

**SUNRIVER OWNERS ASSOCIATION**  
**Board of Directors Work Session**  
**June 16, 2023 @ 9:00 A.M**  
**SROA BOARD ROOM, 57455 ABBOT DRIVE &**  
**VIA YOU TUBE LIVE STREAM**  
**AGENDA**

9:00 A.M. Owners Forum

Proposed ODOT Sunriver to La Pine Forest Trail – Miranda Wells & Ryan Farncomb  
(Oral Presentation)

Annual Audit Presentation – Heather McMeeken, Price, Fronk & Co (Section “C”)

Magistrate Annual Report – Magistrate Jo Zucker (Section "D")

Admissions Model Workgroup Update – Assistant GM Kessariss (Section 3 behind GM report)

Proposed Bylaw Amendments – Article IX – Voting Procedures – GM Lewis (Section “E”)

Transient Room Tax (TRT) Taskforce Update – GM Lewis/President Beenen (Oral)

SSD – Conveyance of Building Discussion – GM Lewis (Section “F”)

SSD Ground Leases Discussion – GM Lewis (Section "G")

Police Department Amended Lease – Discussion – GM Lewis (Section "H")

Annual Election Update / Annual Meeting Agenda Update/Discussion – GM Lewis

Review 6/17/23 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**  
**June 17, 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 June 16<sup>th</sup> Board Work Session
- 1. 9:30 Review and Approval of Board Meeting Minutes from May 19 & 20, 2023
- 2. 9:35 Financial Report: Board Action Request: Approval of May 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 (none this month)
  - B. 10:25 Committee/Taskforce Action Requests (none this month)
  - C. 10:30 Board Action Request: Accept 2022 Audit Report
  - D. 10:35 Board Action Request: Accept Annual Magistrate Report
  - E. 10:40 Board Action Request: Bylaws Article IX – Voting Procedures - Proposed Revisions
  - F. 10:45 Board Action Request: Conveyance of Fire Station to Sunriver Service District (SSD)
  - G. 10:50 Board Action Request: SROA/SSD Ground Lease
  - H. 10:55 Board Action Request: Amendments to Police Department Lease
  - I. 11:00 Election of 2023/24 SROA Board Officers
  - J. 11:15 Other Business
  - K. 11:25 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>

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**Approval of Minutes from:**

**May 19th Work Session  
May 20th Regular Board Meeting**

**(3 Board Motions Required)**

**SUNRIVER OWNERS ASSOCIATION  
BOARD OF DIRECTORS WORK SESSION  
SROA BOARD ROOM  
MAY 19, 2023**

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

**DIRECTORS PRESENT VIA ZOOM:** Julianna Hayes

**STAFF:** James Lewis, Keith Kessariss, Mark Smith, Leigh Anne Dennis, Kellie Allen, Joe Healy, Susan Berger, Gabe Rice & Jacki Bue

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

**OWNERS IN ATTENDANCE:** 3

**STAFF INTRODUCTION**

GM Lewis introduced Brandon Powers, our new Aquatic Manager, and invited him to share a little about himself. Mr. Powers noted he has been in the aquatics industry for over fifteen years with a decade lifeguarding and teaching swimming lessons. More recently he has gotten into swim team coaching and has been the coach for the Bend Senior High swim team for the past two years. That team won districts for the past two years and the state championship this year. Mr. Powers has been awarded the Coach of the Year award for both of those years. He also noted he is encouraging his students to apply for lifeguarding positions with SROA this summer.

Recreation Director Leigh Anne Dennis reported how happy and excited they are to have Brandon on board. He is learning the SROA routine quickly and is already getting to know a number of our owners.

The Board welcomed Brandon and thanked him for stopping by this morning.

**OWNERS FORUM**

Tom Wimberly, 6 Jack Pine & 12 Pine Bough Lanes, is the President of the Sunriver Tennis Club that currently has approximately 165 members. Mr. Wimberly addressed the Board regarding Sunriver Resorts recent decision to convert both their indoor tennis courts at Sage Springs Club & Spa as well as their four outdoor courts to pickleball courts. This was a real blow to him and many members of the Sunriver Tennis Club who enjoy playing tennis year-round.

Mr. Wimberly's felt it important to bring this to the Board's attention and would like to Board to explore ways of SROA possibly filling that gap. While the Parks & Recreation Master Plan that came out in March does not address anything of this nature, circumstances have changed with the Resort's recent decision, and which leaves no access to indoor tennis anywhere in Sunriver. Mr. Wimberly would like to revisit some of the assumptions made in that plan which might help determine where we go from here and how best to address the situation.

Mr. Wimberly suggested appointing a taskforce or committee to explore the issue and offered that the SR Tennis Club could certainly do some research and look at various options and bring that information back to the Board for consideration.

GM Lewis reported there were two letters received to be read into the record. A summary of those letters follows.

Glenn Berk, 2 Gannet Lane, asked for guidelines to be drafted regarding clean-up of dog defecation.

Lisa Holt, 5 Lupine Lane, expressed thanks for SROA being consistent regarding the welcome signage policy in Sunriver and noted that the article in the Scene explained it very well.

GM Lewis noted there were some comments received relative to the Design Manual of Rules & Procedures which were all forwarded to the Board in advance and were included in their materials. Due to the length of those, it is not practicable to read them in their entirety into the record.

#### **SUNRIVER RESORT UPDATE – TOM O’SHEA**

GM Lewis commented that the Resort is one of SROA’s key partners and Managing Director Tom O’Shea is here today to provide an update on what is happening at the Resort. GM Lewis noted in his three years at SROA he and Mr. O’Shea have had a great relationship and have been able to accomplish a number of things, most recently the dredging of the lagoon at the Marina.

Mr. O’Shea noted his appreciation for this opportunity to provide an update for the Board, commenting that he has been at the Resort for fifteen years and he loves this community.

Mr. O’Shea’s responsibility is to manage the partnership of Sunriver Resort Limited Partnership of which the two key components are Lowe Enterprises and City Trust Realty. Mr. O’Shea reports to their six-member board. They utilize a management company called Coral Tree Hospitality which came about as a result of the sale of Destination Hotels to Hyatt a few years back.

Currently, the Resort is gearing up for summer and hiring the necessary staff to accommodate all the open positions they have in the summer months. Mr. O’Shea noted they currently have approximately 120 more employees hired than a year ago at this time. The Resort currently has approximately 900 employees which is great news as we head into the busy months. 110 of those employees will be coming from 12 countries in Eastern Europe and the Caribbean which will provide a lot of diversity in the community this summer.

One of the main objectives over the past number of years for the Resort has been to flatten the season and entice visitors to come throughout the year and not just between Memorial Day and Labor Day. This in turn provides more available hours for employees. Additionally, the addition of the indoor pool at the Cove has made a significant difference with many people coming from the immediate area to stay for a weekend or have a mini staycation and it has meant a significant number of part-time employees were moved to full-time positions which like SROA then includes insurance benefits, 401k, etc.

In relation to Sage Springs and the recent decision to convert the existing tennis courts to pickleball courts, Mr. O’Shea noted the Resort has had a significant number of requests from pickleball organizations that would like to bring their groups to Sunriver and are willing to come in the off season if there are facilities that can accommodate indoor play. The same cannot be said for tennis groups. Mr. O’Shea noted one pickleball tournament that was held in Bend last year that drew over 2,000 people.

Per usual, the Resort wants their indoor pickleball courts to be a first-class operation and to that end, the Resort will be spending approximately \$2-3 million dollars on additional upgrades to the Club & Spa later this year. Naturally, those investments need to be monetized so there is a significant economic impact as well.

Continuing to grow the off seasons will remain key as there are no problems June through August. Major renovations are currently taking place on the bunkers of the Crosswater course which is a \$1.5 million

dollar investment. This is being done to ensure amenities are being maintained in the best possible manner. The Woodlands course will receive some renovations in 2024.

As far as business is concerned, Sunriver is presently doing better than Deschutes County at large, including Bend. Business for the Resort has been very strong, as are their bookings for the summer. Group and convention business is back to about 95% of what it was prior to the pandemic. Since 2019, the Resort's leisure business has grown by approximately 25%.

Mr. O'Shea noted the importance of the Resort and SROA working together and commented that he enjoys working with GM Lewis. He also noted the Resort will continue to look at amenities and offerings that make the Resort more prominent, noting how much social media has changed the game and the need to respond to inquiries quickly.

President Beenen commented that he has worked with Mr. O'Shea fairly closely over the past six months noting that it has been very enjoyable, and that Tom is a very strong partner to have. Additionally, President Beenen noted that the investments the Resort makes are complimentary to the investments SROA makes. Partnerships are key in his opinion, and we must ensure we treat each other as such and do what we can to help each other out. President Beenen along with GM Lewis and Mr. O'Shea have spent considerable time in the past few months dialoging with Deschutes County staff regarding Transient Room Tax (TRT) rates and Mr. O'Shea has been very supportive throughout that process.

GM Lewis added that in order for SROA, the Resort, or the Village to be successful, we all have to work together, which has occurred more frequently in the past three years and is attributable to the successes we have seen. Additionally, while they do not always see eye to eye on a particular topic, they manage to get to a decision, and it is always done respectfully. Mr. O'Shea noted the great team the Resort has in place and commended both Josh Willis and Krista Miller, who both do a fantastic job.

The Board had a couple of follow-up questions for Mr. O'Shea and thanked him for taking the time to be here today.

#### **RESOLUTION 2023-001 PROPOSED FINANCIAL POLICY REVISIONS**

Controller Joe Healy reminded the Board that this topic was discussed briefly last month. Mr. Healy explained that the current SROA financial policy pertaining to the collection of maintenance fees and fines lacks specific clarity in a number of areas.

Proposed language has been provided to both the Finance Committee and our legal counsel. The Finance Committee reviewed the proposed changes last month and again yesterday at their regular monthly meeting. They are in support of the proposed language and recommend the Board approve the changes.

GM Lewis added the proposed changes will provide clarity on maintenance fees, on fines that have been assessed, and on the fees associated with fines that have not been paid. These changes will provide direction and clarity as to the steps of the process. Treasurer Pederson added that the intent was to clarify exactly what the process is and what steps the Association takes in these situations. He added that the language did not really change much, primarily more language was added to clearly spell out the process, so owners know what to expect.

In answer to Director Ishmael's question about the size of the problem, Controller Healy responded there are currently approximately five owners who have been turned over to our collections attorney and approximately ten properties that have liens placed on them.

Controller Healy noted the only new section added was to spell out that it is the owners responsibility to provide the Association with their current mailing address. Frequently, owners will move their primary

residence and fail to notify the Association. SROA does not have the responsibility to locate a current mailing address for owners. It is up to the owner to notify SROA if their mailing address has changed.

The Board had a few questions for the Controller and GM. This item is on the agenda for action at tomorrow's meeting.

### SUMMER PREPARATIONS UPDATE

GM Lewis noted that while we all naturally think about the recreation department gearing up for summer, the same applies to other SROA departments as well. The Natural Resources staff are busy responding to calls and visits as a result of recent their mailing to owners regarding ladder fuels reduction. The Community Development Department always picks up this time of year as owners undertake an array of different projects. That said, the recreation and public works departments are the areas where a shortage of staff can cause real headaches, so GM Lewis has asked Recreation Director Leigh Anne Dennis and Public Works Director Mark Smith to provide updates on where they currently are in regard to staffing and facilities readiness for the summer.

Recreation Director Leigh Anne Dennis reported the indoor pool plaster project has been completed on time and the weather cooperated for the most part during the closure allowing us to keep the outdoor pool open and available for owners to do their lap swimming. They will be replacing the water feature in the indoor pool area but that will happen sometime in the fall/early winter.

More shade structures are being added to the Member Pool which will be installed by Memorial Day weekend. All the tennis and pickleball courts are open, wind screens are up, and some benches and umbrellas have been added to provide some shade. A lifeguard class, which has already sold out, will be held on Memorial Day weekend. Ms. Dennis will be teaching another lifeguard class the following weekend which already has ten people signed up. Ms. Dennis is working toward having all aquatic positions filled by Memorial Day weekend this year, which will be a huge improvement over the last two-three years.

Plans are to keep both aquatic facilities open an hour later than last year. The SHARC Bite Café is planning to open Memorial Day weekend. Event bookings are going remarkably well with 29 events booked year to date, which is more than all of last year. Alexandria is doing a great job and it looks as though we may have finally found an Events Assistant, with an offer having been made to an individual. We have been trying to get that position refilled for quite some time so it will be nice to get some assistance for Alexandria with these events.

The Sunriver Women's Club wine event will be held at SHARC tomorrow. Turf Tunes will begin on June 25<sup>th</sup>, and we signed the contract yesterday for this year's ticketed concert.

Lastly, Ms. Dennis is thrilled to report that the front desk at SHARC is once again fully staffed with all but one of our seasonal employees from last year coming back. As that person was only working one day a week, a big adjustment will not be necessary.

Public Works (PW) Director Mark Smith reported the Circle 1 tunnel is moving along nicely. The contractor, Markham & Sons, has until June 1<sup>st</sup> to complete the work but if things continue in the fashion they are currently, they anticipate finishing by next Friday, just in time for the Memorial Day weekend. The contractor, Markham and Sons, have done a fantastic job and it's looking great. The old failing guardrails have been replaced with certified guardrails today and tomorrow.

The new bathroom at Mary McCallum Park will be opened up today. There have been porta-potties at the park for over twenty years, so this will be a welcome change. The paving of approximately a quarter mile



of the pathway along the river is completed. Director Pederson noted he has been to the park a couple times recently and the PW staff has done a terrific job. It looks beautiful and he asked Mark Smith to pass along his thanks to the staff for all their hard work.

Director Pederson asked how best to keep cyclists off that section of path which was designated for pedestrians only. PW Director Smith reported that there two signs as you enter that say, "Pedestrians Only" and right next to those is a sign that say's "No Bikes." Additionally, PW staff will be painting "No Bikes" on the actual paved surface. The bike racks have all been moved closer to where the bathroom is, and the no bike symbol will be posted there as well. In a perfect world people will see the signs and instructions as they are entering the park and will park their bikes at the bike rack and walk from there. Mr. Smith added that in reality no matter how many signs we put up it probably will not matter unless there is someone out there on a regular basis educating people. President Beenen commented he believes we need to give this a try and see how it plays out. Adjustments can be made going forward if necessary.

Director De Alicante questioned why the decision was made to prohibit bikes on that stretch of pathway. PW Director Smith noted we have 34 miles of pathways for people to use and this is an area that lends itself to a quieter experience and the goal was to have that intrinsic quality within Mary McCallum Park. Additionally, there are some owners with mobility issues who would love the opportunity to stroll along the river without the fear of being knocked over by an errant cyclist. While Director De Alicante understands that desire, he does not necessarily agree with it as he wears cleats when he bikes which are not conducive to walking on a path for a quarter of a mile. Director Pederson reiterated the fact that there are miles and miles of other pathways a biker of Director De Alicante's caliber can use, and this one small stretch of pathway is the one peaceful place where owners can go and not fight bikes. If all cyclists used the etiquette Director De Alicante no doubt uses on the pathways, there would not be an issue. Unfortunately, the majority of cyclists these days do not seem to know even the basics of bike etiquette.

Director Pederson noted that the part of the ¾ mile pathway that has been paved is the ¼ mile portion along the river. This will allow people with wheelchairs, walkers, and canes to be able safely utilize that area. After the ¼ mile of paving, the path returns to the gravel surface for the remainder of the ¾ mile loop.

In response to Director Ishmael's question regarding how this came about, PW Director Smith noted that the property is deed restricted to owners only. Within the Infrastructure and Amenities Master Plan (IAMP), the Parks & Recreation Master Plan, and via numerous surveys of owners over the years, owners have indicated over and over again that they do not want Mary McCallum Park to be overly developed. They want to keep the experience at that location more peaceful and natural.

Lastly, the gate, which is left open during the winter months, will be closed today. Owners can gain access either with the use of their updated Member Preference Card or by calling the Administration office for the gate code.

PW Director Smith also reported that the exterior painting at the SHARC facility is moving along nicely with the completion date scheduled for June 15<sup>th</sup>. It looks very sharp, and the contractor has been great to work with. In addition to the main building being painted, all the outbuildings, fences, and enclosures are being painted as well.

We have a new landscape company taking care of all SROA facilities and quite a bit of work been done at the waterfall/entry circle adding some additional plantings to provide more color and contribute to that first impression people have as they are entering Sunriver. In regard to the Public Works building improvements, the structure and how it will go in has been identified, a public meeting has been held, the preliminary submittal with SROA was held and approved. The final with the SROA Design Committee is



scheduled for May 26<sup>th</sup>. There have been some challenges with owners that live in the area of the Public Works operation that have some concerns with the project. Deschutes County has approved it through the land use process and site plan review. They requested more information from SROA, part of which was based on some things the planning staff wanted to see to address the review criteria, but they also responded to some of the correspondence they received from owners during the comment period. SROA submitted additional information, a lot of which had to do with aesthetics, buffering, and landscaping around the facility. The land use decision was ultimately approved and there were no outstanding conditions of that approval.

That decision was appealed by an owner living to the south of the facility. The appeal requires points of appeal to be included and his points had to do with some of the landscaping, buffering, and some of the things that had already been addressed and that Deschutes County had found that SROA met the criteria on. Another of his requests was that PW vehicles and equipment should be rerouted through the employee parking area of the Administration building and exit onto Abbot Drive from that driveway instead of utilizing Sun Eagle Lane which is not a safe or feasible option. There is an appeal hearing scheduled for Tuesday, June 6<sup>th</sup>. GM Lewis noted that he reached out to Mr. Pitera prior to him filing the appeal and offered to meet with him but that fell through. GM Lewis reached out to Mr. Pitera again a few days ago and he has not received a response. The goal is to try to address the owner's concerns and show what SROA has done to address those concerns while also allowing the project to move forward in a timely fashion without redesigning the entire project and how the daily functions of the facility operate.

What SROA demonstrated to Deschutes County through the land use process is that other than taking down an old building and constructing a new building which is larger, the operations that we have going on are not changing. We are not hiring more PW employees, there is no need for new parking, and no additional traffic is being generated. The primary impact was aesthetics itself and GM Lewis noted that the Public Works operation has been in existence for 50 plus years and was here long before anything was developed around it. PW Director Smith noted the offer to meet with the neighbors who object to the facility improvements has been made at many points to no avail. GM Lewis said they would continue to reach out as they would like to try to work collaboratively with this owner to address his concerns.

The appeal process itself will take an additional \$5k and a minimum of 60 days before SROA will receive a final decision. GM Lewis is confident it will receive approval, although there could be additional conditions of approval added to it. This delay will push the project completion into 2024.

PW Director Smith noted that the building is over 100 feet from the nearest home. The distance between homes adjacent to the project is 30 feet and the homes are equal or taller than the PW facility. Additionally, there is a fence already in place, landscaping berms and swales will be added and there are several mature trees and bushes that also help screen the operation from view. This will also occur on the Abbot Drive side to help screen operations from the road.

The Board held further discussion on the issue and GM Lewis reiterated that staff still hopes to meet with Mr. Pitera and if possible, avoid the appeal hearing. GM Lewis added that based on some of comments submitted by owners to the south of the facility, there seems to be a desire that there be no additional impacts or development in the public works yard and that any existing impacts such as the PW traffic that goes out on Sun Eagle to Abbot Drive be redirected. GM Lewis noted this is an existing pattern that has been in place for many, many years and SROA is not exacerbating it as the amount of traffic is not changing. He is hopeful these issues can be resolved in a timely fashion.

The Board thanked Ms. Dennis and Mr. Smith for these important updates today.

### **ADMISSIONS MODEL WORKGROUP UPDATE**

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

As of March 31, 2023, a total of 3,839 Member Preference Program (MPP) cards have either been purchased or renewed. Of that total, 3,083 were renewals and 311 were new cards. The remainder are extended household, long-term renter, or commercial passes. This is 27 more than the end of March 2022 and it was also noted that the increase in the cost of the MPP card continues to not be an issue. Mr. Kessarar noted we will see another wave of MPP activity around Memorial Day weekend. At the end of April, the MPP revenue totaled \$323,270 or 53.8% of the annual budget. Mr. Kessarar also reminded the Board that 70% of our use at SHARC in regard to attendance actually comes after July 1<sup>st</sup> and goes through the end of the year.

