

CAMPGROUND OF THE ROCKIES ASSOCIATION

Annual Membership Meeting Minutes

September 3, 2022 – 10:00 A.M. MST

A. Call To Order

- a. Carol Abbott called the meeting to order at 10:03 am.

B. Pledge of Allegiance

- a. Mark Scofield started us off with the Pledge of Allegiance

C. Introduction of Board Members

- a. All board members present.

D. 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. A quorum was met.

E. Reading of the 2021 Annual Meeting Minutes

- a. Ken Pacheco read a summary of the last year's minutes.
- b. Minutes approved.

F. Introduction of Attorney – Rich Johnston (Unable to attend)

G. Introduction of Accountant – Michelle Franca with Golden Rule Accounting, (present on the phone due to illness) discussed what she has done since being hired in January of 2022. Items included moving to Quick Books online, cleaning up accounts, routine system for paying weekly/monthly bills, setting things electronically since mail is taking longer to receive. She will continue to streamline functions of CORA to make things easier and more efficient.

H. Caretakers Report

- a. **Facilities Report – Year in Review (Alex De La Cova)**

Good morning everyone,

Another year has passed, and many things have progressed here at CORA. We also had things that had to be held up for different reasons. The hardest thing to find here at CORA is contractors. To get someone to come out and get estimates is challenging. Sometimes even when they come out, they decide not to give a quote or lose the measurement etc. This is an obstacle that we have had to overcome.

Moving on we had many accomplishments which helped improve the overall conditions at CORA. Starting with the Pool Bathhouse, which was one of the larger inhouse projects. This improvement was set to be done back in 2010 and had been delayed. Over the years, it had developed black mold and even septic under the tile. The partitions had rusted internally and were also replaced. The root of the rust was moisture from the shower, and we addressed that issue with a ventilation system that is humidistat controlled. No need to prop the door open and let all those bugs in. The

ventilation is set for 55% humidity and should respond in a timely manner. We did run short on time in the spring and will be addressing a few things this fall to complete the bathrooms.

While we are talking about the clubhouse, we did experience a freeze this year in the septic line. I would like to assume that the line froze due to lack of use. We had the pool bathhouse closed most of the winter limiting the flow and when someone did a load of laundry it showed us the frozen line problem. We were fortunate for many reasons starting with that we had a heater, and we were able to melt about 40 feet of frozen line. A contractor was hired, with a camera, to confirm that the freeze did not break any lines or causing the pipe to break and collapse.

The winter snow fall started later than usual, but we ended up with around 290 inches of snow at CORA. This was about 40 inches more than the previous year. We were able to acquire a new plow for the tractor. This helped push the heavier snow falls and did less wear on the white truck. The temperature was milder this year only giving us one day that we reached -48 for a short time. We did see some very high winds that even damaged power lines in the area on some the coldest days. We received 3 feet a snow right before memorial weekend. This makes opening things challenging, like the pool.

The pool has had a pretty good year. We did make adjustments in the installation of the boiler. These adjustments did help especially in the beginning of the season getting it up to temperature. We did have some problems with the boiler overheating and discovered the gas orifices were too big and causing to overheat and shut down the boiler. We have a contractor to service the boiler who came out to inspect it and order parts. That was over a month ago and I have called him 2 times a week since to find out anything with no return call. We decided to take the matter into our own hands, and I figured a way to restrict the gas flow. This prevented the boiler from overheating. Current temperature is over 85 degrees.

We were also able to stay within budget on our pool chemicals this year. As you know we are facing struggling times with inflation and chlorine prices doubled. We encouraged people taking showers before entering the pool. We requested parents, adults, and children to use the facilities in a timely manner. Our pool did good this year opening a few more roof tiles. The roof allows the proper ventilation for the chemical in the pool but also keeps the condensation down which is our biggest contributor to algae. The pool is scheduled to close September 10th, 2022.

