

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

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

Wednesday, September 7, 2022

- I. Call to order
- II. Roll call
- III. Special topics
  - a. Announcement of Election Results – Zack Harmon, Capstone CPAS
  - b. New Board Members - Oath of Office and Seating
  - c. Election of Officers
  - d. Board Assignments – Information Only – Assignments will be on September 19, 2022, Agenda
    - 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
- IV. Regular Board Meeting Agenda Review - September 19, 2022
- V. AFE #277 - Commercial Park Fence
- VI. AFE #278 - Heritage House Electrical
- VII. Pickle Ball Lights Update

- VIII. Renaming of Old Fire Hall Update
- IX. Alice Stevens – Goats, Phase 14
- X. Neighbor Helping Neighbor – Karen Atwood
- XI. Volunteer Service Form – Norm Sharp – CC&R Committee
- XII. A/R log Review
- XIII. Jefferson County Planning Commission Meeting – September 8, 2022
- XIV. Jefferson County Commissioners Meeting – September 14, 2022
- XV. Vote to Adjourn to Executive Session if needed

## 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.

## 2022 Committee Review Assignments

Committee	Assignee
Architectural Review Committee	Ara Erdekian
Liaison: Jerry Cooper	
Budget/Audit Committee	Bill Burt
Liaison: Randy Peterson	
CC&R Review Committee	Julia Randall
Liaison: Richard Ebers	
Parks & Recreation	Carl Harbour
Liaison: Ara Erdekian	
Events Committee	Richard Ebers
Liaison: Ara Erdekian	
Neighborhood Phase Reps	Mike Dries
Liaison: Randy Peterson	
Ranch Enhancements Committee	Ara Erdekian
Liaison: Julia Randall	
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	

2022-2023 BOARD ASSIGNMENTS

Assignment	Current BOD Member Assigned	New BOD Member Assignments
Advisor - Administrative Services Department		
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	Richard Ebers	
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		
Committee Member (Treasurer ex officio) - Budget/Audit Committee	Randy Peterson	
Officer - President		
Officer - Secretary	Julia Randall	
Officer - Treasurer	Randy Peterson	
Officer - Vice President		
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	Richard Ebers	
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	Richard Ebers	
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		

## 2022 Calendar

EnchantedLearning.com

### January 2022

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### February 2022

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### March 2022

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### April 2022

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### May 2022

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### June 2022

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### July 2022

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### August 2022

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### September 2022

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### October 2022

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### November 2022

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### December 2022

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EnchantedLearning.com

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### June 2023

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### August 2023

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### November 2023

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### December 2023

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

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.



**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	
				Julia Randall	
Randy Peterson		Sheryl Jones		Richard Ebers	
Mike Dries		Ara Erdekian			

**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 – *out of medical leave***

**V. OLD BUSINESS**

- a. 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. Replacement of Director

## **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**

## **CROOKED RIVER RANCH C&MA BOARD MEETING**

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### **AGENDA ITEM SUMMARY**

**Meeting Date:** 09/07/2022

**Meeting Type:** Work Session

**Department:** General Maintenance

**Staff Contact:** Mike Knoke

**Estimated Time:** 10 minutes

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**ITEM TITLE:** AFE #277

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**ACTION REQUESTED:** Approve AFE #277 for construction of a split rail fence along Chinook Road at Commercial Park.

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**ISSUE STATEMENT:** A safety barrier is needed between the Bocce Ball courts and Chinook Road.

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**ATTACHMENTS:** Bid comparisons sheet. Fence company quotes.

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**DISCUSSION/FINANCIAL IMPACT:** Mike's fence center is low bidder on this fence at \$8,990.00. See comparison chart for quotes from American Fence Co. and Copeland Fence Co. This construction is not budgeted and will be a cost over-run in the General Maintenance budget for FY2023.

