

**SUNRIVER OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
VIA ZOOM & YOU TUBE LIVE STREAM
January 16, 2021**

DIRECTORS PRESENT VIA ZOOM: Keith Mobley, Jackie Schmid, Gerhard Beenen, Clark Pederson, Bill Burke, Scott Gillies, Brad Skinner and Mike Gocke

DIRECTOR ABSENT: Mark Murray

STAFF: James Lewis, Jesus Mendoza & Susan Berger

The Board of Directors meeting was called to order at 9:00 am by President Skinner.

President Skinner opened the meeting by reading and reminding those in attendance of the SROA mission statement: Maintaining Sunriver as a premier residential and resort community protecting and enhancing its quality of life, natural environment, and property values.

OWNERS FORUM: Scott Brucker, 7 Holly Lane, expressed his appreciation that the Board meetings are held on the weekends making it easier for owners to participate. He referenced his written submission that was previously distributed to the Board and cited his support for the complete review/revision to the SROA Design Manual of Rules & Procedures as well as the Design Review process.

Mr. Brucker noted many points from his written correspondence in his oral comments and encouraged the Board to support and proceed with the scheduled 2021 review and update of the Design Review process and Design Manual of Rules & Procedures.

OWNER FORUM FOLLOW-UP FROM LAST MONTH'S MEETINGS

President Skinner reported that John Ralston, 11 Hummingbird Lane addressed the Board regarding the proposed watercraft rule and cautioned against making the rule that is intended to limit access to visitors be a penalty to homeowners. The Board, at that meeting, sent the language back to the Covenants Committee for further clarification.

RECAP OF 1/15/21 WORK SESSION

President Skinner reported the Board held their monthly board work session on Friday. The Board heard updates on the progress at the North Pool Complex, the efforts of the Rental Registry and Recycle Taskforces and the Telecommunications Taskforce. An update on the proposed Public Works campus was provided, the Board held discussion on proposed changes to the SROA employee handbook, a minor change to the SROA Committee Policy and heard the proposed changes to the Sunriver Rules & Regulations. Several of these items are on the agenda for action today.

An executive session was held to discuss a personnel matter.

**ACTION ITEM
MINUTES**

President Skinner asked for a motion to approve the minutes of the December 18, 2020 Board Work Session.

Director Beenen moved to approve the minutes of the December 18th Board Work Session as corrected.
Seconded by Director Schmid, motion passed unanimously.

President Skinner asked for a motion to approve the minutes of the December 19, 2020 SROA Regular Board Meeting.

Director Gocke moved to approve the minutes of the December 19th Regular Board Meeting as corrected.
Seconded by Director Burke, motion passed unanimously.

FINANCIAL

There are no financial statements this month as staff is still closing out 2020. The Board will receive both the December 2020 and the January 2021 unaudited financial statements at the meeting in February.

GENERAL MANAGER'S REPORT

GM Lewis noted this report was for activities ending December 31st. We remain in the “extreme risk” COVID-19 category until further notice and the SHARC facility remains closed. Staff continues to frequently monitor county and state updates to ensure we have the most current information available on our website and in print.

Annual reviews were completed for all employees and managers met individually with their employees to review and discuss those evaluations.

GM Lewis met recently with Central Oregon Intergovernmental Council Executive Director Tammy Baney regarding participating on or with their Board as a representative on all Planned Communities in Oregon.

GM Lewis participated in a meeting with Sunriver Service District (SSD) representatives, specifically the facilities sub-group working on updating the SSD Strategic Plan. This is regarding the desire of the police and fire departments to create a shared space in the same building which would require a major remodel of the current fire station or the construction of a new building. Mr. Lewis participated to provide input as to what role SROA plays in assisting the SSD with this proposal.

GM Lewis continues to participate in the monthly Sunriver/LaPine Economic Development (SLED) board regarding coordination with south county efforts as part of the Economic Development for Central Oregon (EDCO) efforts.

The Accounting Department successfully mailed maintenance fee invoices to over 4,000 owners and as of the writing of this report, over 1,000 annual payments had been processed in the Accounting office.

The IT Department responsibly disposed of numerous old electronics in December utilizing the service available at Knott Landfill for the disposal of old computer equipment.

IT staff assisted in completing the installation of the new RV gates as well as the printing of the access cards necessary to gain entry to the storage area.

In the Communications Department, Scene advertising was up slightly, \$24,551 due to a couple of advertisers who pay a year in advance for their advertising. Staff anticipates we will see a few more of these type of ad buys next month as well.

We continue to print fewer copies of the Scene because of most paper racks still not being allowed at

local businesses due to COVID-19 although management at the Village @ Sunriver did approve two additional outdoor locations for Scene racks, one near the ATM machine and one in front of the Central Oregon Visitors Center (COVA).

