

**SUNRIVER OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SROA BOARD ROOM  
JANUARY 21, 2023**

**DIRECTORS PRESENT:** Clark Pederson, Bill Burke, Gerhard Beenen, Scott Gillies, Larry Ishmael, Keith Mobley & Linda Beard

**DIRECTOR PRESENT VIA ZOOM:** Julianna Hayes

**DIRECTOR ABSENT:** Tony De Alicante

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

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

**NUMBER OF ATTENDEES:** 3

**OWNERS FORUM:**

Gunnevi Humphries, 10 Topflite Lane discussed a variety of issues related to improvements to her property and the design review process especially as related to the requirement to remove a screen wall and her small-claims lawsuit against SROA. She requested that the Board make the decision on whether or not to remove/leave the screen wall and not have this be reviewed by the Design Review Committee.

Randy Schneider, 6 Dixie Mtn. Lane spoke about the recycling center and stated that he believes that it is now time to remove the existing facility and rely on side-yard service and the ability to use the Southwest transfer station to the south of Sunriver.

Kathy Brown, 9 Quelah Lane & 13 Rogue Lane, discussed multiple issues, these were: 1.) She agreed with the comments made by Signa Gibson at the Friday, January 20<sup>th</sup> work session regarding creating a task force to work on changing the use of the Sunriver one/two-digit addresses in favor of the Deschutes County five-digit addresses for ease of mail and package delivery to the home; 2.) She spoke about the need for equal enforcement of CCRs. She does not think that the foreclosure process for non-payment of a year's worth of maintenance fees is appropriate; 3.) She believes that the Board should participate in mediation processes when warranted/required; and 4.) She is opposed to the language in SROA governing documents giving the Design Committee sole discretion in decision making as stated therein.

Laura Miller, Meadow House 70 submitted letters on two issues: 1.) Commented that she believes that it is unreasonable to require all owners to pay for a fiber network. Many owners are not residents, and many do not work from home, so the need is negligible. This should be an option for individual owners and signing a contract for ten years is not reasonable; and 2.) Ms. Miller questioned why owners are required to pay additional fees for an owners card for access to recreation facilities – especially for a non-resident owner.

**OWNER FORUM FOLLOW-UP FROM PREVIOUS MONTH**

Director Burke reviewed the input received via letters to the Board from owners at the previous month's meeting. President Beenen responded to the group of Skypark owners concerned about the level of service they are receiving from TDS/BBB and provided them with some additional background information on what's happening with respect to telecommunications. President Beenen received one response from a member of the group expressing their appreciation for the additional information.

The second was from Bill Kirkpatrick, 7 Hare Lane, who was concerned about the side-yard recycling. Director Burke has spent time on the phone with Mr. Kirkpatrick, who rents his home out through Vacasa. At this time Vacasa is not advising their clients to utilize the side-yard option and Mr. Kirkpatrick does not want to pay for a monthly service that is not being utilized and his desire is that it can be made more manageable for property management companies. Director Burke explained that this is not an SROA decision, but a decision by the County Commissioners and the trash hauler. Director Burke encouraged Mr. Kirkpatrick to take his concerns to both parties.

Director Hayes rents her Sunriver property, and although she does not use Vacasa, she noted it was a personal choice for her to actively participate in the program and not something advised by her management company. Director Hayes has posted the recycle information on the refrigerator in her rental unit thus encouraging guests who stay there, to participate in recycling. Director Hayes is very curious as to why Vacasa is reluctant to participate and wonders if we shouldn't engage Vacasa to determine why this decision was made. GM Lewis noted that while it is up to the owner, some owners are not engaged and solely rely on their management company for everything. GM Lewis' understanding of Vacasa's reluctance to participate is based on staffing. Director Hayes noted she will follow-up with Assistant GM Kessariss who has been reaching out to the different property managers as she does not understand why the property management companies would not encourage people to recycle.

