

**CAMPGROUND OF THE ROCKIES ASSOCIATION**

**BOARD of DIRECTORS MEETING MINUTES**

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

May 20, 2020 – 6:00 P.M. MST

**Board Members:**

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

Absent: Joyce Derby

**Members who announced themselves:**

Alex and Patricia De La Codova (Caretakers)

Karen Pulley & David White SN 241

Tom & Sally Bloom C&S 52

Steve & Kim McClain DSP 76

Ric Jefferies DSP95

Patrick O'Donnell DSP3

Zenvoia Whisenhunt SN42 & 43

Charles Titus DSP23

Thomas Abernethy DSP56

Milt Shaw SN 216/217

Don & Susan Eccles SN14

Brad & Mary De Sandro SN 164/165

John Marsha Ludvig SN 197

Joseph & Rebecca Rivera SN 298 & 297

Jay Talley DSP 41

John Tidwell SN19

Frank Salvador SN289/290

Lisa Cone?

Kristi Yoho C&S 46

Cavin & Lorraine Goin SN188 & 189

Daniel Sisneros SN61 & 62

Zack Kittrell SN59

Carmen Kuta C&S 3

Michelle Goetz RGS12

Paul & Diane Dible SN247/248

Shawn Kuta C&S 3

**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 13 April 2020**

- a. The minutes were approved by Patti O'Donnell and 2<sup>nd</sup> by Randal Whisenhunt

**E. General Update**

**a. COVID-19 Updated Requirements Carol Abbott**

- i. At this time, the clubhouse and kitchen are closed to large gatherings and cooking. If you need to come to the office, we ask for you to knock and stand outside to adhere to social distancing. When entering any of the facilities please be respectful of others that could be using the facilities as well. The pool is also closed until further notice for renovations

**b. Paper product issues**

- i. Mary thanked Carol, Randall, and Jay for bringing supplies to CORA since it has been hard to receive paper products and cleaning supplies.
- ii. Currently, no bulk orders are being accepted.
- iii. We ask owners/visitors to bring up a roll to assist.
- iv. There has also been an increase in some supplies being stolen which is making it even harder to keep supplies in stock and service the facilities.

**F. CARETAKERS REPORT**

**a. Facilities Report by Alex De Le Cova**

Patricia & I would like to say thank you for the continued welcoming from our lot owners. We feel that we have begun developing new friendships as we settle in here at CORA.

This month has been rewarding in getting us ready for Summer 2020. We were able to overcome challenges in reopening from another cold winter. We would also like to welcome our newest work campers Andy & Shayna staying at Service Center A. We are just about ready for the full swing of this season.

Patricia and I were given the opportunity to reevaluate the needs of our swimming pool. We were able to approach Mid America Pools with a new method of repair that lowered our cost \$14,500. Taking this approach also eliminated the need of additional plans being drawn by an engineer and waiting for approvals from the county. Since our renegotiation, Mid America Pools has arrived on site and begun demolition. We are confident that with a proper chain of supplies to complete this project, we should have a completed pool by July 1, 2020.

S&N Water System Evaluations and Repairs. We had an opportunity to walk the entire water system taking measurements of buried pipes. We found and noted the weak spots that are prone to freeze. We also found a pressure pump that had seized up last year. We ordered a pressure pump and was replaced. We also found a pump after the order that is now used as a backup. This repair completed the operations of S&N Water system. We did also find some general maintenance repairs that will be addressed this season. We will be looking for ways to implement temperature reporting at delicate water points that will report to the caretakers electronically. These steps are being taking to allow longer water operations and provide better preventative of water freeze.

S&N Service Centers Boiler Room and the potential problems. We currently have a utility room in each men's bathroom at all service centers in S&N. These utility rooms contain a boiler and a heater for the building. We are in need to increasing the air flow to this room to avoid premature wear on our equipment and as a fire prevention. Included in Fire Protection requirements the removal of all cleaning products, paper product and any other pressurized or flammable product will not be stored in the boiler area.

We are planning on adding vents to the door leading into the utility room and adding a 6" fan on a thermostat to help draw air from the bathroom. We do have the ability to add a 2nd fan if we find it necessary.

I would also like to ask everyone to recognize the rules for our dumpsters. Unfortunately, trash is a huge expense to any recreational park. We are asking to only add normal household trash, please breakdown boxes. Please help us minimize the space we are using in our dumpsters. We have recently seen yard brush and construction debris in our dumpsters. We do offer a burn pit for your yard brush needs.

