

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

Monday, September 19, 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		Julia Randall	
Sarah Woolverton					

II. CONSENT ITEMS

- a. Agenda of Regular Meeting – September 19, 2022
- b. Minutes of Regular Session – August 15, 2022
- c. Minutes of Work Session – September 7, 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. Trust for Public Land Information

V. OLD BUSINESS

- a. Cascades East Transit Update
- b. AR Log

VI. NEW BUSINESS

- a. BOARD ASSIGNMENTS
 - i. Committee Liaison
 - ii. Advisors
 - 1. Administrative Services
 - 2. Facility Services
 - 3. Golf Operations
 - iii. BOD Teams
 - iv. Committee Review Assignments
 - v. Proposed Calendar for BOD Meetings
- b. Board of Directors Vacancy Selection Process
- c. Alice Stevens – Goats Phase 14

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 – October 3, 2022

XI. ANNOUNCEMENTS & WRAP-UP:

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR SESSION BOD MEETING SEPTEMBER 19, 2022

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

Monday, August 15, 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	
Bill Burt President	X	Carl Harbour Vice President	X	Julia Randall Secretary	X
Randy Peterson Treasurer	X	Ara Erdekian Director	X	Director	
Mike Dries Director	X	Richard Ebers Director	X	Sheryl Jones Director	X

II. CONSENT ITEMS -

- a. Agenda of Regular Meeting – August 15, 2022
Move Draft Annual Audit for FY 2021/2022 – Zack Harmon to 1st on Agenda
Addition to Old Business: i. Fines Payout under Resolution 2022-06-20-B; j. New Storage Shed Update
- b. Minutes of Regular Session; July 18, 2022
- c. Minutes of Work Session – August 1, 2022

A motion to approve the above consent items with noted additions and changes was made Director Jones. It was seconded by Director Ebers. It was a unanimous decision to approve.

III. COMMITTEE & STAFF REPORTS –

No Comments.

IV. RANCH MANAGER's REPORT – Out on Medical Leave

V. SPECIAL TOPIC: Draft Annual Audit for FY 2021/2022 – Zack Harmon, Capstone, LLC: Zack Harmon presented a copy of the draft of the Annual Audit for FY 2021/2022. He reviewed a comparison of Balance Sheets and Statements between 2020/2021 and 2021/2022. He notes that there are no major recommendations. A final report will be provided soon.

VI. OLD BUSINESS

a. AFE #276 Update – Replacement of Irrigation Line from Lower Pasture to Heritage House bids: General Maintenance Supervisor was able to obtain another bid for comparison. HD Fowler was chosen. A motion to approve AFE #276 in the amount not to exceed \$13,000.00 was made by Vice President Harbour. It was seconded by Treasurer Peterson. It was a unanimous decision to approve

b. Ranch Cabins Easement Update: A contract has been signed by both CRR BOD and the owners of Ranch Cabins to allow an easement on Ranch owned property for installation of an overflow septic system. Jefferson County now needs to record the easement.

c. Procedure for filling Vacant Board Position: Vice President Harbour provided a quick overview of the procedure to fill a vacant Board position. No action was taken at this time.

d. Panorama Park fence Update: President Burt reports that General Maintenance Supervisor Knoke obtained two bids of a two rail split fence. They were between \$15,000.00 and \$17,000.00 each. There was discussion about other ways to prevent damage from unauthorized vehicles. A decision was made to arrange the delivery and placement of one load of rocks to evaluate the feasibility of a rock barrier. General Maintenance to mark the property line prior to beginning.

e. RV Park “D” Loop Septic: It has been reported that all septic systems are working as they should with no issues.

f. Cascades East Transit: Beginning September 6, Cascades East Transit will begin providing a free shopper and medical shuttle between the Ranch and Redmond Monday thru Friday. Details can be found on the CET website.

g. Charlie Smith Mowing: In order to prepare the lower pasture for mowing in the future, additional work must be done. Rocks and Pipes need to be located and moved. A work crew from the Jefferson County Sheriff's Office will assist. A work day is scheduled for October 19, 2022 with a prep day scheduled for October 15.

h. AR Log:

#1-3: Director Jones reports that she is up to date with the status on Fire Abatement.

#4: No changes 8.15.22

i. Fines Payout under Resolution 2022-06-20-B: There were no appeal letters received from either Director Ebers or resident Carol Orr. A payment is now due. A motion made by Director Jones and seconded by Director Randall, to suspend the fines for a period of 6 months failed to pass by a vote of 6 to 1 with Director Ebers abstaining.

j. New Storage Shed Update: The new storage shed has been delivered and set up. Director Erdekian reports that the summer rec program will be moving their equipment and supplies in the next week.

VII. NEW BUSINESS

a. Board Turn Over Notes: President Burt reports that he and Vice President Harbour have forwarded to all current board members, a summary of information that they have learned over the last three years as both having been President and Vice President. The both advised that if any questions arise after they have left office, they will be happy to respond and help in any way they can.

VIII. SECOND READINGS:

None

IX. FIRST READINGS:

None

X. PUBLIC INPUT:

Carol Orr, Herb Parker, Karen Bennett, Frank Wood and John Stevens all spoke.