Director Burke commented the third letter received was from Greg Knakal, 1 Flat Top Lane. Director De Alicante, who is not in attendance today, was to follow-up with him regarding his concerns about recycling and the recent changes to the firewood rules. Director Burke will follow-up with Director De Alicante and ask him to report on that next month.

The fourth letter was from Mark & Cindy McConnell, 3 Tamarack Lane, regarding the recent removal of a "You are welcome here" sticker with a rainbow on it on the door at SHARC. The sticker had been removed twice by owners who claimed it was a political statement. GM Lewis followed up with an email to the McConnell's explaining that he instructed staff not to replace the sticker again and that SROA must remain neutral in this situation and cannot take a political stand one way or the other.

### **RECAP OF 1/20/23 BOARD WORK SESSION**

President Beenen reported the Board started the meeting by meeting the IT staff members, Jesus Mendoza and Gabe Rice. The Board received an update on Midstate Electric Co-op's from General Manager Jim Anderson and received a very detailed presentation from Michael Hughes and his associates from Brown & Brown Insurance on the Association's coverage. Nominating Committee Chair Holly Hendricks provided a proposal from the Nominating Committee to update the SROA Board Application form, an item that is on the agenda for action today. Lieutenant Stephen Lopez from the Sunriver Police Department provided a presentation from the department including a request for an exemption or change to the SR Rules & Regulations to allow the department to utilize Unmanned Aerial Systems (UAS; aka drones) when needed for search and rescue, apprehension, etc. Assistant GM Keith Kessariss provided an update on recreation statistics for the month of December and President Beenen provided an update on telecommunications.

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

Director Pederson moved to approve the minutes of the December 16, 2022, board work session meeting minutes as corrected. Seconded by Director Mobley, motion carried unanimously.

Director Mobley moved to approve the minutes of the December 17, 2022, board meeting minutes as written. Seconded by Director Burke, motion passed unanimously.

**BOARD ACTION**  
**FINANCIALS**

There were no financial statements at this meeting as staff is completing year-end for 2022. The Board will receive the December 2022 as well as the January 2023 unaudited financial statements at their February meeting.

**GENERAL MANAGER'S REPORT**

GM Lewis reported this recap is for activities in December.

Staff continues to monitor and respond to both state and county orders regarding any COVID-19 requirements.

GM Lewis continues to participate in the Central Oregon Intergovernmental Council (COIC) Board of Directors and Sunriver/La Pine Economic Development (SLED.)

GM Lewis continues to work with SROA legal counsel regarding a number of items.

GM Lewis continues to attend and participate in the regular monthly meetings of the Owner Enrichment, Finance, and Covenants committees and the Admissions Model Workgroup.

GM Lewis continued work with the Telecommunications Taskforce.

GM Lewis continued working with the taskforce updating the Design Review Manual, preparing a final comprehensive draft of the entire document.

Continued phone/Zoom meetings and correspondence with staff at Bend Broadband (BBB)/TDS to discuss outstanding questions related to the negotiated Draft Bulk Agreement.

Participated in the IT Strategic Plan Taskforce meetings, including preparation of a final document for presentation at the December Board work session and business meeting.

Continued work with the consultant and taskforce on the Parks & Recreation Master Plan including the creation and distribution of preliminary recommendations.

Worked with all department heads on conducting annual employee reviews and wage adjustments.

Met with the contractor and Public Works Director Mark Smith regarding the design for the Public Works facility improvements and attended a Deschutes County pre-application meeting for the land use entitlement portion of the project.

GM Lewis continues to participate in discussions associated with the Transient Room Tax (TRT) dollars and how Sunriver might obtain more of those particularly for operations or a special project.

Met with Sunriver Service District (SSD) representatives Director Fister, Chief Moor, Chief Womer, & Administrator Holliday regarding transition of Human Resources, Accounting and Payroll services for the SSD from SROA to SSD.

In the Accounting Department, Controller Healy finalized the 2023 insurance renewal.

