/20/2024	4643

PO BOX 6498 Bend OR, 97708

Customer
CROOKED RIVER RANCH DAN MCRAE

Project

Rep
Ben

Description	Qty	Total
Roofing Labor and Materials 1. AS PER DAN MCRAE OF THE MAINTENANCE DEPARTMENT 02-20-2024. 2. THE AMOUNT LISTED IS THE COST DIFFERENCE TO INSTALL ICE AND WATER SHIELD (PEEL & STICK UNDERLAYMENT). NORMALLY RESERVED FOR EAVES AND VALLEYS (AS PER CODE). TO THE ENTIRETY OF EACH STRUCTURE. THIS INCLUDES THE BEAUTY BARN, CART BARN, AND ATTACHED DUPLEX. THIS WILL BE THE ONLY UNDERLAYMENT PAID FOR AND INSTALLED. 3. APPROXIMATELY 38 ROLLS WILL NOW BE NEEDED AS OPPOSED TO 18 PRIOR, WITH 5 SYNTHETIC. 4. CAN BE BILLED SEPARATELY OR REVISED UPON COMPLETION.		3,700.00

Customer Signature X _____ Date: _____	Total \$3,700.00
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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

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

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: _____

CROOKED RIVER RANCH C&MA BOARD MEETING

AGENDA ITEM SUMMARY

Meeting Date: March 18, 2024
Meeting Type: Regular
Department: Road Department
Staff Contact: Jordan Jones
Estimated Time: 5 minutes

ITEM TITLE: AFE # 292 - Purchase 2007 KW T800 Water Truck for the purchase price not to exceed \$92,000.

ACTION REQUESTED

Approve AFE # 292 for the purchase of a replacement water truck.

ISSUE STATEMENT: The 1994 Volvo was past its expected life and was being replaced in FY 2025. The truck was wrecked in October 2023 necessitating replacement immediately.

ATTACHMENTS:

DISCUSSION/FINANCIAL IMPACT:

This purchase is scheduled for FY 2025 in the amount of \$65,000. Unfortunately, one of our water trucks was destroyed in an accident and needs to be replaced now. The wrecked water truck was totaled, and the Ranch is receiving \$29,879 from the insurance company. This enables us to purchase a better truck than anticipated while staying on budget for the CRP using insurance funds to supplement.

BUDGET IMPACTED: Capital Reserve

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: March 18, 2024

AMOUNT OF EXPENDITURE: Not to exceed \$92,000

AFE NUMBER: # 292

REASON FOR EXPENDITURE: Purchase replacement water truck

JUSTIFICATION FOR EXPENDITURE: The 1994 Volvo was past its expected life and was being replaced in FY 2025. The truck was wrecked in October 2023 necessitating replacement immediately. The Volvo water truck was totaled, and the Ranch is receiving \$29,879 from the insurance company. This enables us to purchase a better truck than anticipated while staying on budget for the CRP using insurance funds to supplement. Total funds available for this purchase is \$94,879. Road Department will be installing the following items to the truck, costs are included in price.

REQUESTING DEPARTMENT: Road Department DATE: 3/18/24

SUPERVISOR: Lordan Jones DATE: 3/18/24

RANCH MANAGER: Gray Sabona DATE: 3/18/24

BOD OFFICER: _____ DATE: _____

Smith Equipment & Welding

P.O. Box 625 – 13800 Allen Creek Road
Prineville, Oregon 97754

To: Crooked River Ranch Road Department Jordan Jones	Phone:	Date: 3/14/2024
	Cell: (841)788-0756	Fax:
	Email:	

We here by submit specifications and estimates for:
Smith Tank Water System on a USED T/A KW T800.

Truck Specs: 2007 Kenworth T800 T/A VIN#1XKDA48XX7R208646

Trucks are sold as is, where is.