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**CROOKED RIVER RANCH**  
**AUTHORIZATION FOR EXPENDITURE**

All expenditures over \$5000 must be justified on this form, endorsed by the Ranch Manager before going to the Board of Directors for approval.

**DATE:** 09/07/2022

**AMOUNT OF EXPENDITURE:** \$8990.00

**AFE NUMBER:** #277

**REASON FOR EXPENDITURE:** To pay Mike's Fence Center for construction of a split rail fence at Commercial Park.

**JUSTIFICATION FOR EXPENDITURE:** A fence is needed to create a safety corridor between Chinook Road and the Bocce Ball courts in the park.

REQUESTING DEPARTMENT: General Maintenance DATE: 08/26/2022

SUPERVISOR: Michael Knapp DATE: 08/30/22

RANCH MANAGER: Judy Labra by Kara Burkhardt DATE: 9/1/22

BOD OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

8/24/2022

2-RAIL CEDAR SPLIT RAIL FENCES:

	Copeland Fence Co.	Mike's Fence Co.	American Fence Co.
MAC PARK-	\$7084	\$7041	\$7456
CLUBHOUSE RD.-	\$5460	\$6024	\$5824
COMM. PARK-	\$9520	\$8990	\$9263
<b>TOTAL:</b> <b>(3 fences)</b>	<b>\$22,064</b>	<b>\$22,055</b>	<b>\$22543</b>

**McDermott Fence & Construction, Inc.**  
**American Fence Co. / Portland Fence Co.**

9940 SE Oak St. Portland, Or 97216

Phone: (503) 655-9619 (503) 256-3060 (541) 923-5858 Fax: (503) 256-2821

OR. CCB # 201616 / WA. L & I # MCDERFC865D5 / Fed ID # 46-4151375 / WBE # 5402

08/24/2022

**PROPOSAL**

**Attn: Mike / Crooked River Ranch**

**Project: Cedar Split Rail Fence**

**Installation Address: CCR at various sites**

**Labor and materials to install cedar split rail 2 rail fence:**

**1: Mac Park: 240' Price: \$7,456.00**

**2: Club house: 200' Price: \$5,824.00**

**3: Comm. Park: 330' Price: \$9,263.00**

**Exclusions:**

*\$22,543.-*

1. All permits, engineering, testing, inspections, signage and traffic control.
2. Removal of spoils, Clearing, grading, grubbing, survey and staking of fence line.
3. Private underground utility repairs and locates, including irrigation systems.
4. Saw cutting, Core drilling, Concrete mow strips, Block outs & Imbeds.
5. Fence grounding and electrical both high and low voltage, conduit runs, wire pulls.
6. Any attachments and / or other materials not covered by (SCOPE) above.
7. Washington Sales Tax if applicable will be added to your invoice.

**Proposal good for 10 days.**

**Current Insurance; (Auto) 1,000,000 – (Worker Comp) 1,000,000 – (Gen. Liability) Aggregate 3,000,000 /**

**Products and Completed Operations 2,000,000 / Each Occurrence 1,000,000 – (Umbrella) 5,000,000**

**Installation Floater 250,000 – Job site Accidental Pollution Coverage 1,000,000**

**Additional Insured Blanket Forms: CG 20 10 04/13 – CG 20 37 04/13**

**Additional Forms if needed will be invoiced to your project.**

**(Notes to Buyer)**

1. Truck & equipment access to fence line for material delivery and installation during project.
2. Terms of payment; Net 15 days. ( Material on hand payment required on all jobs over \$ 15,000.00 or specialty order items )
3. This proposal is based on normal digging conditions (price subject to change if unforeseen rock and fill material is encountered).
4. Specialty order materials may require payment in full or 50% down before shipping (based on Suppliers terms).
5. Contractor / owner shall provide schedule or completion date, and a reasonable amount of time to complete the work.
6. Add 3% for Performance and Payment Bonds.
7. Credit card payments will be charged a fee of 6.3%.

