

**CAMPGROUND OF THE ROCKIES ASSOCIATION**

**BOARD of DIRECTORS MEETING MINUTES**

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

February 19, 2020 – 6:00 P.M. MST

**Board Members:**

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

**Owners:**

Arlen & Anita Goertzen (Caretakers)  
Ric Jefferies DSP95  
John Tidwell SN19  
Lori & Minor Gotson DSP29  
Milt Shaw SN 216/217  
Sue Palantri RGS 24/25  
Shawn Kutz C&S3  
Don & Susan Eccles SN14  
Don & Julie Newton DSP85  
De Sandra SN164  
Kristi Yoho DSP46

**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 Randall Whisenhunt

**C. INTRODUCTION OF BOARD MEMBERS**

a. Mary acknowledged each of the board members and their roles on the board.

**D. MINUTES OF 15 January 2020**

a. The minutes were approved as written by Patti O'Donnell and seconded by Joyce Derby

**E. CARETAKERS REPORT**

**a. Facilities (Arlen Goertzen)**

- i. Continue snow plowing after storms. New snow amount of 8" to 10" in last month. Several days of wind blowing snow. New cutting edges have been ordered for the plow to have in stock when they need to be changed.
- ii. Burned the slash pile on Monday, February 17<sup>th</sup>. Have a current burn permit for the year.
- iii. Replaced all light fixtures in Men's and Women's pool showers at the Clubhouse with led fixtures. Will look at adding one more fixture in the Men's side. Will possibly change the lights in the Clubhouse restrooms.
- iv. Have been changing out non-working emergency lights with newer models. Had in stock.
- v. Have replaced light bulbs in Exit lights.
- vi. Continued organization and clean-up in the maintenance barn.
- vii. Continued work with security camera system. All cameras are operational and viewable on the monitor.

- viii. Patti O'Donnell did ask Arlen if he had seen any banners in the cellar. He didn't right away but will take another look now that he is aware, we are missing some.

**b. Office (Anita Goertzen)**

- i. Took an inventory of office supplies for both offices
- ii. Organized front office closet
- iii. Purchased an O Cedar mop and bucket with 3 replacement heads that is much easier to use, and heads can be washed easier than the big mop heads
- iv. Made a list of what cleaning supplies had been purchased in 2019 & what is left in storage. Had trouble finding records of what all was purchased.
- v. Finished sorting through scanned documents and filed them in the appropriate files
- vi. Tried to organize the IREA billing invoices but too many months are missing due to the billing invoices being sent to the accountant and not being sent to the office after being paid.
- vii. Upgraded both computers to Windows 10 (was a free upgrade)
- viii. Created an excel spreadsheet for the High Country bank register. Worked with reconciling it until I found out that Jay had it reconciled by inputting entries.
- ix. Started a Financial notebook to put the High Country Register in by month along with bank statement and receipts
- x. Went into Quickbooks and changed the codes that were entered incorrectly
- xi. Would like to suggest purchasing a Tuff Shed to be put near the pool restrooms to keep supplies in so that more could be ordered at a time. (Or find a place to put the totes of decorations that are in the women's restroom and put cleaning supplies/paper products in there.
- xii. Sent Mary examples of a Records Retention Schedule and some other policies that I had at the city in Kansas where I worked.
- xiii. Mary and Joyce reported sheds are in S&N and C&S for storage. Arlen and Anita will look at.

**F. FACILITIES REPORT**

**a. Boiler**

- i. The new boiler has been installed but because of the weather it hasn't been tested.
- ii. It was discovered that the boiler room doesn't have enough oxygen in the room to support the equipment in the room. As a result, the ventilation in the room will need to be increased for proper temperature control and oxygen levels. An electrician will be coming out to see what needs to take place so that issues in the past (melted pipes and air flow) aren't repeated.

**b. Pool**

- i. A new pool company was located and asked to come out and inspect the pool and offer their recommendations on the pool renovations. Since they were onsite, they offered the board and current Caretakers good information on the renovations along with helpful tips for regular maintenance. One main issue identified is the condition of the pipes since evidence showed they weren't winterized correctly.

**c. Pipes from clubhouse to barn**

- i. Found broken pipes at the barn which were frozen and originate at the clubhouse boiler room area. In the boiler room they were melted and discovered behind the old boiler. It shows evidence of improper maintenance and ventilation in the Boiler room.

**d. Additional items**

- i. The Forest service was contacted after being informed they could help with the fire litigation process at CORA. There could be a possibility, through a grant process they could pay half of the costs.
- ii. The men & women's lights in SN (which service center?) were changed out at no expense to CORA. They were paid by Randall Whisenhunt.
- i. The heater in Service Center B was turned down from 67 degrees to 48 degrees for a short time to help melt the ice building up on the gutters and roof. The heater in Service Center b was erroneously left at 67. It was turned down to winter temperature of 48. This may have led to the ice dams on the gutters and roof.
- ii. Mary asked about the gutters on the clubhouse. Randal responded that they will be evaluated in the spring once the snow and ice has melted. The repair of the gutters will be added to the project list.

**G. TREASURER'S REPORT**

**a. Collections to date**

- i. There are 3 owners who still haven't paid for a total of \$1267. There is a very high possibility they could be paid in full by next month. No owner has been sent to collections as of the February meeting.

**b. Vender Payments**

- i. From 1/1-2/6 there is just over \$27,000 paid out. The new boiler has been paid for.
- ii. With the transition to the new Accounting firm Jay is still working through everything but is making really good progress. Everything up through December has been reconciled. Such great progress that the board should be able to publish an accurate P&L statement in March.

**H. COMMITTEE REPORTS**

- a. No committee reports were given.

