

CAMPGROUND OF THE ROCKIES ASSOCIATION

BOARD of DIRECTORS Meeting Minutes

June 13, 2020

Board Members:

Present: Randall Whisenhunt, Carol Abbott, Patti O'Donnell, Joyce Derby, Mary Grove (via phone)

Members who announced themselves:

Alex and Patricia De La Codova
(Caretakers)

Steve & Kim McClain DSP 76

Patrick O'Donnell DSP3

Zenvoia Whisenhunt SN42 & 43

Thomas Abernethy DSP56

Milt Shaw SN 216/217

John Marsha Ludvig SN 197

Frank Salvador SN289/290

Jacki Loftis SN 139

John Tidwell SN 19

Kent Derby SN 91

Kay Greenlee SN 185 & 186

Delles Schneider RGS 27

Sylvia Schooley DSP 7 & 8

Paul Pierce DSP 16

Shon & Carmen Kuta CS 3

Jay Talley DSP 41

Sue Shaw DSP 73

Bill & Joni Brown DSP 86

George Vogler SN 87 & 88

A. CALL TO ORDER

- a. Meeting was brought to order by Randall Whisenhunt at 10:00 am.

B. PLEDGE OF ALLEGIANCE

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

C. INTRODUCTION OF BOARD MEMBERS

- a. Randall acknowledged each of the board members and their roles on the board who were present at CORA.
- b. Mary Grove was present on the phone.

D. MINUTES OF 20 May 2020

- a. The May minutes were approved by Patti O'Donnell and second by Joyce Derby

E. CARETAKERS REPORT

a. ALEX (Facilities Report)

This has been an exciting month for us here at CORA. We have been working on getting a few different projects completed around here. We have also had an opportunity to meet many more owner as the season and our country opening back up.

The internet upgrade has been a big deal this month and has had its ups and downs. As some of you may know this pandemic has played a crippling role on the Nations bandwidth or rather the lack of. Many internet companies are struggling to keep up with the demand of many staying at home. It has also made many companies change the way of doing business. The internet industry is changing and the companies that control the industry can dictate how we get to use it. We are currently using AT&T off the tower located here at CORA. We are having to access a better deal going through resellers like Rural 4G.

Now the idea of going with Rural 4G was a temporary fix while we wait for new technology. Our main goal was to get faster speeds with no contracts so that we could change at any moment to a more suitable service. The problem with having resellers is

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that they have very little to no control over the services they get to offer and conditions can change instantly. This is the hint why they have no contracts so they can change the services they are being forced to offer. We tested Rural 4G for approximately 3 weeks before proceeding to pull the trigger and change the service for the whole park.

The obstacle that has presented itself this week is that AT&T has changed the rules to what I can see to every reseller. We began with Rural 4G with a service that had unlimited bandwidth. AT&T decided to restrict resellers from providing a true unlimited plan. This is a restructuring from the overload of bandwidth required from the stay at home & safer at Home orders. We will need to continue to find new ways to increase our internet experience.

Our Next Challenge this month was our lovely pool. As you can see we have come a long way at the CORA Pool. Mid America Pool ended up sending us a double team crew to get this job done quickly after having a delay of a week in our plan. We are expected to do our final walk through this Sunday June 14th, 2020.

Our next challenge coming with the pool is going to be filling our 60,000 Gallons of water. On top of a newly replumbed and remodeled pool we were able to get a new boiler pool heater this year. It will take approximately a hundred hours to fill the pool with water and a few days to heat and balance the water. In the meantime we will be making some improvement to the flooring on the outside of the pool area including entrances to the pool bathrooms. Please watch for no entry signs and wet cement or paint.

<i>Preventative Maintenance</i>	<i>General Maintenance</i>	<i>Repairs</i>	<i>Future Planning</i>
Service Center A Boiler Room Ventilation	Road Prep & Speed bumps	Mower Spring Servicing	Met with Fire Wise Organizer David Root
Tree Removal / Fire Mitigation	Mowing & Weed eating	Club House Pool Bath Tile Removal	
Installed new Memory Office Computer	Club House Office Internet Setup	Hardwire Internet to Care Takers	
Setup Secure File Sharing Network	Club House Windows Cleaned	Sport Setup Tennis, Basketball net, etc.	
	Club House Weeds Removal	Barn Water turn On & Verified No leaks	
	Service Center B Replaced Outside Lights		

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 If you would like to pick up the mail any other day, just swing by the office and sign up for mail pick up.

