

**SUNRIVER OWNERS ASSOCIATION**  
**Board of Directors Work Session**  
**March 17, 2023 @ 9:00 A.M.**  
**SROA BOARD ROOM, 57455 ABBOT DRIVE &**  
**VIA YOU TUBE LIVE STREAM**  
**AGENDA**

- 9:00 A.M. Owners Forum
- Park & Recreation Master Plan – Final Draft/Discussion – Matt Hastie, MIG (Section “F”)
- Admissions Model Workgroup Update – Assistant GM Kessarlis (Section 3 behind GM Report)
- Recreation Staffing Update – Leigh Anne Dennis (Oral Update)
- Physical Addresses – Sunriver versus Deschutes County Discussion (Section “J”)
- Election Results – Discussion/Next Steps – GM Lewis (Section “C”)
- Design Committee Manual of Rules & Procedures – Final Draft/Discussion (Section “E”)
- SR Rules/Regulations -First Reading – Sections 1.05 & 4.02 (to align w/Design Manual)  
(Section “F”)
- Review 3/18/23 Board Agenda
- Other Business
- Executive Session – (Potential to consult with legal counsel and/or consider personnel, contractual or legal matters if the Board determines an Executive Session to be advisable after a vote.)
- Meeting Debrief
- Adjourn
- Board work sessions are subject to agenda changes as directed by the SROA President.

**The meeting will be live streamed on You Tube:**

<https://www.youtube.com/@sunriverownersassociation574/streams>

**SUNRIVER OWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**March 18, 2023 @ 9:00 A.M.**  
**SROA BOARD ROOM, 57455 ABBOT DRIVE & VIA YOU TUBE**  
**AGENDA**

- 9:00 Owners Forum
- 9:15 Owners Forum Follow Up from Previous Month
- 9:25 Recap of March 17<sup>th</sup> Board Work Session
1. 9:30 Review and Approval of Board Meeting Minutes from February 17 & 18, 2023
2. 9:35 Financial Report: Board Action Request: Approval of February 2023 Unaudited Financials
3. 9:50 General Manager Report
4. 10:05 Committee Reports
5. 10:10 Sunriver Service District Reports
- A. 10:20 Committee Membership Actions
- B. 10:25 Committee/Taskforce Action Requests (none this month)
- C. 10:30 Board Action Request: Certify Special Election Results
- D. 10:35 Board Action Request: Village @ Sunriver Maintenance Fee Agreement
- E. 10:40 Board Action Request: First Reading –SR Design Committee Manual of Rules/Procedures
- F. 10:50 Board Action Request: First Reading – SR Rules & Regulations, Sections 1 & 4  
(to align w/Design Manual)
- G. 10:55 Board Action Request: Parks & Recreation Master Plan Acceptance
- H. 11:00 Other Business
- I. 11:10 Executive Session – (Potential to consult with legal counsel and/or consider personnel, contractual or legal matters if the Board determines an Executive Session to be advisable after a vote.)

Meeting Debrief

Adjourn

- Agenda times are an estimate; the meeting may move faster or slower.
- Board meetings are subject to agenda changes as directed by the SROA President.

**The meeting will be live streamed on You Tube:**

**<https://www.youtube.com/@sunriverownersassociation574/streams>**

**(1)**

**Approval of Minutes from:**

**February 18th Work Session  
February 19th Regular Board Meeting**

**(2 Board Motions Required)**

**SUNRIVER OWNERS ASSOCIATION  
BOARD OF DIRECTORS WORK SESSION  
SROA BOARD ROOM  
FEBRUARY 17, 2023**

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

**DIRECTORS PRESENT VIA ZOOM:** Julianna Hayes

**STAFF:** James Lewis, Keith Kessar, Patti Gentiluomo, Leigh Anne Dennis, Ethan Devoll, Kellie Allen, Mark Smith, Susan Berger & Jesus Mendoza

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

**OWNERS IN ATTENDANCE:**

**RECREATION DEPARTMENT - STAFF INTRODUCTION**

GM Lewis noted that today the Board will have the opportunity to meet some of our Recreation Department staff members.

Emily Alexander, Recreation Operations & Programs Manager has been with SROA for 11 years. She started the first day that staff moved into the SHARC facility. She has been there since and has the pleasure of collaborating with the staff members present at today's meeting as well as those who were unable to attend.

Duncan Atwood is a member of the front desk team at SHARC but also works in Member Services as well as in tennis/pickleball. Duncan has been with SROA for a year and a half, but his family has owned a home in Sunriver for 40 years, so he grew up coming to Sunriver.

Sean Lawson has been with SROA for ten years starting his tenure at the old South Pool the last year it was open before moving to SHARC once it was constructed. Sean's primary position now is heading up the Member Services office assisting owners obtain or renew their Member Preference Program cards as well as assisting owners and property managers with their Recreation Plus Program needs. Sean noted he loves working for such a great company and with a great team at the SHARC facility.

Molly Vollstedt works as a guest services representative at the front desk at SHARC and also helps in the Member Services office as needed. Molly has been with SROA for almost two years, and she loves the Sunriver community and the opportunity to interact with owners on a daily basis.

Alexandra Haupt has been at SROA for five days having been hired as the new Events Manager for SHARC. Alexandra is thrilled to be here and loves the sense of community in Sunriver. She is passionate about events and looks forward to what lies ahead.

Recreation Director Leigh Anne Dennis praised her small but mighty team noting they all help each other out which is an amazing quality to have in a group. She is very proud to have them as her employees and is grateful for their ongoing efforts on behalf of SROA.

In response to a question from President Beenen about the behavior and attitudes of owners and guests using SHARC, Ms. Alexander noted they have all been unnecessarily yelled at or belittled in some form

or fashion over the past three years. This applies to vacationers and homeowners alike although it has gotten somewhat better in the past year.

GM Lewis added these employees are the front-line ambassadors for SROA and probably interact and see more people than any other department. From that aspect, aside from the physical job itself, that ambassador role is vitally important to SROA, and their efforts are greatly appreciated.

In answer to a question from Director Burke, Ms. Dennis reported that the SROA Civility Code is posted in more than one location at SHARC. Ms. Dennis added that there will always be that handful of people that one just can't please and it's just an unfortunate part of the territory. Ms. Dennis also noted that people who work in this industry are people pleasers and it hurts them to the core when they can't please someone or they are unnecessarily embarrassed by the rude actions of others. Having the team that we have and the support they lend one another is instrumental in alleviating a situation where an employee has been verbally disrespected.

The Board thanked the Recreation staff for all of their hard work on behalf of the Association and for taking the time to be here today.

**OWNERS FORUM:** Marilyn Johnson, 4 Muir Lane thanked Leigh Anne Dennis for her outstanding efforts at SHARC. The change is palpable and much appreciated. Ms. Johnson also spoke for the need for disabled accessible parking spaces in the employee parking area at the rear of the SROA Administration building.

Ray Johnson, 4 Muir Lane had a general question as to when the new/revised Design Manual will be going into effect. GM Lewis answered that the taskforce has held 24 meetings to date with the most recent one being held two weeks ago. The document is now being reviewed by the Design Committee who once satisfied with the document will be the body that makes the recommendation to the Board for approval. GM Lewis noted that will occur at the March board meeting. GM Lewis also noted there is a draft version of the document available on the SROA website, [www.sunriverowners.org](http://www.sunriverowners.org).

Signa Gibson, 12 Forest Lane submitted a written submission following up her comments provided at the January meeting regarding the current practice of using the one/two digit addresses versus the five-digit address assigned by Deschutes County and the difficulty that this poses in receiving mail and parcel/package deliveries. She is in favor of home mail delivery and cited hardship cases where owners cannot access the post office boxes as currently implemented. She suggested the creation of a taskforce of owners to study the issue and work with the County, UPSP and parcel delivery companies to see if the current process can be changed.

#### **SUNRIVER VILLAGE UPDATE – DENEASE SCHIFFMAN**

Denease Schiffman, Operations Manager for the Village has been in that position for 13 years. Ms. Schiffman noted that 2022 was a pretty successful year for the businesses in the Village. The holidays were very busy and due to the way the dates fell this year, there was an extra week off for some schools that went back to school later. The businesses are now all gearing for the three-day President's Day weekend.

Ms. Schiffman commented on the appreciation she and the businesses in the Village have for the locals who support the local businesses year-round. The ongoing support of the locals, both the residents and employees of local businesses, definitely makes a difference especially in the slow times.

Currently the Village is 93% occupied with three retail spaces available which are currently being marketed. Events continue to be successful including the K-9 Keg Pull, Annual Art Show, Quilt show and others. These events all serve the purpose of bringing in visitors, shoppers, and diners. The most recent K-9 keg pull, held last weekend raised \$4,000 for Ronald McDonald House in Bend. Music and weekly movies will continue in the Village this summer.

Ms. Schiffman noted her appreciation and support for the relationships and partnerships the Village management has with the other stakeholders in Sunriver which benefits all involved. Ms. Schiffman noted the great relationship they have developed with the SR Police Department who have been very supportive of the retailers especially during COVID. As was illustrated earlier by the Recreation staff, the Village tenants also had a very hard time with rude and disrespectful behavior, especially when it came to masks.

Director Pederson noted his appreciation for the number of dining choices and variety of shops there are in close proximity to his home, and he appreciates that the locals are supporting those businesses especially during the slow times in Sunriver. Ms. Schiffman thanked Director Pederson and noted how much the locals helped the local businesses get through the worst of the COVID pandemic by doing take out.

The Board had a few questions for Ms. Schiffman and thanked her for being in attendance today to provide this update.

#### **PARK MASTER PLAN UPDATE – MATT HASTIE**

GM Lewis introduced Matt Hastie, Project Manager from MIG who was in attendance via Zoom and is the lead consultant for the Parks & Recreation Facility Master Plan. Mr. Hastie was in attendance to provide an update on the project. This will be the final update the Board receives prior to receiving the final draft document at the March meeting for consideration.

Mr. Hastie reported the taskforce is nearing the finish on this master plan project. The purpose of this briefing today is to provide some of the key elements of the plan prior to the draft the Board will receive in advance of the March meeting.

Mr. Hastie noted a few things that have been top of mind for the group as they have been putting this plan together which included balancing input from key constituent groups including full and part-time residents as well as visitors who rent homes in Sunriver with part of the goal being to balance the needs of key constituent groups.

One task was to look at recreation trends, current, emerging and future. This has been an important piece of the project and the goal is to provide informed recommendations from staff, the taskforce, and the consulting team. What is being provided is not meant to be a step-by-step recipe one must follow exactly. It's meant to be a flexible document, a framework or menu in terms of the improvements that are identified in it. It does focus on a number of physical improvements. Programming, maintenance, and operational impacts of some of the suggested physical improvements have also been identified. It recognizes that in some cases where fairly large-scale improvements are identified, those will obviously require significant additional discussion among the Board and the community before moving forward in terms of how things are ultimately designed.

Mr. Hastie noted this process started last summer and included an online survey with 1233 responses comprised of primarily owners but some visitors as well. Additionally, we had 86 respondents to the 'Postcard from Sunriver' that was handed out at the Annual Meeting and the Member Pool. There have been four taskforce meetings to date and numerous ongoing meetings with staff to discuss the findings and recommendations.

The report being prepared for the Board will include six chapters including an introduction, a description of today's system, a summary of what the taskforce heard from folks in terms of needs and opportunities, vision, goals and objectives, recommendations and an implementation plan that focuses on cost and priorities. There will also be four appendices which will include a park and facility inventory, community outreach summary, park and recreation trends, and a 10-year capital project list and costs.

The taskforce has come up with some important key messages for owners:

- The Plan is a guide, not a prescriptive list of improvements that must be implemented exactly as described in the Plan.
- The decision-making process is guided by the SROA mission statement.
- This is a facilities plan; programming issues and options will continue to be discussed and explored but aren't directly addressed in this Plan.
- SROA will continue to encourage and gather owner input on the prioritization and implementation of projects before moving forward with specific recommendations.
- Some major capital improvements could require a 60% owner voter approval.
- SROA will continue to strive to balance the needs of visitors, and full and part-time residents.

The key outreach takeaways from earlier in the process and that will guide a number of the improvements that are recommended in the Plan are:

- Pathways are well-used, but conflicts are noted.
- Increased river access is desired as well as a dog park, winter trails, and places to enjoy nature.
- Owner priorities included moving forward with the Pathway Master Plan projects and continued improvements to Mary McCallum Park.
- Add more comfort amenities at parks and along pathways.
- Variety of ideas for things to do in the winter.
- There was a general consistency between owners and visitors.

There are a variety of opportunities including creating, expanding, or renovating parks to diversify uses, improving access to the river, adding challenge or adventure features, adding more connection to nature opportunities, and providing opportunities to expand winter/shoulder season uses to name a few. There are others and the entire list will be included in the final report.

The taskforce has identified in the plan a set of recommended improvements and have prioritized those to serve as a guide as to when those items might be done as well as provide information that will help in the annual budgeting process. This was done via a two-step process in terms of how priorities were identified including how well does it address the goals that are identified with the plan and how well does it achieve a wide range of objectives. There are more detailed criteria associated with each of those steps that will be included in the final plan. Mr. Hastie emphasized again that this plan is not set in stone and priorities can be rearranged if an unexpected opportunity were to present itself.

Mr. Hastie provided an example of what the Board can expect to see as far as capital project list which will include the priority level, planning level costs, cost assumptions and costs estimates for high priority and short-term projects.

Some of the refinements the taskforce recommended after reading the most recent draft include adding a preface to clarify the plans intentions to owners, clarify status of Board actions (accepted vs. adopted), changes to specific recommendations at several sites, the need for flexibility and further discussion on

some topics, addressing the river access issue more directly, noting key programming issues that will be addressed in the future, revising priorities for selected projects and clarifying language and descriptions where needed. These items will be addressed prior to the Board receiving the final document for consideration.

Next steps for the taskforce will be to prepare and provide the updated plan to the Board for consideration at their March meeting. GM Lewis added that any questions or comments the Board has today could be incorporated into the final draft. GM Lewis added his goal is to get the final draft out to the Board the first week of March, so they have ample time to read and review the document prior to the March board work session and meeting.

Taskforce member Jane Boubel was in attendance and noted that prior to retiring she was a parks, arts, and recreation director for 28 years beginning in Alaska and ending up in Olympia, WA for 16 years. Ms. Boubel is very familiar with Mr. Hastie and MIG having been involved in the preparation of five municipal park and recreation master plans using a variety of consultants and including one that was done in house with the aid of a park planner. Ms. Boubel went on to say that without a doubt, the SROA process has been the most well-managed process she has ever been involved in. MIG is known throughout the Northwest in particular for their comprehensive plan with cities and municipalities. While owner associations are not their primary area of expertise, MIG representatives modified, flexed, and worked with SROA and the taskforce very smoothly. They openly welcomed feedback from staff and the taskforce. They were effective, attentive, and an absolute joy to work with.

Ms. Boubel also expressed her appreciation to Directors Bill Burke and Scott Gillies, for their involvement representing the Board on the taskforce which provided the policy leadership and guidance necessary to keep the effort focused.

The Board had a few questions for staff and Mr. Hastie and thanked all involved in this effort for their fine work. Director Gillies noted the importance of making sure owners are clear that this is a concept plan, not a set-in stone plan.

#### **ADMISSIONS MODEL WORKGROUP UPDATE**

Assistant GM Keith Kessarar provided a breakdown of recreation statistics for the month of January.

As of January 31, 2023, a total of 1,611 Member Preference Program (MPP) cards have either been purchased or renewed. Of that total, 1,227 were renewals and 142 were new cards. The remainder are extended household passes or long-term renter passes. This is 9 more than the end of January of 2022 and so far, the increase in the cost of the MPP card has not resulted in any attrition. At the end of January, the MPP revenue totaled \$139,470 or 23.2% of the annual budget. We will see another bump up in these numbers this weekend as owners come to Sunriver for the three-day weekend.

In regard to the 2023 Recreation Plus Program (RPP), as of January 31, 2022, there were 647 homes and/or condominiums signed up on the program. Last year at the same time there were 536 properties participating in the program. Mr. Kessarar also provided a breakdown of the RPP's by the number of bedrooms. Revenue at the end of January stands at \$1,720,047 or 70.1% of the 2023 budget.

Gate revenue is currently sitting at \$6,860 against a budget of \$587,050. This is good news given the fact that we did not allow for any gate revenues for two full years due to COVID restrictions on the number of attendees allowed in the facility at a time.

SHARC hosted a total of 8,630 attendees to the facility in the month of January compared to 5,834 in 2022 when SHARC was still affected by COVID restrictions that were in place. Of that number, 3,425



were owners, 3,208 were RPP pass holders, 30 were member guests, 331 were extended family, 248 were gate admissions and 111 were Central Oregon Sunday users. Year to date, overall attendance is up by a total of 2,796 guests over January of 2022.

Through the end of January 2023, staff had issued 8,820 paper guest passes and of those 785 have been redeemed at SHARC.

Event revenue through the end of January totaled \$3,050. The Board had the pleasure of meeting Alexandra Haupt, the new Events Manager earlier this morning. We are excited to have her on board and we will now begin looking for a full-time Events Coordinator to assist Ms. Haupt.

Mr. Kessarlis reminded the group that owners can update their MPP card in a variety of ways. It can be done in person at SHARC, or if just renewing it can be done over the phone, 541-585-5000 and online at [sunriversharc.com](http://sunriversharc.com) > Programs > SROA Member Preference Program. The Member Services office is open seven days a week from 9:00 A.M.– 4:30 P.M.

The Board thanked Assistant GM Kessarlis for his consistently thorough reporting of these important statistics.

#### **SROA EMPLOYEE SAFETY COMMITTEE UPDATE**

SROA Employee Safety Committee members Ethan Devoll, Kellie Allen, and Mark Smith were all in attendance to provide the Board with an update on this important employee group. Mr. Devoll currently serves as chair of the safety committee.

Mr. Smith noted he has been involved in a number of safety committees in different organizations over the years which tended to focus on when an accident occurred, doing analysis, and then seeing if they can change a behavior. This is the exact opposite of the approach SROA focuses on which is the ongoing promotion of a culture of safety within the organization based on employees health and wellness. Each department within the organization participates in Employee Safety Committee with representatives from each department serving as members and where they collectively work on solutions to safety challenges.

The committee meets once a month as required by OSHA and their work does not concentrate solely on what has failed, but on preventative measures and employee health. We all know that healthy employees are less prone to injury. HR Director Kellie Allen added that SROA recently posted the OSHA 300 Log, which is the log of injuries and illnesses an employer must keep and submit on a yearly basis. For the reporting period, there was one employee accident with one employee having one day off of work for the entire year which is pretty commendable given the wide variety of tasks and activities the SROA employees in the different departments do. Ms. Allen echoed Mr. Smith's remarks about creating the right culture and fostering the ideas brought forward to find ways we can work safer. This is also reflected in our insurance mod with is 0.64 this year, one of the lowest in the industry, and which impacts the bottom line in the form of lower insurance rates for the Association.

Safety Committee Chair Devoll noted one item that was brought to the committee's attention in the past year was the air quality issue we experience at SHARC when heavy smoke is present due to the way the filtration system works. The committee spearheaded moving forward with the installation of two air filtration systems at the facility and two more will be installed soon.

Ms. Allen spoke to the importance of empowering and uplifting employees to not only look out for themselves, but to look out for their fellow employees as well even if they may not work in the same department. One of the avenues for doing this is via the quarterly challenges that the committee encourages all employees to participate in. These can be department specific, or they can be a cross-departmental challenge allowing employees the opportunity to get to know one of their co-workers they

might not normally engage with on a regular basis. This past year the committee facilitated walking, exercising, hydration, and healthy eating challenges which gets people thinking, talking, and interacting with each other and also helps to keep safety and health at the top of people's minds while also creating a fun environment.

Additionally we strive to have a culture where our employees feel comfortable bringing a safety concern or an idea of how to work smarter to their manager or supervisor without fear of retribution.

The Board thanked the committee members for this update and inquired as to if there is anything the Board can do to assist their efforts. The safety committee members thanked the Board for their ongoing support of the employees by supporting things like the purchase of equipment or tools that make jobs safer and more efficient.

The Board thanked the committee members for being here today.

### **SUNRIVER PHYSICAL ADDRESS – DISCUSSION**

GM Lewis reminded the Board of the input received at the January meeting from owner Signa Gibson regarding the one or two-digit addresses currently used in Sunriver versus the five-digit address assigned by Deschutes County. Now that a lot of people are ordering more things online and getting more packages there have been delivery issues for some and Ms. Gibson suggested that a taskforce be established to look at the situation and determine if any helpful changes can be made.

GM Lewis went on to note that there are some things we can change, SROA could internally shift to using the five-digit address instead of the one or two-digit address which is essentially the lot number on the plat but it still comes back to the United States Postal Service (USPS) and while we can lobby them and provide reasons for a suggested change, it is ultimately their decision. USPS will not do door to door delivery in Sunriver which leaves the possible alternative of cluster boxes in the community the cost of which would most likely fall to the Association. FedEx and UPS are a separate issue as in most cases, they deliver directly to the recipients address.

Executive Assistant Becki Sylvester was asked to join the conversation to provide more information to the Board to possibly assist them in determining they want to move forward with appointing a taskforce or not. Ms. Sylvester noted this is not the first time the idea of changes to the mail delivery system have come before SROA and the Board.

In 1992, the USPS was experiencing growing pains in their Sunriver facility, which was located adjacent to where the bank is now and came to SROA suggesting cluster boxes which would be located in 14 different areas around the community. At that time, the USPS was willing to pay for the boxes and their installation, however they would requirements included that a box would need to be installed for every address in Sunriver despite the fact that a significant number of those boxes would never be used. Additionally, all maintenance e.g., snow removal, litter, graffiti, etc. would be the responsibility of SROA. The USPS sent a survey to all owners and the responses indicated owners preferred a post office central location over cluster boxes throughout the community. Resistance to cluster boxes included the damage to commons, litter, damage to the shoulders of the road and most importantly the aesthetics of having big banks of cluster boxes located at various places in Sunriver. Eventually the USPS was able to relocate their operations into the former Country Store location, now Sunset Lodging, where they were able to accommodate the need for more post office box availability.

Fast forward a few years and the post office had outgrown this larger space. The USPS contacted the SROA Board relative to their support of a move of the post office. SROA responded that they were willing to support a move provided that comparable service was provided in the central area of Sunriver

and within the gates of Sunriver. The USPS assured SROA that this was agreeable to them. A committee was formed to work with the post office and the goal was to establish a central location in or near the Village and serviced by the USPS where owners could pick up their mail without having to leave the confines of Sunriver.

Ultimately, the post office was unable to find an option large enough to accommodate their needs inside of Sunriver and settled on a building in the business park that would accommodate their growth despite their assurances to SROA otherwise. SROA appealed the USPS's conditional use and site plan with Deschutes County and conveyed to the USPS that it was unfair to the Sunriver owners to have to travel to the business park to retrieve their mail. The main concern was the traffic impacts, particularly the intersection, which did not have a stop light at that time, that would be associated with the proposal and how those impacts would affect the residents and quality of life in Sunriver.

