

CAMPGROUND OF THE ROCKIES ASSOCIATION
BOARD of DIRECTORS Meeting Minutes
20 January 2021 – 6:00 P.M. MST

Board Members:

Present: Carol Abbott, Mary Grove, Mark Scofield, Delles Schneider, Joyce Derby, Melissa Osten

Members who announced themselves:

- SN 188 Goin
- DSP 23 Chuck Titus
- SN 14 Susan Eccles
- CS3 Shawn Kuta
- DSP 29 Laurie Gatson
- CS 59 Saunders
- SN 164 DiSando
- DSP 41 Jay Talley
- SN 20 John Kidwell
- DSP56 Tom Abernathy
- CS14 Tom Abbott

A. CALL TO ORDER

- a. Meeting was brought to order by Mary Grove at 6:08 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.

D. MINUTES OF 16 December 2020

- a. The December minutes were approved with a motion by Ms. Osten, 2nd by Ms. Derby.

E. CARETAKERS REPORT

a. Alex De LeCova (Facilities Report)

Happy New Year! This has been a busy month and we had plenty to do. We started the build out in the shop / barn and currently have the walls and insulation installed. We are waiting for the scissor lift to arrive next Wednesday the 27th to complete the ceiling. We expect to be heating the area by the end of next week. This could not come fast enough with some of the weather conditions we have experienced. This month we had a

record low of -50 degrees. We also have had numerous days between -20 and -30, so winterizing has been tested. With the cold we did have a problem with fuel freezing in the fuel filters on the tractor. Hints the heated shop. We were able to find a local dealer and replace the frozen filters.

Our 14 year old snow plow had seen better days. We had various parts on the plow fail this month. We did a cost analysis of repair versus replacement of an aged plow. We had got estimates for parts alone right around \$2000. One of the parts was approximately 2 weeks out. We were able to secure a brand new plow in a quicker time frame. The new plow also came with special snowshoes designed for our gravel roads.

This month we discovered the reason the pool had problems last year getting winterized. The main water valve to fill the pool was leaking. It had the ability to drip and dilute antifreeze or refill the pipes with water to freeze the pool lines. Rest assured when we winterized the pool this year we installed valves preventing any water getting to the pool lines. The main water valve has been replaced and is no longer leaking. The light for the front gate has been picked. I found a street light that provides 18,000 lumens at 150 watts. The price for this light is \$80. I do also want to mention that the light at the front gate I was trying to be proactive due to a concern that we would be popping breakers with the extra heater for the gate motor. As of now, the breaker has not been a problem. This light could be postponed and applied to other lighting that is needing to be replaced.

The rest of the month was mainly dedicated to snow removal and snow drift manipulation. We did have some major winds up here. I would say it has been a great winter so far. We still have plenty to do before everyone starts arriving this spring.

b. 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.
- Speaking of propane, several owners went home this season and forgot to pay their propane bills. We will be sending out invoices to everyone with outstanding propane billings.
- Reconciled December's bank statements scanned and filed away.
- Processed Decembers' receipts scanned and filed away.
- This month I spent a lot of time learning the software that came with the gate. What I learned was that it provides us with a daily transaction report, but not an interactive live database... So, I researched available software for resident

tracking. Unfortunately, there was nothing available that would meet the needs of CORA. So, I began analyzing the data in order to develop our own software to use. So as of Jan.1 2021, CORA now has a Stay Tracker software program that is exclusive to CORA and its needs. We are able to track and differentiate owner stays, guest stays, vendor visits and any other type of visitor to the park. It separates the different types of stays, date of stay and accumulated time. It will also track stays over the years for comparison data. It can produce a calendar style report with stay dates highlighted in color patterns based on the different types of stay (Owner, Guest, Vendor, etc.)

- I also spent time researching a new computer for the office. The current computer is 5+ years old and while it is still up and operating its beginning to show signs of outdated hardware, and just plain ole' wear and tear. We have selected an amazing Dell computer that will be arriving within a couple of weeks. Thank you... Thank you... Thank you!!!
- I have also been researching a new printer for the office. During the Lightning storm, our laser printer was destroyed. Since the office does produce a high volume of prints during certain times of the year a laser printer is necessary for cost effectiveness as well as time management. While we have narrowed it down to a couple of selections. We have yet to make a final decision.
- We also gathered up and packed away all of the Christmas Decorations 😞. Speaking of Christmas, Alex and I would like to Thank everyone for their kind gifts, cards and Well wishes for the Holiday. Whoever sent the box of snacks with no name, Thank you it was delicious!
- Gate: Please remember to call and get your gate code before arrival to CORA. If you are unable to get that code before you arrive, and it is after hours. Please select After Hours on the keypad and press the Call Button. Select "After Hours" --- then press the button that says "Call". For those that have their gate codes, please remember to enter #then your Gate Code.

