

CAMPGROUND OF THE ROCKIES ASSOCIATION
BOARD of DIRECTORS MEETING AGENDA
Conference Call: 515-739-1451 Access Code: 889145#
27 November 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

Owners Attending:

Tom and Debbie Abernathy	DSP 58
Frank Salvator	S&N 289
Marlene Jones	S&N 293

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INTRODUCTION OF BOARD MEMBERS

D. MINUTES OF 27 October 2018.

- a. Previously sent to all Board members for approval.
- b. Approved by Loren Woods, Brandon Walker, and Kristie Divinski.

E. CARETAKERS REPORT

- a. Jewels Septic [Turd Herder] – came out November 8th to clean out septic
- b. Installed new door knobs on the three doors of the office
- c. Trimmed trees around the tennis court
- d. Trimmed tree along RGS road
- e. Phillip Fisher came out and fixed the sump pump in the sewer
- f. Ralph came with his backhoe and took screen box from sewer pit to be cleaned
 - i. Welded screen box for sewer pit
- g. Replaced gas pump filters on both diesel and gas tanks
- h. Jay Talley DSP041 donated shelving for the shop – unloaded from trailer
 - i. Working in shop putting together shelving and cleaning the shop

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS MEETING AGENDA

Conference Call: 515-739-1451 Access Code: 889145#

- i. Hung six new mops in Service Center A, B and C – per Workamper's request**
- j. Pre-soaked and washed 10 mop heads from Service Centers**
- k. Obtained backhoe quotes:**
 - i. Spoke with Jason Wisewell about quotes on backhoe equipment \$300 drive time - \$150 hr. – he normally charges by the job. If he has to leave a job to come to CORA for an emergency – there is an extra charge**
 - ii. Spoke with Aaron Hankey about quotes on backhoe equipment. \$250 drive time - \$100 hr.**
 - iii. Spoke with Rafael – he charges \$250 – 3 hr. minimum**
- l. Tim Ziegler and I took out the pump motor in the mid-section that was leaking. Took the motor to Denver Industrial Pumps to be refurbished. It should be ready in 3-4 weeks at a cost of 2,269.**
- m. Contacted South Park Telephone and had the bandwidth lower throughout the campground to lower our out-of-season costs**
 - i. Corrected billing error with SPT - \$50/month = \$300 for 6/months.**
- n. Emailed / contacted Lot Owners regarding delinquent property taxes**
- o. Delinquent Property Taxes paid**
- p. Wireless router hooked-up at CORA house**
- q. Kept up on past due propane receipts -**
- r. Kept up on storage due payments – requested payment**
- s. Figured expense for Workampers cost per season – for budget**
- t. Input budget into QuickBooks**
- u. Called Century Link – Phone – saved \$90 - \$100 a month for deleting a line and doing an account review.**
- v. Went through a large stack of files Kay Greenlee dropped off after going off the Board. Sorted through and made new files and incorporated those files in CORA's office files.**
- w. Updated Roxi's email listing for the website**
- x. Input delinquent letter into QuickBooks as mail merge document**
 - i. Two days working on delinquent accounts with Joyce**
- y. Received and responded to 509 emails**
- z. *Savings to CORA this month***

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS MEETING AGENDA

Conference Call: 515-739-1451 Access Code: 889145#

- i. \$1,037.12 property taxes – calling/emailing letting them know this is due**
- ii. \$300.00 /yr SPT – billing error – followed up**
- iii. \$1,080 - \$1,200 /yr Century Link – called and inquired**
- iv. \$10.00 cashier's checks this year for delinquent taxes**
- v. \$30.00 refund for cashier's checks from last year**
- vi. 2,457.12 savings this month**