Ultimately the site was approved by the County who determined that the additional traffic would not cause the intersection to fail. By this time the Marketplace was also renting out boxes providing an on-site location where owners could retrieve their mail. Owners were surveyed by SROA and asked if they would continue to use the USPS location even if it were in the business park, would they use the personal mailbox option at the Marketplace, or would they like to see cluster boxes installed at the expense of the Association. Owners chose retrieving their mail at the USPS location in the business park as their first choice, the option at the Marketplace second and cluster boxes came in third. Also noted was that generally speaking cluster box deliveries outside of the city limits, i.e., Bend, are done by a sub-contractor not a USPS employee so there can be challenges with cluster boxes as well.

Ms. Sylvester added that it is not secret that the USPS has been running at a deficit annually for many years and while they might consider delivering to cluster boxes in Sunriver, they are not going to offer door to door delivery in Sunriver. For them time is money and the fewer stops the better. Additionally, they are not going to want to lose all the money they currently get from those post office box rentals.

FedEx and UPS have in the last couple of years updated their technology so that they are able to convert the five-digit address to the one or two-digit addresses. They used to call or come into SROA on a daily basis for assistance in converting addresses and now we maybe receive two to three calls a month.

The challenge for most is with Amazon due to the agreement they have with USPS to deliver their packages. If you don't have either a post office box or a personal mail box at the Marketplace, your package is going to be returned to the sender. Often times one may not know how something is being shipped. The tip the SROA employees were given by the local post office employees, and that SROA does when ordering items is to put the five-digit address on the first address line and the # symbol with the PO box number on the second address line. This way they know what box it belongs to and will deliver it accordingly.

Ms. Sylvester commented that use of the five-digit versus one or two-digit address on the homes and businesses in Sunriver is a different subject and one that would be easier to implement however businesses, the Resort and the other property managers should be included in that conversation as it is unknown which address they provide to their guests. Director De Alicante added that historically Sunriver has used one or two-digit addresses perhaps as a matter of quaintness, and you would be asking 4200 owners to change which would no doubt cause untold amounts of confusion.

President Beenen noted this is a multilayered issue and his concern is that some websites don't recognize addresses in Sunriver as even existing and he would like to know the reason for that. Mr. Beenen feels there are a lot of things that Sunriver residents do not have that every other normal American citizen has and we should, in his mind, be able to get that resolved. All these websites and services run off of a

database perhaps maintained by the USPS and for whatever reason that Sunriver addresses are not included in that database.

Director Gillies noted that perhaps the reason Sunriver addresses are not in a postal database is due to the fact that they don't deliver mail to those addresses and they probably don't want to put over 4,000 addresses they don't deliver to into their system. GM Lewis commented that if the decision were made to embrace cluster boxes in the community, then the USPS would have to enter all those addresses into their database in order to deliver the mail.

Director De Alicante commented that he agrees with the past surveys that have been done rejecting the idea of banks of cluster boxes scattered throughout the property as he does not want cluster boxes at all. GM Lewis added he did some rough calculations on what it would cost for cluster boxes, and it would be approximately \$390,000 just to purchase enough of the boxes. This does not include the cost for prep and installation, snow removal, trash pickup, etc. Director Burke added that this large of an expenditure would have to have approval of the owners via a vote with at least 60% of those voting approving and given that only approximately 20-25% of those are full-time residents, it's highly doubtful the non-resident owners are going to vote in favor of paying for something that only provides for a small percentage of the overall ownership.

Director De Alicante wonders what the end game of assigning a taskforce to this situation would be. In President Beenen's opinion, he believes it would be universally helpful to all Sunriver residents to determine the mechanism for getting all Sunriver lot numbers/five-digit addresses into a database that is used by other websites. Director Gillies pointed that while that may be a good starting point it does not address Ms. Gibson's request for pursuing door-to-door delivery and/or the changing of all the addresses in the community.

Staff was directed to explore the issue further as to why Sunriver addresses are not recognized in many data bases and whether or not that is tied to the USPS and if so what can we do to change that. Additionally, staff was directed to make contact with the current postmaster for Bend to determine if there is any possibility of the USPS revisiting door-to-door mail delivery in Sunriver. GM Lewis suggested starting with Deschutes County and the address coordinator to find out who at the USPS would be the best person to dialogue with about the database.

### **REVIEW OF 1/21/ 23 BOARD MEETING AGENDA**

The Board reviewed the agenda for tomorrow's meeting.

### **OTHER BUSINESS**

Director De Alicante commented that since last months meetings, he, in his personal capacity and not as an SROA board members, has established an email called [sunriverwoodshare@gmail.com](mailto:sunriverwoodshare@gmail.com) with the idea being that if people have wood that they want to get rid of they can send an email to this address. Additionally, individuals who are in search of seasoned wood can email requesting any wood others may want to get rid. If the guys who gather wood and distribute it to those who are in need can assist that is would be great too. An article explaining that it is a neighbor to neighbor program could be put in the Scene and perhaps an email blast could be sent as well letting people know it's available. This might assist in getting rid of some of the old black piles that the Association gets complaints about as well as making the property safer from a wildfire perspective.

While Director De Alicante is happy to monitor it, he wonders if it might be something the Owner Enrichment Committee might be willing to assist in facilitating. The Board held further discussion on the item and feel this is a great idea and a good place to start. GM Lewis added that if it ends up cutting down on the number of compliance letters staff has to facilitate, that is even better.

**ADJOURN**

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

Director Gillies moved to recess the public meeting and reconvene in Executive Session under the authority given in the SROA Bylaws, Article IV, Section 10 to discuss contractual, personnel, and legal matters that may be subject to a claim of privilege. Seconded by Director Ishmael, motion passed unanimously.

The public meeting recessed at 11:33 A.M.

The public meeting resumed at 12:28 P.M.

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

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

The public meeting adjourned at 12:29 P.M.

Respectfully submitted,

Scott Gillies, SROA Secretary

**SUNRIVER OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SROA BOARD ROOM  
FEBRUARY 18, 2023**

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

**DIRECTOR PRESENT VIA ZOOM:** Julianna Hayes

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

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

**NUMBER OF ATTENDEES:** 2

**OWNERS FORUM:**

Kathy Brown, 9 Quelah Lane submitted a written statement that addressed multiple issues, one of those being that she received no Board follow-up from her comments provided during the owner's forum at the January meeting. The additional points addressed in her written statement included: 1.) The need for the property address issues raised at the January meeting to be taken up by SROA; 2.) Equally enforcing the CCR's and clarification regarding her statement about the difference between "sole discretion" and "sole authority" of the Design Committee; and 3.) Inquired about the Board implementing (changing By-laws) to reflect ORS 94.960 as amended by the Oregon Legislature in 2021 by SB 329. Ms. Brown also indicated that her comments during the owner's forum at the January meeting were misquoted in the Board Actions report and as posted in the Scene.

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

Director Burke reported the Board received input from Signa Gibson, 12 Forest Lane regarding her concerns about the one/two digit versus five-digit address use in Sunriver and the problems some are having receiving mail and parcel/package deliveries. Director Burke had a lengthy phone conversation with Ms. Gibson who was unable to attend the meeting this month but said she would watch the work session/meeting via YouTube and will follow up on her return.

The Board also heard from Gunnevi Humphries, 10 Topflite Lane, regarding a variety of issues related to her property and the design review process especially as related to the requirement to remove a screen wall. Design Committee Board Liaison Scott Gillies attempted to follow up with Ms. Humphries after having reviewed all information from the property since it was built including all approvals issued for projects applied for. In the midst of trying to schedule a meeting with Ms. Humphries, she rescheduled a re-review of her application with the Design Committee which was ultimately denied again. Director Gillies and GM Lewis had scheduled a meeting last week with her to discuss her options and what she could do and she declined to attend the meeting unless they would make a decision at that meeting, which GM Lewis and Director Gillies do not have the authority to do. As a result she did not want to meet.

Director Pederson followed up with Laura Miller, Meadow House 70, regarding why owners had to pay an additional fee for a Member Preference Program (MPP) card. Director Pederson sent Ms. Miller a lengthy email explaining the reasons why we have the MPP cards available to owners as well as the fact that the card is optional, and owners can choose whether they want to pay the fee and purchase a card in order to have access to the SROA amenities. Director Pederson shared with Ms. Miller the amount of

revenue those cards generate as well as the fact that if that fee were eliminated it would have to be made up in form of higher maintenance fees for everyone. As it is, the choice is up to the individual owner. Director Pederson has not received a response to his email to Ms. Miller.

Director De Alicante who was not at the Saturday meeting in January was to follow-up with Greg Knakal, 1 Flat Top Lane, who spoke at the December meeting regarding his concerns about recycling and the recent changes to the firewood rules. Director De Alicante will double check on this and report on it at the March meeting.

Director Hayes has reached out to Vacasa regarding her concern/curiosity as to why they don't want to have their properties participate in the side-yard recycling. She has both called and written a letter to the local office in Sunriver and has yet to receive a response. She has a letter drafted to send to their Portland headquarters office if necessary. GM Lewis noted our Member Services office will have a contact person in the local Sunriver office and he will get the contact information for that person to Director Hayes.

### **RECAP OF 2/17/23 BOARD WORK SESSION**

President Beenen reported the Board started the meeting with the introduction of several members of the SROA Recreation staff. It was interesting and fun for the Board to learn a bit about each of these individuals. They are an energetic group that are of great importance to our recreation operations.

Denease Schiffman, Manager of Operations for the Village provided an update on what's going on in the Village which was very informative and helpful for the Board.

Matt Hastie from MIG lead the Board through an update on the progress of the Parks and Recreation Masterplan. The final draft will be distributed to the Board in early March to allow time for the board members to thoroughly review the document prior to the meetings.

Assistant GM Kessarlis provided an update on Recreation statistics reporting that we are very much on plan with respect to Recreation Plus and Member Preference program revenues. There was been a significant uptick in the use of SHARC in the month of January. The new Events Manager, Alexandra Haupt started this week and she's very excited about getting started and working on the events already scheduled at SHARC as well as new opportunities yet to be booked.

Members of the SROA Employee Safety Committee provided an update on their ongoing efforts with respect to on-the-job safety and overall health and wellness of employees. These efforts benefit the owners in the form of lower insurance rates for the Association.

Executive Assistant Becki Sylvester provided a history of what has been done on more than one occasion in the past about postal addresses followed by a discussion by the Board. Staff was directed to follow up on some items related Sunriver addresses not being in the USPS database and what if anything can be done to change that.

Director De Alicante has set up an email address: [sunriverwoodshare@gmail.com](mailto:sunriverwoodshare@gmail.com) for people either wanting to get rid of wood stacked on their property or people who are in need of wood to heat their home or condo.

The Board held an Executive Session with legal counsel.

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

Director Burke moved to approve the minutes of the January 20, 2023, board work session meeting minutes as corrected. Seconded by Director De Alicante, motion carried unanimously.

Director Burke moved to approve the minutes of the January 21, 2023, board meeting minutes as corrected. Seconded by Director Pederson, motion passed unanimously.

**BOARD ACTION**  
**FINANCIALS**

Treasurer Pederson reminded the Board that they have two sets of financials to review this month, December of 2022, and January of 2023.

Referencing the key data sheet for the month ending December 31, 2022, and looking at operating expenses, for the current month we were over budget by \$256,368 however \$123,416 of that was to retire the debt on the Administration building which was not included in the 2022 budget. Additionally, some of that is due to timing of invoices being received along with a higher expense for cinders/sanding due to weather conditions experienced this winter.

Year-to-date our total operating revenue was over budget by \$533,131 to the positive and operating expenses were under budget by \$49,861 resulting in a year-end operating surplus of \$582,992. In the non-operating category, non-operating revenues were up by \$146,176, again due to the payoff of the Admin building debt, and non-operating expenses were under budget by \$34,869 resulting in a surplus of \$181,045 for the month of December. Year-to-date the non-operating surplus totals \$490,546. Total surplus when we aggregate that with the operating surplus is \$1,073,538 which is our increase in net assets and includes the required contribution that is made to the Reserve Fund each year.

Looking at the cash/investment balances from the end of this year to the end of the previous year, we saw an increase of \$2,469,023. Replacement reserves ended the year \$773,035 under budget, the SHARC Replacement Reserves was \$162,347 under budget and New Capital was \$465,056 to the good. Some of this underspending was due to the difficulty with supply chain issues that resulted in some things being pushed into 2023 as a result.

For the month ended December 31, 2022, there was a net operating deficit of \$174,458 which was \$224,789 worse than budget. Operating revenues were better than budget by \$31,59 mainly due to Recreation Plus Program (RPP) revenues, Scene advertising and interest incomes. These positive variances were partially offset by less property transfer fees than budgeted. Home transfers continue to slow over the past several months. Salaries and burden were over budget by \$32,557 due to overtime in Public Works, GM bonus and an increase in vacation accrual. Departmental expenses were over budget by \$88,825 due to redo of the entrance circle landscaping, sanding cinders, fuel and labor associated with icy/snow conditions. Insurance and legal expenses were over budget by \$12,870 due to both November and December legal invoices and higher insurance rates. All legal invoices have been posted for the fiscal year 2022. The Administration building debt to the reserve fund was paid off in December.

For the year ended December 31, 2022, there was a net operating surplus of \$582,992. Operating revenues were \$533,131 ahead of budget due to RPP, MPP, gate, café rental, Scene advertising, compliance fines and the Caldera expansion settlement payments. There was a total of \$2,357,194 in RPP revenue in 2022 which was \$212,542 better than budget. There were 83 more homes/condos participating in the RPP plan in 2022 than in 2021. There was \$544,560 in gate revenue compared to a budget of \$500,000. Salaries and wages were under budget by \$213,745 due to open full-time positions. Materials



and services were over budget by \$29,789 for the year due to the above-mentioned reasons. There was \$131,536 in total interest income for the year. Ladder fuels reduction (LFR) expenditures were \$126,926 under budget for the year. Some of the work is carrying forward to 2023 and will be reimbursed from grant funds. For the year ended December 31, 2022, there was a combined operating and non-operating surplus of \$1,805,315 which was \$1,073,538 better than budget.

Total assets as of December 31, 2022, were \$36,415,271. Cash and investments totaled \$14,987,625 an increase of \$2,732,520 from November. As of December 31, 2022, investments included \$12,255,105 in US Treasuries between ninety day and two-year durations. Deferred revenues increased by \$2,634,531 due to payments received for 2023 maintenance due, RPP and MPP memberships.

Fixed assets placed into service at year-end included replastering of the lazy river, purchase of mini-excavator and Polywood nautical loungers.

December 31, 2022 (Year to Date Unaudited)

	<u>ACTUAL</u>
TOTAL REVENUE	\$12,754,199
TOTAL EXPENSES	\$12,171,207
OPERATING FUND SURPLUS	\$ 582,992

Director Pederson moved approval of the unaudited financial statements for the month of December, 2022. Seconded by Director Mobley, motion passed unanimously.

Moving to the January 2023 financial report, Treasurer Pederson reported our operating revenue was \$77,460 better than budget due in part to the Caldera plotting more lots as they move forward with their expansion. 37 additional lots were plotted and SROA received a check for \$46,250. Scene advertising was up with some people prepaying for the entire year and Recreation Plus Program (RPP) sales were strong.

In the non-operating accounts, revenue was \$21,486 better than budget due to interest income and some SHARC assessment payoffs. Expenses were over budget by \$30,869 part of which is Ladder Fuels Reduction contracts that were held over from 2022 and completed in January. We will receive reimbursement from the grant dollars that were awarded to SROA last year, so we will get those dollars back. Total year-to-date actual is a surplus of \$203,752 so we are off to a good start. Cash investment balances at the end of January 2023, were \$3,486,375 which is an all-time high.

The capital reserve percent funded accounts were at 56.1% at the end of December 2022 versus 38.9% at the end of 2021 and 35.4% at the end of 2020. We will be having a full reserve study done later this year which will most likely result in that number lowering a bit as some adjustments will probably be necessary. The projection is that we will end 2023 at around 48.7%.

For the month ended January 31, 2023, there was a net operating deficit of \$44,438 which was \$77,460 better than budget. Operating revenues were over budget by \$77,052 due to a payment made for the Caldera expansion, Recreation Plus Program sales and interest income. 37 additional plats were recorded with the County at \$1,250 per plat due to SROA. There were 111 more homes/condos enrolled in the RPP program than at the same time last year. Salaries and burden were over budget by a combined \$10,813. Liability for accrued vacation increased by \$25,887 due to wage increases and less vacation time taken than accrued. This variance was partially offset by savings in open full-time and part-time positions in Recreation. January's legal invoice had not been received at the time these reports were generated.

There was \$31,058 in LFR work done in January, a carryover from 2022 contracts that will be reimbursed as part of the grant. There was a total of \$47,646 earned in interest income for the month. As of January 31, 2023, there was a combined operating and non-operating surplus of \$203,752.

Total assets as of January 31, 2023, were \$40,168,359. Cash and investments totaled \$18,031,112 and increase of \$3,043,487 from December 2022. As of January 31, 2023, there was \$15,185,274 invested in US Treasuries with durations between 90-days and two years. Construction in progress included design work on the Public Works building, purchases of a 2023 Ford Ranger and new boilers at SHARC. Deferred revenue increased by \$3,139,648 due to annual maintenance dues payments and RPP and MPP sales.

January 31, 2023 (Year to Date Unaudited)	
	<u>ACTUAL</u>
TOTAL REVENUE	\$981,600
TOTAL EXPENSES	\$1,026,038
OPERATING FUND SURPLUS	\$ (44,438)

Director Ishmael moved approval of the unaudited financial statements for the month of January 2023. Seconded by Director Burke, motion passed unanimously.

President Beenen thanked Treasurer Pederson on a superb job of reviewing these reports. Director Burke expressed his appreciation to staff and to the Finance Committee on a job well done in 2022.

#### GENERAL MANAGER’S REPORT

GM Lewis reported this recap is for activities in January.

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) Board regarding coordination with south county efforts economic development efforts (in conjunction with Economic Development for Central Oregon (EDCO)).

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 issues related to the negotiated Draft Bulk Agreement.

Continued work with the consultant and taskforce on the Parks & Recreation Master Plan including the creation and distribution of the initial complete draft.

Held additional meetings with the contractor and Public Works Director Mark Smith regarding the design for the Public Works facility improvements.

GM Lewis participated in and performed tasks associated with the Transient Room Tax (TRT) dollars and how Sunriver might obtain more of those, particularly for operations or a special project.

GM Lewis attended a South Deschutes County planning meeting hosted by COIC staff the purpose of which was to identify needs and partners to prepare for the development of a South County Strategic Planning process.

Prepared and participated in a virtual Town Hall Forum about the upcoming vote on the TDS Bulk Services Agreement.

Attended a virtual Town Hall meeting conducted by County Commissioner Phil Chang.

In the Accounting Department, Controller Healy prepared closing financial statements for 2022.

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

Controller Healy processed the reconciling payments for 2023 RPP and MPP.

The Accounting Department has uploaded the 2023 budget into the Jonas system.

Annual employee reviews were completed.

Accounting staff finalized the electronic process for owners to access and make payments to the account online.

In IT, staff continues to integrate the new telephone system. Some issues are still being resolved.

IT staff is working on the database for Natural Resources adding data to GIS, downloading to a spreadsheet to manipulate/correlate data with GIS filed applications. The goal is to transfer GIS data directly to a database table for manipulation rather than spreadsheets.

IT Director Brad Olson assisted with calls from owners with questions regarding the Special Election ballot for the TDS Bulk agreement.

The Multi Factor Authentication (MFA) was installed and a few users at a time are being added. Employee training continues with a recent phishing campaign.

The old PBX telephone servers have been removed from the network to eliminate vulnerability.

IT staff worked with Natural Resources to provide VPN connectivity for Patti and Claire, GIS for Tess and also fixed a telephone that was not routing properly.

IT staff is working with Public Works on finding the conduit entering the Administration Building from Abbot Drive so it can be used for access in the annex building.

A new TV/Monitor was installed in the Board Room to make things less cumbersome for Zoom meetings and presentation.

In the Communications Department, Scene advertising was at \$18,897 (Jan 2022 was \$20,146.)

There were 104 reads of the online January Scene. Readers from other countries included Canada and El Salvador.

The SROA website was visited by 6,300 users in January with the most popular pages being weather, tree flagging & paint colors, member preference program and job opportunities.

The SHARC website was visited by 6,600 users with the most popular pages being aquatic hours, recreation swim and admission rates.

Sunriver Style had 1,100 visits with popular pages being what's going on, weather, pathways, and frosty fun.

Social media posts: Three eblasts were sent in January with the following topics: Road/park closure for marina dredging; public safety facility neighborhood meeting; telecommunications town hall, phone system changeover, membership card renewals, board candidate search, special election and owner happy hour.

We finally surpassed the 3,000 mark for eblast signups.

The Community Development Department reports the Design Committee meetings continue to occur on a regular schedule with multiple items on each agenda – the two January meetings had a total of six items (combined – 5 and 1).

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

There are currently approximately 233 active projects/building permits (down approximately 46 from the previous month of December due to staff having more time to do final inspections resulting from few application submittals commensurate with the season.

The number of applications submitted in January was down from the same month in 2022 - from 58 in 2022 to 50 in 2023. This is most likely attributable to overall economic factors in 2022.

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.

NR staff performed administrative tasks, closed out paperwork for 2022 and planned for 2023.

Staff continued annual fall/winter LFR inspections on private properties (north end).

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

Public Works staff have been removing rounds of wood from various locations in the community, moving it to the area next to the Recycle Center and splitting it as time allows.

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

Developed the specifications and timeline for the Circle 1 tunnel replacement.

Closed road and pathways in the marina lagoon dredging area.

Fleet services received a small new pickup and sold the outgoing one & installed a new bed on a Ford Ranger.

Facilities/Aquatics staff rebuilt the outdoor leisure pool defender filter and replaced snow melt heaters that were backordered for several months.

Chemical injection system maintenance for water quality underway.

Staff is still working Anderson Pools regarding warranty issues at the Member Pool

Annex renovations have started. This will be the temporary building that will house the Public Works employees once the round house is demolished. The annex will then become long-term storage.

The new PW building has been submitted for land use approval through Deschutes County and engineering is 30% complete.

All archive records have been moved from the Round House to a storage container.

In Recreation, MPP sales continue to be well received with very few comments about the price increases.

Recreation swim was added on Wednesday's (now Wednesday through Sunday from 3:30-5:30 P.M.

Several events were held at SHARC during the month of January including the Bridge Club, Anglers Club and Sunriver You classes. There was also a three-evening event by the U of O for visiting students.

In regard to staffing, interviews were completed, and an offer made for the Events Manager position. There is a lifeguard class scheduled for spring break and alternative recruitment strategies are being looked into for an Aquatics Manager.

### **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 noted the primary focus for the SSD Managing Board is new the Public Safety Building. They hope to break ground in May, and they will work through all the necessary processes

including engineering and permitting requirements between now and then. The permitting process through Deschutes County takes approximately eight weeks.