In regard to the 2023 Recreation Plus Program (RPP), as of April 30, 2023, there were 880 homes and/or condominiums signed up on the program. Last year at the same time there were 870 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 April stands at \$2,452,233 or 95.3% of the 2023 budget. We should see another bump here around the end of May or early June but the majority of properties that plan to participate have signed up already.

Gate revenue is currently sitting at \$29,473 against a budget of \$587,050 or 5% of budget. Mr. Kessarar reminded the Board that the majority of our gate revenue will come after school is out and vacationers start arriving.

SHARC hosted a total of 6,653 attendees to the facility in the month of April compared to 6,390 in 2022. Of that number, 2,826 were owners, 2,685 were RPP pass holders, 33 were member guests, 218 were extended family, 310 were gate admissions and 24 were Central Oregon Sunday users. Year to date, overall attendance is at 32,420, an increase of 5,566 guests over 2022.

Through the end of April 2023, staff had issued 22,850 paper guest passes and of those 1,518 have been redeemed at SHARC.

In regard to events, the first quarter of the year is always the slowest in relation to events being held and this year is no exception. Additionally, we started out the year without an events manager. Currently we are down \$12k compared to budget but there are a lot of events booked for the summer so that trend will reverse as the months go on. The events budget for this year is \$128,500 and we are currently at 11% of that number.

Mr. Kessarar 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 Kessarar for his report and update.

### **TELECOMMUNICATIONS TASKFORCE FINAL REPORT**

President Beenen was commended on the well written report he produced in relation to the activities of the Telecommunications Taskforce over the past few years. Director Pederson noted it was a very thorough and informative summary of all the work that was done with no stone being left unturned in exploring the choices/options and eventually finding the alternatives to get to where we got to today. This will be a great summary to have for future and President Beenen was thanked for his efforts.

Assistant GM Kessarlis added that this report really illustrates the breadth of work that actually went into this effort including all the meetings the taskforce held and all the options that were explored is significant and illustrates great transparency for the owners as well.

This item is on the agenda for action at tomorrow's meeting.

GM Lewis noted that in regard to the progress of TDS and fiber to the homes, TDS is currently transitioning from the team that worked on the agreement to their boots on the ground construction crews. The new contact person for SROA is Patrick Rentmeester who is based in Wisconsin but is working with the local TDS personnel to establish timelines for construction, the creation of a map illustrating what area they are working on and when, which is key for SROA to coordinate in case we have road projects or the like occurring, so we don't have conflicting construction issues. The plan is that we will know 45-60 days ahead of when they will start work in a given area so we can coordinate accordingly. Additionally, SROA staff will be meeting on a weekly basis with TDS staff.

### **TRANSIENT ROOM TAX (TRT) TASKFORCE UPDATE**

GM Lewis reminded the Board of the recent meetings held with some Deschutes County representatives to see if it is possible for SROA and the Sunriver Service District (SSD) to get some of the TRT dollars back into Sunriver. Not just for a specific project such as the Public Safety building but on an annual basis for operations. Sunriver has generated 50-60% of the rural county TRT dollars for the past ten years or more. If you look at last year where \$12 million dollars were generated in rural TRT dollars, Sunriver contributed \$6 million or half of that which is substantial when you consider that Black Butte Ranch, Eagle Crest, etc. are included in that category. Sunriver currently does not receive any of those dollars back due to the fact that Sunriver is not a municipality.

The funds are guided by statutes whereby 70% of the funds go towards marketing via Visit Central Oregon and 30% is unallocated to the County's general fund. What is being discussed is whether there is a portion of that unallocated 30% that should come back to Sunriver.

President Beenen added that SR Resort Managing Director Tom O'Shea who is participating on the taskforce also has brought up the possibility of relooking at the 70% that is allocated for marketing and whether those dollars are being spent as wisely as possible. Things have changed dramatically in Central Oregon since 2003 when the 70% rule was put in place. The Resort spends millions of dollars on a yearly basis on marketing. There is a lot going on in Central Oregon in terms of self-promotion by the businesses and perhaps the County does not need to spend as much as they have in the past on marketing.

GM Lewis noted that statute requires that 70% needs to go to marketing for tourism so the question is, 70% of the TRT revenue ten years ago was significantly less than the 70% is currently because the TRT tax grew over time. Does this increasing dollar amount need to be spent on marketing around Central Oregon every year when you have so many individual companies such as the Resort, the other property managers in Sunriver, Pronghorn, Eagle Crest, Black Butte, etc. all doing their own advertising to benefit not only their own entities but Central Oregon as a whole.

President Beenen provided the Board the same presentation that has been presented to the County Administrator and County Commissioners Tony De Bone and Patti Adair. GM Lewis will be setting up a meeting with Commissioner Phil Chang in the near future to share this information with him also. The objective of this presentation is to make sure the County understands what SROA's perspective is.

Sunriver's structure when looked at in totality is not a lot different than a city, and if you look at the resources, we have in Sunriver, it is probably more than the resources that La Pine or Sisters have available. Cities receive 100% of the TRT taxes that are collected inside their jurisdiction less the 1.25%

they pay to the state. These cities can then use the TRT dollars for whatever they choose where the money collected in Sunriver all goes directly to Deschutes County who then allocates those dollars. Currently one of the things they are looking at using the 30% for is the major remodel/expansion of the County Courthouse. This obviously does not have a lot to do with tourism, but it is their choice to do if they choose.

While the taskforce recognizes and greatly appreciates the \$8 million that the County is contributing towards the new Sunriver Public Safety building, it was the first time that Sunriver got any substantial funds from the TRT tax collection.

From 2013-2022, \$42 million in TRT dollars were generated in Sunriver. This equates to roughly 63% of TRT taxes collected from all Deschutes County resort communities and is approximately 50% of the total rural Deschutes County TRT collection. The TRT revenue from Sunriver has been increasing at a 6.2% annual rate.

President Beenen did some assumption calculations using an average room rate of \$125 per night with an average stay of 4.5 nights which equates to over 200,000 tourists per year coming to Sunriver which is a conservative estimate. During the summer months Sunriver is the third largest "city" (population wise) in Central Oregon. As we all know, Sunriver provides significant recreational amenities and opportunities along with local shopping and restaurants and is considered a "family safe" brand which in Mr. Beenen's opinion is absolutely critical and something he stressed when meeting with Ms. Adair and Mr. De Bone. It's SROA, the Resort, the Village, the Village tenants, and other area businesses that are putting in the money to make sure that brand stays intact.

Significant investments have been made in the last ten years by SROA, Sunriver Resort, and The Village @ Sunriver to the tune of tens of millions of dollars to maintain that brand. With 40% of Sunriver properties being second homes and 40% being rentals, every dollar spent has a connection to visitors coming to Sunriver, which is not the case in municipalities. They spend some of those TRT dollars on amenities infrastructure or other projects that really are not connected to tourists. Our argument is that in Sunriver every dollar has some connection to the tourists that are generating the tax dollars.

In addition to the investments there are ongoing expenses associated with tourism for Sunriver owners and those expenses come out through what SROA, and the SSD have to do to accommodate the increase in the number of people on property. President Beenen estimates that cost to be \$1.6 million per year none of which comes from the TRT dollars.

In addition to that, the SSD supports a much broader area than just the five square miles that make up Sunriver. The ambulance service district is 350 square miles versus five square miles in Sunriver. Currently 9% of the EMS and 14% of fire calls are from outside of Sunriver. In the Police Department, 33% of their calls are for outside of Sunriver. In a matter of complete transparency, President Beenen added that Police Chief Womer and former Police Chief Darling use some of these external call as training opportunities for their younger/newer recruits because we do not get a lot of the same type incidents in Sunriver, so there are some advantages to our folks responding to these type calls. But we are providing a very significant service to the Sheriff and to the other police agencies in the area.

In terms of Sunriver financially supporting Deschutes County, the assessed value of Sunriver properties totals \$1.71 billion assessed value and local government property taxes are \$5.5 million which goes directly to Deschutes County. Additional annual taxes include \$9.4 million that go towards education and \$4.1 million that goes to various bond levies.

\$5.7 million per year is paid only by Sunriver owners to the SSD via county taxes for the standard operations of the district. Additionally, the owners recently approved an additional ten-year Public Safety Building levy that will generate \$800k per year. That is a total of approximately \$6.5 million that owners in Sunriver pay for public safety and that public safety serves much more than just Sunriver proper. Sunriver simply does not benefit from any federal or state revenue sharing.

President Beenen also noted that Deschutes County received \$40 million in federal COVID dollars. That money was distributed throughout the County, yet Sunriver received nothing.

In conclusion, Sunriver owners maintain the Sunriver brand by investing in roads, pathways, wildfire mitigation, and recreational facilities as well as having police and fire services available on property. Sunriver brings significant economic benefit to Deschutes County via the county taxes owners pay and via the TRT dollars that the tourists generate. Sunriver is highly impacted by tourism with no other city in Deschutes county experiencing a 10x increase in population due to tourism.

The TRT annual revenues should be shared with SROA and the SSD to offset the cost of tourism today and into the future.

Sunriver is, in many respects, like an incorporated city. The preference is to continue as a planned residential and resort community, but with an equitable allocation of the lodging taxes generated by Sunriver. A reading of legislative history makes clear that the tax was and is intended to be available in support of facilities and organizations that serve and increase tourism.

Being a city or county is obviously a qualifier but Sunriver owner's investments in support of tourism, should count for something.

GM Lewis pointed out that the County is currently wrestling with their next budget cycle and how they are going to manage the capital projects they have in the works, union contracts coming due, inflationary costs, etc. so he doesn't anticipate that Sunriver will likely see anything in the 2023/24 fiscal year, but we have our foot in the door so to speak and we will continue to dialogue with the County staff.

Director Mobley added that in regard to current legislation regarding the TRT dollars he has reviewed those statutes specifically looking for the reason Sunriver is not eligible, and he found nothing. Instead, what he found was a definition that made it look as though Sunriver should be eligible. He believes there is a possibility that even though Sunriver is not an incorporated city under the language of the statutes that currently exist, we may be eligible, and it would be prudent to check with SROA's legal counsel and see how they would interpret the language.

President Beenen commented that both Mr. De Bone and Ms. Adair were both very positive and supportive. They understand the rationale and agree that it is something that warrants further discussion. However, as GM Lewis noted earlier, the County has plans to expand/remodel the County Courthouse which is a huge capital project. SSD Managing Board Chair Jim Fister, who also serves on the TRT taskforce as well as the Deschutes County Budget Committee has reported they are looking at putting those unallocated TRT dollars and allocating them to this infrastructure capital project. While the County is looking to get \$25 million from the State of Oregon to help pay for the cost, the total cost of the project is estimated at \$40 million.

GM Lewis added that he believes the next step, or an additional step is if we are not successful through the County we go back to the statute and further examine if the 70% that is allocated for tourism-related marketing is an appropriate number. Could that be lowered to allow the County to have more unallocated funds to work with, which might in turn provide more opportunities for Sunriver to receive some of those

TRT dollars back. Another option might be to modify the statutes to identify that some of those dollars go directly to organizations such as SROA and the SSD. That would however require a legislative change.

The Board held some further discussion on this issue including the suggestion that we be more forthright in our ask with a specific percentage or dollar amount identified.

### **DESIGN MANUAL OF RULES & PROCEDURES – SECOND READING – DISCUSSION**

Assistant GM provided a refresher for the group noting that the SROA Design Manual Taskforce was officially formed to thoroughly review the current Design Manual of Rules & Procedures and bring the current manual more in line with most applications the Community Development Department is receiving.

The taskforce was established in August of 2023 and was made up of a very diverse group of owners, contractors, realtors, and community partners. An outside consultant was hired to help build the framework for the new manual and it was vetted through 23 taskforce meetings and hours of discussions.

Articles have been written in the Sunriver Scene about the project and a well-attended Sunriver You Town Hall was held last fall. In answer to Director De Alicante's question regarding how long the document has been available to owners, GM Lewis noted the draft document has been on the SROA website since November of 2022. Director De Alicante noted he asks this question in light of the furious name calling emails the Board received this week from an owner who is upset about the proposed changes and for whatever reason was unaware of them until recently.

GM Lewis pointed out that Board Liaison to the Design Committee Scott Gillies participated in the process as did Curt Wolf, Chair of the Design Committee. When the task force was created there was desire to have a broad swath of representation and input from people who have been involved in the development of Sunriver. It was diverse and knowledge based, and it was not done under a shroud of secrecy. For the past 21 months, staff, the taskforce and the Design Committee have been available to answer questions and/or address concerns.

The document was reviewed by the Sunriver Design Committee in March of 2023. The initial draft was officially recommended for approval of a first reading by the SROA Design Committee at their regular committee meeting on March 10, 2023. The committee reviewed the document again at their May 12, 2023, meeting based on owner input received during the comment period and provided further input for some modifications.

A first reading of the document was held at the March 17<sup>th</sup> Board Work Session. Since that time, the document has been posted on the SROA website for 60-days and notice of the comment period was published in the Sunriver Scene. Additionally, over the last 18 months there have been articles and updates in the Sunriver Scene, Fourteen owner comments were received, copies of which were provided to the Board.

The document the Board has been provided with today includes some changes to the version provided in March based on input received from owners and our legal counsel who recommended some minor changes but otherwise were satisfied with the document.

One of the things owners seem to find confusion with is the addition of the floor area ratio so that definition was changed, and a definition of what floor area means was added.

GM Lewis reminded the Board that this is a living document, as it has been for the past 35 years, so we know changes/modifications can be made going forward as warranted. That said, the recommendation is

that the Board move forward with approval of the document tomorrow and if additional amendments need to be made, those can be traced back to either the taskforce or the Design Committee for consideration.

Due to the length and complexity of this document, there will always be the need for amendments. Mr. Lewis also noted that in his experience, anytime you get near the end of project like this there are always those requests for delays, more time, etc. Director Gillies also pointed out that we have been getting comments since back when the town hall was held in November 2022 and have been considered and where possible and/or prudent adjusted the document accordingly. While some of the comments received most recently may have merit, he disagrees that there has not been ample time for input over the past six months. Assistant GM Kessarlis also pointed out that staff have been making owners and contractors aware of the upcoming changes as well when they call or come into the office, thus educating more people about the proposed changes to the document.

Director Pederson asked if GM Lewis or Assistant GM Kessarlis would please provide further explanation on the thought process that went into the decision on limiting the paint colors and also the protections around trees or plants.

GM Lewis responded that protections for vegetation were discussed over two different meetings with the taskforce. Under the existing manual, those types of protections such as caging or fencing around trees are not currently allowed. There was exploration as to whether there should be a period when they are allowed, six months, a year, etc. so there was vetting to look at when is it needed, what is it needed for, how long is an appropriate period to allow such devices, etc. Through all of that conversation it came back to what has been recommended which is to not allow them, but it was a fully vetted discussion that looked at a variety of alternatives. This is not a new rule as some are portraying it.

Director Gillies added that if the Board wants to consider caging or fencing off trees that is fine, but one must keep in mind that in turn you could see lots and lots of trees with unsightly cages on them throughout Sunriver and is that the aesthetic that is desired.

In regard to paint colors, Assistant GM Kessarlis noted that custom colors will no longer be allowed. If the manual is approved tomorrow, there will be still be 15 house body colors to choose from, but there will now be up to four trim choices available thereby increasing the number of varieties an owner can have. Additionally, an accent color which is a transparent stain of the house body color will also be available for accent wood such as porch entries, timbers, etc.

One of the current challenges and the majority of the appeals that have gone through the re-review process and then to the Appeals Board has been in regard to paint colors which becomes time consuming. Also, house colors need to blend into the community as in the structures must be subordinate to the forest. The current system is challenging and time consuming.

Taskforce member and Design Committee Chair Curt Wolf commented that the taskforce held two long meetings discussing and selecting the colors attempting to provide enough variety to satisfy owners which then limits the process, so things do not become bogged down in the process. The Design Manual is and always has been explicit in terms of the dwelling being subordinate to the forest. Chair Wolf pointed out that now the available colors will mirror the colors of the forest and colors such as the blues and some greens that were permitted in the past will no longer be allowed.

Mr. Wolf added that it is very rare that there is disagreement over a particular color with the committee, the issue comes from the owner applying for that color who doesn't understand the process, which is important. Custom color requests require a full committee review, and the committee has been presented



with some interesting combinations over the years such the submittal for tan body color with red trim and blue garage doors. Obviously, this was not approved but often times when denied the owner will then request a re-review where they get denied again and then they request an appeal hearing. All of this is time-consuming and usually does not change the decision of the committee.

Mr. Wolf feels it is important that Board move forward now with approving this document, which is also supported by the Design Committee, because it is something that can be changed and will be changed but there has to be a point where you start. Director Gillies added that the hope is to have this in place prior to the busy building season and previous delays have already caused us to be right up against that busy time.

Assistant GM Kessarlis reminded the group that the new manual is more prescriptive to make it easier for owners to interpret and understand. It is much clearer about the process for a given project and what is required. GM Lewis added it is also clearer for staff and the Design Committee to understand and work within. A lot of the processes have been streamlined and will take less time for the owner, staff, and the Design Committee.

The Board held discussion on clarification of sole discretion and suggested some modifications including adding it under the definition portion of the document. Minor modifications were also suggested to Section 3.24 Awnings & Externally Affixed Materials. Appendix C will also be revised to provide a better description.

Director Burke thanked the taskforce, the staff and the committee for their long-term commitment, participation, and leadership on this project. As President Beenen noted this was a herculean task and it is one of those kinds of tasks that no matter how good of job you do, there will be arrows coming your way. The task force has done a commendable job and has produced something that will be acceptable to the vast majority of owners and that is a great achievement.

Assistant GM Kessarlis also noted that staff is reworking most all of the forms to be simpler to complete and owners will get approval for minor projects in a much quicker fashion. Additionally, we will be adding interactive forms to the SROA website.

Director Mobley pointed out that if you look at the organizational chart for SROA, the Design Committee is up with the Board. That is by design as the original organizers wanted tight controls over design to preserve what owners enjoy so much about Sunriver every day.

### **STRATEGIC PLAN 2030**

Assistant GM Kessarlis started by providing the definition of a strategic plan which is a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization or association is, what it does, why it does it, with a focus on the future. This is important as you are looking at the mission, vision, actionable goals, etc.

When the initial thought process on this subject began, it was recognized that when you look at a plan that encompasses your entire community you have to look at all aspects from operations to programs and facilities, so it is a very comprehensive plan. What Mr. Kessarlis will provide today is more of the 30k foot level providing the framework for what the plan will be going forward.

Mr. Kessarlis reviewed the contents for the plan which include mission, vision, values, building blocks, analysis, initiative, actionable goals, timeline, and implementation.

Sunriver is a 55-year-old community that continues to mature and evolve so it is vital that SROA continues to provide exceptional service to its owners and guests, while maintaining \$30 million in assets, acknowledging emerging trends, and providing a safe and modern community for future generations.

This all ties back to the mission statement: Maintaining Sunriver as a premier residential and resort community, protecting and enhancing its quality of life, natural environment, and property values.

Assistant GM Kessarlis provided a list of some examples of SROA strategic plan building blocks which included the numerous task forces and work groups that have contributed significant time to help develop a lot of information. These include the IAMP, Recycle Center, Rules Enforcement, IT Strategic Plan, Parks & Facilities Master Plan, Pathway Master Plan, COVID-19, Member Pool, and most recently the Telecommunications and Design Manual of Rules and Procedures taskforce. We have hired experts when and where necessary and we open things up for owner comments and participation. Additionally, every three years we do both a comprehensive owner survey and a capital reserve study.

Without these volunteers providing their time, expertise and input for these different items/projects and been of great assistance in producing recommendations that were then brought to the Board for consideration.

GM Lewis added since Vision 2020 a lot of work has occurred and in these different documents there is overlap and there is longevity, those are projects that are going to go on over a period of time and what's important in this strategic plan is taking all of those and the community input and determine how do we move those together in a comprehensive and logical process and looking at those collectively instead of individually. Mr. Kessarlis provided a timeline for this project noting it will kick off in July/Aug of this year and be finalized by November for presentation to the Board.

The summary of the key aspects is as follows:

- Establish community vision
- Develop goals and actions
- Communication with owner/community
- Board of Directors engagement
- Well-balanced taskforce
- Implementable plan
- Engage community partners
- Mindful of fiscal abilities

GM Lewis commented he looks at this as a five-year look into the future as his experience is that these type plans need to be updated every five years. As has been done with a lot of the taskforce work previously mentioned is it needs to be a thoughtful product. President Beenen added he feels for the last ten or so years, the owners have been very supportive financially of SROA because we have brought a lot of benefit to Sunriver. To him it started with the pathways being redone, then SHARC, the river access, member pool and improvements to Mary McCallum Park have kept the owners engaged financially and we cannot take that for granted.

