

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

Board Members:

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

Absent: Melissa Osten

Members who announced themselves:

- SN 273 Jan Felton
- DSP 23 Chuck Titus
- SN 14 Susan Eccles
- DSP 62 David Gerline
- DSP 29 Laurie Gatson
- SN 15 Cindy Pacheco
- RGS 36 Cindy Liles
- DSP 56 Tom Abernathy
- SN 297 Rebecca Rivera
- SN 216 Milt Shaw
- SN 19 Titus
- CS 59 Saunders
- SN 188 Cavin

A. CALL TO ORDER

Meeting was brought to order by Mary Grove at 6:04 pm.

A. PLEDGE OF ALLEGIANCE

The pledge of allegiance was given by Delles Schneider

B. INTRODUCTION OF BOARD MEMBERS

Mary Grove acknowledged each of the board members and their roles on the board.

C. MINUTES OF 20 January 2021

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

D. CARETAKERS REPORT

Alex De LeCova (Facilities Report)

Good evening everyone,

Another beautiful winter month here at CORA. We were able to accomplish a few things here this month. Our main focus has been sealing a 24 x 30 x 16 area of the workshop to better protect equipment but also allow us to do repairs at around 60 degrees when it is below zero outside. We added the wood burning stove and tiled the walls to reflect heat. We work many hours trying to get equipment rented back in a timely manner. Over all the project has turned out wonderful and the best part was we were able to stay under budget at a tune of around \$800.

One of our biggest time consumers around here is snow removal. We may get 4 inches but with the wind some days it seems like a foot of snow. We have been in the position that the drifts are so big that the truck will get stuck trying to push the snow. We do have a wonderful snow blade on the back of our spoiled Tractor that sits in a warm garage.

Our next project was a way to track facility repairs and maintenance that would be easily shared among the board members. The best idea we were able to come up with was setting up a database in outlook that will track and even remind us of upcoming repairs or maintenance. The other aspect of using outlook is information is real time. Once we make an update it will automatically send you an update to your database. If the board makes a change it will update my file as well. It works both ways and I will be able to convert the data we already have and import the information needed to proceed.

At this point we are finishing organizing the shop and price checking the supplies for our next project remodeling the Bathhouses. While we wait for supplies we will also begin mapping out S&N electric. The two projects will probably take us to spring when we start doing road repair and get this park open for summer!

Patricia and I will be finishing up our 1 year anniversary here at CORA this month. It has been a pleasure coming out to CORA. We have hit some bumps in the road but we have been able to manage. I would say that 99% of our lot owners are truly nice and caring people. The one percent I leave to the bad apple. Considering we have over 500 owners that is very reasonable. We would like to thank everyone we have met and the warm welcomes we have received. We expect to see many more of you this year. Will keep the light on for you!

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, entered gate transactions into the Stay tracker, 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 January's bank statements scanned and filed away.
- Processed January's receipts scanned and filed away.
- This month my primary focus has been Workamper contracts, staffing and Safety Manuals.
- I have had several phone meetings and email exchanges with CRS's (Insurance Broker) Loss Control Consultant. We have been going over the work environment (how CORA functions), staffing, and Cora Special Features (sewer system, water system etc). We have finished the preliminary safety manual. We

have some tweaking to do and personalizing left. But all in all we've come a long way and are nearing completion.

- He has also offered some advice and assistance on our Workamper contracts. As well as the training and orientation programs for new hires.
- I have conducted a couple of interviews for workampers so far and have another scheduled for tomorrow. A lot of positive responses from potential workampers.
- One of the things that we discussed was Covid-19 and the pool. Current Ordinance is as follows: Code Yellow Restrictions for Park County
 1. Stay home if you are infected or might be infected with the virus that causes COVID-19. If you have a fever of 100.4 or greater.
 2. Stay at least 6 feet apart (in and out of the water) from people you don't live with.
 3. Wear cloth masks when not in water.
 4. In Levels Blue, Yellow and Orange, Limit the pool to 50% capacity, or up to 50 people, whichever is fewer. Capacity is limited to 25% capacity or up to 10 people in Levels Red and Purple
 5. A sign-in sheet for contact tracing if exposures occur.
 6. Wash your hands often and don't share items with people you don't live with.
 7. Hand Sanitizers & disinfectant spray should be available.
 8. Provide physical cues or guides (for example, lane lines in the water or chairs and tables on the deck) and visual cues (for example, tape on the decks, floors, or sidewalks) and signs to ensure that staff, patrons, and swimmers stay at least 6 feet apart from members of other households, both in and out of the water.
- 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.
- Gate: Please DO NOT Piggyback in an out. If you do, I must go back through video of every entrance and exit that occurred to find you. This can take hours. SO Please, Log In and Log Out at the gate key pad.
- Gate: Please DO NOT give out your Gate Code. If you have a guest coming up, send in your pre-registration form and a code will be assigned. If you have a vendor coming up, please let the office know. Many Vendors already have an established code. All others will be buzzed in and given a 1 time use daily code. This Code changes every 24 hours so can not be used more than once.

