

CAMPGROUND OF THE ROCKIES ASSOCIATION
BOARD of DIRECTORS Meeting Minutes
18 November 2020 – 6:00 P.M. MST

Board Members:

Present: Carol Abbott, Patti O'Donnell, Mary Grove, Mark Scofield, Delles Schneider, Joyce Derby, Melissa Osten

Absent:

Members who announced themselves:

- | | |
|------------------------------------|---------------------------|
| 1. SN 115 Cindy Pacheco | 14. SN 164 Sandor |
| 2. SN 291 Gina Johnston | 15. SN 4 Buck |
| 3. SN 14 Susan & Don Eccles | 16. SN 216/217 Milt Shaw |
| 4. SN 19 John Tidwell | 17. SN 188/189 Goins |
| 5. DSP 1 Michelle Carol | 18. DSP 29 Gatson |
| 6. RGS 18 Rhonda Fritz | 19. CS 59 Saunders |
| 7. DSP 285 Kevin & Stephanie Scott | 20. CS 12 Melton |
| 8. DSP 95/96 Ric Jeffries | 21. CS 3 Kuta |
| 9. SN 185 Greenlee | 22. DSP 62 David Gehrlein |
| 10. SN 293 Marlene Jones | 23. RGS 36/37 |
| 11. SN 289 Frank Salador | 24. DSP 42 Jay Talley |
| 12. SN 132 Carmen and Richard | 25. RGS 15 Fritz |
| 13. CS 22 Tom Bloom | |

A. CALL TO ORDER

- a. Meeting was brought to order by Mary Grove at 6:07 pm.

B. PLEDGE OF ALLEGIANCE

- a. The pledge of allegiance was given by Delles Schneider

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 21 October 2020

- a. Approval of October minutes was moved by Patti O'Donnell and seconded by Delles Schneider

E. CARETAKERS REPORT

a. Facilities, Alex de la Cova

We had a few things done this month. We had a few priorities to get completed this month. We had two big one being the shut off of water to S&N which included winterizing the bathrooms on top. These were completely winterized, that will require no heat. Saving on the propane costs that has occurred in past years.

The other big project completed this month was the installation of our

new gate system. We actually completed it today. The gate was a much different system than in previous years. We had what looked like 3 different gate systems wiring that had been abandoned. We had numerous trenches to dig for keypads, safety features, power and network connections. Everything has been placed in organized junction boxes that are properly labeled. We are in the process of notifying the 1st responders and package delivery services of the new code. We did discover the previous installation problems and resolved them for longevity.

Our Camera system has been installed on CORA Common grounds. We have been making modifications to better cover and capture angles that had not been seen in the past. This system is very easy to use and gives us the abilities to see things even when off the property. The camera system will only improve over time as you all arrive, and it starts recognizing you and storing facial recognitions.

We did have another couple of big highlights this month. First, we were able to secure a new metal scraper. Actually 3. With the help of craigslist, we found a local gentleman that will handle future scrap metal for us. He can take bumper pull trailers as well. Needless to say, every piece of junk mattress and anything else you could imagine was picked up and hauled away. We have since mowed and cleaned up the piles of rock and concrete that was scattered in the area.

We also resolved the odor issues of septic that would blow in the wind here at CORA. This summer we did experience a sewer smell coming from our sewer plant from 7-11 am 7 days a week. This could be quite the nuisance as you enjoyed your morning sun and views. Obvious our sewer plant does need to do its thing but we feel lam - 4am should help enjoy the morning.

We also tested some more electrical meters. We did find another 4 out of 6 meters that we had suspected of failure not working. They have been replaced and recorded in the office.

We accomplished various other repairs from urinals leaking to changing oils on both trucks. We did repairs and adjustments on the plow and feel confident in this year's snow season.

The last thing that I would like to say on the repairs we had done was on S&N Water infrastructure. This was the leading cause of pipes breaking due to weather and did not give us any fuss this year.

Stepping into the future. We are now ready to take on some new projects and challenges. We will begin doing the build out at the shop/barn. This

will provide a 22 x 30 heated area to be able to work on equipment even on some of the colder days. To keep cost down we are installing a wood burning stove that was donated to us. It is cast iron and it will be a centerpiece when we finish with it.

We have an in house maintenance service plan on the new boiler for the pool. We will be providing an annual service to the boiler to prevent premature wear and tear. This service will be done by a contractor at least this year. Jim and I will be observing to reduce cost in future services. This will also help with the efficiency of the boiler keeping cost down to heat the pool. I do hope you had a chance to enjoy the pool this year. It was amazing!

