

CAMPGROUND OF THE ROCKIES ASSOCIATION
BOARD of DIRECTORS Meeting Minutes
8 August 2020 – 10:00 A.M.MST

Board Members:

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

Absent: Joyce Derby

Members who announced themselves:

Alex and Patricia De La Codova
(Caretakers)

Steve & Kim McClain DSP76

Patrick O'Donnell DSP3

Buck & Melissa Osten DSP4

Milt Shaw SN 216 & 217

John Tidwell SN 19

Ken & Cindy Pacheco SN115

George Vogler SN87 & 88

John & Paula Levin DSP87

Tom & Sally Bloom CS52

Shon & Carmen Kuta CS3

Susan Shaw DSP73

William & Linda Smith DSP55

Delles Schneider RGS 27

Buc & Melissa Osten DSP4

Larry Chiuppi DSP 24 & 25

Dan Grove CS41

Tom Abbott CS14

Don & Susan Eccles CS14

Chuck Titus DSP23

Byron & Gail Brookhart SN28

Edwards & Katherine Adams SN18

Frank Salvador SN289 & 290

A. CALL TO ORDER

- a. Meeting was brought to order by Mary Grove at 10:00 am.

B. PLEDGE OF ALLEGIANCE

- a. The pledge of allegiance was given by Randall Whisenhunt

C. INTRODUCTION OF BOARD MEMBERS

- a. Mary Grove acknowledged each of the board members and their roles on the board who were present at CORA and not present.

D. MINUTES OF 11 July 2020

- a. The May minutes were approved by Mary Grove and second by Carol Abbott

E. CARETAKERS REPORT

a. ALEX (Facilities Report)

This month has been somewhat of a roller coaster ride, but we managed to get off the ride safely. As some of you may have heard mother nature decided to show her strength in the form of lightning. What we saw was lightning hit right in this area. The lightning damaged all our automation for our water system. Meaning the lights came on but nothing turned on and we had to manually fill tanks while we discovered the malfunction. In the process of locating the problems for the water system we did discover that our grounding was not properly grounded, and we had the Ground Isolated last Monday.

We have tried everything to get the gate opening and closing but the system took a significant jolt and will not engage. We have had little success finding a new vendor to service or replace our current gate. We were already discussing at replacing the gate before the lightning took

place. We should have an answer by the end of next week what will be the best solution for CORA.

Right before the lightning had struck, we had just completed removing a adult diaper from our drain line in the Pool House Bathroom. It had been a challenge for almost 3 days and required us to purchase a sewer jetter to clean all the lines. We do ask that everyone please refrain from flushing any large items down the toilets. We are on a gravity flow system to the sewer plant and this system works nothing like at home.

We have been working on repairing the tennis courts and would like to reseal and repaint the lines if anyone has a line painter in their shed.

Tree Cutting this month has been less than we would like to see. We have moved forward simply by having people walking around picking up cuttings and dead branch just laying around. We are willing to place a trailer in a central location if anyone knows of or wants to get rid of branches. Remember to sign a volunteer waiver before conducting any work on CORA Common Grounds. All Fire Mitigation hours and names must be reported to the office. Volunteer hours contribute to our Fire Wise Obligations.

Our current Roll Off dumpster is almost full and we have had a great help from Delles Schneider who has organized to place all the lumber and flats to maximize our space. Even with all the squeezing and placing boards exactly right, we will struggle to get everything in this dumpster.

Our Scrap Pile has grown, and we are currently looking for a new scrapper. The Gentlemen we used in the past is not returning any of my calls. I have tried contacting one other scrapper I knew from the Springs with little success. If anyone knows anyone in the scrap business, please have them contact us in the office.

We do ask everyone to please help keep our common grounds clean. It is not fair for anyone nor courtesy to your fellow members to leave your mess behind. We clean all facilities in the morning and do a quick check in the afternoon-evening. We need everyone to help in between by cleaning after yourself.

<i>Preventative Maintenance</i>	<i>General Maintenance</i>	<i>Repairs</i>	<i>Future Planning</i>
Installing Shop Light Motion Detection	Mowing	Cleared Main Clubhouse Pool Bathroom	Fire Mitigation
Install 2 Camara at Shop	Installed Pool Filter	Repaired Cracks in Cement By Pool	Budget Preparation 2020-2021
Cleared all sewer lines pool Bathroom	Lightning Strike Damage Control	Multiple Bathroom Toilet repairs	Facilities Audit
Grounding Isolation at Well Heads	Road Grading & Repairs		Organizing Shop
	Window Cleaning at Clubhouse		
	Tennis court Asphalt Repairs		
	Swimming Pool Daily/weekly Services		

