

The refrain heard from many of our Owners is that CORA is not the same place it used to be. Sad but true.

Society has changed in many ways over the last 40 years and CORA is no different. County, State, and Federal regulations have increased by leaps and bounds. Insurance companies keep restricting what they cover. Work originally performed by volunteers must now be done by paid employees. Work previously handled by handymen now requires certified/licensed workers. Gone are the days of the 'Jack of All Trades' employee.

Over the years owners have asked for professional property management companies to operate CORA. The **April meeting** will have a presentation from a property management firm to describe their services, explain their fees, the impact to CORA, and allow owners to ask questions. There are many pros and cons and long term impacts to using this service. You are urged to get educated on them. Depending on Owner interest this proposal will appear on the annual ballot.

CORA has used an 'all in one contract' for the Caretakers for many years. It appears to have been amended many times over the years and does not adequately protect CORA. The contract was submitted to an employment attorney for review and suggested changes.

The recommendation was to have a complete employee manual with clear performance rating system.
A skill/experience statement; with physical standards which must be met to satisfactorily perform the work.
A complete job description with explicit responsibilities listed.
The bonus was removed from the sample contract submitted – he recommended adding it back.
He strongly urges a lease agreement for the house.
Use a job offer letter instead of a contract if we wish to operate under Colorado right to work statute.

The Board has created a standard list of questions to be asked of each applicant and position specific questions. A skill/experience statement has been created but must be enhanced. The job description was made more specific but needs more work An employee manual with the performance rating system, vacation eligibility, benefits, safety manual, and employee conduct must be created. This is also required by the insurance company.

The pool started peeling in July. It was kept operational by placing a rubber mat over the peeling. As it was investigated more issues were discovered. Bottom line – pipes must be replaced, drains replaced to comply with current law, additional inputs are required, new safety coping, plaster, and tile. It is possible the pool pump was not winterized and may require replacement. CORA pool is classed as Residential but plumbing must be up to code. A procedure for Winterization and opening the pool and all related equipment must be created,

The boiler broke down completely in August. It had been having problems for several years. Inspection of the old unit showed required annual maintenance/cleaning and winterization had not been occurring. The ventilation in the room was blocked off and nearby pipes was melted and contributed to breakdown of the boiler. An automated ventilation system that kicks in when the boiler turns on needs to be installed In addition to a new boiler. A maintenance and winterization schedule and procedures must be developed and adhered to.

A storm knocked out all power to CORA in December CORA has an emergency generator to provide electric for the clubhouse and Caretaker house but it did not appear to come on. The service call showed routine maintenance had not been performed on the generator. Once it was serviced it operated correctly. A maintenance schedule and procedures must be developed and adhered to.

The electric gate is not on emergency power. There is an emergency release lever but the Caretakers and owners did not know how to use it. An owner took the gate off so they could leave. An emergency procedure for power outages must be developed.

The line from the clubhouse to the barn was found broken during service of the generator. It had not been winterized. The extent of the damage is unknown at this time. A winterization schedule must be developed and adhered to.

Fire Mitigation is a required project. For many years CORA contracted tree removal but it only covered standing dead trees.

Plan A: Randall Whisenhunt located a company who came to inspect the grounds and provide a 10 year estimate. The cost was \$2,200.00 acre with 90 acres requiring mitigation. Ouch – looking at other options.

Plan B: The State Forest Service, Denver Water, and CUSP came to physically inspect the site February 11. They will provide us with forms to apply for fifty present matching funds grants. CUSP has a possible 60/40 grant we can apply for. The State will prepare a 3 year plan for addressing the areas for \$300. We have to use professional companies to qualify for the grants.

Plan C: Will use the original company in dangerous areas, workampers to chainsaw downed trees, and volunteers to pull out some of the brush and downed wood.

Problem trees on Owner lots are the responsibility of the lot owner. Owners will be required to remove dangerous trees from their property, clean up rotting wood, and thin some trees.

The Hartsel fire department has a chipper they will bring over at no cost to get rid of small limbs for lot owners if they bring them to the side of the road. We have been attempting to get on the July schedule. Dates will be published as soon as they are confirmed.

Tom Bloom contacted 4 companies to get estimates for platting out the electric lines in S&N. Only 1 company responded. Their estimate came out to approximately \$125.00 per lot or \$44,000. This is not a critical project and will be moved to the 'nice to have' group. Plan B options will be researched.

'Little' things have been ignored over the years. The maintenance barn has become a dumping site for broken meters, equipment, animal heads, unused furniture, many years of documents, etc. Manuals for new equipment has been stored in miscellaneous areas instead of centralized. Manuals for obsolete equipment were not thrown away. Maintenance schedules were not created or were abandoned.

Caretakers resigned November 26. Interim Caretakers were hired until April 15. The search and interview process for permanent Caretakers is nearing the end and we hope to have a decision by February 19.

The Board had 2 resignations on December 24. At this time, the Board is not assigning anyone to the vacancies (By-Laws Section 5 and 8). Randall Whisenhunt, Vice President, is acting as Facilities.

Last year the Board worked on Finances and Communication. We now have the capability to attend all Open Board meetings via a free conference call during the winter, a permanent Board email address has been established, CORA News has been established to provide information notification to all owners with email, legal documents have been loaded to the web site as they are located, and a quarterly Board newsletter has been created. A new Accountant was hired in January and continues to be a 'work in progress'.

This year a cloud account has been created to hold all the documents by project (Sewer, Pool, Boiler) for all future Boards. A list of planned projects is posted on the Members Only portion of the web site. The list continues to grow as new issues are constantly rearing their ugly heads.

Companies will be invited to educate owners, at Open Board Meetings, on the water system, forest management, and property management companies in the next few months. April 15 is the Property Management Company presentation.

The underlined items in the Newsletter must be developed to meet Insurance, State, and CORA requirements. Obviously, there a lot more going on at CORA but these are the highlights.

Email the Board at MailforCORABoard@googlegroups.com with questions or comments.