We do also hope to achieve meter identifications for S&N. We will be determining the power poles to the correlating Lots. This will allow us to verify and have a better power management system but also allow us to meter individual lots in the future.

The last thing that we are planning is lighting at the gate that will be getting improved with a low voltage LED light.

a. 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 pending weather. If you would like to pick up the mail any other day, just swing by the office and sign up for mail pick up.
- Reconciled October's bank statements, scanned and filed away.
- Processed October's receipts, scanned and filed away.
- We have had numerous inquiries from potential new owners. So, I set up a "Potential New Owners" package. It includes all of the information we send to new owners, For Sale ads, Land Use regulations, and Rules & Regulations of CORA, etc. This packet has also been sent out to local realtors and title companies. If you have a property For Sale and would like to add it to the For Sale list, there is a form available online, in the office, in the Foyer of the clubhouse, by email or fax. Fill it out and return it to the office, via fax, email, mail or hand delivery.
- We have just finished putting together statements and Delinquency notices that will be going out via email and USPS. This week.
- I began scanning the Level 1 Reserve Analysis for upload to the Dropbox/Cloud account. This is part of the facilities audit.
- During the RORA Water meeting in August 2020, CORA was asked to put together an updated set of rules and regulations for the pond and Design New Fishing passes. I have begun working on that and will be submitting everything over to RORA next month for their approval. Once

approved, I will then get the passes set up for next season.

- We have set up a Pre- Registration Form for Guests. If you have guests coming up to visit CORA you will need to contact the office. We can fax, email or downloadable from the web, this form, once received at the office we will issue out a guest gate code that is exclusive to your lot, and that guest(s) visit and duration of stay.
- I worked on Firewise a lot this month. I put together the Risk Assessment and Action Plan, Completed the site map, application and volunteer worksheet. **Speaking of the volunteer worksheet:** Any work that individual owners perform or have contracted out can be used to help CORA meet its contribution requirements. If you have anything that might contribute to that please contact the office and we can apply it as a volunteer contribution. Examples would be: Tree removal, propane tank removal/replacement, any equipment for tree removal. Home improvements, Roofs, decks, windows, vent screening, retrofits. Lot clean-ups count as volunteer hours...

F. FACILITIES REPORT

1. Fire Wise program

a. Status of Project Plan by CSU and required actions

I. No actions or changes this month. Carol Abbott continues with follow up.

b. Matching grant status and required actions

Not discussed.

c. RGS – discussion of using engineering company

Littlejohn has had surveyors at CORA in the last 2 weeks.

G. TREASURER'S REPORT

1. P&L statement will be posted to the CORA website By Secretary Scofield within 2 days.
2. Amerigas has new management, resulting in many billing errors to CORA recently.

H. COMMITTEE REPORTS

Mary Groves reported an owner requested the formation of a compliance committee.

1. **Facility Committee:** See Facilities Director report above, no additions
2. **Social Committee:** Inactive thus far in 2020, will need volunteers to restart
3. **Finance Committee: Budget Committee:** Seeking volunteers.

I. OLD BUSINESS

1. Statement by President Grove.

On August 24th, Del Schnieder and I met with the County Assessor and the head of planning, zoning, permits, and enforcement in Park County.

We discussed Park County future plans for regulating camping in Park County. CORA is on their radar and we will be impacted by possible zoning changes and additional land use restrictions in the future. CORA must be prepared to endure compliance otherwise CORA members may be paying to defend CORA itself when this happens

Based on building permits for permanent structures and park models the Assessor had 61 lots marked as permanent residences. We explained in great detail the RVIA requirements on all units coming into CORA, described the hookups, the fact our water systems are not set up for winter use, and the difficulty/expense it would be to CORA to acquire additional water rights, changes to the water system needed to support full time occupancy, and the enormous expense of having to upgrade the sewer system. The Assessor was provided with the Deed Covenants to review. She came to the Annual Meeting as an observer; before she left, she informed me all lots will revert back to vacant land by 2021 tax season.

The Head of Park County Planning and Building Department informed us that CORA owners were insisting on permits for permanent buildings and CORA was allowing them. Both parties were informed CORA has never approved a permanent building as it is against our covenants, Park Counties land use regulations, and they result in utility easement violations. Any errors arising from a permanent building permit being issued falls on the County and not CORA.

