

**CRCC BOARD OF DIRECTORS MEETING MINUTES – DRAFT
DECEMBER 9, 2023 2PM INSPIRE CHURCH, MM AND ZOOM**

1. CALL TO ORDER: The Meeting was called to order by Board President, Pam Robinson at 2:14PM
2. ATTENDANCE: Pam Robinson (president), Martin Metz (vice-president and secretary), Michael Rodriguez (Treasurer), excused Bill Roehm (ill) and Ken Jobe (vacation). Staff members present Pixie Evans (park manager) and Mir Agol (caretaker). Number of members present and copy of the sign-in sheet to be attached.
3. APPROVAL OF MINUTES: Treasurer Michael Rodriguez asked that the minutes be corrected to reflect that the selection of Ken Jobe was done improperly and that Ken Jobe was not the recommendation of the Nominating Committee. A lengthy discussion followed. Pam Robinson said they will not approve those minutes until the last meeting recording was reviewed. Michael Rodriguez stated that he wanted the Board to clear up the Minutes last Thursday when they met but Martin Metz requested that the Minutes be amended during the Board Meeting. Martin Metz made a motion to table the minutes for further review. Pam Robinson seconded. All voted in favor. Motion passed unanimously.
4. NEW BUSINESS: Pam Robinson announced that Bill Rhoem has decided to stay on the board. All five board seats are now occupied.
5. REPORTS:
 - a. Presidents Update: Pam Robinson warned members of high-water danger.
 - b. Treasurer Report: No report. Michael Rodriguez announced that he will be stepping down as treasurer and asked the Board to nominate him as secretary. He stated that he will provide accurate meeting minutes in a timely manner as is not done currently. This position is currently filled by Martin Metz. Pam Robinson stated that they will reassess the request. A lengthy discussion ensued regarding the Board's effectiveness and difficulties. At this time Pam offered her resignation. More discussion took place on the problems of the Board. Pam then stated that they needed to move ahead and that additional conversations on this topic are needed.

At this time Michael Rodriguez put forward a motion to approve the new conflict of interest policy that he drafted and originally proposed three months ago. He explained that the policy was simply to have Park Board, members and employees disclose any work done within the Park that may be a conflict of interest. Examples include tree work and managing short term rentals. Martin Metz seconded. All voted in favor. Motion passed unanimously.

Budget committee – Volunteers that have agreed to serve on this committee will be put in touch with each other soon.

- c. Caretaker and Office Reports: Pixie Evans, Site Manager, provided an overview of the past month's major events, routine tasks and personnel. A handout was provided to all in attendance. She reported that the Park has hired a temporary caretaker named Scotty and that there is a problem with one well head and that the Park is currently using the temporary well #3. She gave an update on the No Name and Boulder Creek Bridge project and affirmed that the Sierra Pacific Company will be contributing \$20,000 as previously reported last year.

- d. Committee Reports:

VERT – David Mireault provided a paper he authored on Fire Safety and discussed the Park's readiness including evacuation plans in the event of a major forest fire. He stated that the Park is in need of cleanup of dry timber and debris and now is the time to do it as conditions are wet. The New Year's fire season is predicted to be grim. He requested \$5,000 to hire a forest management specialist to do an assessment and report ASAP as an emergency measure with the goal to create a qualified action plan. David asked that a motion be put forward for emergency funding. Discussion followed on the VERT Committee and funding. Pam Robinson motioned to provide \$5,000 in emergency funding and to contract a professional forest manager so assess the situation. Michael Rodriguez seconded the motion. All voted in favor and the motion was passed.

Mir Agol, Caretaker, reported on the slide area on the south end of Bernard Bridge. Mir reported that this area is dangerous and a slide may result in the loss of the bridge and possibly the loss of life. Large concrete barriers/ECO Blocks have been installed and the work is ongoing. Pam Robinson made a motion to look into a geological survey and Martin Metz seconded it. All voted yes and the motion passed unanimously.

Park Services Committee (PSC) – Paul Tews, Chairman, submitted the Committee's final report to the Board and members present. The Board had authorized the Committee to analyze costs to manage the Park last summer. The Committee analyzed the Associa Contract and what services they are providing, at what costs, what services are essential to operate the Park and the estimated cost of hiring individual companies instead of Associa. The Committee found that \$91,960 could be saved annually if the contract with Associa was terminated and those services replaced by individual companies' expert in different focused areas such as accounting, taxes, etc. The Committee also recommended the Smartwebs management software to work in conjunction with the hiring of individual companies. The recommendation from the PSC is to terminate the Associa contract in order to be fiscally responsible to all members. Discussion took place on staffing, office hours, add on charges and the past use of volunteers creating problems that paid professionals would fix.

Michael Rodriguez introduced the Smartwebs management software and suggested a trial run of 3 months. Smartwebs is a software program that would give the board, park management and staff greater ability to accomplish their work in a more streamline and timely manner. Pam Robinson asked that the Committee sit down with Pixie and discuss the

ways this software would work for her. She continued by asking that all members have access to the training videos. See page attached to the Minutes for the links to the videos.