The Board thanked the GM's for this helpful presentation on this important issue.

#### **POST OFFICE/ADDRESSING/DELIVERY DISCUSSION**

GM Lewis provided the draft of a letter to the local postmaster in Bend requesting them to add the official Deschutes County five-digit address to their database. While it could possibly help them with delivery it will help the other parcel delivery companies who sometimes get their information from the USPS database.

Additionally, the regular UPS driver approached Executive Assistant Becki Sylvester earlier this morning who was requesting a listing both the five-digit alongside the one- or two-digit address and they will have UPS staff load them all into their database as they are tired of dealing with the USPS database. This way

they can easily cross reference the five-digit to the one or two digits. The new UPS manager for this area is supportive of the idea and while it will take some time initially to get all the addresses in, it will pay off in the long run. Staff will work with UPS on that and will keep the Board updated.

#### **EMPLOYEE COVID VACCINE POLICY**

GM Lewis directed the Board to a board action request in their binders that is requesting a repeal of the COVID-19 vaccination policy that was put in place back in August of 2021. At that time there were a lot of state and federal regulations including wearing masks and vaccinations. As of May 11, 2023, those requirements have been dropped at both the state and federal level. As SROA has consistently followed those guidelines staff is recommending that SROA repeal the mandatory employee vaccination policy currently in place.

#### **REVIEW OF 5/20/ 23 BOARD MEETING AGENDA**

The Board reviewed the agenda for tomorrow's meeting.

#### **OTHER BUSINESS**

HR Director Kellie Allen spoke to the Board about taking care of a couple housekeeping items to the Employee Handbook since it will need to be modified if the COVID vaccine requirement is repealed tomorrow.

The first has to do with adding a section regarding Paid Leave Oregon, a state mandated program that began on January 1, 2023.

The second is to provide clarification on the and update the Shift Differential Policy language.

The Board had a few questions for Ms. Allen and thanked her for her explanations on these items.

#### **OTHER BUSINESS**

Director Burke reported that the slate of officers for the 2023/24 year will need to be decided on at the June meeting. Those appointments will be effective at the September 15<sup>th</sup> Board Work Session. Director Burke would like to hear from all the officers prior to the end of the month to visit about their interest in serving as an officer or any recommendations for the positions that they may have.

#### **ADJOURN**

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

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

The public meeting adjourned at 1:14 P.M.

Respectfully submitted,

Scott Gillies, SROA Secretary

**SUNRIVER OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SROA BOARD ROOM  
MAY 20, 2023**

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

**DIRECTOR ABSENT:** 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:**

Randy Schneider, 6 Dixie Mtn Lane, spoke on two issues: 1. Questioned why SROA still retains a recycle depot since the side-yard recycling began in January. He suggested it be removed. 2. He noted the prevalence of a variety of e-bikes that continue to use the pathways in Sunriver and noted that it is and will be an on-going safety problem.

Bob Stillson, 10 Belknap Lane, Mr. Stillson noted he has lived here for five years and attends the Board meetings on a regular basis. Yesterday's work session was so positive in terms of the direction that Sunriver is going, and GM Lewis is to be commended for not being afraid to take on the festering issues and he passed his compliments to the Board for supporting the GM. Telecommunications, Transient Room Tax, and the new Design Manual of Rules & Procedures are all examples of issues that are not necessarily fun to pursue and yet GM Lewis and the Board have moved forward with tackling those issues which Mr. Stillson believes is impressive. Additionally, Mr. Stillson has appreciated meeting the different staff members each month as well as having community partners such as SR Resort Managing Director Tom O'Shea providing updates on their operations.

Mr. Stillson addressed three issues: 1. He asked if it is out of the question for homeowners to expect the same excavation protocols that contractors must follow on commons? Or perhaps something even more stringent? Even what appears to be minor root damage can cause tree issues in the future. 2. He noted that it is important for homeowners to know the following if they choose to opt out of fiber installation when the contractor (TDS) is in the neighborhood: a) at what point in the future can they request to have service installed; and b) would such installation be free or come with cost? 3. It may not be common practice, but mapping out where the fiber optic installation is located for every home is an important piece of information for homeowners and Public Works. Hopefully that could be done at a "reasonable" cost.

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

Director Mobley followed up with owner Paul Evenson, 7 Makaha Lane regarding his concerns about Ladder Fuels Reduction tree removals on commons. While they have a productive conversation, Mr. Mobley feels more follow-up may be needed and Mr. Mobley will reach out to him.

President Beenen followed up with owners Tom Kelley, 7 Forest Lane and Stephen Aloia, 5 Redwood Lane who hold opposing views on the “All are Welcome Here” sticker situation. President Beenen explained SROA’s position and received opposing responses to the information he shared.

President Beenen also followed up with Cynthia Stubenrauch, 6 East Park Lane, regarding her concerns about the highly flammable juniper trees and noted she is very happy they will no longer be allowed to be planted in Sunriver but understands the difficulties ahead in getting the existing ones removed from Sunriver.

Director Gillies followed up with Theresa Youmans, 15 Big Sky Lane, regarding her suggestions for changes to the SR Rules & Regulations and also to the Design Manual of Rules & Procedures. Ms. Youmans provided a list of the specific items she has concern with, and Director Gillies assured her they would be passed on to the Design Committee and followed up on at the next Design Committee meeting, which they were.

The Board briefly discussed a letter received from owner Glenn Berk, 2 Gannet Lane relative to clean-up of dog defecation and asked the GM to look into what the cost would be add more of the doggie defecation bag stations throughout the community.

#### **RECAP OF 5/19/23 BOARD WORK SESSION**

President Beenen reported they started the meeting with an introduction to SROA’s new Aquatics Manager Brandon Powers. Sunriver Resort Managing Director Tom O’Shea provided an update on the Resort’s activities as well as his commitment to work together with SROA. The Board held discussion on Resolution 2023-001 which is the proposed Financial Policy revisions that will provide more clarification of some existing language to make it easier for people to understand.

Recreation Director Leigh Anne Dennis and Public Works Director Mark Smith provided an update on how things are looking in their departments going into summer. Things are looking good for both departments and are dramatically better than a year ago.

Assistant GM Kessarar provided an update on recreation statistics for the month of April. A brief discussion was held on the Telecommunications Taskforce final report. A discussion was held regarding Transient Room Tax (TRT) dollars and President Beenen shared the presentation the taskforce has been giving to the Deschutes County staff including the commissioners. The Board reviewed and talked extensively about the new Design Manual of Rules & Procedures. Comments were received from 14 owners, copies of which were provided to the Board. Some of that input has been incorporated into changes in the manual which is on the agenda for action at today's meeting.

Assistant GM Kessarar provided a brief presentation on the Strategic Plan 2030 including what the plan is and some of the building blocks already in place, the timeline anticipated and the process by which the project will move forward. A brief discussion was held on the letter to the Bend postmaster requesting that all the five-digit and one/two-digit addresses be added to the USPS database. The Board discussed the proposed repeal of the SROA Employee Vaccination Policy which is on today’s agenda for action. The Board also heard from SROA’s HR Director Kellie Allen about proposed changes to the SROA Employee Handbook relative to Paid Leave Oregon and the shift differential policy which are also on the agenda for action at today’s meeting.

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

Director Pederson moved to approve the minutes of the April 14, 2023, Joint SROA/SSD Board meeting as written. Seconded by Director Burke, motion carried unanimously.

Director Pederson moved to approve the minutes of the April 14, 2023, board work session meeting minutes as corrected. Seconded by Director Beard, motion carried unanimously.

Director Pederson moved to approve the minutes of the April 15, 2023, board meeting minutes as written. Seconded by Director Mobley, motion passed unanimously.

**BOARD ACTION**  
**FINANCIALS**

Treasurer Pederson reported the Association had another good month with an operating budget surplus of \$28,743 for the month and year-to-date positive variance of \$22,797. On the non-operating side, we had a variance there in non-operating revenue that was largely due to staffing of openings in Recreation and the Communications Department. That month end variance was a negative \$37,184. On the non-operating revenue side, we were over budget by \$58,495, part of which is for 2022 LFR work that did not get completed until 2023 and for which we will be reimbursed through the grant received in 2022.

Total revenue year-to-date is \$979,198, a variance of \$328,651 compared to budget and which is well ahead of goal. As has been mentioned before, we have significantly higher cash levels than last year and part of that when looking at the 4/30/23 Cash & Investments, \$220k of that is additional interest income between the operating fund and the reserve fund so the higher interest rates we are seeing are contributing greatly to our bottom line.

Moving to reserve replacement, not much money has been spent yet but once the Ladder Fuels Reduction (LFR) contracts for 2023 kick off and the delays in the Public Works campus are behind us, more money will start coming out of those funds.

Referencing the operating income sheet, the interest income for the year is \$101,568 and for the month was \$13,533 better than budget. Program revenue was down by \$13,237 for the month, which was due to a reduction in Recreation Plus Program (RPP) sales as well as reductions in Scene advertising and in Community Development fees. Year-to-date revenue is \$92k ahead of budget part of which is from the Caldera payment, the settlement on the issues at the Member Pool, and interest income. On the expense side, we were under budget by \$68,171 due in part to unfilled positions in Recreation and Communications.

Treasurer Pederson reviewed the financial statements in further detail with the Board and commented that in total operating revenue versus expenses, we are \$171,192 against a budget of a negative -\$148,395. If this trend holds for the rest of the year, we won't have a deficit at years end.

Treasurer Pederson reviewed the assets and liabilities on the balance sheets as well as a review of the cash balances and account holdings and provided clarification as needed.

For the month ended April 30, 2023, there was a net operating surplus of \$28,743 which was \$73,298 better than budget. Operating revenues were less than budget by \$3,467. Positive variance in interest income was offset by Recreation Plus Program (RPP) sales and shortfall in advertising and community development fees. Community Development fees and advertising revenue are both better than budget year-to-date. There are eight less homes in the RPP as the same point in 2022. Salaries and burden were

under budget by a combined \$42,540 due to open f/t and p/t positions in the recreation and communication departments. Material and services were under budget by \$25,631 due to timing of contract services and billings for landscape maintenance. All legal invoices through April have been received.

Through the first four months of 2023, there was a net operating surplus of \$22,797 which was \$171,192 better than budget. Operating revenues were over budget by \$92,285 mainly due to the Caldera expansion payment, interest income and settlement with architects on the owner's pool DEQ fine. Salaries and burden were under budget by a combined \$75,072. \$222,187 has been earned in interest income. Year-to-date material and services were less than budget by \$6,404 mainly due to timing of contract services and billing for landscape maintenance. As of April 30, 2023, there was a combined operating and non-operating surplus of \$979,200.

Total assets as of April 30, 2023, were \$39,538,403. Cash and investments totaled \$17,646,066, a decrease of \$417,516 from March. As of the end of April there was \$16,618,831 invested in US Treasuries with durations between 90-day and 2 year and average yield of 4.5%. Receivables for maintenance fund and RPP plans were \$139,546 and \$322,559 respectively with \$90,000 in reserve for uncollectible. The second payment for RPP's is due June 1<sup>st</sup>. Retail inventory increased by \$11,167 in preparation for the upcoming summer season. Construction in progress items included work on the new public works yard and plastering of the indoor pool at SHARC.

April 30, 2023 (Year to Date Unaudited)	
	<u>ACTUAL</u>
TOTAL REVENUE	\$4,088,459
TOTAL EXPENSES	\$4,065,662
OPERATING FUND SURPLUS	\$ 22,797

Director Mobley moved approval of the unaudited financial statements for the month ending April 30, 2023. Seconded by Director De Alicante, motion passed unanimously.

President Beenen noted that he has been associated with SROA finances for approximately seven years now and the Association is currently in a phenomenal position. He believes this is something the owners, the Board, the Finance Committee and the SROA staff should all feel good about as we are in a very strong position.

#### GENERAL MANAGER'S REPORT

GM Lewis reported his recap for activities in April.

GM Lewis continues to participate in the Central Oregon Intergovernmental Council (COIC) Board of Directors meetings as the Tourism and Recreation representative. This will continue to be a monthly on-going participation through end of term of December 31, 2024.

Continues to attend Sunriver/La Pine Economic Development (SLED) Board regarding coordination with south county efforts economic development efforts. This will continue to be a monthly on-going participation.

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 along with Public Works Director Mark Smith have met with the engineers and contractor regarding the design for improvements to the Public Works yard including addressing Deschutes County Planning Department requests for additional information as related to the Land Use Permits.

GM Lewis participated and performed tasks associated with the Transient Room Tax Taskforce including meeting with Deschutes County Commissioner Tony De Bone.

GM Lewis continues to participate with the Central Oregon Intergovernmental Council (COIC) staff to identify needs and partners to prepare for the development of a South County Strategic Planning process.

Director Mobley noted that GM Lewis' expertise and experience in Deschutes County make him a very valuable asset to this effort and the work that GM Lewis does speaks well of Sunriver. Director Pederson added that the relationships that GM Lewis builds and has with the leaders in South County and throughout the County by participating in this effort is good for Sunriver as a whole.

GM Lewis worked with legal counsel to finalize a formal agreement regarding a new method for calculating maintenance fees for the Village @ Sunriver. Additionally, GM Lewis met with representatives from Sunriver Resort regarding an adjustment to the maintenance fee calculation for the Resort.

In the Accounting Department, Controller Healy prepared the unaudited financials for the period ending March 30, 2023.

Accounting staff activated access for owners to access and make payments through the SROA website and worked with owners to gain access. Over 500 owners have registered so far.

Controller Healy prepared schedules for upcoming on-site yearly audit.

In IT, new IT Director Rebecca Maloney started on April 12, 2023.

IT Director Maloney held one-on-one meetings with the different SROA departments as an initial introduction and process review opportunity.

The new phone system installation is complete, and employees are becoming more familiar with the new system daily. IT Director recently held a training session for employees that was very helpful.

The fiber run from the Member Pool to the Admin Building is completed.

Server updates & patches completed.

Endpoint protection has been installed on all workstations and servers, staff awareness training policy has been created and will be launched for employees soon.

Multi-Factor Authentication on workstations is 90% complete.

The SROA database has been updated to add photos with dates to the compliance database with better functionality. Additionally, a submittal form issue has been resolved.

IT staff created secure encrypted folder for ACH data for the Accounting Department and performed Jonas DMZ updates to fix sync errors.

All RV and Mary McCallum gate codes have been updated and are functional.

The Member Pool workstations have all been set up and tested.

Cook Security replaced cable on two gates at the North Courts complex.

The current fuel system is being reviewed for replacement.

In the Communications Department, Scene advertising was at \$19,503 (April 2022 was \$23,700.)

There were 443 reads of the online April Scene. Readers from other countries included four readers from Vietnam, two from Germany one from Canada and one from Ireland.

The SROA website was visited by 7,800 users in April with the most popular pages being weather, tree flagging, maintenance fees, and the Member Preference Program.

The SHARC website was visited by 7,100 users with the most popular pages being aquatic hours, rec swim, admission, activities, and indoor aquatics.

Sunriver Style had 1,083 visits with popular pages being pathways, weather, what's going on, and getting here.

April eblasts included the following: new firewood rules, Arbor Day tree giveaway, RV storage fee increase, and Sunriver Solstice Tennis Tournament.

Additional projects for Communications included conducting interviews to fill open position in the Communications Department. Created the Sunriver Peace Pledge. Framed posters are now on display at SHARC, the Admin Building and have been posted to the SROA and SHARC websites. Smaller laminated posters have been installed on windows and we are looking at having window stickers made. Created/ordered new signs for the spa/hot tub at SHARC and the Member Pool and created/ordered new signage for the new tunnel at Circle 1.

The Community Development Department reports the Design Committee meetings continue to occur on a regular schedule with multiple items on each agenda – the two April meetings had a total of ten items (combined – 7 and 3).

There are currently approximately 233 active projects/building permits (up by eight from the previous month of March.)

The number of applications submitted in April was down from the same month in 2022 - from 135 in 2022 to 101 in 2023.

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 the final draft of the manual for presentation to the Design Committee and the Board.

The Natural Resources staff prepared and mailed Ladder Fuels Reduction (LFR) deficiency postcards and courtesy letters.

Natural Resources staff prepared 900 ponderosa pine bare-root seedlings to give to owners in celebration of Arbor Day.

Natural Resources staff began a restoration project at Mary McCallum Park and continued Oregon Spotted Frog spring monitoring and egg mass surveys.

Natural Resources staff responded to phone calls and emails and performed site visits regarding tree removal requests on private property.

Natural Resources staff continued to monitor the LFR tree thinning on commons and performed contract inspections.

Public Works (PW) staff have all sports courts are clean, nets and windscreens are up, and courts surfaces are ready for the season. A weekly schedule is in place for the summer for cleaning and adjusting net heights.

New benches have been added at pickleball courts.

The Circle One Tunnel project is well underway and going good. The project is currently ahead of schedule and on budget.

The Mary McCallum pathway and the area around the new restroom are prepped and ready to pave.

PW staff have completed the first full round of ladder fuels for 2023.

Cinder use was heavy this winter requiring a major effort of sweeping and cleaning upon the roads and pathways.

Spring preventative maintenance schedule for roads/pathway is being developed.

Fleet Services performed service/pump testing for wildfire engine.

Winter to summer tire changeover is complete.

At the SHARC facility, PW staff drained the indoor pool for replastering allowing us to complete several other maintenance items such as new in-pool wiring and lighting, tile repair, servicing of heaters and filters and lots of cleaning.

New shade structures bases have been excavated and poured at the Member Pool.

Winter covers at the Member Pool have been removed and railings installed.

All things related to the new PW building land-use planning and submitting building permits. Moving into the CM/GC part of the contract with Wolf Constructing and Development. GMP to be established before the contract is in place.

PW Aqua Tech is now backflow certified. In the past we paid an outside source for this service and now we can accomplish this task in-house.

SROA has received a grant to redesign and replace pathway kiosk signing.

April visits at SHARC were 6,390 versus 6,128 in April 2022. Spring break business continued into the first week of April with no access issues incurred.

The indoor pool replaster/maintenance is well underway and moving along with no major issues.

Lap swimming is available seven days a week in the outdoor pool and recreation swimming is available in the outdoor pool on weekends.

The air wall maintenance in Benham Hall was completed.

AV repair at SHARC is complete with a new amplifier installed.

The exterior of the SHARC building is being painted.

New scheduling software has been put in place for employees.

In regard to staffing, interviews are ongoing for two full-time vacancies in aquatics, and a full-time position in Events as well as summer seasonal staffing.

Nine lifeguard candidates enrolled in the Memorial Day weekend lifeguard classes. 2023 staffing is in a much better place than 2022, and applications are being received daily.

#### **LIAISON AND COMMITTEE REPORTS**

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

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

Director De Alicante reported the search is underway for a new fire chief. A number of applications have been received from both outside and inside the department and which include some good applicants, which is promising. Rod Bjorvik is currently serving as interim chief.

Discussions about the new public safety building continued. It appears that things are going to take longer than first anticipated, which will cause costs to rise accordingly. Currently the challenge is getting the land use permit from Deschutes County. Plans are to have a groundbreaking ceremony on June 22<sup>nd</sup>.

The Sunriver Police Department were called to deploy their drone in response to a situation in south county which provided a good training opportunity.

Police Chief Womer will be retiring in November, so the SSD Board is beginning the process to advertise for a new police chief. As with the fire chief position, there are good candidates inside the department, but the SSD is choosing to advertise outside the department as well.

President Beenen added that the transition from SROA to an independent accounting firm is taking place.

The SSD audit was recently completed and was done by a different firm this year and based on what Deschutes County does. A clean report without any issues was received.

The approved minutes of the March 16, & March 23, 2023, SSD meeting are included in the board binders.

**BOARD ACTION**  
**APPOINTMENTS/RESIGNATIONS**

Director Gillies moved approval of the appointments of Mary Beth Collen, Paul Lindstrom, Steve Bosson and Mark Szymczak as alternate members of the Design Committee. Further moved approval of the change from alternate to full-time status on the Design Committee for Richard Look & Theresa Youmans and lastly accept the resignation of Rick Komraus from the Design Committee and thanked him for his time on behalf of the Association. Seconded by Director Burke, motion passed unanimously.