I would also like to remind everyone that our sewer system works on a much different system then what most are used to at home. We ask that you avoid sending large items like paper towel, wet wipes, diapers, feminine hygiene products and anything that will not dissolve in moisture. We ask that you refrain from using bleach or other harsh cleaning products that will kill the good bacteria that help process our waste. We do have metal bars at our dump stations that are designed to stop large items

from clogging our system. Please always remember to rinse your waste down the line and realize the distance it needs to travel. Close the Sewer Drain Lid at completion.

<b><i>Preventative Maintenance</i></b>	<b><i>General Maintenance</i></b>	<b><i>Repairs</i></b>	<b><i>Future Planning</i></b>
Road Base Retention wall Telephone Poles & Straight trees	Road Prepping and Grading	Pool Evaluation & Re negotiating	S&N Electrical Evaluation found to be Shocking!
Fire Mitigation	Pressure washer Water trailer	Pressure washed the front fence	Front Entrance Evaluation
Installed & Certified Septic washout Preventors	Chainsaw overhaul and chain sharpening	Front Entrance Fence Painting	Evaluated repairs to improve S&N Water freeze prevention
Internet Evaluation, Internet Presentation to Board New Internet Preliminary Install & Testing.	Dumpster installed I locked one till we have one fill to save \$	SC ABC Plumbing & Electrical Repairs	Evaluated Electric Repairs For S&N Water
	Easement Cleanup weed eating along road & Service centers	Isolated Broken Pressure Pump Replaced SN Water System Pressure Pump	SC ABC Boiler Room Evaluation for Ventilation
	Water Turn On Evaluation, Water Turned On for S&N	Mid America Arrived and Began Pool Repairs	Preparing to implement New Internet Services
	Buffalo Creek Landscape and preparation for 2020		Drain Ditch investigation of erosion
	Mowing Lawn		Investigating Water Run off Protecting Well Heads
	S&N Service Centers ABC Cleaned & Opened		

Our total supply and tool cost on inhouse repairs list above this month was \$2311.07.

**b. Office Caretaker report by Patricia De Le Cova**

- Did daily basic office chores; went to the bank, answered phones & emails, did cleaning, picked up mail, processed propane payments, etc.
- I set up an Invoice Tracking Spreadsheet for Storage Area– To keep track of Open Invoices, Due dates, and Payments received.
- I set up an Invoice Tracking for Propane dispenser sales. – This will allow us to track propane sales, outstanding invoices, payment tracking
- Began Training the office relief caretaker Jan.
- Originally Hired Workampers backed out due to travel bans and Covid-19. I have interviewed several candidates and as of this time have only found one replacement couple. We have ongoing interviews and should have that position filled soon.
- New Workampers Andy & Shayna at Service Station A arrived. Super friendly couple; stop by and say hello.
- Reconciled April's bank statements and filed away.
- Contacted tenants with courtesy notifications regarding cracked faucet, torn tarps, open windows, and doors.
- Processed April receipts, scanned, and filed away.

- Purchased and began setup of vending machines.
- Set up a Cleaning products and Paper products tracking worksheet.
- Processed several storage applications.
- Processed Workamper paperwork and drafted a direct deposit form.

## **G. FACILITIES REPORT**

### **a. Pool**

- i. Mid America will be beginning their work on the pool in the coming couple of weeks. It could take about 4 weeks to complete once started. There is major repairs to plumbing and plaster to be done.

### **b. Pumps for S&N**

- i. A new pump was installed and are looking for a backup in case the second goes down.

### **c. Ventilation – S&N**

- i. Adding power vents to help circulate air and bring in fresh air.

### **d. Other**

- i. Currently working on completing the fire litigation contracts to help clean up CORA. It is a matching contract between the Forest Service and CORA.
- ii. WIFI – continue to expand the WIFI. John Robinson volunteers his time and is supplying an updated list of equipment needed to continue upgrading the system.
- iii. Updating the lighting in the service centers to LED lights
- iv. SN electrical wiring – Many of the power boxes are needing upgraded or maintained. **Chris Tobble** with CMT could be used as a contact to assist with upgrades. Owners are encouraged to inspect their electrical boxes ensuring they have the correct gauge wire, amperage, etc.

## **H. TREASURER'S REPORT**

### **a. P&L loaded to web site**

- i. The current P&L has been loaded to the Owner's portion of the website for viewing
- ii. **There is an adjustment needing to be done to the building funds which is being reviewed.**

## **I. COMMITTEE REPORTS**

### **Roles and Rules of Committees**

**Committees act as advisors to the Board**

**Committees cannot take independent action without Board approval/oversight**

**Facilities** – a sign-up sheet will be hung on the bulletin board in the club house in the next weeks for owners to participate in the planning and improvements needed at CORA.

