

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

Wednesday, April 17, 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		Julia Randall Secretary	
Kelly Davis Treasurer		Sheryl Jones Director		Ara Erdekian Director	
Sarah Woolverton Director		Mike Carey Director		Director	

II. CONSENT ITEMS

- a. Agenda of Regular Meeting – April 17, 2024
- b. Minutes of Regular Session – March 18, 2024
- c. Minutes of Work Session – April 1, 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

V. OLD BUSINESS

- a. FY 2024-2025 Budget Presentation – BAC Chair Parker
- b. Nominating Committee Update
- c. AR Log

VI. NEW BUSINESS

- a. BOD Vacancy Candidates Forum
- b. BOD Selection of Replacement Director
- c. Possible Crooked River Ranch Motocross Event – Jeremy Mickelson
- d. Rosiland Frazier – Oregon Trail Appaloosa Horse Club - Event Request
- e. BLM Activity Update – Director Beveridge

VII. SECOND READINGS

VIII. FIRST READINGS

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

X. PREVIEW OF WORK SESSION – May 6, 2024

XI. ANNOUNCEMENTS & WRAP-UP:

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED

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

Monday, March 18, 2024, 6:00 PM

I. CALL TO ORDER: The Meeting was called to order at 6:00 pm by Vice President Beveridge.

a. Roll Call:

b. Pledge of Allegiance

Association Board Members:

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

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. A motion to approve the above consent items was made by Treasurer Davis. It was seconded by Director Erdekian. It was unanimous to approve.

III. COMMITTEE & STAFF REPORTS –

No Comments noted.

IV. RANCH MANAGER’S REPORT:

- a. **Collections Report:** Accounts owing decreased by 113. Collections are doing well with a very large attorney account expected to settle soon with large monthly payments, paying off within 10 months.
- b. **Recap of Jefferson County Commissioners Meeting on March 13, 2024:** The meeting was well attended with standing room only. Three candidates for the open Commissioner position also attended and introduced themselves. Ranch Manager LaPora reported that she was contacted by the Madras Chamber of Commerce about hosting a Candidates Forum. She provided them with contact information for several churches as they would have more room for an audience. It is expected to be held sometime in April. There are seven candidates running for one position.

V. OLD BUSINESS

a. AR Log:

#1, 2, 3 & 4: No changes 3.18.24

- b. **AFE # 288:** AFE # 288 was modified to include the requested ice and water shield over the entire three roofs. The estimate for the ice and water shield is \$3700 making a total amount of \$34,450. A motion to approve AFE #288 in the amount of \$34,450.00 was made by Director Erdekian. It was seconded by Director Carey. It was a unanimous decision to approve.

VI. NEW BUSINESS

- a. **Resignation of Secretary Dries:** it was announced that Secretary Mike Dries has resigned due to personal reasons. A motion to elect Julia Randall to fill the Secretary position was made by Treasurer Davis. It was seconded by Director Jones. It was a unanimous decision to approve.
- b. **AFE #292 Road Department Water Truck Purchase:** A motion to approve AFE #292 in the amount of not to exceed \$92,000.00 for the purchase of a used water truck for the road department was made by Treasurer Davis. It was seconded by Director Jones. It was a unanimous decision to approve.
- c. **Golf Course Internship for Management and Turf Departments:** Treasurer Davis discussed recruiting interns from various schools that are pursuing a degree in either professional golf management or turf management. These would be considered seasonal employees and paid as such. There would be more attention to detail by these interns as they pursue their career choices. The Board was in favor of moving forward.
- d. **RV Park Rates & Amenities Comparison:** Vice President Beveridge provided a summary of several RV Park in the area which included site rates, and amenities. CRR RV Park is in the middle of all rates. Long Term stays starting this fall will include monthly electric rates.
- e. **Volunteer Service Form; Gail DesBrisay & Joye Ross:** A motion to approve Gail DesBrisay and Joye Ross for the CC&R committee was made by Director Carey. It was seconded by Director Erdekian. It was a unanimous decision to approve.
- f. **Grant Update:** Director Jones provided updates on grants that the committee is pursuing.

VII. SECOND READINGS:

- a. **Second Read and Adoption of FY 2025 Fee Schedule and FY 2025 Operating Budget:** A motion to adopt FY 2025 Fee Schedule was made by Treasurer Davis and seconded by Directory Carey. It was adopted by of vote six in favor and one abstaining, with Secretary Randall abstaining. A motion to adopt FY 2025 Operating Budget was made by Treasurer Davis. It was seconded by Director Jones. It was a unanimous decision to adopt.

VIII. FIRST READINGS:

None

IX. Public Input:

Jeremy Mickelson: asked the board to consider holding another rodeo at the current arena. The BOD is in favor of exploring the option. Ranch Manager LaPora and Vice President Beveridge will meet with the promoters to discuss.

Meaghan Payton, owner of the Ranch Cabins, asked the Board for a letter of support to Jefferson County as she moves forward with building her additional nine cabins. A motion to write a letter of support was made by Treasurer Davis, seconded by Secretary Randall and approved unanimously.

X. PREVIEW OF WORK SESSION – Monday, April 1, 2024:

No additions or changes at this time.

XI. Announcements:

None

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

A motion to adjourn the Regular meeting to Executive Session for legal issues was made by Treasurer Davis. It was seconded by Secretary Randall. It was a unanimous decision to approve. The Regular meeting was adjourned at 7:09 pm. Executive Session was opened at 7:15pm. A motion to adjourn Executive Session at 7:28pm was made by Treasurer Davis, seconded by Director Erdekian and approved unanimously. Open session was called back to order at 7:29pm and a motion to adjourn with no action taken was made by Secretary Randall, seconded by Director Erdekian and approved unanimously.

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
WORK SESSION
MONDAY APRIL 1, 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 Director Jones were in attendance.

III. Special Topics:

a. Derek Hofbauer-COIC/CET Update

Derek Hofbauer reported that in CET's review of the Crooked River Ranch bus routes and ridership numbers, they are serving an average of 40 riders per month, which rounds out to 8 riders per day. Due to the low ridership, they are purposing to reduce service to Tuesdays & Fridays, 3 round trips a day beginning June 3, 2024. This reduction will allow CET to continue to offer service and reduce costs. He requested feedback from the Board on the proposal and requested we start promoting the new limited service through community gatherings and social media.

b. Jake Waardenburg- State Farm Insurance: Jake was invited to speak about the subject of CRR homeowners' insurance cancellations due to Crooked River Ranch being rated a high risk for wildfires. He explained the methodology of determining costs and coverage by insurance companies and answered numerous questions. He noted that manufactured homes face a higher challenge for homeowners' insurance but there are companies that can provide it.

c. AFE # 293:

Road Maintenance Supervisor Jones presented AFE #293, for the remaining \$78,000 of the original \$156,000 budgeted for 2023-2024 fiscal year. Material will be used to complete maintenance and upgrading of various roads. A motion was made to approve AFE #293 by Vice President Beveridge, it was seconded by Secretary Randall, with unanimous approval.

d. Annual Election Packet Approval- Ranch Manager LaPora

Ranch Manager stated that she updated the packets and requested the Board to look it over to make corrections or accept. Motion to accept the updated packet was made by Director Erdekian, seconded by Treasurer Davis, with unanimous approval.

