

**Campground of the Rockies
Monthly Board Meeting
December 17, 2025**

1. Call to Order and Attendance @ 6:07 PM MST

- **Board Members Present:**
 - Cody Bathauer - President
 - Shandel Winchell - Vice-President
 - Xuewei Ren - Treasurer
 - Tom Paquette - Co-Treasurer
 - Suzi Bradbury - Secretary
 - Mike Bell - At large - Absent
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- **Employees:**
 - Terena - Office Coordinator
 - Doug Gallegos - Facilities

Owners Attending via Zoom:

Doug Bradbury CS 10	Judy Brown DSP 50
Jim & Sara Kelly DSP 53	Don Newton DSP 85
Jay Talley DSP 41	Delles Schneider RGS 27
Carol Abbott CS 14	Cindy Pacheco SN 115
John Tidwell SN 19	Brad DeSandro SN 164
Bill Brown DSP 86	Mike Oborny CS 54
Karen Mock SN 210	Rich Lofton CS 34
Shauna Lofton CS 34	WJ Smith DSP 54
Tom & Deb Abernathy DSP 56	Linda Ring RGS 7
Mike Lujan DSP 2	

2. Approval of Previous Minutes

- **Motion:** A motion was made by Shandel and seconded by Tom Paquette to approve the minutes from **November 19th, 2025.**

3. Office Coordinator's Report - Terena Mann

- **Billing and Collections:** Invoices for dues and electricity were sent out Dec. 11th, with 28 properties still pending payment
- **Caretaker house** The interior of the caretaker's house has been cleaned in preparation for maintenance work
- **Maintenance:** Due to slow seasonal activity, bathrooms are currently being cleaned twice a week. Members are encouraged to help keep common areas clean between scheduled cleanings.

- **Property Damage:** Severe winds caused trees to fall on the property, including one on Mike Bell's lot; however, no damage was done to his trailers.

4. Treasurer's Report - Xuewei Ren

Assets and Liabilities: Total banking assets are approximately \$971,000, while total liabilities stand at \$1.3 million.

- **Budget Highlights:** Income from HOA status letters (lot transfers) is at 280% of the budgeted amount due to high transfer activity.
- **Investments:** Vanguard accounts are performing well, with some funds seeing a 150% increase. Conversely, certain bond investments are currently seeing losses, and a detailed review is planned for January
- **Payroll and Time Tracking:**
 - The transition to a digital time-tracking system through QuickBooks has been successfully implemented.
 - The goal for new payroll system transition is now January 9th to ensure compliance with Colorado regulations and tax withholding policies

Balance Sheet: As of November 30th, 2025

• US Bank Operating Account	\$1,138.64
• Collegiate Peaks Bank - Operating	\$359,509.43
• High Country - Office Operating	\$1,442.59
• High Country Savings - Operating	\$17,868.48
• Edward Jones - Operating	\$37,897.18
• Edward Jones	\$557,615.42
• Total Bank Accounts	\$971,851.24
• Total Account Receivable	\$22,947.09
• Total Current Assets	\$1,078,054.39
• Total for Other Current Assets	\$83,256.06
• Total for Fixed Assets	\$240,393.39
• Total Assets	\$1,318,447.78
• Total for Accounts Payable	\$4,465.98
• Total for Other Current Liabilities	\$32,135.88
• Total for Current Liabilities	\$36,601.86
• Total for Equity	\$1,281,845.92
• Total for Liabilities and Equity	\$1,318,447.78

5. Facilities Update - Cody and Doug

New Hire: James Buck has accepted the offer for the caretaker position.

Background: James has extensive maintenance and remodeling experience and previously worked at a campground in Buena Vista. All background checks for him and his wife, Kimberly, were positive. A site visit was conducted with Cody, Rich and Doug to show James around the facility.

Onboarding:

- James will begin a one-month trial period living on-site in his RV starting January 2nd. His first official day of work is scheduled for January 3rd.
- **Preparation:** Doug is moving his trailer to allow James to move his RV into the service center area during the trial period.
- **Service Center Maintenance:** Toilet replacements are complete in Service Center A and halfway done with Service Center C. Rich and Doug will be picking up 12 more toilets to finish the project. The mens room in Service Center B to be completed.
- **Project in managers shop:** Putting corrugated metal on the ceiling, lighting updates, working on a new drag for the road.
- **Walkthrough** on the caretakers house: Painting and patching will be completed by next week.
- **Midway pump house:** Floor painted, heaters need to be updated
- **Sewer backup** in clubhouse mens room: Wipes clogged the toilet. Plans are to purchase a 100 ft snake to add as a preventative maintenance to snake the drains every 3 months. More signs will be made to place in the bathrooms as a reminder not to flush wipes. It was asked by a member if costs can be included on the signs so that everyone is aware how much it is costing CORA when wipes are flushed down the toilets.

6. Committee Reports:

- **Facilities Committee** - looking for more volunteers to help, would be greatly appreciated.
- Bill Brown stated he would like to volunteer on the facility committee
- **Compliance Committee:** Bill Brown stated that there were several write ups and all that information was sent to Mike.

7. Old Business:

- MaintainX Program Workflow
- Fire mitigation Grant Status. Once we get a facility committee together, will get quotes to start fire mitigation in the spring.

8: New Business

- Integrating timesheets & time tracker into QuickBooks, also using payroll through Quickbooks, instead of multiple programs, making the workflow a lot smoother and more efficient.
- Proposal for future credit card and deposit processing in quickbooks
- Century Link \$166
- Direct TV \$140
- StarLink \$240
- VOIP was suggested by Xuwei for the future to cut costs with TV and Internet, but not recommended by Mike Orbon to go VOIP at this time for the landline phone due to "if the StarLink dish on the clubhouse went out" it would take time to get the internet back up at the clubhouse.
- Proposal to go digital: Prepare storage for the paper files. A lot of the files were organized last summer and still need to go to storage.
- **Insurance - Shandel**
- Current policy is \$43,744, proposal renewal is \$48,844. Shandel asked if anyone has recommendations on insurance brokers to email the manager, would like to compare and get additional quotes.

Owner questions:

Delles Schneider asked if a new propane contract has been negotiated. Our current propane is \$2.3 dollars/gallon with Ferrellgas. If a lower price cannot be obtained elsewhere, we will likely stay with Ferrellgas. Shandel suggested checking with Americas, who she uses. Delles suggested checking with Bailey Propane which was \$1.99/gallon this past summer.

Carrol Abbott asked how much has been invested in the pump house so far. Original budget was \$30,000, facilities was able to complete it for \$8,000. Is MaintainX and QuickBooks separate programs? Xuewei confirmed that Quickbooks and MaintainX are two separate programs.

Linda Ring thanked the board for transparency and stated the last two meetings she has attended have been the best. Stated the training will be very important on QuickBooks with a few different people using it.

Adjournment

Suzi motioned, Shandel seconded

Meeting adjourned at 7:26 PM MST

Suzi Bradbury

Cora Board Secretary