

CAMPGROUND OF THE ROCKIES ASSOCIATION
BOARD of DIRECTORS MEETING AGENDA
Conference Call: 515-739-1451 Access Code: 889145#
30 OCTOBER 2018 – 6:00 P.M.MST

Board Members Attending:

Brandon Walker, Kristie Divinski, Joyce Derby, Mary Grove, Mark Wiseman

Loren Woods

Caretakers: Jane and Tom Tingle

Board Members Absent:

John Hammon

A. CALL TO ORDER

- a. Meeting called to order at 6:06

B. PLEDGE OF ALLEGIANCE

C. INTRODUCTION OF BOARD MEMBERS

- a. No owners dialed into the conference call

D. MINUTES OF 8 SEPTEMBER 2018

- a. Minutes approved by Kristi Divinski and Joyce Derby

E. CARETAKERS REPORT

- Gathered up and stored flags and rakes from golf course
- Picked up shuffleboard court
- Took down and stored volleyball net, pickle ball net, tennis net
- Drained the pool halfway – winterized
- Took back-flow valves off faucets
- Put galvanized metal around mid-section pump building
- Put up snow guards over clubhouse hallway outside door
- Took batteries out of golf carts and both trucks – stored in shop /office
- Phil Fisher replaced motor in sewer plant
- Brought snow plow and snow blower over by clubhouse
- Had snow tires put on CORA truck
- Got new quote for Direct TV – saving \$70 a month/\$840 year for the same package
- Purchased a chain saw – saved \$50 by shopping around
- Follow up with Snowbridge for quote on fixing the pool restroom's sewer pipes
- Called Jewels Septic [Turd Herder] – they will come out Oct. 30th to clean out septic
- Fixed tile in Service Center B & C
- Shut off water to horse corral, shed and boiler room
- Checked back-up generator at clubhouse
- Gathered up leaves around CORA house
- Changed dumpster pickup to once a month
- Closed Service Centers in upper campground today – October 30, 2018
- Shut off sump pumps in sewer
- Placed snow shovels and ice melt in clubhouse
- Ordered PortaPotty – delivered Monday, October 29th

Jane's Portion of the Caretaker's Report

- The email CORA News is up and running – need 70 emails

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- Two full days of Quick Books training in Denver
- Picked up paper products for CORA in Denver
- Gathered email addresses and created an email address list in Excel
- Updated / confirmed email addresses in Quick Books
- Created an email address listing for Mail Chimp for CORA News
- Figured out how to create a document in Mail Chimp for CORA News
- Sent out first-ever CORA News
- Sent out 2 more CORA News emails
- Welcomed 5 new Lot Owners to CORA
 - Welcome Packet – meet with each of them personally
 - Updated New Owner Listing
 - Made copies of documents for new lot owner files
 - Updated QuickBooks with new information
 - Updated Email address listing for Mail Chimp
- Typed several pieces of correspondence for Mark
 - Reviewed emails for Mark
 - Sent emails for Mark / Board
 - Trips to post office to mail correspondence
 - Updated lot owner files
- Put together deposits every other week
 - Count the laundry quarters
 - Drove to Buena Vista to make deposit
 - Updated the Treasurer on Petty Cash
- Kept checkbook up-to-date
 - Review twice a week – every week
 - Updated checkbook in QuickBooks – twice a week – every week
- Answered phone / returned messages
 - Do you have Lots for Sale?
 - Has this lot sold?
 - Owners putting their lots up for sales
 - How much do I owe on my account?
 - Did I pay the electric bill?
 - Did I pay the HOA fees?
 - How's the weather? Roads?
 - I want to add another email to your list.
 - What is my password for the Members Only portion on the website
- Updated Privately Owned Lots for Sale listing twice – made copies
- Cleaned clubhouse, entry, offices, kitchen, hallway, restrooms and laundry area every week
- Cleaned out refrigerators / freezers in kitchen
- Cleaned off & updated all 16 Bulletin Boards around the campgrounds
- Different dealings with folks using the Clubhouse
- Backed up both computers to flash drives - every week
- Created 2019 calendars for mail pickup
- Made copies of handouts for the entryway bins
- Updated CORA Office Procedures Manual
- Created signs that the Service Centers will be closing

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- Created & laminated signs that the Service Centers are closed for the season
- Replied to approximately 537 emails in October.
- Phone calls with Mark – he checks in with us almost daily.
- Phone calls with Joyce, Treasurer. regarding Quick Books information,
 - Reports and bills
- Cleaned out a couple of my working files
- Emails to Board of Directors updating them on the ‘happenings’ at CORA
- Updated Monthly Tasks list
- Put together Caretaker’s Report
- Ran new Directory Listings for office use
- Made changes in QuickBooks so the Directory would come out correctly.
- Took in payments for propane daily
- Took in payments for HOA fees / Electric daily
- Dropped payments off at the accountants office in Salida – 3 times
- Went through mail twice [sometimes 3 times] a week
 - Dealt with mail – filed bills – filed letters
- Reviewed and marked delinquent property taxes due in *The Flume*
 - Made phone calls / emails to lot owners with reminders
- Met with Mark on Saturdays
- Inventoried cleaning supplies and paper products in all Service Centers
 - Consolidated supplies and updated inventory list on computer
- Correspondence for Loren Woods – DSP010
- Picked up office supplies in Salida twice