There were 281 reads of the digital issue of December Scene.

The SROA website, www.sunriverowners.org continues to feature a COVID-19 page, which is updated frequently to ensure the most current information is available.

The SROA website was visited by 8,800 users in December with popular pages being weather, COVID-19 page and owner information.

The SHARC website was visited by 5,900 users with popular pages being tubing hill, COVID operations, aquatic hours, and admissions rates.

Sunriver Style was visited by 1,100 users with popular searches for weather, pathways, what's going on and snow activities.

Sunriver Tennis website: Although the season is over, we had 134 views of that site mostly looking at facility information.

Communications Director Susan Berger continues to message and keep up with changes, closures, etc. related to COVID-19.

The SROA and SHARC websites have been updated with any operational changes, the maintenance fee increases, pricing, etc. from 2020 to 2021 rates.

Linda Donahue will return from maternity leave on January 19th, just in time to help with the layout of February's edition of the Scene. She will work a modified schedule until daycare for her little one can be secured.

The Community Development Department continued their protocols for safe submittal of applications/plans and for applicant meetings/contacts, including means for electronic submittals.

This department continues to be extremely busy with 220 active projects/building permits that have been reviewed/approved by the SROA/Design Committee including new homes, major additions, and a variety of small-scale projects.

Overall activity for the month of December dropped slightly from November and is consistent with previous years. November plateaued from October as the number of applications decreased at the end of the active construction season.

The Natural Resources Department reports the ladder fuel contract on commons for 2020 is complete. Staff performed site visits regarding tree removal requests on private property. Additionally, 2020 data and paperwork were completed in time for year end.

The Public Works Department has been collecting rounds of wood from hard to get to areas and moving it to the area next to the recycle center for owners to pick up from there. While up to five cords of wood is free to owners, a firewood gathering permit and load tags are required. The free permit can be requested via the SROA website, www.sunriverowners.org > I Want To > Collect Firewood in Sunriver. Staff will

prepare the permit and owners can make arrangements to pick them up in the unlocked foyer of the Administration office.

Public Works staff also removed grasses and cattails from the meadow, replaced COVID -19 signing at various SROA locations and completed cinder removal along the guard rail on Cottonwood to help with erosion issues.

The Fleet Services staff completed annual servicing on all heavy equipment, repaired the hydraulic sander and the blades on the grader.

At SHARC, the tot pool pump and heater were repaired. Old solar hydronic equipment was removed and staff worked through HVAC controller crash issues at the end of the year.

Congratulations goes out to Public Works employee Ethan Devol who was recently promoted to the Parks Lead Position.

The Recreation Department created 2021 Recreation Plus Program (RPP) invoices and confirmed templated renewal letters for 2021. Renewal notices for RPP, Extended Family and Long-term renter passes were all emailed out in December.

Staff started selling the 2021 Member Preference Program (MPP) renewals a week early as they do not physically activate until December 15th.

Staff created a process for loaning out fitness equipment for virtual fitness class participants and added class dates through the end of February. Virtual fitness classes continue to average approximately 15 people per class.

Staff completed OSHA required Exposure Risk Assessment and Infection Control Plans as well as the OSHA checklist requirements and staff training.

Staff continued deep cleaning efforts throughout the facility that would normally be contracted out but have been done inhouse this year instead.

The tubing hill is now open on Friday, Saturday and Sunday and has been well received.

Copies of GM Lewis' full report were included in the board binders.

LIAISON AND COMMITTEE REPORTS

Copies of the minutes received from committees that met last month were included in the Board binders.

SUNRIVER SERVICE DISTRICT (SSD) REPORT

Director Schmid reported the SSD, in addition to their regular meeting on Thursday, also held a work session. This session focused on an introduction to the SSD's Emergency Operations Plan including what is involved for different type emergencies and what the SSD Managing Board's role is. Director Schmid added that the Board plans on continuing with these monthly work sessions in addition to their regular meeting for the foreseeable future.

The SSD Managing Board received an update on their strategic plan which includes the proposed formation of a facilities taskforce to shepherd forward their desire for new/remodeled accommodations for both the police and fire departments.

One of the Sunriver Police Officer's, Tiffany Thompson, will be moving to the District Attorney's Office to be the Domestic Violence officer for one year before returning to Sunriver. Two other officers are currently at the police academy and will be in Sunriver later in the year.

Changes have been made to the police manual regarding the use of force and officer intervention practices.

Both the police and fire department staff members have received their first COVID-19 vaccine and will receive the second one in a couple of weeks.

Police and fire department staff members participated in a community outreach effort handing out goody bags to Three Rivers students picking up their lunches at Christmastime.

