

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

Monday, October 17, 2022, 6:00 P.M.

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

Name		Name		Name	
Kari Vickery President		Ara Erdekian Vice President		Mike Dries Secretary	
Randy Peterson Treasurer		Sheryl Jones Director		Julia Randall Director	
Sarah Woolverton Director					

II. CONSENT ITEMS

- a. Agenda of Regular Meeting – October 17, 2022
- b. Minutes of Regular Session – September 19, 2022
- c. Minutes of Work Session – October 3, 2022

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. Western Holiday Celebration
- c. Phone System Update

V. OLD BUSINESS

- a. Alternative Funding Resolution
- b. Kurtz/Andrews vs CRR Lawsuit Update
- c. AR Log

VI. NEW BUSINESS

- a. Volunteer Service Form – Sheryl Jones – BAC

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 – November 7, 2022

XI. ANNOUNCEMENTS & WRAP-UP:

- a. Lower Pasture Work Party – October 19, 2022
- b. Vacancy Positions Candidates Forum – October 20, 2022 10:00am - Juniper Room

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR SESSION BOD MEETING OCTOBER 17, 2022

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

Monday, September 19, 2022, 6:00 PM

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

a. Roll Call:

b. Pledge of Allegiance

Association Board Members:

Name		Name		Name	
Kari Vickery President	X	Ara Erdekian Vice President	X	Mike Dries Secretary	X
Randy Peterson Treasurer	X	Sheryl Jones Director	X	Sarah Wolverton Director	X
Julia Randall Director	O	Director		Director	

It is also noted that Jefferson County Commissioner Mae Huston was in attendance

II. CONSENT ITEMS -

- a. Agenda of Regular Meeting – September 19, 2022
Addition to Old Business: c. South Pasture Update:
Addition to New Business: d. Alternate Funding Update:
- b. Minutes of Regular Session: August 15, 2022. A motion to approve the minutes of August 15, 2022 was made by Director Jones. It was seconded by Secretary Dries. It was a unanimous decision to approve.
- c. Minutes of Work Session – September 7, 2022. A motion to approve the minutes of September 7, 2022 was made by Vice President Erdekian. It was seconded by Treasurer Peterson. It was a unanimous decision to approve.

III. COMMITTEE & STAFF REPORTS –

No Comments.

IV. RANCH MANAGER'S REPORT:

- a. Collections Report: Ranch Manager LaPora noted that outstanding payments for September 2022 are approximately the same as they were in March, 2022, the same time period between dues mailing statement dates.
- b. Trust for Public Land Information: Ranch Manager reports that the US Forest Service has asked for a modification to the Trail Easement as part of the sale between the Trust for Public Land and the US Forest Service. The modification request has been sent to the Land Use Attorney for review.

Draft Regular Session Minutes 9.19.2022

V. OLD BUSINESS

a. Cascade East Transit Update: Cascade East started bus service between CRR & Redmond on September 6, 2022 with six stops on the Ranch. They have a special event planned for Friday September 23 between 11:00 am – 1:00 pm at the Badger/Chinook bus stop. Personnel will be available for questions along with a chance to win prizes.

b. AR Log:

1-4 Comments: 9.19.22 No change

c. South Pasture Update: Treasurer Peterson will have a notice placed in the Telegraph and through the Phase Rep system reminding everyone of a work party at the South Pasture on October 19. Everyone is welcome to assist.

VI. NEW BUSINESS

a. Board Assignments: The following changes were made:

1. Advisors:

Kari Vickery	Administrative Services Department
Mike Dries	Facilities Services Department
Randy Peterson	Golf Operations Department

2. Liaisons:

Mike Dries	Architectural Review Committee
Sheryl Jones	Budget Audit Committee
Kari Vickery	CC&R Review Committee
Randy Peterson	Neighborhood Phase Rep Committee
Ara Erdekain	Parks & Rec Committee
Ara Erdekain	Events Committee
Julia Randall	Ranch Enhancements Committee

3. Committee Members:

Kari Vickery	Nominating Committee
Randy Peterson	Budget Audit Committee

4. Team Members:

Mike Dries	CC&R Enforcement Issues
Sheryl Jones	CC&R Enforcement Issues
Kari Vickery	Communication Issues
Ara Erdekian	Communication Issues
Julia Randall	Communication Issues
Randy Peterson	Contract Review & Insurance Issues
Sheryl Jones:	Contract Review & Insurance Issues
Sarah Wolverton	Contract Review & Insurance Issues
Mike Dries	Employee Issues
Kari Vickery	Employee Issues
Julia Randall	Employee Issues
Randy Peterson	Golf Issues
Sarah Wolverton	Golf Issues
Kari Vickery	Legal/Collection of Unpaid Dues

Draft Regular Session Minutes 9.19.2022

Julia Randall	Legal/Collection of Unpaid Dues
Ara Erdekain	Legal/Collection of Unpaid Dues
Ara Erdekain	Road Issues
Sarah Wolverton	Road Issues:
Sarah Wolverton	Security & Safety Issue
Mike Dries	Security & Safety Issue
Julia Randall	Construction Committee
Sarah Wolverton	Construction Committee

b. Committee Review Assignments:

Sheryl Jones	Architectural Review Committee
Kari Vickery	Budget/Audit Committee
Ara Erdekian	CC&R Committee
Julia Randall	Phase Rep Committee
Randy Peterson	Parks & Rec
Sara Wolverton	Events Committee
Mike Dries	Ranch Enhancements Committee