F. FACILITIES REPORT

- Ms. Abbott reported Littlehorn engineers' report is due in 2 weeks. It will call for one retaining pond and rerouting of the drainage canal to meet culverts under Hwy. 285.

- Firewise has completed the first 5 acres of fire mitigation behind RGS. The invoice has been received and will be paid in the coming week. The second 5 acres is in the process of being completed. Once completed which includes all cleanup, will then be invoiced. A walk through will be conducted by Alex, the Facilities Director, and Fire Wise staff to ensure all work is completed. The next 10 acres to be mitigated will be between RGS and the propane station and will be done during fall and winter of 2021.
- Mary talked about the Littlehorn project and that we should have a proposed plan from them for the board to review. They have mentioned that it could be possible to have one pond to divert the water versus two, as previously discussed. In the plan they will give us 3 excavating companies they feel will do a good job for us. CORA will have to choose 1 company.

G. TREASURER'S REPORT

- 2021 dues collection: 2 lots sent to collections, one on payment plan that concludes in February, 2 others working with the Treasurer.
- Ms. Grove reviewed the payment plans for 3 lots with fines. She thanked Ms. Derby for her diligence on collecting the dues.

H. COMMITTEE REPORTS

- **Social Committee:** Inactive thus far in 2020, will need volunteers to restart
- **Trash Committee:** Ms. Grove reported the trash committee will be new for summer 2021. Seeking volunteers to recommend whether and how to allow metal and need for a large dumpster. To Dump or Not to Dump.
- **Finance Committee:** Needs at least 3 more volunteers with investment experience.
- **Budget Committee:** : Seeking volunteers
- **Compliance Committee:** Forming to monitor lots for fire mitigation and violations. Milt was asked to chair the committee but unfortunately at this time is unable to because of health reasons. He is happy to be a consultant.

I. OLD BUSINESS

- Ms. Grove reported that all relevant documents, including County Resolutions, have been uploaded to CORA website.
- **Compliance Committee**
 - a. Volunteer Milt Shaw is organizing this new committee to inform the Board of any safety or rule noncompliance on individual lots. Mr. Shaw declined to serve as Chair, citing health issues. Board thanked Mr. Shaw for his efforts. Ms. Grove moved and Mr. Schneider 2nded that a vote to approve this committee at the next meeting.
- **Sick Leave Law Changes**
 - a. Ms. Grove reported CORA only has employees, no contractors on staff. Federal and Colorado have made changes due to COVID and incorporated new laws going into effect in 2021. They will require increased bookkeeping and will impact payroll costs. The employee manual will be updated to reflect the new changes.
- **New Gate Rules and Consequences**

- a. Concerns about people entering without providing gate code, aka piggybacking, were discussed. Mr. Scofield is assembling proposed rules and consequences to be further discussed at 3/21/21 meeting.

J. NEW BUSINESS

- **Ms. Grove's report**

- a. Request for owners to consider Board candidacy as well as volunteering and Committee service. Experience with finance, bookkeeping and motivation to improve CORA are desired qualifications.
- b. If COVID rules again require a pool monitor for 2021, that position is not in the budget. Unless an alternative staffing plan is found, the pool may not open if staff are required. Mr. Schneider suggested recruiting volunteers if pool oversight is mandated.
- c. 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.
- d. Workampers have been employees in recent years. Board will explore options of having them as contractors or leave them as employees.
- e. Facility Audit file base has been completed. Thanks to Larry Chuippi and Alex for all their hard work.

- **Owner input**

- a. Owner Gatson suggested checkout of pool keys as an alternative for securing the pool.
- b. Owner Eccles asked if gate codes are linked to vehicles. Ms. Grove answered that codes are linked to owners, not their vehicles.
- c. Owner Cavin asked about getting owners through the gate during times of high volume such as 4-wheel excursions, with the potential of owners lining up on the highway while waiting to enter. Patricia stated that codes can be adjusted if they continue to flow through by the office
- d. Owner Pelton asked about using code to exit CORA, learned that is a requirement with the new gate system.
- e. Owner Rivera asked about getting guests through the gate if they arrive separately from owners, learned guest codes are used for that circumstance. Patricia reiterated the process to receive guest codes. They would be linked to the owners and still count against their time at CORA. There is no problem if they are used during the same time frame as the owner being on site.

K. ADJOURNMENT

The meeting was adjourned at 7:34 pm by Ms. Grove, with Mr. Schneider seconding the motion.