

## CAMPGROUND OF THE ROCKIES

### Monthly Board Meeting

September 18, 2024

#### **Attending:**

Cindy Pacheco, Vice President SN115

Darla Peterson, Secretary CS36

Shandel Winchell, Treasurer DPS65

Bill Brown, Facilities Director DSP86

#### **Staff:**

Amber Bacca, Office Coordinator

#### **Members Attending:**

Alan & Diane Buck SN4

WJ Smith DSP55

Jay Talley DSP41

Shon Kuta CS3

Pat & Patti O'Donnell DSP3

Tom & Debbie Abernethy DSP56

Michael Lujan DSP2

Mike Oborny CS54

Jeff Witkins CS33

Brad DeSandro SN164

Sharon French DSP15/16

Ken Pacheco SN115

Cindy Pacheco, Vice President, called the meeting to order at 6:05pm MST

The meeting started with the Pledge of Allegiance.

Cindy Pacheco introduced the Board Members.

Approval of previous month's meeting from the August Board Meeting. Include the corrected numbers for the minutes.

Bill Brown made a motion to approve the minutes. Shandel Winchell seconded the motion.

#### **Office Coordinator Report - Amber Bacca**

- Invoices have been mailed to all CORA lot owners
  - o All invoices have been sent.
  - o There are a few invoices which were returned through the mail. Amber has reached out via phone over the weekend to update the mailing address. Everyone has responded.
  - o All checks received have been deposited through last Saturday, September 14, 2024.
- Gate codes – emails have been sent with instructions on the new gate code.
  - o Mike Oborny created a new system
  - o Lot number and your original 4-digit gate code. DO NOT continue to use the # sign.
  - o If you have multiple lots, use the lowest number i.e. DSP20 and SN2, use 2 as the base. i.e. 2 followed by the 4-digit gate code. All will be effective Thursday, September 19, 2024.

- We have received a few donations for first responders. Please drop off water donations at the office in the clubhouse.
- Can a monetary donation be sent for additional water to be purchased? An update will be sent.
  - o Donations can be accepted and put in the social fund account
  - o Write a check to CORA and mail a check.

#### **Treasurer's Report – Shandel Winchell**

- Report as of August 31, 2024
  - o Total Bank Accounts \$697,857.10
  - o Total Accounts Receivable \$7,721.79
  - o Total Assets \$1,097,941.48
  - o Total Liabilities \$62,451.40
- Our biggest expense was the gate at ~\$39,000. Half was paid last month fiscal year and the other half will be this year. It will be coming out of reserves.
- All electric bills were mailed 9/1/24. Due 10/15/24. After October 15, late fees will accrue. We have received a lot of dues and electrical bill payments.
- The employees we have are hourly. Please be respectful of their time. Do not go in and have long conversations. They are paid hourly.

#### **Facilities Report – Bill Brown**

- Progressing nicely with our projects
  - o Jeff Watkins is working on the sewer plant
  - o Bill C, new caretaker, is working on the boiler room
  - o Working on other projects – cleaning up sewer area weeds
  - o Bill C will be a great asset to CORA. He is well-versed in all the skills we need. We had to install a breaker at the last minute for the gate. Bill did a great job on this. He will also do additional work to CORA.

Sharon French asked if anything is being done to recoup the funds from the individuals who have broke the original gate. Has an estimate been completed? Darla Peterson recommended someone needs to take control of this and obtain the money.

#### **Sewer Report - Jeff Witkins**

- A meeting was held with Velocity on Friday, September 13.
- The schematics have been found for the plant.
- We have 6 bubblers, and none are working properly. Each tank needs to be drained with 12,700 gallons of sewage in them. We have a 9000-gallon tank and a primary tank.
- The tanks need to be drained. Wet wipes were found throughout all the tanks. We have tried to lift the screen, and it will not move.
- Jeff talked with McDonald's Farms which is a pumping company. They will bring in an 18-wheeler to pump out the tanks. Once cleared out, Velocity will repair all the pipes. We do not yet have an estimate.
- Timeframe wise, everything should be completed in three weeks.
- Cindy Pacheco asked if there is any type of shutdown required at CORA. Jeff reported that will not be necessary. There will be a tank left on the property to pump out the primary tank which means the plant will not need to be shut down.
- Jeff is also working with additional sewer plant professionals. Next week Jeff will have an updated report.
- Jay Talley asked if we should advise the owners about the wet wipes? Cindy recommended Amber send additional emails notifying members to stop using wet wipes and flushing in the sewer.
- All the connections throughout the system have wet wipes stuck in them. The wet wipes are not biodegradable and clog the system.

- Jay Talley asked if odor controllers are causing issues as well Jeff reported the following items can cause issues. bleach, cooking oil, antifreeze, etc.
  - o We will be including a list of acceptable items in the email Amber will send.
- Amber has created "CORA FAQ's" She continues to add to the document. It is available on each newsletter and will be added to the website.

### **Committee Reports**

- Social Committee – Patti O'Donnell
  - o Cindy Pacheco commented on what a great job the Social Committee did this year. Additional events will be held next year. It was great seeing so many people participate this year
- Finance – Sharon French
  - o We have a committee now. There are currently four members of the committee
  - o We will meet in the year with the broker then provide recommendations to the Board of Directors.
- Budget Committee - Carol Abbott (unable to attend) – Cindy Pacheco reported
  - o The committee will start meeting at the end of May. This is a great way to actually learn more about the budget and have owners understand what it takes to keep us going as a business. This is open to all owners.
  - o The budget is discussed line by line. We then determine the budget for the following year. It is then presented to the Board of Directors and voted upon at the annual meeting.
- Compliance Committee
  - o Amber indicated one person had signed up for the committee
- WOW – not in attendance
  - o Was started for new owners (Welcome to our World). It provides an overall view of the rules and regulations, where items are located, etc.
  - o Susan Eckles wants to expand the group to existing owners to help answer questions as well.
  - o Amber asked when new owners are going through an onboarding process with Amber, she shares every resource possible with new owners. She also invites them to participate in WOW.
- Internet Committee – Mike Lujan and Mike Oborny
  - o WiFi is winding down for the winter on projects.
    - RGS we have been working on the solar panel project. Concrete foundations were poured. The solar panels should be installed very soon. Last winter, it would bury the panels, and the batteries would die. The foundations will elevate them, so they are not covered by snow.
    - C&S – the shed had water a month ago that got around it. The humidity inside started to corrode the terminals on the equipment. The switch needs to be replaced. Will not do this until the drainage issue is resolved.
  - o The gate situation – a lot of people helped with the gate who spent countless hours on it. The gate operators have batteries in them. The pin pads would not work. We will have a battery backup. When the power goes out, the pin pads still stay operational. The gate will open once and stay open until power is restored. Card readers will be installed for future use.

### **Open up for Discussion:**

- Shandel Winchell – can someone show Bill Brown and the new caretaker how to shut down the restrooms in S&N. Cindy Pacheco reported our water contractor (Cat) will assist facilities when we are looking at having hard freezes. C&B will be closed first then A. Amber reported that Cat and she work closely together on any issues. Jeff has written documents from the state on how to shut down and reopen. Jeff has asked Tim, our previous water contractor to assist Cat with the shutdown

Darla Peterson made a motion to adjourn the meeting. Shandel Winchell seconded the motion.

Meeting was adjourned at 6:53pm MST