- c. **Proposed Calendar for BOD meeting 2022/2023:** No Changes or additions were noted at this time. These are subject to change.
- d. **Board of Directors Vacancy Selection Process:** Two positions are currently open with terms set to end September 6, 2023. Deadline for applications will be October 14, 2022 and a special Board of Directors meeting to select new Board Members will be October 20, 2022 at 10:00 am.
- e. **Alice Stevens – Goats Phase 14:** A motion to allow an ADA exception in phase 14 specific to Alice Stevens was made by Director Jones. It was seconded by Vice President Erdekian. It was a unanimous decision to approve. This allows Alice Stevens to keep her two goats under ADA laws.
- f. **Alternate Funding Update:** Director Jones reports that Vice President Erdekian, Director Randall and herself met and will be proposing making the Ad Hoc Grant Finding Committee permanent. They will work on a charter and policy procedure document. They would also like to recruit members from the community to be part of the committee.

VII. SECOND READINGS:

None

VIII. FIRST READINGS:

None

IX. PUBLIC INPUT:

Jim Stagl, Herb Parker, Bill Burt, Birk Lowrie and Commissioner Huston all spoke.

X. PREVIEW OF WORK SESSION – October 3, 2022:

Addition of Grant Finding Committee Update

XI. ANNOUNCEMENTS & WRAP-UP:

None

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

Draft Regular Session Minutes 9.19.2022

A motion to adjourn to Executive Session for legal issues was made by Vice President Erdekian. It was seconded by Director Jones. It was a unanimous decision to approve. The regular meeting was adjourned to Executive Session at 7:25 pm.

The Regular Meeting was reconvened at 7:42 pm. No decisions were made and the meeting was adjourned at 7:43 pm.

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR BOD MEETING OCTOBER 17, 2022

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
WORK SESSION
WEDNESDAY OCTOBER 3, 2022- 10:00 A.M.**

I. Call to Order: The meeting was called to order at 10:05 am. It is also noted that Jefferson County Commissioner Mae Huston was in attendance.

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

III. Work Session Agenda Review – October 3, 2022

IV. Special Topics:

a. Regular Board Meeting Agenda Review 10.17.22:

Addition to Old Business: c. Trust for Public Land Easement Revision; d. Alternative Funding Committee Update; d. Neighbor Helping Neighbor Policy and Procedures Update. e. Update Kurtz/Andrews vs CRR Lawsuit New Business: Holiday Bazaar. Announcements: Reminder of October 19, 2022 Lower Pasture work party.

b. Trust for Public Land Easement Revision: Moved to regular Board meeting October 17, 2022.

c. Phone System Issue Update: General Maintenance Supervisor Mike Knoke explained the phone issue affecting all aspects of the Ranch. He provided three proposals recommending Cascadetel as a new provider. Costs include installation of \$1,200.00 and monthly fees of \$700.00 A motion to approve Cascadetel as the phone provider was made by Director Jones. It was seconded by Director Randall. It was a unanimous decision to approve.

d. Neighbor Helping Neighbor Discussion: President Vickery has proposed that the Neighbor Helping Neighbor program be changed from a Board approval process to a committee approval with board notification on a quarterly basis. The Policy and Procedures will need to be re-written. Coordinator Karen Atwood will create a proposal to include community members reviewing recommendations made by the coordinator and include the training of someone to step into that position. She will work on this and plan for a November presentation.

e. Neighbor Helping Neighbor: Coordinator Karen Atwood asked for approval of \$50.00 for case #22-12. A motion to approve was made by Vice President Erdekian. It was seconded by Director Jones. It was a unanimous decision to approve.

f. Ad Hoc Committee on Alternative Funding Discussion: Director Jones provided a draft of a charter for the Alternative Funding Committee. More discussion to follow.

g. Update on Kurtz/Andrews vs CRR Lawsuit: Moved to the October 17, 2022 regular Board meeting.

h. Vacancy Election Update: President Vickery reports that there are two applications for the two open position on the Board of Directors. It is hopeful that additional applications will be received prior to the deadline of October 14, 2022.

i. Volunteer Service Forms: A motion to approve Jeffery Cooper and Kevin Ellingsburg for the BAC Committee was made by Vice President Erdekian. It was seconded by Director Jones. It was a unanimous decision to approve

j. AR Log:

1 & 3: No changes 10.3.22

#2 Comments: A work party is scheduled for October 19, 2022 to identify obstacles and if time permits possible tree trimming.

#4: Comments: Supply issues continue to delay completion of fence

#5 New Action. Action Officer: M Knoke, M Dries J Randall. Task: Heritage House Improvement Project. Status: New. Comments: Engineering firm is reviewing for recommendations

V: VOTE TO ADJOURN TO EXECUTIVE SESSION ON LEGAL, COLLECTION AND CONTRACTUAL INFORMATION (ORS 94.640 7 (a))

A motion to adjourn to Executive Session was made by Vice President Erdekian. It was seconded by Director Jones. It was a unanimous decision to approve.