We noticed some unusual water usage during the winter months. This made us go around and listen for leaks at the hydrants. This also gave us a chance to look at who was properly disconnecting water for the winter months. We noticed that some people had hard piped to the hydrant not allowing the hydrant to breath and caused much

larger problems. These hydrants are owned by the lot owner and are responsible for any damages that the hydrant does to CORA's infrastructure. We did find the leaking hydrants and have either replaced or adjusted the hydrant to work properly. The hydrant replacement is much more expensive than the time it takes to disconnect properly. I would say a hydrant replacement will run around \$8,000. These hydrants are more than 40 years old and should be treated with gentle hands.

The gate was challenging at times with the wind. The wind would cause enough resistance that the gate thought someone was stuck in the clearance. We were able to find a cost-effective solution and we have fixed the wind problems. We still have people playing "piggy backer". Remember that this gate is only as secure as you leave it. We ask you not to allow random unknown people on the property. We did have a few times this summer where a lot owner let in people that showed the inability to act as a CORA member.

We have countless hours in doing equipment maintenance and even had to turn the white truck into the dealership for a new key and tumbler. We have done the oil changes on all equipment. We've done various repairs on the brush hog and other lawn equipment. We got forks for the tractor that was crucial in the log clean up along the backside of DSP. We have had a few other improvements get completed this year. To name a few: new fence around the pool and the manager's house, improving internet accessibility, and new LED lighting in Service Centers B and C.

In closing, we do have many little projects for the following year lined up. It will be fun to show you what we get done in the spring. Thank you for all the support this year.

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

- Accountant change - In January 2022 we changed accountants to the firm Golden Rule Accounting & Tax, PC owned by Michele Franca. What an amazing change! She was immediately supportive of upgrading to QuickBooks online. She has reconciled all the accounts and removed unused operating accounts. Just an overall cleanup of the books. I have really enjoyed working with her. What a great decision in selection of accountants.
- Property sales (how many in the last year) - From Sept. 01, 2021 – August 31, 2022, we have had 48 Transfers of Ownership for a total of \$6145.00 in income. There is currently 35+/- properties for sale. I did speak with a realtor about pricing and the growing trend. He informed me that sales are down overall in Park County by approximately 25% and pricing is dropping by 20-30% at CORA.
- QuickBooks changes - This year we switched our accounting program to QuickBooks online. I have been wanting this setup since day one and I was very excited to have the support from our new accountant. QuickBooks online is a

more user-friendly program and allows for up to 5 users within the program at the same time. We no longer have to dedicate a computer to QuickBooks or have the expense of the LogMeIn program and Carbonite backup. This has come with an annual savings of \$600.00.

- CAM Class - So, for the last several months I have been attending a CAM Class. A CAM class or a Community Association Manager class, is a course required to test with the state to be a Certified Manager of Community Associations. On August 4th I completed the class and passed the test making me a Certified Manager of Community Associations. I now have a CMCA designation.
- Computer upgrades - This year we added a new computer to the front desk. It is a commercial grade computer and has made the front desk much more efficient and quicker. The older QuickBooks dedicated computer has been stripped out and added to the clubhouse for members to utilize. This setup also offers a printer. We have some new hardware equipment being added soon for the Wi-Fi that should help improve the members desk experience as well. Also, we just purchased a new POS system or Point of Sale register for the front desk.
- How many violations have been written. - The compliance committee did a Compliance check in the DSP campground and found 24 Overgrown lots, 3 No tags on Campers, and 1 lot that had too many RV's on the lot. Thirty (30) Day non-compliance letters went out and as of today the majority have already come into compliance. The remaining campgrounds will be inspected soon as well. We also had 1 Health Violation letter go out. Health code violations are treated a bit differently and have a 10-day compliance mandate because of the seriousness of the issue. We did have an additional issue this year regarding the attempted installation of a septic system on a lot in the SN campground. The member bypassed the offices construction approval form and went directly to the county. The county has a policy in place to not issue ANY construction permits at CORA other than park model roof replacement. While this did not end with a violation notice it did come with a denial letter from Park County.
- Workampers - We have been so very fortunate this year to acquire some amazing 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! Our first workamper will be departing this year on the 18th of Sept. and the remaining workampers will exit on Oct 1st.
- COVID-19 - I was asked to talk about Covid-19, OSHA has not implemented any new mandates or any new Criteria since March of 2020. So, we have continued to follow those recommendations.

