

**SUNRIVER OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SROA BOARD ROOM  
October 16, 2021**

**DIRECTORS PRESENT:** Keith Mobley, Mike Gocke, Mark Murray, Clark Pederson, Bill Burke, Scott Gillies, Tony De Alicante & Paul Coughlin

**DIRECTOR ABSENT:** Gerhard Beenan

**STAFF:** James Lewis, Jesus Mendoza & Susan Berger

The Board of Directors meeting was called to order at 9:00 A.M.

**NUMBER OF ATTENDEES:** 3

**OWNERS FORUM:** Pam Saltveit, 26 Klamath Lane discussed the increased bicycle use on the service road adjacent to her home. She stated that such use leads to trespass onto private property and damage to SROA commons. She commented that such use, which also includes some vehicular use, leads to damage and litter on a road that was not intended for such use and asked to have some signs placed indicating such.

Kelli Baker, 12 Elk Lane, spoke in opposition to the SROA policy requiring all SROA employees to receive the COVID-19 vaccine. She is upset that SROA had required a medical procedure of its employees. She questioned the Board and staff about the number of employees that have resigned or had their job affected by the policy.

George Baker, 12 Elk Lane spoke in opposition to the SROA policy requiring all SROA employees to receive the COVID-19 vaccine. He spoke about the extensive requirement for testing products used on food and that the COVID-19 vaccine needs the same testing.

Bob Stillson, 10 Belknap Lane spoke in favor of the SROA employee COVID-19 vaccine requirement. He noted that he believes that there is much support from the Sunriver community.

GM Lewis read into the record a submission from Paul Conte, 8 McKenzie Lane regarding the LED streetlights that are being installed in Sunriver by Midstate Electric. He discussed the dark sky provisions inherent to Sunriver rules and stated that existing streetlights should be shielded.

**OWNER FORUM FOLLOW-UP FROM LAST MONTH'S MEETINGS**

GM Lewis reported Laura Bailey, 17 Witchhazel Lane was in attendance and referenced her recent letter to the Board regarding her desire for Class 2 Ebikes to be allowed on the pathways in Sunriver

A letter was read into the record from Shelly Lindsey, 5 Wolf Lane, expressing concern that the ballot measures in the recent election were listed in reverse order on the ballot than they were in the voter's pamphlet which has been noted for future.

A second letter was from Paul Conte, 8 McKenzie Lane, urging the Board to require SROA employees to be vaccinated considering the recent week-long closure at SHARC due to employees contracting the COVID-19 virus.

T.J. Lindbloom, 17 Juniper Lane, spoke to the Board about his desire to see a pond dedicated to and/or that allows dog swimming and training. In regard to using the ponds on the golf courses, Mr. Lindbloom was directed to the Resort who owns those properties.

### **RECAP OF 9/17/21 BOARD WORK SESSION**

President Mobley reported the Board heard a presentation from our representatives at Hays Companies regarding insurance coverage for the Association for 2022 and the significant increases due to wildfire threat and continued drought conditions.

Meagan Iverson, chair of the Owner Enrichment Committee (OEC) provided the committee's Annual Report for the Board recapping the events they and Sunriver You offered. The Board also heard about a proposed change to the OEC's charter that would create a permanent liaison spot for a member of Sunriver You. Additionally, committee member Katie Keller announced the committee's next proposed project which is their desire to see a labyrinth installed on commons between Circles 2 and 10.

Updates were provided by Assistant GM Keith Kessariss on September recreation statistics and GM Lewis provided updates on the Telecommunications Task Force and the SROA employee COVID-19 vaccine mandate.

An update was provided by GM Lewis and Design Committee board liaison Scott Gillies on the review of the Design Manual of Rules and Procedures that is currently underway.

GM Lewis provided an update on the Fir Cone drainage problem. Work will commence next week.

### **BOARD ACTION** **BOARD MEETING MINUTES**

Director Burke moved to approve the minutes of the September 17, 2021, Board Work Session minutes as corrected. Seconded by Director Gocke, motion passed unanimously.

Director Gocke moved to approve the minutes of the September 18, 2021, Regular Board meeting minutes as corrected. Seconded by Director Pederson, motion passed unanimously.