Adjourned to Executive Session at 10:54 am

To: Crooked River Ranch BOD
Fr: Judy LaPora, Ranch Manager
Date: 10/11/22
Re: Administration Monthly Report for September 2022

Significant Events/Accomplishments:

- Even though I have nearly recovered from my knee replacement surgery, due to a serious medical issue with a family member, I continued to work remotely for the most part. I worked with Kara on the BOD work session and regular meeting packets, minutes and worked with our new President, Kari Vickery on a variety of items. The Events Committee and Admin Staff facilitated the annual CRR Yard sale which was a success again this year.
- Once again, thank you to the entire Admin staff for keeping the ship afloat during my absence. Kara put together the work session and regular meeting packets, scanned some property files, prepped new BOD manuals, and updated the directory and welcome packet with new BOD information. Thank you, Kara!
- Kara processed 20 dues requests from title companies and 18 changes of ownership. She also completed 56 auto-debit billings for the 5th and 60 for the 20th of September as well as 104 monthly billing invoices and 15 newsletter accounts. She was able to collect \$4000 in our in-house collection accounts. She provided updated ledgers to our collection attorney who collected a \$3291. payoff and an \$800. Payment. She processed and mailed 254 past due letters. She filed 19 liens, one lien release, sent one intent to lien letter and two intent to collect letters. She processed 5 CC&R complaints, sent 2 CC&R letters and processed 3 inspection reports .
- Tammy processed 400 payments. She also inserted 47 Community Yard Sale entries on the yard sale map with directions and days open. She printed over 900 maps, worked with the Events Committee and Maintenance team to hand out the Yard Sale signs and stock the maps. She updated 27 snowbird change of addresses and continues to take care of the mail, and handle all incoming calls and walk-ins. Due to our phone system failure, she also answered a steady stream of phone calls regarding the issue and assisted guests with getting information to the Pro Shop and RV Park.
- As usual, Phyllis produced another stellar issue of the Telegraph.
- Jan continued with her normal duties, including accounts payables and receivables, reconciling bank statements, monthly financial statements, payroll and payroll taxes, billing rental accounts, monthly allocations and managing fixed assets. Jan is still processing seasonal layoffs.

Respectfully submitted,
Judy LaPora, Ranch Manager



SEPTEMBER 2022 GENERAL MAINTENANCE REPORT
OCTOBER 4, 2022

Pool: See attached season review

Heritage House: The electrical engineers have visited the Heritage House and taken a series of photographic scans of each room to begin the process of the fee and scope study for the electrical upgrade for the building.

RV Park: We repaired a broken water supply line in D-loop. A tree root was found to be the culprit. We continue to monitor the flows in the three engineered septic systems in D-Loop, submitting monthly reports to Septic Technologies which are then forwarded to the Department of Environmental Quality.

Lower Pasture: The irrigation pipe project is going well and should be completed by mid-October. We have been able to dedicate nearly full-time attention to completing the installation of more than a thousand feet of new irrigation line.

Commercial Park: The fencing contractor is due to begin the split rail fence for the park. I am pricing shrubs to plant along the sides of the Bocce Ball courts. And the swing set is nearly ready to install.

Tennis/Pickleball Courts: New court lights were installed and are working very well. This project was spearheaded by the Pickleball group with approval from the Ranch Enhancements Committee and Board of Directors and came in under budget.

Snack Shack: The Snack Shack is closed for the winter and the operator has cleaned the facility. One of my staff stood by on Saturday, September 24th to help load the previous operator's equipment which we had stored when he failed to remove it this year. However, he didn't show up.

Phone System: Our Shoretel phone system began exhibiting problems on 9/13, dropping occasional calls. The main phone lines into Admin, the Golf Shop, and the RV Park went down completely a few days later and we attempted to contact Century Link for help. Judy was able to get the Admin front desk phone number temporarily forwarded to our FAX line which was still working, but it took me another two weeks to get the other two lines forwarded to a working phone. Meanwhile, our entire system was having problems and we were getting no help from Century Link. They no longer support the system they sold us. As this is being written, we have chosen a new Telecom company which should have us up and running by October 7th. We have been without a fully functional phone system for three weeks.

Cont.

SEPTEMBER 2022 GENERAL MAINTENANCE REPORT

Cont.

General: With the help of the road department, we rebuilt an old bus stop shelter and placed it on Fawn Drive. The previous shelter there had been destroyed by high winds. We repaired some sprinklers on the Clubhouse lawn. We replaced the Starter motor in the Ford Ranger pickup and replaced air and fuel filters in all the departments' trucks. We helped a Jefferson County worker spread the bark chips they had delivered at Panorama Park. I purchased a new set of tires for the Ford pickup. We continue routine irrigation of the Heritage House paddock, the lower pasture, ballfield, Commercial Park, Mac Park, and the Clubhouse lawns. The Arena footing is harrowed weekly.

Respectfully submitted by: Michael Knoke

2022 POOL SEASON REVIEW

There were very few issues with the swimming pool equipment this year. We did experience some minor leaks in the solar water heating panels. These panels are long past their service life and are slated for replacement in next year's CRP. The chemical dosing equipment worked perfectly, always keeping the large pool's chemistry at the proper levels. We saw no evidence of the black algae we had two years ago. We will have to replace several umbrellas and a gazebo canopy which were lost to high wind gusts, and some chaise lounges which were broken as well. The new electrical systems worked flawlessly as did the heaters, pumps, and filters. Jefferson County Health found no issues during their annual inspection visit. We experienced problems with our ADA lift and will be looking at replacing it next year. This lift is very old and is difficult for staff to use safely. A decent lift will be costly and may need to be put on the CRP.