I. **Facilities Report** – 1-year accomplishments (Carol Abbott)

- a. Fire Mitigation/Fire Wise Program - Getting two quotes for Fire Wise going back to even the same company that gave us a quote from this past year. This year the mitigation cost CORA \$29,000 prior to the grant being applied.
- b. Being resourceful with supplies – We have done great with our supplies to complete projects around CORA. When available we have purchased back up items, such as shoes for the plows, breakers for the transformers, extra electrical meters.
- c. Equipment – During the winter equipment (truck, mowers, golf carts, backhoe) will receive annual checkups/repairs. The backhoe has a possible hydraulic cylinder leak which needs to be inspected and researched further.
- d. Employing workcampers - Work campers are getting harder to find because of the demands they are asking for. The new board will really need to take a good look at what we want to offer them. This should be done sooner vs. later!
- e. Bathroom remodel – This was much more work than expected! Except for some finishing touches they were completed. A huge thanks to Rich and Alex for taking on the project and working under budget.
- f. Road repairs and speed bumps – Additional speed bumps for the roads were found by Rich at an amazing cost and put in all different locations around the CORA grounds.
- g. New security measures have been taken in some of the trouble spots of CORA by adding additional cameras.

J. Treasurer's Report – Mark Scofield and Michelle Franca (Accountant)

- a. Reminder all P&L statements are available on the website.
- b. Current Operating balance (\$97,624.92) and Reserve balance (\$635,335.00) are outlined in detail on the handouts and will be published on the website.
- c. Despite all the increases the budget committee proposed keeping the HOA dues the same. Talked about postage and with the new HOA new rules. The budget committee has done a good job. Need some new members to step up for this team. Thank you to Carol for all the help with the treasurer's work.

K. Committee Reports

- a. Social – Carol Abbott - The social committee canceled a lot of activities. Canceled due to the lack of involvement. An example was the fishing derby only had one family sign up.
 - i. End of Year BBQ was a huge success with approximately 150 people attending. A big thank you to Alex for providing all the meat.
 - ii. Craft Fair did take place with only a couple of vendors.
 - iii. The White Elephant table brought in \$685 to donate to the Boy's & Girls Club in Fairplay.

- b. Finance/Reserve study/Budget – Carol Abbott
 - i. A group of owners did a great job evaluating every line item in both the reverse and regular budget. A huge thank you to Larry Chiuppi for leading the committees with his amazing knowledge and structure. The meetings involved about 5 meetings in June and July. Despite increasing costs, the budget committee proposed not raising the HOA dues.
 - ii. The tennis courts were a huge topic and can't go away because they are an asset to CORA. They will need to be refurbished or redesigned.
 - iii. Always needs new members and is a great way to see how CORA operates.
- c. Compliance
- d. WOW – Skip and Jay Talley have done a great job along with the other members on the committee! They have met once each month from June-August.

L. Old Business

- a. Thank you to the volunteers.
- b. Dead Man's Gulch project – being reevaluated.
- c. Governing documents and manuals– Should be on the owner's page for owner's to view at their leisure.
- d. Project list
 - i. Job Descriptions and Employee Manual
 - ii. Performance review creation
 - iii. Safety Manual
 - iv. Board job descriptions
- e. Reminders:
 - i. Building permits
 - ii. Wi-Fi status and new equipment – Work planned to improve. John the volunteer has had family issues and has not been around. (This has been a volunteer run program.) Thank you, John.
 - iii. Gate procedures – The gate has been fixed. Please do not piggyback!
 - iv. CORA occupancy – CORA is not a permanent home. Owners can only occupy their lots for six (6) months out of a year.

M. New Business

- a. Volunteer status has been very low, and we need owners to step up. Signup sheets are in the clubhouse to join a committee or you can contact the Board.
- b. HB22-1137 signed into law on June 3, 2022 – The new law has several new mandates involving mailings, meetings, notifications, assessments, and the collection process. Documents were handed out at the meeting.
- c. New POS system for the office is working well.