XI. PREVIEW OF WORK SESSION – September 7, 2022:

Addition of Heritage House Update – Electrical;

Fire Hall Re-naming Update

Alice Stevens, Goats

XII. ANNOUNCEMENTS & WRAP-UP:

- a. CRR Annual Meeting – August 20, 2022 9:00 am Mac Park
- b. The CRR Annual Yard Sale will be held September 9, 10, & 11
- c. Jefferson County Planning Commission Meeting September 8, 2022, Madras
- d. The Work Session will be held September 7, 2022 due to the Labor Day Weekend

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

A motion to adjourn to Executive Session was made by Vice President Harbour. It was seconded by Treasurer Peterson. It was a unanimous decision to approve. The regular meeting was adjourned to Executive Session at 8:11 pm.

The Regular Meeting was reconvened at 8:27 pm. No decisions were made and the meeting was adjourned at 8:28 pm.

DRAFT FOR REVIEW AND APPROVAL AT
REGULAR BOD MEETING SEPTEMBER 19, 2022

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
WORK SESSION
WEDNESDAY SEPTEMBER 7, 2022- 10:00 A.M.**

I. Call to Order:

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

III. Work Session Agenda Review – September 6, 2022

- Addition: h. Heritage House Backdoor
- k. Lower Pasture Update
- o. Ranch Enhancement Fence Request

IV. Special Topics:

a. Announcement of Election Results: Zack Harmon, CPA from Capstone Certified Public Accountants, LLC presented the results of the annual election. He reports that 498 ballots were returned and 483 were deemed valid. Board of Directors elected were: Sheryl Jones, Sarah Wolverton and Kari Vickery. Architectural Review Committee members elected were: Michael O'Brien, James Hussey, Nancy Lutz, Malcom White and Gail DesBrisay.

b. New Board Members – Oath of Office and Seating: President Burt gave the oath of office to Sheryl Jones, Sarah Wolverton and Kari Vickery. Retiring Board Members Bill Burt and Carl Harbour retired to the audience.

c. Election of New Officers: A motion to nominate Julia Randall as President was made by Ara Erdekian. A motion to nominate Kari Vickery as President was made by Mike Dries. By a vote of six – two, Kari Vickery was elected President. A motion to nominate Ara Erdekian as Vice President was made by Julia Randall, and a motion to nominate Sheryl Jones as Vice President was made by Richard Ebers. By a vote of six – two, Ara Erdekian was elected Vice President. A motion to nominate Mike Dries as Secretary was made by Sheryl Jones. It was a unanimous decision to elect Mike Dries as Secretary. A motion to nominate Sheryl Jones as Treasurer was made by Sheryl Jones. A motion to nominate Randy Peterson was made by Randy Peterson. It was a tie vote, four - four. A coin flip resulted in Randy Peterson being elected as Treasurer.

d. Board Assignments ~ Information Only ~ Assignments will be made at Sept 19, 2022 Regular Board Meeting:

- i. Committee Liaisons
- ii. Advisors
 - 1. Administrative Services
 - 2. Facility Services
 - 3. Golf Operations
- iii. BOD teams
- iv Committee Review Assignments
- v. Proposed Calendar for BOD Meetings

e. AFE #277 Commercial Park Fence: A motion to approve AFE #277 in the amount of \$8,990.00 for construction of a split rail fence along Chinook, was made by Director Jones. It was seconded by Secretary Dries. It was approved by a vote of seven – one with Vice President Erdekian opposing.

f. AFE #278 Heritage House Electrical: A motion to approve AFE #278 in the amount of \$11,000.00 to Morrison-Maierle Engineering for the scope and fee study of the Heritage House electrical upgrade, was made by Vice-President Erdekian. It was seconded by Director Ebers. It was a unanimous decision to approve. It was noted that this item is not allotted for in the FY 2023 Capital Reserve Budget. The Capital Reserve Budget will be modified to add this item and the modified budget will be adopted by the Board at a subsequent meeting.

g. Pickle Ball Lights Update: The lights have been purchased and brackets made for installation. The electrician is a ways out for install.

h. Heritage House Backdoor request – Diane Nunley: The Heritage House Senior Group Vice President Diane Nunley, has asked for approval for the Senior Group to purchase a new back door for the Heritage House. She has estimated the cost to be approximately \$1,200.00. This is estimated to cover the cost of the door, installation and the door key code. A motion to approve the Senior Group installing a new back door at their expense for the Heritage was made by Vice President Erdekian. It was seconded by Director Jones. It was a unanimous decision to approve.

i. Renaming of Old Fire Hall Update: After submission of suggested names was presented, it was determined that the Old Fire Hall shall remain named as the Old Fire Hall. A motion to approve the Old Fire Hall name was made by Director Jones. It was seconded by Vice President Erdekian. It was a unanimous decision to approve.

j. Alice Stevens – Goats Phase 14 – Tabled until the Regular Board Meeting September 19

k. Lower Pasture Update: Treasurer Peterson confirmed a work party will take occur on October 19, 2022. A work crew from Jefferson County Sheriff's Office should be available to work removing rocks and other debris.

l. Neighbor Helping Neighbor – Karen Atwood: Neighbor Helping Neighbor coordinator requested approval for one application in the amount of \$536.52. A motion to approve the application in the amount of \$536.52 was made by Director Jones. It was seconded by Vice President Erdekian. It was a unanimous decision to approve.

m. Volunteer Service Form – Norm Sharp – CC&R Committee; Carl Harbour, Ranch Enhancement Committee: A motion to approve Norm Sharp, for the CC&R committee was made by Director Ebers. It was seconded by Director Wolverton. It was a unanimous decision to approve. A motion to approve Carl Harbour for the Ranch Enhancement committee was made by Director Randall. It was seconded by Treasurer Peterson. It was a unanimous decision to approve.

n. AR Log: A change of the Action Officer on #4 was made from C Harbour to K Vickery. #1-4 Comments: No change 9.7.22

o. Ranch Enhancement Fencing Request: On behalf of the Ranch Enhancement committee, resident Bill Burt requested approval for two fencing requests. 1. A split rail fence replacing a vinyl fence in front of Mac Park in the amount of \$7,041.00. 2. A split rail fence along Club House Rd in the amount of \$6,024.00 was made by Director Randall. It was seconded by Director Jones. It was a unanimous decision to approve. Monies will be from the Ranch Enhancement Committee.