The following prices are based on mutually accepted exclusions and Scope of Work. If a subcontract, letter of intent, purchase order or change order is issued for all or part of this proposal. All terms and conditions are accepted as stated above.

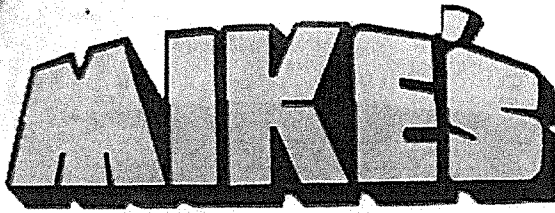
**Sincerely,**

**Doug Phillips**

**American Fence Co.**

doug@americanfenceor.com

**Customer signature: \_\_\_\_\_ Date \_\_\_\_\_**



Fence Center, Inc.  
PO Box 7288  
Bend, OR 97708-7288  
(541) 388-1625 FAX (541) 389-4578  
C.C.B. 059356

Date:		August 23, 2022	
Total:			
30 % Deposit :			
Terms: Balance Upon Completion - 10% Cancellation Fee			
Phone #	(541) 604-9050		
Email:	maint@crookedriverranch.com		
Job Name:	2-Rail Split Cedar Fencing		
Job Location:	Same / off SW Chinook Dr		

Name:	Crooked River Ranch C&MA Attn: Mike Knoke		
Street:	5195 SW Clubhouse Rd		
City, St. & Zip	Terrebonne OR 97760		
We Propose To:	Supply & Install		
A) New 2-Rail Split Cedar Fencing - Vinyl Fence Replacement			
Height	3'	239' of 3' Tall 2-Rail Split Cedar Fencing Installed in Concrete; Built Using 8'/10' Rails. - MAC PARK	
O.A. Length		A) Project A Total \$7,041.00	
Gates			
Wood.....	x		
Chain-link .....		B) New 2-Rail Split Cedar Fencing - Gravel Parking Area Boundary	
Slats .....		196' of 3' Tall 2-Rail Split Cedar Fencing Installed in Concrete; Built Using 8'/10' Rails. - CLUBHOUSE RD.	
Vinyl .....		B) Project B Total \$6,024.00	
11 ga .....			
9 ga .....		C) New 2-Rail Split Cedar Fencing - Bocce Ball Boundary	
Top Rail		310' of 3' Tall 2-Rail Split Cedar Fencing Installed in Concrete; Built Using 8'/10' Rails. - COMMERCIAL PARK	
1 3/8" .....		C) Project C Total \$8,990.00	
1 5/8" .....		\$ 22,055.7	
Posts	O.D.	WT.	
Line	Split	Cedar	
Term	Split	Cedar	
Gate	Split	Cedar	
Clearing By:			
Customer .....	X		
Mike's .....			
Fence to:			
Follow Contour .....	X		
Straight .....			
Special Tools			
Possible Rock			
Rock Drill/Breaker			
Digger Access			

\*No Additional Charges for Rock Drilling (Unless Otherwise Noted in This Contract) - Does Not Include Any Painting or Staining

YOU, THE OWNER, OR AGENT, ARE RESPONSIBLE FOR A CLEARED AND STAKED PROPERTY LINE. Furnish locations and character of any underground wires, pipes, sewers, conduits or obstructions which might interfere with or be damaged by Mike's Fence Center, Inc., or be the cause of injury or other damage. This contract does not include any Grading, Surveying, nor the removal of any fence or shrubs unless specified in writing above. In the event fence lines are not prepared, a \$75.00 trip fee will be charged to customer's account. If payment is not made as set forth above, Services Charges shall be added to the unpaid balance and shall be computed by a single periodic rate of 1-1/2% per month which is an Annual Percentage Rate of 18% per annum. If the services of any attorney are required for collection, all such fees will be for the purchaser's account.

#### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Please read the reverse side of this form. Sign if applicable.