The results of the many hours meeting are a new Administrative letter from the County and a commitment from CORA to do all we can to abide by the Camping and Land Use regulations. If we abide by the current regulations, they will have no immediate need to change our designation or come into CORA to investigate anything other than lots in violation.

On September 5th the old and new Board Members met to turn over responsibilities. The issues with owners of 4 lots going back over 3 years were discussed. The Board was planning to write a letter to the owners informing them they had overstayed their occupancy by many months. Much discussion was had about the refusal of the lots owners to acknowledge their violations and the retaliatory actions they took when told about them.

The attorney offered to write the letter to impress upon them the seriousness of the situation. The letter provided them until October 10th to leave and offered them 20 days to request a hearing to discuss the issue.

Until October 10th the lot owners would face no fines and CORA would bear the \$150.00 cost of the letter. If legal action has to be taken as a result of a violation the owner is responsible for all costs.

The lot owners ignored the letter and one began an email campaign aimed at the Board and the Association's employees. Verbally, the owners approached others with partial truths about the situation; promising to get rid of the Board and Caretakers. Several of the lot owners engaged in intimidation actions against the Caretakers; bringing a gun into the clubhouse, asking about when their children were leaving, following them around as they did their jobs, taking as they worked.

Restraining Orders were requested and immediately granted. This did not stop the actions of the owners. They continue to threaten Board Members with liens against their properties, demands for Caretakers to leave, demands for Board resignation,

They refused to leave the property at which time legal fees, costs, and fines went into effect. The attorney, with Board approval, reached out to them with an extension of time and a generous payment plan offer to allow them to pay the legal fees and fines over a 3-year period. The Board offered to waive ½ the fines if the owners made on payments on time for the 3-year period and agreed to stop harassing CORA employees. They flatly refused.

One owner posted slanderous and libelous accusations the Caretakers were meth makers and dealers without providing one shred of proof or alternatives for the situation complained of.

CORA does run background checks on all employees. CORA is a corporation and must abide by both Federal and State Laws governing the scope and use of background checks for the purposes of employment. Federal law 15 U.S.C. 1661 and Colorado Law CRS 12-14-.3-105.3(1)(e) governs the scope of a legal background check that can be run by CORA.

Colorado Law CRS 12-14-.3-105.3(1)(e) Reporting of information prohibited:

No consumer reporting agency shall make any consumer report containing any of the following items of information (a) Records of arrest, indictment or conviction of a crime that, from the date of the disposition release, or parole, predates the report by more than seven years. Exception: If the salary of the person is expected to be \$75,000 or more.

On November 13 CORA attorney received a background check on an employee; it appears some material may be missing from that background check. The background check provided to the Association's attorney was very comprehensive; going back to the person's 18th birthday. It provided information not available in the legally run background checks used by CORA for all employees.

Because the Board was now presented with something besides vague allegations the matter was investigated. Further investigation found that one of our employees had a major incident shortly after their 18th birthday. All results of that incident were totally resolved by the age of 22.

This person has had no other incidents in the 25+ years since that incident shows up in any background check.

The background checks the owner ran cannot be used to determine employment nor dismiss an employee. If they had read the disclaimer on the site or on the documents, they would have been aware this information could only be used to embarrass or harass someone.

The issue of staying at CORA more than 6 months in a year is not going away. The legal costs resulting from the owner's actions are not going away. The path owners have decided on are carrying them into legal territory and they may face charges for Interference of Contractual Agreement, restraining order violations, and any Harassment, Slander, and/or Libel suit the employee may choose to bring against them.

2. Mary reviewed, from previous meeting:

Due to increasing fraud, Caregivers will no longer provide keys for private lots from the office to guests. Owners with ID may access their keys from the office, and keys are available in the event of emergencies. Unanimous agreement by Board members to confirm this new policy.

J. NEW BUSINESS

1. Joyce Derby: The insurance company was updated on all CORA repairs and maintenance during 2020
2. The fishing pond is closed for the winter, expected to reopen May 2021. That pond is owned by Ranch of the Rockies.
3. Owner Ric Jeffries thanked the Board for cleanup of the junk pile., encouraged the Board to prevent future dumping abuse on CORA grounds.
4. A draft of Safety Manual for CORA was submitted by owner Jimmy Godby. The Board thanks Mr. Godby for volunteering his services.
5. Carol Abbott: Cloud account has been established for storage of certain governance and operating documents, allowing Board access from offsite and continuity across Board elections.

K. ADJOURNMENT

- b. The meeting was adjourned at 6:43 pm by Patti O'Donnell, with Delles Schneider seconding the motion.