V. Announcements:

a. Jefferson County Planning Commission Meeting – Sept 8, 2022, 5:30 pm Ranch Chapel

b. Jefferson County Commissioners Meeting: Sept 14, 2022 6:00 Juniper Room

Draft Work Session Minutes 9.7.22

Jefferson County Commissioners will be holding a Commissioners Meeting at CRR in the Juniper Room on September 14, 2022 at 6:00 pm. All are welcome to attend.

VI. Regular Meeting Agenda – September 19, 2022: Old Business Addition: Ad Hoc Committee on Special Funding Update. – Sheryl Jones.

VII. Director Richard Ebers announced his resignation from the Board of Directors.

VIII: 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 Richard Ebers. It was seconded by Vice President Erdekian. It was a unanimous decision to approve.

Adjourned to Executive Session at 11:48 am

Executive Session called to order at 11:59am.

Executive Session Adjourned at 12:30pm.

Open Session was reconvened at 12:31pm. No action was taken and no items discussed.

Open Session was adjourned at 12:32pm.

To: Crooked River Ranch BOD
Fr: Judy LaPora, Ranch Manager
Date: 9/10/22
Re: Administration Monthly Report for August 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 am working remotely for the most part. I am hopeful that my situation will improve soon.
- I want to take this opportunity to thank the entire Admin staff for keeping the ship afloat during my medical leave. I want to especially thank Kara for her incredible efforts in not only doing her job but covering for me as well. She put together the reading packets for the BOD meetings, facilitated the Annual Meeting and oversaw the election, just to name a few. To make matters harder, during my absence, one of our office staff members decided to move on. We will be replacing this position as soon as possible. We are all very lucky to have such a dedicated, hardworking and dependable team.
- Within her own position, Kara processed 26 dues requests from title companies and 18 changes of ownership. She also completed 55 auto-debit billings for the 5th and 60 for the 20th of August as well as 108 monthly billing invoices and 13 newsletter accounts. She was able to collect \$3000 in our in-house collection accounts. She provided updated ledgers to our collection attorney and processed and mailed past due letters. She sent 32 intent to lien letters and 4 intent to collect letters. She processed 3 CC&R complaints, sent 8 CC&R letters and processed 4 inspection reports .
- Tammy processed nearly 1000 payments. She also processed 18 new homeowner welcome packets and 4 Arena Waivers. She also collected 47 Community Yard Sale entry forms and made 10 replacement membership cards. She continues to take care of the mail, and handle all incoming calls and walk-ins.
- 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. This time of year, she also processes all seasonal layoffs.
- Prior to her leaving, Tonya processed 12 ARC applications, oversaw the renaming of the Old Firehall suggestions, helped prepare for the CRR Annual Yard Sale and scanned 142 property files.
- We are all looking forward to working with the new and current members of the Board of Directors.

Respectfully submitted,
Judy LaPora, Ranch Manager



AUGUST 2022 GENERAL MAINTENANCE REPORT
SEPTEMBER 9, 2022

Pool: The last day of operation will be Labor Day. Seasonal staff will be let go and most will return to school. We will shut down and winterize the pumps, heaters, and chemical feeders next. Algaecide will be added for the winter. The new tarps we ordered haven't arrived yet. The preliminary attendance figures for the season are: 17,143 visitors, 11,057 of which were residents, leaving 6,086 total visitors. I will include the complete breakdown next month in my annual season review.

Heritage House: As of this writing, we have approval to activate the engineering firm's proposal for the electrical upgrade fee and scope study. A date has been set for the engineers to visit and begin scanning each room with special cameras. Once completed, the fee and scope study will be sent out to contractors for proposals. The Senior group has chosen to go forward with replacement of the back door under my supervision. An electrical contractor has been hired to install a GFCI outlet in the kitchen for the microwave.

Old Fire Hall: The 12 Ft. X 24 Ft. storage shed has been delivered and installed on the pad we created behind The Old Fire Hall. We built extra storage in the rafters for lighter items and moved the Summer Rec equipment into the shed. We replaced two windows which were broken in a windstorm last Spring.

RV Park: A clogged septic drain was cleared in C-Loop. We are investigating a water leak in A-Loop.

Lower Pasture: After obtaining two more quotes for the pipe and fitting package for the irrigation repair, H.D. Fowler remained the lowest cost supplier. They delivered the pipe and other materials.

Commercial Park: We have built a swing set for the park and will put it in place soon. A fencing contractor has been chosen to build a split rail fence between the Bocce Ball courts and Chinook Rd. Mike's Fence Center came in low bidder out of the three companies we asked for quotes.