e. Nominating Committee Update- President Vickery

An opening was available on the committee due to Mike Dries resignation, President Vickery asked Secretary Randall if she would be willing to accept this open position. After some clarifying questions, Secretary Randall agreed to fill the position.

f. Board Vacancy-President Vickery

With the resignation of Secretary Dries, the open position on the Board of Directors needs filled. Ranch Manager LaPora will put out an application packet for the short-term position. The request was made by President Vickery to post the vacancy application packet on the website and on social media.

g. Fire Abatement Efforts Update-General Maintenance Supervisor Dan McRae

Supervisor McRae reported that fire abatement on Horny Hollow is completed and they will be moving on to Hill Rd in the fall, as COIC and Heart of Oregon are now on other projects. The continued effort of burning Russian Thistle is ongoing in the Steel Stampede area. He also reported on our meeting with the Crooked River Grasslands which will be starting on their fire abatement projects in the Lower Bridge section this July.

h. Ranch Clean Up Day-June 8th-Ranch Manager LaPora

Brenda Cooper confirmed the event date of June 8, 2024 and reported that Data Delete and the CRR Limb Dump have committed to participating. Ranch Manager LaPora stated she wanted to follow up with Castle Tires as their estimate for service has increased.

IV: A/R log Review:

#1 Comments: Covered in Special Topics 'g' Supervisor Dan McRae

#2 Comments: March 21 work party in the lower pasture was a great success. April 13 8:00am-11:00am is the new work date and will be posted on social media to gather more volunteers.

#3 Comments: BLM burning will continue into late 2024.

4 Comments: President Vickery stated she needs to reach out to Binder Boneyard. No changes at this time.

V. Regular Board Meeting Agenda Review-April 15, 2024

Old Business- FY 2024/2025 Budget Presentation by BAC Chair Parker.

New Business- BLM activity update

Nominating Committee update

VI: Vote to Adjourn: A motion to adjourn the Work Session and move into Executive Session for Contract and Employee Issues was made by Treasurer Davis. It was seconded by Vice President Beveridge. With a unanimous decision to approve.

The Work Session was adjourned at 11:32am. Executive Session was opened at 11:40am. Executive Session was adjourned with no action taken and open session reopened at 12:29pm.

Director Erdekian noted that the County Commissioners Candidates Forum is scheduled for April 15 at 6:30pm. After discussion, Director Carey made a motion to move the April regular BOD meeting to April 17. It was seconded by Director Erdekian and approved unanimously. Further discussion regarding the BOD vacancy resulted in a motion by Secretary Randall to make the application period from April 5 – April 15 with the selection being made at the April 17 meeting. Motion was seconded by Director Erdekian and approved unanimously. Secretary Randall moved to adjourn the April 1, 2024 Work Session. Motion was seconded by Director Carey and approved unanimously.

ARC Minutes of April 8, 2024

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

CC: Judy LaPora.

Guest: 0

Minutes from last meeting on March 25, 2024. Approved by Nancy Lutz and second by Malcolm White.

New Applications:

11196 SW Grassland Pl. Brooker. Ph #11. Lt #027. Lot Improvement and House. Approved.

13355 SW Cinder Dr. Hodgson. Ph #07. Lt #021. Solar. Approved.

8357 SW Pumice CT. Street. Ph #10. Lt #278. Shed 120 sq. ft. Approved.

5498 SW Shad Rd. Burger-Wilson. Ph #03. Lt #331. Perimeter Fence. Approved.

6155 SW Marmot Ct. Douthit. Ph #02. Bl. #039. Lt #030. Change Color. Approved.

9921 SW Shad Rd. Inman. Ph #12. Lt #96. Garage/Shop. Need more info. Picture of the unit. Need Elevation drawings.

Notice from Deschutes or Jefferson County: 0

Verification of completed Applications: 0

Next meeting will be on April 22 @ 3PM in the Adm. Office.

PHASE REP QUARTERLY MEETING Minutes

April 10, 2024

Zoom Meeting 6:00 pm

1. Call to Order: 6:00pm

Roll call: Members Present: Karen Atwood, Gina Anderson, , Kara Burkhart, Julia Randall, Robin Gaudette, Barbara Schlabach, Judy Wells, Delight Farmer

Members Absent: Earleen Arthur, Debbie Page, Wendy Beyer, Greta O'Brien, LynnDel Whitted,

Approval of January 10, 2024, Minutes – Kara motioned to approve the January 10, 2024, minutes. Delight seconded. Unanimous approval.

2. Old Business

- a. New/changed emails: **51 Total** (Jan, Feb, Mar) Most of these changes were due to annual email check. Karen thanked everyone for going through their lists.
- b. Updated owner list: **24 Total** (Jan, Feb, Mar)
- c. Vacation: Karen reminded us to please let her know if we will be away so that she can be sure your phase is covered. She noted that everyone is doing a great job of keeping her informed and she thanked everyone.
- d. Reminder: please read notices before sending out to be sure the information is current and not in the past. If it is in the past, please do not send.

3. New Business

- a. Election of Secretary: Gina volunteered to take on role of Secretary. Kara volunteered to back up Gina.
- b. New Phase Rep Phase 1: Marilou Smith stepped down as secretary and as phase rep for Phase 1. Karen has been in touch with someone that is considering taking the position.

4. Open Discussion: None

5. Announcements: None

6. Adjourn – 6:10pm

- a. **Next meeting:** July 10, 2024, at 6pm at Mac Park. Karen will bring ice cream bars.

Respectfully submitted,

Karen Atwood
Chair

CROOKED RIVER RANCH
CC & R Review Committee Minutes
March 19,2024

In attendance: Chair, Stephanie Proffitt, Sec., Judy Gilliland, Gail DesBrisay, Jody Gmeiner, Joye Ross, Norm Sharp, CCR Admin Kara Burkart, Jonathan Chandler & Matt Puntney, Jefferson Co.

1. Consent Items:

- A. Agenda for today's meeting.
- B. Minutes for February 20,2024 meeting:
Motion to approve by Stephanie Proffitt, 2nd by Gail DesBrisay
Unanimous to approve.

2. New Business

- A. Introduction of new member, Joye Ross. Welcome Joye.

B. New Complaints

- 1. 24-03 –Trump flag. Was taken down. Now 'tribute' Trump flag to honor our 45th President. At this time, it is considered a political flag because Trump is running in the election. It can possibly be a 'tribute' flag after the elections. Hold until May 25th when political flags must come down.
- 2. 24-07 - dtd 2/29/24 –inoperable vehicles. County
- 3. 24-08 - dtd 2/29/24 - inoperable vehicles. County
- 4. 24-09 - dtd 3/7/24 - active case/open violations – * see open violation 21-46
- 5. 24-10 – dtd 3/11/24 – abandoned vehicles, junk & converted unit – letter sent stating CC&R and county violations. Follow up 4/2.
- 6. 24-11 –abandoned vehicles, junk & 2 sheds possible expansion of living space. Inspectors found the property to be neat and tidy. Invalid
- 7. 24-12 - dtd 3/18/24 -*see complaint 23-30.

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. County taking the lead on this case.

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. Inspectors will contact the county and owner to get a date set for cleanup day.

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. No response to follow up and no cleanup. Send final letter stating going to BOD.
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. Owner was confrontational when contacted & unwilling to abate the issue. Sent letter stating going to BOD 4/1. New complaint filed 24-12.