- d. Negotiations are starting on the propane contract. Be prepared for higher prices. A credit increase is being discussed to ensure there is a carry-over each month to help with bill payments.
- e. Electrical increase of 6% was just received by the electric provider. Again, be prepared for higher rates next year!
- f. Pool closing on Saturday, September 10th.
- g. Turn over to new Board and Committees. Past Board will provide support to New Board for 2-month period.
 - i. Annual meeting with Insurance broker to update maintenance/remodel and projects – scheduled October 10, 2022.
 - ii. Reserve – schedule phone conference with Edward Jones
 - iii. Turnover computer and all contact information, usernames, and passwords to Treasurer
 - iv. CORA board documents housed in the Google Drive are being transferred to the new Board.

N. Owner Comments (non-budget subjects)

- a. Ric Jeffries (DSP095 & 096) - Consent for land use two sheds if you sell you must be in compliance.
- b. Richard Cape (DSP078) - Asked about the new mail option. Is there a way to opt out and not have things mailed?
 - i. Carol & Patricia - With the new laws we are not sure if this is an option but can check into it.
- c. Frederick & Sylvia Schooley (DSP007 & 8) - Asked if old propane tanks can be recertified?
 - i. Alex – Due to changes in personnel at Ferrellgas this has not been discussed yet.
- d. Vanessa Paswaters (SN237) – What are the plans for SN?
 - i. Alex - New lights have been installed. We encountered some speed bumps in the fire mitigation. Road work will take place as soon as the weather improves by first widening them. Talked about the Wi-Fi improvements but this presents issues to “obstacles” hindering direct signals (trees and hills).
- e. Alex talked about the Wi-Fi to thousand dollars in the budget. It’s a volunteer program. John Robinson, who has volunteered his time, has had family issues and has not been around. This is a volunteer run program. Thank you, John!
- f. Mark Stavlo (SN 245) – Have heard guns being shot up top.

O. Announce Voting Results of New Board Members and Budget

- a. Board members elected: Doug Bradbury, Sharon French, and Jeff Witkins were elected to the board as Carol Abbott, Mark Schofield step down.
- b. The Budget was approved.

P. Adjournment

- a. Shon motioned to adjourn, Skip second meeting adjourned.

Members attending and on phone (5) along with those who signed in.

CS42 Ronald & Patricia Chichester	DSP73 Susan Shaw
SN195 Tom Schmitz	DSP83 Kristine Cade
SN019 John Tidwell	DSP80 Michael Mitchusson
SN237 Vanessa Paswaters	CS13 Alex & Janette Bokody
DSP48 Yolanda Rivera	CS9]’/&10 Doug & Susi Bradbury
SN241 Karen & David Pulley-White	RGS07 David & Linda Ring
CS27 Ralph & Betty Choate	DSP95 & 96 Ric & Vickie Jefferies
DSP87 John & Paula Levin	DSP15 & 16 Sharon French
DSP65Jim & Shandel Winchell	CS34 Rich & Shauna Lofton
DSP04 Larry & Laura Haas	SN004 Diane & Alan Buck
DSP72 Tim Ingels	RGS27 Delles Schneide
DSP19 Maxine Chitwood	DSP20 & 21 Verona Griffin
SN273 Jan Pelton	SN54 Steve Schwartz
SN164 Brad & Mary DeSandro	SN190 Jackie Minari
DSP41 Jay Talley	SN109 & 110 Bill Deere
CS20 Joseph & Sandra Wingert	DSP 70 Ken & Dorothy Hokanson
CS14 Eugene, Tom, and Carol Abbott	DSP26 Alvin & Deb Phillips
DSP55 Linda & Bill Smith	DSP89 Paul B. Trost
CS35 Skip Hasty	DSP25 Sharon William Blankenship
SN245 Paul Inner	SN115 Ken & Cindy Pacheco
SN41 Glenn Mayely	SN91 Richard Tutor
Accountant Michelle Franca	DSP085 Don and Julie Newton
CS38 Steve & Susan Riley	DSP056 Thomas & Deborah Abernethy
SN238 Myles Anderson	

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