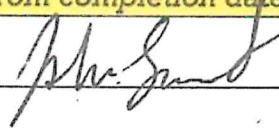
Water Tank System Specs: 4000-gallon 16 ft Smith Water Tank System with 2 Front Spray System, 2 Rear Spray System, 1 Remote Side Spray, 1 Articulating Top Spray, 4 x 3 SmithCo (1000 gpm) Pump, Pump Bracket & Plumbing Kit, PTO & Drive Line, Tank Interior Epoxy Coated, 4" Gravity Drop, Hose Reel with 1 1/2" Hose & Nozzle, Self-Loading w/ Hoses & Storage, LED Back Up Work Lights, LED DOT Lighting, Fender Kit

Additions:

Special Notes:

For the sum of: \$ (88,000.00) Eighty-Eight Thousand dollars and no Onehundreths.

***We Do NOT guarantee weight of truck once complete. Payment to be made as follows:
20 % Down. Net Due Upon Completion, a 5% fee of unpaid Balance will be added
each month after 30 days from completion date until balance is paid.***

Smith Equipment Authorized By: 

Note: This proposal may be withdrawn by us at any time. If not accepted by you within 30 days this proposal may be withdrawn and could be subjected to a price change. Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above.

Accepted By _____

Accessories we will
need once purchased

88,000 Truck
1 400 Tires (Front)
1 300 w/meter
250 C/B
85 H/Wrench
350 Lights
75 Fire X
40 First Aid
40 Triangles