Customer Notification & Owners Duty Received..... X

By: MIKE'S FENCE CENTER, INC.  
Dan Hackney - 541.480.4258  
BID GOOD FOR 30 DAYS  
dan@mikesfence.com

Buyer: X

Date Signed X

## **CROOKED RIVER RANCH C&MA BOARD MEETING**

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### **AGENDA ITEM SUMMARY**

**Meeting Date: 09/07/2022**

**Meeting Type: Work Session**

**Department: General Maintenance**

**Staff Contact: Mike Knoke**

**Estimated Time: 10 mins**

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**ITEM TITLE: Heritage House electrical upgrade engineering.**

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**ACTION REQUESTED: Approve AFE #278 for \$11,000.00 to pay Morrison-Maierle Engineering for the scope and fee study of the Heritage House electrical upgrade.**

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**ISSUE STATEMENT: This engineering study will provide a detailed plan and cost projection for the re-wiring of the Heritage House and provide the ability to request contractor quotes for the project. Asbestos testing of the Heritage House was recently completed. No Asbestos was found in any of the 36 samples taken**

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**ATTACHMENTS: Scope and Fee letter from Morrison-Maierle**

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**DISCUSSION/FINANCIAL IMPACT: Request for Proposal letters were written to three other engineering firms in Central Oregon with no response from them. Morrison-Maierle was the fourth firm contacted. They are the company that engineered the Pool's electrical upgrade last year. This proposal was received in April 2022, and the fee quoted is \$10,400.00. Depending upon the time frame, there may be a 5% annual fee increase applied, which would increase their fee to \$10,920.00. The requested amount covers this contingency.**

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**CROOKED RIVER RANCH**  
**AUTHORIZATION FOR EXPENDITURE**

All expenditures over \$5000 must be justified on this form, endorsed by the Ranch Manager before going to the Board of Directors for approval.

**DATE:** 09/07/2022

**AMOUNT OF EXPENDITURE:** \$11,000.00

**AFE NUMBER:** 278

**REASON FOR EXPENDITURE:** Heritage House electrical upgrade engineering.

**JUSTIFICATION FOR EXPENDITURE:** An engineering firm is needed to define the scope of work and design the electrical re-wiring of the Heritage House. Because of the age and unknown condition of the existing wiring behind the lath and plaster walls, electrical contractors are unable to provide firm quotes and will work only under a time and materials agreement. Morrison-Maierle engineering will develop cost projections for the contractor to work with and allow us to obtain competitive bids for the project.

REQUESTING DEPARTMENT: General Maintenance DATE: 08/29/2022

SUPERVISOR: Mitasha Krala DATE: 08/30/22

RANCH MANAGER: Judy LaPera by Kara Burkhardt DATE: 9/1/22

BOD OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

# CROOKED RIVER RANCH HERITAGE RANCH HOUSE ELECTRICAL UPGRADES

Scope and Fee Letter

Prepared by:

**Morrison-Maierle**

Bend Office  
1001 SW Disk Dr.  
Suite 110  
Bend, OR 97702



April 8, 2022

Crooked River Ranch Club and Maintenance Association  
Attn: Mike Knoke, Supervisor – General Maintenance  
5195 SW Clubhouse Road  
Crooked River Ranch, OR 97760

**RE: Crooked River Ranch**  
*Heritage Ranch House Electrical Upgrades*

Dear Mike:

Thank you for the opportunity to provide you with scope and fee proposal information for the following services:

- Electrical

The following is our understanding of the required scope of services, fee assumptions and limitations.