Except for the Pool Manager, the entire staff was new this year, with nearly all still in school. We didn't have a full crew until well after opening day, so hiring and training were a scramble. This caused a delay in opening and a reduced operating schedule before we got up and running smoothly. There was one incident reported when a three-year-old girl needed assistance, but she was okay and apparently in no real danger. There was some issue with her parents not being present during the incident. The report stated that a resident helped the girl out of the pool. I heard a small number of complaints about staff this year, but these were fewer than usual. I heard many more compliments, which is always nice.

Despite the opening delays and reduced schedule times during the first couple of weeks, attendance numbers were close to normal. These figures are taken directly from the sign-in sheets and should put to rest any rumors of the pool having more visitors than residents using the facility.

TOTAL ATTENDANCE: 17,143

RESIDENTS: 11,057

CRR RV PARK: 4,500

RANCH CABINS: 680

SMITH ROCK RESORT: 483

OTHER RV PARKS: 423

SCORE: RESIDENTS - 11,057, VISITORS - 6,086

I'm going to call it a successful season. I will take a lesson from our recruiting difficulties this year and start advertising for staff earlier next year.

Respectfully Submitted by: Michael Knoke

10-04-2022



To: Kara Burkhart, Membership Specialist
CC: Kari Vickery, President CRR C & MA
From: Randy Ballard, PGA
Subject: September Update of Operations
Date: October 1st, 2022

Golf Shop Operations

Overview:

September was beautiful; the average temp for the month was 78* (72* in 2021) and only 4 (5 in 2021) days of measurable rain. We had a big September in rounds and revenue; I would think that was mostly due to the lack of smoke and great temperatures. We are killing it right now as we begin to slow; the plan moving forward is to just to keep our heads down and continue to push ahead.

Significant Events/Accomplishments:

- Total revenue YoY up almost \$103,500
- We did 916 more total rounds this September over last, that's HUGE!
- Merchandise sales up YoY almost 16% or \$25k in the first 5 months of our fiscal year

Opportunities:

- The 14-day forecast is showing highs in the 70's and 80's; perfect to keep golfers coming out and playing!

Potential Shortcomings:

- Its that time of year when we start losing staff to school and the desert. It's a tough time as we are starting to get a little burned out after the busy summer months; but losing staffers forces us to still work full time as we begin slowing down into Fall

Looking Forward:

- We have been seeing a very strong response to group bookings for the 2023 season. May, June, and July of next summer we already have 8 of 13 Saturdays and 6 of 13 Sundays booked!

Best,
Randy Ballard, PGA

CRR GOLF SHOP MONTHLY SALES REPORT
September 2022
Golf Shop Sales Report

Sept	2022	2021	% Chg
Days Closed:	1	6	16.7%

Sept '22 Revenues vs. Sept '21	Sept '22			Sept '21			Variance	% Chg	YTD	Previous YTD	Variance	% Chg
Greens Fees	111,363.10			80,558.75			30,804.35	28%	609,111.40	558,561.97	50,549.43	8.30%
Annual Pass Sales	2,045.00			225.00			1,820.00	89%	222,307.75	200,674.25	21,633.50	9.73%
Cart Rentals	37,888.00			30,331.00			7,557.00	20%	210,613.25	207,869.50	2,743.75	1.30%
Merchandise Sales	24,641.60			15,647.40			8,994.20	37%	159,107.85	133,919.28	25,188.57	15.83%
Driving Range	5,250.00			3,752.00			1,498.00	29%	29,179.00	25,764.30	3,414.70	11.70%
Cart Storage Fees	-			250.00			(250.00)	#DIV/0!	34,124.00	32,719.00	1,405.00	4.12%
Miscellaneous Sales	121.50			29.00			92.50	76%	790.00	2,268.00	(1,478.00)	-187.09%
Totals	\$181,309.20			\$130,793.15			\$50,516.05	28%	\$1,265,233.25	\$1,161,776.30	\$103,456.95	8.2%
Sept '22 Rounds vs. Sept '21	Sept '22 Actual	HOLES		Sept '21 Actual	HOLES		Variance	% Chg	YTD	Previous YTD	Variance	% Chg
		9	18		9	18						
1 Rack Rate Rounds	1,202	237	965	992	212	780	210	17.5%	6,981	6,472	509	7.3%
2 Prop. Owner Rounds	110	45	65	87	42	45	23	20.9%	572	617	(45)	-7.9%
3 Discounted Rounds	1,476	95	1381	996	71	925	480	32.5%	7,128	6,871	257	3.6%
4 Annual Pass Rounds	1,472		1472	1,314		1314	158	10.7%	8,865	8,460	405	4.6%
5 Employee Rounds	50		50	45		45	5	10.0%	275	247	28	10.2%
6 Industry Comps	36		36	12		12	24	66.7%	127	97	30	23.6%
7 Gift/Punch Card Rds, etc.	74		74	58		58	16	21.6%	635	417	218	34.3%
Total Rounds Played	4,420	377	4,043	3,504	325	3,179	916	20.7%	24,583	23,181	1,402	5.7%
Punch Cards Sold	4			4			0	0.0%	47	38	9	19.1%
2022/23 Golf Passes	Property Owner			Outside Passes					Total Passes			
	This Month	This Mo. L-Y	Diff.	This Month	T-M-L-Y	Diff.			This YTD	Last YTD	Diff.	% Chg
P.O. Single	2	1	1						98	115	(17)	-17.3%
P.O. Couple	1		1						77	83	(6)	-7.8%
PO Junior	3		3						8	4	4	50.0%
Non-Prop Single Full							0		18	9	9	50.0%
Non-Prop Single Wkdy							0		16	14	2	12.5%
NO Couple Full							0		19	15	4	21.1%
NO Couple Wkdy							0		3	2	1	33.3%
NO Junior							0				-	
NO Afternoon ONLY							0		6	3		
Totals	6	1	5	0			0	0	245	245	-	0.0%
	This Month	Last Year	Difference	% Chg	This YTD	L- YTD	Difference	% Chg				

