

CAMPGROUND OF THE ROCKIES ASSOCIATION

Annual Membership Meeting Agenda

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

September 4, 2021 – 10:00 A.M. MST

Conference call etiquette

Announce your name and lot number when you call in.

Mute your phone as background noise makes it difficult to hear the speaker.

Hold comments until the end of the meeting when the floor is open to Owner Comments.

Please email a copy of your statement to the Board after the meeting if your statement is long.

- A. Call To Order at 10:04 am by Mary Grove
- B. Pledge of Allegiance was done Delles Schneider
- C. Introduction of Board Members, Mary
- D. Introduction of Accountant – Jay Dahl
- E. Verify if a Quorum is Present
 - a. 10% and/or 51 is necessary in accordance with the Bylaws Section 4.5 which includes proxies in voting process. We had a total of 66 owners in attendance which excluding proxies.
- F. Reading of the 2020 Annual Meeting Minutes (All members can obtain a copy)
 - a. The board and members agreed to not read the minutes because of the length of them for time. Copies were available for owners to read.
- G. Introduction of Attorney – Rich Johnston
 - a. Was introduced as the HOA attorney. He briefly talked about the ownership of lots and the relationship with CORA by observing the covenants which are tied to some of the Park County regulations.
- H. Introduction of Accountant – Jay Dahl
- I. Caretakers Report
 - a. Facilities Report – Year in Review (Alex De La Cova)

Today's report will be a recap of a few of the things that we worked on this year. I will also be covering projects that will be proceeding throughout this year and next. The first thing I will talk about is the RGS Canyon Repair or also called the Little Horn Project. The RGS Ditch is a source for Emergency flash floods to come from the National Forest and BLM land to proceed under Highway 285. The little Horn Engineering firm has been working on the best plans to mitigate the flow of water without or drastically slowing the erosion process that currently is a threat to the road. Over the next few months little Horn will be requesting permits and helping us inquiry on contractors that do this kind of work. We are anticipating a springtime start if everything comes together.

We did spend this last winter doing various projects between the 200+ inches of snow plowing, 60-80 mph winds and even hitting -50 degrees we worked every scheduled day. One of our projects was completing Service Center A remodeling. We had intended to get to all three of them this last winter. Due to weather and other things that happen in the middle of nowhere we were only able to complete Service Center A. We did a quick face lift on the woman's pool house bathroom as well. We did build the enclosure for CORA Equipment to be better protected at the Barn. This is a section of the barn that is 30x24x16" in height and it has wood burning heat. This allowed us to better protect the equipment and help us repair equipment without the effects of the weather. This has also allowed us to better secure tools that hold value to us.

We did spend a couple of days walking around S&N discovering and mapping all the Meters to the lots. We now have maps in our trucks that will tell us where to go and turn off power quickly. Speaking of Power I would advise you to not lock access to your breaker panels either on the road or by your meter in the middle of your property. In the event of a Fire the Fire Dept will want to turn off power before applying water. Having a lock on your Breaker Box will delay or endanger our first responders. We added some ventilation in a couple of spots here at CORA. The Boiler Room at Service Center A and the Clubhouse Boiler Room had additional ventilation added. The ventilation helps improve the efficiency of the boilers but also helps their longevity. We did service center A as a test to see if it worked and keep our spending down. We did find it to work well and keeps our cost under a \$100 for each additional service center.

Fire Mitigation / Firewise Program We were able to get a couple of grants so far to help thin out the forest. This is a prequalified matching grant. This last year we were able to do a little more than 10 acres behind RGS. This will allow for healthy growth and help limit fire danger for both RGS and S&N. The next area of concern will be around the back end of DSP above the Propane station going towards our water tower.