Several new items were approved for the Police Department including two previously ordered cruisers, 2 additional cruisers and two new vehicles for the Chief and Lieutenant as they are currently driving their own vehicles which could present some liability issues if they are using their own vehicle for official purposes. Additionally, new rifles and pistols, ceramic breast plates and two drones were approved for the department.

The Fire Department is now fully staffed for the first time in a while, and the Police Department is almost fully staffed.

The Special Districts Association of Oregon (SDAO) held their annual meeting in Sunriver in February and the planning committee for the new public safety building was awarded the Project of the Year award. Congratulations to that team.

The approved minutes of the December 15, 2022, SSD meeting are included in the board binders.

#### **BOARD ACTION**

##### **4<sup>th</sup> QUARTER CAPITAL ACQUISITIONS TRANSFER**

Director Pederson moved approval of the transfer of \$548,026.14 from the Reserve Account to the Operating Fund for the 2022 fourth quarter acquisitions. Seconded by Director De Alicante, motion passed unanimously.

#### **BOARD ACTION**

##### **SKYPARK 2022 YEAR-END TRANSFER**

Director Mobley moved approval of the transfer of \$17,159.09 from the operating account to the Skypark Reserve account for the year ending December 31, 2022. Seconded by Director Pederson, motion passed unanimously.

#### **BOARD ACTION**

##### **1<sup>st</sup> READING SR RULES & REGULATIONS – SECTION 5.05 UNMANNED AIRCRAFT**

Director Pederson moved approval of a first reading on an amendment to Section 5.05 of the Sunriver Rules & Regulations, (unmanned aircraft systems) to allow Sunriver Police & Fire Departments (Emergency Services) to facilitate take-off and landing of unmanned aircraft (drones) within the boundary of Sunriver as attached, subject to final approval of the text by SROA legal counsel. Seconded by Director Mobley, motion passed unanimously.

The Board held some discussion on the proposed text of the rule and suggested a couple edits.

Director De Alicante moved to amend the proposed language in Section 5.05 to add the word “government” in front of agencies in the second sentence and adding “which are specifically allowed to take off and/or land in Sunriver after the word drone in that same sentence. Seconded by Director Ishmael. Amendment passed unanimously.

Secretary Gillies read the section for the group including Director De Alicante’s revisions: Except as permitted by the SROA General Manager, the takeoff/landing of unmanned aircraft, including but not limited to aerial drones is prohibited in Sunriver. An exception applies with Sunriver Police & Fire Departments or other government agencies having authorized jurisdiction are acting in an official capacity requiring the use of an unmanned aircraft/drones which are specifically allowed to take off and/or land in Sunriver. Unmanned aircraft, including but not limited to drones, that takeoff/land outside

of Sunriver are excluded. Violation of this rule constitutes a Class A offense.

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

### **OTHER BUSINESS**

Director Ishmael inquired about the process for owners being assigned to committees. President Beenen responded that when a completed Volunteer Service Form is received it is forwarded to the Chair and the Board Liaison for the committee the owner is expressing interest in. The chair then contacts the individual to provide them some background information on that particular committee and invite them to a meeting. While the chair ultimately makes the recommendation to the Board for an appointment to a committee, the committee will often discuss as a group whether or not they believe the applicant would be a good, contributing member of the committee.

A workgroup is generally an ongoing group, such as the Admissions Model Work Group, whose work is ongoing and addresses an issue or issues that are regularly going to come up.

Taskforces are generally populated by putting out a notice, usually via an eblast, to owners indicating the need for individuals to populate a particular taskforce. A taskforce differs in that they are assigned a specific project with a start date and end date. These groups are also approved by the Board and include things like the Parks & Rec Master Plan, Telecommunications, etc. When the task is completed, the taskforce is dissolved. Staff works to get a mix of resident and non-resident owners as well as owners who rent their homes and members of the local business community when it is something that will affect them as well. We often receive a good number of applicants for these shorter-term type projects, and we strive to get a good mix of the above-mentioned groups of people.

Director De Alicante noted an opinion offered at the beginning of today's meeting that suggested that a director couldn't act in the directors individual capacity as an owner specifically in his example for doing the email address/site to help with wood sharing. The SROA Bylaws or Consolidated Plan do not limit or prohibit a director from taking action as an individual owner and specifically ORS 65.357 which is general standards for directors, and ORS 65.361 which is a director conflict of interest, and which deals only with contractual matters between a director and the entity which this is not, don't prohibit any director from having independent action as an owner such as setting up an email account.

The Oregon revised statues which the SROA Bylaws default to if there is any question, specifically do not limit that. Under 65.357 (4) it says: A director is not liable to the corporation any member or any other person for any action taken or not taken as a director if the director acted in compliance with this section.

Board members are required to act in good faith both as a director and not as a director.

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

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

The meeting adjourned at 11:11 A.M.

Respectfully Submitted,

Scott Gillies, SROA Secretary

**(2)**

**FINANCIAL REPORT & RESOLUTIONS**

**Approval of unaudited February 2023 Financials**

**(Board Motion Required)**



---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** FINANCE COMMITTEE  
**FROM:** JOE HEALY  
**SUBJECT:** FEBRUARY 28, 2023 YEAR-TO-DATE UNAUDITED FINANCIALS  
**DATE:** 3/13/2023

---

**Income Statement**

For the month ended February 28, 2023, there was a net operating surplus of \$75,678 which was \$71,785 better than budget. Operating revenues were over budget by \$32,988 mainly due to a Recreation Plus Program (RPP) sales and interest income. There were 55 more home enrolled in the RPP program than the same point last year. Salaries and burden were under budget by a combined \$23,246 due to open f/t and p/t positions in the recreation department. Material & services were under budget by \$9,038 due to timing of utility payments. February's legal invoice had not been received at the time these reports were generated.

For the first two months of 2023, there was a net operating surplus of \$31,241 which was \$149,245 better than budget. Operating revenues were over budget by \$110,039 due to RPP sales, Caldera expansion payment and interest income. Salaries & burden were under budget by a combined \$12,433. There were two vehicles sold in February for a total of \$42,000. As of February 28, 2023, there was a combined operating and non-operating surplus of \$536,778.

**Balance Sheet/Investments**

Total assets as of February 28 2023, were \$40,178,483. Cash and investments totaled \$18,036,909, an increase of \$5,797 from January. As February 28, 2023, there was \$16,947,518 invested in US Treasuries with durations between 90-day and 2-years. Maintenance fund receivables decreased by \$18,127 from 2023 annual payments. There is a total of \$310,274 due in RPP's agreements. The fourth quarter payment from TDS was received in the beginning of February. Construction in progress included the purchase of an auto life along with boiler and pool work at SHARC. Accounts payable decreased by \$428,968 due to timing of ladder fuel payments. FYI – In March we received a payment of \$173,000 in ladder fuel reduction reimbursement from the state.

# Sunriver Owners Association

Key Data Sheet  
February 28, 2023

OPERATING	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Total Operating Revenue	\$1,040,413	\$1,007,425	\$32,988	\$2,022,013	\$1,911,974	\$110,039
Total Operating Expenses *	\$964,735	\$1,003,532	\$38,797	\$1,990,772	\$2,029,978	\$39,206
<b>Operating Budget Surplus / (Deficit)</b>	<b>\$75,678</b>	<b>\$3,893</b>	<b>\$71,785</b>	<b>\$31,241</b>	<b>(\$118,004)</b>	<b>\$149,245</b>

NON-OPERATING	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Total Non-Operating Revenue *	\$366,922	\$360,181	\$6,741	\$784,209	\$755,980	\$28,229
Total Non-Operating Expenses	\$109,578	\$140,225	\$30,647	\$278,672	\$278,450	(\$222)
<b>Non-Op Budget Surplus / (Deficit)</b>	<b>\$257,344</b>	<b>\$219,956</b>	<b>\$37,388</b>	<b>\$505,537</b>	<b>\$477,530</b>	<b>\$28,007</b>
<b>Total Surplus / (Deficit)</b>	<b>\$333,022</b>	<b>\$223,849</b>	<b>\$109,173</b>	<b>\$536,778</b>	<b>\$359,526</b>	<b>\$177,252</b>

\* Includes Reserve Fund Contributions of \$633,905

Cash/Investment Balances	As of	As of	Change	12/31/22	12/31/23
	02/28/23	02/28/22		Balance	Projection
Operating Fund	\$6,863,346	\$5,542,917	\$1,320,429	\$3,768,492	\$3,701,339
Capital Reserve Fund	\$9,439,057	\$7,802,690	\$1,636,367	\$9,040,925	\$8,225,367
Recreation Operating Reserve Balance	\$1,323,378	\$1,305,775	\$17,603	\$1,314,150	\$1,364,582
SHARC Reserve Balance	\$411,128	\$356,600	\$54,528	\$560,790	\$144,836
<b>Total Cash/Investment Balance</b>	<b>\$18,036,909</b>	<b>\$15,007,982</b>	<b>\$3,028,927</b>	<b>\$14,684,358</b>	<b>\$13,436,124</b>

	12/31/2022	12/31/2021	12/31/23	12/31/24	12/31/25
			Projected	Projected	Projected
<b>Capital Reserve Percent Funded (Replacement Items &amp; New Capital) * 70-100% Funded by 2042 per Consolidated Plan</b>	<b>56.1%</b>	<b>38.9%</b>	<b>48.7%</b>	<b>46.4%</b>	<b>48.0%</b>

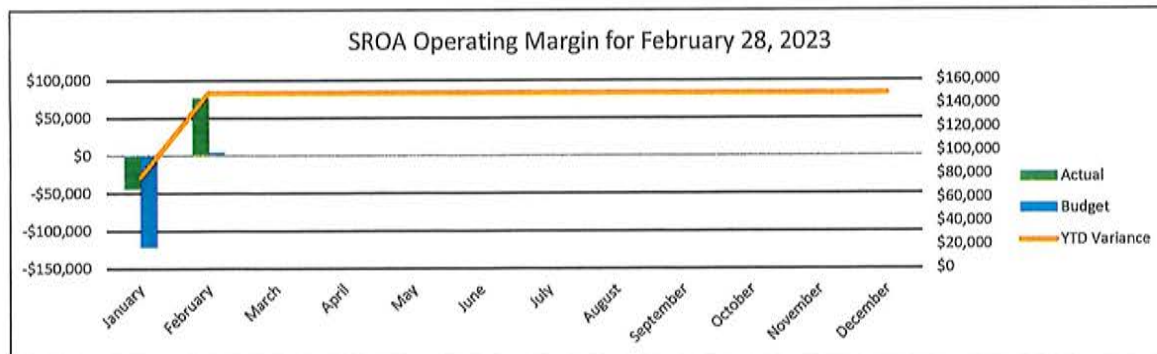
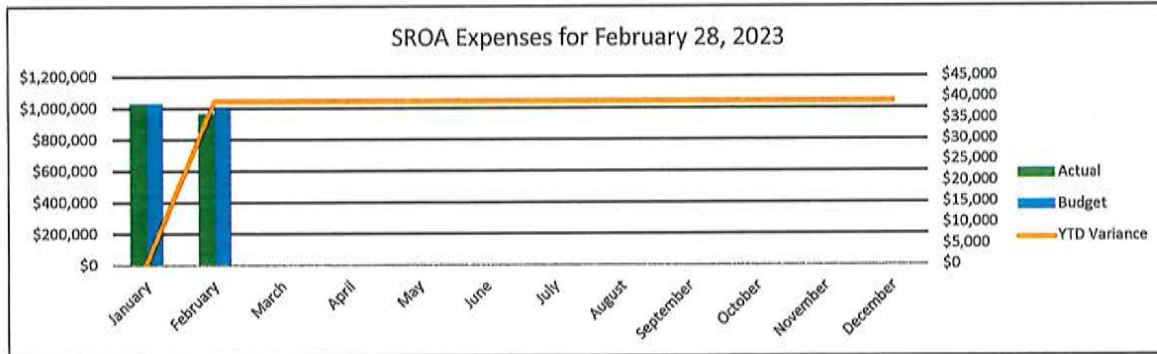
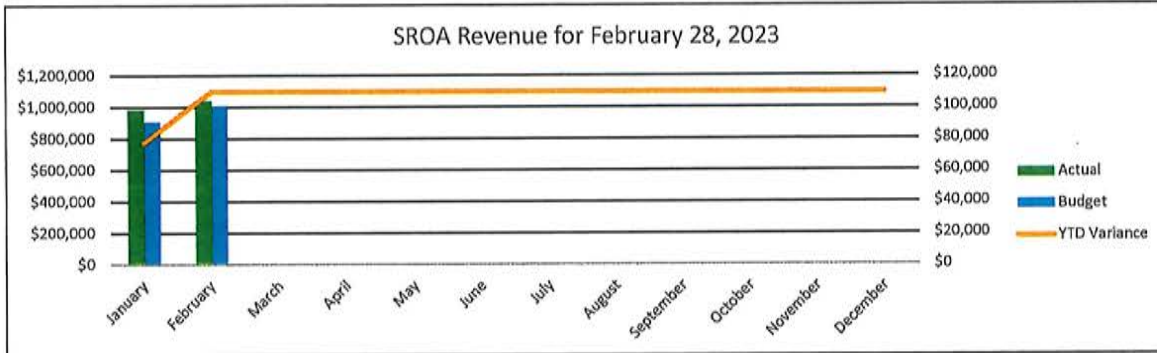
Replacement Reserves	As of
	02/28/23
2023 Replacement Reserve Budget	\$1,934,951
YTD Expenditures	(\$84,165)
<b>Remaining Budget - Replacement Items</b>	<b>\$1,850,786</b>
2023 SHARC Replacement Reserve Budget	\$402,915
YTD Expenditures	(\$59,575)
<b>Remaining Budget - SHARC Replacement Items</b>	<b>\$343,340</b>
2023 New Capital Budget	\$2,720,200
YTD Expenditures	(\$53,098)
<b>Remaining Budget - New Capital</b>	<b>\$2,667,102</b>
Note: Funds are not transferred from Reserves to Operations until asset is placed into service	

Recreation Pass Sales	As of	As of	Difference
	02/28/23	02/28/22	
Recreation Plus	844	789	55
Member Preference	2,562	2,342	220

SHARC Admissions (\$587k annual budget)	Current Month - 02/28/23			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Admissions	\$6,326	\$5,000	\$1,326	\$13,186	\$9,000	\$4,186

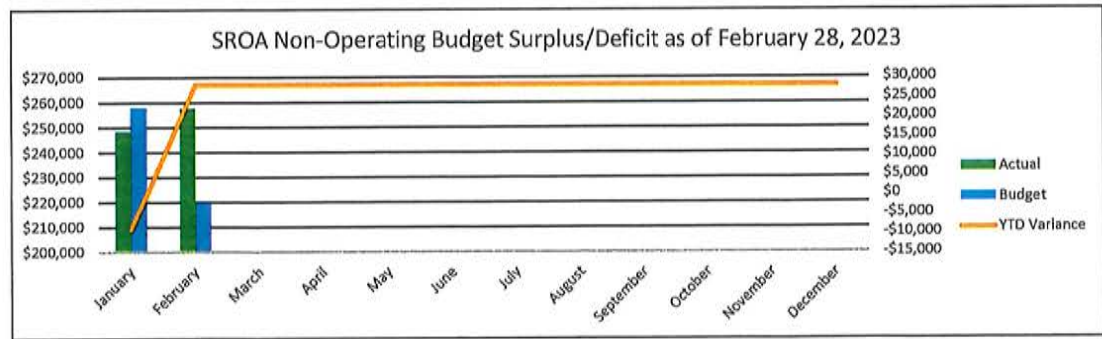
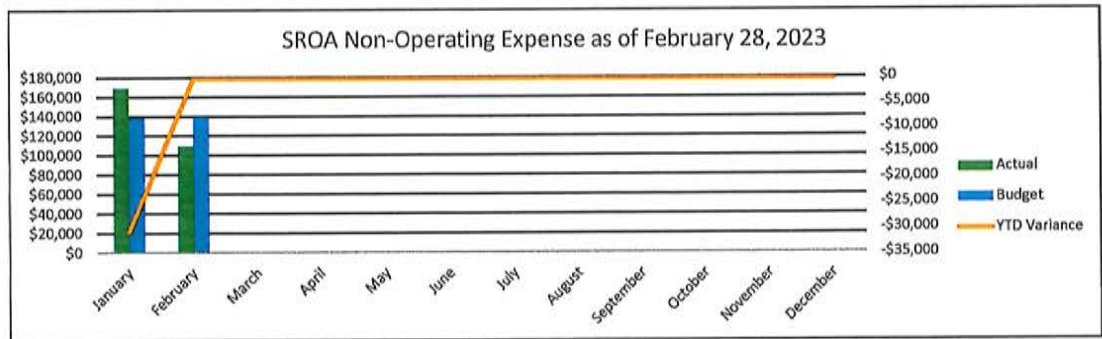
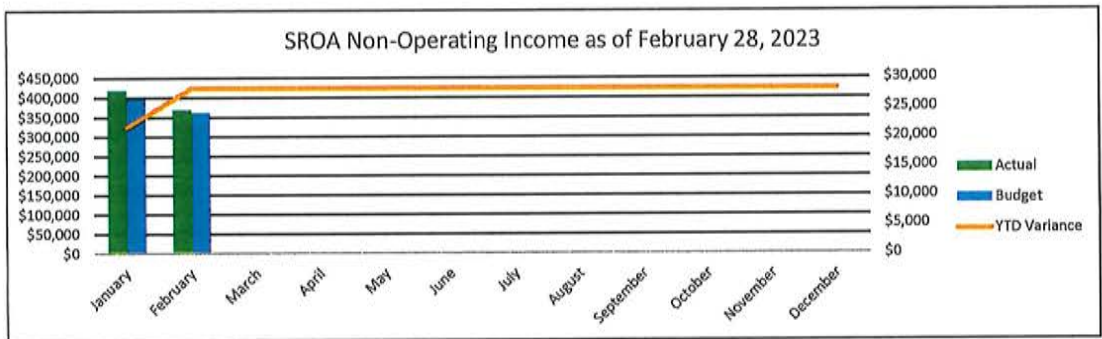
## SROA Operating Income Statement as of February 28, 2023

Sources of Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
ASSESSMENTS	\$656,469	\$656,461	\$8	\$1,312,939	\$1,312,923	\$16
PROGRAM REVENUE	\$349,490	\$326,164	\$23,326	\$601,562	\$556,831	\$44,731
INTEREST INCOME - OPERATING	\$27,106	\$17,500	\$9,606	\$47,100	\$27,500	\$19,600
OTHER INCOME	\$7,348	\$7,300	\$48	\$60,412	\$14,720	\$45,692
<b>Total Revenue</b>	<b>\$1,040,413</b>	<b>\$1,007,425</b>	<b>\$32,988</b>	<b>\$2,022,013</b>	<b>\$1,911,974</b>	<b>\$110,039</b>
<b>Department Expenses</b>						
SALARIES	\$308,945	\$332,737	\$23,792	\$649,699	\$666,894	\$17,195
BURDEN	\$108,882	\$108,336	-\$546	\$219,398	\$214,636	-\$4,762
MATERIALS & SERVICES	\$164,803	\$173,841	\$9,038	\$362,753	\$371,212	\$8,459
<b>Total Department Expenses</b>	<b>\$582,630</b>	<b>\$614,914</b>	<b>\$32,284</b>	<b>\$1,231,850</b>	<b>\$1,252,742</b>	<b>\$20,892</b>
<b>Non-Department Expenses</b>						
INSURANCE & LEGAL	\$52,028	\$58,333	\$6,305	\$99,248	\$116,666	\$17,418
OTHER EXPENSES	\$13,125	\$13,333	\$208	\$25,769	\$26,666	\$897
RSRV FUND CONTRIBUTION	\$316,952	\$316,952	\$0	\$633,905	\$633,904	-\$1
<b>Total Non-Department Expenses</b>	<b>\$382,105</b>	<b>\$388,618</b>	<b>\$6,513</b>	<b>\$758,922</b>	<b>\$777,236</b>	<b>\$18,314</b>
<b>Total Operating Revenue &amp; Expenses</b>						
Total Operating Revenue	\$1,040,413	\$1,007,425	\$32,988	\$2,022,013	\$1,911,974	\$110,039
Total Operating Expenses	\$964,735	\$1,003,532	\$38,797	\$1,990,772	\$2,029,978	\$39,206
<b>Operating Budget Surplus / (Deficit)</b>	<b>\$75,678</b>	<b>\$3,893</b>	<b>\$71,785</b>	<b>\$31,241</b>	<b>-\$118,004</b>	<b>\$149,245</b>



### SROA Non-Operating Income Statement as of February 28, 2023

Non-Operating Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INTEREST INCOME - SKY PARK	\$17	\$0	\$17	\$36	\$0	\$36
SKY PARK ASSESSMENT	\$1,729	\$1,729	\$0	\$3,458	\$3,458	\$0
INTEREST INCOME - CAS	\$27,826	\$22,500	\$5,326	\$55,479	\$39,617	\$15,862
SPECIAL ASSESSMENT	\$20,398	\$19,000	\$1,398	\$91,331	\$79,000	\$12,331
REGULAR REPLACEMENT RESERVE	\$316,952	\$316,952	\$0	\$633,905	\$633,905	\$0
<b>Total Revenue</b>	<b>\$366,922</b>	<b>\$360,181</b>	<b>\$6,741</b>	<b>\$784,209</b>	<b>\$755,980</b>	<b>\$28,229</b>
<b>Non-Operating Expenses</b>						
DEPRECIATION	\$135,713	\$139,025	\$3,312	\$271,426	\$276,050	\$4,624
GAIN/LOSS ON SALE OF ASSET	-\$42,000	\$0	\$42,000	-\$42,000	\$0	\$42,000
SKY PARK EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
RESERVE BANK CHARGES	\$1,254	\$1,200	-\$54	\$2,500	\$2,400	-\$100
LADDER FUEL REDUCTION	\$0	\$0	\$0	\$31,058	\$0	-\$31,058
ROAD PROJECTS/IAMP ENGINEERING	\$14,611	\$0	-\$14,611	\$15,688	\$0	-\$15,688
OTHER RESERVE EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$109,578</b>	<b>\$140,225</b>	<b>\$30,647</b>	<b>\$278,672</b>	<b>\$278,450</b>	<b>-\$222</b>
<b>Other Reserve Expense</b>						
<b>Total Non-Operating Revenue</b>	<b>\$366,922</b>	<b>\$360,181</b>	<b>\$6,741</b>	<b>\$784,209</b>	<b>\$755,980</b>	<b>\$28,229</b>
<b>Total Non-Operating Expenses</b>	<b>\$109,578</b>	<b>\$140,225</b>	<b>\$30,647</b>	<b>\$278,672</b>	<b>\$278,450</b>	<b>-\$222</b>
<b>Non-Op Budget Surplus / (Deficit)</b>	<b>\$257,344</b>	<b>\$219,956</b>	<b>\$37,388</b>	<b>\$505,537</b>	<b>\$477,530</b>	<b>\$28,007</b>
<b>Oper &amp; Non-Oper Surplus / (Deficit)</b>	<b>\$333,022</b>	<b>\$223,849</b>	<b>\$109,173</b>	<b>\$536,778</b>	<b>\$359,526</b>	<b>\$177,252</b>