### **BOARD ACTION** **FINANCIALS**

Assistant Treasurer Pederson reported total revenue for the month of September was \$30,793 better than budget. Sales of Member Preference Program (MPP) cards and the RPP (Recreation Plus Program) account for some of that surplus as well as the payment of a \$9,000 fine by an owner who illegally cut down three ponderosa pine trees. Year to date, revenue is \$137,591 better than budget partly due to an owner who unconsolidated two lots and as a result had to pay the past maintenance fees on that property.

Salaries and burden were under budget by approximately \$34,000 for the month due in part to the SHARC closure as a result of a COVID-19 outbreak, smoke conditions, open positions that were not filled and a couple of resignations due to the mandatory vaccine policy. Year to date, there has been a savings of \$343,000 in salaries and burden.

While we are still projected to end the year with a deficit, it now looks like it will be significantly smaller than we first anticipated. Due in large part to the prudent efforts of the department heads and staff members, we estimate we will finish the year with an approximate \$300,000 deficit as opposed to the \$900,000 deficit that was projected and budgeted for.

Director Murray commented that he hopes the Finance Committee is seriously considering next years projected transfer to the Reserves and considering the possible reduction in the amount to ensure we can make the 2022 budget pencil with no more than a 6% increase in maintenance fees to owners.

For the month ended September 30, 2021, there was a net operating surplus of \$64,731 which was \$119,862 better than budget. Operating revenues were over budget by \$30,793 mainly due to MPP and RPP sales. Salaries and burden were under budget by a combined \$34,638 mainly due to savings in part-time labor in the recreation department at SHARC, Tennis/Pickleball and the Member Pool. Materials and services were under budget by \$63,982 due to operational savings in recreation at SHARC and the Member Pool.

Through the first nine months of 2021, there is a net operating deficit of \$15,287 which was \$798,447 better than budget. Operating revenues were over budget by \$137,591 as a result of MPP and RPP sales, unconsolidation of a lot, and compliance fees. As of September 30, 2021, MPP and RPP sales were at 114.2% and 103.6% of their respective annual budgets. Salaries and burden were under budget by \$343,865 due to savings in part-time labor, open full-time positions during the first half of the year and a SAIF dividend. Material and services were under budget \$384,288 year-to-date mainly due to the SHARC closure and limited day/hours of operations, and contract services for database and GIS in the Admin department. This positive variance in materials and services should continue throughout the last quarter of 2021. There was \$135,256 spent on road projects in September.

There was a combined operating and non-operating surplus of \$1,566,577 through the first nine months of 2021.

Total assets as of September 30, 2021, were \$33,615,232. Cash and investments totaled \$11,607,798, a decrease of \$685,205 from August. As of September 30, 2021, investments included \$5,397,453 in short-term US Treasuries of one year or less, \$1,250,000 in a two-year treasury, and \$1,000,000 invested in the CDARS program. A \$1,300,000 treasury matured on September 30<sup>th</sup> and was reinvested in another one-year treasury in October. The Member Pool, tennis and pickleball court projects and SHARC plaster work were all put into service in September.

September 30, 2021 (Year to Date Unaudited)

	<u>ACTUAL</u>
TOTAL REVENUE	\$8,243,560
TOTAL EXPENSES	\$8,258,847
OPERATING FUND SURPLUS	\$ (15,287)

Director Pederson moved to approve the unaudited September 2021 financial statements. Seconded by Director De Alicante, motion passed unanimously.

**GENERAL MANAGER'S REPORT**

GM Lewis reported this recap is for activities in September.

GM Lewis recapped his continued participation with the Central Oregon Intergovernmental Council (COIC) Board of Directors and Sunriver/Lapine Economic Development (SLED.)

GM Lewis continued phone and letter correspondence with McKenzie Architects regarding the Oregon DEQ penalties from the Member Pool for an unneeded permit and responsibilities for those costs. SROA and McKenzie are at an impasse on the issue and will be discussing how mediations will ensue.

GM Lewis continued to attend and participate in the regular monthly meetings of the Owner Enrichment, Finance and Covenants committees.