- 1 Includes weekday and weekend rounds for juniors, seniors and regular guests at regular posted rates.
2 Weekday and Weekend rounds at posted property owner rates.
3 Includes all promos, specials & twilight rounds at regular posted rates.
3 All rounds that are discounted including large groups, special member events, visitations, etc.
4 All Member Rounds

- 5 All Employee rounds
6 All Industry comp rounds
7 Includes all rounds specifically from punch cards

TO: Judy Lapora, CRR Administrator

FROM: Richard Jensen / Golf Maintenance

Date: 10-10-2022

RE: monthly report

Overview: It appears that the gremlins in our weather station took a break this month as all data was recorded this period. For the month we were 8 degrees above average for low temperatures and 7 above for highs as well. We **finally** received some measurable precipitation this period for the first time in two months! .11" were received between the 19th and 22nd very welcome indeed but still well below the monthly average of .4" at this point we'll take whatever we can get. We experienced our first frost of the season on the 9th. While only appearing in dry spots throughout the course and not causing any delays for staff or golfers, it is a reminder that the season is winding down and fall is on its way. COVID infections once again plagued the golf maintenance department with two employees testing positive and being off work until they tested negative. One employee was off for 10 days, the other is still off as of the writing of this report. This had us understaffed and scrambling to accomplish daily course maintenance requirements with no time for additional projects the last two weeks of the month.

Significant Events/Accomplishments: All greens and collars were aerated using ½" solid tines on 2.5" spacing, sand top dressed, dragged, rolled, and watered. Above average temperatures and larger aeration holes slowed recovery a bit, but greens were rolling well three weeks following aerification. Annual fall wall-to-wall fertilizer application took place on the 29th. We also experienced a leak of the domestic water system on #1 fairway directly in front of #1 tees. CRR Water Co and Avion rapidly responded to the call and had the leak, almost 5' underground, repaired by the end of the day. Many thanks to the Water Co for their efforts and timely response. Central Oregon Weed Control performed an application to roughs for control of broadleaf weeds and applied a broad spectrum pre-emergent product for future suppression of these weeds.

Opportunities: I took the opportunity to take a foursome of the maintenance staff to represent the Ranch in the OGCSA Central Oregon Crew Tournament at Quail Run on the 20th. Despite my rusty game, I was able to contribute a little to the team's performance, but overall, the rest of our team carried my dead weight to a second place finish out of 26 teams!

Potential Short Comings: Available labor continues to be the greatest shortcoming for the maintenance department. While one employee out on paternity leave returned to work on a part-time basis, COVID infections kept us short staffed again.

Looking forward, aerating tees and approaches and prepping the course for winter are scheduled for the upcoming period. Depending on weather patterns and turf growth seasonal employee's last day of the season will be either October 30 or November 4.

Respectfully Submitted,
Richard Jensen GCS

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 10/11/2022

Re: Monthly Report for September 2022

Overview: Maintenance, Grading, Covid, Road Work

Road Maintenance: Our daily duties of setting out signs, blue room, fueling equipment and watering roads. We started the month out working on Sundown Canyon hauling and spreading gravel. Unfortunately, covid hit everyone of us. We missed a total of 20 working days spread out over three weeks. We only had a full crew for the last week in September. We were still able to get several roads graded and rolled with the limited crew. They are as follows: River/Folly waters/Jackpine/Chucker/Blue Jay/Dove from River to pavement/Sumpter/Dylan Circle/Chickadee/Swallow/and Sandridge and Buckskin. We put down 14 bags of cold patch to fill potholes on Meadow. We also broomed for two to three hours 11 mornings.

Vehicle Maintenance: We serviced the broom and 3500 Chevy pick-up doing an oil and air filter changes on both. We also had to replace the Battery on the broom. We also sanitized all the trucks and equipment.

Misc.: We moved a bus shelter back over to Fawn. We pushed delivered gravel several days. We also removed some state spec gravel from the Panorama parking lot and put down 8 loads of reject for compaction.

Deer: We picked up three deer this month.

Signs: We had to replace the stop sign at Groundhog and Mustang. We also straightened another sign on Mustang and Perch.

Town Trips: I made 1 trip to town this month for parts.

Respectfully

Jordan Jones / Road Supervisor

RV PARK - MONTHLY REPORT – SEPTEMBER 2022

OVERVIEW:

The month of September was steady for the park. We still had a good number of guests staying with us throughout this month.

INCOME:

September Camping income was higher than last year at this time. We have been booking for the winter season and have a few beginning in October. RV Park Income is down from this time last year. Merchandise is up that was because monies didn't get put into deposit for September last year. October report will reflect that difference.