Accounting staff is processing a large number of maintenance fee payments, Recreation Plus, and Member Preference program payments.

The Accounting Department is finalizing access for owners to access their accounts and make payments in early February.

In IT, advertising will start next week for an IT Director and the hope is to have that position filled by the first of April.

IT staff assisted with the IT Strategic Plan presentation to the Board in December.

IT staff are assisting in SROA employee training on focusing heavily on security.

IT staff member Jesus Mendoza completed the Criminal Justice Information Systems (CJIS) level 4 training. All IT staff completes this training every two years to work on police computers/databases.

IT staff are working with NetFortris on the phone system migration to the cloud.

Database work included annual maintenance fee coupons, special election ballot list, demo database for Natural Resources on noxious weeds and scheduled a January training session on such for the department.

IT staff updated the software for tax updates.

In the Communications Department, Scene advertising was at \$35,737 (Dec. 2021 was \$35,839.)

There were 217 reads of the online December Scene. Readers from other countries included Canada, France, Mexico, Poland, and the Philippines.

The SROA website was visited by 8,000 users in December with the most popular pages being weather, member preference program, tree flagging, and recycling.

The SHARC website was visited by 7,700 users with the most popular pages being aquatic hours, recreation swim, facility activities, and indoor aquatics.

Sunriver Style had 1,200 visits with popular pages being what's going on, weather, and pathways and frosty fun.

Social media posts: Holiday hours, Lake Aspen wildlife, Owner Happy Hour, no roadside parking, recycling, notice of neighborhood meeting, owner holiday party, and SHARC Café hours.

Additional projects for Scene staff included: Special Election Voter pamphlet completed and off to printer. Updating of SROA websites to reflect 2023 operations/pricing is complete. Clearing/closing out 2022 files and preparing for 2023.

The Community Development Department reports the Design Committee meetings continue to occur on a regular schedule with multiple items on each agenda – the two December meetings had a total of six items (combined – 2 and 4).

There were 62 administrative reviews during the month of November which is 51 less than the previous month.

There are currently approximately 279 active projects/building permits in December (up approximately 4 from the previous month of November due to new staff becoming more familiar with review processes and becoming more efficient.

The number of applications submitted in December was down from the same month in 2021 - from 51 in 2021 to 18 in 2022. This is most likely attributable to overall economic factor in 2022. This is also reflected in the overall decline in property transactions in Sunriver in 2022 (180) compared to 2021 (278).

Community Development staff continued issuing compliance letters for design and rule violations.

Community Development staff participated in Magistrate Hearings for background on violations and citations.

Community Development staff continued assisting with the Design Manual Update by participating in the most recent taskforce meetings.

The Natural Resources Department oversaw the ladder fuels reduction (LFR) work that continued on commons.

Staff completed flagging property lines and marking tress for the 2023 LFR contract.

Natural Resources staff member Claire McClafferty attended the Oregon Interagency Noxious Weed Symposium and completed the Tree City USA recertification.

Natural Resources staff performed site visits regarding tree removal requests on private property.

Public Works staff removed snow and ice from surface drains in commons.

Snow operations including road/pathway plowing, salting, hand shoveling tunnels, parking lots, SSD fire aprons, clearing drains of snow & ice, RV yards, Skypark tarmac, walkways at SHARC, Admin and PW.

Removed snow from around 250 fire hydrants.

Fleet Services staff installed an aluminum bed in the trash round truck, placed an order for a Ford fleet truck and prepped and tested the Kodiak large snow blower. Additionally, staff purchased a 2022 mini excavator with less than 300 hours on it and saved the Association \$20k in the process.

At SHARC the Facilities/Aquatics staff removed the plastic sled surface and reworked the sledding hill. Air filtration units to help with smoke issues in the summer have arrived. A contractor has been selected for the indoor pool replaster. Staff continue to work with Anderson Pools on warranty issues at the Member Pool.

