

**CAMPGROUND OF THE ROCKIES ASSOCIATION**  
**BOARD of DIRECTORS Meeting Minutes**  
**16 December 2020 – 6:00 P.M. MST**

**Board Members:**

Present: Carol Abbott, Patti O'Donnell, Mary Grove, Mark Scofield, Delles Schneider, Joyce Derby, Melissa Osten

Guest: Jay Dahl - CORA Accountant

**Members who announced themselves:**

- |                          |                            |
|--------------------------|----------------------------|
| • DSP 24 Larry Chiuppi   | • CS 22 Tom & Sally Bloom  |
| • SN 252/253 Jimmy Godby | • SN 91 Ken Derby          |
| • DSP 95/96 Ric Jeffries | • DSP 3 Pat O'Donnell      |
| • SN 289 Frank Salvador  | • SN 14 Don & Susan Eccles |
| • DSP23 Chuck Titus      | • DSP 85 Don Newton        |
| • CS3 Shawn Kuta         | • SN 19 John Tidwell       |
| • DSP29 Laurie Gatson    | • DSP 73 Susan Shaw        |
| • SN 216/217 Milt Shaw   | • DSP 62 David Gehrlein    |
| • SN 273 Linda Kriebel   | • CS 14 Tom Abbott         |

**A. CALL TO ORDER**

- a. Meeting was brought to order by Mary Grove at 6:00 pm.

**B. PLEDGE OF ALLEGIANCE**

- a. The pledge of allegiance was given by Delles Schneider

**C. INTRODUCTION OF BOARD MEMBERS**

- a. Mary Grove acknowledged each of the board members and their roles on the board who were present at CORA and not present.

**D. MINUTES OF 18 November 2020**

- a. The September minutes were approved by Patti O'Donnell and seconded by Delles Schneider

**E. CARETAKERS REPORT**

- a. Alex (Facilities Report) This month has been more of a preparation month. We had some finalizing to do with getting ready for winter. We were able to finish mowing the grounds which we hope to help improve the grass quality and color next season. We plan on making adjustments around the golf course greens or sands to improve grass quality. The other preparation was the waste system was switched over to our gravity feed system. We adjusted the ventilation system in the boiler room and adjusted thermostats in the common areas.

The gate also had many hours of making adjustments and learning and setting up a back up plan in the event of power failure or malfunction. We cannot express enough not to piggyback with others. The gate seems to be a big deal to many lot owners, it should be important to use it properly. In the event of an emergency, we are able to notify you quickly.

I do want to address the new camera system. I know that facial recognition has caused some uncomfortable feelings. The camera has facial recognition but what that really means is that it focuses on the person's face more than the surrounding. So, if BigFoot pulls up there will be no doubt of you being able to recognize BigFoot. The definition even at night is much higher than most cameras.

On our colder days we did make preparation for the build out at the shop. We had various items that needed moving. Shelving units were moved, and shop organizers installed. We also re-priced the supplies needed for the build out. We then rented a u-haul and went to home depot to pick up our supplies. This was a mix up at home depot and they had nothing ready for us. We ended up getting a discount of about \$500 and we went on our merry way. We did begin the build out last Friday. So far we are making great progress doing the framing work.

I spoke with the gentleman Eric who will be handling the service of the boiler. He is completing some projects that he is working on. He does realize that the boiler is in a controlled environment and will search for a day that limits him outside.

We have not been able to begin the meter identification mapping for S&N lots. Our time was adjusted when we decided to pick up the supplies instead of paying more for delivery. The other project is the purchase and installation of a new gate light. I have done some research on the different lighting but have not focused on any one yet.

The other meters on the agenda were completed last month. We had identified some meters during the meter readings that were questionable on their accuracy. Just a side note when meters begin to fail they never seem to speed up they always seem to work in the customers favor by slowing or stopping all together.

We are moving quite a bit of snow out here. Another reason to use the gate properly. We receive snow overnight and if I know that no one is up in S&N I may wait till morning to plow. My goal is to always give access to first responders at any hour of the day and make sure that bathroom run goes smoothly.

In closing Jim and Jan, Patricia and I just want to wish you all the best holiday season. Merry Christmas!

**b. PATRICIA DE LE COVA (Office Report)**

- Did daily basic office chores; went to the bank, answered phones & emails, did cleaning, picked up mail, processed propane payments, etc. Mail is picked up by the office staff on Monday and Friday pending weather. If you would like to pick up the mail any other day, just swing by the office and sign up for mail pick up.