**BOARD ACTION**  
**TELECOMMUNICATIONS TASKFORCE FINAL REPORT**

Director Pederson moved acceptance of the final Telecommunications Taskforce report as presented and further moved to thank the taskforce members for their hard work and dedication to this effort. Seconded by Director Burke, motion passed unanimously.

Director Pederson thanked President Beenen for this very thorough report.

**BOARD ACTION**  
**RESOLUTION 2023-001 SROA FINANCIAL POLICY REVISIONS**

Director Pederson moved approval of Resolution 2023-001 adopting revisions to the SROA Financial Policies regarding the collection of maintenance fund fees and fines. Seconded by Director Mobley, motion passed unanimously.

**BOARD ACTION**  
**SECOND READING**  
**DESIGN MANUAL OF RULES & PROCEDURES**

Director Burke moved to approve the new Design Committee Manual of Rules and Procedures presented today with track changes dated May 15, 2023. The new manual once adopted, will be ready for use effective, June 15, 2023. Seconded by Director Mobley.

Director De Alicante referenced yesterday's discussion about adding a definition of "sole discretion" to the Appendix for the new manual. He was tasked and now provides each of the Board members with the proposed definition to be added to the appendix.

Director De Alicante moved to amend the motion strike two instances in the manual where the words "absolute" are used under the phrase "sole discretion." Further move to include the definition of "sole discretion" provided striking the words "or sole and absolute discretion." Seconded by Director Mobley, amendment passed unanimously.

Director Pederson moved to amend Section 3.24 Awnings & Externally Affixed Materials, Section a. 4. to read "Fabric shall be solid in color or patterned with colors compatible with the home body color." Seconded by Director Ishmael, motion passed unanimously.

A lengthy discussion was held on the caging of trees/vegetation with the fact being pointed out that this type of action is already prohibited in the current Design Manual. This is not a new rule being added, it is reaffirmation of an existing rule. Additionally, this issue was reviewed and discussed at length by both the taskforce and the Design Committee, at multiple meetings, who both chose to leave the rule prohibiting the caging of vegetation in place. The Board discussed a variety of possible alternatives to this complex

issue. It was also mentioned that the Design Manual is based on having the least amount of impact on nature as possible. Part of nature is letting the plants and animals live with us. The Board also agreed that they don't want to see wire fencing and mesh all over the community as that is not the aesthetic one desires as they move about Sunriver. One of the reasons people like Sunriver is because it is not full of manicured yards and picket fences.

At the end of this very lengthy discussion, the Board fully appreciated the effort put in by the task force and the Design Committee discussing these issues. The Board also further discussed the best method for owners to suggest changes to the Design Manual of Rules and Procedures in the future.

Call for the question on the original motion as amended, motion passed unanimously.

### **BOARD ACTION**

#### **2<sup>nd</sup> READING SR RULES & REGULATIONS SECTIONS 1.05 & 4.02**

GM Lewis reminded the Board that as an outcome of the update to the Design Manual of Rules & Procedures, certain portions thereof have been deemed better suited for inclusion in the Sunriver Rules & 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 Committee under the provisions of the Design Manual. Nonetheless, such elements are important to the community and need to be regulated.

GM Lewis reviewed several suggestions for changes by owners to modify the language in several areas.

Director Pederson moved approval of amending the proposed Sunriver Rules & Regulations in the following ways:

- Section 4.02 I.(A.4.a) – Flags & Banners – Change 15 square feet to 24 square feet.
- Section 4.02 N. (A.2.) – Add: ,*except for fitted covers for non-fixed outdoor furniture which can also be beige/tan in color.*
- Section 1.02 I. (A.4.c.) – Flags & Banners – Amend to say: *flags used for commercial, advertising, or political campaign purposes are prohibited.*
- Section 4.02 I (A.3.) Add b. *Inflatable yard decorations are prohibited.*
- Section 4.02 F (G.33) Delete existing language and replace with: *Exterior holiday lights can be illuminated from November 15<sup>th</sup> to January 15<sup>th</sup>.*

Seconded by Director Burke, amendment passed unanimously.

Director Pederson moved approval of the proposed amendments to Sections 1.05 and 4.02 including the additional amendments made today to the Sunriver Rules & Regulations to incorporate and amend elements removed from the SR Design Manual of Rules & Procedures as a result of the update of that document. Seconded by Director Beard, motion passed unanimously.

### **BOARD ACTION**

#### **SROA EMPLOYEE COVID VACCINATION POLICY**

Director Burke moved approval of an amendment to the SROA Employee Policies to repeal in its entirety, the mandatory vaccination policy adopted by the SROA Board on August 21, 2023. Seconded by Director De Alicante, motion passed unanimously.

**BOARD ACTION**

**SROA EMPLOYEE HANDBOOK POLICY – SHIFT DIFFERENTIAL POLICY**

Director Gillies moved approval of an amendment to the SROA Employee Handbook to update the Shift Differential Policy. Seconded by Director Ishmael, motion passed unanimously.

**BOARD ACTION**

**SROA EMPLOYEE HANDBOOK – OREGON PAID LEAVE REQUIREMENT**

Director Pederson moved approval of an amendment to the SROA Employee Handbook Government Required Benefits section to include Paid Leave Oregon deductions. Seconded by Director Mobley, motion passed unanimously.

**MEETING DEBRIEF**

President Beenen led the group in a meeting debrief.

**OTHER BUSINESS**

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

Director De Alicante moved to adjourn the public meeting. Seconded by Director Beard, motion passed unanimously.

The meeting was adjourned at 11:55 A.M.

Respectfully Submitted,

Scott Gillies, SROA Secretary



(2)

**FINANCIAL REPORT & RESOLUTIONS**

**Approval of unaudited May 2023 Financials**

**(Board Motion Required)**

**SROA BOARD ACTION REQUEST**

**DEPARTMENT:** Accounting

**DATE:** 6/17/23

**SUBJECT:** Unaudited Financial Statements

**ACTION REQUESTED-** I, Director \_\_\_\_\_ move approval of the unaudited SROA financial statements for the month ending May 31, 2023 as presented.

**ATTACHMENTS:** May 2023 Financial Statement

**SUBMITTED BY:**

Name

Joe Healy

Position

SROA Controller

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**INTEROFFICE MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** JOE HEALY  
**SUBJECT:** MAY 31, 2023 YEAR-TO-DATE UNAUDITED FINANCIALS  
**DATE:** 6/12/2023

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**Income Statement**

For the month ended May 31, 2023, there was a net operating surplus of \$10,236 which was \$56,577 better than the budget. Operating revenues were less than the budget by \$2,039. Positive variances in MPP sales and interest income were offset by shortfalls in recreation special program and event revenues. There is a smaller summer concert (August 26<sup>th</sup>) being planned for 2023 which will result in less revenues but savings in event costs. Salaries and burden were under budget by a combined \$37,493 due to open f/t and p/t positions in the recreation department. Material & services were under budget by \$25,631 due to the timing of month-end, contract services and billings for landscape maintenance. All legal invoices through May have been received and legal fees are currently \$7,708 under budget for the year.

Through the first five months of 2023, there was a net operating surplus of \$33,033 which was \$227,768 better than budgeted. Operating revenues were over budget by \$90,244 mainly due to the Caldera expansion payment, interest income and settlement with architects on the owner's pool DEQ fine. Salaries & burden were under budget by a combined \$112,566. Year-to-date material and services were less than budget by \$23,331 mainly due to timing of contract services and other services. \$284,006 has been earned in interest income year-to-date in the operating and reserve accounts. SROA received \$74,148 COVA (Central Oregon Visitors Association) grant in May for the purchase of replacement signage. As of May 31, 2023, there was a combined operating and non-operating surplus of \$1,183,224.

**Balance Sheet/Investments**

Total assets as of May 31, 2023, were \$39,115,157. Cash and investments totaled \$17,418,192 a decrease of \$227,874 from April. As of the end of May there was \$15,749,792 invested in US Treasuries with durations between 90-day and 2-year and average yield of 4.58%. Receivables for maintenance fund and RPP plans were \$139,546 and \$322,559 respectively with \$90,000 in reserve for uncollectible. The second payment for RPP's is due June 1<sup>st</sup>. The new tunnel was opened at the end of May and construction payment made in June.

# Sunriver Owners Association

## Key Data Sheet

May 31, 2023

OPERATING	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Total Operating Revenue	\$1,067,190	\$1,069,229	(\$2,039)	\$5,155,648	\$5,065,404	\$90,244
Total Operating Expenses *	\$1,056,954	\$1,115,570	\$58,616	\$5,122,615	\$5,260,139	\$137,524
<b>Operating Budget Surplus / (Deficit)</b>	<b>\$10,236</b>	<b>(\$46,341)</b>	<b>\$56,577</b>	<b>\$33,033</b>	<b>(\$194,735)</b>	<b>\$227,768</b>

NON-OPERATING	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Total Non-Operating Revenue *	\$453,114	\$354,431	\$98,683	\$1,981,893	\$1,819,273	\$162,620
Total Non-Operating Expenses	\$259,326	\$197,225	(\$62,101)	\$831,702	\$863,125	\$31,423
<b>Non-Op Budget Surplus / (Deficit)</b>	<b>\$193,788</b>	<b>\$157,206</b>	<b>\$36,582</b>	<b>\$1,150,191</b>	<b>\$956,148</b>	<b>\$194,043</b>
<b>Total Surplus / (Deficit)</b>	<b>\$204,024</b>	<b>\$110,865</b>	<b>\$93,159</b>	<b>\$1,183,224</b>	<b>\$761,413</b>	<b>\$421,811</b>

\* Includes Reserve Fund Contributions of \$1,584,760

Cash/Investment Balances	As of	As of	Change	12/31/22	12/31/23
	05/31/23	05/31/22		Balance	Projection
Operating Fund	\$5,144,722	\$3,600,205	\$1,544,517	\$3,768,492	\$3,701,339
Capital Reserve Fund	\$1,337,277	\$1,305,349	\$31,928	\$9,040,925	\$8,225,367
Recreation Operating Reserve Balance	\$10,560,614	\$9,018,845	\$1,541,769	\$1,314,150	\$1,364,582
SHARC Reserve Balance	\$375,578	\$411,515	(\$35,937)	\$560,790	\$144,836
<b>Total Cash/Investment Balance</b>	<b>\$17,418,191</b>	<b>\$14,335,914</b>	<b>\$3,082,277</b>	<b>\$14,684,358</b>	<b>\$13,436,124</b>

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

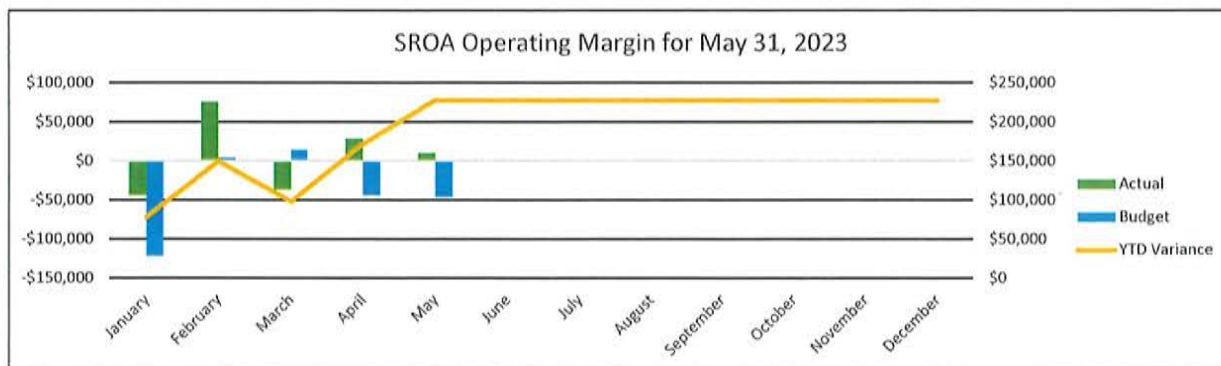
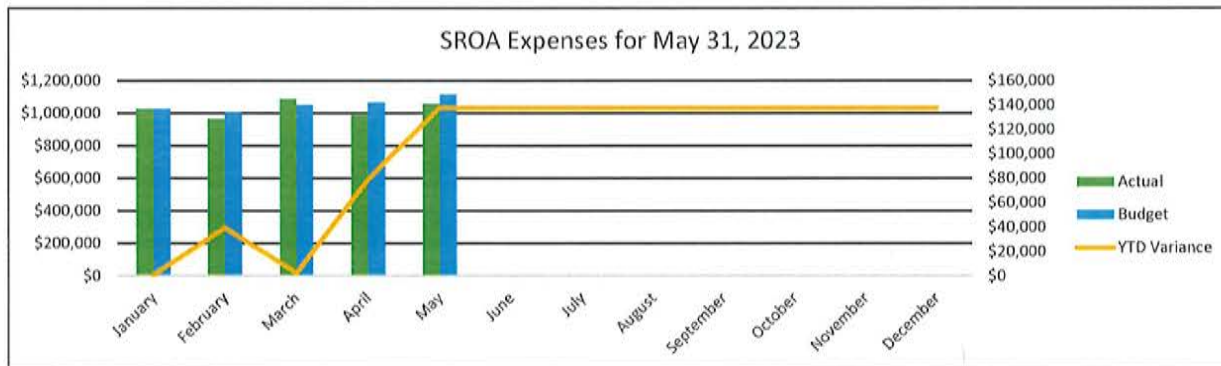
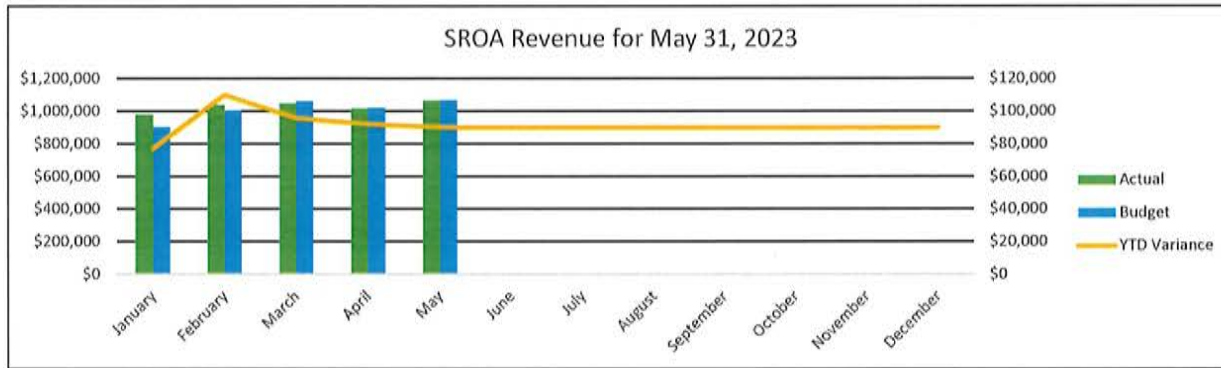
Replacement Reserves	As of 05/31/23
2023 Replacement Reserve Budget	\$1,934,951
YTD Expenditures	(\$185,278)
<b>Remaining Budget - Replacement Items</b>	<b>\$1,749,673</b>
2023 SHARC Replacement Reserve Budget	\$402,915
YTD Expenditures	(\$145,551)
<b>Remaining Budget - SHARC Replacement Items</b>	<b>\$257,364</b>
2023 New Capital Budget	\$2,720,200
YTD Expenditures	(\$158,547)
<b>Remaining Budget - New Capital</b>	<b>\$2,561,653</b>
Note: Funds are not transferred from Reserves to Operations until asset is placed into service	

Recreation Pass Sales	As of 05/31/23	As of 05/31/22	Difference
Recreation Plus	894	896	(2)
Member Preference	4,810	4,582	228

SHARC Admissions (\$587k annual budget)	Current Month - 05/31/23			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Admissions	\$21,300	\$8,500	\$12,800	\$50,773	\$32,700	\$18,073

## SROA Operating Income Statement as of May 31, 2023

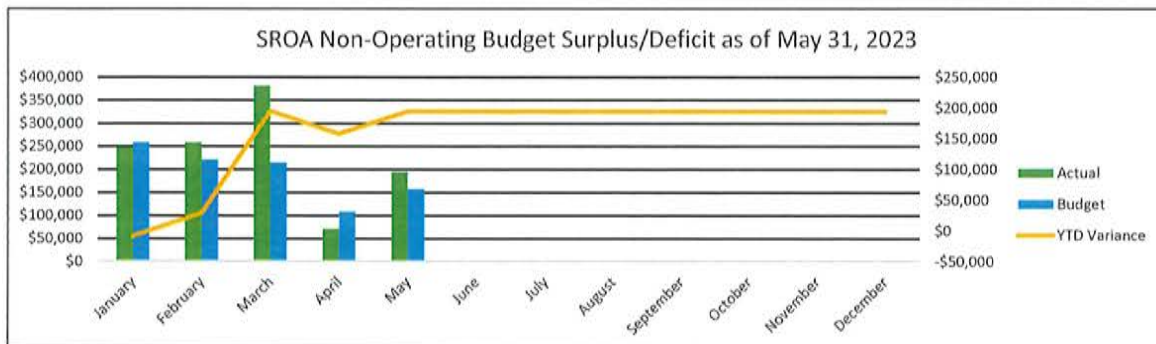
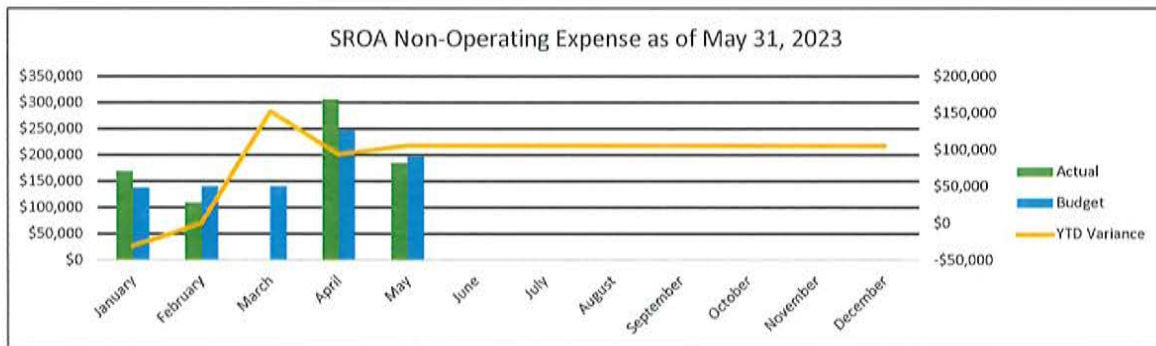
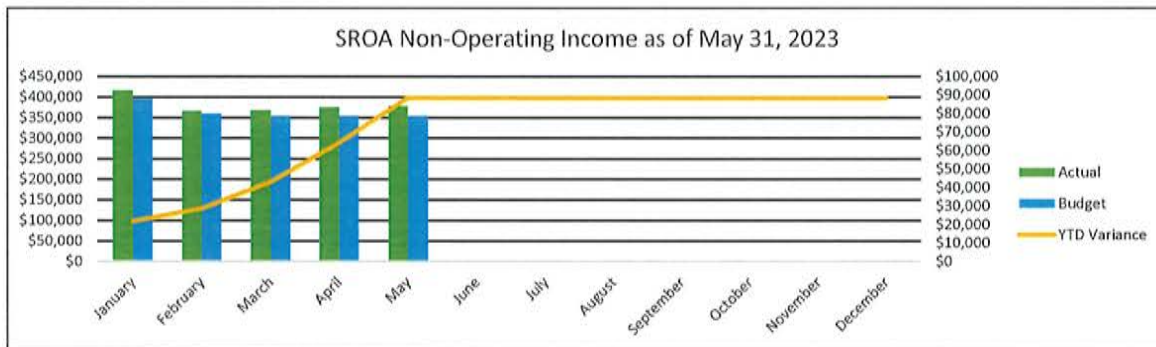
Sources of Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
ASSESSMENTS	\$656,469	\$656,461	\$8	\$3,282,346	\$3,282,307	\$39
PROGRAM REVENUE	\$379,749	\$394,618	-\$14,869	\$1,628,031	\$1,650,882	-\$22,851
INTEREST INCOME - OPERATING	\$23,090	\$10,000	\$13,090	\$124,658	\$65,500	\$59,158
OTHER INCOME	\$7,882	\$8,150	-\$268	\$120,613	\$66,715	\$53,898
Total Revenue	\$1,067,190	\$1,069,229	-\$2,039	\$5,155,648	\$5,065,404	\$90,244
Department Expenses						
SALARIES	\$351,216	\$380,097	\$28,881	\$1,652,284	\$1,741,200	\$88,916
BURDEN	\$113,266	\$121,878	\$8,612	\$538,195	\$561,845	\$23,650
MATERIALS & SERVICES	\$208,050	\$224,977	\$16,927	\$990,673	\$1,014,004	\$23,331
Total Department Expenses	\$672,532	\$726,952	\$54,420	\$3,181,152	\$3,317,049	\$135,897
Non-Department Expenses						
INSURANCE & LEGAL	\$54,124	\$58,333	\$4,209	\$290,895	\$291,665	\$770
OTHER EXPENSES	\$13,346	\$13,333	-\$13	\$65,807	\$66,665	\$858
RSRV FUND CONTRIBUTION	\$316,952	\$316,952	\$0	\$1,584,761	\$1,584,760	-\$1
Total Non-Department Expenses	\$384,422	\$388,618	\$4,196	\$1,941,463	\$1,943,090	\$1,627
Total Operating Revenue & Expenses						
Total Operating Revenue	\$1,067,190	\$1,069,229	-\$2,039	\$5,155,648	\$5,065,404	\$90,244
Total Operating Expenses	\$1,056,954	\$1,115,570	\$58,616	\$5,122,615	\$5,260,139	\$137,524
Operating Budget Surplus / (Deficit)	\$10,236	-\$46,341	\$56,577	\$33,033	-\$194,735	\$227,768