## SROA Balance Sheet as of February 28, 2023

### Assets

Accounts	Current Month	Previous Month	Change in Balance	Comments
<b>CASH &amp; INVESTMENTS</b>				
OPERATING FUND - UNRESTRICTED	\$6,863,346	\$6,685,610	\$177,736	
OPER. RESERVE FUND - RESTRICTED	\$1,323,378	\$1,318,756	\$4,622	
RESERVE FUND - RESTRICTED	\$9,439,057	\$9,384,285	\$54,772	
SHARC RESERVE FUND - RESTRICTED	\$411,128	\$642,461	-\$231,333	4th quarter reserve transfer
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$18,036,909</b>	<b>\$18,031,112</b>	<b>\$5,797</b>	
<b>RECEIVABLES</b>				
A/R MISC	\$439	\$214	\$225	
NSF CHECKS	\$0	\$4,978	-\$4,978	
MAINT FUND RECEIVABLES	\$150,205	\$168,332	-\$18,127	Annual payments received
A/R RECREATION RECEIVABLES	\$310,274	\$136,709	\$173,565	RPP payment plan
CABLE TV ROW FEE RECEIVABLE	\$0	\$28,706	-\$28,706	Received 4th quarter payment
DUE FROM SSD	\$9,534	\$10,616	-\$1,082	
RESERVE - UNCOLLECTIBLES	-\$90,000	-\$90,000	\$0	
<b>TOTAL RECEIVABLES</b>	<b>\$380,453</b>	<b>\$259,554</b>	<b>\$120,899</b>	
<b>INVENTORY</b>				
FUEL INVENTORY	\$17,670	\$10,622	\$7,048	
MERCHANDISE INVENTORY	\$39,257	\$32,012	\$7,245	Seasonal purchases
<b>TOTAL INVENTORY</b>	<b>\$56,927</b>	<b>\$42,634</b>	<b>\$14,293</b>	
<b>FIXED ASSETS</b>				
REAL PROPERTY	\$28,354,076	\$28,354,076	\$0	
CAPITAL EQUIPMENT	\$7,431,978	\$7,431,978	\$0	
CONSTRUCTION IN PROGRESS	\$669,282	\$608,020	\$61,262	Auto lift, Boiler work, strainers/reducers at SHARC
ACCUMULATED DEPRECIATION	-\$15,447,602	-\$15,311,889	-\$135,713	
<b>TOTAL FIXED ASSETS</b>	<b>\$21,007,733</b>	<b>\$21,082,185</b>	<b>-\$74,452</b>	
<b>OTHER ASSETS</b>				
PREPAID INSURANCE	\$495,792	\$542,933	-\$47,141	
OTHER PREPAID EXPENSES	\$200,670	\$209,942	-\$9,272	
<b>TOTAL OTHER ASSETS</b>	<b>\$696,461</b>	<b>\$752,875</b>	<b>-\$56,414</b>	
<b>TOTAL ASSETS</b>	<b>\$40,178,483</b>	<b>\$40,168,359</b>	<b>\$10,124</b>	

## SROA Balance Sheet as of February 28, 2023

### Liabilities

Accounts	Current Month	Previous Month	Change in Balance	Comments
ACCOUNTS PAYABLE	\$149,412	\$578,380	-\$428,968	Timing of m/e close
<b>ACCRUED LIABILITIES</b>				
VACATION PAY	\$233,037	\$224,770	\$8,267	Increase in vacation balances
PAYROLL TAXES AND BENEFITS	\$158,176	\$175,117	-\$16,941	
<b>TOTAL ACCRUED LIABILITIES</b>	<b>\$391,213</b>	<b>\$399,887</b>	<b>-\$8,674</b>	
<b>DEPOSITS</b>				
LEASE	\$7,500	\$7,500	\$0	
ESCROW, SHARC RENTAL	\$201,360	\$196,355	\$5,005	
<b>TOTAL DEPOSITS</b>	<b>\$208,860</b>	<b>\$203,855</b>	<b>\$5,005</b>	
<b>DEFERRED REVENUE</b>				
DEF REV - MAINTENANCE FUND	\$4,606,550	\$4,844,149	-\$237,599	Monthly recognition of revenue
DEF REV - MEMBER PREFERENCE	\$182,458	\$127,765	\$54,693	2023 sales
DEF REV - RECREATION PLUS	\$1,915,725	\$1,616,423	\$299,302	2023 sales
DEF REV - CAMP	\$5,097	\$5,097	\$0	
DEF REV - GIFT CARD	\$6,384	\$6,384	\$0	
DEF REV - RV STORAGE	\$28,546	\$35,206	-\$6,660	Monthly recognition of revenue
<b>TOTAL DEFERRED REVENUE</b>	<b>\$6,744,760</b>	<b>\$6,635,023</b>	<b>\$109,737</b>	
<b>TOTAL LIABILITIES</b>	<b>\$7,494,245</b>	<b>\$7,817,145</b>	<b>-\$322,900</b>	
<b>RETAINED EARNINGS</b>				
SURPLUS/(DEFICIT) CURR YR	\$32,147,461	\$32,147,461	\$0	
<b>TOTAL RETAINED EARNINGS</b>	<b>\$536,777</b>	<b>\$203,753</b>	<b>\$333,024</b>	YTD Surplus
<b>TOTAL LIABILITIES AND RETAINED EARNINGS</b>	<b>\$32,684,238</b>	<b>\$32,351,214</b>	<b>\$333,024</b>	
<b>TOTAL LIABILITIES AND RETAINED EARNINGS</b>	<b>\$40,178,483</b>	<b>\$40,168,359</b>	<b>\$10,124</b>	

## SROA Cash Balances as of February 28, 2023

Fund Name	This Month Balance	Last Month Balance	Change in Balance
Operating Fund - (Unrestricted)	\$6,863,346	\$6,685,610	\$177,736
Capital Reserves - (Restricted)	\$9,439,057	\$9,384,285	\$54,772
Recreation Operating Reserves - (Restricted)	\$1,323,378	\$1,318,756	\$4,622
SHARC Assessments - (Restricted)	\$411,128	\$642,461	-\$231,333
<b>Total</b>	<b>\$18,036,909</b>	<b>\$18,031,112</b>	<b>\$5,797</b>

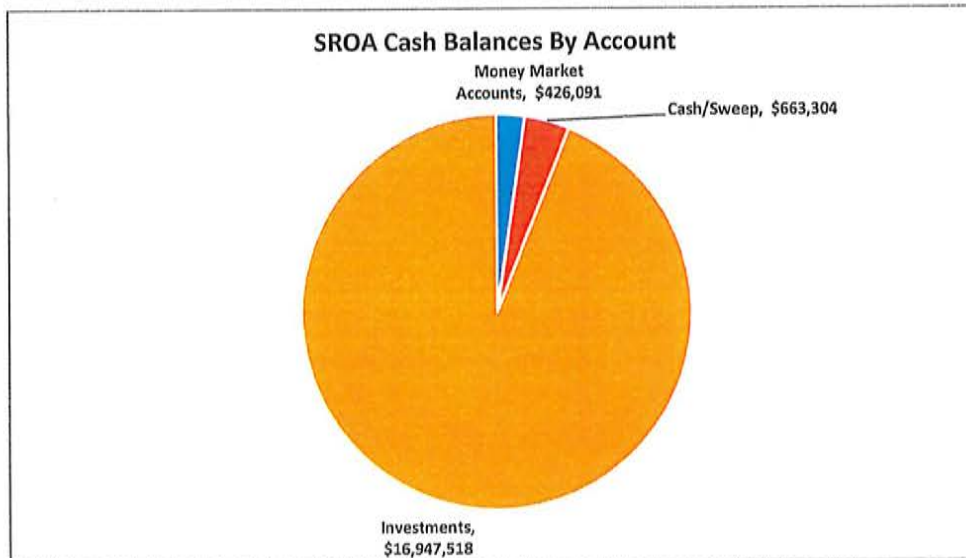
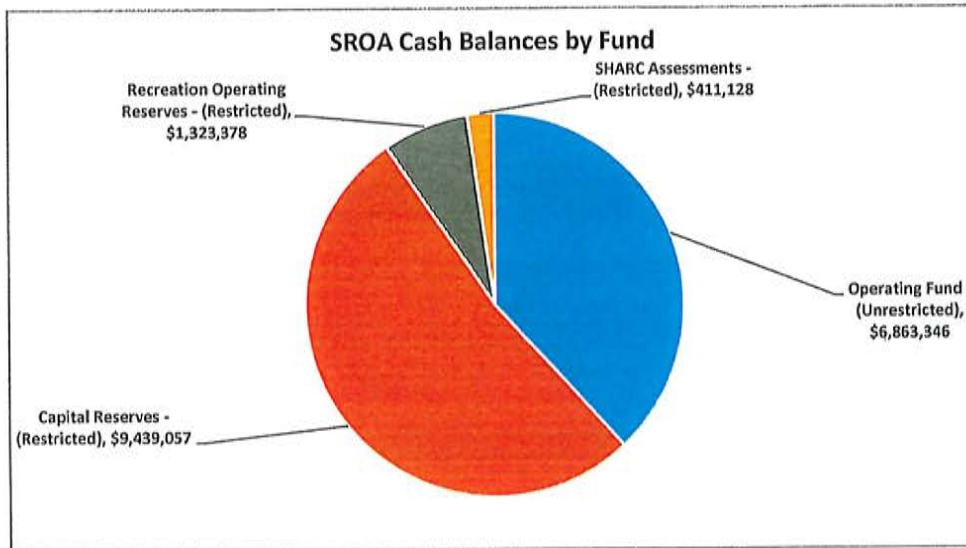
Feb 28, 2022
\$5,542,917
\$7,802,690
\$1,305,775
\$356,600
<b>\$15,007,981</b>

Account Holdings	This Month Balance	Last Month Balance	Change in Balance
Money Market Accounts	\$426,091	\$1,131,901	-\$705,810
Cash/Sweep	\$663,304	\$1,713,940	-\$1,050,636
CDARS	\$0	\$0	\$0
Investments	\$16,947,518	\$15,185,274	\$1,762,244
<b>Total</b>	<b>\$18,036,909</b>	<b>\$18,031,112</b>	<b>\$5,797</b>

Feb 28, 2022
\$681,603
\$2,530,119
\$5,250,388
\$6,545,871
<b>\$15,007,981</b>

FIW Monthly Fees

\$2,200



SROA REVENUES Detail February 28, 2023

Sources of Revenue	Current Month			Year to Date			Comments
	Actual	Budget	Variance	Actual	Budget	Variance	
REGULAR ASSESSMENTS	\$641,711	\$641,711	\$0	\$1,283,422	\$1,283,422	\$0	
RESORT ASSESSMENTS	\$9,809	\$10,308	-\$499	\$19,618	\$20,615	-\$997	
COMMERCIAL ASSESSMENTS	\$4,950	\$4,443	\$507	\$9,900	\$8,886	\$1,014	
SKYPARK ASSESSMENTS	\$1,729	\$1,729	\$0	\$3,458	\$3,458	\$0	
FIN CHR/LATE FEES	\$1,080	\$1,100	-\$20	\$4,286	\$2,200	\$2,086	
INTEREST INC - OPERATING	\$27,106	\$17,500	\$9,606	\$47,100	\$27,500	\$19,600	Higher return on investments
INTEREST INC - SKYPARK	\$17	\$0	\$17	\$36	\$0	\$36	
INTEREST INC - RESERVE	\$27,826	\$22,500	\$5,326	\$55,479	\$39,617	\$15,862	Higher return on investments
REC PROGRAMS & FEES	\$17,129	\$19,610	-\$2,481	\$37,091	\$35,300	\$1,791	
RECREATION PLUS PROGRAM	\$237,073	\$220,886	\$16,187	\$385,395	\$359,875	\$25,520	2023 sales pacing ahead of 2022
MEMBER PREFERENCE	\$24,877	\$26,600	-\$1,723	\$36,582	\$39,200	-\$2,618	
SPACE RENTAL	\$6,860	\$6,860	\$0	\$13,720	\$13,720	\$0	
SCENE ADVERTISING	\$18,138	\$19,700	-\$1,562	\$52,402	\$44,700	\$7,702	Prepayments for 2023 advertising
RV STORAGE	\$8,246	\$8,149	\$97	\$16,233	\$16,298	-\$65	
DESIGN REVIEW	\$24,741	\$9,220	\$15,521	\$33,097	\$16,285	\$16,812	SSD public safety building
CONTRACTOR REGISTRATION	\$900	\$2,350	-\$1,450	\$2,850	\$5,875	-\$3,025	
FINES	\$250	\$500	-\$250	\$1,500	\$1,000	\$500	
A/V REVENUE	\$550	\$100	\$450	\$550	\$200	\$350	
PARK RESERVATIONS	\$1,400	\$0	\$1,400	\$2,455	\$0	\$2,455	
TRAIL USE FEES	\$0	\$0	\$0	\$0	\$0	\$0	
RIGHT OF WAY FEE	\$0	\$0	\$0	\$0	\$0	\$0	
SUNRIVER SERVICE DISTRICT	\$9,184	\$12,149	-\$2,965	\$19,478	\$24,298	-\$4,820	
LA PINE REPAIRS	\$0	\$0	\$0	\$0	\$0	\$0	
SPECIAL ASSESSMENTS	\$20,398	\$19,000	\$1,398	\$91,331	\$79,000	\$12,331	SHARC Payoffs
MISC INCOME	\$6,412	\$6,240	\$172	\$56,320	\$12,600	\$43,720	Caldera Expansion
<b>Total Revenue</b>	<b>\$1,090,386</b>	<b>\$1,050,655</b>	<b>\$39,731</b>	<b>\$2,172,303</b>	<b>\$2,034,049</b>	<b>\$138,254</b>	

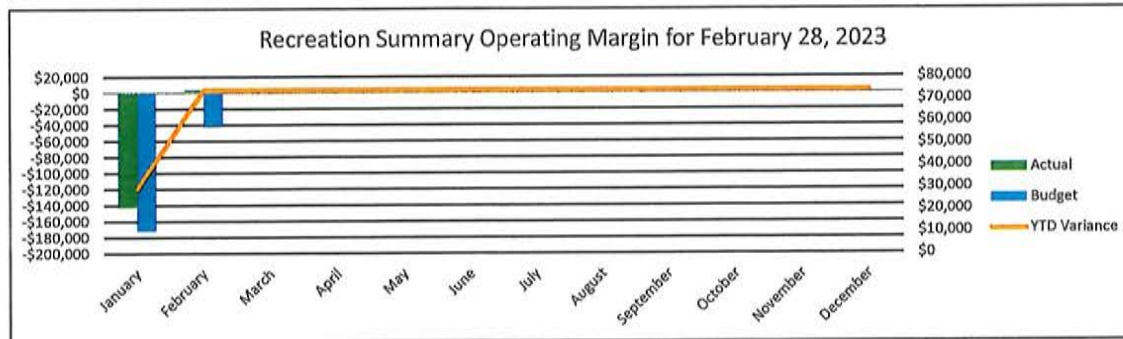
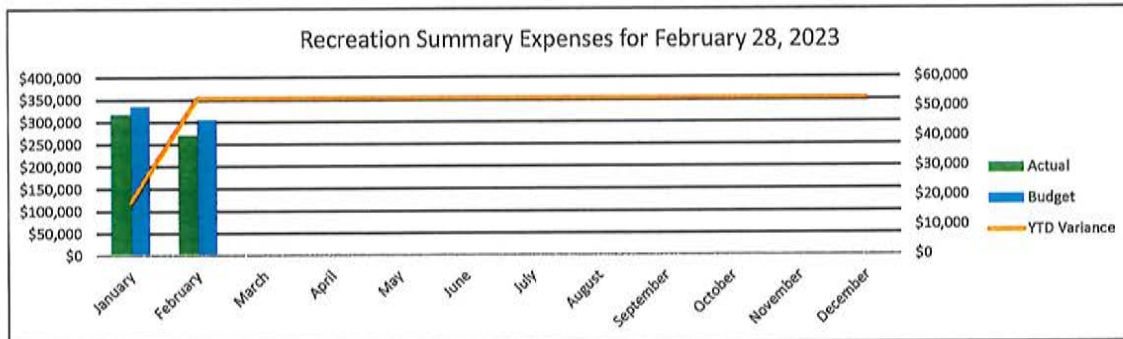
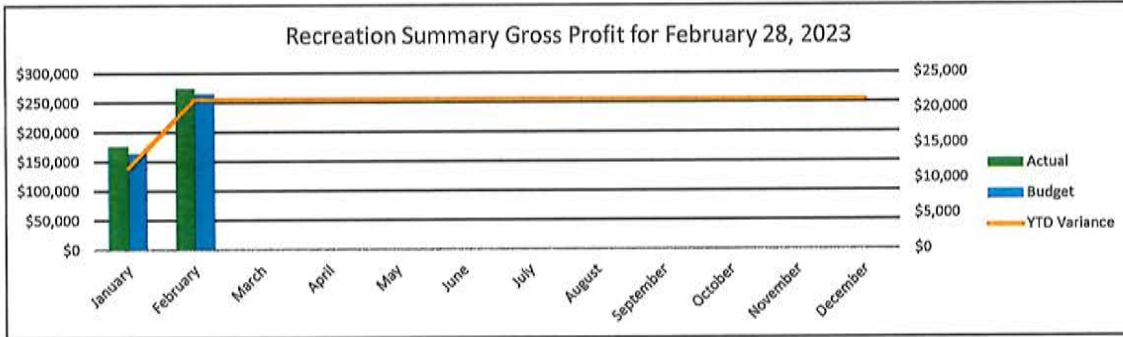


SROA Expense Detail February 28, 2023

Expense Categories	Current Month			Year to Date			Comments
	Actual	Budget	Variance	Actual	Budget	Variance	
ADMINISTRATION	\$95,467	\$89,630	-\$5,837	\$204,614	\$198,761	-\$5,853	Vacation accrual
INSURANCE	\$47,221	\$45,833	-\$1,388	\$94,441	\$91,666	-\$2,775	
ADMINISTRATION BUILDING MAINTENANCE	\$4,344	\$6,223	\$1,879	\$9,101	\$11,402	\$2,301	
COMMUNICATIONS	\$44,191	\$46,919	\$2,728	\$70,630	\$74,693	\$4,063	
LEGAL	\$4,807	\$12,500	\$7,693	\$4,807	\$25,000	\$20,193	Have not received February invoice
NORTH POOL MAINTENANCE	\$2,225	\$2,988	\$763	\$4,398	\$6,013	\$1,615	
TENNIS MAINTENANCE	\$0	\$1,825	\$1,825	\$1,373	\$3,650	\$2,277	
PUBLIC WORKS/ROAD MAINT	\$100,194	\$95,504	-\$4,690	\$207,419	\$188,749	-\$18,670	Labor allocations, sanding cinders, fuel
PATHWAY MAINTENANCE	\$7,066	\$8,017	\$951	\$13,108	\$16,034	\$2,926	
PARKS MAINTENANCE	\$3,489	\$6,708	\$3,219	\$5,393	\$13,416	\$8,023	Labor allocations, sanding cinders, fuel
SKYPARK	\$0	\$0	\$0	\$0	\$0	\$0	
STORAGE YARD	\$521	\$1,802	\$1,281	\$3,191	\$3,604	\$413	
ROAD RESURFACING	\$922	\$457	-\$465	\$922	\$674	-\$248	
SHARC MAINTENANCE	\$28,875	\$32,401	\$3,526	\$64,999	\$68,160	\$3,161	
NORTH POOL REC	\$5,763	\$3,260	-\$2,503	\$8,190	\$7,520	-\$670	
TENNIS REC	\$47	\$215	\$168	\$266	\$365	\$99	
RECREATION MGMT/SHARC	\$135,951	\$164,122	\$28,171	\$313,909	\$356,079	\$42,170	Open f/t and p/t positions, timing of invoices (cleaning, utilities)
FIRE STATION BUILDING	\$0	\$0	\$0	\$0	\$0	\$0	
COMMUNITY DEVELOPMENT	\$41,259	\$36,593	-\$4,666	\$87,297	\$73,171	-\$14,126	Additional labor to assist with archive project, vacation accrual
NATURAL RESOURCES	\$27,339	\$35,164	\$7,825	\$57,708	\$68,578	\$10,870	Timing of contract services payment
FLEET SERVICES	\$40,445	\$42,535	\$2,090	\$89,472	\$80,949	-\$8,523	Labor allocations, contract services
ACCOUNTING	\$40,092	\$37,849	-\$2,243	\$81,178	\$75,448	-\$5,730	Bank charges, additional labor - maternity leave training
PPD DUES EXPENSE	\$13,125	\$13,333	\$208	\$25,769	\$26,666	\$897	
DEPRECIATION	\$135,713	\$139,025	\$3,312	\$271,426	\$276,050	\$4,624	
ROAD/PATHWAY PROJECTS & LFR	\$14,611	\$0	-\$14,611	\$46,747	\$0	-\$46,747	2022 budgeted reserve expenditures
<b>Total Expense</b>	<b>\$793,667</b>	<b>\$822,903</b>	<b>\$29,236</b>	<b>\$1,666,358</b>	<b>\$1,666,648</b>	<b>\$290</b>	

### Recreation Summary February 28, 2023

Sources of Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
GATE FEE, ACCESS, PROGRAM	\$278,416	\$266,996	\$11,420	\$458,206	\$433,775	\$24,431
MISCELLANEOUS INCOME	\$0	\$0	\$0	-\$1	\$0	-\$1
<b>Total Revenue</b>	<b>\$278,416</b>	<b>\$266,996</b>	<b>\$11,420</b>	<b>\$458,205</b>	<b>\$433,775</b>	<b>\$24,430</b>
<b>Cost of Goods Sold</b>						
RECREATION COGS	\$4,440	\$2,702	-\$1,738	\$8,682	\$5,476	-\$3,206
<b>Gross Profit</b>	<b>\$273,976</b>	<b>\$264,294</b>	<b>\$9,682</b>	<b>\$449,523</b>	<b>\$428,299</b>	<b>\$21,224</b>
<b>Expense Categories</b>						
REC ADMIN/SHARC OPERATIONS	\$135,951	\$164,122	\$28,171	\$313,909	\$356,079	\$42,170
NORTH POOL OPERATIONS	\$5,763	\$3,260	-\$2,503	\$8,190	\$7,520	-\$670
TENNIS OPERATIONS	\$47	\$215	\$168	\$266	\$365	\$99
SHARC MAINTENANCE	\$28,875	\$32,401	\$3,526	\$64,999	\$68,160	\$3,161
NORTH POOL MAINTENANCE	\$2,225	\$2,988	\$763	\$4,398	\$6,013	\$1,615
TENNIS MAINTENANCE	\$0	\$1,825	\$1,825	\$1,373	\$3,650	\$2,277
DEPRECIATION	\$97,363	\$100,500	\$3,137	\$194,726	\$199,000	\$4,274
<b>Total Expenses</b>	<b>\$270,224</b>	<b>\$305,311</b>	<b>\$35,087</b>	<b>\$587,861</b>	<b>\$640,787</b>	<b>\$52,926</b>
<b>Total Revenue &amp; Expenses</b>						
Gross Profit	\$273,976	\$264,294	\$9,682	\$449,523	\$428,299	\$21,224
Total Expenses	\$270,224	\$305,311	\$35,087	\$587,861	\$640,787	\$52,926
<b>Gross Profit - Expenses</b>	<b>\$3,752</b>	<b>-\$41,017</b>	<b>\$44,769</b>	<b>-\$138,338</b>	<b>-\$212,488</b>	<b>\$74,150</b>