PATRICIA DE LE COVA (Office Report)

- Did daily basic office chores; went to the bank, answered phones & emails, did cleaning, picked up mail, processed propane payments, etc. Mail is picked up by the office staff on Monday and Friday. If you would like to pick up the mail any other day, just swing by the office and sign up for mail pick up.
- Volunteers: We are always in the need for Volunteers, if you have some extra time, we would be more than happy to find a way for you to assist. If the outdoors is your thing then we have, Fire Mitigation, Weed control, Pinecone pick-up, Cut Log Removal, Dumpster Organization (Thank you Delles Schneider), Sports area Clean-up (Volley ball court, golf course, baseball field, etc.) do raking, pulling weeds, tidying up. Indoor Volunteering would consist of Organizing and Alphabetizing the library, Movies and Videos. Mail Pick-up, Re-arranging Clubhouse, Framing and hanging of new photos for Clubhouse. All Volunteers will need to stop by the office and pick up a Volunteer Release of Liability form before working. Volunteering jobs are restricted: You cannot use any machinery, motorized tools (Chainsaws, weed-eaters, mowers etc.)
- The office has been shredding away. Thanks to all the Volunteers for sorting through all those filing cabinets. And while sorting we have found lots of interesting things. Notes, stories, articles, pictures and thought to have been lost papers...
- Contacted Capt. Stamps with North West Fire Protection District; again, regarding the woodchipper service and when they can be expected. He informed me that "I'm going to have the crew out there Monday or Tuesday." So, get those wood piles roadside!!!
- A question about the mops in the bathroom has been posed to the office. The mops in the bathroom are not used for cleaning. They are there for Owners to clean up water spills with. Staff has their own mops that are sanitized daily that they use to clean the floors with.
- We printed and organized all the papers and envelope labels needed for the Envelope stuffers for the Second annual mailings. Except for those last-minute papers...ooops! Special "Thank You's" to all the volunteers. We couldn't have done it without all your sticking, stuffing, and pasting.
- Reconciled July's bank statements, scanned and filed away.
- Processed July's receipts, scanned and filed away.
- We have had several new owners bring in their paperwork for processing and several title company closings as well this month. So, a "Big Welcome to CORA" to all our new owners.
- We have been continuously monitoring the toilet paper usage and paper towel usage in the bathrooms. We still are seeing excessive usage and paper towels being used as body towels for after showering. Please bring your own towel to dry off with. Paper Towels are for hand drying not bodies.
- Please dispose of sanitary napkins in trash receptacle, be courteous and fold up before tossing....Instructions located in each stall Please - Do Not Flush. Tampons...Period....hehehe, see what I did there. I know it sounds odd, but you Can NOT Flush "Flushable" Tampons, Applicators, Pads or Wipes.
- One of our projects this month was to redo the HOA documents. HOA Documents consist of: Articles of Incorporation, Covenants, By-Laws, & Governances. We created a cleaned up, more modern and professional version that will also be available online, soon.
- We also used the same format to redo the Construction Request forms, and Dry - Storage Area form.
- Another project was to organize the 2 office storage closets. They are now organized and sorted by Store, Paper & Office supplies. Makes doing inventory much easier.

- Please, let us know when you arrive and when you will have guests arriving. It's simple, all you have to do is call the office at (719)836-2533 or shoot us an email at manager.cora@gmail.com. And, you are always welcome to come to the office and sign yourself in and your guest.
- There have been some changes to the Fishing Permits as per RORA's request. Guest Permits are unnecessary to issue out as it is mandatory that the CORA property owner must be present with your guest while fishing. Remember it is all about 2 at the pond, each owner may have up to 2 guests, 2 poles and 2 fish per day! So, owners swing by the office, get your fishing permits and fish away!
- As many of you may know, CORA was hit with a lightning strike on Sunday, July 26th. The Office suffered some loss, we lost battery back-ups, a printer, cameras, all phones, phone lines, all the Wi-Fi routers, water well instrument control panel. We now have everything back up except for the cameras and Gate, which are currently been priced out.
- But the good news is all of this led us to find the On/Off switch for the Clubhouse fans!!! Wahoo!

F. FACILITIES REPORT

a. Fire Wise program

i. Status of Project Plan by CSU and required actions

1. Randall has reported he had seen nothing.

ii. Matching grant status and required actions

b. RGS – discussion of using engineering company

- i. Larry Chiuppi discussed his meeting with the engineering company as they walked the RGS area.