## SROA Non-Operating Income Statement as of May 31, 2023

Non-Operating Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INTEREST INCOME - SKY PARK	\$25	\$0	\$25	\$106	\$0	\$106
SKY PARK ASSESSMENT	\$1,729	\$1,729	\$0	\$8,645	\$8,645	\$0
INTEREST INCOME - CAS	\$38,728	\$17,000	\$21,728	\$159,348	\$90,617	\$68,731
SPECIAL ASSESSMENT	\$21,532	\$18,750	\$2,782	\$154,885	\$135,250	\$19,635
GRANT REVENUE	\$74,148	\$0	\$74,148	\$74,148	\$0	\$74,148
REGULAR REPLACEMENT RESERVE	\$316,952	\$316,952	\$0	\$1,584,761	\$1,584,761	\$0
<b>Total Revenue</b>	<b>\$453,114</b>	<b>\$354,431</b>	<b>\$98,683</b>	<b>\$1,981,893</b>	<b>\$1,819,273</b>	<b>\$162,620</b>
<b>Non-Operating Expenses</b>						
DEPRECIATION	\$140,137	\$146,025	\$5,888	\$699,575	\$707,125	\$7,550
GAIN/LOSS ON SALE OF ASSET	\$0	\$0	\$0	-\$42,000	\$0	\$42,000
SKY PARK EXPENSES	\$0	\$0	\$0	\$949	\$0	-\$949
RESERVE BANK CHARGES	\$1,353	\$1,200	-\$153	\$6,402	\$6,000	-\$402
LADDER FUEL REDUCTION	\$83,154	\$0	-\$83,154	-\$234	\$0	\$234
ROAD & PATHWAY PROJECT	\$34,682	\$50,000	\$15,318	\$167,010	\$150,000	-\$17,010
OTHER RESERVE EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$259,326</b>	<b>\$197,225</b>	<b>-\$62,101</b>	<b>\$831,702</b>	<b>\$863,125</b>	<b>\$31,423</b>
<b>Other Reserve Expense</b>						
<b>Total Non-Operating Revenue</b>	<b>\$453,114</b>	<b>\$354,431</b>	<b>\$98,683</b>	<b>\$1,981,893</b>	<b>\$1,819,273</b>	<b>\$162,620</b>
<b>Total Non-Operating Expenses</b>	<b>\$259,326</b>	<b>\$197,225</b>	<b>-\$62,101</b>	<b>\$831,702</b>	<b>\$863,125</b>	<b>\$31,423</b>
<b>Non-Op Budget Surplus / (Deficit)</b>	<b>\$193,788</b>	<b>\$157,206</b>	<b>\$36,582</b>	<b>\$1,150,191</b>	<b>\$956,148</b>	<b>\$194,043</b>
<b>Oper &amp; Non-Oper Surplus / (Deficit)</b>	<b>\$204,024</b>	<b>\$110,865</b>	<b>\$93,159</b>	<b>\$1,183,224</b>	<b>\$761,413</b>	<b>\$421,811</b>



## SROA Balance Sheet as of May 31, 2023

### Assets

Accounts	Current Month	Previous Month	Change in Balance	Comments
<b>CASH &amp; INVESTMENTS</b>				
OPERATING FUND - UNRESTRICTED	\$5,144,722	\$5,745,273	-\$600,551	Transfer to Reserve Fund, May Operations
OPER. RESERVE FUND - RESTRICTED	\$1,337,277	\$1,332,635	\$4,642	
RESERVE FUND - RESTRICTED	\$10,560,614	\$10,206,286	\$354,328	Transfer from Operating Fund
SHARC RESERVE FUND - RESTRICTED	\$375,578	\$361,871	\$13,707	
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$17,418,192</b>	<b>\$17,646,066</b>	<b>-\$227,874</b>	
<b>RECEIVABLES</b>				
A/R MISC	\$2,843	\$910	\$1,933	
MAINT FUND RECEIVABLES	\$136,857	\$139,546	-\$2,689	
A/R RECREATION RECEIVABLES	\$322,087	\$322,559	-\$472	
CABLE TV ROW FEE RECEIVABLE	\$0	\$0	\$0	
DUE FROM SSD	\$10,645	\$11,857	-\$1,212	
RESERVE - UNCOLLECTIBLES	-\$90,000	-\$90,000	\$0	
<b>TOTAL RECEIVABLES</b>	<b>\$382,431</b>	<b>\$384,872</b>	<b>-\$2,441</b>	
<b>INVENTORY</b>				
FUEL INVENTORY	\$14,924	\$7,855	\$7,069	
MERCHANDISE INVENTORY	\$55,226	\$57,248	-\$2,022	
<b>TOTAL INVENTORY</b>	<b>\$70,150</b>	<b>\$65,103</b>	<b>\$5,047</b>	
<b>FIXED ASSETS</b>				
REAL PROPERTY	\$28,354,076	\$28,354,076	\$0	
CAPITAL EQUIPMENT	\$7,590,929	\$7,590,929	\$0	
CONSTRUCTION IN PROGRESS	\$682,404	\$669,753	\$12,651	Mary McCallum Park, a/v screens SHARC
ACCUMULATED DEPRECIATION	-\$15,873,039	-\$15,732,902	-\$140,137	
<b>TOTAL FIXED ASSETS</b>	<b>\$20,754,370</b>	<b>\$20,881,856</b>	<b>-\$127,486</b>	
<b>OTHER ASSETS</b>				
PREPAID INSURANCE	\$346,444	\$397,165	-\$50,721	
OTHER PREPAID EXPENSES	\$143,569	\$163,341	-\$19,772	
<b>TOTAL OTHER ASSETS</b>	<b>\$490,014</b>	<b>\$560,506</b>	<b>-\$70,492</b>	
<b>TOTAL ASSETS</b>	<b>\$39,115,157</b>	<b>\$39,538,403</b>	<b>-\$423,246</b>	



## SROA Balance Sheet as of May 31, 2023

### Liabilities

Accounts	Current Month	Previous Month	Change in Balance	Comments
ACCOUNTS PAYABLE	\$110,174	\$153,690	-\$43,516	Timing of m/e close
<b>ACCRUED LIABILITIES</b>				
VACATION PAY	\$237,463	\$238,491	-\$1,028	
PAYROLL TAXES AND BENEFITS	\$203,887	\$170,492	\$33,395	
<b>TOTAL ACCRUED LIABILITIES</b>	<b>\$441,350</b>	<b>\$408,983</b>	<b>\$32,367</b>	
<b>DEPOSITS</b>				
LEASE	\$7,500	\$7,500	\$0	
ESCROW, SHARC RENTAL	\$204,578	\$203,228	\$1,350	
<b>TOTAL DEPOSITS</b>	<b>\$212,078</b>	<b>\$210,728</b>	<b>\$1,350</b>	
<b>DEFERRED REVENUE</b>				
DEF REV - MAINTENANCE FUND	\$3,351,924	\$3,808,236	-\$456,312	Monthly recognition of revenue
DEF REV - MEMBER PREFERENCE	\$236,749	\$215,137	\$21,612	Sales/monthly recognition of revenue
DEF REV - RECREATION PLUS	\$1,410,862	\$1,586,793	-\$175,931	Sales/monthly recognition of revenue
DEF REV - CAMP	\$5,097	\$5,097	\$0	
DEF REV - GIFT CARD	\$6,874	\$6,684	\$190	
DEF REV - RV STORAGE	\$7,341	\$14,371	-\$7,030	Monthly recognition of revenue
DEF REV - SPECIAL ASSESSMENT	\$0	\$0	\$0	
<b>TOTAL DEFERRED REVENUE</b>	<b>\$5,018,846</b>	<b>\$5,636,317</b>	<b>-\$617,471</b>	
<b>TOTAL LIABILITIES</b>	<b>\$5,782,447</b>	<b>\$6,409,717</b>	<b>-\$627,270</b>	
<b>RETAINED EARNINGS</b>				
RETAINED EARNINGS	\$32,149,486	\$32,149,486	\$0	
SURPLUS/(DEFICIT) CURR YR	\$1,183,223	\$979,200	\$204,023	
<b>TOTAL RETAINED EARNINGS</b>	<b>\$33,332,709</b>	<b>\$33,128,686</b>	<b>\$204,023</b>	
<b>TOTAL LIABILITIES AND RETAINED EARNINGS</b>	<b>\$39,115,157</b>	<b>\$39,538,403</b>	<b>-\$423,246</b>	

## SROA Cash Balances as of May 31, 2023

Fund Name	This Month Balance	Last Month Balance	Change in Balance
Operating Fund - (Unrestricted)	\$5,144,722	\$5,745,273	-\$600,551
Capital Reserves - (Restricted)	\$10,560,614	\$10,206,286	\$354,328
Recreation Operating Reserves - (Restricted)	\$1,337,277	\$1,332,635	\$4,642
SHARC Assessments - (Restricted)	\$375,578	\$361,871	\$13,707
<b>Total</b>	<b>\$17,418,192</b>	<b>\$17,646,066</b>	<b>-\$227,874</b>

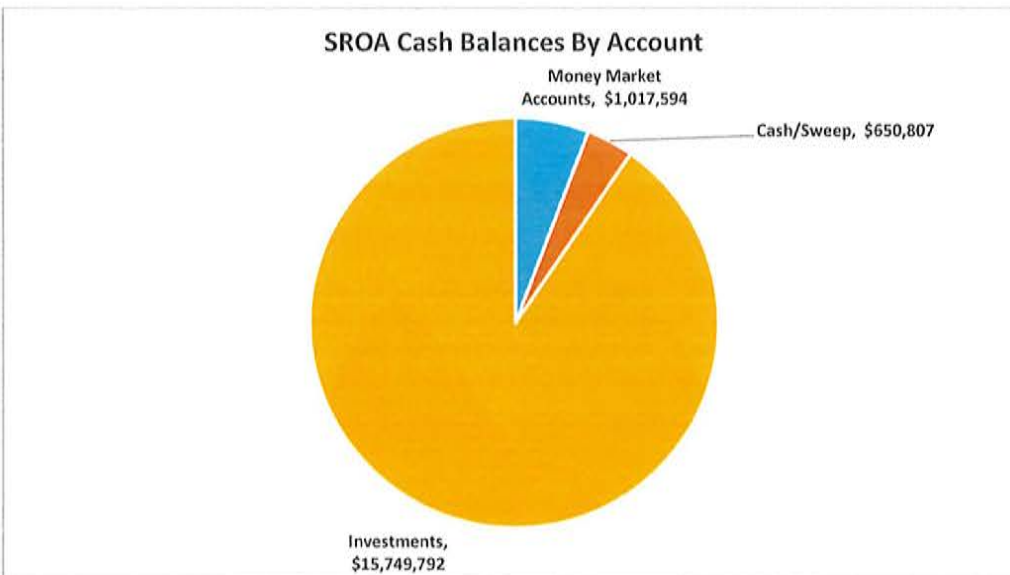
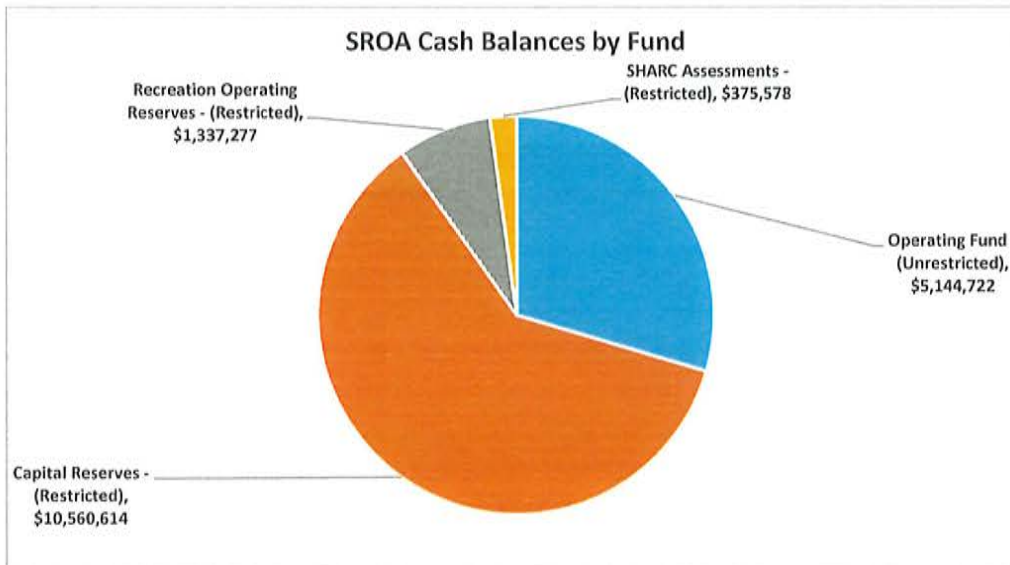
May 31, 2022
\$3,600,205
\$1,305,349
\$9,018,845
\$411,515
<b>\$14,335,913</b>

Account Holdings	This Month Balance	Last Month Balance	Change in Balance
Money Market Accounts	\$1,017,594	\$512,919	\$504,674
Cash/Sweep	\$650,807	\$514,315	\$136,492
CDARS	\$0	\$0	\$0
Investments	\$15,749,792	\$16,618,831	-\$869,040
<b>Total</b>	<b>\$17,418,192</b>	<b>\$17,646,066</b>	<b>-\$227,874</b>

May 31, 2022
\$1,410,399
\$440,969
\$1,750,062
\$10,734,484
<b>\$14,335,913</b>

FIW Monthly Fees

\$2,304



SROA REVENUES Detail May 31, 2023

Sources of Revenue	Current Month			Year to Date			Comments
	Actual	Budget	Variance	Actual	Budget	Variance	
REGULAR ASSESSMENTS	\$641,711	\$641,711	\$0	\$3,208,554	\$3,208,554	\$0	
RESORT ASSESSMENTS	\$9,809	\$10,308	-\$499	\$49,043	\$51,538	-\$2,495	
COMMERCIAL ASSESSMENTS	\$4,950	\$4,443	\$507	\$24,749	\$22,215	\$2,534	
SKYPARK ASSESSMENTS	\$1,729	\$1,729	\$0	\$8,645	\$8,645	\$0	
FIN CHR/ LATE FEES	\$1,522	\$1,100	\$422	\$7,613	\$5,500	\$2,113	
INTEREST INC - OPERATING	\$23,090	\$10,000	\$13,090	\$124,658	\$65,500	\$59,158	Higher return on investments
INTEREST INC - SKYPARK	\$25	\$0	\$25	\$106	\$0	\$106	
INTEREST INC - RESERVE	\$38,728	\$17,000	\$21,728	\$159,348	\$90,617	\$68,731	Higher return on investments
REC PROGRAMS & FEES	\$43,500	\$57,405	-\$13,905	\$126,846	\$140,008	-\$13,162	Concert, space rental
RECREATION PLUS PROGRAM	\$215,462	\$217,060	-\$1,598	\$1,013,508	\$1,024,269	-\$10,761	96.9% of goal
MEMBER PREFERENCE	\$61,793	\$53,845	\$7,948	\$169,926	\$166,955	\$2,971	67.7% of goal
SPACE RENTAL	\$6,860	\$6,860	\$0	\$34,300	\$34,300	\$0	
SCENE ADVERTISING	\$18,859	\$22,000	-\$3,141	\$111,087	\$110,700	\$387	
RV STORAGE	\$7,896	\$8,149	-\$253	\$40,533	\$40,745	-\$212	
DESIGN REVIEW	\$8,715	\$11,415	-\$2,700	\$61,849	\$54,680	\$7,169	SSD public safety building
CONTRACTOR REGISTRATION	\$1,500	\$1,725	-\$225	\$6,525	\$10,900	-\$4,375	
FINES	\$1,325	\$3,750	-\$2,425	\$4,200	\$6,600	-\$2,400	
A/V REVENUE	\$0	\$100	-\$100	\$1,050	\$500	\$550	
PARK RESERVATIONS	\$3,620	\$0	\$3,620	\$7,370	\$0	\$7,370	Ft. Rock Park Reservations
TRAIL USE FEES	\$0	\$0	\$0	\$0	\$0	\$0	
RIGHT OF WAY FEE	\$0	\$0	\$0	\$28,748	\$28,500	\$248	
SUNRIVER SERVICE DISTRICT	\$10,220	\$12,149	-\$1,929	\$50,015	\$60,745	-\$10,730	Less vehicle repairs
LA PINE REPAIRS	\$0	\$0	\$0	\$0	\$0	\$0	
SPECIAL ASSESSMENTS	\$21,532	\$18,750	\$2,782	\$154,885	\$135,250	\$19,635	SHARC Payoffs
MISC INCOME	\$80,508	\$7,210	\$73,298	\$159,205	\$33,195	\$126,010	Caldera Expansion, COVA Grant for Signs
<b>Total Revenue</b>	<b>\$1,203,354</b>	<b>\$1,106,709</b>	<b>\$96,645</b>	<b>\$5,552,763</b>	<b>\$5,299,916</b>	<b>\$252,847</b>	