F. FACILITIES REPORT

- a. Mark thanked Tom and Jane for all their efforts to help us.**
- b. CORA Building Permits – Required by covenants, rules, and bylaws.**
 - i. No permits were found in lot files. Should be available for Park County review.**
 - ii. Mark has contacted some owners, requesting they submit their plans and pictures of completed project**
 - iii. Secretary Note/Addendum: Park County has changed the number of sheds allowed on lots several times. Current limit is 1 but if the shed was placed on the lot during the times they allowed 2 they are grandfathered in. We must have proof of the dates.**
- c. Culvert/Bridge Project:**
 - i. Mark has convinced his nephew (Civil Engineer) to donate his time to determine what we need to build**
 - 1. He is obtaining topographical maps to determine water volume**
 - 2. Will provide requirements**
 - 3. This is a very large savings to CORA. Brandon asked Mark to pass on thanks to his nephew.**
 - ii. Rough estimate of material and backhoe services are estimated at 10,000. A more accurate number will be provided when all requirements are received**
- d. Pool Drain and possible leak**

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS MEETING AGENDA

Conference Call: 515-739-1451 Access Code: 889145#

- i. A leak was suspected. Mark feels the drain replacement scheduled this Spring will take care of the leak also.
 - ii. Some loose tiles need to be re-grouted
 - iii. Estimate received is \$7,500.00.
 - iv. Secretary Note/Addendum: The original drain was not up to health department and safety standards. A prior Board voted to fill the drain with cement. This has created some issues in the pool; forcing the drain to be replaced.
- e. Sewer Line from bathroom/shower to main connection in the road near the clubhouse.
 - i. The sewer line near the main connection has been undercut from previous floods. The plumbing company feels it may hold another year before we are forced to replace it.
 - ii. An issue was found in pipe under the boiler room near the door.
 - 1. Mark and Tom will remove the concrete, replace the joint/pipe, and repair the floor.
 - iii. Secretary Note/Addendum: An estimate of \$35,000.00 was provided to the Budget Committee to do the basic repair IF the floor in the bath house did not have to be dug up. If the floor had to be dug up the cost could be up to \$50,000.00.
- f. Mark is being the process of Insurance Coverage review.

G. TREASURER'S REPORT

- a. Joyce and Jane spent 20 hours cleaning up Delinquent accounts; correcting entries and recording activity
- b. Amount of Delinquent Assessments/Propane/Electric \$50,000.00-\$60,000.00 identified to date
- c. Amount of non-paid tax bills CORA paid in November totaled 3,500
 - i. Joyce and Jane have been in contact with various County departments to determine how to recover CORA money previously paid for delinquent owners
 - ii. It is possible tax liens were not filed at the time of payment

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS MEETING AGENDA

Conference Call: 515-739-1451 Access Code: 889145#

- iii. The amount CORA paid was greatly reduced this year because Jane called all owners appearing in the published delinquent tax article to remind them to pay
- d. All owner billings are now being done by CORA. Accounting firm has been charging \$65.00 per hour to perform this.
- e. Joyce reminded Board we had to use 2018/2019 funds to pay last month of 2017/2018 expenses. The new assessment rate does not cover all the expected expenses when taking that into account.
- f. Joyce reminded Board the Budget is a guideline. Some accounts require more funds and other accounts must be reduced to cover costs.
- g. New Delinquent Notice letters were sent. The new letter provides more detailed information of the collection process and associated fees.

H. COMMITTEE REPORTS

I. OLD BUSINESS

- a. Financial Committee
 - i. Finance Committee recommendation was put into place at Edward Jones on November 8th.
 - 1. Treasurer is required to be on Finance Committee
 - 2. Annual conference call with Edward Jones to direct CD investment
- b. Technology – information provided by Mark
 - i. John Robinson has put up more repeaters on poles
 - ii. Lew Weingard has not been in contact with anyone
 - iii. Mark will reach out to John and Lew to determine what happens next
 - iv. Brandon asked if we could contact John Adams at Ranch of the Rockies
 - 1. Mark will reach out but believes each owner there is responsible for their own Internet
- c. Insurance

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS MEETING AGENDA

Conference Call: 515-739-1451 Access Code: 889145#

- i. Tom, Jane, and Mark are filling out all required forms
- ii. Brandon must review and sign as President
- d. Telephone number for Board
 - i. The Board is trying to locate a service for less than \$50.00 per year to establish a phone number that will remain in service for all future Boards. The service will create an email to all Board members.
 - ii. Mary Grove looked into free Google Voice service which can be tied to the mailforcora board email. She does not have the experience to set it up.
 - 1. Brandon will ask his contacts to look into it.
 - iii. Brandon is reviewing Magic Jack – estimated cost 30.00 per year.