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- Storage Tracking: Is now active and we are able to track and invoice monthly. If you would like to park a boat, rv in the Dry storage area you need to fill out the storage paperwork in the office. First 30 days are free and then \$35.00 per month.
- Propane Tracking: Has been implemented, All data has been entered and we are now able to track propane sales, outstanding invoices, generate 30 day notices of past due payments.
Propane is filled daily between 8-12pm for same day pickup or can be dropped off after 12pm for next day service.
- We have been redoing all of the signs, and information sources throughout the park. We try to get all of the old ones down, but we could have missed one or two. If you find one bring it by the office and I'll buy you an ice-cream...
- Workampers – Due to a Medical emergency Andy and Shayna had to leave unexpectedly. We have replaced them with a new couple named Bill and Cindy that will be located at SC-C and we have another team arriving on the 20th that will be located at SC-A.
- We set up a secure office networking system – allowing us to share files, and forms amongst the office and front desk. We also set up a Cash Sales Register, we can track daily sales, individual sales, cash back, pricing.
- Reconciled May's bank statements, scanned and filed away.
- Processed May's receipts, scanned and filed away.
- Contacted tenants with a courtesy notifications regarding broken windows, easement violations, number of RV's per site.
- Last month we set up a Cleaning products tracking system which has allowed us to monitor paper usage, we have identified some areas of concern. We are seeing excessive usage in the SN service stations. Each toilet is going through 2 rolls of toilet paper per day. To put that into perspective, each roll of Toilet paper has approx.400 Sheets, the average person uses 12 sheets per wipe that equates to 33 toilet sessions/wipes per roll. That means, each toilet is used 3 times every hour or 1 person in every stall every 20 minutes. 24 hours a day.
- Insurance: I just wanted to ask everyone who is currently, plans to or is considering conducting/performing business on CORA property and/or easements to Please bring your Proof of Insurance to the office so we may keep it on file, and List you as an approved Vendor. Proof of Insurance requirements are: General Liability, Workers Comp or Workers Comp exclusion Form. Please note: Insurance Request is for those doing work on CORA Property and Easements, this is NOT a mandate to individual land owners. If you plan to have contracted construction performed on your property, plan to add a fence, deck, etc. The Constructions Approval Forms can be found in the office. No construction can be performed until your paperwork has been approved.
* Bulletin Board: All persons posting business cards in the Foyer will need to have insurance on file with the office as well, Only approved Vendors will be able to post business cards. Please date your postings and update them every 30 days. We will be refreshing the board monthly. Thank you in advance to everyone for your cooperation. We want CORA to be safe for all. Doing business in an ethical and legal way is a great start to keeping CORA and all of its residents safe!

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F. FACILITIES REPORT

- a. Randall talked about repairing the coverts and water ditches running along RGS and North of the Clubhouse. Currently, there are broken and bent pipes that need repaired/replaced.

Randall acknowledged the work being performed by the Caretakers and the many things have been able complete since the short time they have been at CORA. Everyone is working hard cleaning up CORA. If you see any issues owners are welcome to bring them to office or contact the Board of Directors.

b. Pool

- i. The pool has had many moving parts as part of the pool renovation project. The boiler was replaced, ventilation system brought up to code, concrete work, etc. The pool is scheduled to be opened and ready by the first of July.

c. Ventilation – S&N

d. Fire Mitigation

- i. Alex discussed the use of illegal fires owners are having and to please be aware that Park County is in a fire band. He also stressed the importance of cleaning up dead trees on properties.

ii. Pros and Cons of Fire Wise Community Project

iii. Status of Project Plan by CSU

e. S&N Electric pedestals

- i. The electric pedestals are still being discussed between Randall Whisenhunt and Alex De La Cova.

G. TREASURER'S REPORT

- a. P&L and balance sheet were loaded to web site prior to the meeting.
 - i. The amount of paper supplies used this year so far is huge because of theft and is burning through the budget. Up through May CORA has spent \$5000.00 which is about half but the busy months are still ahead.
- b. Trash – abuse, options available, cost
 - i. The new trash company is very picky on what can be dumped in the trash dumpsters. The new dumpsters are bear proof. Household trash only! There has been items dumped illegally which the trash company will fine CORA. CORA was charged \$1500 for illegal dumped but it was waived since it was CORA's first penalty, but it won't be waived the next time. To help offset costs the board is looking at adding an additional charge of \$20.00 to the yearly bills.