## **SCOPE OF SERVICES AND FEE ASSUMPTIONS/LIMITATIONS**

Our engineering services were based on the following anticipated scope of services:

### **General:**

- To develop our fees for the base scope of work, we have based them on our phone discussion on March 28, 2022. We acknowledge the desire to remove the existing knob & tube wiring, and the desire to blend new work into the existing 1916 era house.
- To develop our proposed fees, we anticipate the design to be completed by early Summer 2022.
- For the purposes of this fee estimate, we have assumed a single bid package will be developed. We will assist in the selection of engineering systems in accordance with the objectives and goals of the owner regarding cost, constructability, schedule, etc. However, multiple systems will not be fully developed for pricing purposes.
- Morrison-Maierle will provide engineering design and analysis based on the requirements of the following codes:
  - 2020 National Electrical Code (NEC-NFPA 70)
  - 2021 Oregon Electrical Specialty Code
- Morrison-Maierle will produce drawings in Revit. All drawings will use the Morrison-Maierle's designated drawing conventions. The building drawings will be generated from existing drawings and site photographs.
- We will use Revit BIM models to develop 2D construction plans and for design team coordination. This level of BIM model development is also known as "LOD 300" as

referred to in AIA contracts and other standards of the A/E industry. **If additional objectives or other downstream use of the BIM model are required, an additional service fee may be required depending on if additional effort is needed to increase the level of detail and responsibility for accuracy associated with the other use(s) of the information.**

- We will provide electronically transmitted PDFs of the final construction drawings along with three (3) sets of hard copy drawings in 11"x17" format.
- Construction services, if desired, would be provided at our standard hourly rates.

*Exclusions:*

- We have not included three-part CSI formatted specifications. All applicable specifications will be included on the drawings.
- We understand that LEED certification will not be pursued.
- To minimize our fee, we have not included any contingencies to cover significant changes or redesign caused by other parties or factors that are not within our direct control.
- We assume that if any exploratory demolition is required it will be contracted by the owner and performed by a licensed contractor.
- We have not included value engineering after bidding in this proposal. Value engineering after bid can be provided as an additional service at our standard hourly rates.
- We did not include reissuing of drawings during construction that include design changes resulting from clarifications or change orders, commonly known as as-builts.
- We have not included providing record drawings incorporating changes from the contractor's field set. Record drawings can be provided as an additional service at our standard hourly rates.
- We have not included a one-year warranty walkthrough. A one-year warranty walkthrough can be provided as an additional service at our standard hourly rates.

**Electrical:**

- In order to get an assessment of the house we have included effort to perform a 360° Matterport photo scanning of the Ranch House. This will provide lighting and receptacle location information that will be used to generate the drawings of the house layout.
- We will provide a power system layout and circuiting for the house.
- We will coordinate with your preferred electrician on work already performed on the house.
- We will provide a lighting layout and circuiting for the treatment room of the building. Luminaire layout will be limited to two revisions. Layouts in addition to this will be billed as an additional service at standard hourly rates.
- We have included in our fee estimate up to two design coordination meetings to be held virtually.
- Our bidding phase fee includes:
  - Providing responses to contractor questions via addendum(s) during bidding phase
- Our construction services, if desired, include:
  - Providing responses to contractor questions
  - Review of shop drawings
  - Site visits to observe construction progress.
    - Including a substantial completion inspection and punch list that identifies any deficiencies
  - All Construction services would be provided at our standard hourly rates.

**Exclusions:**

- We have not included providing a design of the access control or security system. Full access control or security system design can be provided at our standard hourly rates.
- We have not included providing a design for the telephone/data system, or cabling and jack terminations for those respective systems. The owner or others will be responsible for providing the actual telephone and data communication devices. Full telephone/data system cabling design can be provided as an additional service at our standard hourly rates.
- Design of backup power devices, such as, generator or UPS.
- Alternative energy system, such as, photovoltaic or wind.