PW staff have started minor renovations/adjustments to the annex building next to Public Works that will be the temporary PW employee headquarters once the old round house/former sewer treatment tank is demolished in March or April. Eventually that temporary location will become long-term storage.

The Recreation Department had 7,904 visitors in December compared to 12,099 in 2019. Holiday hours were well received, and members and their guests appreciated the facility being open daily throughout the holiday period.

2023 membership sales for Member Preference Program (MPP) and Recreation Plus Program (RPP) are going well and to date only one person has voiced concern about the increased fee for an MPP card or renewal. Year-to-date the MPP is at \$48,920 and the RPP is at \$377,176 and includes six homes that are new to the program.

The Owner Holiday Party was well attended and filled with music, cookie decorating, and festive fun for all.

A lifeguard certification class in mid- December resulted in the hiring of four new lifeguards, two of whom are adults looking for more than just seasonal hours. Another class will be held in February.

Four candidates have been interviewed to date for the Events Manager position.

### **LIAISON AND COMMITTEE REPORTS**

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

Director Burke noted that the Owner Enrichment Committee made lanyards for each of the board members to use for public meetings if they so choose. The lanyards are in each board members box in the Administrative building work room. These could be used at Sunriver potlucks, public meetings, etc.

### **SUNRIVER SERVICE DISTRICT (SSD) REPORT**

Director Beenen commented that the main focus of the SSD Managing Board and staff continues to be the new Public Safety building. Kirby Nagelhout Construction is the general contractor and Doug Nelson has been hired as the owner representative for the project. They, along with the SSD Managing Board and staff, have been diligently working on trying to get to a guarantee maximum contract price. Adjustments and cuts are being made to the building layout with input from SSD staff members and as of Thursday, they have gotten the price down to where it needs to be to maintain the \$16 million dollar total overall leaving a contingency of \$2 million dollars.

The plan is to break ground in April or May depending on weather conditions and to complete the project by December of 2024. The objective is to get it completed over one winter, not two. They have also devised a plan that will allow the work to be completed without having to relocate fire personnel to temporary quarters. Administrative staff will be moved out, but fire and rescue personnel will be able to remain in the building.

The Police Department completed their 2022 Police Department Force Response Report which was included in the board members binders. In 2022, while the police displayed their weapon 11 times, no shots were ever fired.

Work has begun on the budget process for fiscal year 2023/24. RFPs for Accounting, Payroll and Human Resources services are ready to go out. Director Beenen noted this could cause some challenges for the SSD as there is a lot of institutional knowledge that SROA has had and applied that someone new will not have the advantage of, so there will probably be some growing pains.

The Special Districts Association of Oregon (SDAO) will be holding their annual meeting in Sunriver in February which will allow any of the SSD Managing Board members that want to attend easy access.

The approved minutes of the November 16, 2022, SSD meeting are included in the board binders.

**BOARD ACTION**  
**SPECIAL ELECTION BALLOT MEASURE STATEMENTS**

Director Pederson moved approval of the board member candidacy form as presented January 20, 2023 and including the amendments recommended following the discussion on January 20. Seconded by Director Hayes, motion passed unanimously.

**BOARD ACTION**  
**SR RULES & REGULATIONS SECTION – RESOLUTION 2022-009 CONFORMANCE WITH**  
**HB 2534 DISCRIMINATORY LANGUAGE**

Director Ishmael moved approval of the second reading of Resolution 2022-009 approving changes to the Sunriver Rules & Regulations for compliance with Oregon House Bill 2534 to remove discriminatory language. Seconded by Director Burke, motion passed unanimously.

The Board held their meeting debrief of today's meeting.

There being no other business, President Beenen asked for a motion to adjourn.

Director Mobley moved to adjourn the public meeting. Seconded by Director Hayes, motion passed unanimously.

The meeting adjourned at 10:51 A.M.

Respectfully Submitted,

Scott Gillies, SROA Secretary