General: Two members of the maintenance staff were out with Covid during the last week of August. We helped set up and tear down the Annual meeting. We installed two more "Authorized Vehicles Only" signs at entries to common areas. We continue to paint areas of the Clubhouse that need it. A school bus stop has been brought to the shop for rebuilding. It will replace the one that was destroyed on Fawn Rd. Routine maintenance and some needed repairs were made to the shop vehicles. Weekly harrowing of the arena continues. I assisted the Ranch Enhancements Committee in obtaining quotes for two fences which they have recommended be built with Steel Stampede funds.

Respectfully submitted by: Michael Knoke

TO: Judy Lapora, CRR Administrator
FROM: Richard Jensen / Golf Maintenance
Date: 9-14-2022
RE: monthly report

Overview: August was another interesting month for the golf maintenance staff. Vacation, COVID-19 and paternity leave were all part of our monthly routine. For the first time in a decade, I took a week of vacation during the summer season. One of our crew members tested positive for COVID and was out for a week recovering. And another crew member welcomed a new baby into his family and was out on paternity leave for last week of the period. That said, with the decrease of available labor there was little time for additional projects on top of daily maintenance requirements. Gremlins seem to have invaded our weather station; I will touch on this later in the report. Hot, dry weather dominated once again. Having not received any measurable precipitation since early July has placed irrigation operation/maintenance as our highest priority this month. With no irrigation tech on staff, it has been a collaborative effort by maintenance staff keeping the turf alive. Available daylight has required us to push back our starting time from 5 am to 6 am in half hour increments. Many thanks to Randy Ballard for understanding this issue and adjusting available tee times accordingly.

Significant Events/Accomplishments: As stated earlier, with staffing and environmental conditions maintaining the golf course in playable shape was our most significant accomplishment in August. It was also a very busy month for tournaments on the course with both Men's and Ladies Club's championships played along with numerous outside events.

Opportunities: Cross training staff to ensure adequate maintenance coverage, while short staffed this period, has made our crew much more versatile as the season progresses. I would like to thank my staff for their efforts while I was out on vacation. I would like to take the opportunity to thank exiting members of the Board of Directors for their service to the Association and welcome newly elected members to the BOD. These are often thankless positions with horrible compensation and your volunteer efforts are much appreciated.

Potential Short Comings: For the second period in a row our weather station failed to record a portion of the month's temperatures and precipitation (even though there was no precipitation to record). I will contact the manufacturer to see if there are any upgrades required to ensure proper operation, although with the station being over a decade old it might be time to replace this item. Extended hot, dry conditions continue to expose inadequacies in our irrigation system coverage requiring us to commit more labor to hand watering localized dry spots than should be necessary. We have also experienced a significant amount of electronic component failures in our irrigation control system this year, mainly due to age of the system, which has led to increased expenditures in our Irrigation repair and maintenance account.

Looking forward, fall wall-to-wall fertilization, green, tees and approach aeration and continued irrigation system maintenance are planned for the upcoming period.

Respectfully Submitted,
Richard Jensen GCS



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

Golf Shop Operations

Overview:

We had a lovely August; it started out with temps in the 100's and we finished with temps in the 100's. Compared to years past the smoke has not been bad until the last few days of the month and now into September. Play was steady throughout the month, even matching last years rounds which is great to see.

Significant Events/Accomplishments:

- Total revenue YoY up almost \$53k
- Discounted rounds down and rack rounds up

Opportunities:

- Jeff and I have been throwing tournament and marketing ideas around for the off season. We have a few things we may bring to the table to get some more people through the door...hopefully steal some rounds from Meadow/Juniper.

Potential Shortcomings:

- Smoke has started to surround us; hopefully these will be under control and not be as thick as last year.

Looking Forward:

- I still have three large outside tournaments in September with more than 72 players, and even two booked in October that are 60 players. Its great to see groups playing into the Fall

Best,
Randy Ballard, PGA

	2021	2022	% Chg
August			
Days Closed:	0	0	0.0%

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.
2 All Member Rounds

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

4 All Member Rounds

TO: Crooked River Ranch Board of Directors

FROM: Road Department

DATE: 9/08/2022

Re: Monthly Report for August 2022

Overview: Maintenance, Grading, Shop work, Road Work

Road Maintenance: Our daily duties of setting out signs, blue room, fueling equipment and watering roads daily. We spent a good portion of the month working on River Terrace and the lower part of Sundown Canyon. On River terrace we installed two culverts and hauled 31 loads of gravel. Then we put in a ditch and holding pond. Then on the lower part of Sundown Canyon we removed and hauled off three loads of trees and limbs. We then added 77 loads of gravel and installed one culvert. We did manage to grade and roll some roads this month and they are as follows: Chickadee, Ferret, Bullhead, Sparrow and Robin. We also graded the middle section of Sundown. The broom was out 12 mornings for about 3 hours each day.

Vehicle Maintenance: We took the Volvo water truck to Schwab's and had two front steering tires put on. We had to repair and weld the fill pipe on the international water truck. We took the F150 into the mechanic to have some brake work done. We power washed the 770 grader and greased it. We also swapped the blades twice this month on the 770 grader.

Misc.: We loaded culverts for River Terrace and delivered them. We unloaded a load of irrigation pipe for general maintenance. We also went out to Cinder and Peninsula and loaded up the bus stop that was not being used and brought it to general maintenance to repair.

Deer: Was a busy month for dead deer. We picked up 6 deer and took a pickup load to Bend for disposal.

Signs: We put together several 25 mph signs and installed them. Three on Steelhead, and one on Chickadee. We also had to make and install a directional sign on Quail and Mustang.

