

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS MEETING MINUTES

Conference Call: 515-606-5353 Access Code: 889145#

18 March 2020 – 6:00 P.M. MST

Board Members:

Present: Mary Grove, Randall Whisenhunt, Joyce Derby, Patti O'Donnell

Absent: Carol Abbott

Members who announced themselves:

DSP3 Pat O'Donnell
DSP4 Osten
DSP Rick Jeffries
DSP 1 M Carroll
DSP 76 McClain
DSP 45 Gill
SN 53 Moss
SN14 Eccles
SN 197 Ludvig
SN 164 DeSandro
SN 216 Shaw
SN 289/290 Frank Salvador

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INTRODUCTION OF BOARD MEMBERS

D. MINUTES OF 19 *February 2020*

- i. Accepted by Randall, seconded by Patti

E. Brief Statement from Board

- a. Mary reported insurance company is requiring manuals from CORA we do not currently have
 - i. Safety manual, employee manual, maintenance schedule/procedures
 - ii. Evacuation plan was requested and submitted - Thanks to Sue Shaw for developing
- b. Existing Caretaker contract was submitted to Employment Attorney for review
 - i. He recommends a complete re-do of CORA material instead of one document trying to serve multiple purposes.
 - 1. Complete job description including physical requirements for every position
 - 2. An employment application
 - 3. Employee manual
 - 4. A separate document for the house and utilities based on a lease agreement
 - 5. Standard interview process
 - 6. Standard review process
 - ii. Not all recommendations will be used by CORA (lease on the house) as that benefit is standard as part of the compensation package.
- c. Randall and Zee have searched files; organizing them.
 - i. No maintenance schedules or work plans have been found although they did find CORA had a work order system in 2010
 - ii. None found:
 - 1. Employment application, interview questions/procedures, review process or paperwork

- iii. Found:
 - 1. Each workamper area has a different contract. Three different versions of each workamper contract was found. Research done to identify latest version.
 - 2. Many duplicates of the same document stored in several files
- d. Board is working on:
 - i. Application – now available in Office
 - ii. Standard interview process with questions – now available
 - iii. Job descriptions – 95% complete
 - iv. Employee manual – 90% complete

F. CARETAKERS REPORT

- a. **Alex and Anita Goertzen**
 - i. Blading roads in CS and DSP
 - ii. Created draining around Maintenance Barn - future work and rock needed
 - iii. Cleaned more in storage room
 - iv. Ordered supplies
 - v. Velocity installed panel in sewer plant
 - vi. Adjusted doors to close completely
 - vii. Golf carts tested and ready
 - viii. Playground equipment inspected and parts ordered
 - ix. Several workampers to interview
 - x. Found Social Committee Banners - YEAH

G. FACILITIES REPORT

- a. **Boiler – ventilation system**
 - i. CMT Electric is scheduled
- b. **Pool - additional issues**
 - i. Waiting for updated bid from Mid-America
- c. **Pipes from clubhouse to barn**
 - i. Pipes froze and crumbled this winter
- d. **Sewer plant panel**
 - i. Installed
- e. **Mary reported there has been some water usage drop since sewer was repaired. Still have other areas that may be having issues.**

H. TREASURER'S REPORT

- a. **Collections to date**
 - i. Most have been paid – several on payment plan
- b. Fire department has been contacted to get CORA o schedule for July. They will provide a free chipper to assist in lot cleanup
- c. Amerigas has finally input the contract terms for our billing so future invoices should be correct
- d. Jay Dahl is still working on issues he identified in Quickbooks. Some data for 2019 was entered as 2018

I. COMMITTEE R EPORTS

- Frank Salvador reported Facilities Committee will start back up in the spring
- Budget Committee will start first part of June

J. OLD BUSINESS

- a. Project list on web site – updated 3/16
- b. Property Management - Public Information and Q/A at April meeting
- c. Introduction of new Caretakers – Alex and Patricia De Le Cova
- d. Insurance company document requirements
 - i. See above

K. NEW BUSINESS

L. OWNER COMMENTS (non-budget subjects)

- Milt Shaw – SN 289/290

Why and where are the lost contracts from previous boards for caretakers and workcampers.

Owners are not keeping lots up according to covenants as report by him last summer yet board isn't doing anything about it. Why does board not add new members if there is work that could be done but is not being done. P O'Donnell asked what he thought we should be doing during winter?

Mary reported three people had provided a list of lots in each area needing review last summer. The information was turned over for the Caretakers/workcampers to review. Information will be turned back over again this summer.

Mary is putting all manuals online as they are created and been approved.

- Frank Salvador
Frank wants board seats to be filled and has submitted possibilities. Mary said at this time they will not be filled until we can meet at CORA
- Kim McClain – DSP 76
Wants to know who is responsible for not having required business documents.
- Marvin Gill – DSP 45
Wants to know when internet will be upgraded for lower Campground as promised last year and expressed it now needs to be upgraded more.
This is a volunteer effort. CORA provides the equipment but only one person is working on this.
Updates have already occurred for RGS and work will continue this summer.
- There was some conflict over something and there was loud discussion between Randall and Milt over something. Mary was trying to be heard to call the meeting to order but could not be heard.
Randall is making sure all winterization and procedures are, and will be, followed in the future.

Mary made a statement the 'Blame Game' is NOT going to be played. It serves no purpose and wastes time and resources best used to create the needed procedures, maintenance schedules, and documents for everyone going forward.

M. ADJOURNMENT