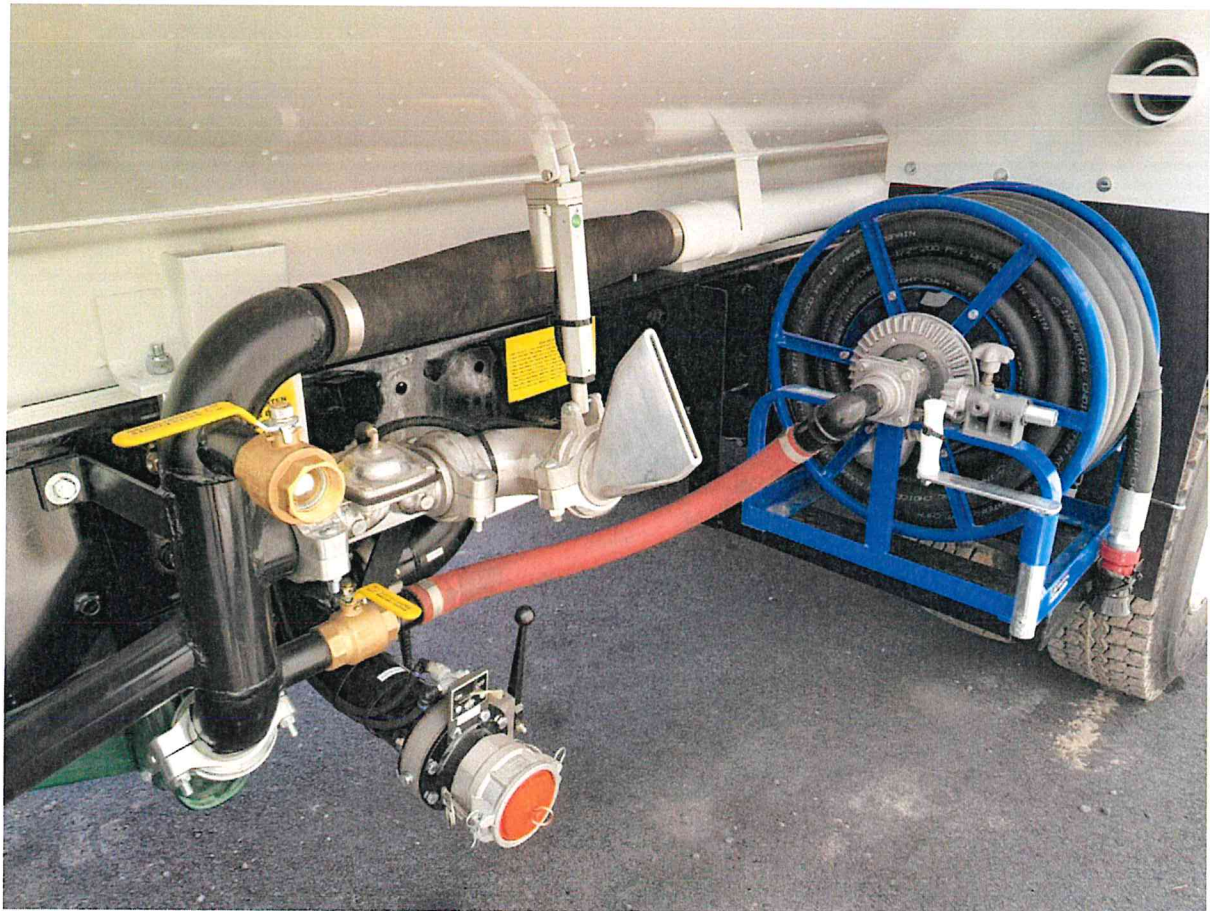
91,540

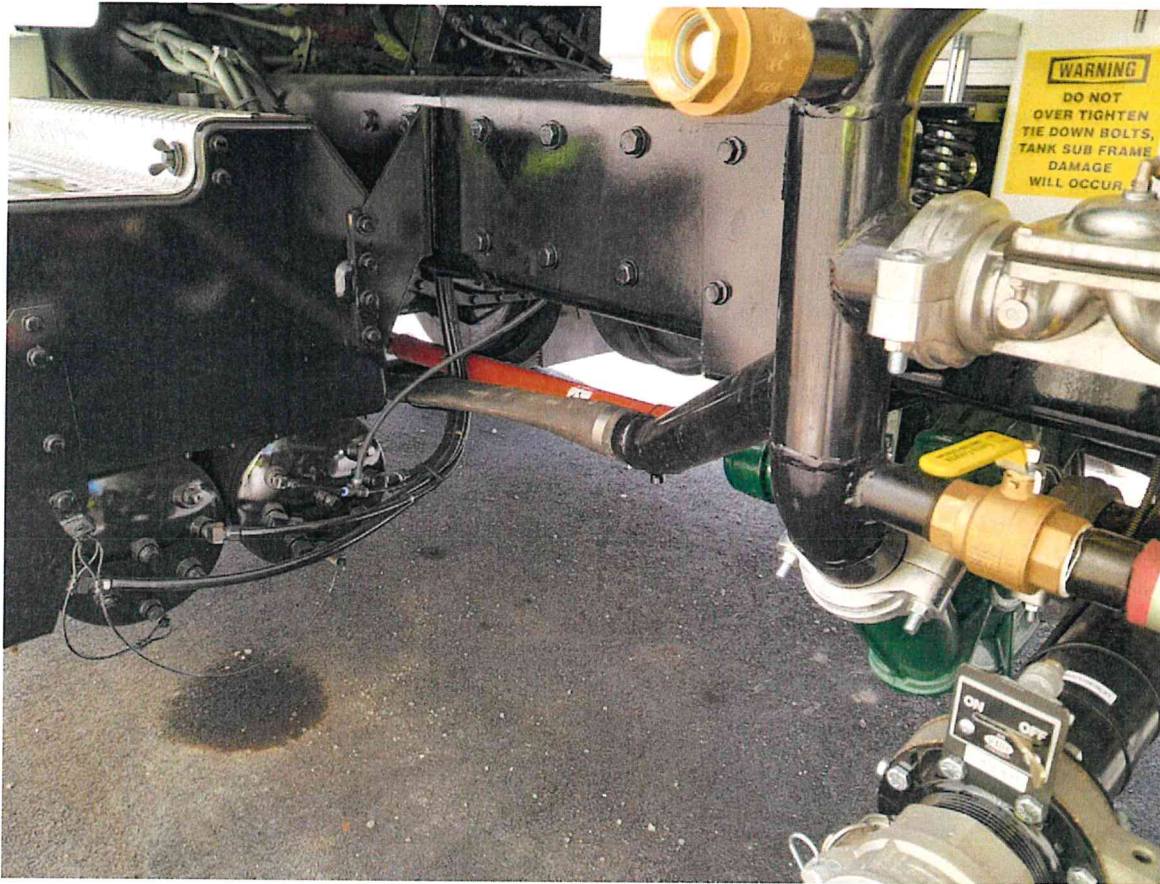
75 - Decals

91,615















2007 KW T800 T/A

ISX Cummins, 400 h.p., 10 Speed, Hendrickson Walking Beam