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

Respectfully

Jordan Jones / Road Supervisor

RV PARK - MONTHLY REPORT – AUGUST 2022

OVERVIEW:

The month of August was great for the park. No major issues to report.

INCOME:

August Camping income was down from than this time last year. Had several cancel due to the gas prices. Merchandise was up compared to last year at this time. RV Park Income was down. It's difficult to have an accurate number for RV Park Income because Parcs does not put everything we categorize into that total. For instance, every time we cancel a reservation, the \$20 deposit is put to RV Park Income. However, the total at the end of the month does not reflect all of those cancelled deposits.

	<u>2021</u>	<u>2022</u>
Camping:	\$61,600.39	\$58,596.12
Extended Stay:	\$2,100.00	\$ 0
Merchandise:	\$ 971.00	\$1,130.00
RV Park Income:	\$1,112.36	\$ 666.00
TOTALS :(BEFORE TAXES)	\$65,783.75	\$58,697.11

PROJECTS:

No projects were completed during August. We had to replace a washer this month. One is currently awaiting parts for repair. The other one decided to go out on us.

Submitted by:

Cathy Wagoner

RV Park Supervisor

ARC Minutes for New Application on August 22, 2022

Members: Gail DesBrisay(Chair), Nancy Lutz,(Absent) Jim Hussey,
Mike O'Brien, Malcolm White.
CC: Judy LaPora, Tanya Crockett

Approved Minutes from August 8, 2022.Approved as written.

New Applications:

14545 ASW Noah Butte Dr. Bernard. Ph #08. Lt #302.
Lot Improvements. Approved

7218 SW Onyx Rd. Wheelon. Ph #03. Lt #131. Perimeter Fence. Approved

16392 SW Dove Rd. Pool. Ph #2. Bl #50. Lt#38. Out Building. Need elevation drawings .Not Approved

8958 SW Meadow Rd. Hacking. Pt #10. Lot #109. New Home, Garage/Shop. Need more info. Not Approved.
Need Color Chips, Elevation drawings.

12654 SW Cinder Dr. Pritts. Ph #06. Lt #78.
Garage/Shop. Not Approved. Need Elevation drawings
and color chips.

9561 SW Shad Rd. Landels. Ph #12. Lt #89. Fence.
Approved.

14420 SW Bills Pl. Sussman. Ph #08. Lt #259. Approved

5000 SW Badger Rd. Gerig. Pt #01. Bl #03. Lt #20.
Shed, 160 sq. ft. Approved.

Notice from Jefferson or Deschutes County: 0

Letters Sent:0

Verification of Complete Applications: 15

Not Completed/Non-Conforming:0

Next Meeting will be September 12, 2022 @ 4:30PM in
the Adm Office.

ARC Minutes for New Application on September 12, 2022

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

CC: Judy LaPora.

Minutes from last meeting: Approved as written.

Guests:

New Application:

7315 SW Nighthawk Ln. Beukelman. Ph #02. Bl #32. Lt #05. Lot Improvement. Solar. Approved

7595 SW Chickadee Rd. Saddler. Ph #02. Bl #42. Lt #11. Outbuilding. Approved

8800 Thicket Ln. Hopper. Ph #05. Lt #117. Solar System. Approved

12555 NW Dove Rd. Stanley. Pt #05. Lt #41. Unattached-Garage/Shop. Approved

7357 Onyx Rd. Hays. Ph #03. Lt #120. Unattached Garage. Under 200 sq ft .Approved

14204 SW Peninsula Dr. Manke. Pt #03. Lt #172. Fence. Approved

5472 SW Otter Ct. Hershey. Ph #01. Lt #11. Color Change. Approved

Vacant Lot/Dove Rd. Lasson. Pt #02. Bl #50. Lt #27. New home. Approved

Old ones from last Meeting:

8958 SW Meadow Rd. Hacking. Pt #10. Lt #109. Got the rest of the information. Approved

16392 SW Dove Rd. Pool. Ph #02. Bl #50. Lt #38. Out building. Got The rest of the information. Approved

Notice from Deschutes or Jefferson County: None

Letters sent: None

Verification of Completed Applications: 11

Next Meeting will be September 26, 2022 @ 4:30PM in the Adm office.

MINUTES PUBLIC

CC & R Review Committee Minutes

August 16, 2022

1. In attendance: Larry Kelley, Judy Gilliland, Gail DesBrisay, Pat Kelley, Mel Tellinghusen, Stephanie Proffitt & CRR Admin representative Kara Burkhart
2. Consent Items:
 - A. Minutes for July 19, 2022 meeting: motion to approve by Stephanie Proffitt & 2nd by Gail DesBrisay, with the correction to spelling of DesBrisay. Unanimous to approve.
3. New Business:
 - A. Review of New Complaints:
 1. 22-29 – Rooster/hens noise nuisance. Mel has met with complainant & heard rooster. Will send letter. Gray area as Jeff Co does not have a noise restriction
 2. 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/Jeff Co to see if he can look at property.
4. Old Business
 - A. Active 2022 CC&R
 - 1 22-05 – also on Jeff Co log – large amounts of trash, RV's. Co provided dumpsters twice. Co is checking every 2 weeks. John of Jeff Co has requested she remove pallets & Expedition without tires before he is willing to close. He will go straight to citing her if he gets another complaint. No visible household garbage at this time. Truck & trailer have been removed. May have a buyer for pickup bed trailer. Continue to review every 30 days.
 - 2 22-10 – inoperable/disabled vehicles. On County log also. Have removed 4 vehicles & a boat. Slow progress is still being made & we will continue to monitor.