## **J. OLD BUSINESS**

### **a. Insurance document requirements – status**

## **K. NEW BUSINESS**

### **a. Request for Attorney or HR specialist to review employee manual and job description**

- i. If anybody has a background in HR and has time to review some documents, please contact the board. The board has created an employee manual with job descriptions and would love to have someone review them prior to sending them to the attorney.

### **b. A new option for receiving the annual voting ballots**

- i. Carol brought up an option to email voting ballots out to owners by way of a survey where they can opt into the option. The survey would also require owners to list their current mailing address. By mailing out the ballot information and other mailings it can help save \$200-\$300 in postage cost depending on how many owners choose to have their ballots emailed. Even though the ballots are emailed they would still need to MAIL in their ballots. The survey will be sent to

CORA owners via CROA News. By the June meeting a paper copy of the survey will be available at the meeting and in the office for owners to complete. Those forms then will be entered into the survey.

Frank Salvador – Was CORA able to use the Bulk mail process used last year to help reduce costs? Yes, but there is a limit of 500 individual pieces needed to use the bulk rate. If people choose to use the email approach it can take us below the 500 minimum and reduce costs even more.

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

**a. Milt Shaw**

- i. Thanked the board for all the work they are doing and complimented the new Caretakers for the progress they have made.
- ii. For Randall – Can you give us an update on the Internet; New Provider, what are doing to improve it, what is different?

It was explained that there was a support budget to improve the service that has been in the process for a few years. With the new provider it will help spread the new service around CORA and the lower area will be able to receive new repeaters. John Robinson has been donating his time to improving and helping maintain the current service. Alex mentioned that CORA is trying to cut costs while still improving the speed and infrastructure with the end goal of having coverage in every corner.

- iii. When should additional questions be sent to the board for HG Management?

June 13, 2020 was decided was the deadline for any additional questions.

**b. Michelle Goetz**

- i. On the issue of emailing the ballots what about the responses? Can they be scanned and emailed back?

Carol will check with the board and the accountant to see if this would be a possibility.

- ii. With the trash issues what about trying to set up something for recycling? It might have been a safer and cleaner place. Maybe adding an extra cost to help offset the cost.

Currently there isn't a recycling program at CORA. It has been researched and for the amount vs the cost it was not reasonable. Chaffee County doesn't have a recycling bin/program.

**c. Frank Salvador**

- i. If people can't break down boxes how would we expect them to help with recycling. As a neighbor we need to reach out to each other to help and have them understand the issues.
- ii. I have seen grills and other stuff. Simply if you see something, say something.

If you don't feel comfortable a formal written complaint can be sent to the office to be reviewed.

**d. Shawn C&S 3**

- i. Recommend paper products – Western Paper Distributors 303-371-6000. Possibly work with large industries and might be more responsive.

**e. Daniel SN 62 & 69**

- i. What is CORA doing to keep people safe?

CORA is deep cleaning the facilities, making sure they are cleaned daily, closed the kitchen and clubhouse for gatherings, pool is closed, have asked everyone to wear facial coverings if they are to be around people, and to knock on the door to the office and stand outside in order to adhere to social distancing.

- ii. Is there a fire ban in place at CORA?  
Yes, Park County is under a fire ban. When the fire ban is lifted owners must have a fire permit which can be purchased from the Fairplay firehouse.
- f. Alex – mentioned to all owners that a roll off dumpster was coming into CORA and will be placed outside the pool for the construction workers to dump the old concrete into. There is to be no trash dumped in this dumpster.
  - i. Kim McClain asked if the pool dumpster was able to be secured for people so that other trash is not dumped in it? The dumpster is an open short but long dumpster.
- g. Susan Eccles SN 14
  - i. Reminded and asked members to not dump mattresses in the waste pile.
- h. Randall
  - i. Reiterated what is to be thrown in trash cans. We need to work as a committee to only throw CORA trash in trash cans to help lower the extra costs that CORA is experiencing.
- i. Karen SN241
  - i. Are the Service Centers in SN open? Yes, they are open per Randall and Carol
- j. Mary – Since there was a lot of discussion on recycling Mary ask to have a time set up. Randall will investigate it more and see if there is something that can be set up and then give feedback on how it goes.

**M. ADJOURNMENT**

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