- Reconciled November's bank statements scanned and filed away.
- Processed November's receipts, scanned and filed away.
- Sent out all of the past due statements for HOA dues and electric.
- All of the Gate software has been set up and data entered.
- All of the gate codes have been emailed out to lot owners. Owners with no email or emails that bounced back have been called and given their codes. If you have not received, your code please contact us by phone (719)836-2533 or email [manager.cora@gmail.com](mailto:manager.cora@gmail.com) so we may update your contact info and provide you with your code.
- Speaking of the gate: Please DO NOT piggyback in or out with anyone. If you do, you will not be logged-in or logged-out. Time keeps ticking on your stay if you do not log out.
- Please, call or email to get your gate code before arrival. If you arrive at 1am with "No Code" you must contact "After Hours" to be buzzed in. Guess who after hours is? Yes, it is Alex and me that you are calling. This weekend we received calls at 11pm, 1am, 5am & 6am. We love hearing from you, but we do require sleep and the occasional day off. So please, call or email before arrival.
- Worked on IREA accounts, got the monthly billings, spreadsheets and maps completed. Spoke with IREA regarding fees and maintenance.
- Finished scanning the Level 1 reserve account. It is now saved and stored in the Dropbox.
- The Drop box / I-Cloud account: Is set up and has a vault system within it. This is a safer and more secure area of the dropbox that has added security. Requiring a pin and authentication to access. It provides an extra layer of security for storing personnel files and private information.
- Stay Informed: Sign up for Campground of the Rockies, CORA – Members Only – Facebook. We share pics, weather updates, wildlife sightings. Come Join us there.
- If you prefer email groups, we have CORA Folks available as well. Send an email to [joincorafolks@gmail.com](mailto:joincorafolks@gmail.com), put Join in the Subject line, in the message Your Name, Lot# and email address. You will receive a return email stating you are a member.
- It is looking a lot like Christmas around CORA – The Clubhouse is all Decorated, inside, and out. We have about a foot of snow on the ground and the Elk have taken up residency. An absolutely beautiful Winter Wonderland.

## **F. FACILITIES REPORT**

- **Office Closure**
  - The Caretakers will be taking vacation time on 12/24/20 for 4 hrs and again on 12/31/20 for 4 hrs. During this time they will not be available.
  - All propane bottles to be filled will be filled by noon on each day but there won't be any filled until 12/26/20 and 1/2/21. Please plan accordingly
- **Gate Disbursement Codes**

- All codes have been distributed to owners via email, phone, and or mail if they are in good standing with CORA. If you have any questions please contact the office.
- **FireWise program**
  - **Status of Project Plan by CSU and required actions**
    - The Firewise program continues, no action this month. .
  - **Matching grant status and required actions**
    - Not discussed.
- **RGS Drainage, Littlejohn**
  - On-site surveying continues
- **Maintenance Area Security**
  - There is a new chain and lock at the entrance of the maintenance yard. It will be locked each evening, to prevent unauthorized access, dumping, etc.

#### **G. TREASURER'S REPORT**

- Latest P&L will be posted to the CORA website in the next 2 days.
- \$13,000 still outstanding in HOA/Electric bills which equates to 13 owners
- Have seen some reductions in electrical use but time will tell

#### **H. COMMITTEE REPORTS**

- **Facility Committee:** See Facilities Director report above, no additions
- **Social Committee:** Inactive thus far in 2020, will need volunteers to restart
- Seeking 'investment informed' volunteers
- **Finance Committee:****Budget Committee:** Seeking volunteers

#### **I. OLD BUSINESS**

1. **Staying over 6 months at CORA (Ongoing since September 5th)**
  - a. Attorney actions and recommendations - This is an ongoing issue that is taking a considerable amount of time by the board. A complete synopsis of events is outlined in a letter read by Mary Grove and can be read in the November Board Meeting minutes.
  - b. Complaints to County - A few owners have complained to the county regarding the Relief Caretakers being on CORA grounds. CORA is in compliance with the Land Use Regulations and is working with the County on the issues being brought forward. The information is also being reviewed by the CORA Attorney.
2. **Safety Manual**
  - a. Volunteer Jimmy Godby has provided a starter manual
  - b. Still need volunteers to help since this is a requirement by the Insurance company to have.
3. **Facility Audit**
  - a. Discussion about maintaining it on the icloud storage
  - b. Alex continues to work on this and keep it updated as things come up.
4. **Upload of legal documents to Members Only section on the web site**
  - a. Mary is working on this so future board members can have access to everything.
5. **Status from Milt Shaw on creating a Compliance Committee**

**J. NEW BUSINESS**

**1. Treasurer and At-Large Member to share Invoice reviews – process and on-going plan**

- a. Joyce has been starting to work with Mellisa on training her on the Treasury process in hopes to take it over in the next year.

**K. ADJOURNMENT**

- c. The meeting was adjourned at 7:20 pm by Carol Abbott, with Delles Schneider seconding the motion.