This summer project was working on roads, ditches, and culverts. We did have a backhoe rented for 2 weeks this summer to clean out some roadside ditches and then the water exit route off CORA grounds. We had a couple of culverts that needed replacement or adjusting to flow properly. Once we completed the ditches and culverts, we proceeded to bring in 36 Belly Dump loads of road base. We have also modified a drag behind tool to avoid over grading the roads. We had to change the flow of water on the roads requiring more road base in areas. This also requires people to drive slower to help embed road base without wash boarding

b. Office Report – Year in Review (Patricia De La Cova)

- i. File organization and procedures progress: CORA office was asked to implement a paperless or as close to paperless system as possible. All forms of conducting business at CORA have been set up to operate paperless, in other words set up to do everything via computer transmissions. We are able to send

and receive all forms and communications via email. All communications and forms are able to be saved directly to a secure DropBox. All forms, deeds and paperwork are scanned and stored in electronic files associated with each individual lot. We are still working on scanning old paper files and added them as well. This is scheduled for completion this winter.

- ii. Gate transactions: I have spent the last 9 months monitoring, logging, and entering all gate transactions. I have noticed several issues of concern, procedures that seem to need re-evaluation and issues that continue to transpire no matter how many times it is mentioned by us and the board(piggybacking). We have received numerous suggested and critiques. It is my recommendation to the board and to all members of CORA that each member have assigned to them a personal gate code, a vendor gate code and a guest gate code. We would still ask that all visitors whether guest or vendor be registered with the office prior to arrival and that they check in with the office or use the afterhours sign-in sheet found in the foyer. At any time, a new code could be assigned, if an issue should occur; like a vendor that turned out to be sketchy, a compromised code (lost or stolen) or a falling out with a previous guest or owner. This would assist with late night surprise guests and afterhours vendors.
- iii. Tracking of supplies: After the massive theft, disappearance, or excessive usage of toiletries last year. I was asked to implement a tracking system to monitor where supplies were being utilized the most. A spreadsheet was designed to track inventory coming in and where it was being placed within the park service centers. For example: Service Center A – Women’s Bathroom, 1 toilet paper roll and 1 Pull down paper towels or Service Center C&S Men’s Bathroom, 1 Clorox wipes. We also tracked cleaning supplies, the recommended amount of product vs the actual usage. What we discovered this year was; a)we had minimal loss and or abuse of toiletries and b) our workampers used a consistent amount of supplies weekly and we only saw increases with holiday and busy weekends.
- iv. Increased cleaning: Due to Covid and the spread of disease we implemented before and after shift procedures that started May 1st during our Staff Training and Safety class. All phones, electronics, counters, pens & doors are wiped down before and after each shift. Money is sprayed before and after each shift as well. All service centers are fully cleaned daily, not just wiped down but fully cleaned. This takes longer and we greatly appreciate your patience and assisting us by using a different service center while we do everything possible to keep everyone as safe as possible from the spread of disease.
- v. Workampers: We have been so very fortunate this year to acquire some of the best workampers. They have all been hardworking, consistent, and great with

implementing the supplies and toiletries tracking. As a team we have worked very hard to keep your park clean and functioning for your pleasure and enjoyment. Please, help us thank them for all they do!

- vi. COVID-19: Even though we have taken precautions to limit everyone's exposure we did have a staff member that contracted covid. They immediately went to the clinic for testing and reported within 24 hours their positive test from the first onset of symptoms. Since everything had already been wiped down and sprayed after their shift and then a full cleaning of every area that could have been exposed, we are happy to say no one additional became infected.

J. Treasurer's Report – Joyce Derby

- a. We have been watching things closely since running CORA is like running a small city. We are larger than Alma. This last year we paid out \$103, 231 in electric. The current High Country balance is around \$10,000 with the Collegiate Peaks close to \$50,000. It takes about \$30,000 to run CORA. In the Reserve, Edward Jones, account we have \$670,713.97. To complete the Littlehorn project it would be coming out of reserves.

K. Committee Reports

- a. Social – Carol Abbott. COVID continues to dampen social gatherings but there is a potluck and bingo tonight in the clubhouse. The white elephant table has taken in \$551. 57 so far and will continue through this weekend. Don't forget the food drive for the Senior Center. Bring any unused can goods down and put them in the box to be donated to the Senior Center.
- b. Finance (Reserve) – Mary Grove. The plan contributing \$25,000 to Reserve account continues, as recommended during annual review by Finance Committee. It was suggested to meet at at least 2 times a year.
- c. Budget – Larry Chiuppi. The caretakers were brought into discussions to help give suggestions. We are trying to be transparent on issues and providing the P&L every month. We are seeing increases in electric rates, unemployment insurance, propane for CORA facilities and owners, sick leave, retention bonuses, materials, and supplies which were considerate for this year's budget committee.