F. FACILITIES REPORT

- a. **Tim was here to shut down system. Mark and Tom assisted and felt they learned a great deal. Tim has developed an entire procedure manual to shut down the entire system.**
- b. **Pool Repair will occur in April or May**
 - i. **Pool may have leak – must be investigated**
 - ii. **Some tiles need to be re-grouted**
 - iii. **Evacuate around drain – concrete may fill pipe all the way to boiler room**
 - iv. **Cost for drain repair will be as high as 7,500 depending on where concrete stops**
 - v. **Re-plaster work was discussed – reminded Board it was planned for next budget year**
- c. **Pump shed galvanized metal wainscoting cost 220.**
 - i. **Mark stresses the work will save building repair cost by preventing rot**
 - ii. **Mark suggested the propane building be treated as well – Board approved**
- d. **Number of Dumpster have been reduced to 1 in C&S and DSP, 3 remain in S&N**
 - i. **Joyce reminded Board historically only 1 dumpster remained in S&N in the winter**
 - ii. **Mark and Tom will monitor usage to see if 1 or 2 can be removed**

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- e. Road and bridge to Maintenance shed
 - i. Mark's nephew, a civil engineer, is volunteering free support to lay out and plan required work
 - ii. By Spring they expect to have complete plan and cost estimates
 - 1. Bridge will be moved down to parallel the tennis court gates to divert water so club house area will not flood
 - 2. Mark tentatively plans 2 buttresses – Loren stated he felt only 1 is needed
 - 3. Mark and Tom are looking at culvert and buttress costs
 - 4. Water drainage area needs to be measured to determine requirements
 - 5. Joyce asked if current setup will hold up during winter. Ground is soft but should serve with limited use
 - 6. Loren suggested work be done during winter but with the weather and time required to plan does not make this practical

G. TREASURER'S REPORT

- a. Lots of assessments and electric payments have been received
- b. Deposits over the insured limit will be moved to Reserve account to hold until mid-fiscal year.
- c. Collection letters clearly outlining actions and options is ready to implement in November.
- d. Last year 15 lots had delinquent taxes, costing CORA 3,300. This year only 5 lots are delinquent. Joyce thanked Jane for reaching out to owners to remind them of late payments. Reminded Board CORA will receive money back, with interest, when owners pay taxes or lot is sold.
- e. Mark reminded Board maintenance costs will be much higher this year.

H. COMMITTEE REPORTS

- a. Mary reminded Board the budget contains 1,000 for wi-fi hardware cost and 1,200 to provide better wi-fi service to the office is in the budget. The plan was to improve the wi-fi service into CORA to support security cameras and upgrade the current transmitters throughout the campground.
- b. Jane reported Lew Weingard had requested her to contact IREA to determine if we could use the electric poles to provide fiber optic coverage. IREA wants 5,000 to perform a study and will charge 30 per month for each pole we use.
- c. John Robertson has already upgraded some of the hardware in S&N. The budget will be able to cover most of the cost to get the repeaters upgraded next Spring.
- d. Brandon will investigate using electric lines to transfer internet support from a breaker panel. They are using that technology in Europe.
- e. Joyce recommended letting upgrades rest until Lew and John have met and determined best options available.

I. OLD BUSINESS

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- a. Mary Grove appointed secretary.
- b. Brandon reminded Board they voted to place only 1 PortaPotty in S&N this year. PortaPotties were never approved by the Board.
 - i. Joyce reminded Board the campground time limit for each lot owner to be at CORA is 6 months during the year and limited usage was expected in S&N during the winter. PortaPotties were never provided in the past.
 - ii. PortaPotties have proven to be a sanitary issue as the company supplying them does not service them in a timely manner regardless of how many times Jane calls them.
 - iii. Loren suggested calling Colorado Trails Foundation or District Forest Service to find companies they use.

J. NEW BUSINESS

- a. New email address (mailforcorsboard@googlegroups.com) for Board is ready for use.
 - i. This is a permanent Board email and will be turned over to each Board after elections
- b. Options for a telephone number to allow an owner not using email to leave a message was discussed. This number would be a Board number and be turned over to each Board after elections. Will only occur if the cost is under 50 per year.
 - i. Brandon will research options.
 - ii. Brandon reminded Board they are already providing emails access, free call-in service for all board meetings, and comment/complaint forms are available in the office. The Board is making every effort to be available to lot owners.
- c. Joyce reminded Board the budget is a recommendation of how funds should be allocated. Work running over budget must have funds reallocated from other areas.

K. OWNER COMMENTS (non-budget subjects)

- a. Please state your name and lot number for the record
- b. *If a member in good standing would like to make a statement they have to pre-register before the meeting starts. Each member will be allowed a maximum of 3 minutes. Time is allocated for the owner to register at the start time of a conference call.*
- c. No owners joined the conference call.

L. ADJOURNMENT

- a. Meeting adjourned at 7:55

Board Members signatures – approved date: 11/27/2018

Mary Grove - Secretary