C. Active Complaints 2024

1. 24-06 - dtd 2-13-24 –draining septic tank onto property/road – Sent letter stating we are working with the County Sanitarian. County stated that work began 3/18 and should be done by the end of the week as well as inspected.

D. 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 forward with Intent to Cite & may push further to ask hearing officer to abate forcibly. New complaint filed 24-09. Discuss with BOD what our next option is.
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 owner spoke with County and agreed to send pictures of progress but has not done so. County is going forward on Intent to Cite & may push to ask hearing officer to abate forcibly.

E. Review Deschutes & Jefferson Co's Active Complaints

1. Deschutes – 2 active – no update
2. Jefferson – 27 complaints. 1 new, 14 updates & 12 no change

Member Input:

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

To: Crooked River Ranch BOD
Fr: Judy LaPora, Ranch Manager
Date: 4/3/2024
Re: Administration Monthly Report for March 2024

Significant Events/Accomplishments:

- SCANNING PROPERTY FILES IS COMPLETE..... AGAIN!
- The entire team attended the Safety Refresher Course that was facilitated by Richard Jensen. The Ranch is serious about following safety protocols and requirements and Richard does a great job as our Safety Coordinator. I continued working on the CRR annual budgets and with Herb to create the annual Budget Presentation. The budgets were adopted by the BOD during the March 18 Regular BOD meeting. We hosted the Jefferson County Commissioners meeting on the Ranch on March 13. We also met with the SRD Board in an effort to open lines of communication and cooperation.
- Tammy processed 402 payment transactions. She mailed out 11 Welcome Packets scanned 90 property files. She processed 8 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.
- Kara processed 17 HOA dues requests and 7 changes of ownership. She also completed 75 auto-debit billings for the 5th and 67 for the 20th of March as well as 106 monthly billing invoices and 20 newsletter accounts. We had an additional \$2,500 pay off on in house past due accounts. Great job again Kara! She filed 10 liens and 1 lien release this month, invoiced 236 past due accounts/letters (includes all past due accounts, not just seriously past due), 4 intent to lien letters and 1 intent to collect letter. She provided updated ledgers to Harker/Lepore and Vial Fotheringham. Kara also processed 9 CC&R complaints, processed, and mailed 15 CC&R letters and 6 inspection reports.
- Brenda processed 16 new ARC applications and processed several verified applications. She also continues Ranch communication on social media. She continues to maintain and restock the kiosks as well as sell ad signs. She emailed three sign packets to prospective advertisers and one additional business picked one up. She wrote an article on the CRR Lion's Club for the monthly Redmond Chamber newsletter. She is beginning work on the upcoming spring and summer events and sent out "Save the Date" messages. She also put together four Welcome Bags to restock and assisted Tammy with binding the Ranch Directories. She was assigned a special project of inventorying the Commercial area. This was to provide the Fire Department with information to have a better knowledge of Ranch commercial buildings. Brenda processed 39 HOA payments, scanned 116 property files and provided customer service to phone and walk in customers.
- Jan continues preparing for yearend. She also continued with her duties including, but not limited to 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

MARCH 2024 GENERAL MAINTENANCE REPORT

April 4th, 2023

Rentals/Arena: We reconstructed the stable structure, realigned the post to ensure it is perfectly vertical, and cleared the sand around the gate post before packing it with $\frac{3}{4}$ " minus. To enhance stability, we affixed angle braces to support the gate posts. The leaking jelly jar lights were replaced with string lighting for improved functionality. Additionally, we manufactured $\frac{1}{4}$ " x 4" steel tee brackets to fortify the post structure and anchored the post securely into cement. Paint will be applied in summer.

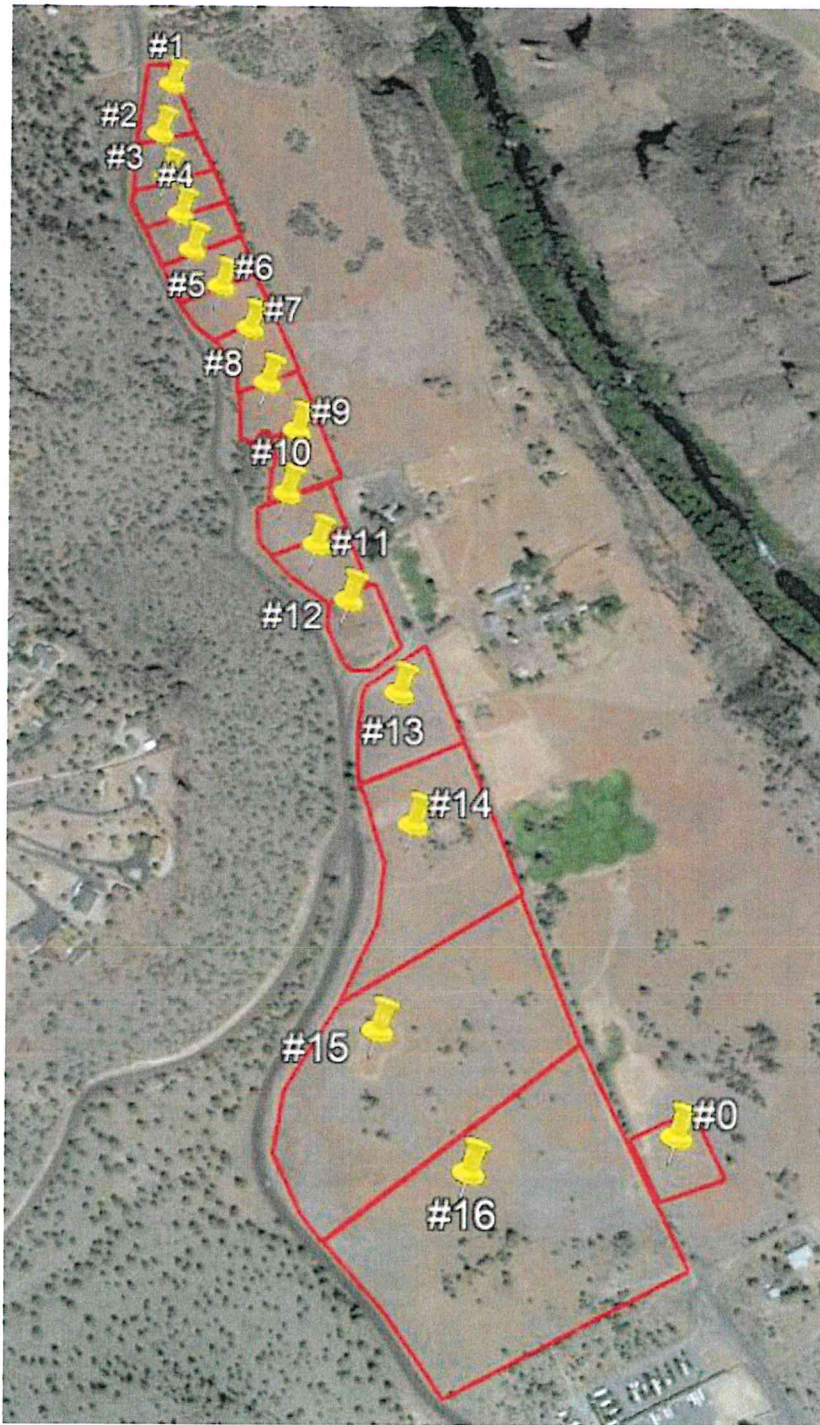
Fuels Reduction: The Horny Hollow trail has been fully completed. Next on the agenda for fuels reduction is the west side of Hill Road, with preparations underway while we await completion of ongoing projects by the Heart of Oregon crew.