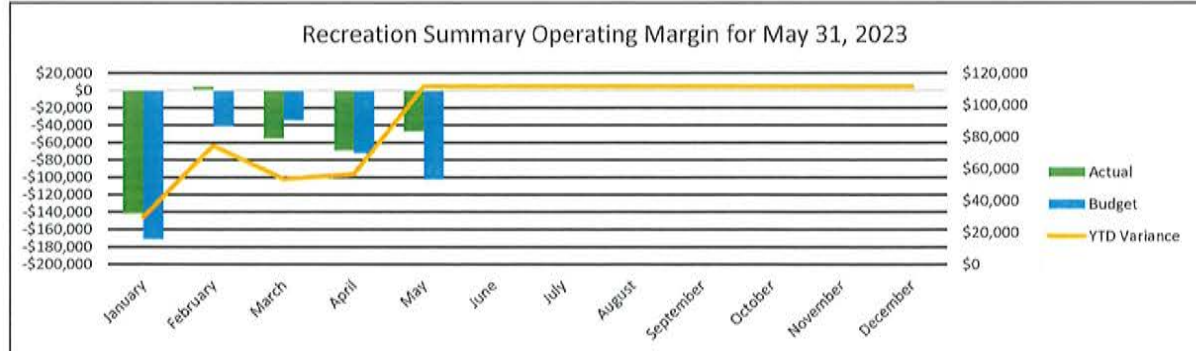
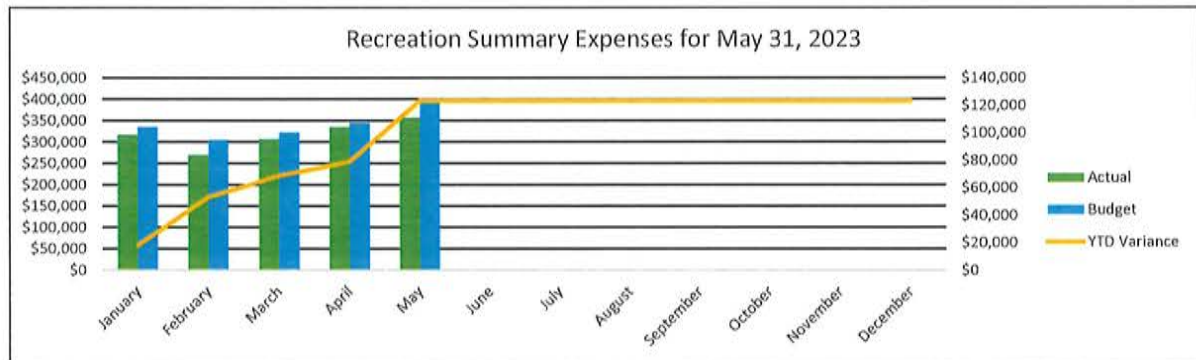
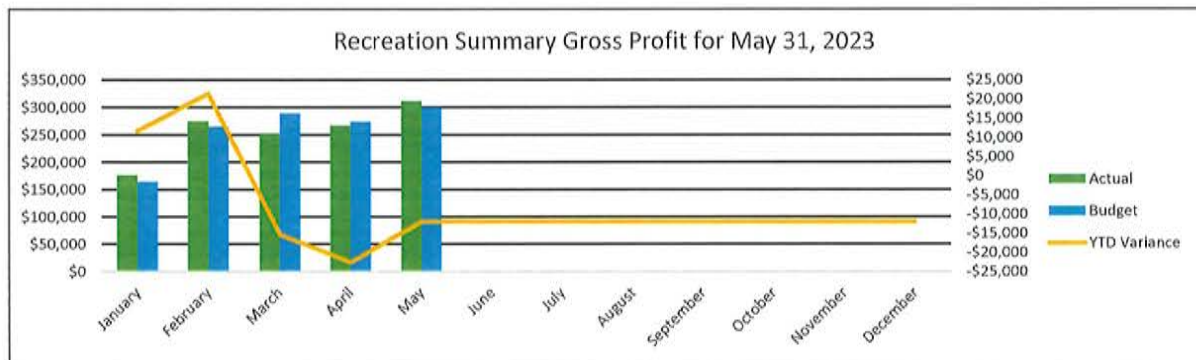
SROA Expense Detail May 31, 2023

Expense Categories	Current Month			Year to Date			Comments
	Actual	Budget	Variance	Actual	Budget	Variance	
ADMINISTRATION	\$97,295	\$97,467	\$172	\$500,344	\$514,692	\$14,348	Supply savings, timing of contract services
INSURANCE	\$47,221	\$45,833	-\$1,388	\$236,103	\$229,165	-\$6,938	New vehicles on policy
ADMINISTRATION BUILDING MAINTENANCE	\$4,838	\$5,020	\$182	\$24,435	\$26,638	\$2,203	
COMMUNICATIONS	\$20,342	\$29,809	\$9,467	\$137,708	\$161,314	\$23,606	Labor savings, timing of contract services payments, advertising
LEGAL	\$6,903	\$12,500	\$5,597	\$54,792	\$62,500	\$7,708	Savings to budget
NORTH POOL MAINTENANCE	\$10,972	\$5,412	-\$5,560	\$21,004	\$19,922	-\$1,082	
TENNIS MAINTENANCE	\$1,320	\$2,099	\$779	\$7,667	\$9,835	\$2,168	
PUBLIC WORKS/ROAD MAINT	\$72,226	\$90,891	\$18,665	\$472,948	\$459,123	-\$13,825	Labor allocations, sanding cinders, fuel
PATHWAY MAINTENANCE	\$14,971	\$9,540	-\$5,431	\$43,863	\$43,776	-\$87	
PARKS MAINTENANCE	\$22,087	\$14,003	-\$8,084	\$46,490	\$50,296	\$3,806	
SKYPARK	\$0	\$0	\$0	\$949	\$0	-\$949	
STORAGE YARD	\$1,127	\$2,859	\$1,732	\$10,100	\$11,210	\$1,110	
ROAD RESURFACING	\$37	\$2,476	\$2,439	\$1,002	\$6,419	\$5,417	Timing of supply purchases
SHARC MAINTENANCE	\$40,742	\$42,493	\$1,751	\$184,665	\$183,851	-\$814	
NORTH POOL REC	\$10,726	\$14,606	\$3,880	\$31,496	\$33,402	\$1,906	
TENNIS REC	\$2,763	\$3,706	\$943	\$4,119	\$5,296	\$1,177	
RECREATION MGMT/SHARC	\$191,343	\$231,559	\$40,216	\$840,105	\$955,481	\$115,376	Labor and burden savings, cost of concert
FIRE STATION BUILDING	\$0	\$0	\$0	\$0	\$0	\$0	
COMMUNITY DEVELOPMENT	\$42,403	\$38,166	-\$4,237	\$207,329	\$190,231	-\$17,098	Additional labor
NATURAL RESOURCES	\$51,682	\$37,039	-\$14,643	\$203,117	\$214,020	\$10,903	Sunriver Nature Center Jan-May payments
FLEET SERVICES	\$39,762	\$37,492	-\$2,270	\$212,974	\$198,881	-\$14,093	Labor allocations
ACCOUNTING	\$38,222	\$36,774	-\$1,448	\$202,411	\$195,595	-\$6,816	Bank charges, additional labor due to maternity leave
PPD DUES EXPENSE	\$13,346	\$13,333	-\$13	\$65,807	\$66,665	\$858	
DEPRECIATION	\$140,137	\$146,025	\$5,888	\$699,575	\$707,125	\$7,550	Timing of assets placed into service
ROAD/PATHWAY PROJECTS & LFR	\$117,837	\$50,000	-\$67,837	\$166,776	\$150,000	-\$16,776	LFR work - to be reimbursed through grant
<b>Total Expense</b>	<b>\$988,302</b>	<b>\$969,102</b>	<b>-\$19,200</b>	<b>\$4,375,779</b>	<b>\$4,495,437</b>	<b>\$119,658</b>	



## Recreation Summary May 31, 2023

Sources of Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
GATE FEE, ACCESS, PROGRAM	\$320,001	\$325,310	-\$5,309	\$1,307,000	\$1,326,732	-\$19,732
MISCELLANEOUS INCOME	\$0	\$0	\$0	-\$1	\$0	-\$1
<b>Total Revenue</b>	<b>\$320,001</b>	<b>\$325,310</b>	<b>-\$5,309</b>	<b>\$1,306,999</b>	<b>\$1,326,732</b>	<b>-\$19,733</b>
<b>Cost of Goods Sold</b>						
RECREATION COGS	\$9,674	\$25,541	\$15,867	\$29,376	\$37,067	\$7,691
<b>Gross Profit</b>	<b>\$310,327</b>	<b>\$299,769</b>	<b>\$10,558</b>	<b>\$1,277,623</b>	<b>\$1,289,665</b>	<b>-\$12,042</b>
<b>Expense Categories</b>						
REC ADMIN/SHARC OPERATIONS	\$191,343	\$231,559	\$40,216	\$840,105	\$955,481	\$115,376
NORTH POOL OPERATIONS	\$10,726	\$14,606	\$3,880	\$31,496	\$33,402	\$1,906
TENNIS OPERATIONS	\$2,763	\$3,706	\$943	\$4,119	\$5,296	\$1,177
SHARC MAINTENANCE	\$40,742	\$42,493	\$1,751	\$184,665	\$183,851	-\$814
NORTH POOL MAINTENANCE	\$10,972	\$5,412	-\$5,560	\$21,004	\$19,922	-\$1,082
TENNIS MAINTENANCE	\$1,320	\$2,099	\$779	\$7,667	\$9,835	\$2,168
DEPRECIATION	\$100,050	\$102,500	\$2,450	\$499,872	\$504,500	\$4,628
<b>Total Expenses</b>	<b>\$357,916</b>	<b>\$402,375</b>	<b>\$44,459</b>	<b>\$1,588,928</b>	<b>\$1,712,287</b>	<b>\$123,359</b>
<b>Total Revenue &amp; Expenses</b>						
Gross Profit	\$310,327	\$299,769	\$10,558	\$1,277,623	\$1,289,665	-\$12,042
Total Expenses	\$357,916	\$402,375	\$44,459	\$1,588,928	\$1,712,287	\$123,359
<b>Gross Profit - Expenses</b>	<b>-\$47,589</b>	<b>-\$102,606</b>	<b>\$55,017</b>	<b>-\$311,305</b>	<b>-\$422,622</b>	<b>\$111,317</b>



PW Summary May 31, 2023

Expense Categories	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
PW ADMIN / ROAD MAINTENANCE	\$72,226	\$90,891	\$18,665	\$472,948	\$459,123	-\$13,825
PATHWAY MAINTENANCE	\$14,971	\$9,540	-\$5,431	\$43,863	\$43,776	-\$87
PARK MAINTENANCE	\$22,087	\$14,003	-\$8,084	\$46,490	\$50,296	\$3,806
STORAGE YARD	\$1,127	\$2,859	\$1,732	\$10,100	\$11,210	\$1,110
ROAD RESURFACING	\$37	\$2,476	\$2,439	\$1,002	\$6,419	\$5,417
FLEET SERVICES	\$39,762	\$37,492	-\$2,270	\$212,974	\$198,881	-\$14,093
<b>Total Expenses</b>	<b>\$150,210</b>	<b>\$157,261</b>	<b>\$7,051</b>	<b>\$787,377</b>	<b>\$769,705</b>	<b>-\$17,672</b>

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

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

# SUNRIVER OWNERS ASSOCIATION

Board of Directors Meeting

June 17, 2023

General Manager's May 2023 Activity Report

## ▪ Administration

- Regular Central Oregon Intergovernmental Council Board of Directors meetings as the Tourism and Recreation representative. This will continue to be a *monthly on-going participation through end of term December 31, 2024*.
- Regular monthly meeting with the Sunriver-La Pine Economic Development (SLED) Board regarding coordination with south county efforts economic development. This will continue to be a *monthly on-going participation*.
- Continued follow-up work with SROA Legal Counsel regarding the following: Persida Myers HUD challenge as well as other issues.
- Work with SROA legal counsel regarding owner non-payment of fees/fines, as well as implementing the amended financial policy for collecting such.
- Attend and participate in the following monthly SROA Committee and Work Group meetings: Owner Enrichment Committee; Covenants Committee; Finance Committee.
- Additional meetings with contractor, engineer, and Mark Smith regarding design for Public Works Facility improvements. Including preparing for a Deschutes County land use decision appeal hearing on June 6th.
- Participated and performed tasks associated with the Transient Room Tax task force – including meeting with Deschutes County Commissioners Patti Adair and Phil Chang.
- Attended a fourth 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.
- Participated in a Central Oregon Regional Community and Economic Development Strategy meeting as part of COIC steering committee.
- Work with legal counsel and Rediscover Sunriver Village to finalize a formal agreement regarding a new method for calculating maintenance fees. The agreement was approved at the March Board meeting.
- Attended public safety building task force meeting.
- Met with representatives from Sunriver Resort regarding an adjustment to the maintenance fee calculation.
- Discussed multiple HR issues with SROA HR Director and Legal Counsel.
- Met with TDS Staff as a “kick-off” to the physical construction and eventual migration of owners to fiber and SROA account. Monthly update meetings will be held with TDS staff.
- Provide training to Design Committee on methods to address Design Manual criteria and write findings/motions.
- Meeting with Verizon representatives regarding their desire for new facilities (antenna) in Sunriver.



- Participated in a Town Hall Forum (May 9<sup>th</sup>) regarding the Park facilities Master Plan.
- Multiple meetings with Mid-State Electric Staff regarding 2023 construction projects.
- **Accounting:**
  - Presented the unaudited financial statements for the period ending April 30, 2023.
  - Worked with Price, Fronk LLP on the December 31, 2023, audited financial statement.
  - Worked with SSD on accounting/HR transition.
  - Communicated with owners on website registration/payments.
  - Continued processing Recreation revenues (RPP, MPP, Gate etc.).
- **IT:**
  - Information Technology
    - Atera Ticket notifications. Configured ticket system to send notifications to all IT Staff after a ticket is created for better response times.
    - Moved all E3 365 licenses to Business premium. Lower cost by \$2300/yr. and adding additional functionality for future cloud functionality and security.
    - Documented all IT backbone infrastructure.
    - Server updates & patches complete.
    - Fixed Admin office inbound call routing and all department voicemail recordings.
    - Onsite staff phone system training.
    - Increased TDS private and public circuits.
    - Ordered a redundant circuit through Lumen.
    - Submitted IT department career leveling to HR.
  - Security/Compliance
    - Endpoint protection installed on all workstations & servers.
    - Started Cybersecurity assessment testing with all staff and BOD.
    - Signed contract with Knowbe4 for Staff awareness training .
    - Setup Contract for September Penetration testing, quarterly Vulnerability scans and 24\*7 dark web monitoring.
  - SROA Database
    - Worked with PW to move old Access Vehicle DB to SQL Server.
    - All cards were created, tested and delivered for RV storage.
    - Added photo upload functionality for Community Development.
    - Added “Assign new card” functionality.
  - Accounting/Finance
    - Spreadsheet provided to UPS to import Owner addresses into their system.
  - Natural Resources
    - Worked with NR to identify GIS needs for RFP.
  - Member Services
    - Terminated Fiber Connection between Members Pool to Admin Building (6 hours).

- Configured network and made sure all Hardware was functional. Now Members Pool is wired to Admin network making it one network and eliminating the use of a VPN.
- SHARC
  - AV Training with events staff and member services.
  - New card reader installed.
  - Configured 10GB 81E Fortinet Firewall for guest network at members pool.
  - Updated call routing for members pool.
  - AV AMP replacement and configuration for Behnam hall.
  - Increased Guest Wi-Fi to 1gig.
  - Added 3 new Wi-Fi6 Access points (Benham, 2 – outside pool).
  - Setup and configured Tennis Hill phones and blast group.
  - Assisted Angela on using iPad at boat launch for member verification.
- Public Works
  - Signed contract for new fuel replacement system.
  - Worked on weather station connectivity.
  - Created new credentials for Sam B. as account was found on dark web.
- Café
  - Worked on Café network and Cashier machines for about 4 hours. Connected to our network temporarily and am waiting to move then to their network once they hire TDS.
- GIS
  - Gabe starting Training ESRI GIS essentials training.
  - RFP sent out to 3 consultants for new GIS database interface for Public Works, Natural Resources, Community Development, and owner data.
- **Communications:**
  - Scene:
    - May Scene advertising was \$21,170 (May 2022 – \$20,577).
    - There were 270 reads of the online Scene. Included 2 readers from Sweden, 1 from Canada and 1 from Nigeria.
  - Web sites / Social media: In the past 30 days...
    - SROA: 8,100 users. Top pages: weather, member pool, pickleball, tree flagging, member preference
    - SHARC: 11,000 users. Top pages: aquatic hours, rec swim, admission, outdoor aquatics, plan your visit.
    - SunriverStyle: 2,000 unique visitors. Top pages: pathways, what's going on, river adventures, getting here.
    - May eblast included information about Abbot Drive reopening/tunnel finished, river shuttle service, Member Pool opening, hazardous smoke and potential recreational closures.
  - Projects:
    - Shae Callewaert officially hired and started work on May 22 (Erin left April 1<sup>st</sup>). He hit the ground running as it was Scene layout week at that time. He has also worked on several other projects.

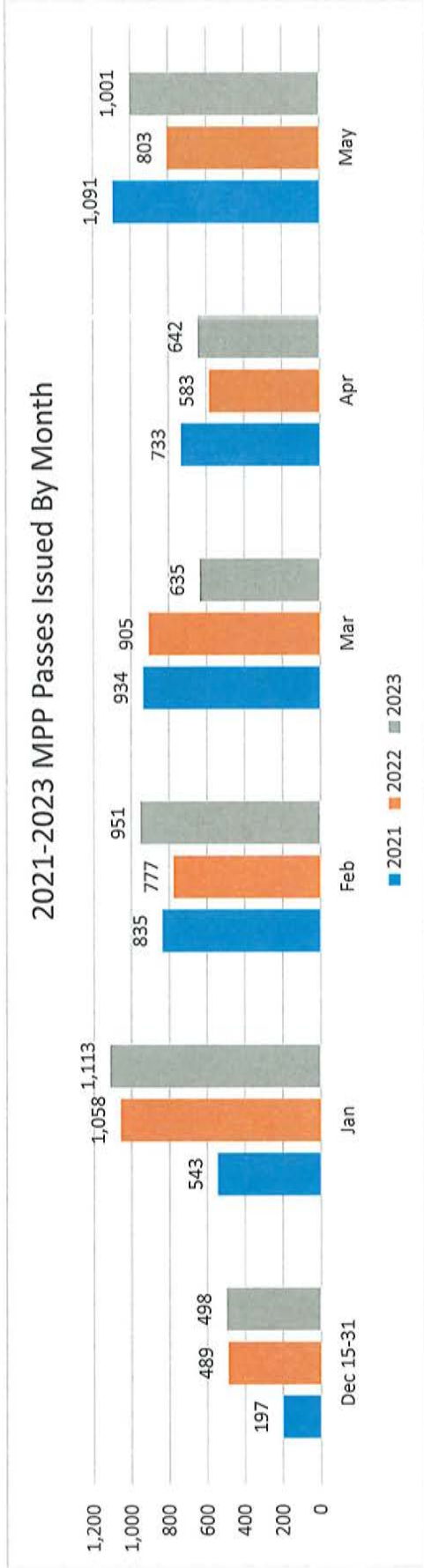
- Updated SHARC/SROA websites with summer-related information.
  - Continue to clean-up the formatting in the Design Manual in preparation of June 15 launch.
  - Promoted June siren testing on website, social media posts and email to property managers.
- **Community Development:**
    - Design Committee meetings are continuing to occur on a regular schedule, with multiple items on each agenda – the two May meetings had a total of 6 items (combined – 1 and 5).
    - There are currently approximately 314 active projects/building permits (up by 81 from the previous month of April).
    - The number of applications submitted in May was down from the same month in 2022 – from 137 in 2022 to 121 in 2023.
    - 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 assisting with the final draft manual and creation of new application forms and informational handouts.
    - Provide updates to the Design Committee on the procedural elements in the new design manual and how staff will convey those to the owners.
- **Natural Resources:**
    - Received additional \$40,936 grant award from Oregon Department of Forestry as part of Central Oregon Shared Stewardship Landscape Resiliency Project. The grant will help fund 2022 ladder fuels reduction (LFR) and tree thinning on commons through June 2023.
    - Completed restoration planting at Mary McCallum Park.
    - Continued Oregon spotted frog spring monitoring and egg mass surveys.
    - Responded to phone calls and performed site visits for private LFR and tree removal permits.
    - Continued LFR and tree thinning on commons, performed contract inspections.
- **Public Works:**
    - Parks/Commons/Tennis
      - MMP restroom opened and landscaped around the building.
      - Section of MMP pathway paved and opened.
      - PW painted the restroom at River Access restroom.
      - De-winterized all drinking fountains.
      - Added several dog bag locations along pathways and MMP.
      - Full round of ladder fuel.
      - Sand volleyball court ready for the season.
    - Pathway/Roads
      - The Circle 1 Tunnel project completed early with the tunnel and road open for the holiday.
      - Received award for the Fort Rock Tunnel.