	<u>2021</u>	<u>2022</u>
Camping:	\$42,985.61	\$44,816.55
Extended Stay:	\$6,900.00	\$2,050.00
Merchandise:	\$ 0	\$ 653.00
RV Park Income:	\$ 619.75	\$ 337.00
TOTALS : (BEFORE TAXES)	\$49,129.96	\$47,856.55

PROJECTS:

Norm has been working on a lot of beautification for the park. He's a very hard worker and sees all that needs to be done in the park and takes pride in his work. We have removed some dead trees that needed to be cut down and hauled off. Also, have began to replace boards on picnic tables that are in bad shape.

Submitted by:

Cathy Wagoner

RV Park Supervisor

ARC Minutes for New ApplicatOn on September 26, 2022

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

CC: Judy LaPora.

Liaison: Mike Dries

Minutes from last meeting: Approved as written.

New Application:

7293 SW Onyx Rd. Scheetz. Ph #03. Lt#119. Solar. Roof mount.

Approved

Danes Pl. Lot #03. Nichols. Ph #13. Lt #03. Lot Improvement.

Manufactured Home. Pole Building. Garage/Shop. Approved

13672 SW Cinder Dr. Curtis. Ph #07. Lt #71. Perimeter Fence.

Approved

13487 SW Peninsula DR. Montoya. Pt #03. Lt #220. Addition

To home. Approved

15650 SW Dove Rd. McCann. Ph #02. Bl #41. Lt #24. Solar Panels.

Approved

Notice from Deschutes or Jefferson County: O

Letter sent: O

Verification of Completed Application: O

Next meeting will be October 10, 2022 @ 4:30PM in the Adm office.

MINUTES PUBLIC

CC & R Review Committee Minutes

September 20, 2022

In attendance: Mark Schneider, Judy Gilliland, Gail DesBrisay, Stephanie Proffitt, Norm Sharp, Mel Tellinghusen, , CRR Admin rep. Kara Burkhart & Jefferson Co. Rep. John Slyter

1. Consent Items:

A. Agenda for today's meeting.

B. Minutes for August 16, 2022 meeting:

Motion to approve by Mel Tellinghusen & 2nd by Mark Schneider

Unanimous to approve.

2. New Business:

A. Introduce & welcome new member Norm Sharp

B. Election of Officers, President, V President & Secretary.

President: Stephanie Proffitt

V President: Mel Tellinghusen

Secretary: Judy Gilliland

C. Review of New Complaints:

1. 22-31– Light pollution. Ltr sent to complainant with form to submit to County. John rec'd today & has talked with resident. Partial coverage of light to be done.
2. 22-32 -Noise/barking dogs-nuisance. Judy & Gail drove by on 2 different days & times. One bark the first time & no barking on the 2nd trip. Letter sent to complainant unable to verify and request audio recording proof within 30 days.
3. 22-33– Dogs at large. Steph & Mark drove by & did not see any loose animals. Letter sent to complainant suggesting a call to the Sheriff or file with County. Another committee member lives near here & has observed 4 dogs running loose.
4. 22-34– Poster shows AR15 pointing outward. This is not a new poster. Needs further discussion.

Old Business

Active 2022 CC&R

1. 22-05– also on Jeff County log – large amounts of trash, RV's. County has closed this case. We will continue to monitor for regression.
2. 22-10– inoperable/disabled vehicles. On County log also. Have removed 4 vehicles & a boat. Progress is slow. Resident has had some health issues, which stopped work. They will now start working on it again. We will continue to monitor.
3. 22-13– dismantled cars & junk John from Jefferson County talked to owner who is making a plan for cleanup. We will continue to monitor.
4. 22-15– debris & trash. Pat, Larry & John from County met with owner. Building is ongoing. Committee and County agreed to monitor monthly for a year as they build home and shop. Mel to monitor. Kara will contact Pat to ensure she has informed resident of the change of CCR member contact.
5. 22-17– Sheep on property. Not allowed in Phase 14. Letter was sent to all residents of Horny Hollow regarding livestock regulations for Phase 14. Letter to owner notifying the no sheep regulation. Owner has until the end of August to remove sheep. Pat & Larry will check at the end of August to confirm removal of sheep. CLOSED
6. 22-20– Old cars, trash piles., garbage. Judy & Stephanie inspected 6-21-22. Significant cleanup has been done. Vehicles removed. Continue to monitor for another month. Judy inspected & everything but one pile close to house. Will send letter thanking for the cleanup & remind about last pile. Continue to monitor
7. 22-23 - building materials, trash, inoperable car. Letter to complainant instructing them to also file with County. The white trash bags are not on her property, the car is operable & she will work on the building materials. Check at end of August. CLOSED

8. 22-25 – trash, rubbish, inoperable vehicles & old appliances. 3rd letter sent. Resident called & stated they would clean up, but they are only here 3 days a week. Gave them 30 days but no change. Take to BOD for October work session.
9. 22-29– Rooster/hens noise nuisance. Mel has met with complainant & heard rooster. Will send letter. We did receive an email with attachment with noise lasting over 15 minutes. Gray area as Jeff County does not have a noise restriction. She is willing to get the crow collars. Mel to meet with her tomorrow.
10. 22-30– Several inoperable vehicles/debris. Judy viewed & confirmed 5-7 vehicles (unable to verify if operable), several utility trailers & a questionable working hot tub. Sent letter. Kara to talk to John/Jefferson County to see if he can look at property. Resident asked to talk with CCR committee. Mel & Judy met with her 9/12. She explained the vehicles in question. Son is sorting metals. We asked if we could meet with son to discuss areas needing attention. Judy called on 9/19. Her son didn't want to meet with us. Mel drove by that afternoon. Son was there, Mel talked with him. They will drive by next week to see if there is any noticeable change. Kara suggested setting a timeline for cleanup.