1. An Elevation survey of the area along with a 100-year & 500-year flood diagram.
2. Last year's work did help protect the CORA buildings, but it didn't help protect Hwy 285, which if a flood was to occur again and damage Hwy 285, then it would be at the cost of CORA.
3. The engineering company would do the design work and work with the county and excavators.

- ii. Mary mentioned that we have 2 options

1. Complete Phase 1 of the plan which includes the permit process and excavator process. This phase would cost \$33,000
2. Complete both Phase 1 & 2 at the same time which also includes the digging. If both are done together there would be a reduction in cost by \$3,000.
3. In total the full cost of repairing RGS would be about \$60,000 - \$65,000

- iii. Carol mentioned that the work is especially important and even though it is a huge cost to CORA, we should look at doing it correctly upfront and have the work last long term. Some of the erosion areas in RGS are about 3' from the edge of the road. It's not good!

- iv. Patti – Like Carol said it is important to do the work and we should move forward.

- v. Randall – Yes, we should do the work.

- vi. Mary – The board voted on completing the work all together. All present board members present voted to approve the work together. The money would come out of the reserve account.

G. TREASURER'S REPORT

- a. The P&L will be loaded to web site by the end of next week.
- b. The budget was accepted by the board and sent out in the mail for owners to approve along with the nomination forms. There was no raise in the HOA dues.
- c. There was about \$1500 spent in replacing tools that were stolen in the Mx. Barn.
- d. A proposal was submitted to the board to add a separation wall inside the barn to prevent future theft. Also, the locks have been changed and cameras installed.

H. COMMITTEE REPORTS

a) Facility Committee (Frank Salvador)– petition for rename and purpose

- a. Most of the issues Frank had to update on where previously discussed in the facilities and caretakers report.
- b. The reason for renaming the committee revolves around having a different spin and having an oversight on construction projects that are being built illegally.
- c. It isn't to tell people what "to do" but to let people know the issues by informing them of the regulations and covenants.
- d. Randall did mention it would operate more like an architectural committee being able to approve all construction projects.

b) Social Committee

- a. This summer there hasn't been a social committee because of the COVID restrictions.
- b. In the past there has been a social calendar created to share with owners. The board decided to combine the social calendar into one Event Calendar for everything that takes place at CORA. The first addition was publicized for August.
 - i. If owners have anything they want to add, please submit the requests to the CORA office.

I. OLD BUSINESS

a. Facility Audit

- i. CORA needs to have an audit to ensure what we have and to efficiently prepare for the future. The last audit was done in 2010.
 - 1. Water tanks – A diver did go into the tanks and inspected them in 2019. During the dive it was noted that there was a small amount of flaking. Within 5 years the water pipes will need to be changed. We need to save for things that wear out over time. An example is paying over \$20,000 every year vs. paying slightly higher around \$30,000 to repair the entire plant. The electrical panels were fully upgraded at around \$23,000.
 - 2. Larry Chiuppi has graciously volunteered to work with Alex to perform a facility audit on everything at CORA. This should be completed early this fall.

b. Gate upgrade (Patti O'Donnell)

- i. Before the lightening strike the board was looking at upgrading the gate system to better protect CORA. However, the lightning strike has completely taken out the software and the gate functionality.
- ii. There are lots of options that are being explored which will help us enforce the covenants and regulations including enforcing owners NOT to be renting their lots out which is against regulations.
- iii. One software proposal was between \$10,000-\$15,000. However, they were a no-show at CORA.
- iv. Patricia is now actively researching options and looking at systems, including a new gate. The current software being looked at will be able to take pictures of owners as they come in the gate and enter their codes. Every owner would receive their own gate code. If the picture taken doesn't match what is on file for that gate code the office caretaker would then be placing a call to the lot owner verifying the activity.
 - 1. If an owner has a guest, the guest can register in the office and be given a "guest" code which can be shut off at a designated time.
 - 2. If owners, would like to have an additional code for family members that can be arranged.
 - 3. What about a person coming to CORA who calls the office and is 5 minutes away? (Patricia) They can be given a code, allowed to enter, have their picture

taken, and will be required to sign in. (Randall) We need to secure CORA and protect our assets.

