

**Campground of the Rockies**  
**Monthly Board Meeting**  
**October 15, 2025**

**1. Call to Order and Attendance @ 6:06 PM MST**

- **Acting Chairman:** Shandel Winchell (At Large) opened the meeting. Shandel Winchell served as the acting chairman because President Michael Bell is on leave and Vice President Cody was absent due to last-minute work travel.
- **Board Members Present:**
  - Shandel Winchell - Acting Chairman, At Large
  - Xuewei Ren - Treasurer
  - Tom Paquette - Co-Treasurer
  - Suzi Bradbury - Secretary
- **Employees:** Terena - Office Coordinator
- Bill Chmielewski - Caretaker

**Owners Attending via Zoom:**

Doug Bradbury CS10	Judy Brown DSP50
Jim Kelly DSP53	Don Newton DSP85
Jay Talley DSP41	Carrol Abbot CS14
Shawn Kuta CS3	Doris Rapp RGS17
JohnTidwell DSP67	

**2. Approval of Previous Minutes**

- **Motion:** A motion was made by Suzi Bradbury and seconded by Tom Paquette to approve the minutes from **September 24th, 2025**.

**Result:** The minutes were **approved** by a unanimous "Aye" vote from the present board members.

**3. Discussion of Meeting Format and Owner Comments**

- **Meeting Format Change:** Shandel Winchell reported receiving an email from Carol Clark concerning the correct policies for holding meetings, prompting a review of the CCIOA laws, Articles of Incorporation, and bylaws. To address this, the **open floor for owner's comments was moved to the beginning of the meeting**. The parameters for owner comments include limiting remarks to approximately 2 minutes and keeping comments respectful and directed toward the board as a whole.

**Owner Comments:** The floor was opened for owner comments, questions, or concerns. **No comments or questions were offered by the owners**

#### **4. Office Coordinator's Report - Terena Mann**

**Payments:** Checks are coming in well, with approximately **80% of owners paid**. Owners writing checks, especially on behalf of others, are asked to include a **lot number** or invoice number for proper application of funds, with the lot number being the most helpful.

- **Late Fees:** The due date for payments is **November 1st**, after which late fees will begin to accrue. Payments sent through the mail will be accepted without a late fee if the envelope is **post-dated on or before November 1st**.
- **Winterization Reminder:** Owners were reminded to **winterize their campers** by unhooking water hoses and draining the water to prevent freeze damage.
- **Committees and Volunteering:** Terena highlighted several volunteer opportunities, reminding that a sign-up sheet is available in the lobby during the summer:
  - **Neighbors Helping Neighbors:** To assist members with tasks like lifting a propane tank or moving items.
  - **Social Committee:** Organizes events such as pancake breakfasts, donuts, and bingo night.
  - **Budget Committee** - Carol Abbot: Nothing yet
  - **Wi-Fi Committee:** Assists with installations, advises members on services, and networking.
  - **Financial Committee.**
  - **Cora Welcome Committee (WOW Committee):** To inform new owners about Cora's rules and procedures.
- **Compliance Committee:** Helps monitor compliance with park, state, local, and county laws, as well as fire mitigation and rules/regulations.

## 5. Treasurer's Report - Xuewei Ren

- **Balance Sheet: As of September 30, 2025**

- The **collegiate bank** account, which collects dues and electricity payments, showed a significant change

• US Bank Operating Account	\$1,138.64
• Collegiate Peaks Bank - Operating	\$308,694.70
• High Country - Office Operating	\$1,710.37
• High Country Savings - Operating	\$21,866.91
• Collegiate Peaks CD	\$0.00
• Edward Jones Operating	\$37,625.69
• Edward Jones - Reserve Funds	\$476,350.58
• Total for Bank Accounts	\$932,650.83
• Total for Accounts Receivable	\$105,732.89
• Total for Current Assets	\$1,101,632.15
• Total for Other Current Assets	\$63,248.43
• Total for Fixed Assets	\$273,707.49
• Total Assets	\$1,375,339.64
• Total for Accounts Payable	\$1,799.06
• Total for Other Current Liabilities	\$34,600.38
• Total for Current Liabilities	\$36,399.44
• Total for Equity	\$1,338,940.20
• Total for Liabilities and Equity	\$1,375,339.64

- **Budget Review:**

- The **hourly payroll budget for the year is \$136,000.**

- The first month's expense for hourly payroll was **\$17,000.**

**Concern:** If spending continues at this rate, the board will likely **exceed the annual budget** for hourly payroll

## 6. Facilities Report - Bill Chmielewski

- **Facilities Work:** Efforts are focused on closing facilities for the winter.

- **S&N will be closing on the 20th.**
- Plans are to **redo the entire Midway pump station building**
- The sewer plant is operating effectively.
- Work has begun on repairing several dryers.

**Resignation Announcement:** Bill Chmielewski announced his intention to leave Cora for good around Thanksgiving time

- He will still cover Terena's time off, fix the Midway house, and handle the S&N water needs and have them taken care of before he leaves

**Old Business:**

- Fire mitigation grant status and next step. Michael Bell is gathering bids
- Ideas to increase revenue so we don't have to raise dues, such as providing services of tractor rental, propane pickup and delivery, water, garbage pickup, sewer dumps. Treasurer working on a fee structure.

**New Business:**

Maintain-X program to help streamline work orders, we're in a free "trial" period of the month of October.

Transition of Facilities from Michael to Cody

- Questions by owners:
- Carol Abbot - asked about getting the budget vs actuals by January
- Doris Rapp - asked if there is a portal to log into for text or email message to start a work order. It can be accessed by URL or QR code.

## 7. Adjournment

- A motion was made to adjourn the meeting by Tom Paquette
- The motion was seconded by Shandel

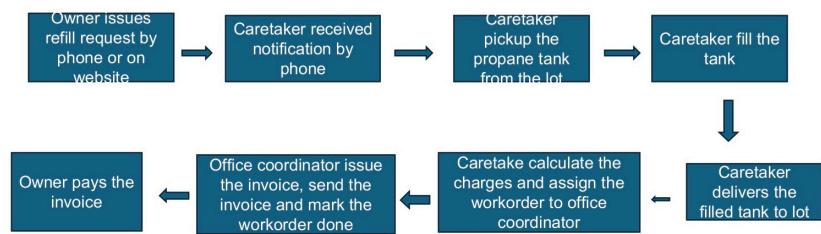
The motion to adjourn was **approved at 6:45 PM MST**

*Suzi Bradbury  
Cora Board Secretary*

# MaintainX

Keep all the work in CORA in Order

## Propane Refill Workflow



For more details about this workflow, please refer to the following video and download "Propane in Time OFF" - Click here to view

## Emergency Repair Workflow