- Storm clean-up required extensive road and pathway sweeping.
- Graded Canoe Road.
- Started the first phase of the Street Saver Road evaluation project.
- Graffiti removal on roads and pathways.
- Fleet
  - Sold retired vehicle lift (cap replacement).
  - Reviewed CDL A/B rules with staff.
  - Electrical repairs fire truck.
- Facilities/Aquatics:
  - SHARC
    - All were ready to be opened for Memorial Day Weekend
    - Completed plastering on time and within budget and received a cost adjustment.
    - Painting of the facility and outbuildings/fences 80% complete.
  - MEMBERS POOL
    - All the pools were cleaned, prepped and ready for the holiday.
    - New shade structures completed.
    - De-winterized all building and pool plumbing.
    - Still working with APW to resolve warranty issues.
- Miscellaneous/Other:
  - PW building land-use planning was approved by the county but now contested.
  - PW building received SROA preliminary and final approval with several conditions.
- **Recreation:**
  - Sales – May YTD
    - 2023 Membership (MPP/RPP) sales continue to be well received with few comments about price increases.
    - YTD is through the end of May.
    - YTD - MPP – 4,969 YTD (2022-year end was 7,417).
    - YTD - RPP – 897 homes/properties are enrolled. This is only 27 shy of the total for all of 2022 (97% of the total 2022 enrollment).
  - Operations
    - Member Pool Open for Memorial Day 1<sup>st</sup> in history of SROA and open daily for morning lap swim 7-9am
    - SHARC saw numbers (Sunday – Memorial Day weekend – 2,300+) exceeding the highest 2022 usage, comparable to both 2017(HOT) and 2019 unlimited capacity.
    - Lap swim available 7 days a week outside and Recreation Swim 5 days a week, outdoors on weekends.
    - New patio furniture well received. Café open weekends.
    - New Shade Structures at Member Pool
    - Ticketed Concert Contract signed – concert date is 8/26/23.
  - Staffing

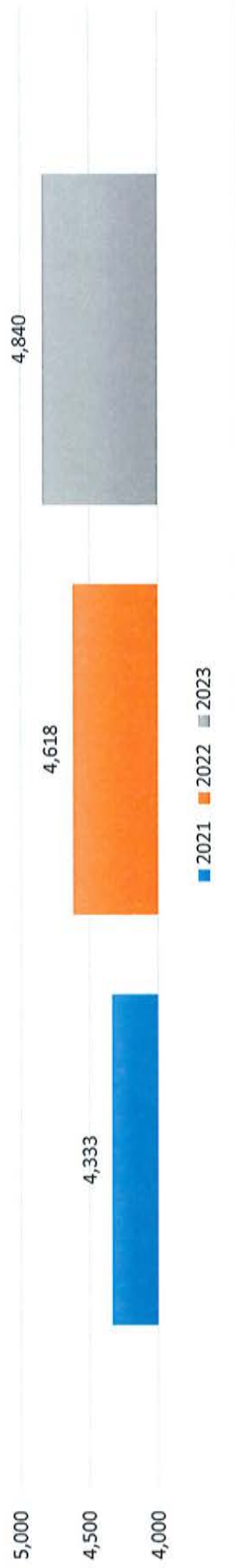
- Offers made for 3 FT Aquatics positions (2 internal promotions) and Event Coordinator
  - 8 Lifeguards certified over Memorial Day, 10 more enrolled currently.
  - 5 additional FT staff will become certified to teach LG classes June 12-15th.
  - 2023 staffing continues upwards trend.
- **Board Tasks for April:**
- There will not be an Executive Session at the June 16<sup>th</sup> Work Session but not at the June 17<sup>th</sup> Business Meeting.

To: SROA BOARD of DIRECTORS  
 From: KEITH KESSARIS  
 Subject: May 2023 MEMBERSHIP SALES and ADMISSIONS ATTENDANCE

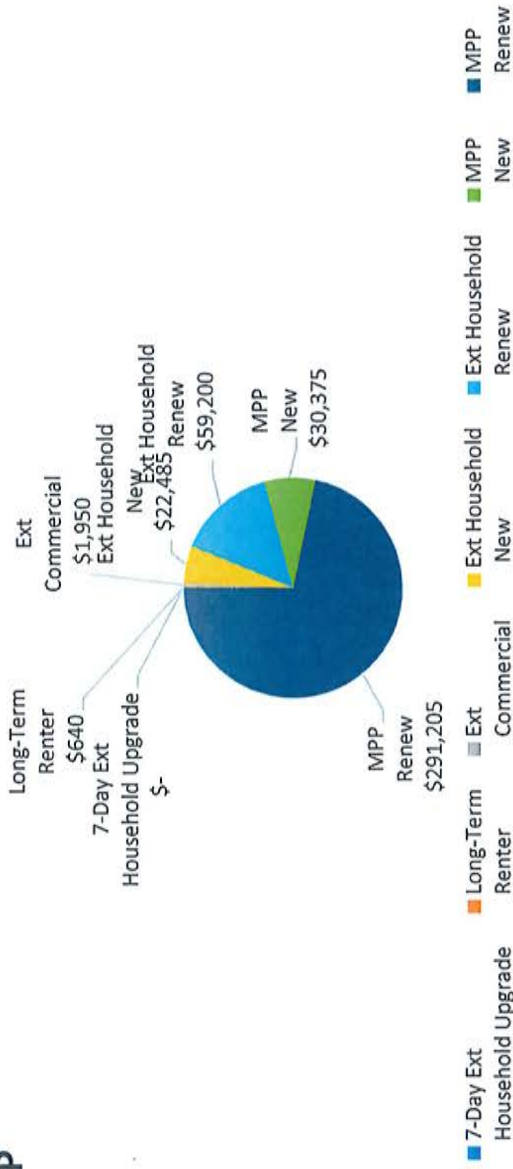
Membership Units Issued - Highlights



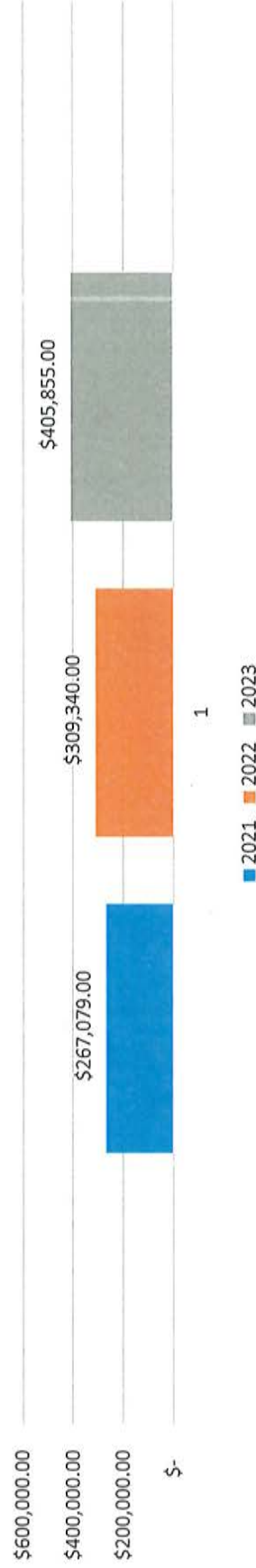
### 2021-2023 YTD MPP Total Passes Issued



## 2023 YTD MPP Income % of Total



## 2021-2023 YPT MPP Total Income



Drafted: 06/12/2023

# SROA Admissions Model Workgroup Monthly Recap: May 31, 2023

<u>Member Preference Membership issued - YTD as of:</u>	2023 vs 2022		
	5/31/2023	5/31/2022	Variance
Member Preference - Sold YTD 2023 (New) (+ 94 in May 23')	405	310	95
Member Preference - Sold YTD 2023 (Re-new) (+ 811 in May 23')	3,894	3,816	78
<b>Member Preference - Sold YTD (New &amp; Re-New)</b>	<b>4,299</b>	<b>4,126</b>	<b>173</b>
<b>All membership including Extended Household/Commercial</b>	<b>4,850</b>	<b>4,631</b>	<b>219</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>	2023 vs 2022		
	5/31/2023	5/31/2022	Variance
Rec Plus Renewals (+ 6 in May 23'; + 2 in 22')	848	800	48
Rec Plus New (+ 8 in May 23'; +7 in 22')	46	96	-50
	<b>894</b>	<b>896</b>	<b>-2</b>

<u>2023 Recreation Program Sales YTD by bedroom</u>			
5/31/2023	New	Re-new	
One Bedrooms (4 cards, \$1,260)	0	15	
Two Bedrooms (6 cards, \$1,890)	10	133	
Three Bedrooms (8 cards, \$2,520)	20	395	
Four Bedrooms (10 cards, \$3,150)	12	210	
Five Bedrooms (12 cards, \$3,780)	4	74	
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>46</b>	<b>848</b>	<b>894</b>
<b>2022 YTD Total</b>	<b>96</b>	<b>800</b>	<b>896</b>

<u>2023 &amp; 2022 Recreation Program Sales YTD by type</u>	5/31/2023	5/31/2022	2022 Totals
RPP's by Individual Property Owners	305	273	283
RPP's by Property Managers/Condo Assoc's	589	623	641
<b>RPP Total - Prop Owners &amp; Prop Mgrs.</b>	<b>894</b>	<b>896</b>	<b>924</b>

Facility - Event Space Rental/A/V/Linens/Bar Sales YTD vs Budget	<b>(\$20,010)</b>	YTD Sales Total	<b>\$19,990</b>
2023 Event Space Rental/A/V/Linens/Bar - Annual Budget	\$128,500		
YTD % of Annual Budget	15.50%		



**Total overall admissions @ SHARC**

**Daily Admission Highlights:**

	2023 May	2022 May	2023 May vs 2022 May
	<b>9,997</b>	<b>8,326</b>	<b>1,671</b>
Member Preference	2,808	2,560	<b>248</b>
Member Guest \$ (60% discount off Gate price)	65	52	<b>13</b>
Extended Family (Annual)	228	234	<b>-6</b>
Recreation Plus	5,341	4,498	<b>843</b>
Gate Admission	767	399	<b>368</b>
Central Oregon Sundays - Summer & Off-season	69	0	<b>69</b>

	2023	2022	2023 vs 2022
<b>YTD Total SHARC Admissions - through 05/31</b>	<b>42,417</b>	<b>35,180</b>	<b>7,237</b>

<b>Member Guest Passes issued through 05/31/23</b>	<b>31,790</b>
Guest Passes redeemed at SHARC	1,878
Guest Passes redeemed at North Pool through 05/31/23	N/A

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

2023 Recreation Budget Goals/Year-end Totals	Total Budget	YTD Revenue 05/31/23	YTD % of Annual Budget
Note: Annual MPP, Ext. Household, Ext. Comm - Budget is:	\$600,955	\$406,675	<b>67.7%</b>
Note: Annual Recreation Plus Budget is:	\$2,452,233	\$2,375,853	<b>96.9%</b>
Note: Annual Gate Budget is:	\$587,050	\$50,773	<b>8.6%</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: May 11, 2023 by: Keith Kessar

DIRECTORS REPORT FOR COMMUNITY DEVELOPMENT

MAY 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	2	2	5	-60%
2	NEW CONSTRUCTION SUBMITTAL	4	2	6	6	0%
3	REPLACEMENT HOMES (NEW CONSTRUCTION)	0	0	0	0	0%
4	MINOR ADDITIONS	9	1	10	18	-44%
5	ALTERATION/ADDITIONS	10	1	11	14	-21%
6	COMMERCIAL PROJECTS	2	1	3	2	50%
7	MULTI-FAMILY RESIDENCES	0	0	0	0	0%
8	COMMON AREA IMPROVEMENTS	0	0	0	0	0%
9	PRELIMINARY PROPOSALS	7	0	7	1	600%
10	RE-REVIEW APPLICATIONS	0	1	1	8	-88%
11	ADMINISTRATIVE APPROVAL APPLICATIONS	281	121	402	519	-23%
12	FOOTING INSPECTIONS PERFORMED	2	3	5	9	-44%
13	FINAL INSPECTIONS PERFORMED	122	42	164	317	-48%
14	ESCROW INSPECTIONS PERFORMED	14	1	15	12	25%
15	OWNER CONCERN FORMS ANSWERED	17	2	19	19	0%
16	OWNER COMPLIANCE REQUEST FORMS SENT	101	15	116	65	78%
17	CONTRACTOR REGISTRATIONS 10/1-9/30/23	276	19	295	309	-5%
18	TOTAL WARNINGS ISSUED	14	1	15	4	275%
19	TOTAL CITATIONS ISSUED	18	6	24	44	-45%
20	DESIGN REVIEW NOTICES MAILED	1180	284	1464	1475	-1%

ESCROW ACCOUNT BALANCE:

\$180,700

AS OF

4/30/2023



James Lewis

General Manager

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

<b>Ladder Fuels Reduction (LFR) Program</b>	<b>Current Month</b>	<b>Year to Date (YTD)</b>	<b>Previous YTD</b>
Permits issued*	39	862	568
Courtesy letters	0	601	325
Advisory – Deficiency letters	0	132	64
Advisory – Deficiency postcards	0	129	63
Notice of Deficiency letters	0	0	0
Notice of Violations	0	0	2
Inspections completed (Final & Fall LFR, MPB, etc.)	0	0	0
Other letters/postcards	0	475	1,998
<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	35	185	128

**Department Highlights:**

- Received additional \$40,936 grant award from Oregon Department of Forestry as part of Central Oregon Shared Stewardship Landscape Resiliency Project. The grant will help fund 2022 ladder fuels reduction (LFR) and tree thinning on commons through June 2023.
- Completed restoration planting at Mary McCallum Park.
- Continued Oregon spotted frog spring monitoring and egg mass surveys.
- Responded to phone calls and performed site visits for private LFR and tree removal permits.
- Continued LFR and tree thinning on commons, performed contract inspections.

(4)  
**LIAISON & COMMITTEE REPORTS**

**MEETING MINUTES**

**Design**  
**Finance**

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

**Covenants (No meeting in May)**

**Design (Meet twice a month)**

**Finance (Met on June 15th)**

**Nominating (Met on June 6<sup>th</sup>)**

**Owner Enrichment Committee  
(Met on May 17th)**



**SUNRIVER DESIGN COMMITTEE  
MEETING SUMMARY  
MAY 26, 2023**

**PRESENT: Curt Wolf, Chairperson; Charlie Meyer, Richard Look, Theresa Youmans, Bev Cook**

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

Design Committee Chair, Curt Wolf called the meeting to order at 10:30 a.m. The minutes of the 5/12/23 meeting were approved.

**MINOR ADDITION**

**Lot #1 Lone Eagle Landing**

*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:

Approved subject to the following conditions:

1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted:
  - 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. Locate corner pins and re-stake and string the lot. Contact SROA Community Development staff for on-site verification.
  - d. Resolution of any remaining open items listed in the Property for Sale Inspection report dated 9/11/2007.
  - e. Revise plans to show the size and placement of the tub in accordance with Sections 17.07, 17.10, and 17.11 of the (DCM). Enclosure walls may be attached to existing deck post. Entrance to the enclosure may be under the stairwell, or a gate may be built into the wall matching the walls in every particular.
  - f. All revisions noted above shall be submitted for Design Committee administrative review.

2. Prior to completion of this project, the following items are required to be completed:
  - a. Remove all encroachments into SROA commons and restore the area to natural as required by Section 4.04 of the DCM.
  - b. Garage light fixture shall comply with Section 20 of the DCM.

### ADDITION/ALTERATION

#### **Lot #3 Trophy 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 item is required to be completed:
  - a. Submit revised drawings for administrative review to coordinate exterior elevations and cross sections. They do not appear to match.
2. Prior to installation submit the following items for administrative review:
  - a. Confirm window frame color will match existing windows. Provide a Manufacturer spec sheet and color sample. White window frames are not permitted per Sections 19 and 23 of the Design Committee Manual (DCM).
  - b. Confirm solar tube casing/frame color will be painted to match roof color or flat black.
3. Prior to completion of this project, the following items are required to be completed:
  - a. House number shall be located under a light source or on a post at the lane as required by Section 29.07 of the DCM.
  - b. All exterior lights shall comply with Section 20.03 of the DCM.

### NEW CONSTRUCTION

#### **Lot #15 Plover Lane**

*Project: New Construction*

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:
  - 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. Trees proposed for removal outside of the construction footprint are not approved. Contact Natural Resources staff at 541-593-1522.
  - d. Per Section 17.10 of the DCM, the hot tub shall be completely screened from view of neighboring lots. Item 1h of the 4/28/23 Design Committee decision letter has not been satisfied as the new hot tub gates position does not block the view of neighboring lots and does not match the Committees conditions.
  - e. Item 1J of the 4/28/23 Design Committee letter has not been satisfied as the driveway is still too large for the 4 required parking spaces. Reduce driveway size by eliminating the bump-out opposite the garage doors.
  - f. Revise the building cross section shown on sheet A3 to coordinate with roof framing detail 1 shown on sheet A4. Adjust the roof height accordingly.
  - g. Call out the sizes of all exterior components on the elevations.
  - h. Colors and materials are not approved at this time.
  - i. Revise all required plans noted above for administrative approval.

## COMMERCIAL

### **Lot #57380 Sun Eagle Lane**

*Project: New Public Works Facility*

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:
  - 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. Applicant shall comply with all recommendations in the Spring River Tree Service Inc. Certified Arborist report dated 5/11/23.
  - 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. Staking and stringing the proposed building is required per Form D. Some of the staking and stringing may interfere with normal business operations and corners may be marked by a different method such as spray paint on the asphalt. The south side of the building shall be staked and strung where practical.
  - d. Provide a building cross-section per Form D.
  - e. Provide door and window schedules per Form D.

- f. Provide a screen wall cross-section per Section 17.07 of the DCM. The screening shall be of materials and finish that match the principal structure. The cap may be a metal cap.
- g. Site grading shown makes the building more prominent visually instead of being less prominent visually from Sun Eagle Lane and Quelah Lane homes. Revise the grading plan. See Section 12.08 of the DCM.
- h. Remove all gutters and downspouts from exterior elevations.
- i. Coordinate the size of the trim pieces on the elevations.
- j. Submit detail of the exterior awnings as required by the preliminary approval dated 4/14/23 condition h.
- k. Delete the window grids from the windows above the main entry per the preliminary approval dated 4/14/23 condition n.
- l. Specify "wood accent finish" shown on the elevation.
- m. Windows on either side of the main entrance storefront doors shall be fixed storefront windows.
- n. Provide a description of the windows above the entry on the material legend.
- o. Provide a detail of the perimeter fence shown on the site plan.
- p. Revise and re-submit drawings for full Committee administrative review.
2. Prior to installation, submit a landscape plan for full Committee agenda item review.
3. The following item is a recommendation for the applicant to consider:
  - a. Modify the accessible parking space to avoid having to travel from the associated access aisle behind other parked cars to gain access to this building.
  - b. Note the proposed building extends into the existing easement.

**RE-REVIEW**

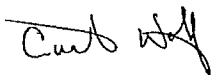
**Lot #12 Goldfinch Lane**

*Reconsideration of deck encroachment decision*

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:

The Committee rescinded the 5/5/23 denial decision relative to the deck encroachment. The Committee has concluded that the deck and wall are grandfathered due to previous approval. If the configuration of the deck is modified, the deck and wall shall be brought into compliance with the side yard setbacks. Revise and re-submit the site plan.

Respectfully submitted,



Curt Wolf  
Design Committee Chair

electronic signature used with permission



Finance Committee Minutes  
May 18, 2023  
SROA Board Room

**Members Present:** In person: Michael Applegate, Gerhard Beenen, Clark Pederson, Corey Wright; Via zoom: Brad Banta, Luis Bayol, Juliana Hayes, Keith Mobley

**Staff Present:** Joe Healy, James Lewis

Clark Pederson called the meeting to order at 9:00 a.m.

**Approve Minutes from April 13, 2023**

The Committee unanimously approved the Finance Committee minutes of April 13, 2023, with corrections.

**Review of April 15, 2023 SROA Board Actions**

There were no comments on the April 15, 2023 Board Action Items.

**Approve April 30, 2023 Unaudited Financial Statements**

For the month ended April 30, 2023, there was a net operating surplus of \$28,743 which was \$73,298 better than the budget. Operating revenues were less than the budget by \$3,467. Positive variance in interest income was offset by Recreations Plus Program sales and shortfalls in advertising and community development fees. Community Development fees and advertising revenue are both better than budget year-to-date. There are eight less homes in the Recreation Plus Program at the same point in 2022. Salaries and burden were under budget by a combined \$42,540 due to open f/t and p/t positions in the recreation and communication departments. Material & services were under budget by \$25,631 due to timing of contract services and billings for landscape maintenance. All legal invoices through April have been received.

Through the first four months of 2023, there was a net operating surplus of \$22,797 which was \$171,192 better than budget. Operating revenues were over budget by \$92,285 mainly due to the Caldera expansion payment, interest income and settlement with architects on the owner's pool DEQ fine. Salaries & burden were under budget by a combined \$75,072. \$222,187 has been earned in interest income. Year-to-date material and services were less than budget by \$6,404 mainly due to timing of contract services and billing for landscape maintenances. As of April 30, 2023, there was a combined operating and non-operating surplus of \$979,198.