The Fire Department participated in a mutual aid request at a recent fire in Redmond that did extensive damage to a multistory hotel under construction. Sunriver's aid was requested specifically because the department has a ladder truck that was essential in fighting the fire. Additionally, there has been an uptick in ambulance requests due to icy roads and several accidents on Highway 97.

Director Beenen added that while this is only his first month as a member of the SSD Managing Board, he did attend three strategic planning subgroup meetings this week. One was focused on how they might generate additional sources of revenue, one on finances and one on facilities. Discussion centered on the need for a taskforce to drive a process for developing a public services facility for the police and fire departments to share.

Currently, there is not clear definition on whether they would eventually seek a remodel of the existing fire station, construction of a new facility on that property, construction of a new facility on yet to be identified piece of property, etc. As has been previously mentioned, funding is a challenge and the estimated cost of what the district desires for a facility is currently \$12 million dollars.

An expenditure of this magnitude would require a vote of the owners and as Director Beenen pointed out, only owners who are registered to vote in Deschutes County would be eligible to vote on the measure. The SSD Managing Board is very sensitive to this issue and understand they need to try to gain the support of as many owners as possible since all owners would be required to pay if a measure were to be approved even if many are not eligible to vote.

President Skinner pointed out for anyone listening that the police and fire departments are separate from SROA and part of a Special Service District that was formed and approved by the Deschutes County Commissioners back in 2002. The district is governed by a seven member Managing Board of Directors made up of Sunriver owners, two of which are also SROA Board members.

The district is funded through property taxes that are administered yearly as part of the Deschutes County property tax statements and shows up on tax statements as Sunriver Service District under the General Government category. The current tax rate of \$3.33 per \$1,000 assessed value has remained the same since the formation of the district. The maximum the rate can be raised without a vote is to \$3.45 per \$1,000 assessed value.

Director Burke suggested an article, or ongoing articles, in the Scene providing a history of the SSD as well as explanations as to how changes to tax rates and caps affect owners both resident and non-resident. Sunriver has a significant number of new owners that may not have a clear understanding of the structure

of these different entities in Sunriver.

Copies of the approved minutes from the November 19, 2020 SSD Board meeting were included in the Board binders.

BOARD ACTION
COMMITTEE APPOINTMENTS

Director Beenen moved to approve, with regret, the resignation of Bob Wrightson from the Finance Committee & the Admissions Model Workgroup and further moved to thank Mr. Wrightson for his many years of volunteerism to SROA. Additionally, moved to appoint Jen Zelen as a new member of the Finance Committee and welcome her to the committee. Seconded by Director Gocke, motion passed unanimously.

Director Beenen spoke to what an asset Bob Wrightson has been to Sunriver over the years volunteering on the Finance Committee as well as both the SROA and SSD's Board and numerous taskforces and workgroups. His strong financial background and willingness to help along with his historical perspective proved valuable time and time again. He will definitely be missed, and it is unfortunate for SROA that he is leaving. We thank Mr. Wrightson for his service and wish he and Kathy the best on their move to Bend.

BOARD ACTION
SROA COMMITTEE POLICY CLARIFICATION

In 2018, the Board approved several changes to the Nominating Committee charter, one of which was to include the Human Resources Director as a member of the committee. Due to an oversight, this was not reflected in Section 12 of the SROA Committee Policy.

Director Burke moved to approve the proposed change to Section 12 of the SROA Committee Policy as presented. Seconded by Director Mobley, motion passed unanimously.

BOARD ACTION
SROA EMPLOYEE HANDBOOK REVISIONS

The Board received a request from the General Manager and HR Director requesting a change be made to the SROA employee handbook that would allow an employee to use their sick leave to care for an ailing sibling. Additionally, the current bereavement policy would be modified to include loss of a sibling in the definition of family members.

Director Mobley moved the Board approve the proposed revisions to the SROA Employee Handbook as presented. Seconded by Director Schmid, motion passed unanimously.

BOARD ACTION
SR RULE & REGULATIONS FIRST READING PROPOSED CHANGES

Director Schmid moved to approve a first reading to the Sunriver Rules & Regulations proposing revisions and/or additions to Sections 2.02, 4.03 and 5. Seconded by Director Mobley, motion passed unanimously.

The proposed changes will be posted on the SROA website, www.sunriverowners.org > Owners > News & Notices for a minimum of 60-days and notice of the proposed changes with instructions on how to find the information on the SROA website will be published in the Sunriver Scene. Owners will be provided an email address to provide their input and comments which will be provided to the Board when the 60-day comment period expires and/or when the matters go before the Board again.

There being no other business, President Skinner asked for a motion to adjourn the meeting.

Director Gocke moved to adjourn the meeting. Seconded by Director Beenen, the motion passed unanimously.

The meeting adjourned at 10:10 A.M.

Respectfully Submitted,

Jackie Schmid, SROA Secretary