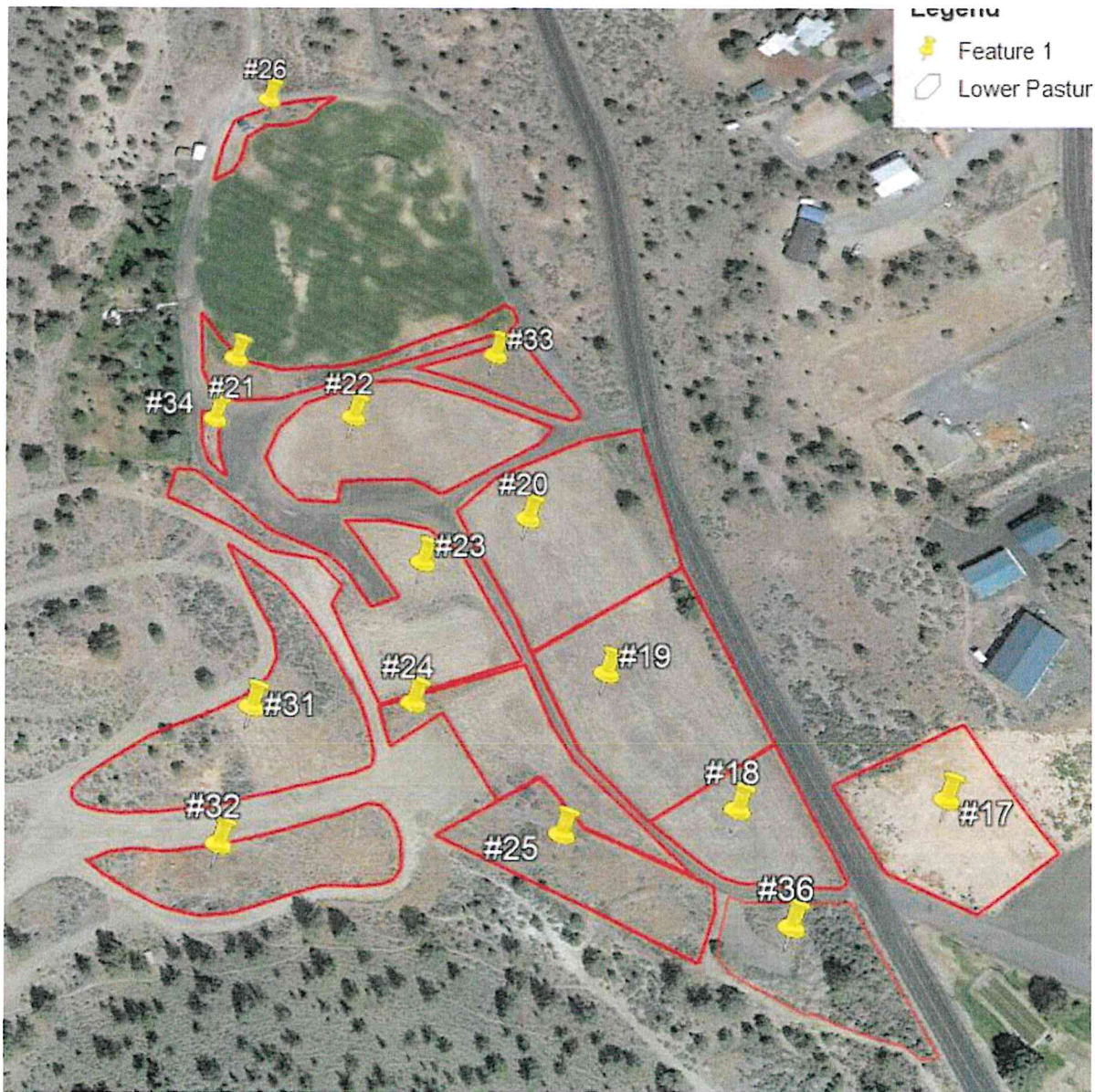
Weed Abatement: We have designed and built a portable double burn barrel incinerator, and we've taken care of burning the perimeter of Section #18, #19, and #20. Additionally, we conducted a full field burn of section #25, #36, and #17. Central Oregon Weed Control will be applying treatment in about a month. Sections #12 and #13 have been cleared and treated with Rejuvra. Furthermore, sections #27 and 28 as well as kiosk, pullouts and parking lots have been treated too. It's worth noting that Section #30 has been claimed by The FANS club to develop a Native Natural Herbal Garden; the FANS club is currently working on preparing a detailed plan for this project.

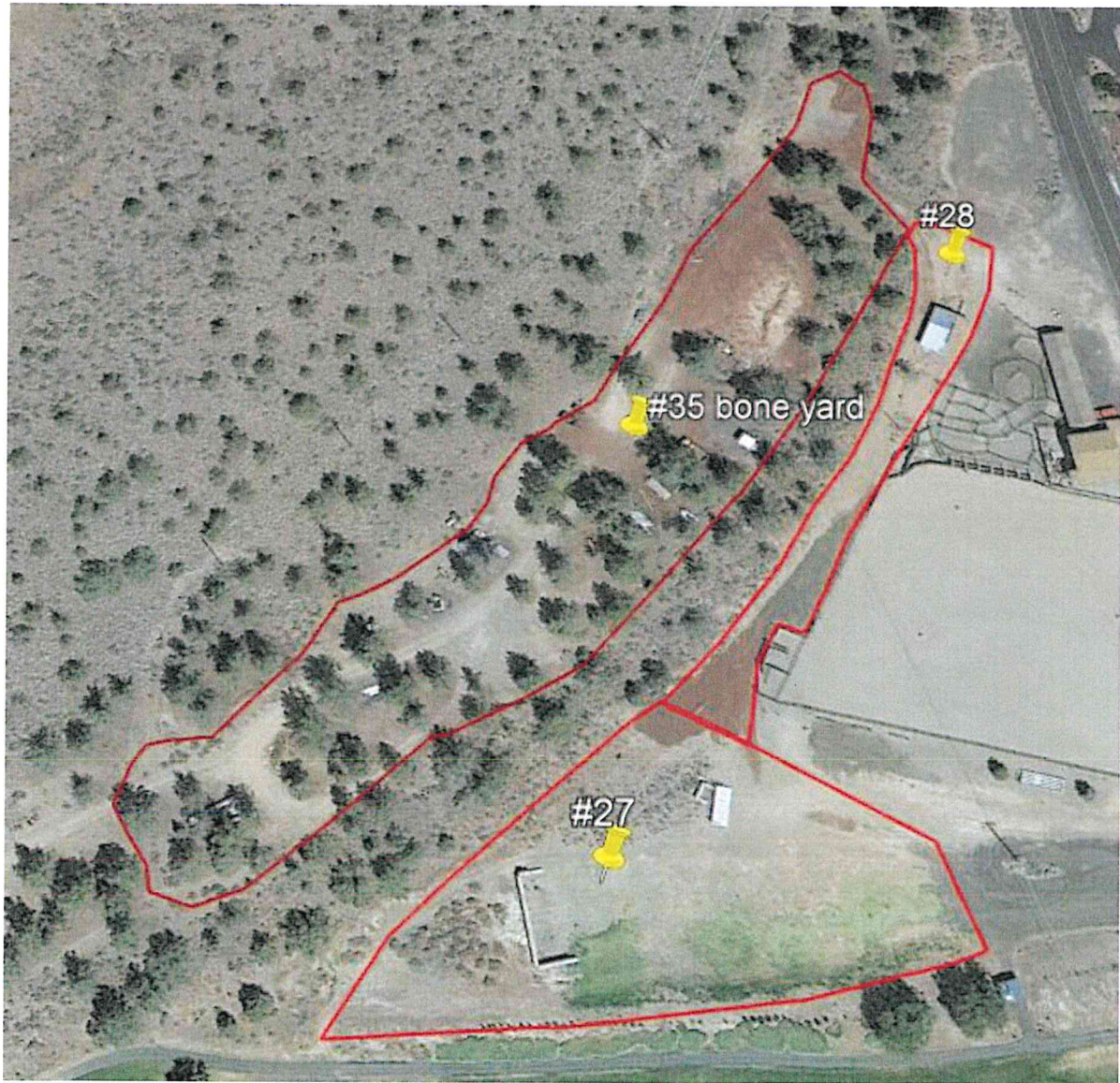
Pool: The pump motor has been removed and sent to Wadell Electric for megger testing, along with the replacement of bearings. Furthermore, a seal rebuild of the pump has been completed. We have also placed orders for components required for the pool filtering system and plumbing components to resolve cavitation issues in the main intake lines to the pump. Additionally, epoxy pool patching material and epoxy paint have been ordered to repair small sections of broken concrete around the small pool's coping. All loose concrete has been removed, and we have created a small dovetail in the concrete to hold the epoxy in place. We are awaiting more consistent and favorable weather conditions.