Paul reminded the Board that a vote was taken to terminate the contract in December 2022 and the minutes were approved the following February at the Board Meeting. To date, no action has been taken. He asked why no action was taken. Pam Robinson replied that because of a lack of information given to Associa, the Board felt it had no choice but to continue the contract at that time. Don Skakie discussed past board operations and members interactions with Associa that were problematic. Martin Metz stated that he was of the impression the PSC was going to compare another national company similar to Associa to compare costs. He then read a letter from a member that is in support of Associa and would like the Park to continue its contract.

Paul Tews reminded the Board that it was their legal responsibility to follow through with board actions. Pam Robinson disagreed expressing that the current Board was not accountable to uphold the vote passed by the previous board.

Ken Adams reported that he was involved when the Park started looking for an HOA management company. Associa was the only company that would take us as a client and he is not confident that they were properly vetted.

Don Skakie commented how important it is that the membership is given the opportunity to review the PSC's report and thanked the Board for committing to do that. Don said that it is very important the members be given the chance to vote to terminate or keep Associa. He suggested voting by mail and not by proxies.

Pixie asked to review all the Associa analysis. She reported that she doesn't feel that she and the staff can take on more work. Paul Tews will sit down with her and explain the Committee's findings that the Smartwebs management tool will actually reduce the workload of the Board, manager and Park staff.

Michael Rodriguez revisited the Smartwebs program and the discounted price until the end of the year. A motion was put forward by Michael Rodriguez to contract with Smartwebs on a month-to-month contract. The motion was seconded by Pam Robinson and passed with all in favor and the vote approved the spending of \$1250 for a temporary month-to-month contract. This will run parallel with Associa to see how it can work. Discussion followed on deadlines to terminate the Associa contract. First date available to terminate is January 1st and the last date is March 28th according to Don Skakie.

Anne Murphy asked the Board if they were going to make a motion to terminate the Associa contract. Pam Robinson said no. Anne then stated that she hoped that the board wouldn't wait till the last minute to make a decision.

6. UNFINISHED BUSINESS:

Proposal to repurpose the Caretakers Cabin – Pam Robinson reported on the Caretaker's Cabin and future use. She said that with some light construction the space could house

offices and be used for meetings, etc. This could save \$1,100/annually. Pam Robinson put forward a motion to repurpose the current caretaker cabin into an office/community center. Michael Rodriguez seconded it and all voted in the affirmative and the motion was passed unanimously.

Proposal to extend water limit to 7,500 gallons - A Health Dept representative recently visited the Park to do a water audit. He was asked what the average monthly usage was for a single-family home. The rep said 10,000 gallons. Currently members are limited to 5,000 gallons. Pam Robinson suggested raising the monthly use to 7,500 gallons. A vote was taken, Michael Rodriguez voted No as the Board is still waiting to get confirmation from our caretakers that our water system can sustain such an increase. Pam withdrew the motion, no objection.

Proposal for Short Term Rental Policy – Pam Robinson opened up discussion on the current short term rental policy. Current rules state that owners are responsible for their tenants (guests). The Park is looking into updating the policy and is requesting input from members. Don Skakie asked the Board if the Park Services Committee could assist with this. Pam Robinson said yes to the Committee's help and that the Board will look at the rules regarding making changes.

Review of submitted communication to the Board during the month – nothing reported

Follow-up on motions made at earlier meetings – nothing reported

Answer to questions sent to the Board by the membership at the last meeting – nothing reported

7. MEMBERSHIP COMMENTS: Q & A - None
8. Confirmation of Next Meeting/Adjournment at 4:52 PM

Minutes written by Michael Rodriguez (last day as Treasurer)

SMARTWEBS MANAGEMENT SOFTWARE DEMO AND TUTORIALS

ONLINE TUTORIAL VIDEOS

Introduction video (2 min):

<https://vimeo.com/606656586>

Managing Association's documents (3 min):

<https://vimeo.com/780874833>

Smart violation management (5 min):

<https://vimeo.com/392297687/fbd9d1a6c4>

Lot Modification Application process (4 min):

<https://www.youtube.com/watch?v=suKemp8t9dY>

Managing projects with Smart Architectural (6 min and 11 min):

<https://vimeo.com/391596857> and <https://vimeo.com/698381058>

Committee and Board's members training (8min):

<https://www.youtube.com/watch?v=S1HEJkXfNzs>

More in depth tutorial (30 min):

<https://vimeo.com/780601188>

RECORDED DEMO FROM OCTOBRE 23TH 2023

Passcode : ^z0YDwcj

https://us06web.zoom.us/rec/share/3UI_p6oVyFkcNyF2oGA2wB-zLK3hDLlJpC4A1K05VCZ7776Bus8jKndo6qkPTGf.gJBvYS0oYLOxl6tg?iet=sAONr14sHtUngfoK79AFvREVyYdRy5A1qKcdHFLdtec.AG.8wQ-QQ24qe4wMy-KubryxDcfJaoOhdwNc7swHLyOhPCKGW6bX7chdtqGpasl9Xhfn_40yUTj25YCR0EjKBAhHOv7OtA6_1H8jHygHctD3LlwOyXfWBiiNfCL5e1NIg.wVTMkfqqLoysCv9Y2E-GMQ.4oJZXCIIJlwDhVB