- 3 22-13 –_ dismantled cars & junk - ltr sent 5-5-22 – No change as of 6/14. 3rd letter sent with follow up 6/29. Stephanie viewed from complainant's property & stated that this is a county violation. County was out 6/29 as well. Continue to monitor with county for now.
- 4 22-15 – debris & trash. Letter sent 5-5-22. County states this is a building site. Has asked, verbally, to keep cleaned up. No progress. Pat/Larry & John from Count met with owner. Building is ongoing. Pat & Larry will continue to monitor.
- 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.
- 6 22-19 – fire hazard -garbage/debris, roof falling apart. Letter sent – Mel talked with owner, who lives in Texas. They have trip planned in mid-July. They will contact Mel when they are here. Everything has been cleaned up & repaired. CLOSED.
- 7 22-20 – Old cars, trash piles., garbage. Judy & Steffanie inspected 6-21-22. Observed old RV, cars & ATVs needing repair. Trash, collapsed tent in what looks like a junk pile. Significant cleanup has been done. Vehicles removed. Continue to monitor for another month. Judy inspected & everything but one pile close to house has been cleaned up. Will send letter thanking for the cleanup & remind about last pile. Continue to monitor for another month.
- 8 22-23 – building materials, trash, inoperable car. Letter to complainant instructing them to also file with County. We will monitor. 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. Kara to talk with John about white trash bags contents.
- 9 22-25 – trash, rubbish, inoperable vehicles & old appliances. Verified trash & letter sent. 3rd letter sent – to take to BOD in September. Violator called and said she was only home 3 days a week. Kara explained what needed cleaned up and gave 2 weeks. Follow up 8/31.

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.
2. 21-46, 47&48, & 22-03 –In January lot was mostly cleaned up. Fine process stopped. New vehicles & garbage. Send letter – 2 weeks to clean up or will be fined again. Property has been cleaned up significantly. Continue to monitor for another month.
3. 20-08 – As of 6/22/22 deemed open violation by BOD. Class B & \$500 fine. Mel & Pat inspected – tires have been picked up. Kara to ask BOD to designate Jeff Co as 1st point of contact with CCR monitoring. Mel, Pat & a person who buys vehicles, scrap metal etc. met with owner & he has agreed to remove some.

B. Review Deschutes & Jefferson Co's Active Complaints

1. Deschutes 2 – no change
2. Jefferson 20 – 1 new & closed, 1 closed, 5 updated & 7 no change

10 Input: Member

None

Next meeting: September 20, 2022 – Juniper Room – 1:30

Collection Report As of 9/15/22

Date	Customer Type	Balance	Difference	# of Accts	Difference Owing
March 18, 2022	All	329,105.51		640	
April 14, 2022	All	288,353.17	-40,752.34	569	-71
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
March 18, 2022	Semi Annual	63,490.78		333	
April 14, 2022	Semi Annual	46,487.80	-17,002.98	269	-64
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
March 18, 2022	Pmt plans/Auto Debits	38,812.32		231	
April 14, 2022	Pmt plans/Auto Debits	26,539.73	-12,272.59	226	-5
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
March 18, 2022	Attorney	143,001.26		51	
April 14, 2022	Attorney	130,686.60	-12,314.66	49	-2
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
March 18, 2022	All F/C, BK, Etc	83,801.15		25	
April 14, 2022	All F/C, BK, Etc	84,639.04	837.89	25	0
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
March 18, 2022	1/2 Lots	0.00		0	
April 14, 2022	1/2 Lots	0.00	0.00	0	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

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

AR Log for September 19, 2022

AR Log for September 19, 2022				
ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION	COMMENTS
M Knoke 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.	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. 9/7/22 no change
M Knoke Sheryl Jones 2	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. 9/7/22 no change
M Knoke Sheryl Jones 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	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. 9/7/22 no change
K Vickery 4	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 proeprty. 5/16/22 - Cars are no longer stacked. 6/20/22 The Boneyard has installed a fence along Commercial. Progress is being made. 9/7/22 no change

2022-2023 BOARD ASSIGNMENTS

Assignment	Current BOD Member Assigned	New BOD Member Assignments
Advisor - Administrative Services Department	Kari Vickery	
Advisor - Facilities Services Department	Mike Dries	
Advisor - Golf Operations Department		
Committee Liaison - Architectural Review Committee		
Committee Liaison - Budget/ Auditing Committee		
Committee Liaison - CC&R Review Committee		
Committee Liaison - Neighborhood Phase Rep Committee	Randy Peterson	
Committee Liaison - Parks and Recreation Committee	Ara Erdekian	
Committee Liaison - Events Committee	Ara Erdekian	
Committee Liaison - Ranch Enhancements Committee	Julia Randall	
Committee Member (President ex officio) - Nominating Committee	Kari Vickery	
Committee Member (Treasurer ex officio) - Budget/Audit Committee	Randy Peterson	
Officer - President	Kari Vickery	
Officer - Secretary	Mike Dries	
Officer - Treasurer	Randy Peterson	
Officer - Vice President	Ara Erdekian	
Team - CC&R Enforcement Issues	Mike Dries	
Team - CC&R Enforcement Issues		
Team - Communications Issues		
Team - Communications Issues		
Team - Communications Issues	Julia Randall	
Team - Contract Review & Insurance Issues		
Team - Contract Review & Insurance Issues	Randy Peterson	
Team - Contract Review & Insurance Issues		
Team - Employee Issues	Julia Randall	
Team - Employee Issues		
Team - Employee Issues		
Team - Golf Issues	Randy Peterson	
Team - Golf Issues		
Team - Legal/Collection of Unpaid Dues		
Team - Legal/Collection of Unpaid Dues		
Team - Legal/Collection of Unpaid Dues	Ara Erdekian	
Team - Road Issues		
Team - Road Issues		
Team - Security & Safety Issues		
Team - Security & Safety Issues	Mike Dries	
Team - Construction Committee		
Team - Construction Committee		