PW Summary February 28, 2023

Expense Categories	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
PW ADMIN / ROAD MAINTENANCE	\$100,194	\$95,504	-\$4,690	\$207,419	\$188,749	-\$18,670
PATHWAY MAINTENANCE	\$7,066	\$8,017	\$951	\$13,108	\$16,034	\$2,926
PARK MAINTENANCE	\$3,489	\$6,708	\$3,219	\$5,393	\$13,416	\$8,023
STORAGE YARD	\$521	\$1,802	\$1,281	\$3,191	\$3,604	\$413
ROAD RESURFACING	\$922	\$457	-\$465	\$922	\$674	-\$248
FLEET SERVICES	\$40,445	\$42,535	\$2,090	\$89,472	\$80,949	-\$8,523
<b>Total Expenses</b>	<b>\$152,637</b>	<b>\$155,023</b>	<b>\$2,386</b>	<b>\$319,505</b>	<b>\$303,426</b>	<b>-\$16,079</b>

(3)  
**GENERAL MANAGER  
AND  
DEPARTMENT REPORTS**

**(For informational purposes only, No Board action  
required.)**

**SUNRIVER OWNERS ASSOCIATION**  
Board of Directors Meeting  
March 18, 2023  
General Manager's February 2023 Activity Report

▪ **Administration**

- Regular Central Oregon Intergovernmental Council Board of Directors meetings as the Tourism and Recreation representative. James was just appointed by the County Commissioners to another 2-year term beginning January 2023. This will continue to be a *monthly on-going participation*.
- Regular monthly meeting with the Sunriver-La Pine Economic Development (SLED) Board regarding coordination with south county economic development efforts (in conjunction with Economic Development for Central Oregon - EDCO). This will continue to be a *monthly on-going participation*.
- Continued work with SROA Legal Counsel regarding the following: Persida Myers litigation/HUD challenge. There will be an executive session in March as a follow up to the February meeting/executive session.
- Attend and participate in the following monthly SROA Committee and Work Group meetings: Owner Enrichment Committee; Covenants Committee; Finance Committee; Admissions Model Workgroup
- Continued work with the Task Force, the Design Committee and SROA staff for updating the Design Review Manual – preparing a final comprehensive draft of the entire document for presentation to the Board at the March meeting.
- Continued Phone/Zoom meetings and correspondence with staff at BBB/TDS to discuss outstanding questions related to the negotiated Draft Bulk Agreement – as a follow up the successful owners vote and finalizing the agreement.
- Continued work with consultant and Task Force on the Park and Recreation Facility Master Plan – including the creation of a complete draft of the entire document for presentation to the Board at the March meeting.
- Additional meetings with contractor, engineers and Mark Smith regarding design for Public Works Facility improvements. Including addressing owners concerns raised at the SROA public meeting and comments submitted to Deschutes County from neighbors.
- Participated and performed tasks associated with the Transient Room Tax task force – including a meeting with the Deschutes County Administrator, Deputy Administrator and CFO to introduce the initial basis for requesting funds and to receive feedback prior to presenting to County Commissioners.
- Attended a second South Deschutes County planning meeting hosted by COIC staff – purpose is to identify needs and partners to prepare for the development of a South County Strategic Planning process.
- Work with legal counsel to create a formal agreement with the Sunriver Village owners regarding a new method for calculating maintenance fees.
- Worked with Community Development staff to resolve an owner's design review process issues.

- Worked with staff to help prepare a grant application to Visit Central Oregon for funds for new pathway wayfinding signs.
- HR Director, Recreation Director and GM worked to create and advertise for the IT Director position and the Aquatics Manager position.
  
- **Accounting:**
  - Presented the unaudited financial statements for the period ending December 31, 2022.
  - Presented the unaudited financial statements for the period ending January 31, 2023.
  - Processed annual payments for maintenance dues.
  - Processed reconciling payment for 2023 RPP and MPP.
  - Finalized access for owners to access and make payments through the SROA website.
  
- **IT:**
  - Telephone
    - Still working with Sangoma/NetFortris on the telephone migration.
  - Database
    - Natural Resources
      - Working with employees on GIS database tables.
    - Community Development and Natural Resources
      - Creating a common label for useful areas for both departments.
      - Resolving issues with GIS tracking.
    - Community Development
      - Working on a prototype for a dashboard for development environment.
      - Presented prototype to Staff.
        - Working on requests for enlarge photos, tracking notes, time stamp, quick letter and tabs.
    - Lenel/Gate Access (recreation memberships transfer to gate system)
      - Deleted 2022 data.
      - Gate system has 2023, plus RV, Employee codes and gas cards for access.
      - ActiveNet now encrypts download data files – requires certificate key and password.
      - Updated procedures for migration of owners/RPP memberships into gate system.
      - Need to update the Lenel SQL to new version for compatibility with ActiveNet membership SQL data.
  - Telecommunications
    - Answered many questions on the bulk agreement ballot item.
  - Security
    - Realtime monitor contract signed and working with security firm on installation and configuration.
    - Added Board Members to online security training.
      - One Board Member completed a course, and another started a course.

- 14 employees have started or completed some of the training.
- Multi Factor Authentication implementation.
- Working with employees on setting it up.
- Changing semi-annual passwords for employees.
- Public Works
  - Worked with PW on installing 12-count fiber optics to Annex building.
    - PW tapped into the conduit and installed a vault over it after installing conduit to the installed between the buildings.
  - UPS (Uninterruptible Power Supply-batteries), switch, fiber and Ethernet installed in rack.
- **Communications:**
  - Scene:
    - February Scene advertising was \$20,090 (Feb. 2022 – \$18,226).
    - There were 357 reads of the online Scene. Readers from other counties included Ireland, South Korea, New Zealand, and Norway.
  - Web sites / Social media: In the past 30 days...
    - SROA: 7.2k users. Top pages: weather, tree flagging & paint colors, member preference, road work.
    - SHARC: 6.8k users. Top pages: aquatic hours, rec swim, admission rates, indoor aquatics.
    - SunriverStyle: 857 unique visitors. Top pages: weather, pathways, what's going on, getting here.
    - February eblasts included the following: ballots due reminder, holiday closure, PW building neighborhood meeting, Design Committee openings, ballot results, owner happy hour, spring dance and history of SHARC presentation.
  - Projects:
    - Archived Telecommunications webpage and created a new one with information and FAQs related to the TDS FTTH infrastructure install and eventual hookup to homes.
    - Created a webpage with information and images on the Public Works campus improvements.
    - Updated the tunnel webpage with info about the tunnel replacement and closure of Abbot Drive at Circle 1 to Wild Lily Lane mid-March to mid-June. Also created a closure map to share with owners, service providers, property managers, etc.
    - Met with events manager Alexandra about event marketing.
    - Worked on stories and updates for the Sunriver Chamber Magazine.
    - Assisting with formatting of the new Design Manual and created a new table for Section 5 outlining review processes and procedures.
    - Created an online records release form for Community Development.
    - Continue to work with accounting on owner access to their account to make online payments for maintenance fees, etc. A button to the portal is on the website under Maintenance Fees.

- **Community Development:**
  - Design Committee meetings are continuing to occur on a regular schedule, with multiple items on each agenda – the two February meetings had a total of 7 items (combined – 4 and 3).
  - There are currently approximately 234 active projects/building permits (up by 1 from the previous month of January).
  - The number of applications submitted in February was down from the same month in 2022 – from 88 in 2022 to 55 in 2023. This is most likely attributable to overall economic factors in 2022.
  - Continued issuing compliance letters for design and rule violations.
  - Participated in Magistrate Hearings for background on violations and citations.
  - Continued assistance with the Design Manual Update by the final draft of the manual to be presented to the Design Committee and the Board.
  
- **Natural Resources:**
  - Continued LFR and tree thinning on commons, performed contract inspections.
  - Virtually attended UC Davis Wildfire Resilient Structures Conference.
  - Performed site visits regarding tree removal requests on private properties.
  - Continued internal review of the Sunriver LFR Plan.
  - Completed 2022 inspection data entry and processing for all private properties as part of 2023 LFR Compliance Program.
  
- **Public Works:**
  - Parks/Commons/Tennis
    - Removing wood rounds and splitting firewood.
    - Fixed broken rail fences.
    - Assisted with LFR by the Airport.
  - Pathway/Roads
    - Snow operations including road/pathway plowing, salting hand shoveling tunnels, parking lots, SSD fire aprons, clearing drains of snow and ice, RV yards, Skypark tarmac, walkways at SHARC Admin and PW, etc.....
    - Circle 1 Tunnel contract signed, work to start mid-March.
    - Opened Mary McCallum Park after the lagoon dig out area work was complete.
  - Fleet
    - Received new small pickup and sold the outgoing one.
    - Prepared new Ford Ranger for service and sold Toyota (with the price of used vehicle's our cost of ownership was \$100 per month of ownership).
    - Fabricated and installed attachments for PW trucks that will hold cones/shovels and will protect the rear window.
    - Inventoried all filters in our parts room and were able to return all outdated filters for a full refund totaling over 1k.
  - Facilities/Aquatics:
    - SHARC



- Diagnosed and coordinated repairs to HRV2 (heating for locker rooms)
  - Replaced boilers for snow melt and interior slab heating (reserves).
- MEMBERS POOL
  - Still working with Anderson Pools to resolve warranty issues.
  - Added new backup chemical pumps.
- Miscellaneous/Other:
  - Annex renovations including: new water heater, removal of walls, new lighting, painting, floor sealing, adding a sink for the breakroom, adding unit heaters and new fiber to the building.
  - Held public meeting for new building.
  - Working with staff and engineers to develop building layout.
- **Recreation:**
- Moving forward we can now use 2022 for our comparison model with the only variable being that we are now offering expanded hours and offerings as compared to 2022.
- February 2023 saw 7,129 visits vs. 5,411 in February 2022. The February 2019 visits (pre-COVID with no restricted access) were 8,346.
  - Sales - February
    - 2023 Membership (MPP/RPP) sales continue to be well received with few comments about price increases.
    - YTD is through the end of February.
    - YTD - MPP – 2,562 YTD (2022 was 2,324); \$219,040 gross revenue. This is 36.4% of 2023 goal.
    - YTD - RPP – 843 homes/properties are enrolled YTD (2022 was 789). This is only 81 shy of the total for all of 2022 (91% of the total 2022 enrollment); \$2,252,660 gross revenue. This is 91.9% of 2023 goal.
  - Operations
    - For Presidents weekend we had 471 more visits over same weekend last year. We were sold out for Recreation swims the W,TH and FR prior and after as various ski weeks vacations overlapped.
    - Working on booking Turf Tunes entertainment and outsourcing our ticketed concert this year. We have added La Pine Prom and Three River PTA fundraiser to our community-based events.
  - Staffing
    - Alexandra Haupt accepted the Events Manager role and started on 2/9/23.
    - The Aquatics Director position was posted 3/1/23.
- **Board Tasks for January:**
  - There will be an Executive Session at the March 17<sup>th</sup> Work Session but not at the March 18<sup>th</sup> Business Meeting.

---

---

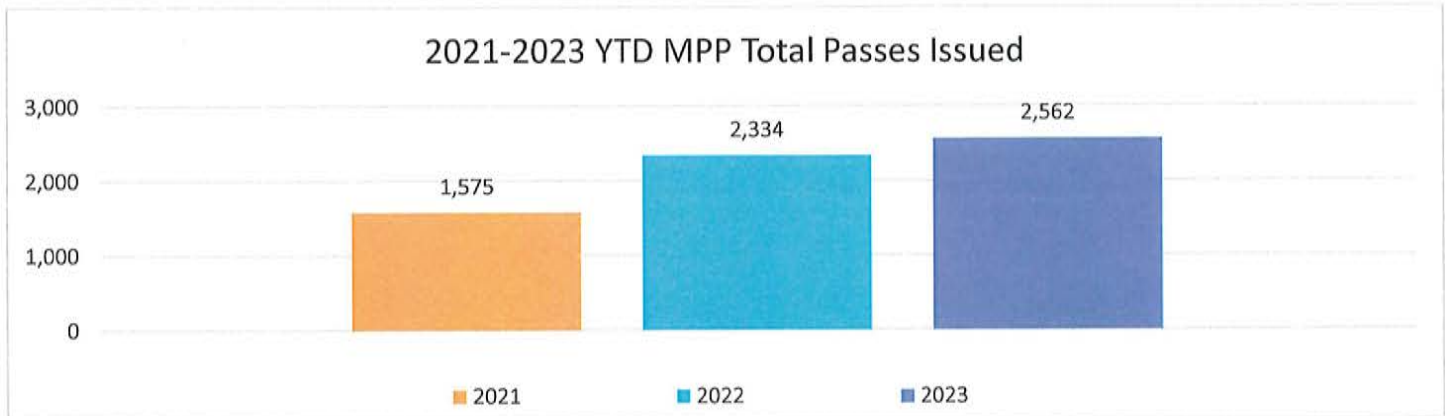
**INTEROFFICE MEMORANDUM**

---

---

**TO:** SROA BOARD OF DIRECTORS  
**FROM:** KEITH KESSARIS  
**SUBJECT:** FEBRUARY 2023 MEMBERSHIP SALES AND ADMISSIONS ATTENDANCE  
**DATE:** 3/9/2023

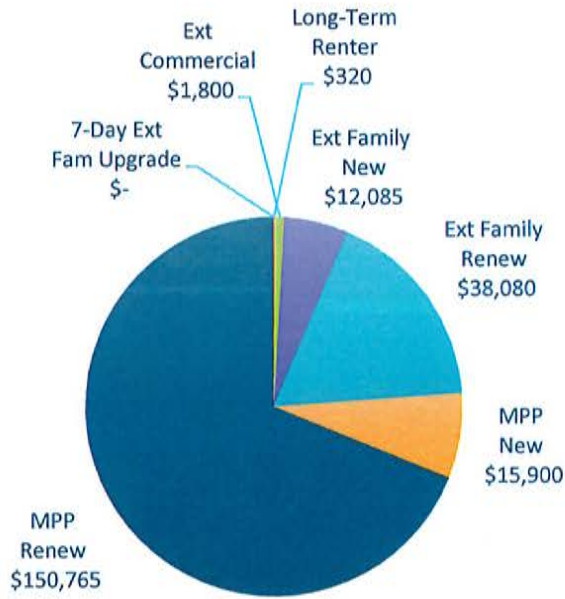
**Membership Units issued – Highlights**



**SHARC Attendance – Highlights (YTD)**

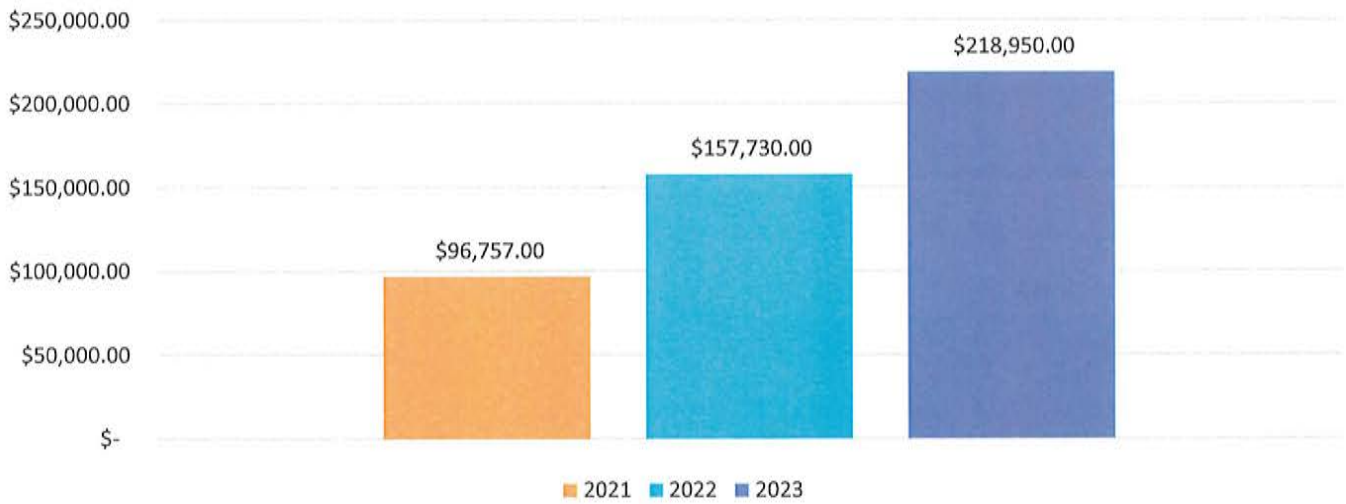
*For Member Preference, Recreation Plus and other admission comparisons between February 2023 and February 2022 and YTD totals, please see the two pages in your SROA Board of Directors binder.*

**2023 YTD MPP  
Income  
% of Total**



- 7-Day Ext Fam Upgrade
- Long-Term Renter
- Ext Commercial
- Ext Family New
- Ext Family Renew
- MPP New
- MPP Renew

**2021-2023 YTD MPP Total Income**



## SROA Admissions Model Workgroup Monthly Recap: February 28, 2023

<u>Member Preference Membership issued - YTD as of:</u>	2/28/2023	2/28/2022	2023 vs 2022
			Variance
Member Preference - Sold YTD 2023 (New)	212	173	39
Member Preference - Sold YTD 2023 (Re-new)	2,010	1,881	129
<b>Member Preference - Sold YTD (New &amp; Re-New)</b>	<b>2,222</b>	<b>2,054</b>	<b>168</b>
<b>All membership including Extended Household/Commercial</b>	<b>2,562</b>		

Note: Total Member Preference sold '22 = 6,544, thru 12-13-22  
 Note: Total Member Preference sold '21 = 6,594, thru 12-08-21  
 Note: Total Member Preference sold '20 = 5,209, thru 12-14-20  
 Note: Total Member Preference sold '19 = 6,550, thru 12-14-19  
 Note: Total Member Preference sold '18 = 6,584, thru 12-14-18

<u>Recreation Plus Program - 2023 YTD Sales</u>	2/28/2023	2/28/2022	2023 vs 2022
			Variance
Rec Plus Renewals	818	740	78
Rec Plus New	26	49	-23
	<b>844</b>	<b>789</b>	<b>55</b>

### 2023 Recreation Program Sales YTD by bedroom

<u>2/28/2023</u>	New	Re-new	
One Bedrooms (4 cards, \$1,260)	0	14	
Two Bedrooms (6 cards, \$1,890)	7	126	
Three Bedrooms (8 cards, \$2,520)	12	380	
Four Bedrooms (10 cards, \$3,150)	4	205	
Five Bedrooms (12 cards, \$3,780)	3	72	
Six Bedrooms (14 cards, \$4,410)	0	12	
Seven Bedrooms (16 cards, \$5,040)	0	6	
Eight Bedrooms (18 cards, \$5,670)	0	3	
			<b>Combined Total</b>
<b>2023 YTD Total</b>	<b>26</b>	<b>818</b>	<b>844</b>
<b>2022 YTD Total</b>	<b>49</b>	<b>740</b>	<b>789</b>

### 2023 & 2022 Recreation Program Sales YTD by type

	2/28/2023	2/28/2022	2022 Totals
RPP's by Individual Property Owners	281	226	283
RPP's by Property Managers/Condo Assoc's	563	563	641
<b>RPP Total - Prop Owners &amp; Prop Mgrs.</b>	<b>844</b>	<b>789</b>	<b>924</b>

Facility - Event Space Rental/A/V/Linens/Bar Sales YTD vs Budget	<b>(\$4,296)</b>	YTD Sales Total	<b>\$6,304</b>
2023 Event Space Rental/A/V/Linens/Bar - Annual Budget	\$128,500		
YTD % of Annual Budget	<b>2.30%</b>		

**Total overall admissions @ SHARC**

**Daily Admission Highlights:**

Member Preference  
 Member Guest \$ (60% discount off Gate price)  
 Extended Family (Annual)  
 Recreation Plus  
 Gate Admission  
 Central Oregon Sundays - Summer & Off-season

	2023	2022	2023 Feb vs 2022 Feb
	February	February	
	<b>7,419</b>	<b>5,370</b>	<b>2,049</b>
Member Preference	2,902	2,092	<b>810</b>
Member Guest \$ (60% discount off Gate price)	71	58	<b>13</b>
Extended Family (Annual)	289	187	<b>102</b>
Recreation Plus	3,321	2,266	<b>1,055</b>
Gate Admission	241	375	<b>-134</b>
Central Oregon Sundays - Summer & Off-season	56	0	<b>56</b>

	2023	2022	2023 vs 2022
YTD Total SHARC Admissions - through 02/28	<b>16,049</b>	<b>11,204</b>	<b>4,845</b>

	2021	23 vs '21
YTD Total SHARC Admissions - through 02/28	<b>4,451</b>	<b>6,753</b>

Member Guest Passes issued through 02/28/23	<b>12,970</b>
Guest Passes redeemed at SHARC	978
Guest Passes redeemed at North Pool through 02/28/23	N/A

	2023 Total	2022 Total	23 vs '22 Tot
Member Pool Attendance	N/A	20,039	<b>#VALUE!</b>

2023 Recreation Budget Goals/Year-end Totals	Total Budget	YTD Revenue 02/28/23	YTD % of Annual Budget
Note: Annual MPP, Ext. Household, Ext. Comm - Budget is:	\$600,955	\$219,040	<b>36.4%</b>
Note: Annual Recreation Plus Budget is:	\$2,452,233	\$2,252,660	<b>91.9%</b>
Note: Annual Gate Budget is:	\$587,050	\$13,186	<b>2.2%</b>

Notes:  
 Light blue color indicates a + change from the previous month for Rec Plus by bedroom quantity.  
 Bold blue color indicates a + variance in membership and Rec Plus sales for 2022 vs 2021 YTD.  
 Bold maroon color indicates a - variance in sales and attendance totals for 2022 vs 2021 YTD.  
 Green color indicates a + change from the previous month for Rec Plus sales

Created: March 9, 2023 by: Keith Kessar

DIRECTORS REPORT FOR COMMUNITY DEVELOPMENT

FEBRUARY 2023

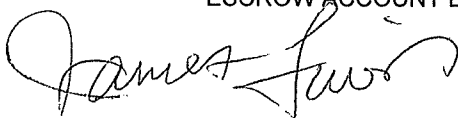
Line #	Community Development Activity	This Month				%Difference
		Previous month	Current	Current	Prior	Current/Prior
		Y-T-D	Month	Y-T-D	Y-T-D	Y-T-D
1	BUILDING PERMITS ISSUED FOR NEW HOMES	0	0	0	1	-100%
2	NEW CONSTRUCTION SUBMITTAL	2	0	2	5	-60%
3	REPLACEMENT HOMES (NEW CONSTRUCTION)	0	0	0	0	0%
4	MINOR ADDITIONS	1	2	3	5	-40%
5	ALTERATION/ADDITIONS	2	3	5	8	-38%
6	COMMERCIAL PROJECTS	0	0	0	0	0%
7	MULTI-FAMILY RESIDENCES	0	0	0	0	0%
8	COMMON AREA IMPROVEMENTS	0	0	0	0	0%
9	PRELIMINARY PROPOSALS	1	2	3	1	200%
10	RE-REVIEW APPLICATIONS	0	0	0	4	-100%
11	ADMINISTRATIVE APPROVAL APPLICATIONS	50	55	105	147	-29%
12	FOOTING INSPECTIONS PERFORMED	0	0	0	1	-100%
13	FINAL INSPECTIONS PERFORMED	35	35	70	143	-51%
14	ESCROW INSPECTIONS PERFORMED	2	5	7	3	133%
15	OWNER CONCERN FORMS ANSWERED	3	6	9	4	125%
16	OWNER COMPLIANCE REQUEST FORMS SENT	14	30	44	22	100%
17	CONTRACTOR REGISTRATIONS 10/1-9/30/23	211	17	228	247	-8%
18	TOTAL WARNINGS ISSUED	14	0	14	0	0%
19	TOTAL CITATIONS ISSUED	5	7	12	17	-29%
20	DESIGN REVIEW NOTICES MAILED	184	296	480	662	-27%

ESCROW ACCOUNT BALANCE:

\$175,425

AS OF

1/31/2023



James Lewis

General Manager

**Sunriver Owners Association (SROA)**  
**Natural Resources Department**  
**Monthly Report – February 2023**

<b>Ladder Fuels Reduction (LFR) Program</b>	<b>Current Month</b>	<b>Year to Date (YTD)</b>	<b>Previous YTD</b>
Permits issued*	14	31	41
Courtesy letters	0	0	0
Advisory – Deficiency letters	0	0	0
Advisory – Deficiency postcards	0	0	0
Notice of Deficiency letters	0	0	0
Notice of Violations	0	0	1
Inspections completed (Final & Fall LFR, MPB, etc.)	0	0	0
Other letters/postcards	475	475	768
<b>Noxious Weeds Program</b>			
Courtesy letters	0	0	0
Notice of Deficiency letters	0	0	0
Reminder – Deficiency postcards	0	0	0
Notice of Violations	0	0	0
Inspections completed	0	0	0
Other letters/postcards	0	0	0

\* Includes permits issued with LFR courtesy and deficiency letters.