General: We eliminated a termite issue at the administration building (for now). Deep cleaned Ice maker, replaced lockset in SRD office, salvaged usable lumber from the golf bridge project, cleaned carpets in the juniper room as well as office space. Fixed battery backups.

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:

- March was great! We started off with a little cold weather; but that disappeared the golfers came out to play.

Significant Events/Accomplishments:

- Golf Pass – A company run by GolfNow compiles reviews of courses all over the world; they have multiple categories they track including a “golfers’ choice” ranking.
 - CRR Golf landed on the Top 20 list as #5 in the state of Oregon for 2024!
 - I am very proud to have made this list; hopefully we gain a few rounds off of this article.
- 505 rounds and \$20k more than last March
- We had a great retail month; selling a few drivers and an iron set really helps with revenue
- We currently are sitting ~\$70k or 4.4% up YoY
- 1,772 total rounds up YoY

Opportunities:

- Public bookings have continued to be strong; tournament groups are also still booking regularly.
- As in previous years we are advertising in the Smart Shopper and on Golf Moose to push rounds during slow periods.

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.
 - As I type this, I am looking out the window to the snow falling down on us; even though it was 80* two days ago!

Looking Forward:

- As of today, we have sold 20 Annual Passes for the '24/'25 season resulting in \$19,400 in revenue. Also, \$2,260 in cart storage fees have been collected with those passes.
 -
- We had a new team member start this last week; Brakelle, it will be nice having extra hands in the Golf Shop as we ramp up.
- Also, three outside staff members have committed/returned to CRR for the '24 season so far.

Best,

Randy Ballard, PGA

CRR GOLF SHOP MONTHLY SALES REPORT

March 2024

Golf Shop Sales Report

March	2024	2023	% Chg
Days Closed:	1	5	80.0%

REVENUES	March '24	March '23	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	39,647.00	19,644.00	\$20,003.00	50%	847,338.55	773,279.40	\$74,059.15	8.74%
Annual Pass Revenue	-	-	-		218,395.50	222,307.75	(\$3,912.25)	-1.79%
Cart Rentals	12,306.00	6,909.00	\$5,397.00	44%	252,727.00	249,681.25	\$3,045.75	1.21%
Merchandise Sales	11,379.50	8,041.15	\$3,338.35	29%	197,843.15	198,742.25	(\$899.10)	-0.45%
Driving Range	2,631.00	1,212.00	\$1,419.00	54%	35,801.57	35,559.00	\$242.57	0.68%
Cart Storage Fees	-	-	-		31,456.25	34,124.00	(\$2,667.75)	-8.48%
Miscellaneous Sales	517.00	402.00	115.00	22%	1,269.25	968.00	\$301.25	23.73%
Totals	\$66,480.50	\$36,208.15	\$30,272.35	46%	\$1,584,831.27	\$1,514,661.65	\$70,169.62	4.4%

GOLF ROUNDS	March '24	March '23	Variance	% Chg	YTD	Previous YTD	Variance	% Chg
1 Rack Rate Rounds	450	231	219	48.7%	7,497	8,670	(1,173)	-15.6%
2 Prop. Owner Rounds	48	21	27	56.3%	815	714	101	12.4%
3 Discounted Rounds	586	466	120	20.5%	11,760	8,602	3,158	26.9%
4 Annual Pass Rounds	1,228	1,124	104	8.5%	13,546	13,840	(294)	-2.2%
5 Employee Rounds	45	21	24	53.3%	495	370	125	25.3%
6 Industry Comps	11	9	2	18.2%	176	182	(6)	-3.4%
7 Donation/Trade Rounds	13	4	9	69.2%	554	693	(139)	-25.1%
Total Rounds Played	2,381	1,876	505	21.2%	34,843	33,071	1,772	5.1%

Punch Cards Sold	4	4	0	0.0%	62	63	(1)	-1.9%
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
					0			
Totals	0	0	0	0	0	0	223	241
	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

5 All Employee rounds

6 All Industry comp rounds

7 Donations and Trades

TO: Judy Lapora, CRR Administrator
FROM: Richard Jensen / Golf Maintenance
Date: 4-9-2024
RE: monthly report

Overview: Weather all over the place for this period. With temperatures ranging from the mid-teens to mid-seventy's, snow, rain, and the seemingly ever-present wind we experienced most of what mother nature has to offer in March. For the period we were two degrees below average lows, highs were spot on average and precipitation was roughly half of normal. I have hired two seasonal employees, so far, and brought Brian Ross back a week early. The course is beginning to color up and the turf is growing... albeit slow but growing none the less. All-in-all the course appears to have weathered the winter well. Snow mold infections in untreated areas, mostly roughs, are showing signs of recovery. The crew was unexpectedly short-handed due to the passing of my stepfather, then as I took a week of scheduled vacation towards the end of the month.

Significant Events/Accomplishments: As most have probably observed we completed the removal of the bridge over #8 pond. We created a small walking path on the left side of the pond near the cart path to give our walking players a bit shorter trek to the green with the bridge gone. Irrigation systems were prepped for charging. We did experience an issue with the back nine system that I will cover later in this report. With the turf waking up from dormancy we mowed the entire course at least once, with some features being mowed more frequently. We burned the remaining tumble weeds on hole #12. Additionally, all back nine creeks, pond edges and islands were burned prior to filling the ponds. The native area on the right side of #11 was burned, prepped, and seeded with the same 10"-14" rangeland seed mix used on hole #9. We extended the ditch along Hayes Lane and hole #11 to restrict cart travel in the seeded area. Hoss Electric installed two new security lights on the mechanic's shop and #8 pump house. I conducted annual "refresher" safety training for full time employees.