A. Open Violations

1. 22-01– Fine paid. Auto \$500 fine if any sign violation complaints within the next 12 months. Leave on log as a reminder. No new signs. Tattered flags replaced with new. Continue to monitor for new sign violations
2. 21-46, 47&48, & 22-03– In January lot was mostly cleaned up. Fine process stopped. New vehicles & garbage. Send ltr – 2 weeks to clean up or will be fined again. Property has been cleaned up significantly. John talked with owner. Looks like grandson has brought more in. Was given 2 weeks to cleanup by the County. Continue to monitor.
3. 20-08– 6/22/22 deemed open violation by BOD. Class B & \$500 fine. Mel & Pat inspected. He has removed big RV & load of appliances. Progress, but slow. Jefferson County is the point of contact on this. Continue to monitor.

B. Review Deschutes & Jefferson Co's Active Complaints

1. Deschutes 3 – 1 new & 2 with no change
2. Jefferson 13 – 1 new & closed, 1 closed, 9 updated & 2 no change

11. Input: Member

None

Next meeting: October 18, 2022 – Juniper Room – 1:30

Collection Report As of 10/14/22

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
April 14, 2022	All	288,353.17		569	
May 12, 2022	All	260,971.31	-27,381.86	511	-58
June 20, 2022	All	684,024.41	423,053.10	1821	1310
July 15, 2022	All	442,474.23	-241,550.18	987	-834
September 15, 2022	All	313,036.30	-129,437.93	642	-345
October 14, 2022	All	283,841.77	-29,194.53	583	-59
April 14, 2022	Semi Annual	46,487.80		269	
May 12, 2022	Semi Annual	31,840.20	-14,647.60	219	-50
June 20, 2022	Semi Annual	403,947.22	372,107.02	1519	1300
July 15, 2022	Semi Annual	162,343.06	-241,604.16	678	-841
September 15, 2022	Semi Annual	57,595.32	-104,747.74	337	-341
October 14, 2022	Semi Annual	36,589.81	-21,005.51	278	-59
April 14, 2022	Pmt plans/Auto Debits	26,539.73		226	
May 12, 2022	Pmt plans/Auto Debits	16,273.40	-10,266.33	220	-6
June 20, 2022	Pmt plans/Auto Debits	64,112.12	47,838.72	231	11
July 15, 2022	Pmt plans/Auto Debits	60,890.14	-3,221.98	236	5
September 15, 2022	Pmt plans/Auto Debits	39,271.09	-21,619.05	234	-2
October 14, 2022	Pmt plans/Auto Debits	29,753.13	-9,517.96	233	-1
April 14, 2022	Attorney	130,686.60		49	
May 12, 2022	Attorney	128,105.34	-2,581.26	47	-2
June 20, 2022	Attorney	129,245.09	1,139.75	43	-4
July 15, 2022	Attorney	131,912.78	2,667.69	47	4
September 15, 2022	Attorney	127,216.67	-4,696.11	46	-1
October 14, 2022	Attorney	127,656.19	439.52	47	1
April 14, 2022	All F/C, BK, Etc	84,639.04		25	
May 12, 2022	All F/C, BK, Etc	84,752.37	113.33	25	0
June 20, 2022	All F/C, BK, Etc	86,337.48	1,585.11	25	0
July 15, 2022	All F/C, BK, Etc	87,200.75	863.27	25	0
September 15, 2022	All F/C, BK, Etc	88,953.22	1,752.47	25	0
October 14, 2022	All F/C, BK, Etc	89,842.64	889.42	25	0
April 14, 2022	1/2 Lots	0.00		0	
May 12, 2022	1/2 Lots	0.00	0.00	0	0
June 20, 2022	1/2 Lots	382.50	382.50	3	3
July 15, 2022	1/2 Lots	127.50	-255.00	1	-2
September 15, 2022	1/2 Lots	0.00	-127.50	0	0
October 14, 2022	1/2 Lots	0.00	0.00	0	0

Note: Semi Annual balance includes small late charge balances and credit balances in which homeowners prepay. Balances also include unpaid transfer and other fees.

