

**Campground of the Rockies  
Executive Board Meeting  
April 15th, 2026**

**1. Call to order and Attendance @ 6:05 PM MDT**

**2. Introduction of Board Members:**

- Tom Paquette - President
- Xuewei Ren - Treasurer
- Suzi Bradbury - Secretary
- Bill Brown - At Large (Compliance)
- Nick Miller - At Large

**Owners Attending via Zoom:**

Doug Bradbury CS 10  
Cindy Pacheco SN 115  
John Tidwell SN 19  
WJ Smith DSP 54  
Brad DeSandro SN 164  
Rhonda Fritz RGS 18  
Jay Talley DSP 41  
Pat Switzer SN 39  
Lori Goin SN 188  
Susan Eccles SN 14  
Jim & Sara Kelly DSP 53  
Zane Finch DSP 43  
David Needham SN 283

Carroll Abbott CS 14  
Mike Oborny CS 54  
Gail Lily SN 72  
Ralph Choate CS 27  
Dori & Gerry Rapp RGS 17  
Pete & Brandy Montour SN 30  
Sharon Blankenship DSP 25  
Shauna Lofton CS 34  
Anita & Ron Dill SN 89  
Steve & Susan Riley CS 38  
Rhonda & Randall Eaker SN 194  
Michael Smith SN 173  
Jackie Minari SN 190

**3. Approval of minutes**

Motion: A motion was made by Bill Brown and seconded by Suzi to approve the minutes from March 18th, 2026

**4. Staffing**

a. An offer was made and accepted by Kris Evans to be the new part-time facilities assistant. Kris will start this month once all the paperwork is completed. Kris has experience in plumbing (gas and water), carpentry, and construction.

b. An offer was made and accepted by Ronda Franklin for the position of Operations Manager, which is a full-time, year-round position. Ronda was raised on a farm where she learned about machinery and land management. She has her own company managing long-term and short-term properties, including staging, minor repairs, hiring contractors and overseeing all work on the properties. She also has worked with Park County on licensing. Ronda is passing

on the rental property business to allow herself to dedicate 100% of her focus to CORA.

c. We are still working on identifying summer, part-time workers or cleaning service company for cleaning the club house and service centers. Ronda is checking with her network of cleaners to try to fill these positions. If any owners have and referrals, that would be appreciated as well.

## 5. Treasurer's Report (Tom)

### Balance Sheet: As of October 31, 2025

• US Bank Operating Account	\$1,255.36
• Collegiate Peaks Bank-Operating	\$263,351.96
• High Country - Office Operating	\$2,281.35
• High Country Savings - Operating	\$13,870.67
• Collegiate Peaks CD	\$0.00
• Edward Jones - Operating	\$0.88
• Edward Jones - Reserve Funds	\$614,017.01
•	
• Total Bank Accounts	\$890,493.75
• Total Account Receivable	\$8,733.39
• Total Current Assets	\$986,425.28
• Total for Other Current Assets	\$87,198.14
• Total for Fixed Assets	\$243,984.21
• Total Assets	\$1,230,409.49
• Total for Accounts Payable	\$8,092.77
• Total for Other Current Liabilities	\$33,834.54
• Total for Current Liabilities	\$44,039.25
• Total for Equity	\$1,186,370.24
• Total for Liabilities and Equity	\$1,230,409.49

**Financial Standing:** The HOA is in a solid financial position with approximately \$1.2 million in assets.

### Budget Updates:

- Spending increased by roughly \$30,000 this month due to service center upgrades (including new toilets) and the start of forest management.
- The board is preparing to review the cell tower lease next year to ensure the HOA is receiving fair market value.
- **Aging Accounts:** There are currently six owners with outstanding dues or electricity bills.

## 6. Facilities Report - Completed MaintainX Work Orders: (Suzi)

- Installed lock boxes for all thermostats
- Cleaning the bathrooms Fridays and Mondays
- Picking up mail and packages from the post office
- Depositing checks and cash
- Adding enzymes to the sewer weekly
- Filling owners propane daily as needed
- Removed small trees around a few buildings that were growing too close to the foundation.
- Generator repairs
- Facilities is currently working on a few small repairs in the caretaker house and working on the venting in the boiler room
- Installed door signage on women's CS bathroom

## **7. Office, Facilities and HR: (Xuewei)**

### **Operations Manager will start 4/16/2026**

- Project plan and management
- Digitize the paper procedures
- Implement asset control
- Implement inventory control
- Optimize POS system (Square)
- Web hosting
- Open office hours to the owners

### **New job description for facility assistant**

- Be capable of using MaintainX to create, track and process the daily tasks
- Be capable of handling basic computer tasks

### **Regular tasks for facilities assistant**

- Daily rounds inspection
- Cleaning
- Propane refill
- MaintainX updates
- Mail collection
- Road dragging

## 7. Committee reports

- Social: Rhonda Fritz - Coming up with some great ideas for the summer. Always looking for volunteers.
- Budget: Carroll Abbott - The budget committee will start meeting at the end of May and continue twice a week through June analyzing the budget and will submit a proposal to the board the second week of July.
- Compliance: Will start “Neighbors helping Neighbors” the end of May
- WOW committee: Still need volunteers. Susan Eccles said prior they would meet monthly early in the season and throughout the year as well as one on one with new owners

## 8. Old Business:

**Fire mitigation:** Chipper was not working for two weeks, had new blades installed. Cannot use chain saws or chipper in the forest due to the stage 2 fire ban. Project needs to be paused during this time. Hoping to get the cleaning stage complete by Memorial Day.

## 9. New Business:

Speeding on Narrow Gauge Road has been a problem. The board and Facilities is researching different speed bump implementations. Cora currently has about 60 speed bumps and only one drag. Removing and reinstalling them takes approximately two weeks. Drivers need to adhere to the posted speed limit.

## 10. Owner Questions and Comments

Mike Oborny - Technology. Service Centers A, B & C had cameras installed. The wind storm on February 24th blew over some poles. The pole on Service Center B will be repaired. The gate exit card reader had issues with some wiring that Mike is working on a fix for that. The WiFi has been working good. Mike asked for volunteers to help with labor.

Randall Eaker asked if water will be turned on before Memorial Day this year. It is the state water board that tells CORA when we can turn on the water.

Cindy Pacheco stated that it is the state water board that states when we can turn the water on. Kat with the state water board has to come do water tests to determine the water is safe before being turned on.

Carol Abbott asked about the reporting structure for the Operation Manager. Xuewei will train her in the administrative office area duties prior to training in the other areas. The goal is to have her oversee facilities and employees.

Cindy asked about what Rich's position is since he is not on the board. Tom answered that he is not on payroll, he is a volunteer and volunteered to train the facilities assistants due to his knowledge of CORA.

**11. Adjournment:**

Motion to adjourn was made by Bill Brown and seconded by Suzi

Meeting was adjourned at 6:55 PM MDT

*Suzi Bradbury*

*CORA Board Secretary*