F. FACILITIES REPORT

- **Gate Security**
 - Gate is working well. Request for guest access code is posted on the website. Lights on the gate rehung after wind stripped them off. Ms. Derby noted the gate camera will improve tracking of trash and junk dumping. Ms. Grove said it will also reduce theft. Board is updating rules and procedures for the use of the gate. Owners can provide input to Mr. Scofield via the Board email. Ms. Derby reminded owners to know and use their code, to avoid disturbing Caretakers after hours for gate access.
 - The gate is programmed to stay open if a malfunction does occur.
- **FireWise program**
 - **Status of Project Plan by CSU and required actions**

- The Firewise program continues, no action this month. .
 - **Matching grant status and required actions**
 - Not discussed.
- **RGS Drainage, Littlejohn**
On-site surveying took place on the grounds last week.
- **Pool**
Alex discovered and repaired a significant valve leak, preventing future repair expense.
- **Maintenance Barn Upgrade**
 - This project will be completed by Caretakers within 3 weeks. It will include an indoor shop heated by a wood stove.
- **Snow Removal**
 - The truck plow broke and became unrepairable. It was decided to replace it with a new plow which included new feet. This will better tolerate our gravel roads and reduce frequency of repairs.
 - High winds may require use of drift fences to reduce plowing frequency. This is just something for owners to think about.
 - Ms. Abbott recognized Alex and Jim for great extra effort in plowing snow from roads. The snowiest months are ahead of so owners need to be considerate of the work being done, or at times when it is just too dangerous to complete the plowing. SAFETY FIRST!

G. TREASURER'S REPORT

- 2021 dues collection: 2 lots sent to collections, one on payment plan, others working with the Treasurer.
- SN campground is vacant for the 1st winter in some years, those service centers are winterized. Still that campground is using \$3000 in utilities/month.
- Amerigas propane service remains unresponsive, necessary to consider another vendor., ways to exit current contract, Board is carefully monitoring propane billing.
- Treasurer is reviewing P&L line by line, becoming more accurate.
- The insurance provider demanded new roofs on all structures. December Mary Joyce, and Patricia searched documents showing dates of roof replacements. Documents were located and provided to the insurance company which agreed to insure CORA through 2021. The Board must provide new roof inspections during summer 2021 as part of the insurance plan/contract. President. Ms. Grove stressed the necessity of improving record keeping of roof and other repairs and maintenance.

H. COMMITTEE REPORTS

- **Facility Committee:** See Facilities Director report above, no additions
- **Social Committee:** Inactive thus far in 2020, will need volunteers to restart
- **Trash Committee:** Seeking 'investment informed' volunteers
- **Finance Committee:** Needs at least 3 members. Background in finance, investments helpful.
- **Budget Committee:** : Seeking volunteers

- **Compliance Committee:** Forming to monitor lots for fire mitigation and violations.

I. OLD BUSINESS

- 1. Complaints by a few owners that staff occupancy is violating Park County rules**
 - a. Ms. Grove reported the County has gone back and forth about the status of the Relief Workcampers on CORA grounds. With the last email from the county the board sent an email by Mary Grove explaining and stating our stance on the regulations and what has taken place. This was even run by the attorney for his advice. The CORA board hasn't heard anything back from the county as of the meeting
- 2. Safety Manual**
 - a. Volunteer Jimmy Godby has provided a starter manual section focused on electrical.
 - b. Still need volunteers to help since this is required by CRS Insurance company. CRS offers guidance in creating the comprehensive manual they require, with many more sections beyond electrical.
 - c. Patricia has been asked and is assisting the board with creating the manual.
- 3. Facility Audit**
 - a. Thanks to owner Larry Chiuppi for completing this with Alex.
- 4. Upload of legal documents to Members Only section on the web site**
 - a. Ms. Grove is working on this so future board members can have access to records online. This will appear on the website this month.
- 5. CORA Facebook group is open to owners only.**
 - a. Ms. Abbott confirmed this by reminding owners that ONLY owners will be allowed. It does not include other family and friends of listed owners. Any of those requests will be declined.
- 6. Treasurer Role.**
 - a. Ms. Osten is in training with Ms Derby to learn this role.

J. NEW BUSINESS

- 1. Ms. Grove's report**
 - a. Ms. O'Donnell resigned from the Board 1/5/21 and thanked her for her service. Mary reiterated the challenging nature of Board service. She requested all owners consider running for Board positions and volunteering on committees. Need people with management and accounting experience. Reach out to your neighbors
 - b. Owner notice of violation comes in writing from the Board. After delivery, the owner can request a hearing with the Board. If no hearing is requested within 20 days, that violation is automatically referred to the CORA attorney. Any legal charges are the responsibility of the owner. Ms. Grove proposed that serious violations originate with a letter from the attorney, to be discussed in the next working meeting.
 - c. CO has revised sick leave law which will impact CORA employees. Policies need revision to reflect new law, and costs of compliance estimated for 2021.

- d. Unemployment insurance rates have increased more than current budget funds. COVID compliance pool monitor position increased wage expense. Statutory increase in minimum wage is within the current budget.
- e. Workampers have been employees in recent years. Board will explore options of having them as contractors or leave them as employees.

2. Owner input

- a. Shawnn Kuta CS 3 asked why SN's electric use is so high while vacant. Ms. Grove explained owners leave electric devices on while absent. She reviewed efforts to identify which lots are on which meters in SN, and reviewed SN billing process.
- b. John Kidwell SN 20 expressed willingness to assist in determining where SN electricity use with Alex.

K. ADJOURNMENT

- c. The meeting was adjourned at 7:33 pm by Ms. Osten, with Mr. Schneider seconding the motion.