<b>Firewood Permit Program</b>	<b>Current Month</b>	<b>Year to Date (YTD)</b>	<b>Previous YTD</b>
2023 Permits issued	36	95	61

**Department Highlights:**

- Continued LFR and tree thinning on commons, performed contract inspections.
- Virtually attended UC Davis Wildfire Resilient Structures Conference.
- Performed site visits regarding tree removal requests on private properties.
- Continued internal review of the Sunriver LFR Plan.
- Completed 2022 inspection data entry and processing for all private properties as part of 2023 LFR Compliance Program.

**(4)**  
**LIAISON & COMMITTEE REPORTS**

**MEETING MINUTES**

**Design**  
**Finance**  
**Owner Enrichment**

**(For informational purposes only, no Board action  
required.)**

**Covenants (Met on March 9<sup>th</sup>)**

**Design (Meet twice a month)**

**Finance (Met on March 16th)**

**Nominating (Met on March 7th)**

**Owner Enrichment Committee  
(Did not meet in Feb.)**





**SUNRIVER DESIGN COMMITTEE  
MEETING SUMMARY  
MARCH 10, 2023**

**PRESENT: Curt Wolf, Chairperson; Charlie Meyer, Richard Look, Rick Komraus, Theresa Youmans**

**ALSO PRESENT: Shane Bishop, Design Review Planner; Keith Kessar, Asst General Manager**

Design Committee Chair, Curt Wolf called the meeting to order at 10:00 a.m. The minutes of the 2/24/23 meeting were approved.

**ADDITION/ALTERATION**

**Lot #1 Cultus Lane**

*Project: Addition*

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Approved subject to the following conditions:

1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
  - a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
  - b. Submit a revised site plan showing the following items:
    - i. Accurate lot coverage calculations. Include a breakdown of all items required by Section 2.08.4 of the Design Committee Manual (DCM). Lot coverage cannot exceed 35%.
    - ii. Accurate existing >4"dbh tree locations, type and size, include any trees proposed for removal.
    - iii. Correct location of light fixture at front entry.
  - c. Submit a revised floor plan to address the following:
    - i. Label new addition.
    - ii. Include all windows, decks, a/c enclosure, and all exterior light fixtures,
  - d. Submit revised elevations to include the following:
    - I. Exterior dimensions.

- II. House number.
  - III. Roof pitches.
  - IV. Front door light fixture.
  - V. Solar tube.
2. Prior to completion, the following items shall be completed:
    - a. All new windows shall be tan in color and all existing windows shall be painted to match the new windows.
    - b. All doors other than the front entry door shall be painted to match the house body color as required by Section 19 of the DCM.
    - c. The existing solar tube is approved. All white or shiny metal surfaces of the solar tube shall be painted to match roof color or flat black per Section 19 of the DCM.
    - d. Shield the existing light fixture at the front entry as required by Section 20.00 of the DCM.
    - e. Rebuild trash enclosure. If changes are to be made to the enclosure, submit revised plans to the Design Committee for administrative review prior to making the changes.
  3. Prior to installation provide manufacturer's specification sheets for all new materials such as light fixtures.
  4. The following is a recommendation for the applicant to consider:  
Increase the size of the trash enclosure to accommodate 3 cans due to new curbside recycle program.

**Lot #6 Newberry Lane**

*Project: Addition*

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Approved subject to the following conditions:

1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
  - a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
  - b. Submit a revised site plan to show the following:
    - I. Accurate existing >4" dbh tree locations, type and size, include any trees proposed for removal.
    - II. Dimension new deck and trash enclosure. Trash enclosure shall conform to Section 21.05 of the Design Committee Manual (DCM). Enclosure may be enlarged to accommodate (3) three trash cans.
    - III. Show location of new wood deck railing.
    - IV. Reconfigure parking space #1. Parking space shall not extend into the lane per Section 12.09.4 of the DCM.
  - c. Submit revised elevations to show the following:

- I. South elevation: Complete drawing of hot tub enclosure. Indicate type and size of new window on breezeway.
  - II. West elevation: Indicate type and size of the (2) two new windows.
  - III. Show location of all existing and new proposed light fixtures.
2. Prior to installation, the following items shall be submitted for administrative review:
    - a. Provide a complete colors and materials board.
    - b. A cross section of the new wood railing.
    - c. New deck materials and color shall match existing.
    - d. Any proposed landscape shall conform to Section 22 of the DCM.

### COMMERCIAL

#### **57475 Abbot Dr; SSD/Fire & Police Facility**

*Project: Addition*

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Approved subject to the following conditions:

1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
  - a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
  - b. Submit a revised site plan showing accurate existing >4" dbh tree locations, type and size. Include any trees proposed for removal per Section 4.04 of the Design Committee Manual (DCM) and Form D.
  - c. Landscaping plan as submitted is denied.
  - d. Applicant shall comply with all recommendations in the Spring River Tree Service Report of 2-16-2023.
  - e. The grade lines at the east side of the building are incomplete. No grading is approved between the existing building and Abbot Drive except for the footing excavation at the Wildland Apparatus Addition.
  - f. Specify concrete walkway finish on Form D Property Description sheet.
  - g. Specify that Shou Sugi Ban siding is to be cedar on Form D Property Description Sheet.
  - h. Specify board and batt siding materials and batt size and spacing on Form D Property Description Sheet. Refer to DCM Section 12.04 for minimum sizes and maximum spacing.
  - i. Specify the type and color of the roofing at the 'flat' roofs. The roofing shall be a dark color. Some of it will be visible from the entrance drive and bike path.
  - j. Specify what the soffit board shown at the eaves will be.
  - k. Show future EV charging at the rear accessible parking space.

- l. Explain the flag pole's "integral light". The light shall comply with DCM Section 30.19. Call out the pole diameter and height. A wheel stop at the parking may be required to protect the flag pole from vehicles.
  - m. The trash enclosure "shall be sufficient to conceal all trash containers from view" per DCM Section 30.20. Chain link type gate and/or fencing is not permitted.
  - n. The "security fence" at the condensers shall be sufficient to conceal all condensers from view. Show fencing on the exterior elevations.
  - o. Dimension the length of the roof overhangs on the roof plan.
  - p. Revise the roof plan to eliminate the flat valley above the entry. It will collect snow and may cause ice damming.
  - q. Revise the slope of the parapet cap over the main entrance (shown on 5/DR5.1). It shall slope down towards the deck to avoid rain water washing down the face of the entrance.
  - r. Coordinate the finish grade height shown on the exterior elevations with the site plan.
  - s. Show concrete curbs at wood framed exterior walls abutting an exterior walkway to protect the siding from rain, ice and snow.
  - t. Explain and detail the horizontal reveal/joint and or flashing shown on the exterior elevations at the vertical siding.
  - u. The fiber cement panel siding in the gable over the main entry is denied. This is not an approved use of this siding.
  - v. Show the support for and dimension the size of the roof over the vestibule entry at the rear of the building. Change the roofing to asphalt shingles. Metal roofing will shed snow and ice on to the walkway.
  - w. Why is the parapet over Rooms 120-123 so tall, no equipment is shown on this roof so a screen isn't required. This just adds unneeded mass to the building.
  - x. Show the slopes of the 'flat' roofs on the roof plans.
  - y. Delete the gutters and downspouts at the standing seam roofs at the Apparatus addition. They aren't needed and will be constantly full of pine needles.
  - z. Show the exterior 'egress light' at the main entry on the exterior elevation.
  - aa. The awning and casement windows shown at exterior walkways on the elevations can be hazardous to walkers when open. Revise them to be fixed, single hung or sliders.
  - bb. The 'roll down garage door' at the work out room shall match the store front doors and windows. Label it as a 'sectional overhead door'.
  - cc. Explain the louvers like items shown in the gable ends on the exterior elevations.
  - dd. Revise plans and resubmit for administrative review. Exterior elevations shall be resubmitted without shading.
  - ee. If any exterior mounted mechanical equipment are added, they shall be submitted along with their associated screening for full committee administrative review and approval.
2. Prior to installation:
- a. Provide a full colors and materials board for full committee administrative review and approval. Include color sample of spandrel glazing.
  - b. Provide details and/or cut sheets of all exterior mounted light fixtures. Fixtures shall comply with DCM Section 30.19 except for fixtures required for specific fire department functions.

- c. Submit a revised landscape plan to reflect requirements and best practices detailed within the DCM, Sunriver Ladder Fuels Reduction Plan, and the Draft Sunriver Ladder Fuels Reduction Plan (rev. 8/2022) for review and approval.
3. The following items are recommendations for the applicant to consider:
- a. Specify round downspouts to complement the architecture.
  - b. Don't terminate downspouts from upper roofs on to the 'flat' roofs. This will just add to icing problems in the winter months.
  - c. Provide an electric assist opener for the main entrance door.
  - d. Eliminate the roof well above Level 2.0, It isn't being used for anything.
  - e. Raise the half wall at the left of the covered deck so that the barbeque is not visible from below.

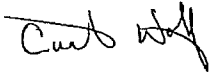
Notes:

Construction debris shall be collected daily and put into an onsite dumpster with a cover.

### **OTHER BUSINESS**

The Committee recommended the current draft of the Design Committee Manual dated 3/3/2023 with edits of 3/10/2023 be submitted to the SROA Board of Directors for action.

Respectfully submitted,



Curt Wolf  
Design Committee Chair

electronic signature used with permission



**SUNRIVER DESIGN COMMITTEE  
MEETING SUMMARY  
FEBRUARY 24, 2023**

**PRESENT: Curt Wolf, Chairperson; Charlie Meyer, Mary Fister, Rick Komraus, Theresa Youmans**

**ALSO PRESENT: Scott Jackson, Design Review Planner; Scott Gilles, Board Liaison; Shane Bishop, Design Review Planner; Keith Kessar, Asst General Manager**

Design Committee Chair, Curt Wolf called the meeting to order at 10:08 a.m. The minutes of the 2/10/23 meeting were approved.

**MINOR ADDITION**

**Lot #3 Dogleg Lane**

*Project: Hot Tub*

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Denied for the following reason(s):

1. Plans as submitted do not completely screen the hot tub as required by Section 17.10 of the Design Committee Manual (DCM).
2. The screen wall does not connect to the principal structure as required by Section 17.07 of the DCM.
3. The enclosure is not sized to be "no larger than necessary to accommodate the functional use or clearance required" as required by Section 17.07 of the DCM.
4. Upon resubmittal the following items shall be addressed:
  - a. Submit a revised site plan showing accurate existing >4" dbh tree locations, type and size. Include any trees proposed for removal per Section 4.04 of the DCM and Form D.
  - b. Property pins shall be located and exposed and sides and rear property lines shall be strung per Section 4.16 of the DCM.
  - c. Correct the spelling of the Lane name in the title blocks.
  - d. Show the outline of the residence on Lot 2 and label it Lot 2 on the site plan.
  - e. Change side yard setbacks on site plan to 7'6" and show them extending to the rear property line per Section 13.06.2 of the DCM.
  - f. Dimension the front setback on the site plan.
  - g. Show parking zones in the driveway per Section 12.09.4 of the DCM.

- h. Change Form D (Property Description Sheet) to only show 8x8 posts to coordinate with plans.
- i. Revise the lot coverage calculations per Section 2.08.4 of the DCM. Itemize the following: garage/lower level/midlevel, covered front porch, cantilevered upper floor, rear decks, trash enclosure and portion of new hot tub enclosure that isn't under the rear deck.
- j. Reduce the size of the hot tub enclosure. The Committee considers the area required for the functional use of the hot tub to be approximately 150 sq. ft. Due to the locations of your upper deck support posts, you may need a slightly larger area.
- k. Connect the hot tub enclosure walls to the 8x8 posts and extend the enclosure wall to the principal structure at bedroom 3 exterior wall. This will also screen the hot tub from Lot #4 and the lane.
- l. Correct the hot tub cap detail to match the exterior elevations.
- m. Label the new wall at the rear lower deck shown on the deck plan and show the extent of the new stairway and dimension the stairway.
- n. Submit cut sheet for new exterior lights complying with Section 20 of the DCM.

**Lot #3 Ochoco Lane**

*Project: "As Built" Hot Tub*

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Denied for the following reason(s):

- 1. As built conditions and as submitted plans show the hot tub is not properly screened per Section 17.07 of the Design Committee Manual (DCM).
- 2. Trees proposed for removal are denied.
- 3. Upon resubmittal, the following items shall be addressed:
  - a. Hot tub shall be fully screened per Section 17.07 of the DCM.
  - b. Site plan shall show (3) parking spaces on the driveway per Section 12.09.4 of the DCM.

**ADDITION/ALTERATION**

**Lot #19 Tokatee Lane**

*Project: Addition*

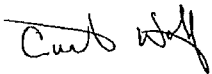
The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Approved subject to the following conditions:

- 1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:

- a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
  - b. Submit a revised site plan to include the following:
    - I. Construction staging area.
    - II. Accurate lot coverage calculations as required by Section 2.08.4 of the Design Committee Manual (DCM).
    - III. Reduce the size of the driveway. The Committee has determined 7 sleeping areas are needed to be shown on the driveway surface.
  - c. Update/revise the Demolition summary for administrative review.
  - d. Submit cross -sections for all enclosures.
  - e. Revise all plans to show 6:12 roof pitch.
  - f. All revised plans noted above shall be submitted for Design Committee administrative review.
  - g. All trees proposed for removal are denied, including the 8" Ponderosa pine near the front walkway.
2. Prior to installation a complete colors/materials board shall be submitted for administrative review. Provide manufacturer's cut sheets for new materials such as light fixtures, windows, doors, garage doors, railings, decking, etc.
  3. The following item is a recommendation for the applicant to consider:
    - a. Increase trash enclosure to accommodate 3 cans due to new side yard recycling program.

Respectfully submitted,



Curt Wolf  
Design Committee Chair

electronic signature used with permission





## Sunriver Owner Enrichment Committee

### Meeting Notes for January 11, 2023, at 2:00 p.m., SROA Board Room

**Attendance:** Mark Fisler-Chair, Meagan Iverson, Al Klascius, Paul Ash, Sandy Appleby, Louise Howard, Keith Kessarar-SROA, James Lewis-SROA, Bill Burke-Board. **Absent:** Mary Condy-Secretary, Katie Keller, Carol Mosman, Susan Jain, Susan Huseonica. **Hiatus:** Jane Boubel

Mark Fisler opened the meeting at 2:06 p.m.

The November 9, 2022 meeting minutes were reviewed and discussed. There was no vote taken because we did not have a quorum. Mark will call for a vote via email.

Mark shared regarding OEC budget and accounting and also a process flow for OEC subcommittees. See notes on page 2.

#### **SROA Board & Staff Update:**

- Board Representative Bill Burke shared:
  - Ladder files and firewood initiatives are in progress.
  - All are encouraged to attend the 1/17 Sunriver You Town Hall regarding the fiber to the home project.
  - The IT Task Force proposal was presented and well received. It can be viewed on SROA's website and YouTube.
- Assistant General Manager Keith Kessarar shared:
  - Interviewing candidates now for Events Manager. Leigh Anne is the primary contact for clubs and organizations regarding SHARC requests. No new outside requests are being received at this time.

**Sunriver You Update:** Katie Keller was absent due to the Sunriver You Class occurring simultaneously. Mark Fisler skimmed current classes per the December Sunriver Scene.

#### **Current/In-Progress OEC Activities:**

- Welcome Spring Fling Dance – Sandy Appleby reported on this new initiative that is moving forward. See page 3 for the article for February's Sunriver Scene about it. Interested OEC members are encouraged to sign up ASAP as both the class and the event are expected to fill up quickly.
- Filmfest – Meagan Iverson reported on recent communications she and Susan Jain have had with Todd Looby of BendFilm. Nothing is in the works at this time for a "February Film Fest". Discussion ensued about the need for someone to coordinate a screening/gathering in Sunriver (rather than renting BendFilm's Tin Pan Theater) if it's going to happen. The coordinator doesn't have to be an OEC member.
- Dog Classes - Paul Ash shared that dog classes are continuing. The latest round is being held in the back of Camp Abbot Trading Co.

### **Future OEC Activities and Suggestions Parking Lot:**

- Add second monthly Happy Hour – Carol Mosman raised the idea with Mark of this rather than a new games-focused happy hour. Discussion ensued, including ideas of having themed happy hours and/or select happy hours focused on welcoming newcomers to Sunriver.
- Use of Golf Course Fairways during winter – Sandy Appleby shared about an article in the Scene from Sunriver Resort that provided conflicting info about skiing only on the paths. All volunteers to follow up with the Resort’s Operations Manager for clarity.
- Sunriver Travel Forum – Sandy Appleby received an idea from someone about encouraging opportunities for well-traveled Sunriverites to share stories.
- Daffodil sale - 2023 - Mark Fisler is planning ahead for the second round. SROA board member Linda Beard might assist.

**Next Meeting:** March 8, 2:00 p.m., SROA Board Room

Meeting adjourned at 3:16 p.m.

Respectfully submitted, Meagan Iverson as substitute for secretary Mary Condy.

### **OPENING COMMENTS FROM MARK FISLER:**

- The OEC has a budget allowance of \$5000
- The SROA has added a journal entry to allow OEC to deposit funds (Thank you Keith)
- This is important because previously there seemed to be a reluctance to pre-pay for a proposed idea – in other words “Money upfront” requirements resulted in hesitation to proceed. Case in point was the “Farm to Table” dinner
- The other point is that – We have a budget of \$5000 to spend. This also means that every idea does not have to be completely self-funding.
- While we don’t want to waste or recklessly spend our budget, we should not hesitate to promote or bring forth ideas that require upfront expense that we may not be able to fully recover.
- Also, as we have seen in the last few projects promoted by the OEC (Welcome Spring Fling) being the most current example, the purpose of these OEC meetings is to suggest/promote ideas for the benefit of the Sunriver community. The general idea reviewed and either accepted or rejected/delayed better clarity or definition. However, once accepted, the champion should build a team and fully develop and implement the proposal. The Committee should not need to be involved further. The proposal should outline a budget and risk assessment. The OEC may agree on a basic acceptable risk

allowance (e.g.,\$500) for projects. If the risk is higher, then the OEC should vote whether to accept the risk and move forward or reject.

## **SPRING DANCE ARTICLE FROM SANDY APPLEBY:**

### Welcome Spring Fling

Dust off your dancing shoes! Take off those snow boots. We are rolling back the clock. Come dance the night away to your favorite 60's and 70's music. Whether you want to bring back your dance moves or just sit and tap your toes or even sing, come enjoy tunes that are ageless. Singles and couples are welcome. This is brought to you by SROA's Owner Enrichment Committee.

On Friday, March 24<sup>th</sup>, from 7-9 p.m. at Benham Hall in the SHARC, we will have a DJ, dancing, and no host bar. As a special treat, DJ and dance instructor, Travis, will give a short refresher on swing dance at the very beginning. Cost of the dance is \$20.00/person. This event will be limited to 150 guests.

For those wanting a dance tune up, there will be a series of 3 lessons for East Coast Swing at the SHARC, Fridays, March 3, 10, and 17 from 4- 4:50 p.m. provided by Dance with Travis. Travis was originally taught and trained through the Fred Astaire System and has been dancing, competing and teaching since 1995. He is Owner of Dance with Travis dance studio in Bend.

Whether you're a beginner, just need refreshing, or would like to learn a few new moves, consider signing up for these lessons! Couples and Singles are welcome. The cost for the series is \$35.00 per person. Space is limited to 30 people. You must sign up for the whole series and payment in advance is required.

Registration acceptance for both events will be *first come, first served* based on the receipt of your payment. The deadline for lesson registration is February 17<sup>th</sup>. Register for the dance by March 17<sup>th</sup>. If you are interested in attending either or both dance opportunities, email [welcomespringfling@gmail.com](mailto:welcomespringfling@gmail.com) the name(s) of those to be registered and you will be forwarded a registration form and payment details. Start looking for those dancing shoes to celebrate the beginning of Spring!

For questions regarding the dance lessons call Travis at 541-62DANCE (541-623-2623). Questions regarding registration at [welcomespringfling@gmail.com](mailto:welcomespringfling@gmail.com).

The Owner Enrichment Committee (OEC) is a standing committee that assists the Board, SROA staff, and the Association with developing, promoting, and evaluating SROA programs and activities of a social, educational, cultural, and/or recreational nature for the benefit of all SROA's owners.

(5)

**SUNRIVER SERVICE DISTRICT REPORTS**

**(For informational purposes only, no Board action  
required.)**

# SUNRIVER SERVICE DISTRICT

## MINUTES OF BOARD REGULAR MEETING

2 p.m. Thursday, January 19, 2023

Meeting in person and via Zoom

**Call to Order:** Chair Fister convened the meeting at 3:09 p.m.

**Roll Call:** Chair Fister, Vice Chair Shoemaker, Treasurer Beenen, Dir. De Alicante, Dir. Foster, Dir. Hepburn and Dir. Ralston were present.

