

**Campground of the Rockies
Monthly Board Meeting
November 19, 2025**

1. Call to Order and Attendance @ 6:05 PM MST

Board Members Attending via Zoom

Cody Bathauer - Vice President
Xuewei Ren - CO-Treasurer
Tom Paquette - Co-Treasurer
Suzi Bradbury - Secretary
Shandel Winchell - At Large
Michael Bell - President (unable to attend)

Members attending via Zoom

John Tidwell SN 19	Judy Brown DSP 50
Bill Ockert SN 78	Doug Bradbury CS 9 & 10
Doris Rapp RGS 17	Donald Johnson DSP 41
Delles Schneider RGS 27	Don Newton DSP 85
Bill Brown DSP 86	WJ Smith DSP 54
Richard Lofton CS 34	Susan and Don Eccles SN 14
Linda Ring RGS 7	Carol Abbott CS 14
Ralph Choate CS 27	Cavin & Lori Goin SN 188 & 189
Cindy Pacheco SN 115	Rhonda Fritz RGS 18
Mark Scofield CS 1	Pat Switzer SN 39
Nick Miller RGS 13	Shauna Lofton CS 34
Tom and Debbie Abernathy DSP 56	Mike Lujan DSP
Jim Kelly DSP 53	Ken Pacheco SN 115

2. Approval of Previous Minutes

Motion: A motion was made by Shandel and seconded by Suzi to approve the minutes from **October 15th, 2025**

3. Office Coordinator Report - Terena Mann on vacation

Terena stated earlier for everyone to please check their spam folders in their email because she has gotten feedback from some that they never received the mailchimp email with the meeting agenda

4. Treasurer Report - Xuewei Ren

- Total current assets are reported at \$1,087,000.
- Total Liability is \$1.3 million
- The budget is under control; hourly pay has spent \$27,000 against a budget of \$136,000

- The Vanguard Index funds have performed positively, having basically doubled the initial investment, Xuewei suggested heavily investing in these funds.
- The Bridge Builder municipal bond has very little growth
- Xuewei is working with Edward Jones Broker (Julie) to analyze all available funds and move investments out of the municipal bond and into better-performing funds.

Dues Collection Status:

- Approximately 30 owners have overdue accounts, totaling \$30,000 in uncollected dues.
- Shandel will wait for payments to post over the weekend and will begin applying the \$35 late fees next week, as they are automatically applied after November 1st.

Employee Time Tracking Implementation:

- A new time tracking system has been implemented via QuickBooks to streamline timesheet editing, correct errors, and centralize records.
- The system features clock-in/clock-out functionality, mobile timesheet editing, streamlined submission/approval for the facility director, and reminders.
- The implementation will begin next week with a trial for Doug and Terena, and is scheduled to officially start on December 1st.

5. Facilities Report - Cody Bather

- **Caretaker Search:** The position is currently being advertised, as the previous caretaker, Bill, has moved on.
- **Winter preparation:** Facilities are “buttoned up for winter”. Doug and volunteer Rich are handling all snow plowing and winter maintenance.
- **Midway House (pump house):** The large repair project is complete and fully operational. The new structure and added insulation are expected to prevent freezing pipes.
- The repair was budgeted for \$25,000, but only cost \$7,000 for parts due to the facility team completing the work internally at a “fraction of the cost”
- **Sewer:** The sewer system has been adjusted to Winter Operation Settings
- **HR Update -** Tom Paquette reviewed five HR service companies (Gusto, Bamboo, HRX, Rippling, Insperity)
- The review concluded that none of the companies offered the specific core HR support the HOA needed, often requiring enrollment in necessary payroll and timesheet services.

- The recommendation was not to sign up for any of the reviewed services, but to look into an HR consult instead.
- Terena is currently ordering the mandatory state and federal HR posters that must be updated annually.

6. Old Business:

- a. MaintainX Program Rollout
 - Introduction of MaintainX for work orders and maintenance management
 - Staff training and familiarization during October
 - Goal: streamline repair tracking and oversight across CORA facilities
- b.
 - Fire Mitigation Grant – Status
 - Review of current grant progress and implementation planning

7. New Business:

- a. Tom- HR Services
- b. Caretaker

8. Owner Comments

- Carol Abbott asked why we are using this format of asking questions in the beginning instead of the end of the meeting and expressed the wish to have time to ask more questions at the end.
- Mark Scofield agreed with Carol about time allowed at the end of the meeting for questions even if law requires comments at the start.
- CCIOA and CORA bylaws state the order meetings are conducted.
- Lori Goin asked who will plow the roads and monitor the campground while we are between caretakers.
- Doug our full time facilities employee and Rich an owner volunteer who assists Doug will take care of the roads. Cleaning will be shared by Terena and Doug.
- Mark Scofield asked if the employee handbook will need to be revised to reflect the new time tracking process. Mark also gave thanks for saving so much money on the midway house and wants it documented.
- Mike Lujan asked if the sewer system was pumped at the end of the year. Cody stated one pump was down and now fully operational and adding chemicals every two weeks, Jeff & Rich looked at it and said everything was turned over for the winter.

Other Business: Carol Abbot was commended by Shandel Winchell for her meticulous and detailed work on the Budget Committee, which was described as being “basically an Audit”

Balance Sheet: As of October 31, 2025

• US Bank Operating Account	\$1,138.64
• Collegiate Peaks Bank - Operating	\$389,860.00
• High Country - Office Operating	\$3,072.79
• High Country Savings - Operating	\$17,867.57
• Collegiate Peaks CD	\$0.00
• Edward Jones - Operating	\$37,779.00
• Edward Jones - Reserve Funds	\$0.00
• Edward Jones	\$550,344.54
• Total Bank Accounts	\$996,012.24
• Total Account Receivable	\$32,375.47
• Total Current Assets	\$1,087,116.99
• Total for Other Current Assets	\$58,729.28
• Total for Fixed Assets	\$273,707.49
• Total Assets	\$1,360,824.48
• Total for Accounts Payable	\$13,051.65
• Total for Other Current Liabilities	\$37,991.09
• Total for Current Liabilities	\$51,042.74
• Total for Equity	\$1,309,781.74
• Total for Liabilities and Equity	\$1,360,824.48

Adjournment

Motion to Adjourn: Tom Paquette motioned, Shandel Seconded the motion

Meeting adjourned @ 6:55 PM MST

Suzi Bradbury

Cora Board Secretary