CROOKED RIVER RANCH CLUB AND MAINTENANCE ASSOCIATION

RESOLUTION 2022-10-17

ESTABLISH ALTERNATIVE FUNDING COMMITTEE

RECITALS

- A. WHEREAS, CROOKED RIVER RANCH CLUB AND MAINTENANCE ASSOCIATION ("Association") is a Class 1 Homeowners Association subject to the Oregon Planned Community Act (ORS Chapter 94); and
- B. WHEREAS, the Oregon Planned Community Act, ORS 94.550 to 94.783, confers to the Association any powers necessary and proper for the administration and operation of the Association; and
- C. WHEREAS, the Association is governed by the Declarations of Covenants, Conditions, and Restrictions ("Declaration") that were recorded in 16 phases in the deed records of Jefferson County, Oregon; and
- D. WHEREAS, pursuant to Article II, ¶ 2 of the RESTATED ARTICLES OF INCORPORATION for CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION, the Association is authorized to take any action that, in the opinion of the Board of Directors, will promote the common health, physical and mental welfare, and safety of the residents of the property; and
- E. WHEREAS, pursuant to Article XI, Section 1, ¶ 1 of the Bylaws, the Board of Directors may appoint committees as deemed appropriate; and
- F. WHEREAS, pursuant to Article VII, ¶ 5 of the Declaration, Association Directors will have jurisdiction over activities permitted in the common areas; and
- G. WHEREAS, pursuant to Section 4.10 of the CROOKED RIVER RANCH POLICY & PROCEDURE HANDBOOK REV. 3 15 21, at times, there may be a need for Board members to serve actively on a committee at the direction of the Board; and
- H. WHEREAS, the BOARD OF DIRECTORS has determined that it will be advantageous to the quality of life, preservation, and betterment of the Ranch and its residents to explore and pursue non-fee, alternative funding sources to make improvements to the Ranch;

NOW THEREFORE, IT IS RESOLVED:

- 1. The previously formed, temporary Ad Hoc committee for alternative funding is disbanded.
- 2. A permanent executive committee, to be known as the Alternative Funding Committee ("AFC"), is hereby created.

3. The purpose of the AFC is to develop a structured approach to building a reliable, alternative, non-fee-related source of funds that will be used to promote the common health, physical and mental welfare, and safety of the residents of the Crooked River Ranch community. The AFC will focus on identifying and submitting applications to such alternative funding opportunities. Funds received may be used alone or combined with other funding sources to achieve greater results and benefits for the Crooked River Ranch Club and Maintenance Association community.
4. Alternative, non-fee-related funds include money, items of value, or the donation of services received from sources unrelated to regular or special assessments, fees, fines, or interest paid by Members to the Association.
5. The AFC consists of three (3) Managing Members, including one (1) Chairperson and two (2) Vice-Chairpersons, and as many associate members as the Managing Members may determine are desirable at any given time.
 - a) The positions of Chairperson and Vice-Chairpersons may only be filled by current Directors appointed to those positions by majority vote of the Board of Directors.
 - b) The associate member positions may be filled by any Member of the Association in good standing, and shall be appointed by the majority vote of the Managing Members of the AFC.
 - c) Positions on the AFC are for indefinite terms.
 - d) Any member of the AFC, encompassing both Managing Members and associate members, may be removed, at any time, with or without cause, by a majority vote of the Board of Directors.
 - e) Any associate member may be removed at any time, with or without cause, by a majority vote of the Managing Members of the AFC.
6. The AFC is purely advisory in nature. The AFC shall assist the Board in achieving betterment of the Ranch community by identifying available sources of funding that may be used to support specific improvements or programs of need. The AFC will research requirements for obtaining grants or other sources of funding, and advise the Board of Directors on all matters pertaining to the acquisition of such funding, including, but not limited to, drafting grant proposals or applications, as needed, provided that any such grant proposals or applications must be approved by the Board of Directors prior to being submitted.
7. The AFC shall prepare and deliver an annual report to the Board of Directors no later than the third (3rd) Monday in June of each year.

AR Log for October 17, 2022

AR Log for October 17, 2022				
ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION	COMMENTS
1 M Knoke 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.	9/20/21 - RM LaPora noted that we have not heard back from the Fire Department regarding letters drafted for Sundown Canyon residents for proposed work in the area.. Supervisor Knoke is following up. 10/3/22 no change
2 M Knoke Sheryl Jones	Fire Abatement Project No. 2 - Lower Pasture	On-going	To reduce fire danger on lower pasture.	7/19/21 - General Maintenance have begun mowing the perimeter and a couple sections of the interior to mitigate invasive weeds in those sections. 6/20/22 Charlie Smith has proposed \$65 per hour to mow and estimates appx. eight days to complete. BOD approved motion to move forward in an amount not to exceed \$5000 7/6/22 General Maint to create fire break between lower pasture and adjacent property. 10/3/22 - A work party is scheduled for October 19, 2022 to identify obstacles and if time permits possible tree trimming
3 M Knoke Sheryl Jones	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	11/1/21 - BLM requested authorization to stage on CRR property to begin work along Deschutes River rim. A letter from BLM was sent out via Phase Reps. No specific time line at this time. 10/3/22 no change
4 K Vickery	Commercial Loop Improvements	On-Going	Clean up appearance of Commercial Loop.	1/17/22 BOD noted improvement on efforts by Commercial Loop business owner to clean up and fence property. 5/16/22 - Cars are no longer stacked. 6/20/22 The Boneyard has installed a fence along Commercial. Progress is being made. 9/19/22 no change 10/3/22 - Supply issues continue to delay completion of fence.
5 M Knoke, M Dries, J Randall	Heritage House Improvement Project	New	Engineering firm is reviewing for recommendations	New action item

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Monday, November 7, 2022

- I. Call to order
- II. Roll call
- III. Special topics
 - a. New Board Members Swearing In and Seating
 - b. BOD Assignments Revision
 - c. Regular Board Meeting Agenda Review – November 17, 2022
 - d. Trust for Public Land Easement Revision – Anna Hadlich
 - e. Alternative Funding Committee Charter and Policies & Procedures – Director Jones
 - f. Neighbor Helping Neighbor Policy Proposal – Karen Atwood
 - g. Budget/Audit Committee Calendar
 - h. A/R log Review
- IV. Vote to Adjourn to Executive Session if Needed