L. Old Business

- a. Thank you to volunteers – Mark Scofield. Noted that many volunteers contribute to CORA through committees, grounds cleanup, assistance with construction and fire mitigation projects.
- b. Facility Audit progress – Alex. With much assistance from owner Larry Chiuppi, the facilities audit is nearly complete. This process tells us how old our property is, including buildings, boilers, computers, washers, dryers, vehicles, everything. It is valuable for budgeting repair, replacement, and depreciation.

- c. Project list. These were projects identified as important by the Board for this past year. All except the last were completed by the Board, volunteers, and Patricia. An annual meeting with the CRS, the insurance broker has already been scheduled.
 - i. Job Descriptions and Employee Manual
 - ii. Performance review creation
 - iii. Safety Manual
 - iv. Board job descriptions
- d. Reminders:
 - i. Park County is showing signs of cracking down on violators thus it is critical that the proper permits are obtained. All lower lots have a 20' easement. If there are issues with zoning or things being done on lots it is more likely that it will be between the owner and CORA. There are realtors reporting changes in 2019 through the non-conforming clause. It is very critical that owners are educated on what is right or wrong. CORA is moving forward in the right direction and is safe.

M. New Business

- a. Reserve Budget – New this year. The budget committee, with the help of the facility audit have proposed a plan for 5-year outlook. The tennis courts will be a big item in the coming years. They can't be removed completely because of being an asset unless a majority of lot owners vote to remove them. Otherwise, they will need to be fixed.
- b. Propane contract: Due to very poor service from local AmeriGas, the Board will be seeking bids from other providers for CORA's propane service. Please be aware that the price of propane will be going up.
- c. New Conference call in number starting 9/15/21.
 - i. (202) 926-1160
- d. Turn over to new Board and Committees. Past Board will provide support and guidance to the new board for a 2-month period. The newly elected Board will need to meet immediately following this meeting to elect officers.

130 ballots were submitted with 79 being mailed in prior to the meeting. The new officers were selected as follows:

Carol Abbott - President
Shon Kuta - Vice President
Ken Pacheco - Secretary
Mark Scofield - Treasurer
Richard Lofton - Facilities
Ralph Mackie - Facilities At-Large
Harry (Skip) Hasty - Treasurer At-Large

- e. Annual meeting with Insurance broker to update maintenance/remodel and projects – scheduled for October
 - i. Reserve – schedule phone conference with Edward Jones
 - ii. Turnover computer and all contact information, user names, and passwords to Treasurer
 - iii. Budget worksheets and trend reports on smart stick in the office safe
 - iv. Finance Committee – overview

N. Owner Comments (non-budget subjects)

- a. Milt Shaw DSP 16 – He said piggybacking through the gate without 2nd vehicle entering their gate code remains a frequent problem.
- b. An unidentified owner said he did not sign his ballot because he feels it violates the secret ballot principle. He asked if his ballot was counted. Accountant Dahl answered that unsigned ballots were not counted because they could not be confirmed as representing the only ballot cast for a specific lot. He noted it is essential to do so for fair elections.
- c. Patty O'Donnell – Can the board use funds that were proposed and approved for other uses instead of what was proposed? Mary said yes.

O. Discussion of 2021-2022 Budget Proposal – 4% increase

- a. Patty O'Brien CS19 suggested applying for grant assistance to help with the cost increase of Unemployment insurance happening 1/1/22.
- b. Roy Daniels DSP 44 asked about additional speed bumps to slow traffic. Alex said those are backordered due to COVID, and he is looking for some which are available. Daniels asked about magnesium chloride for dust reduction. It has previously been applied every 2 years, was last budgeted 2 years ago, costs about \$10-20,000 for contractor to treat all CORA roads.
- c. Larry Chiuppi DSP 241 urged members concerned with budget particulars to volunteer for Budget and Finance committees, owner Fritz Schooley agreed.
- d. Inga Gill DSP 45 asked questions about budget for building repairs and maintenance, answered by Alex, Mary and Joyce.

P. Adjournment 12:15 pm.