Potential Short Comings: As mentioned earlier, in prepping the irrigation systems for start up we experienced an issue with the back nine VFD drive (pump station's brain). I have been shutting down the power to both pump stations after winterizing is complete for the last 20 + years to reduce power usage during the off season. Upon re-energizing the station, I received a message on the display that the battery was low. I was unaware there were battery backups on our pump stations. This message disappeared shortly after powering up and the system status window opened as normal. I normally reset all yearly water pumped totals each spring to give us an accurate measure of annual total water pumped by the station. It does not reset the total amount pumped by the station; this total was over a billion gallons at last check. With the battery dying over the winter, we apparently lost all those records stored in the PLC memory. The system status display window also showed a different pressure set point than normal as well. I contacted our Flowtronex service provider, explained the situation and inquired if this was going to be a problem for normal operations. He explained that they are now recommending keeping the power supply on during the off season in these older stations, which we will now do. He informed me that he has a possible repair available if the station does not operate properly in automatic after it is charged. Once we get to that point we'll find out if we need this repair. And, on a sadder note, Chris Workman our irrigation technician tendered his notice. He had an opportunity arise that he could not pass up. His final day as a full-time employee will be April 10. He has offered to help when he's available, in a part time capacity. Chris was a great addition to our team, he will be missed, and we wish him the best in his future endeavors.

Looking forward, greens aeration is scheduled for April 22 & 23. Charging the irrigation systems, returning to a regular mowing schedule (as needed), seasonal employees return April 1 and there will be a significant amount of training required of the new employees.

Respectfully Submitted,
Richard Jensen GCS

RV PARK - MONTHLY REPORT - MARCH 2024

OVERVIEW:

Spring is here and the trees are budding and leafing out nicely. We started watering on March 21, and our new trees all look good. I have advised all monthly guests of other options beginning May, and they are making arrangements.

INCOME:

We have guests coming in sporadically, the weather hasn't warmed until the 3rd week in March. Online reservations are booming, however!

	<u>2023</u>	<u>2024</u>
Camping:	\$ 1,207.88	\$10,430.47
Extended Stay:	\$ 6,238.66	\$ 5,250.00
Merchandise/Misc. Inome:	\$ 142.00	\$ 259.00
Dump Station (quarterly):	N/A	\$ 150.95
Reservation Fee	N/A	\$ 1,110.00
Rental Income:	N/A	\$ 50.00
TOTALS: (BEFORE TAXES)	\$ 7,258.54	\$17,250.42

PROJECTS:

Tree trimming, general seasonal clean up, burning brush, replacing signage, refinishing picnic tables, fertilizing, planting bulbs, weed control, painting, it is all happening now! Installation of the new dry camp sites and overflow parking has begun. Online reservations are very busy, and many are calling in to confirm or change their 2024 summer reservations.

Respectfully Submitted by:

Julie Inman

RV Park Supervisor

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 04/01/2024

Re: Monthly Report for the month of March

Overview: Sanding/Grading/Vehicle Maintenance

Road Maintenance: As always, we must fuel equipment, set out signs and porta potty and shuttle equipment daily. We ran road patrol just about every day looking for roads that were in the worst shape. We sanded four days. Then we started our yearly street sweeping. The new bristles for the broom have been ordered and should have been here a week ago. As soon as we get them, we will resume street sweeping. We put down some gravel at the mailbox cluster at Golden Mantel and at the bus stop on Stallion. We cleaned about 200 feet of ditch on cinder drive. We then graded and rolled several roads as follows: Peninsula, Crater loop, High cone, Steelhead to Ground hog, Groundhog, Scout camp. We also put down 12 bags of cold patch on Meadow and 23 bags on Quail.

Vehicle Maintenance: We pulled plows and sanders apart, one a week. The last one we pulled apart was the 27th of March. We started putting our water truck together with essential items that we needed. Safety triangles, fire extinguisher, first aid kit, Fitting and stickers.

Misc.: We picked up our replacement water truck from Prineville. Pushed gravel for our stockpile at the shop. We also hauled 7 loads of gravel down to golf Maintenance. We all had to attend several hours of required safety training and refresher courses.

Deer: We picked up two deer this month and made one trip to Bend with a load of carcasses.

Signs: We replanted one sign that was run over on Mustang.

Town Trips: I made 6 trips to town for parts.