J. NEW BUSINESS

- a. Frank Salvator contacted the Board about putting more Porta Potties in S&N
 - i. Covenants require CORA to shut off all services to S&N from November to March
 - ii. Investigation shows no Board approval was ever given for Porta Potties
 - iii. Spoke to office and five owners of S&N lots about estimated number of owners there during the winter
 - 1. Estimates were 'a lot', 3-5, and one saying up to 30 during hunting season
 - iv. Alternatives were researched and provided
 - 1. Composting toilets
 - 2. Infrared toilets
 - 3. Owners could rent their own
 - v. Fairness of spending 1,000+ for a few lots
- b. Owner Issues
 - i. Signs are being torn down in rest rooms and were discovered stuffed behind washer/dryer; creating a fire hazard

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS MEETING AGENDA

Conference Call: 515-739-1451 Access Code: 889145#

- ii. Bags of feces and toilet paper have been discovered by the road and near the Porta Potty by an owner and caretakers
 - 1. Brandon spoke to a lawyer friend who urged prosecution as the waste cannot be placed in trash cans, require CORA to have it professionally disposed of, and can cause the Health Department to take action to place all of CORA on shutdown
 - a. Loren Woods agreed CORA will be shut down during winter if Health Dept. becomes involved.
 - b. Brandon will call CORA attorney for actions we can take as his friend's advice seemed excessive.
 - c. Mary recommended we send a registered letter to all owners we know where at CORA during the period; telling them of the situation, notifying them of future legal action, and possible impact to all of CORA
 - i. Mark and Kristi agreed with this motion
 - ii. Others recommended contacting attorney before we send letter.
 - iii. Decision was to wait until after attorney conversation

K. OWNER COMMENTS

Due to the nature of the discussion the owners were allowed to have extended time

- a. Frank Salvator S&N 289 –
 - i. Porta Potties in approved Budget
 - 1. See Joyce's explanation of Budget, why and where we are cutting expenses
 - 2. See New Business about investigation
 - ii. In his opinion letters were directed to one person
 - 1. No one has yet been identified which is why letters would go to all owners CORA knows were onsite

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS MEETING AGENDA

Conference Call: 515-739-1451 Access Code: 889145#

2. Frank stated no one signs in at the clubhouse so we could not know who was on site
 - a. Caretakers perform security rounds several times a day
- iii. Too many signs are in the bathrooms.
 1. Brandon pointed out signs are the only way CORA can reach owners who are not on the Internet or may be visiting CORA
 2. Frank stated for the cost of the signs we could rent Porta Potties
 - a. Brandon will donate the \$11.00 ream of paper to cover the cost of the signs
 - b. The signs are just a replacement of the signs in place for many years
- b. Marlene Jones S&N 293 –
 - i. Marlene expressed doubt about the feces in bags
 1. An owner reported the issue
 2. Caretakers had to dispose of the waste
 - ii. Porta Potties in approved Budget
 1. See Joyce's explanation of Budget, why and where we are cutting expenses
 2. See New Business about investigation
 - iii. Marlene is aware of all documents governing CORA.
 1. She was reminded a committee of owners reviewed the covenants this past year and rejected changing them
 - a. She was on the committee and voted not to change them
 - iv. She is aware of the section requiring CORA to shut down S&N services but wants the Board to supply Porta Potties anyway as Colorado is now a winter destination

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS MEETING AGENDA

Conference Call: 515-739-1451 Access Code: 889145#

- v. Marlene is aware of the Budget and shortfalls as she was a member of the Budget Committee**
- c. Board will have a private meeting within one week to discuss actions required to handle the vandalism, health issues, and Porta Potties.**

L. ADJOURNMENT

Brandon called for meeting adjourned at 8:00. Joyce and Kristi seconded.

Board Members signatures – approved date: __12/19/2018__

Mary Grove, Secretary

Approved by:

Mark Wiseman, Facilities,

Brandon Walker, President

Kristi Divinski , Vice-President