**SSD Staff:** Board Administrator Holliday, Fire Chief Moor, Police Chief Womer, Police Lt. Lopez, OR/PM Nelson

**SROA Staff:** Susan Berger

**Public Input:** None

### Consent Agenda:

#### 1. Motion to approve:

- a. The December 15, 2022 Regular Board meeting minutes
- b. The December 20, 2022 annual Joint Meeting with Deschutes County Commissioners meeting minutes
- c. The December 20, 2022 Special Board meeting minutes
- d. The January 12, 2023 Special Board meeting minutes
- e. SROA monthly invoice in the amount of \$18,162.89
- f. SDIS invoice for 2023 liability insurance coverage in the amount of \$67,459
- g. Brown and Brown invoice for 2023 Coalition insurance in the amount of \$3,268.00
- h. Two invoices from Drive Unlimited for the total amount of \$17,550.87

Dir. De Alicante moved to approve the Consent Agenda; seconded by Vice Chair Shoemaker. Discussion yielded questions from Dir. Foster about the various insurance deductibles, coverages, and policy details. Board Administrator Holliday will follow up with him directly to provide answers. The motion passed unanimously.

#### 2. Old Business

##### Public Safety Building

- a. Motion to Approve December 2022 Building Funding Requests:
  - i. Nelson Capital invoice in the amount of \$9,500.00
  - ii. KMB Architecture invoice in the amount of \$121,214.29
  - iii. Local Government Law Group invoice in the amount of \$1,073.65
  - iv. Bend Mapping invoice in the amount of \$1,142.15
  - v. SSD Reimbursement in the amount of \$190.59

Dir. Foster moved to approve the December 2022 Building Funding Requests; seconded by Vice Chair Shoemaker. Motion passed unanimously.

- b. Schematic Design/Design Development Discussion  
OR/PM Nelson worked with District stakeholders, Kirby Nagelhout Construction Company (KNCC), and the architectural team on identifying areas to put in the “buyback” column to get the price analysis on budget, which the Board is reviewing today. The Public Safety Building will not go over the \$18 million budget. As the process moves forward and costs are more definitive, the buybacks will be evaluated. Approval of this package allows the team to move forward and into design development.

Dir. Ralston moved to instruct the design team to go from schematic design to design development to maintain the schedule, as the project is currently within the overall budget; seconded by Dir. Foster.

Dir. Ralston stated when in schematic design the architects are taking all the suggestions and ideas to create the project. Once that is complete and the group moves into design development, and any big project changes will have additional costs. OR/PM Nelson stated at the end of design development the District will receive another full estimate. A balanced budget is required before moving into the next step, which is creating construction documents. He added design development is roughly two months, and it authorizes the architects and KNCC to move forward. He recommends the motion.

The motion passed unanimously.

- c. Review of monthly memo to Deschutes County Commissioners  
The Board provided feedback and changes.

## New Business

### 3. Monthly Chief/Administrator’s Reports

#### Police Chief Womer

- Calls for service: There were 36 cases, 21 were outside of Sunriver.
- Chief Womer and Lt. Lopez continue to participate in Public Safety Building meetings.
- The department purchased a drone and is currently meeting with SROA to discuss the UAV Rules and Regulations. Currently they are not allowed in Sunriver. Chief Womer is presenting initial materials to SROA for consideration. A decision will be made in May.
- The helmets, rifle plates, patrol rifles and drone are ordered from Board approval last month.
- The department received a DUI Grant to help with overtime to work more DUI enforcement. This was enacted in December.
- There was a burglary suspect that hit multiple locations. Sunriver Police apprehended him.
- Coffee with a Cop is going well and the first Wednesday of each month.
- Lt. Lopez is working with Three River School to talk to students about careers in law enforcement, as well as teaching a class at COCC.
- Shop with a Cop went great.
- Officer Weaver is participating in the Polar Plunge Feb. 11, 2023. The event raises funds for Special Olympics.

### Fire Chief Moor

- There was a structure fire in La Pine where Sunriver Fire assisted. La Pine Fire had all their resources on other calls. The structure was engulfed when Sunriver arrived.
- Motor vehicle accidents and EMS responses were way down, and there were less transports than last month. There were two walk ins and Sunriver provided mutual aid to La Pine 11 times. Sunriver had to request mutual aid four times.
- Admin: Chief said the hiring of the Firefighter/Paramedic is going well. SPD is assisting with the background checks. The new person will begin March 1.
- Operations: The Training Task Force met and planned out the next six months of training. The focus is on AIC captain training.
- The department is revisiting the Reserve Program, as it was on pause due to construction unknowns. Chief Moor is working with COCC to add three Reserves to dayshift hours.

Dir. Ralston left the meeting at 4:07 p.m.

### Administrator Holliday

- Public Safety Building: Coordinated the Jan. 12, 2023 Neighborhood Meeting, as required by SROA Rules and Regulations. Scene story for February will provide a recap of the Neighborhood Meeting, and the ongoing evaluation of schematic design. It will also share that Kirby Nagelhout Construction Company is providing probable construction cost estimates and constructability analysis.
- Budget: The Budget Committee had a kickoff meeting. Both departments began working on their respective budgets, as well as updating the reserve component list.
- Administrative: Attended the Coffee with a Cop and continue to create and disperse announcements for this monthly event.
- RFPs: Worked with Deschutes County Legal and Communications Team to finalize these documents. Administrator Holliday also utilized other municipalities examples for guidance. RFPs are due March 2, 2023 and all proposals will be reviewed.
- The transition of the SSD Board email migration from Google to Microsoft 365 will be paused until next month.

#### **4. Report on Executive Advisory Committee Meeting**

Chair Fister said these meetings were paused during COVID and started again this month. It is usually the Chair, Vice Chair, one other Board member, both chiefs, and the Board Administrator. It provides an opportunity for staff to meet with a group of Board members to candidly discuss various topics without meeting quorum. One of the goals is to make the Board meetings more efficient, as staff can address issues or questions and provide education. Chair Fister, Vice Chair Shoemaker met with Chief Womer, Lt. Lopez, Chief Moor and Board Administrator Holliday this month. Chair Fister and Vice Chair Shoemaker also met with two of the three fire crews to establish relationships, and Chair Fister was in attendance at the last Police Department all staff meeting.

#### **5. Review Sunriver 2023 Public Protection Classification (PPC) ISO Rating**

Chief Moor said the location of the fire department, water department, 911 center, and community risk reduction plan all are evaluated for the ISO rating. Ratings range from 1 to 10, which 10 being the worse. Sunriver was a three, and now are a two. This is very impressive, as many large cities are not even a two. This can decrease Sunriver property owner insurance premiums. Chief Moor added this assessment is tied to structural fire assessment, not wildland.



#### **6. Status report on 2021/22 fiscal Year SSD Audit**

Administrator Holliday shared Moss Adams requested and was approved for an extension. They should have the audit completed by Jan. 31, 2023.

#### **7. Year-end Police report on Complaints, Use of Force and Vehicle Pursuits**

Chief Womer provided the 2022 year-end Sunriver Police reports on complaints, use of force and vehicle pursuits. He stated use of force increased slightly, which was also a nationwide trend. There were 14 use of force incidents last year with no significant injuries. 13 were outside of Sunriver, however, 11 were in close proximity. There was one vehicle pursuit and no complaints filed against the department. The Board asked questions about use of force, deadly force scenarios and most current policies and practices.

Chief Womer added the department was reaccredited again, which is valid for two years. Lastly, Sunriver Police is almost fully staffed, as one candidate is still in background.

#### **8. Discussion on SSD Public Employees Retirement System/Retirement Rehire Policy**

Chief Moor stated two months ago this was a part of the packet for requested changes to the SSD Employee Handbook. It was suggested to get legal review, which was completed, and now is in front of the Board for approval.

Dir. Foster moves to approve the SSD Public Employees Retirement System/Retirement Rehire Policy language be added to the SSD Employee Handbook; seconded by Dir. Hepburn. The motion passed unanimously.

#### **9. Update on SSD 2022 Annual Report**

Administrator Holliday asked the Board for feedback on creating one comprehensive report for the District, to include sections for the Board, Administrative, Fire and Police. Historically, Fire and Police published their own separate reports.

#### **10. Review Human Resources, Payroll and Accounting/Bookkeeping draft RFPs**

Board Administrator Holliday stated SROA will not be renewing their contracts to provide Human Resources, Payroll and Accounting/Bookkeeping services for the District. She drafted Request for Proposal's (RFPs) for each of these services to receive input from the Board. Chief Moor said the Payroll and Accounting RFPs could be combined, however, Chair Fister would like to see the response before combining any of them. In addition, Treasurer Beenen said it would be beneficial for independent firms to be providing payroll and accounting services.

Treasurer Beenen shared his proposed changes for each RFP. He suggested adding to the Account RFP the ability to process credit cards, offering an electronic approval system, and additional experience with an accounting tool. In the HR RFP, he suggested removing exit interviews and managing employee terminations, as that should be done by the department chief. Lastly, for Payroll, he suggested the propose share their preferred provider, such as ADP or Paychecks.

Administrator Holliday will make the suggested edits and post the final drafts to the District website. She will also create a committee to evaluate proposals, conduct interviews, and provide recommendations for award to the Board.

**11. Reminder of SDAO annual conference in February**

Administrator Holliday reminded the Board that the SDAO annual conference is in Sunriver February 9 through 12, 2023. She encouraged the Directors to sign up, especially for the Awards Banquet Saturday evening when the Public Safety Building Task Force will be honored as SDAO Volunteers of the Year.

**12. Motion to approve the December 2022 unaudited financials**

715 Operating Budget

Treasurer Beenen shared the Property Tax line shows a positive variance, as opposed to the negative variance posted last month. He said this was a timing issue in the accounting. The budget is back on track and ahead for tax revenue. He reviewed the Police, Bike, Fire and Administrative monthly financials. All areas are doing well and ahead of budget for year to date.

716 Non-Operating Budget

Treasurer Beenen stated this account is doing well, especially regarding interest income. However, the Police department will be asking the Board for new vehicles. Vice Chair Shoemaker asked Police Chief Womer to provide an assessment of the department fleet and what needs need to be addressed.

717 Public Safety Building Budget

Treasurer Beenen stated 717 is well within budget year to date.

Dir. De Alicante moved to approve the December 2022 unaudited financials; seconded by Dir. Foster. The motion passed unanimously.

**13. Review of December 2022 SROA Board meeting**

Dir. De Alicante gave an update on the last SROA Board meeting, which included Natural Resources staff introductions, a presentation on an IT strategic plan, the admissions model, long term storage rates, wood chords, recycling, drones, and the license plate reader cameras.

**Other Business**

Next SSD Regular Board meeting is February 16, 2023. Approval of FY 2023/24 Capital Outlay budget requests; First draft of SSD annual reports.

Dir. De Alicante moved to adjourned; seconded by Treasurer Beenen. The motion passed unanimously. Meeting adjourned at 5:30 p.m.

Submitted by Board Administrator, Mindy Holliday

# SUNRIVER SERVICE DISTRICT

---

## MINUTES OF BOARD SPECIAL MEETING

9 a.m. Monday, February 13, 2023

Meeting via Zoom and in person at the Sunriver Fire Station

**Board Members present:** Chair Fister, Vice Chair Shoemaker, Treasurer Beenen, Dir. Foster, Dir. Ralston, Dir. Hepburn were present. Dir. De Alicante was not present.

**Staff present:** OR/PM Nelson  
Fire Chief Moor  
Police Chief Womer

**Public Input:** None

---

**1. Sunriver Public Safety Building Project: Motion to approve the Deschutes County Land Use Application Fee in the amount of \$5,397.00**

OR/PM reviewed stated the application is for land use, not for building permits. This application must be submitted first. Dir. Ralston added towards the end of the land use application process there will be the land use approval fee, and then the permit fees will begin being assessed.

Dir. Foster moved to approve the Deschutes County Land Use Application Fee in the amount of \$5,397.00; seconded by Dir. Hepburn. The motion passed unanimously.

**Other Business:**

Dir. Ralston stated the SROA Design Review meeting went very well. The District is approved for a final submission, due on Feb. 23, to complete final review at the meeting March 10.

Treasurer Beenen moved adjourn; seconded by Dir. Ralston. The motion passed unanimously.

Minutes prepared by Mindy Holliday, Board Administrator.



# SUNRIVER FIRE DEPARTMENT / Memorandum

Date: March 16, 2023  
To: SSD Board of Directors  
From: Tim Moor, Fire Chief  
Subject: **March Board Meeting**

---

## **Calls for Service:**

- Emergency Response Update

## **Administrative Update:**

- Monthly Officers Meeting
- Central Oregon Fire Chiefs meeting
- Public Safety Building / PM / Design Team
- Accounting/HR/Payroll RFP Meeting
- Emergency Preparedness meeting with Sunriver Police
- La Pine Fire Chief Hiring Process

## **Operations Update:**

- Monthly Training /**Fire** – Company Training, **EMS** – Mega Codes, Physician Q&A
- Elevator Training – Portland Fire & Rescue instructor
- Leadership Training – Chief Bjorvik and JJ Johnston
- New ambulance presentation / Hughes Fire Equipment
- New Firefighter /Paramedic on-boarding process

## **Community Events:**

- Stair Climb / Leukemia & Lymphoma Society

# SUNRIVER FIRE DEPARTMENT DASHBOARD

Community ~ Honor ~ Integrity ~ Pride



## February Comparison Statistics

February

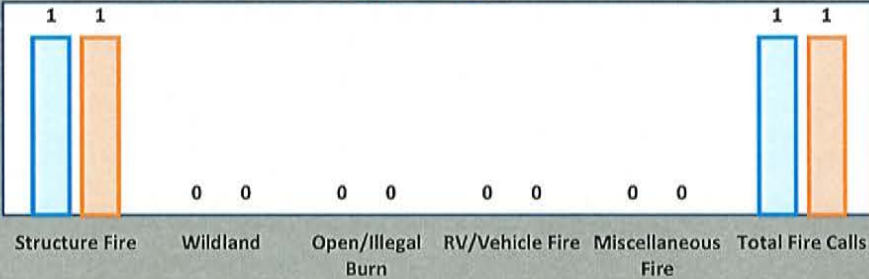
2022 2023

### Total Monthly Calls

**36** **28**

### FIRE RESPONSES

■ 2022 ■ 2023



### RESPONSE TIMES (Min:Sec)

2022 2023

**Turn-Out Time**  
(Dispatched to Enroute)

**1:13** **2:00**

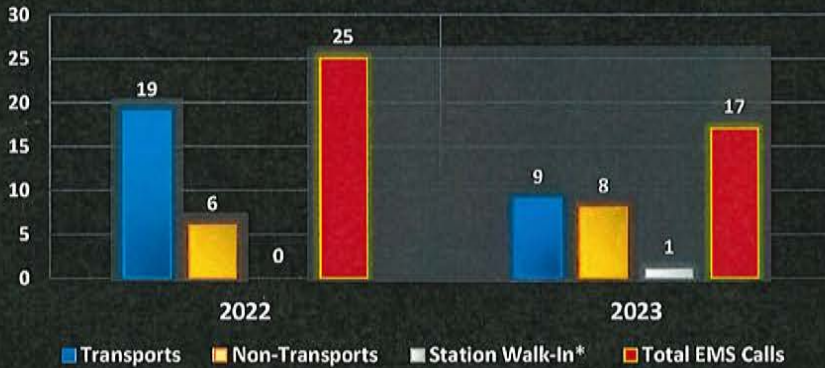
**Response Time**  
(Enroute to Arrived)

**9:38** **7:04**

**Scene to Back**  
**In-Service**

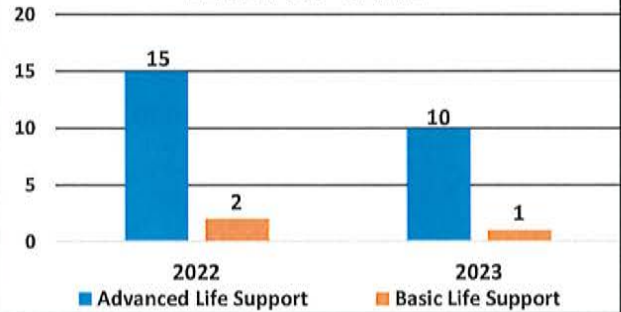
**57:35** **45:20**

### EMS RESPONSES



\*Walk-ins are included in Transport / Non-Transport Totals

### LEVEL OF CARE

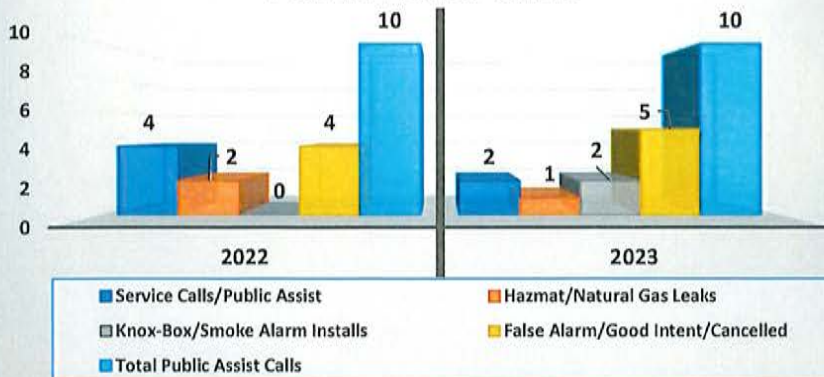


February 2022 2023

### MOTOR VEHICLE CRASHES

**3** **1**

### PUBLIC ASSIST CALLS

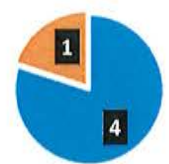


2022



■ Mutual Aid Given  
■ Mutual Aid Received

2023



■ Mutual Aid Given  
■ Mutual Aid Received

February 2022 2023

### TRAINING HOURS

**344** **457**

February 2023  
Ambulance Billing

**\$ 20,249.80**

**TOTAL CALLS (Year-to-Date)**

**86** **70**



# SUNRIVER POLICE DEPARTMENT

## MEMO

**TO:** SSD Board of Directors

**FROM:** Lieutenant Stephen Lopez

**DATE:** March 16, 2023

**TOPIC:** February Report

---

### Calls for Service:

- See attached February 2023 calls for service (588 total)
  - 20 of the 27 cases were outside of Sunriver

### Administrative Update:

- Active Threat training April 12<sup>th</sup>, April 26<sup>th</sup>, and June 21<sup>st</sup>
- Budget is in progress.
- Rifles have arrived
- Sergeant Beck attended FBI-LEEDA Executive Leadership
- Interviews have been conducted and officers selected
  - TASER-Kornblum, Firearms Instructor-Thommen/Guffey, Drone-Kaping/Wilson
- Mai is through background with Medical Screening remaining
- Lt. Lopez joined COSPA
- Two Toyota Tacoma trucks purchased and waiting equipping

### Operations:

- Assisted BPD with arrest in Business Park and DCSO and related Main Jail shooting
- Investigation conducted into theft of checks from the Country Store
- Several more DUII arrests
- DA Gunnels provided training to all personnel on new case law.
- EVOC Training conducted in Bend
- Additional TASER training was provided to all officers

### Community Events:

- Chat with a Chief event- best attended so far.
  - Community Bible Church- Lt Lopez presented on firearms safety.
-

## CALLS FOR SERVICE

	Feb 2022	Feb 2023
Self Initiated	338	449
Non-Emergency	119	109
Emergency	50	30
Calls For Service	507	588

	Feb 2022	Feb 2023
VBR/Speed	7	11
F Obey TCD/Yld	10	5
F to Signal	0	0
Parking	0	0
Equipment Viol	5	1
Cell Phone Use	0	1
Seatbelt	1	4
DWS-V	17	18
Insurance	10	17
Registration/Lic	19	16

	Feb 2022	Feb 2023
Offenses	104	85
SROA	0	0
Traffic	49	45
Violation	0	0
Criminal	24	9
Citations	73	54
Written Warn	2	0
Verbal Warn	132	136
Traffic Stops	195	193

	Feb 2022	Feb 2023
Arrest Offenses	35	15
Persons Arrested	23	13
Non-Criminal	21	11
Criminal	32	16
Offenses	69	33
Cases	53	27

	Feb 2022	Feb 2023
Comm. Policing	17	28
Security Checks	31	146
Assist Citizens	21	23
Noise	7	8
Animal Issues	12	8
Parking	14	8
Other Rules	1	2
Suspicious/Prowler	26	24

	Feb 2022	Feb 2023
Unlaw Entry MV	0	0
Theft/Fraud	2	2
Burg	0	0
Drug	0	0
Other Traffic Crimes	2	10
DUII	7	4
Bike Crash	0	0
MVA/Hit and Run	4	5
Lost/Found Prop	10	4



FEBRUARY 2023 CASE REPORTS

<b>Case Number</b>	<b>Case Offense Statute Description</b>	<b>Case Status</b>
2023-00000655	MVA Property Damage	Arrest (Home)
2023-00000691	Fleeing or Attempt to Elude Police Officer - Felony	Arrest (Home)
2023-00000691	Fleeing or Attempt to Elude Police Officer - Misdemeanor	Suspended/Inactive
2023-00000691	DWS /Revoked - Misdemeanor	Arrest (Home)
2023-00000691	Reckless Driving	Arrest (Home)
2023-00000704	Outside Agency Assist	Arrest (Home)
2023-00000722	MVA Property Damage	Arrest (Home)
2023-00000777	DWS /Revoked - Misdemeanor	Open
2023-00000814	Warrant Arrest - In State	Suspended/Inactive
2023-00000818	Hit And Run Accident - Property Damage	Arrest (Home)
2023-00000818	DWS /Revoked - Misdemeanor	Suspended/Inactive
2023-00000818	Reckless Driving	Arrest (Home)
2023-00000852	Forgery I - (+\$1,000)	Arrest (Home)
2023-00000865	Damaged Property	Suspended/Inactive
2023-00000868	Driving Under the Influence of Drugs (DUII)	Suspended/Inactive
2023-00000872	Driving Under the Influence of Intoxicants (DUII)	Suspended/Inactive
2023-00000903	Found Property	Suspended/Inactive
2023-00000935	MVA Property Damage	Arrest (Home)
2023-00000936	MVA Injury	Arrest (Home)
2023-00000956	Outside Agency Assist	New
2023-00000962	DWS /Revoked - Misdemeanor	Suspended/Inactive
2023-00000986	Warrant Arrest - In State	Arrest (Home)
2023-00000995	Lost Property	Arrest (Home)
2023-00001038	Warrant Arrest - In State	Arrest (Home)
2023-00001046	Theft III - Shoplifting	Arrest (Home)
2023-00001047	Outside Agency Assist	Arrest (Home)
2023-00001050	Violation of Restraining Order (VRO) (Contempt)	Suspended/Inactive
2023-00001059	Driving Under the Influence of Intoxicants (DUII)	Suspended/Inactive
2023-00001075	Driving Under the Influence of Intoxicants (DUII)	Open
2023-00001103	DWS /Revoked - Misdemeanor	Open
2023-00001218	Found Property	Open
2023-00001233	DWS /Revoked - Misdemeanor	Open
2023-00001233	Found Property	Suspended/Inactive

February cop log

2-2 Traffic stop attempted on subject, however, subject evaded and drove back to his residence on Black Duck. Charges have been sent to the district attorney's office for felony elude, reckless driving and DWS. Additionally, subject has active warrants for his arrest.