**I. OLD BUSINESS**

**a. Project List on web site**

- i. Projects continue to be added to the project list and will be updated prior to each meeting if additional items have been added.
- ii. Mary did mention that after receiving an estimate of \$44,000 to complete the electrical mapping of SN that it will not be pursued at this time.

**b. Accountants**

- i. The new accounting firm is J. K. Dahl, P.C., CPA. The changeover was very successful but there is a lot that needs to be done. Joyce and Anita have been working with Jay weekly, if not daily, on issues as they arise. Things are looking good, but it is a BIG JOB!

**c. Property Management – Public Information and Q/A in April Meeting**

- i. Randall conducted some research over the last several months and located a property management company; HG Management which could be useful for CORA. This is a huge

potential change for CORA if it is voted in by the owners. To educate the owners, HG Management will be asked to be guest speakers during the April board meeting on April 15, 2020.

- ii. It is not required to be voted in by the owners but since this is a HUGE change the board decided it will go to a vote of the owners during the Annual Meeting in September if there is enough interest.

**d. Caretaker/Workamper Search – Carol**

- i. The board is in the final stages of the Caretaker search/hiring process. The past week the board met with the two final couples at CORA for onsite interviews. The board has extended an offer to a couple, depending on the background check. The plan is to have the new caretakers hired and start on April 1<sup>st</sup> so cross-training can take place with the Interim Caretakers before they leave on April 15<sup>th</sup>.
- ii. The search for summer Workampers is underway. Several adds have been placed on different sites. We are looking for 4 sets of couples but could work with 3 sets depending on the skill sets. The board has decided to extend the duration of the Workampers from September 15<sup>th</sup> to September 30<sup>th</sup> to help with the Caretaker's vacation and to assist in work needing to be done at CORA during the summer. The hope is to have the summer Workampers hired by April 1<sup>st</sup> if not sooner.

**J. NEW BUSINESS**

**a. Insurance document requirements**

- i. With the change of the insurance company this year a few requirements are outstanding that need to be completed. Per the insurance company the following documents need to be generated and on file, employee manual, safety manual and procedures, maintenance schedules.

**K. OWNER COMMENTS (non-budget subjects)**

**a. Milt Shaw SN 216/217**

- i. Can the owners receive the Property Management Company prior to April so that owners can do their research and have questions ready to ask? (Mary) Yes, the company will be given to owners in several ways so, at their leisure, owners can be prepared for April. It will be released at the board meetings, in the board meeting minutes, and CORA News.
- ii. With a Property Management Company will it be possible to have a consultant and not dissolve the board? (Randall) The board will still be in place and will be handling the larger items where the property management company will handle the small items, maintenance issues, and handling employees.
- iii. Is there a plan for creating the Insurance documents that were mentioned earlier? (Mary) The board already has a couple items in place using old documents, however, we are pretty much starting new on everything and just incorporating what we find. The board has started having all documents in Google so they can be accessed at any time from any location. Plus, it will be easy to pass them forward to new board members.
- iv. What about other committee reports? Why aren't there other committee reports? (Mary) Right now during the off season there is usually just the Facilities report because they

continue year-round. The other committees (Budget, Finance, Social) are active during the summer months leading up to the annual meeting.

- v. (Statement) Want people to start taking care of their properties. Owners could help with the fire litigation. Instead of handing out violations maybe handing out awards for the best kept campgrounds and have the 4 different sections compete against each other. (Randall) All of this is something we are in favor of doing which is holding owners accountable to the By Laws and CORA's regulations. (Carol) Another suggestion is to bring up the idea to the social committee once they start meeting in the summer.

**b. Ric Jefferies DSP95**

- i. Completely agrees with Milt Shaw's statement about hold owners accountable.
- ii. As for the Facilities report I am more confused than before and don't understand. Can you please explain everything again of what is going on? (Randall) Went back and explained that yes, a second company was located and asked to give their recommendation. In doing so additional items were noticed as in the pipes being melted, lack of ventilation, frozen pipes, etc.

Ric quickly became unhappy and very accusatory of what the board has done and became very agitated. He mentioned several items such as wasting money on an error with purchasing the boiler, having 2 pool contracts, Mid-America coming in next week, wrong dates, etc. With a contract being signed back in October he stressed how he didn't understand why a second company was contacted. The items Rick mentioned were not true statements. Randal tried to explain the reason behind the items in his report, but it became noticeably clear the discussion was escalating.

Mary explained that several things have been discovered since December which has caused the board to conduct additional research.

- When the boiler was pulled out, we found melted pipes and now had to put in a ventilation system. The heat generated by the 2 furnaces, 2 hot water tanks, and boiler is damaging the equipment and pipes.
- When it was time to test the boiler, we found the pipes had not been winterized - If we tested it we would positively blow the lines - need them to thaw.
- The pool skimmers and return lines are frozen. It is unknown if the pool pump was winterized.
- We pulled a company in to do a visual inspection and they recommended waiting for a thaw.
- We now had to test the pipes and might have to replace them. The company also reported the plumbing and pool was not up to code.
- We had not signed a contract with them.
- Mid-America was NOT coming in next week and had also recommended waiting for a thaw. **Mid-America had originally said they could not come in past the end of February** to perform the work but extended the time after they were notified of the other issues.

Carol jumped into the conversation and asked Ric to hold on. She explained that there has been no wrongdoing or going against any contractual agreements, however, the board still had some questions and were making sure everything was researched thoroughly.

Ric expressed how he didn't agree, and Carol replied that is fine that we don't agree.

**L. ADJOURNMENT**

- a. Patti made the motion to adjourn the meeting and was seconded by Carol.