GM Lewis also continued work with the Telecommunications Taskforce including the mailing of a letter to the Deschutes County Commissioners requesting funds for a feasibility study.

GM Lewis continues to participate and work with the consultant for the update of the Design Manual of Rules & Procedures.

GM Lewis and President Mobley recently did a presentation for the Citizens Patrol members about what is happening and forthcoming as related to many projects that SROA is working on. GM Lewis appreciates opportunities such as this and the Town Halls that are held quarterly as they are a great means to get information out to owners.

GM Lewis continued discussions with Deschutes County Solid Waste and Cascade Disposal staff regarding the future of side yard recycling in Sunriver. They have been mostly non-committal other than to say some time next year.

GM Lewis met with Scott Aycock from Central Oregon Intergovernmental Council about the needs analysis that they are proposing for a Deschutes County wide broadband system.

In the Accounting Department, Controller Healy has been assisting with an update to the financial policies. Accounting staff begin training of a new accounting clerk to replace Kellie Allen who will be moving into the HR position for SROA.

Controller Healy continued work on the 2022 Operating and Reserve Budget as well as the 2021-22 insurance renewal.

Accounting staff continued collection of the revised RV long-term storage contracts and payments.

The IT Department replaced the SHARC and Administration building telephone servers.

IT staff created new historical weather data files for the 2021-22 season.

IT staff is working on the Active Net data migration to the gate access system and continued to assist the Community Development with updating lot and lane information for accuracy.

A problem with the switch controlling programmed lights at SHARC was corrected and adjustments were made to the procedure for retrieving information on long-term RV users.

In the Communications Department, Scene advertising was at \$17,828; previous year was \$15,123.

The SROA website, [www.sunriverowners.org](http://www.sunriverowners.org) continues to feature a COVID-19 page, which is updated frequently to ensure the most current information is available.

There were 233 reads of the online September Scene including two from Canada, one from South Korea, one from Spain and one from the UK.

The SROA website was visited by 6,500 users in September with the most popular pages being for weather, tree flagging, tennis/pickleball and job opportunities.

The SHARC website was visited by 6,400 users with the most popular pages being for swim sessions, aquatic hours, indoor aquatics and Plan Your Visit.

Sunriver Style was visited by 1,400 users with the most popular searches being for pathways, river, dining/shopping, and fishing.

Social media and/or website messaging included information about closures due to wildfire smoke over the Labor Day holiday, what can/can't be recycled, roadwork and available job openings.

Additional projects for Scene staff included crafting new signage for the recycling bins at the recycle center, updating the employee handbook and putting final touches on the 2022 Owner Directory and Guide which should be back from the printer in mid-December.

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

There are currently 347 active projects/building permits, consistent with the previous month and typical for this time of year. There has been a continued push for final inspections as projects have been completed and as the end of the construction season approaches.

Both positions in the Community Development Department have been filled. Scott Jackson has been hired into the Design Review Planner position and Shane Bishop has filled the Compliance Officer position.

Community Development Department staff have been providing input to the consultant doing the review of the Design Manual of Rules & Procedures.

In the Natural Resources Department, staff prepared their 2022 budget, pulled noxious weeds on commons, and started flagging property lines for the 2022 ladder fuels reduction contract.

Staff members performed numerous site visits regarding tree removal requests on private property.

The Public Works crews have started a second round of chipping of ladder fuels left roadside. Due to the significant number of piles that appeared after the first round in October was complete, the decision was made to make one more round before they are done for the season. Pile pickups will commence again in April 2022 and will continue on a monthly basis through October 2022.

Fall pathway maintenance and debris removal projects are underway.

Crews provided flagging support during the fall roadwork which is now complete. Door to door notifications about the work and affects to access are provided to owners in advance of the work being done to allow owners to be prepared and make necessary arrangements.

Several broken signposts were replaced, and several others were straightened.

Fleet service staff completed the annual pump testing and servicing of SSD emergency vehicles.

Staff took delivery of two new vehicles for Public Works, part of the Capital Reserve Replacements and they sold a 312-14 Bobcat UTV.

The cinder building is complete and has passed final inspection.

The Recreation Department started preparing for fall operations in September now that the outdoor pool is closed for the season and hours are reduced.