CORA does offer the burn pit and the metal pile for discarding items. Also the board is looking at bringing in roll off dumpsters to help with trash not being allowed in the trash dumpsters.

H. COMMITTEE REPORTS

- a. HG Management was postponed to the July open board meeting providing there is interest by owners.

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- b. There is no Social Committee this year as a result of COVID-19

I. OLD BUSINESS

- a. The Q/A from owners regarding HG Management has been posted on owners only section for owners to view at their leisure.
- b. Proposal for email voting – Carol Abbott
 - i. There has been about 60 owners' sign up to receive their annual mailings by email instead of having them mailed out. A hard copy of the Google form is available at the office for owners to complete and then the board will enter then into the system. This is a yearly request. I reminder email will be sent out via CORA News for people to sign up. If you have already signed up you do not need to a second time unless the information has changed.
- c. Request for volunteer Attorney or HR specialist to review employee manual and job description
 - i. Milt Shaw volunteered his time to review the employee manual. Thank you Milt! Carol Abbott has approved the final edits with Joyce Derby second the motion.
 - ii. The Job descriptions are almost done and ready for review.

J. NEW BUSINESS

- a. CORA News vs. CORA Event Blast
 - i. It was decided to have not only the CORA News for news worthy items, but will also try doing CORA Event blasts that can inform owners of different type of events taking place at CORA during the year.
 - ii. It was asked if a CORA News blast could be sent out regarding the trash issue as a reminder to owners. Carol Abbott will create one using the information from the Caretakers listed on the dumpsters.
- b. Wood Chipper
 - i. Is being scheduled for late July and again in September. Owners can pull out wood and stack them nicely on the edge of their property. It will then be chipped and left on the property for landscaping. This is through the fire department and is free to CORA.

K. OWNER COMMENTS (non-budget subjects)

Milt Shaw (SN 216 & 217)

Can you talk more about the supplies that are being used up or discovered missing? What about those abusing the trash rules?

The board and Alex talked more of what is being found in the paper supplies which is address in the Caretakers report. We want owners to be responsible but at the same time take action instead of ignoring the issue. If owners are comfortable then they can address issues with owners as it is happening otherwise there is a complaint form that can be filled out in the office which then the Caretakers will follow-up on.

Kay Greenlee (SN 185 & 186)

What about the use of game cameras?

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Game cameras could be a help but we also have to look at the cost and WiFi access if needed. But it is an option that can be researched further to see if it will work at CORA.

Kim McClain (DSP 76)

In regards to the paper products being stolen, what about having locking toilet paper containers?

That is something the board has looked into, however, the size of them would cause issues. At this time we don't know if it will stop the theft problem because it is believed that people are taking the toilet paper right off the rolls and leaving the cardboard rolls in tact.

Mary Grove (CS 41)

I want to thank everyone for participating as board members and as owners. The work is greatly appreciated.

Frank Salvador (SN 289/290)

Mentioned that he would like owners to think hard about having a management company at CORA. His recommendation was to ignore going with any type of Management Company but to explore other options that might be available to CORA. He also mentioned that having a board position is huge commitment and dedication. There is a lot of work involved.

Patti O'Donnell mentioned that CORA really is a small town and serving on the board is very time consuming.

Sylvia Schooley (DSP 7 & 8)

There has been strong boards and then weak boards in CORA's history. It is good to see there is progress and things are moving forward.

Delle Schneider (RGS 27)

Will the trash bill discussed earlier in the meeting be for all lots or a voluntary charge?

The additional trash charge will be for all lots. The rate hasn't been set but the board is exploring the options of how it can be handled.

Paul Pierce (DSP 15)

Reiterated that CORA does have the metal pile which, in the past, he has contacted the "metal" guy who comes to CORA and picks up the metal for free. He talked about the items that can be picked up. He, personally, has taken things out of the dumpsters such as batteries and propane bottles, so it does happen. Communication with your neighbors is the key to reducing and stopping it.

Paul went on to mention he is selling his lot after being a CORA owner for years! He wanted owners to know that a recycling program might work but to be careful and do your research because in the long run it could be more costly! Owners can take recycling area in Bueno Vista.

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L. ADJOURNMENT

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