Suspension, P/S, A/C, Cruise, Jake

4000 Gallon, 6 Sprays, Tank Epoxy Coated, Hose Reel, Gravity

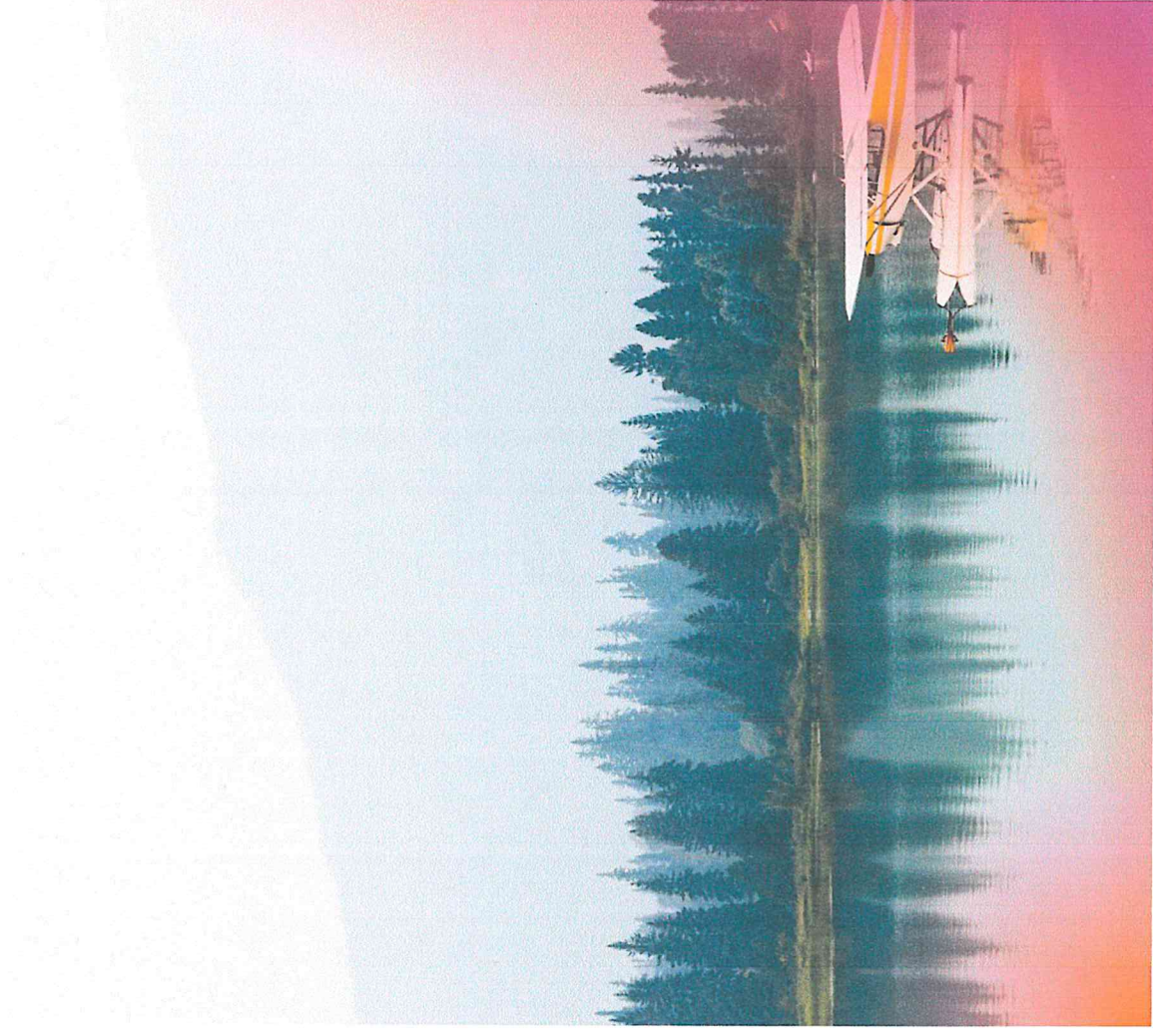
Drop, Self Loading w/ hoses & storage, 4" Betts, LED Lights