2-3 Sunriver PD assisted DCSO with a pursuit of a DUI suspect that started on Highway 97 and ended in Sunriver. A Sunriver resident, DCSO arrested the subject on assorted charges and Sunriver PD arrested him on charges of felony and misdemeanor eluding and driving on a suspended license from a prior incident that occurred on Dec. 15, 2022.

2-7 A resident reported finding several tools in a neighbor's yard on Alta Lane. The owner of the property is unknown.

2-7 Conducted a traffic stop on a vehicle leaving Sunriver on South Century Drive. The driver was subsequently arrested for an outstanding warrant.

2-7 Traffic stop on Solar Drive near Covina Lane resulted in the driver taken into custody for DWS, hit and run and reckless driving.

2-10 Officer observed a subject doing "cookies" in the parking lot at SHARC.

2-13 Sunriver Police responded to an unknown injury crash on Highway 97 at milepost 157.

2-13 A traffic stop on Highway 97 at milepost 151 resulted in the driver cited in lieu of custody for driving while suspended.

2-17 Conducted a traffic stop on a vehicle leaving Sunriver on South Century Drive. Subsequent to the investigation the passenger was arrested on a statewide felony warrant.

2-20 Officer conducted a traffic stop on a vehicle for a traffic violation at Highway 97 at offramp 153. The driver displayed signs of impairment and was arrested for DUII.

2-20 Employee turned in multiple credit cards and a check that various customers had left at the Marketplace over the past two months.

2-20 Employee reported an unknown driver drove off after his gas tank was filled and his card was declined. It is unknown if the driver knew his card had been declined.

2-22 Responded to Basecamp Grill for a report of a male causing a disturbance. The male was permanently trespassed from at the managers request.

2-27 Dispatched to a lost property phone call regarding a firearm on Mugho lane.

2-28 The owner of the Sunriver Country Store reported two signed checks were taken from an office in the store.

**“A”**

**Committee & Task Force Actions**

**Appointment:** Lenna Kimball – Covenants Committee

**(Board Action Required)**

## SROA BOARD ACTION REQUEST

**COMMITTEE:** Covenants

**DATE:** 3/18/23

**SUBJECT:** Approval of committee member appointment.

**ACTION REQUESTED-** I, Director \_\_\_\_\_ move approval of the appointment of Lenna Kimball as a member of the Covenants Committee.

**ATTACHMENT:** Completed Volunteer Service Form

**SUBMITTED BY:**

Name

Patty Smith

Position

Covenants Committee Chair

**Today's Date**

03/09/2023 12:00 AM

**Name**

Lenna Kimball

**Sunriver Property**

1 Thrush Lane

**Mailing Address**

813 Schooner Bay Dr  
Redwood City, CA 94065

**Cell Number or Landline**

650-619-0143

**Email**

[lenna.kimball@comcast.net](mailto:lenna.kimball@comcast.net)

**Experiences:**

25+ years in management and executive leadership in global biotech/pharmaceutical industry

**My interests are:**

Covenants Committee

**I have expertise in:**

Working in a highly regulated industry, establishing policies and procedures

**I am interested in the following (check all that apply):****Available Committees**

Covenants Committee

**“B”**

**Committee/Task-Force Action Requests**

**(None this month)**

**(No Action Required)**

## **Board Book Section**

**“C”**

- 1. Certify Election Results**
- 2. Approve Amendment to Declaration  
(Consolidated Plan)**

**(2 Board Motions Required)**

## SROA BOARD ACTION REQUEST

**COMMITTEE:** Election

**DATE:** 3/18/23

**SUBJECT:** Certify results of the 2023 Special Election

**ACTION REQUESTED-** I, Director \_\_\_\_\_ move to certify the results of the February 21, 2023, Special Election approving the Bulk Agreement with TDS and approving changes to the Consolidated Plan to conform with House Bill 2534.

**ATTACHMENTS:** Election results

**SUBMITTED BY:**

Name  
Patty Smith

Position  
Election Committee Chair



RESULTS OF SROA ELECTION

February 21, 2023

Ballot Measure 1: Bulk Services Agreement with TDS

YES VOTES

2,098

NO VOTES

249

NO VOTE CAST

5

Ballot Measure 2: Approve language change to Consolidated Plan

YES VOTES

2,127

NO VOTES

206

NO VOTE CAST

20

No Vote  
(Board Candidates) N/A

Write-In  
Votes N/A

Ballots Mailed 4,211

Ballots Counted 2,353

Invalid Ballots 6

Envelopes Unsigned 25

Ballots Returned as  
Undeliverable 10

Respectfully submitted,

Patty Smith  
Election Committee Chair

Date: February 21, 2023

To: Sunriver Owners Association  
Board of Directors

Date: February 22, 2023

Following are the comments received from this special election ballots.

**Comments:**

"In the past, Bend Broadband has had a rather poor service record. Hmmm !"

"Sounds very good but not sure if we can trust this board."

"What is "discriminatory" about specifying that children are children?"

"TDS = THIEVES !! DO NOT GO INTO BUSINESS WITH THEM !!!"

"Why are you wasting our time if you are going to do it anyway?"

"We are "Pro family" much of our Country's ills are a result of distraction of family values."

Respectfully submitted,

Patty Smith  
Election Committee Chair

## SROA BOARD ACTION REQUEST

**STAFF:** Administration

**DATE:** March 18, 2023

**SUBJECT:** SROA Consolidated Plan Certification of Amendments 2023

**ACTION REQUESTED-** I, Director \_\_\_\_\_ move to approve the certification and recording of the February 21, 2023 voter approved amendments to the Consolidated Plan, Sections 1.11, 1.19, 2., 3.12 and 6.01.

**ATTACHMENTS:** Amendment to Declaration that all Directors will need to sign once approved.

**SUBMITTED BY:**

**Name**

Becki Sylvester

**Position**

Executive Assistant

**AMENDMENT TO DECLARATION**

**SUNRIVER OWNERS ASSOCIATION (“SROA”)** hereby amends its Declaration, dated effective January 1, 1986, and recorded in the Deed of Records of Deschutes County, Oregon at Volume 0113, Page 1158 and following, as amended (the “Consolidated Plan”) Section 1.11, 1.19, 2., 3.12 & 6.01.

**In Witness Whereof**, the undersigned, being all of the members for the Board of Directors of SROA, hereby certify under penalty of perjury that, by affirmative vote of more than 60% of its members who voted, the Sunriver Owners Association has adopted the foregoing amendment. Executed this 18<sup>th</sup> day of March 2023.

\_\_\_\_\_  
Gerhard Beenen, President

\_\_\_\_\_  
Keith Mobley, Assistant Treasurer

\_\_\_\_\_  
Bill Burke, Vice President

\_\_\_\_\_  
Linda Beard, Director

\_\_\_\_\_  
Clark Pederson, Treasurer

\_\_\_\_\_  
Tony De Alicante, Director

\_\_\_\_\_  
Scott Gillies, Secretary

\_\_\_\_\_  
Julianna Hayes, Director

\_\_\_\_\_  
Larry Ishmael, Assistant Secretary

## **Board Book Section**

**“D”**

**Village @ Sunriver Maintenance Fee Agreement**

**(Board Motion Required)**

## SROA BOARD ACTION REQUEST

**DEPARTMENT:** Administration

**DATE:** March 18, 2023

**SUBJECT:** An agreement with Rediscover Sunriver Village to establish a new process for calculating the Annual Maintenance Assessment.

**ACTION REQUESTED-** I, Director \_\_\_\_\_ move approval of an Annual Maintenance Assessment Agreement as attached hereto to establish a new method of calculating such fees as permitted by Section 7.02 e. of the Consolidated Plan of Sunriver.

**BACKGROUND:** Historically, SROA has collected an annual maintenance assessment (fee) from the commercial properties in Sunriver (now owned by Rediscover Sunriver Village [RSV] – since 2010) based on a formula included in the Consolidated Plan. That formula and calculation is based on annual data generated by the Deschutes County Tax Assessor, including the reported Real Market Value (RMV) for the subject commercial properties and the overall RMV reported for the entirety of the properties in Sunriver.

Beginning in 2017 and continuing through 2022, the annual maintenance assessment paid to SROA for the RSV properties has been in decline. The basis for the decline is the fact that the RMV for the RSV properties has not been adjusted by the County Tax Assessor since 2016. When using this stagnant figure in the required formula, while at the same time using an increasing RMV for the rest of Sunriver combined, the annual maintenance assessment paid to SROA declined each succeeding year.

As permitted by the language in Section 7.02 e. of the Consolidated Plan, the formula included therein must be used unless otherwise mutually agreed to by SROA and the affected property owner. This contemplates the ability to come to a separate agreement as to how the annual maintenance assessment will be calculated. Based on the fact that the assessment to and payment from RSV was dependent on a formula utilizing data created from a source over which SROA has no control (the County Tax Assessor), staff negotiated the proposed alternative agreement with RSV.

Through discussion with RSV, the desire was to create a predictable assessment for both parties that was not subject to data from an outside source, and that was also subject to annual increases that are the same as other Sunriver Owners – that is based on the annual increases approved by the Board of Directors, except that the assessment to RSV would have an increase cap of 4.0% in any given year. That cap was chosen on the basis that over the past 10 years, other than 2021 and 2022 where a 6.0% increase in the assessment was approved by the Board due to the impacts to the SROA budget from COVID, the increase has never been more than 4.0% - with the average being 3.0%. An additional element in the rationale for this payment has to do with the large dollar amount paid to SROA from RSV as compared to other residential owners.

**ATTACHMENTS:** Draft Annual Maintenance Assessment Agreement between SROA and Rediscover Sunriver Village.

**ESTIMATED FINANCIAL IMPACT:** The financial impact to SROA is one that ensures that for the timeframe of the agreement an increase in the annual maintenance assessment will occur. For calendar year 2023 the beginning base maintenance assessment is \$43,308. Per the agreement, the annual increase in the fee to RSV in 2024, and extending through 2032, will be the same as approved by the Board during the annual budget process for other Sunriver Owners (except for those subject to a different calculation as specified in the Consolidated Plan), with a 4.0% maximum increase for any year.

**SUBMITTED BY:**

**Name**  
James Lewis  
Joe Healy

**Position**  
SROA General Manager  
SROA Controller

# **Board Book Section**

**“E”**

**First Reading**

**Design Committee Manual or Rules & Regulations**

**(Board Motion Required)**



## SROA BOARD ACTION REQUEST

**DEPARTMENT:** Community Development

**DATE:** March 18, 2023

**SUBJECT:** Design Committee Manual of Rules and Procedures –  
1<sup>st</sup> Reading Acceptance

**ACTION REQUESTED-** I, Director \_\_\_\_\_ move approval of the first reading of the Design Committee Manual of Rules and Procedures draft revision, dated March 3, 2023. This draft was officially recommended by the SROA Design Committee at their committee meeting on March 10, 2023. The new manual, if adopted, will be replacing the current manual in its entirety.

**BACKGROUND:** The SROA Design Manual Task Force was officially formed to thoroughly review the current (December 19, 2020) Design Committee Manual of Rules and Procedures and to bring the current manual much more in line with most applications the Community Development Department is currently receiving. With less than 70 buildable lots left in Sunriver, the current manual leans heavily on new construction requirements, which is not the majority current applications being received.

The task force members participated in twenty-four meetings over the last eighteen months. The meetings initially consisted of a partnership between SROA and MIG Consultants out of Portland (planning/design expertise), to help reformat the manual to what is consistent in other planned communities today. The task force was comprised of multiple community stakeholders, owners, Design Committee Members, contractors, and architects. In addition, SROA staff had two additional meetings with the Design Committee Members to capture any final edits, and to review the new layout functionality of the proposed manual.

**ATTACHMENTS:** Draft of Document & Recommendation from Design Committee

**SUBMITTED BY:** Assistant General Manager Keith Kessar

- c. Submit a revised landscape plan to reflect requirements and best practices detailed within the DCM, Sunriver Ladder Fuels Reduction Plan, and the Draft Sunriver Ladder Fuels Reduction Plan (rev. 8/2022) for review and approval.
3. The following items are recommendations for the applicant to consider:
- a. Specify round downspouts to complement the architecture.
  - b. Don't terminate downspouts from upper roofs on to the 'flat' roofs. This will just add to icing problems in the winter months.
  - c. Provide an electric assist opener for the main entrance door.
  - d. Eliminate the roof well above Level 2.0, It isn't being used for anything.
  - e. Raise the half wall at the left of the covered deck so that the barbeque is not visible from below.

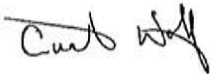
Notes:

Construction debris shall be collected daily and put into an onsite dumpster with a cover.

**OTHER BUSINESS**

The Committee recommended the current draft of the Design Committee Manual dated 3/3/2023 with edits of 3/10/2023 be submitted to the SROA Board of Directors for action.

Respectfully submitted,



Curt Wolf  
Design Committee Chair

electronic signature used with permission

Staff is working on the final edits to this document and it will be emailed as soon as it is available on Tuesday.

## **Board Book Section**

**“F”**

### **First Reading**

**SR Rules & Regulations Sections 1 & 4 to align with  
the revised Design Manual**

**(Board Motion Required)**

## SROA BOARD ACTION REQUEST

**DEPARTMENT:** Administration

**DATE:** March 18, 2023

**SUBJECT:** Amendments to Sections 1.05 and 4.02 of the Sunriver Rules and Regulations regarding the incorporation of items removed from the Design Committee Manual of Rules and Procedures as a result of the update of that document.

**ACTION REQUESTED-** I, Director \_\_\_\_\_ move approval of a First Reading of amendments to Sections 1.05 and 4.02 of the Sunriver Rules and Regulations as attached to incorporate and amend elements removed from the Design Committee Manual of Rules and Procedures as a result of the update of that document, subject to final approval of the text by the SROA legal counsel.

**BACKGROUND:** As an outcome of the update/re-write of the Design Manual, certain portions thereof have been deemed better suited for inclusion in the Rules and Regulations. The reason is that some provisions in the current Design Manual are not architectural elements of the structure or permanent elements of the property. Nor are they subject to review by the Design Review Committee under the provisions of the Design Manual. Nonetheless, such elements are important to the community and need to be regulated (as determined through past inclusion in the Design Manual).

As stated above, existing Sections of the Rules and Regulations could be modified to include the items omitted from the Design Manual (as suggested in the attachment as reviewed and recommended by the Covenants Committee) – again, these items will not be included in the revised Design Manual because they are not within the intent/purpose of the Design Manual and do not fall under any review authority/procedure of the Design Review Committee.

In the attachment, where there is existing text that is being omitted from the Design Manual, the following suggested changes are shown with ~~striketrough~~ for omitted text and **red font** for proposed new text.

**ATTACHMENTS:** Recommended amendments to Sections 1.05 and 4.02 of the Sunriver Rules and Regulations the incorporation of items removed from the Design Committee Manual of Rules and Procedures as a result of the update of that document.

**ESTIMATED FINANCIAL IMPACT:** No direct financial impact to SROA or the owners is expected or anticipated, aside from the escalating fines for continual violators of the rules as specified therein.

**SUBMITTED BY:**

**Name**

James Lewis

Patty Smith

**Position**

SROA General Manager

Chair, Covenants Committee

## **Board Book Section**

**“G”**

**Accept Parks & Recreation Master Plan**

**(Board Motion Required)**

## SROA BOARD ACTION REQUEST

**DEPARTMENT:** Administration

**DATE:** March 18, 2023

**SUBJECT:** Consideration of Acceptance of a Park and Recreation Facilities Master Plan.

**ACTION REQUESTED-** I, Director \_\_\_\_\_ move to Accept the Park and Recreation Facilities Master Plan as attached hereto.

**BACKGROUND:** The primary goal of the project was to develop a park and recreation facilities master plan that evaluates the current and future park/recreation needs (capital facility needs) for the demographically evolving Sunriver community. The plan includes an analysis and evaluation of existing facilities, projected park/recreation needs (needs assessment), timelines for implementation (including life expectancy of existing and proposed facilities) and fiscal considerations for development, operation and maintenance. The development of the plan was governed by the following guiding principles:

- Inclusion and Equity: Provide multi-generational opportunities; utilize the task force as a source of community engagement; consider the geographic diversity and dispersal of park and recreation facilities throughout the community; respond to the evolution of park and recreation facility needs; and, priorities.
- Quality over Quantity: A necessary balance between the quality of parks and recreation facilities with the overall quantity of facilities.
- Resiliency and Sustainability: Cost reasonableness; operation and maintenance costs; use durable and low-maintenance materials; balance of natural and developed facilities and the integration of the two; create high-quality design reminiscent of Sunriver design requirements; and, consider best practices management for all facilities.
- Safety: Provide a safe, secure and welcoming park and recreation facility experience.

The project, which was guided by MIG – park planners/consultant – was aided by a Task Force created through Board approval in July 2022. The project included owner/resident and visitor surveys, evaluations of existing facilities, review of existing pertinent SROA documents (IAMP, Comprehensive Survey), an analysis emerging trends/missing components in the community, with the oversight and



input of SROA Staff and an appointed Task Force comprised of multiple interested parties/stakeholders. There were two mid-project updates provided to the Board during Board work sessions.

The resulting plan is intended as a guide for SROA to use to help prioritize the development and construction of physical recreation improvements over the next 5-10 years. It is important to note that the plan is not intended to be “prescriptive” in its implementation – it is not a “recipe” that has to be followed exactly. Rather, it is an educated guide to help SROA develop recreational facilities that desired by the residents of and visitors to Sunriver, and to balance such with the fiscal capabilities of SROA.

Following acceptance of the document, implementation will occur on an annual basis through the budgeting process, with rationale provided to the Board as to why various/certain projects are being proposed how and when they are – based on the direction of the master plan.

**ATTACHMENTS:** Draft Park and Recreation Facilities Master Plan.

**ESTIMATED FINANCIAL IMPACT:** The act of Board Acceptance of the Park and Recreation Facilities Master Plan in and of itself does not have any direct financial impact to SROA. The financial impact to SROA is one that is dependent on the implementation of the plan, including construction of the prioritized recommendations for new capital park and recreation facilities in subsequent years. The projects will be evaluated, planned for and realized during the preparation of annual budgets by the SROA staff and approval of such by the SROA Board of Directors.

**SUBMITTED BY:**

**Name**

James Lewis

**Position**

SROA General Manager

This document was  
provided via an email  
link the first week of  
March.

**Board Book Section**

**“H”**

**Other Business**

**(None as of 3/13/23)**

# **Board Book Section**

**“T”**

## **Executive Session**

# "J"

## **Discussion of Street/Clusterbox Mail & Package Delivery in Sunriver**

A call to the postmaster asking whether or not there could be street/clusterbox delivery in Sunriver was an emphatic “no.”

They cited the same reasons vetted in previous years along with ongoing and chronic shortage of mail carrier staffing: “*We can barely deliver mail to the routes we have.*”

### **The “master” mail list**

- USPS does manage a master mail list database. It’s up to individual companies to utilize the USPS list and update their files on a regular basis.
- When specifically asked whether Sunriver physical addresses (Sunriver’s 1-2 digit and/or county-assigned five-digit) could be added to the master database: “*No... the USPS database is based on PO Boxes and addresses with street delivery only. Without street delivery the address cannot be placed into the database at all.*”
- If someone does not receive *any* mail on a daily basis in Sunriver (eg: a non-resident owner), they would not receive packages here either. Mailing/address information would not be in the master database.
- When specifically asked if there was anything an owner or SROA could do on their end (filing the physical addresses, etc. with USPS) the answer was “no.”
- They noted it is the responsibility of the person ordering online to determine (prior to ordering) how that company ships their packages and use the appropriate information (e.g., a PO box vs. physical address). If a physical address is kicked back or considered invalid, they need to contact that company.

### **Current PO Box capacity in Sunriver**

- 350 boxes available for rent at the main post office in the Sunriver Business Park.
- The Marketplace (north store) has 220+ boxes but only one available for rent at this time.
- The new Postal Connections in the business park has 171 boxes with plans to expand up to 400. Boxes are available to rent at this time.

**From:** Signa Gibson <[signa@gibsonrs.com](mailto:signa@gibsonrs.com)>  
**Sent:** Saturday, March 11, 2023 5:46 PM  
**To:** SROA Board <[sroaboard@srowners.org](mailto:sroaboard@srowners.org)>  
**Subject:** 2/17/23 SROA Work Session Address & USPS

TO SROA BOARD MEMBERS AND JAMES LEWIS,

A response to the 2/17/23 and 2/18/23 SROA Board You Tube recordings.

#### HISTORY

Becky provided historical information about *prior* conversations and decisions related to address, USPS and package delivery issues within the Sunriver community. I look forward to meeting with her. Three inches of notes suggests prior data gathering before reaching a decision pertinent to the circumstances at the time. Scott Hartung has provided additional historical perspective.

#### SURVEYS

However, the *current conditions* for safety, mail and package delivery for Sunriver owners has changed since those earlier times. Owners have changed. Does an owner survey conducted 30 years ago reflect current standards and owner responses?

#### SROA BOARD DISCUSSION

The 2/17/23 SROA Board discussion showed that some Board members are OK with the status quo, but can there be an acknowledgement that others have experienced address and delivery issues?

For example, even with a post office box, county and lot number, the Sunriver post office has returned online orders to the shipper.

And as noted, without paying \$300/year to rent a PO Box, packages from Fed Ex or Amazon are likely returned to the sender.

#### NEXT STEPS

New conversations with *current* post office and county personnel appear to be a next step.

And, validation of the safety information from the Sunriver Service District.

As I mentioned to Bill Burke on the phone, an SSD Officer approached me about the current SSD address accommodation from the county 5 digit address to the single and double digit lot number. Clarifying the address has affected response time, particularly from out of district support. Consult the SSD staff.

#### COST

Regarding cost, what number of Sunriver owners are currently renting a PO Box? Are boxes currently available?

If permanent residents are 20% of 4,000 Sunriver homes = 800 potential

And the current PO Box rental rate is \$300/yr x 800 homes = \$240,000 per year

Then, over 10 years, for example, owners are collectively paying \$2,400,000 to rent PO Boxes. Would redirecting those funds to permanent, aesthetically designed like cluster boxes like Broken Top be considered?

Not every owner may need or want USPS delivery at this moment, but maybe future buyers, renters or guests will want USPS and delivery services at that address.

TASK FORCE

Thank you to the Board for your consideration of the layering aspects of the address issue. Take it step by step.

I recommend a Task Force to gather data from owners, businesses, the resort, postal and delivery service providers and the Sunriver Service District.

The data can be presented to the SROA Board for full consideration.

Thank you,  
Signa Gibson