

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS MEETING MINUTES

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

April 15, 2020 – 6:00 P.M. MST

Board Members:

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

Members who announced themselves:

Alex and Patricia De La Codova (Caretakers)
David & Jacqueline Needham SN 283
Karen Pulley & David White SN 241
Lori Kliethermes SN 86
Tom & Sally Bloom C&S 52
Patrick & Patti O'Donnell DSP 3
Steve & Kim McClain DSP 76
Jimmy & Terri Godby SN 252/253
Ken & Cindy Pacheco SN 115
Charles & Sandra Rodgers C&S 27
Marlene Jones S&N 293
Ric Jefferies DSP95
Patrick O'Donnell DSP3
Mark Sorensen DSP43
Zenvoia Whisenhunt SN42 & 43
Steven McClain DSP76
Charles Titus DSP23
Jack Hawkins SN215
Loyd Tebben DSP63
Susan Shaw DSP73

Don Newton DSP85
Lawrence Chiuppl DSP24 & 25
Judy Brown DSP50
William & Barbara Saunders C&S59
Michele Carroll DSP1
Jimmy Godby SN252 & 253
Thomas Abernethy DSP56
Ken Derby SN91
Lori & Minor Gatson DSP29
Milt Shaw SN 216/217
Don & Susan Eccles SN14
Hugh Long SN 148
Brad & Mary De Sandro SN 164/165
Larry Chiuppi DSP 25
John Marsha Ludvig SN 197
Randy & Barbara Rullo SN 84
Scott Grace & Mary Owings RGS 1/2
Joseph & Rebecca SN 298 & 297
Jay Talley DSP 41
Edwin & Melissa Osten DSP 4

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. HG MANAGEMENT COMPANY

- a. Richard Crockett from HG Management presented to the owners on behalf of HG Management and how a management company can assist CORA. The high-level overview was based on how they operate with people, enforce policies, working with their customers, and the systems used within their office.
- b. Prior to the meeting owners had the opportunity to submit questions for HG Management to answer. Richard did answer the questions which are available for owners to view on the **Owner's section of the website under Events**. Additional questions can be sent in by the owners to resubmit to Richard for clarification.
- c. HG Management will be back for a second presentation to the CORA owners at the June Board Meeting.

E. MINUTES OF 18 March 2020

- a. The minutes for March were tabled for approval by the board

F. CARETAKERS REPORT

a. Facilities Report by Alex De Le Cova

First, Patricia and I would like to thank you for the opportunity to come out to CORA. We have been given a very warm welcome from all the guest we have met so far. Thank you. So, we have now been in charge for about 3 weeks. My focus was doing investigations on how water, septic and electric flow throughout the park. I have also spent some time getting my tools and shop organized. I Still feel that we were able to accomplish a few other projects here.

<i>Preventative Maintenance</i>	<i>General Maintenance</i>	<i>Repairs</i>	<i>Future Planning</i>
Ventilation System in Boiler Room <i>C&S Electric</i>	Snow Plowing	Hose Bibs Repaired Care Taker House and C&S Bath house	Working on water mitigation Plan in S&N
Sewer System Maintenance Dug Out tops of <u>Underground Tanks</u>	Road Side Bush Trimming Dragging Blade to remove & spread road base from edge to center of road Box Blading working at trying to create a crown	Care Takers Home <u>mud room Door Jams</u>	Swimming Pool, Contract Prep, Photos. Slowed down <u>Due to Corona Virus</u>
Sewer System Retention wall	Pool Sliding Door Serviced and Greased	Club house heater closet vents cover re installed	Road Base Barriers
Researched Club house Draining	Club house and boiler room heater Filter Check	dry wall in boiler room	Front Gate Fencing <u>Prepping and Painting</u>
Chevy 2500 Truck Suspension Check (Quarterly)	Barn/Shop Car port rotten wood replaced and painted	Repaired exhaust in <u>boiler room</u>	
Added Pad Lock to <u>Secure Propane Dispenser</u>	<u>Barn / Shop organization</u>	Repaired wall plate men's pool exhaust fan	
	Club House Exit Sign light bulbs	Sewer Plant Control Panel by <i>Vilocity Plant service</i>	
	Install All new Shower Curtains in all Service /stations	Repaired all Known Water Line breaks to Barn/Shop	
		Repaired C&S Men's Shower Handle	

We needed some additional help for the installation of the Sewer Plant Retention Wall. Per Randall, we were able to re allocated payroll that was not used from our current relief caretaker. In the last 3 weeks we had saved \$150 in payroll. The assistance to complete the Sewer Plant Retention Wall was \$84.00 in labor. Our total supply and tool cost on in-house repairs list above this month was \$1847.75.

b. Office Caretaker report by Patricia De Le Cova

- Alex cleaned up the computer, removing all games, unused programs, consolidated files.
- We set up security, changed all passwords and usernames.
- Set-up a File Management System: Utilizing scanning of documents into digital format to store on the computer. While still maintaining paper copies of all required documents.
- Began Scanning existing paper files and documents to add to the Management System.