4. (Milt Shaw) What about using the CORA decals? Yes, owners can use the decals, but it still doesn't help us protect CORA because owners can hand them out to whoever.
5. (Delles Schneider) A suggestion – One person come in the gate, stop, let the gate close, then the next person can enter a code or call the office. Don't allow tailgating to take place.
6. (Patricia) We do have the occasional stalled vehicle that requires help. We have let them in, watch them, and then make sure they go back out. A Common courtesy.

c. Job Descriptions and Employee Manual (Mary)

- i. The board has created job descriptions for the Caretakers and Workampers along with an Employee Manual. The Employee Manual was reviewed by Milt Shaw and his edits were greatly appreciated. It was sent to the Attorney who gave us some basic cosmetic changes on the Job Descriptions but really nothing on the Employee Manual except some issues he thought weren't being addressed with new Colorado laws. There will be further discussions.

d. Performance review creation

- i. Carol is working on creating a performance review for employees. It should be ready by the end of August.

e. Safety Manual (Mary)

- i. As mentioned in previous meeting a Safety Manual needs to be created per our insurance coverage. Mary asked for any assistance on this would be greatly appreciated! It needs to be done by November.

f. Project list (Mary)

- i. The project list is out on the website for owners to view. It hasn't been updated since June, but it will be updated and available to owners by the annual meeting.

g. Document review of material stored in Barn (Mary)

- i. Inside the barn and office there are TONS of documents!! Several people have been assisting in going through all the documents and seeing what needs to be kept and imaged vs. what can be shredded. Some things found include property deeds, adopted resolutions, booklets that were handed out to all board members at the time, etc.
- ii. There still are several boxes still to go through which will hopefully be done by early fall.
- iii. Once everything is reviewed then the archived items will be arranged in a cloud format on the web.

J. NEW BUSINESS

a. Park County crack down on building permits (Mary)

- i. Park County is cracking down!!! An example is that an owner is building against Park County regulations and now wants CORA to sign off. Park County even wanted to come in and inspect the water and sewage structures. Not Good! *CORA WILL NOT SIGN OFF BECAUSE IT WILL CHANGE CORA'S LAND USE AND IS ILLEGAL!*
- ii. Sheila Cross with Park County has state that Park County won't issue permits unless the construction project is first approved by CORA. Once approved by CORA then the owner, if required, can go to Park County to receive additional building permits.

b. Actions CORA may take to protect campground/non-profit status

- i. Again, CORA will not sign off on projects if they go against the covenants and Rule/Regulations.

- ii. Owners can submit their projects to the Office for review and then, if approved and required, can go to Park County to receive addition building permits.
- c. Title and Realtor reporting requirements**
 - i. (Mary) As part of the reporting requirements all violations must be sent to the title company and all lots inspected before selling. Any open violations must be disclosed to all parties involved.
 - ii. (Patti) Before selling a property, lots must be returned to normal and be within the Covenants.
 - iii. What about lots who were supposedly grandfathered in? (Board) From what we are hearing Park County doesn't care and they are going off what is listed as current regulations, but we do know that it depends on who you speak with. The board is actively trying to work with Park County and receive physical documentation.
 - iv. (Carol) It was asked of the owners (based on small discussions taking place) that if anyone has ANYTHING in writing or other physical documentation that the board would love to see it. It can help CORA in general tremendously.
 - v. The Caretakers are creating a checklist for inspections prior to closing for every sale is looked at equally.
 - vi. (Delles) Can owners ask for an inspection of their lot even if they aren't selling to confirm they don't have any violations? (Alex) Yes, contact the office.

K. OWNER COMMENTS (non-budget subjects)

- a. Mary – Can you add the question from the email you read? I didn't catch it.
- b. Kim McClain (DSP76)
 - i. Appreciates the work and everything the board is doing. It's not easy! It is awesome what is happening. We as owners need to be following the rules and we are no exception.
- c. Shon Cameron (CS3)
 - i. Thanked the Caretakers for all the work and advice they have given us as we transition to CORA this year. Thank you!
- d. Milt Shaw (SN216 & 217)
 - i. I know it hasn't been easy but thank you board for what you do. To Alex and Patricia, I thank you for all your work and dedication to CORA. Tom and Carol...Tom thank you for you volunteering with the fire mitigation and Carol for you, your continual efforts on communicating with the owners.
 - ii. To Randal – It is my understanding you are selling your lots. Is that true and what is your intention? (Randall) Yes, that is true. One lot has sold. If the second lot sells, then I will step down from the board but until that time I am fully invested in serving on the board.
 - 1. The question asked to Randal sparked a series of comments from Randall directed towards the current board members which escalated out of control fast. Randall was asked several times by the board to stop talking because he was out of line with his comments. He wouldn't! During the discussion Randall resigned his position in front of the board and owners. Mary confirmed with Randall upon hearing his resignation, "Are you resigning". Randall replied, Yes. His resignation was accepted by the present board members (Mary Grove, Patti O'Donnell, Carol Abbott). Larry Chiuppi and Ric Jefferies both said we must assign a new member immediately. The Board has even number with Randall's resignation.

L. ADJOURNMENT

- a. The meeting was adjourned by Mary Grove with Patti O'Donnell seconded the motion.