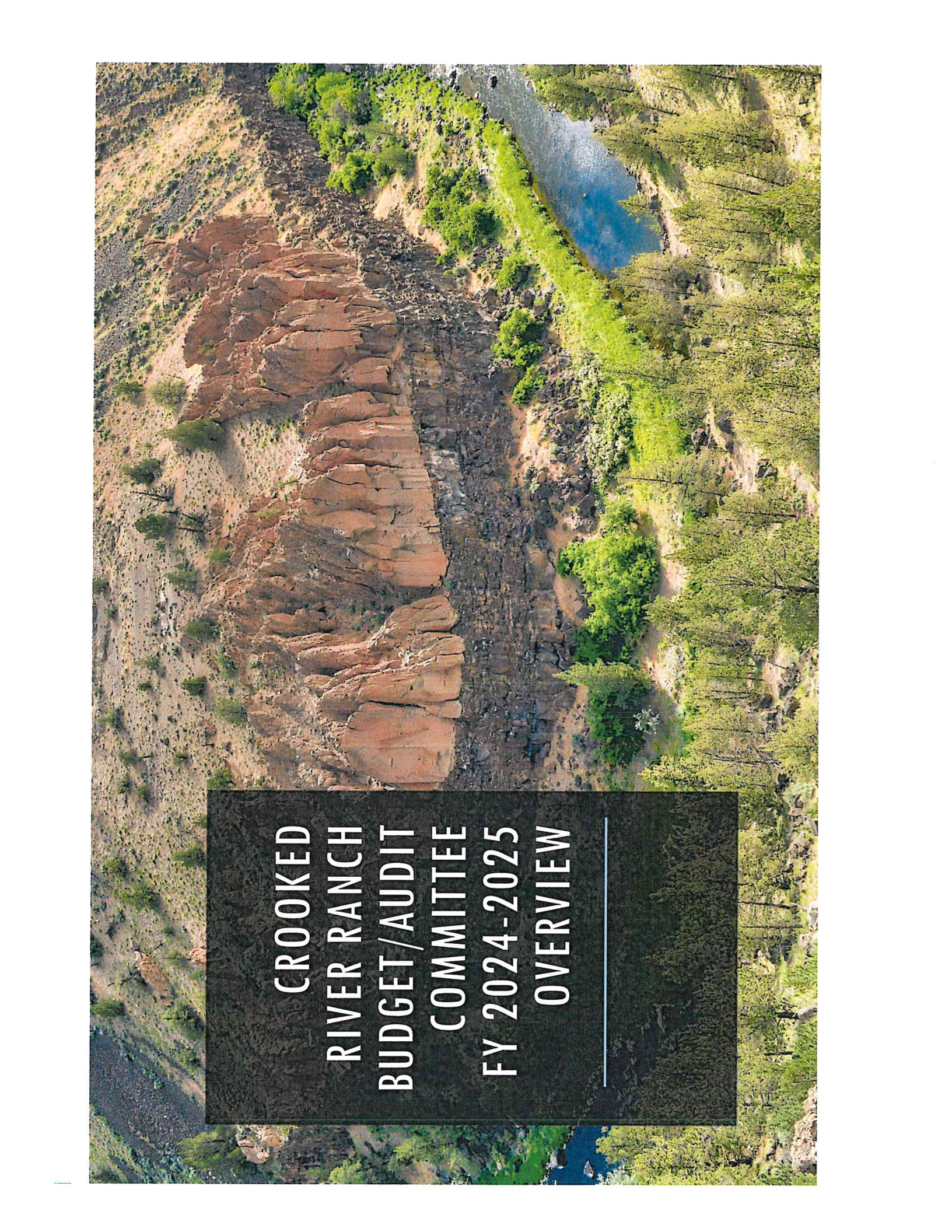
Respectfully

Jordan Jones / Road Supervisor

Collection Report
As of 4/12/2024

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
November 17, 2023	All	282,262.78		562	
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
April 12, 2024	All	318,083.60	-32,277.35	579	-60
November 17, 2023	Semi Annual	13,134.01		237	
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
April 12, 2024	Semi Annual	29,870.86	-20,687.16	246	-52
November 17, 2023	Pmt plans/Auto Debits	31,345.99		247	
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
April 12, 2024	Pmt plans/Auto Debits	42,271.84	-12,677.79	257	-8
November 17, 2023	Attorney	112,996.70		43	
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
April 12, 2024	Attorney	121,154.82	1,087.60	41	0
November 17, 2023	All F/C, BK, Etc	124,786.08		35	
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
April 12, 2024	All F/C, BK, Etc	124,786.08	0.00	35	0
November 17, 2023	1/2 Lots	0.00		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
April 12, 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.



CROOKED RIVER RANCH BUDGET/AUDIT COMMITTEE FY 2024-2025 OVERVIEW

AGENDA

Introductions

Structure of Crooked River Ranch

FY 2024-2025 Proposed Capital Reserve Plan Budget

FY 2024-2025 Proposed Operating Budget Overview

Recommendations

Feedback and Questions

INTRODUCTIONS

Crooked River Ranch Board of Directors

Crooked River Ranch Budget/Audit Committee

Crooked River Ranch Staff

STRUCTURE OF CROOKED RIVER RANCH

Crooked River Ranch is a 501C4 entity. It is a 3+ million-dollar business with four business components, three of which are taxable. The taxable departments are Rentals, RV Park and the Golf Course.

The non-taxable portion is comprised of the Administration, General Maintenance, Roads and Pool departments. When budgeting for each year, these departments are combined for accounting purposes. Administration revenues (dues, etc.) cover the expenses for the non-taxable departments.

SOME BASIC FACTS

- Our fiscal year runs from May 1st through April 30 of each year.
- As part of the budget process, each year the Budget/Audit Committee (BAC) and Board of Directors determines the needs of the Ranch and adjusts the annual dues accordingly.
- Two budgets are created each year, the Capital Reserve Plan and the Operating Budget.
- Each Department Supervisor is responsible for creating their annual budgets and working within those budgets to the best of their ability.
- Oversight of Ranch finances by the Budget/Audit Committee, Board of Directors and external auditors provides assurance of accuracy and adherence to our governing documents.

HOA CAPITAL RESERVE PLAN (CRP) BUDGET

Covers investments in property and equipment.

Is a savings plan to provide for purchases, replacements, upgrades and major repairs over a 30-year period.

Protects members against costly special assessments.

Residents deserve functioning facilities.

Updates and replacements keeps us safer when we use them.

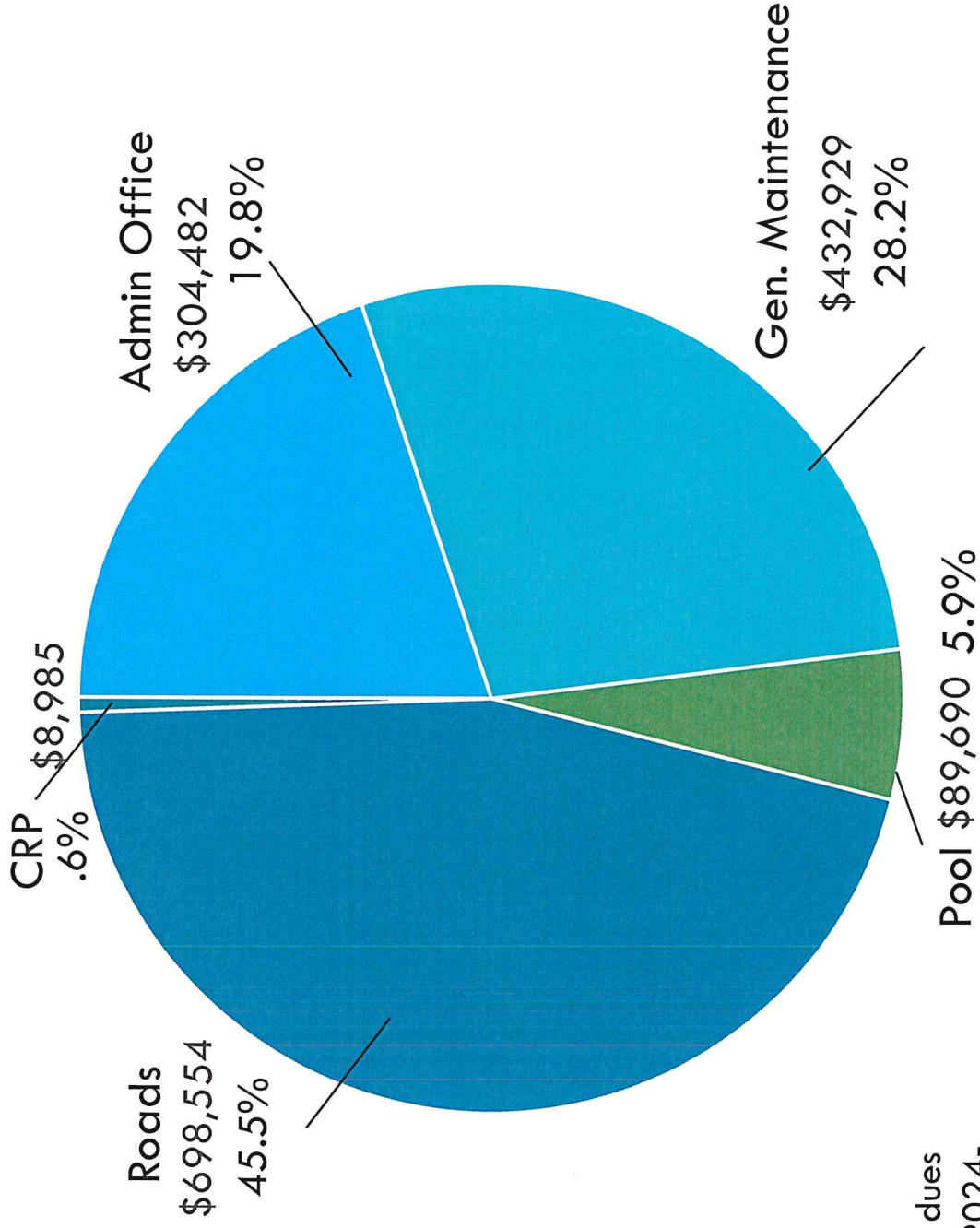
FY 2025 CRP PROPOSED EXPENDITURES

Project	Cost
Pool	\$17,000
Rentals	\$0
RV Park	\$20,000
Pro Shop	\$9,000
General Maintenance	\$80,000
Golf Maintenance	\$1,024,744
Roads	<u>\$395,000</u>
Total	\$1,545,744

How are your dues spent?