2023 Committee Review Assignments

Committee	Assignee
Architectural Review Committee	
Liaison:	
Budget/Audit Committee	
Liaison:	
CC&R Review Committee	
Liaison:	
Parks & Recreation	
Liaison:	
Events Committee	
Liaison:	
Neighborhood Phase Reps	
Liaison:	
Ranch Enhancements Committee	
Liaison:	
Committee Review Assignments	
Committee reviews are performed by Directors that are not an Advisor or Member of that particular committee. They are usually done around April or May of each year.	
See attached Committee Review Form	

BOARD ASSIGNMENT DESCRIPTIONS

Advisors' Duties and Responsibilities

The Advisor is an individual Board member who is assigned yearly for specific support to each department of the Association. Advisors shall familiarize themselves with the function of their designated department, historical information pertinent to this role, and develop successful relationships with the department supervisors. There will be three advisors who will serve the following departments: Facility Services Department, Administrative Services Department, and Golf Operations.

The Advisor may assist the Ranch Manager in providing aid, support, guidance, and technical assistance as requested, and provide recommendations or possible actions for consideration, and shall serve as a resource for new and difficult situations.

The Advisor may serve as a conduit between the Board and Ranch Manager for their designated departments. They may assist the department supervisors with Ranch Manager's knowledge and support in any way requested and act as a channel for the grievance process as delineated in the Employee Handbook.

In the event of the Ranch Manager's absence, the Advisors may, with Board approval and direction, step in to assist their assigned departments in providing operational management of the Association.

Board of Director Committee Liaison

The Board of Directors will assign a Board member as a liaison to all the committees. Typically, the role of any assigned liaison is to improve communication between the Board and the committee. The liaison may not take a more active role within the committee; however, the liaison may make recommendations. Liaisons will forward critical information to the committee at the direction of the Board. The assigned liaison will not be a voting member of the committee.

Team Members

A team is a sub-group of the Board assigned specific defined responsibilities and authorized to approve in the name of the Board actions that meet the goals of the full Board, such as approving payment plans for members in collection. The team is also charged with making recommendations for the full Boards' consideration on any issue that significantly impacts the Association. The team should periodically report to the Board on its activities.

Calendar for BOD Meetings for Balance of 2022 and 2023

MONTH	TYPE OF MEETING	DAY	NOTES
September 2022	Work Session	7	10:00am
	Regular Meeting	19	6:00pm
October 2022	Work Session	3	10:00am
	Regular Meeting	17	6:00pm
November 2022	Work Session	7	10:00am
	Regular Meeting	21	6:00pm
December 2022	Work Session	5	10:00am
	Regular Meeting	19	6:00pm
<hr/>			
January 2023	Work Session	3	10:00am (Moved due to holiday)
	Regular Meeting	16	6:00pm
February 2023	Joint BOD/BAC Session	25	10:00am - Budget Presentation by Supervisors
	Work Session	6	10:00am
March 2023	Regular Meeting	20	6:00pm
	Work Session	6	10:00am
April 2023	Regular Meeting	20	6:00pm
	Work Session	3	10:00am
May 2023	Regular Meeting	17	6:00pm
	FY 2021 Begins	01	N/A
June 2023	Work Session	1	10:00am
	Regular Meeting	15	6:00pm
July 2023	Work Session	5	10:00am
	Regular Meeting	19	6:00pm
August 2023	Work Session	3	10:00am
	Regular Meeting	17	6:00pm
September 2023	Work Session	7	10:00am
	Regular Meeting	21	6:00pm
October 2023	Annual Meeting	19	9:00am - Mac Park
	Work Session	6	10:00am (Moved due to Labor Day)
November 2023	Regular Meeting	18	6:00pm
	Work Session	2	10:00am
December 2023	Regular Meeting	16	6:00pm
	Work Session	6	10:00am
January 2024	Regular Meeting	20	6:00pm
	Work Session	4	10:00am
February 2024	Regular Meeting	18	6:00pm
	Work Session	4	10:00am

Work sessions begin at 10:00am and regular meetings begin at 6:00pm - both are held in the Juniper Room.
 Work Sessions should be considered "as needed" to be determined by the BOD.