Remote Side Spray, Top Spray

Mileage 579,521

Central Oregon RV Parks and Resorts

Rates and Amenities



Sisters RV Park Sisters Oregon

- **RV Sites**

- Full Hook Up
- 30 Amp \$50
- 50 Amp \$55
- Tent Sites \$25

- **Amenities**

- Restrooms
- Showers (1\$ for 2 Minutes)
- Firepits
- Table

Bend Sisters Garden RV Park Sisters Oregon

- **RV Sites**

- Full Hook Up Winter
- \$57 \$339 week
- Shoulder Season
- April-May and Oct-Nov
- \$67 \$72 \$399 week
- Summer
- \$79 \$85 \$470
- Holidays & Rodeo \$92
- Monthly \$995 to \$1350

- **Amenities**

- Basic Cable
- Laundry \$
- Showers
- Table
- BBQ Rentals
- Pool
- Hot Tub

Crown Villa Bend Oregon (55+ Park)

• RV Sites

• Water and Electric \$40

• Full Hook Up \$65

• Full Hook Up \$60

• Front of Park

• Full Hook Up \$50

• Short sites <35 ft

• Resort Fee \$22 per night

Office - \$10

Making Res on site \$15

• Amenities

• Wifi

• Laundry \$

• Showers

• Tennis

• Horseshoes

• Fitness Center

• Billiards

• Steam Room

• Hot Tub

• Pickle Ball

• Fire Pit

• Table

Scandia RV Park Bend Oregon

- **RV Sites**
- Full Hook Up
- Back in \$82
- Back In Deluxe \$84
- Pull Thru \$89
- **Amenities**
- Restrooms
- Showers
- Wifi
 - Basic Free
 - Deluxe \$7.99 per day
- Table

Redmond/Central Oregon KOA Culver Oregon

- Full Hook Up
- \$57.89
- \$59.89 Weekend
- \$67.89 Deluxe
- \$20 to select specific site
- Amenities
- Pool
- Bike rentals
- Wifi
- Basket Ball
- Volley Ball
- Fire pits
- Horse shoes
- Table
- Child activities summer

CRR RV Park

RV Sites

Water and Electric \$45

Full Hook Up \$50

Tent \$28

Dry Camp RV <25 Ft \$28

Property Owner Rate

W/E \$35

Full Hook Up \$40

Tent \$22

Dry Camp RV <25 \$22

Amenities

Golf

Disc Golf

Tennis

Pickle Ball

Basketball

Bocci Ball

Pool

Childs Pool

Showers

Laundry \$

Table

Fire Pit

River Access

With in Walking

Distance

- Trading Post

- Big Dog

- Tap House

- Sand Bagger

- Salon/Spa

	Sisters	B/S Garden	Crown Villa	Scandia	KOA	CRR
Full 50 A	\$55	\$79	\$65	\$82	57.89	\$50
W/E	None	None	\$40	None	None	\$45
Tent	25	None	None	None	None	\$28
Note			*		*	*

Crown Villa Resort Fee \$22
 Crown Villa Short Site <35Ft \$50
 KOA Charge to select Site \$20
 CRR Dry Camp RV \$28

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Monday, April 1, 2024

- I. Call to order
- II. Roll call
- III. Special topics
 - a. Annual Election Packet Update – Ranch Manager LaPora
 - b. Nominating Committee Update – President Vickery
 - c. Fire Abatement Efforts Update – General Maintenance Supervisor McRae
 - d. Ranch Clean Up Day – June 8 tentatively (weekend of 15 is Father's Day weekend)
- IV. A/R log Review
- V. Regular Board Meeting Agenda Review – April 15, 2024
- VI. Vote to Adjourn to Executive Session for CC&R Issues