Unfortunately, wildfire smoke levels caused a shutdown of SHARC over the Labor Day weekend.

A lifeguard trainers class was held in October. This is to train and certify some of our existing lifeguards as trainers so they can provide training classes to incoming lifeguards.

Two candidates have been interviewed for the Events Manager position and Camille Collard has been offered the position.

There were two staff resignations; the facilities manager and an aquatic supervisor linked to the COVID-19 vaccine requirement for SROA staff.

An eight-day Church of God event was held at SHARC during October. This is a returning group who greatly enjoy and appreciate the use of such a nice facility.

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 De Alicante reported he was unable to attend Thursday's meeting as he was in court and Director Beenen was absent as well so there was not a full report provided.

Work continues on the SSD's effort to obtain their own facilities.

Additionally, the management agreement between SROA, SSD and Deschutes County expires this year. SROA GM Lewis will be meeting with SSD Administrator Baker to discuss any changes.

The approved minutes of the August 19, 2021, meeting are included in the board binders.

#### **BOARD ACTION**

#### **COMMITTEE APPOINTMENTS/RESIGNATION**

Director Murray moved to approve the appointments of Theresa Youmans, Louise Howard, Richard Look and Rick Komraus as alternate members of the Design Committee, of Scott Gillies as Board Liaison to the Design Committee, Bill Burke as Board Liaison to the Owner Enrichment Committee and Paul Coughlin as Board Liaison to the Covenants Committee. Further move to accept the resignation of Barbara Brocker from the Owner Enrichment Committee and thank her for her contributions to this committee and the community. Seconded by Director Burke, motion passed unanimously.

#### **BOARD ACTION**

#### **3<sup>rd</sup> QUARTER CAPITAL TRANSFER**

Director Pederson moved approval of the transfer of \$1,085,957.66 from the Reserve Fund to the Operating Fund for the 2021 third quarter acquisitions. Seconded by Director Burke, motion passed unanimously.

**BOARD ACTION**  
**EMPLOYEE VACCINE POLICY AMENDMENT**

Director Pederson moved to approve an amendment to the SROA Employee COVID-19 Vaccine Policy to reflect a requirement for wearing masks and to reflect accommodations made on a case-by-case basis depending on job duties for those employees granted an exemption to the vaccine requirements as attached hereto:

Employees who have been granted exemption from the COVID-19 vaccine policy are required to wear masks at all times, unless otherwise exempted based on needed accommodations specific to job requirements.

Any other accommodations for employees who have been granted an exemption from the COVID-19 vaccine policy will be individualized based on specific job requirements.

Seconded by Director Murray.

Director Pederson moved to amend the motion to strike the word “needed” from the first sentence. Seconded by Director Murray, motion passed unanimously.

Call for the question on the primary motion as amended; motion passed unanimously.

**BOARD ACTION**  
**FIR CONE DRAINAGE PROJECT**

Director Pederson moved approval of the modified SROA stormwater drainage pond design for the Fir Cone drainage project pursuant to the plan and original SROA Design Committee approval letter dated July 30,2018. Seconded by Director Murray, motion passed unanimously.

**BOARD ACTION**  
**OWNER ENRICHMENT COMMITTEE CHARTER**

Director Murray moved to approve the proposed revisions to the Owner Enrichment Committee charter addressing the addition of a Sunriver You liaison as a permanent member of the Owner Enrichment Committee. Seconded by Director Burke, motion passed unanimously.

**BOARD ACTION**  
**TELECOMMUNICATIONS NETWORK PLANNING/FEASIBILITY CONTRACT**

Director Murray moved to approve a Professional Service Agreement in the amount of \$28,800 (not to exceed \$33,000) with Danella Engineering and Construction Corporation to complete an analysis of a fiber optic to the premises plan for Sunriver and preparation/assistance with a construction RFP, and to further authorize signature thereof by the President of SROA. Seconded by Director De Alicante, motion passed unanimously.

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

Director Burke moved to adjourn the meeting. Seconded by Director Pederson, the motion passed unanimously.

The meeting adjourned at 10:59 A.M.

Respectfully Submitted,

Mark Murray, SROA Secretary