2022 Application Packet
for Two Vacated
Positions
on Crooked River
Ranch Board of
Directors

(Terms Ending September 6, 2023)

APPLICANT INFORMATION SHEET
2022 VACANCY SELECTION TO CRR BOARD OF DIRECTORS (terms ending 9/6/23)

GENERAL AND CONTACT INFORMATION

NAME: LAST: _____ FIRST: _____ MIDDLE INITIAL: _____

DATE: _____

POSITION DESIRED: BOARD OF DIRECTORS ☐

CRR PROPERTY OWNER: NO ☐ YES ☐ HOW LONG? _____

CRR RESIDENT: FULL-TIME NO ☐ YES ☐ HOW LONG? _____

CRR RESIDENT: PART-TIME NO ☐ YES ☐ HOW LONG? _____

CRR STREET ADDRESS: _____

PRESENT MAILING ADDRESS (If different from above): _____

TELEPHONE NUMBERS: HOME: _____ BUSINESS: _____

EMAIL ADDRESS: _____

QUALIFICATIONS

(Attach additional sheets if needed. It is not necessary to repeat information below that is contained in your Campaign Statement)

SERVICE IN SUPPORT OF THE CRR HOA BOARD *(Board and Committee Assignments with Dates):*

LEADERSHIP AND BOARD EXPERIENCE WITH OTHER ORGANIZATIONS *(With Dates)*

ADDITIONAL EDUCATION AND TRAINING THAT WOULD BEAR ON THE CANDIDACY

Guidance for Campaign Statement

Applicants for nomination to the vacant position on the Board of Directors must submit a campaign statement of **300 words or less**.

The Campaign Statement is an opportunity to speak directly to the Board and make the candidate's case for selection. It should contain biographic information, a discussion of qualifications based on work experience, education or training, and a clear statement of why the candidate is running for the position.

Please use the following format:

CAMPAIGN STATEMENT (300 words or less)

Date

Name

Address

Biography (including background and experience): Provide a brief summary of your experience that would benefit the Board if you were elected. Include a statement of residency (full, part-time, not).

Reasons for Running: Provide a brief summary for the readers as to why you would like to be part of the Board. Be as clear as possible.

Signature

Board Candidate Instructions
TWO VACANCY POSITIONS – 2022
(Terms ending 9/6/23)

Individuals who consider themselves qualified must follow the process as laid out according to Policy and Procedures Handbook - Policy 4.15.

1. Any member in "good standing" may run for the board. In "good standing" is defined as having "all" Association dues and any outstanding debts to the Association current according to Board policy and having no outstanding County code and CC&R violations at the time of application.
2. Application submission deadline is Wednesday, October 14, 2022 at 4:30p.m. Application packets can be picked up at the Administration building.
3. Application packet information will include:
 - A. Rules & Procedures for Election
 - B. Request to be a Candidate Form
 - C. Guidance for Campaign Statement
 - D. Applicant Information Sheet
 - E. Schedule of Events sheet
4. Application submissions must adhere to the following:
 - A. A signed Request to be a Candidate form submitted to the Administration Office of your intent to run for the CRR Board of Directors.
 - B. A letter of no more than 300 words that contain your "Biography and Why I am Running" for the Board of Directors.
 - C. Anyone unable to pick up an application packet may contact the office so one can be mailed or emailed to them.
5. In addition, submission of a recent 3"x4" photograph is requested.
6. If you have any questions or need further assistance, please call the Administration Office at (541) 548-8939.

REQUEST TO BE A CANDIDATE TO FILL VACATED POSITION

By signing this document and returning it with the completed application package to the Administration Office, no later than 4:30 p.m. on Friday, October 14, 2022, I am notifying the Board of Directors of my desire to be considered for the slate of candidates for the CRR Board of Directors vacated position expiring on September 6, 2023. I understand that if I desire to continue to serve on the Board of Directors after this term, I will be required to follow the application process for the upcoming election.

I certify that I am an Association member and I meet the criteria of "good standing", defined as having "all" Association dues and any outstanding debts to the Association current according to Board policy, and having no outstanding County code and CC&R violations at the time of application.

I acknowledge the following:

- I am aware of the application process for the Board of Directors and will follow the stated requirements with strict observance.
- I understand the requirements of the position I am seeking and the general terms under which I will be asked to serve, if elected. I will be expected to work constructively on behalf of the members of the Association by placing the interests of the Association as a whole above personal concerns and interests. In pursuit of this goal, I will be expected to become conversant with the governing documents of the association and the rules of order governing the conduct of meetings; to prepare myself sufficiently for each and every meeting by thoroughly reading the background material that is provided and soliciting inputs from the general membership for issues that are being considered; and to work well with my colleagues by expressing opinions while remaining professional and respectful to everyone.
- I recognize the significant commitment of time required in attending scheduled meetings of the body to which I am elected, as well as time required to discharge my duties between the meetings. If elected, I will make attendance at scheduled meetings a priority.

Completion of this form does not assure you a nomination. Your submission is an aid to the Nominating Committee in selecting a slate of candidates.

Signed: _____ Date: _____

SCHEDULE OF EVENTS FOR CRR VACANCY SELECTION 2022

(Position expires September 6, 2023)

- Applicant package, schedule of vacancy selection meeting, special rules and procedures posted by Admin Staff on web site and hard copies available at Admin Office for pick-up.
- **October 14, 2022 (May use letter-drop at Admin Office)** - Deadline for submission to Admin Office of *application package* for prospective candidates for transmission to Board of Directors.
- **October 19, 2022-** Special Board of Directors meeting to be held at 10:00am. Meeting will consist of Candidates Forum and selection of candidate to fill vacant position. Vacant positions expire on September 6, 2023.
- **November 7, 2022 –** New Board member will be sworn in and seated.

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Wednesday, October 3, 2022

- I. Call to order
- II. Roll call
- III. Special topics
 - a. Regular Board Meeting Agenda Review – October 17, 2022
 - b. Neighbor Helping Neighbor Discussion
 - c. Trust for Public Land Easement Revision – Anna Hadich
 - d. A/R log Review
- IV. Vote to Adjourn to Executive Session if Needed