Based on our understanding of the required scope of services as outlined in this letter, the following is a distribution of our proposed fees for each discipline/phase of the project:

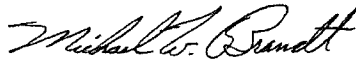
<b>Basic Services Fees:</b>	<b>Construction Documents Phase</b>	<b>Permitting &amp; Bidding Phase</b>	<b>Construction Phase</b>	<b>Total</b>
Electrical Design	\$8,400	\$400	Hourly	\$8,800
Matterport Scan	\$1,600	\$0	\$0	\$1,600

**Basic Services Total:**

**\$10,400**

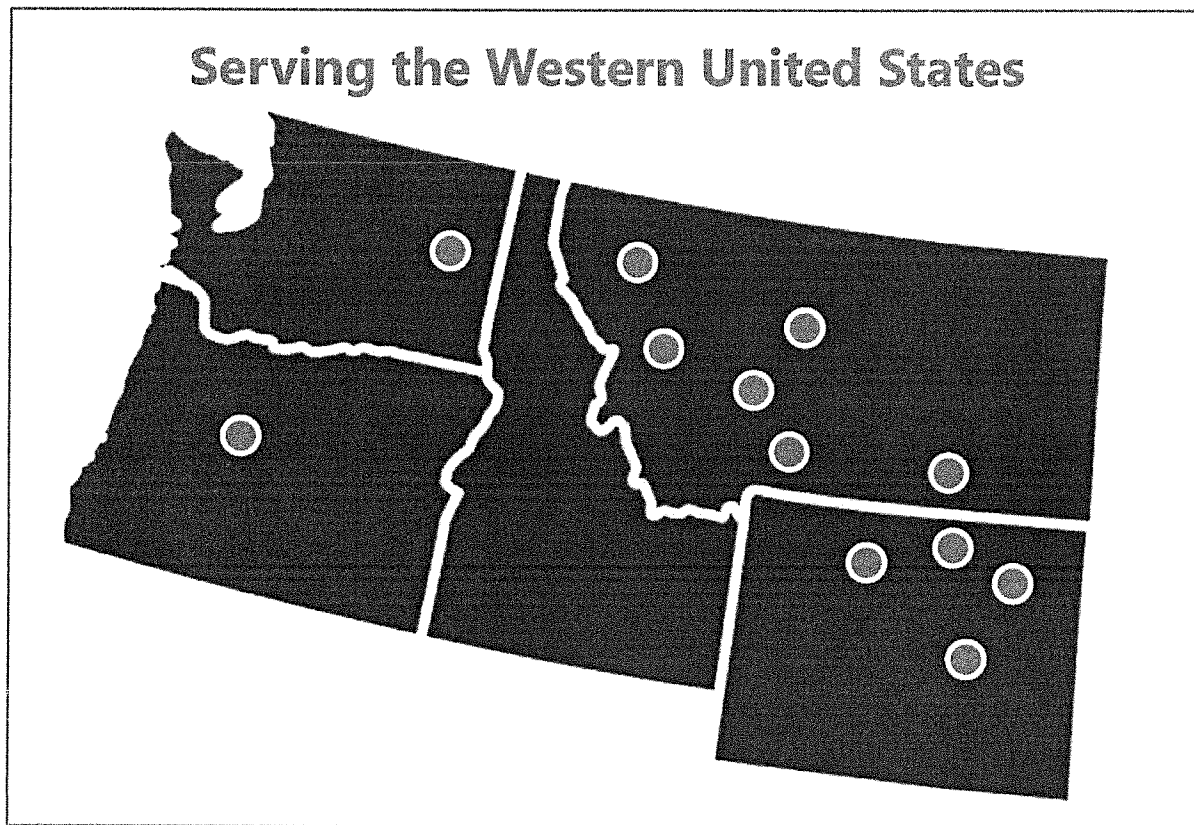
Once we receive your approval of this proposal, we will proceed with the development of an Agreement and begin work on the project. This proposal is valid for up to 60 calendar days after the date of this letter. After 60 days, the proposed fees listed may be subject to increases based on changes in our cost of labor and expenses.

Sincerely,



**Michael W Brandt, PE**

*Project Manager, Sr. Electrical Engineer*



AR Log for September 7, 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. 8/1/22 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. 8/1/22 no change
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. 8/1/22 no change
4 C Harbour	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. 8/1/22 no change