- Requested from the board permission to purchase updated software to utilize in creating a Microsoft based Management system. Allowing for a computer-based system to process sales, deed transfers, fillable forms and contracts.
- Set up a new spread sheet to track IREA billings
- Set up a petty cash/Safe audit spread sheet
- Interviewed numerous applicants for workkamping positions and hired 2 couples for SN, 1 for CS & pool house and Relief Caretakers (Jan & Jim).
- Contacted Captain Stamp with the Fairplay Fire Dept. and got us added to the Wood chipper/Fire Mitigation schedule for end of July. Exact date coming soon. Will be assigned by Capt. Stamp.
- Researched and located a video of the Club House sewer drain.
- Did daily basic office chores; went to the bank, answered phones & emails, did cleaning, picked up mail, processed propane payments, etc.
- Reconciled March bank statement and filed away.
- Processed all receipts for 2020, scanned them and filed them away.
- Contacted tenants with a courtesy call/email about ripped and torn tarps.

G. FACILITIES REPORT

- a. Randal reported that he did not have much to add since it was mostly covered by Alex in the Caretakers report. He did mention that the coverts along some of the roads are going to be replaced in the future and that they are looking at repainting the front fence.

H. TREASURER'S REPORT

- a. P&L is being loaded to web site and should be there within a week of the board meeting.
- b. Changing over to the new accountant has been time consuming but things are looking particularly good. If any bills come in, they are being paid every Friday.
- c. Joyce is paying close attention to the AmeriGas statements because of the inconsistency's in the billing.
- d. All dues have been paid by owners except for a single owner who we are working with. This will be two years in a row which no owners have been sent to collections.
- e. For the month CORA has paid out approximately \$27,000 in bills.

I. COMMITTEE REPORTS

- a. No committee reports were given since none are meeting at this time.

J. OLD BUSINESS

- a. **Insurance document requirements – status**
 - i. The Employee Manual is about 95% completed.
 - ii. The Safety Manual is being started. Currently, Mary has a basic template/outline of what should be included.

K. NEW BUSINESS

- a. **COVID-19 AND IMPACT ON CORA**
 - i. Mary discussed the impacts COVID-19 is having on CORA. A CORA News blast has gone out to the owners with the affects that including links to Park and Chaffee County information. An alert message has also been placed on the CORA website to help alert owners.
 - ii. At this time Chaffee County is requesting the homeowners of a 2nd home and any non-owners should stay out.
 - iii. Currently, the kitchen and clubhouse are closed to owners. Those coming to the office should stand at the door to adhere to social distancing standards.
 - iv. CORA has enough cleaning supplies for about 45 days.

- v. The S&N facilities are not open and will be evaluated daily for reopening. Per Tim Zigler he hopes to have the water turned on by May 15th weather permitting.

L. OWNER COMMENTS (non-budget subjects)

a. Karen Pulley S&N 241

- i. After hearing the presentation from HG Management she asked if Pros/Cons could be created of having a management company run CORA. She thought this could assist in the conversation in June.

Mary – Reiterated that having a management company present was to inform owners of the possibilities. Plus, the board would not be making the decision, but it would go in front of the owners to vote on at the Annual meeting.

b. Rick Jefferies DSP 95

- i. What is the status of the pool?

Carol reiterated what Alex had mentioned in the Caretakers report that we are waiting on Mid America. Things have been placed on hold because of the COVID-19. At this time, we do not have a time frame of when it will start.

c. Marlene Jones S&N 293

- i. Recommended that the board consider not hiring a property management company.

Mary – The decision will not be the board but instead it will be voted on by the owners. The information tonight was just information to help educate the owners.

d. ???

- i. Suggested having owners bring their own disinfectant (Pine Sole) to help keep things clean.

Patricia added that CORA has plenty of Pine Sole but due to the shortages of paper products they are working on building up toilet paper and disinfecting wipes.

M. ADJOURNMENT

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