Note: Admin
Office is net of
total Admin
expenses less
non-dues
revenue.

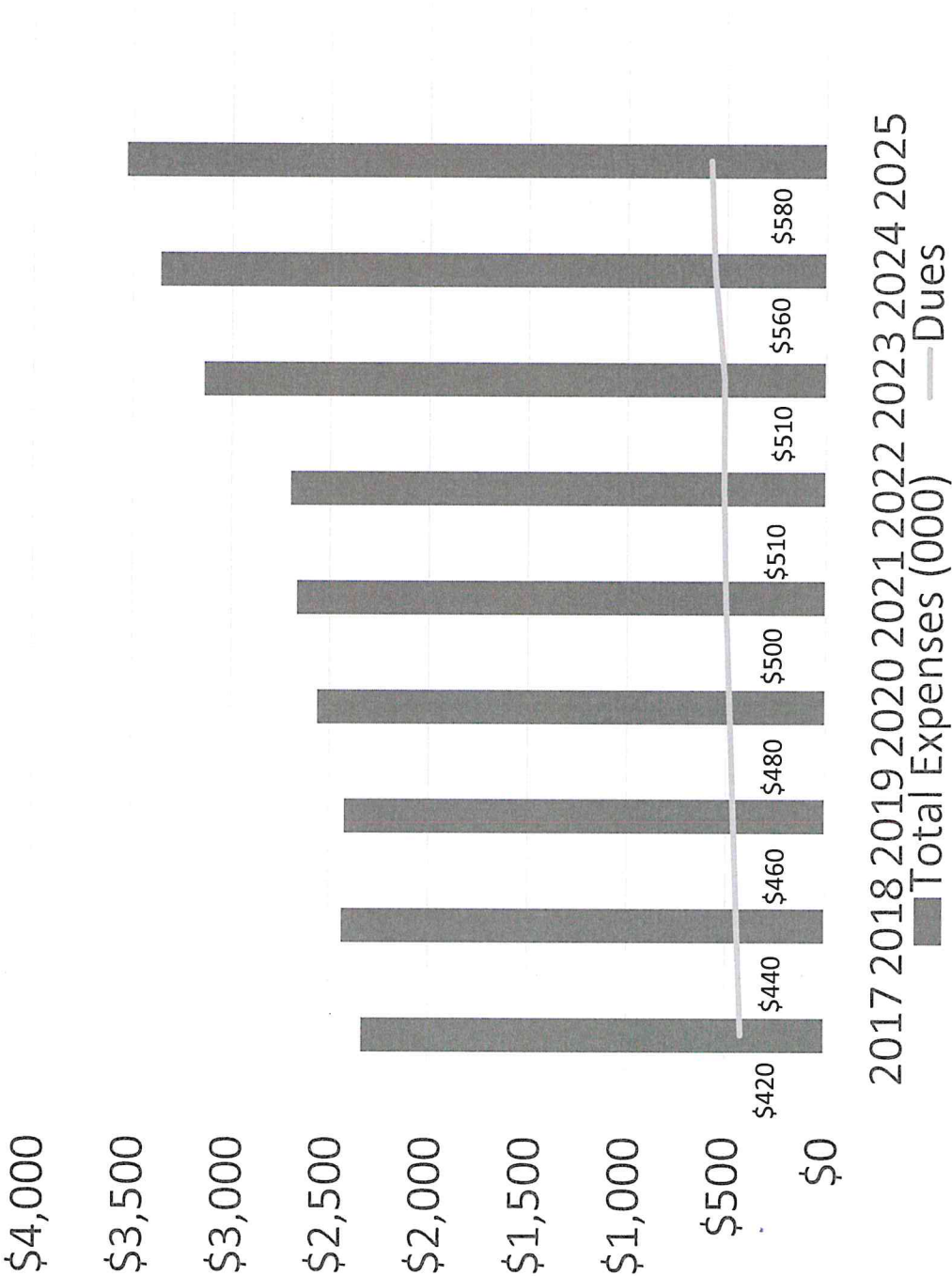
Based on BOD adopted dues
increase of \$20 for FY 2024-
2025.



FY 2025 OPERATING BUDGET BY DEPARTMENT

	Admin	Pool	Rentals	RV Park	Golf Course	General Maint.	Roads
Revenue	\$1,670,740	\$525	\$60,480	\$520,050	\$1,557,600	\$8,500	\$0
Expenses	-\$440,582	-\$90,215	-\$38,600	-\$353,270	-\$1,468,573	-\$441,429	\$698,554
							-
Revenue over							
Expenses	\$1,230,158	-\$89,690	\$21,880	\$166,780	\$89,027	-\$432,929	-\$698,554

Expenses vs Dues



2017 2018 2019 2020 2021 2022 2023 2024 2025

■ Total Expenses (000) — Dues

RISK ASSESSMENT

Environmental Damage (Wildfires, Severe Weather)

Inflation

Condition of Assets

Improvements Required

Improvements Desired

Market / Competition

Unforeseen Issues

Government Mandates Such As Safety Regulations,
Minimum Wage

General Economic and Social Factors

RECOMMENDATIONS

1. Continue Prior Year's Depreciation transfers from Operations.
2. Continue \$75,000 Budgeted transfer from Operations
3. Based upon financial condition at the time, make a discretionary transfer to the Capital Reserve Plan of \$125,000 if possible.
4. Based on profit levels from taxable departments, make additional discretionary transfers to CRP to fund increased capital expenditures.

The Budget/Audit Committee (BAC), upon careful deliberation and analysis of the financial status of Crooked River Ranch believes the adopted budgets will sufficiently fund the needs of Crooked River Ranch and help provide funding for future expenditures. Thank you to the BAC for it's hard work and the Board of Directors for it's continued support.

QUESTIONS



Thank You for Taking the Time to

Understand How the

Crooked River Ranch Budget is

Prepared and Implemented!

AR Log for April 17, 2024

AR Log for April 17, 2024				
ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION	COMMENTS
D McRae Sheryl Jones 1	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.	4/1/24 Gen Maint Supervisor Dan McRae reported that work on Horny Hollow Trail area is now complete. Will begin working on Hill Road in the fall. The Heart of Oregon team is on other jobs at the moment so we are waiting for them. Still workin on Russian Thistle in various areas.
D McRae Mike Dries 2	Fire Abatement Project No. 2 - Lower Pasture	On-going	To reduce fire danger on lower pasture.	4/1/24 Work party on March 21 was very successful.
D McRae Mike Dries 3	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	4/1/24 - Supervisor McRae and RM LaPora met with CR Grasslands. They will be starting on their projects in July 2024 in the Lower Bridge portion. They anticipate them moving to areas more adjacent to CRR in the fall of 2025.
K Vickery 4	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 4/1/24 - President Vickery will reach out to them for status.

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Monday, May 6, 2024

- I. Call to order
- II. Roll call
- III. Special topics
 - a. Swearing In and Seating of Selected BOD Director
 - b. BOD Assignments
 - c. Nominating Committee Update – President Vickery
 - d. Fire Abatement Efforts Update – General Maintenance Supervisor McRae
 - e. Ranch Clean Up Day Reminder – June 8
- IV. A/R log Review
- V. Regular Board Meeting Agenda Review – May 20, 2024
- VI. Vote to Adjourn to Executive Session if Needed