Total assets as of April 30, 2023, were \$39,538,403. Cash and investments totaled \$17,646,066, a decrease of \$417,516 from March. As of the end of April there was \$16,618,831 invested in US Treasuries with durations between 90-day and 2-year and average yield of 4.5%. Receivables for maintenance fund and RPP plans were \$139,546 and \$322,559 respectively with \$90,000 in reserve for uncollectible. The second payment for RPP's is due June 1<sup>st</sup>. Retail inventory increased by \$11,167 in preparation for the upcoming summer season. Construction in progress items included work on the new public works yard and plastering of the indoor pool.

**Cash Flow Update**

As of April 30, 2023, there was \$17,646,066 in total cash and investments of which \$5,745,274 was in the operating fund.

**Delinquency Policy**

The Committee reviewed a red-lined version of the current delinquency policy to include fines and other charges imposed by the magistrate. The Committee unanimously approved the policy with one change from the draft presented the prior month moving the location of the phrase “to the owner’s address on file”.

The meeting adjourned at 9:45AM

The next Finance Committee meeting is set for June 15<sup>th</sup> at 9AM

Submitted by Joe Healy

(5)

**SUNRIVER SERVICE DISTRICT REPORTS**

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

# **SUNRIVER SERVICE DISTRICT**

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## **MINUTES OF BOARD REGULAR MEETING**

**3 p.m. Thursday, April 13, 2023**

**Meeting in person and via Zoom**

**Call to Order:** Vice Chair Shoemaker convened the meeting at 3:05 p.m.

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

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

**SROA Staff:** Susan Berger

### **Public Input:**

Community member Debbie Baker presented concerns about the upcoming SSD budget, and the future fiscal forecast. She provided potential solutions to address the budget and also encouraged the Board to be more transparent.

Appreciation and recognition to Chief Tim Moor for his service to the Sunriver Fire Department.

### **Consent Agenda**

#### **1. Motion to approve:**

- a. The March 16, 2023 Regular Board meeting minutes
- b. The March 23, 2023 Special Board meeting minutes
- c. SROA monthly invoice in the amount of \$16,343.55
- d. Training 4 Responders, LLC invoice in the amount of \$5,680.00
- e. Racom Corporation invoice in the amount of \$7,683.50

Chief Womer stated the Racom Corporation invoice was initially intended for the radio equipment to be installed in the new Police Tacoma's, however, it has been decided to place that equipment in the soon to be purchased vehicles F150s. He added the police department will use handheld radios in the unmarked vehicles.

Dir. Ralston moved to approve the Consent Agenda; seconded by Dir. Foster. The motion passed unanimously.

### **Old Business**

#### **2. Public Safety Building**

OR/PM Nelson gave an update to the Board on the Public Safety Building. There was discussion on the roof trusses, including an issue on the east side of the roof. KMB asked for additional services of \$18,500 to modify the roof. Dir. Ralston stated KMB initially asked for more, but there was a negotiation. He added it isn't uncommon to find these types of problems during this part of the process.

Dir. Foster moved to approve moving \$18,500 from contingency to pay KMB; seconded by Dir. Ralston. The motion passed unanimously.

There was discussion about solid bids, schedules, long lead items, bid package 1 being posted, and Midstate Electric beginning work. Treasurer Beenen requested task completed percentages.

The District is waiting for the final design, and then will meet with SROA to review final conditions for approval. At this point the SROA Building Permit will be executed.

The Deschutes County Land Use review will be completed soon. Once they write their findings, there is a 14-day appeal period. The objective is to have the permit by June 23, 2023.

The design, construction, stakeholder teams are discussed furniture, fixtures, and equipment. There may be options to purchase gently used furniture to save on costs.

**a. Motion to Approve March 2023 Building Funding Requests:**

- i. Nelson Capital invoice in the amount of \$9,500.00
- ii. KMB Architecture invoice in the amount of \$175,551.97

Dir. Foster moved to approve the building funding requests for Nelson Capital for \$9,500 and KMB Architecture for \$175,551.97; seconded by Dir. Hepburn. The motion passed unanimously.

**b. Review of monthly memo to Deschutes County Commissioners**

There was a grammatical change, otherwise, the Board directed Administrator Holliday to submit.

**New Business**

**3. Monthly Chief/Administrator's Reports**

**a. Fire Chief Moor**

- Calls were up for last month and the response times were very good. Sunriver received more mutual aid than provided, relying on partners three times last month. Not all the ambulance revenue was posted prior to the Board meeting, therefore it isn't listed in the financials and Accounting will make the adjustment once those numbers are received.
- There were two fatal car accidents on highway 97 recently. Both were fatal but could have been prevented by wearing seatbelts.
- The Civil Service Commission (CSC) meets quarterly, and the department has had two firefighter/paramedic vacancies recently. In the last hiring process, there was a Sunriver Reserve in the pool, which allowed him to be promoted and he can start soon. CSC approved that hire earlier in the day.
- Operations: Deputy Chief Bjorvik did an outstanding for Acting in Capacity (AIC) captain position, and now the department actively has candidates ready to step into that position. He also managed the Central Oregon Wildfire School (COWS) training last weekend in Bend.
- There have been a lot of families visiting the station for tours due to Spring Break.

**b. Police Chief Womer**

- The statistics are consistent with the same time last year. There were 35 cases, 22 of which were outside of Sunriver.
- The two new Ford patrol vehicles have arrived, just waiting for upfitting.

- Officer Mai accepted a police officer position and will start on Monday. Officer Lyman starts the academy soon.
- The department applied for the COPS grant, still waiting to hear back.
- Drone operators have completed and received their licenses. Just waiting for the SROA rule about drone usage to be changed.
- The department continued to make DUI arrests by participating in county-wide traffic enforcement over spring break. A grant was received to pay for overtime during this program.
- Community events: This area was slow due to spring break other than the monthly Coffee with a Cop.

**c. Administrator Holliday**

- Public Safety Building: Continue to participate in meetings and email chains with the design team to discuss the building design and budget. Provided support where necessary to OR/PM Nelson and other members of the team. The Scene story for May will give an update on the construction process, timeline, building permit status, and other information. The Public Safety Building Task Force met and will begin organizing a gold shovel/ceremonial groundbreaking event later this Spring.
- Budget: Continued to update the FY 23/24 budget spreadsheets for the 715, 716, and 717 accounts. Administrator Holliday with each department and the Budget Committee to share information and evaluate current budget line items for changes. The Budget Committee met on April 7, 2023 to review the final spreadsheets and unanimously agreed they are ready for Board review.
- Administrative: Attended demonstrations for various payroll and timekeeping platforms, as well as to reach out to accounting firms. SDAO offers many HR services to members. Participated in two professional development opportunities this month.
- Fire Chief: Started gathering information for Vice Chair Shoemaker to begin the hiring process. Once the announcement is ready, it will be posted to the SSD website as well as advertised in a handful of locations.

**4. Motion to approve to approve COLA wage increase of 7% for non-represented full-time employees of Chiefs, Administrative Assistants, Deputy Fire Chief, Police Lieutenant, Police Sergeants, and Board Administrator, to be effective July 1, 2023**

Chair Fister said it is past practice for the Board to extend the same cost of living allowance for non-represented SSD employees as was approved in the Fire and Police collective bargaining agreements. These increases are already accounted for in the FY 23/24 budget.

Dir. Ralston moved to approve a COLA wage increase of 7% for non-represented full-time employees of chiefs, Administrative Assistants, Deputy Fire Chief, Police Lieutenant, Police Sergeants, and Board Administrator, to be effective July 1, 2023; seconded by Dir. Hepburn. The motion passed unanimously.

**5. Motion to approve Department FY 2023/24 Capital Outlay budget requests (Not to Exceed Amounts)**

The FY 23/24 Capital Outlay budget requests were approved by the Board at the April meeting. However, Chief Womer requested the Board approve the total amount of the FY 2023/24 Capital Outlay budget for Police, as opposed to the individual item amounts. He stated this provides him with flexibility due to when drafting the budget, he only has estimates for the equipment and vehicles. This allows him to pay for the vehicles when they are ready for pick up,

even if they are slightly over the initial individual item estimated budgeted amount, without having to wait until the next Board meeting for approval of any additional amounts.

Treasurer Beenen moved to approve the capital outlay for Sunriver Police vehicles, upfitting, and guns/holders not to exceed \$164,100; seconded by Dir. Ralston. The motion passed unanimously.

**6. Motion to approve both the FY 2023/24 operating budget (715 account), non-operating budget (716 accounting) and Public Safety Building budget (717 account)**

Administrator Holliday presented the three SSD budgets for FY 23-24 to the Budget Committee. Treasurer Beenen noted in the 715 operating budget it shows a deficit, however, the District historically always comes in underbudget. He mentioned raising the milage rate in the future and it would be important to start sharing this with homeowners. Treasurer Beenen also said he has been talking to Deschutes County about receiving part of the Transient Room Tax (TRT) funds. Chair Fister stated the District has a decent beginning working capital and he does not want to pursue increasing the milage rate until the District actually has to use some of their working capital at the end of a fiscal year. There was discussion about the budget, how much to contribute to the reserve fund, and the milage rate.

Dir. Foster moved to approve both the FY 2023/24 operating budget (715 account), non-operating budget (716 accounting) and Public Safety Building budget (717 account); seconded by Treasurer Beenen.

Chair Fister made note of the amounts listed in the Administration budget for SHARC passes and Crosswater Golf memberships. He wanted to make sure the Board was aware that this is an effort to attract more applicants for open positions, primarily police officers. Sunriver is not able to compete regarding salary with larger organizations, so he would like to explore offering some of the amenities that make our area unique and attractive. These passes and memberships would be available to all District employees. There was discussion and metrics are to be provided at the end of the next fiscal year showing the use and need for these benefits.

The motion passed unanimously.

**7. Motion to appoint Rod Bjorvik as Interim Fire Chief beginning April 28, 2023**

Chief Tim Moor is retiring at the end of April and there is a need for an interim chief during the hiring process.

Dir. Ralston moved to appoint Rod Bjorvik as interim Fire Chief beginning April 28, 2023; seconded by Treasurer Beenen. The motion passed unanimously.

**8. Discussion and update on Fire Chief hiring process**

Vice Chair Shoemaker is leading the hiring process for the new Sunriver Fire Department Police Chief. He is utilizing some of the same information from the 2013 hiring process, and the interview panel will consist of seven people. There was discussion about the starting salary on the job announcement. Dir. Ralston also said it was important to have on the announcement that it is critical to have a good working relationship with the Police Chief.

The job announcement will be published on Daily Dispatch, a very popular website and email newsletter for those in fire service, beginning April 19. The position will close on June 1. Vice



Chair Shoemaker hopes to hold interviews as soon as possible to get approval at the July Board meeting.

**9. Discussion on VEBA/Sick Leave benefit for non-represented full-time employees**

Per direction of the Chair, Administrator Holliday reviewed the Fire and Police CBAs and noted differences with the SSD Employee Handbook. One benefit that is not provided to SSD employees is the ability to sell back unused sick leave to an employee's VEBA account when leaving the District. Administrator Holliday asked the Board for direction and the consensus was to include these items in an updated draft of the SSD Employee Handbook to vote on at an upcoming meeting.

**10. Update on HR, Payroll and Accounting Services for District**

Administrator Holliday gave an update on the search for Human Resources, Payroll, and Accounting Services for the District beginning July 1. There have been numerous interviews and demonstrations with various agencies, and the Board just approved contracts to work with NowCFO accounting and ADP payroll. Administrator Holliday is working with representatives from each agency, along with SROA and SSD staff to begin the transition.

**11. Joint SSD/SROA meeting agenda items (April 14 at 9 a.m., Fire Department)**

Administrator Holliday reminded the Board of the joint SSD/SROA Board meeting the next day.

**12. Motion to approve the March 2023 unaudited financials**

715

Treasurer Beenen said the ambulance revenue was low due it not being received by the Board meeting. Overall, there is a surplus year to date and there are no concerns with the operating budget.

716

Treasurer Beenen said the reserve fund is in good shape and came in underbudget for month, however, it is over budget year to date due to the additional capital requests. He does not foresee any issues and the reserve study will be conducted this summer.

717

Interest income provides a significant amount of revenue for this fund; however, expenses are starting to come in as construction begins.

Dir. Hepburn moved to approve the March 2023 unaudited financials; seconded by Dir. Ralston. The motion passed unanimously.

**13. Review of March 2023 SROA Board meeting**

Dir. De Alicante gave an update on the last SROA Board meeting, which included discussion about the parks master plan update, admissions model presentation, SHARC staffing, and mail being delivered to homes in Sunriver.

Meeting adjourned at 5:55 p.m.

Submitted by Board Administrator, Mindy Holliday



## SUNRIVER FIRE DEPARTMENT / Memorandum

Date: June 15, 2023  
To: SSD Board of Directors  
From: Rod Bjorvik, Interim Fire Chief  
Subject: **June Board Meeting**

---

### **Calls for Service:**

- Emergency Response Update

### **Administrative Update:**

- Central Oregon Fire Chiefs meeting
- Public Safety Building / PM / Design Team
- Monthly officer's meeting

### **Operations Update:**

- Monthly Training /**Fire** – Company Training, **EMS** – **Continuing Ed.**
- Three-day water rescue training is coming up.
- Acting In Capacity training
- New ambulance design team update
- New Firefighter /Paramedic Hiring Process update.
- Central Oregon Fire Operations Group update. Run cards.

### **Community Events:**

- Station Tours

# SUNRIVER FIRE DEPARTMENT DASHBOARD

Community ~ Honor ~ Integrity ~ Pride



## May

### Comparison Statistics

May

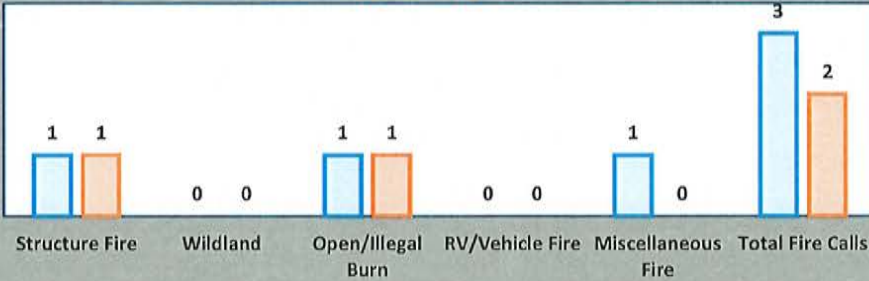
2022 2023

### Total Monthly Calls

**56** **48**

### FIRE RESPONSES

2022 2023



### RESPONSE TIMES (Min:Sec)

2022 2023

#### Turn-Out Time

(Dispatched to Enroute)

1:38 2:27

#### Response Time

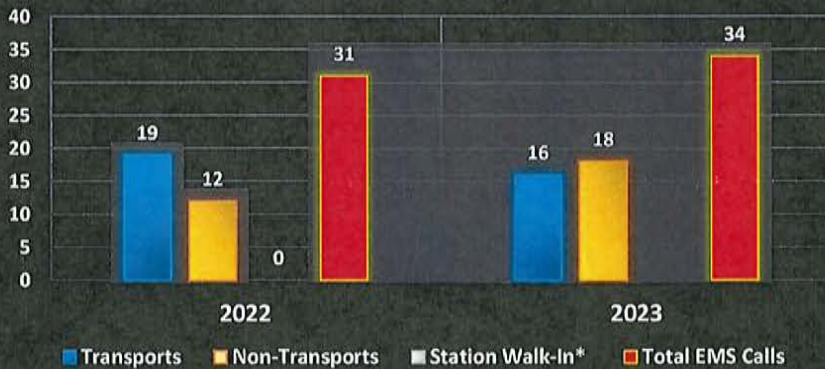
(Enroute to Arrived)

7:23 6:59

#### Scene to Back In-Service

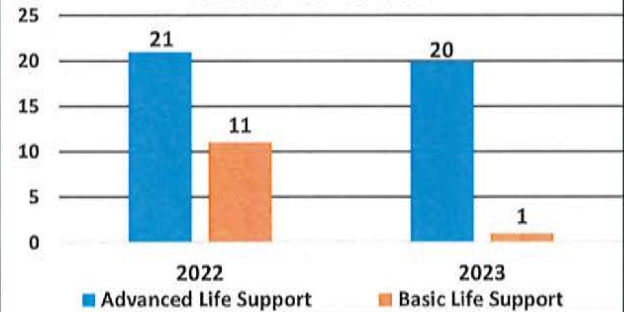
52:40 38:43

### EMS RESPONSES



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

### LEVEL OF CARE

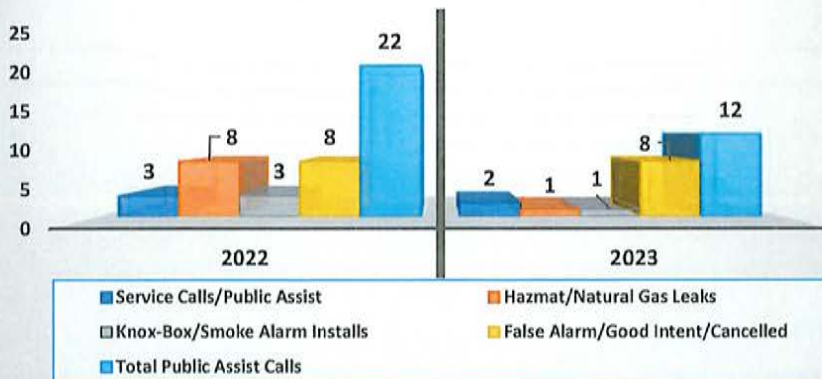


May 2022 2023

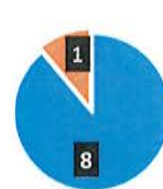
### MOTOR VEHICLE CRASHES

3 3

### PUBLIC ASSIST CALLS

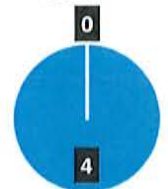


2022



Mutual Aid Given  
Mutual Aid Received

2023



Mutual Aid Given  
Mutual Aid Received

May 2022 2023

### TRAINING HOURS

244 591

May 2023

Ambulance Billing

\$

-

TOTAL CALLS (Year-to-Date)

**231** **183**





# SUNRIVER POLICE DEPARTMENT

## MEMO

**TO:** SSD Board of Directors

**FROM:** Lieutenant Stephen Lopez

**DATE:** June 15, 2023

**TOPIC:** May Report

---

### Calls for Service:

See attached May 2023 calls for service (total)

- 9 of the 35 cases were outside of Sunriver..

### Administrative Update:

- Katie Warren has started as the Administrative Assistant to the Chief
- Officer Thommen has moved forward with his hiring process for Port of Portland Police
- Chief Womer and Lt. Lopez met with the Resort to discuss Marina issues.
- Sunriver Police foundation is moving forward.
- Moving forward with FTO program software
- Sgt. Davis attended a pistol mounted optic course in preparation for transition.
- Monthly training days have been scheduled. First was yesterday 6/14.
- Seven bike patrol positions have been filled.

### Operations:

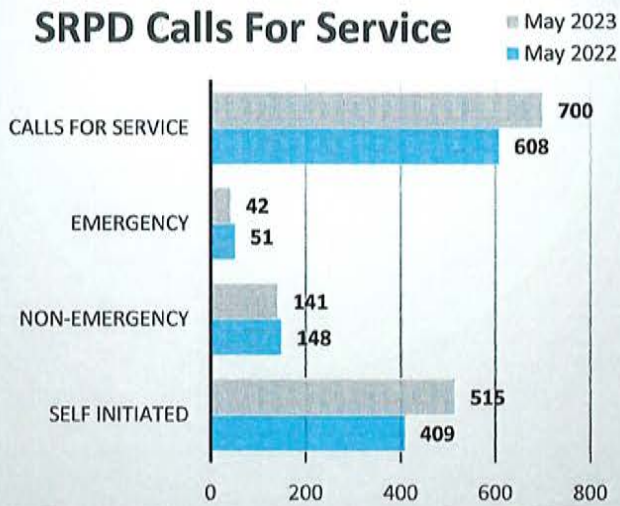
- Guffey progressing well in FTEP. Projected early July 2023 sign off.
- Officer Mai has started in FTEP.
- DUII arrests
- Overdose save by Officer Wilson and Fire. Subsequently the subject was arrested on a later date on a warrant.
- The Village and Resort Burglar/Prowler was identified and arrested.
- The "Jesus loves U" vandalism suspect was identified and arrested.
- A suspect was arrested for public indecency.
- Arrested a subject for disorderly conduct for hitting girlfriend with a vehicle.
- Responded to a suicidal subject at the Marina.
- Active Threat training presented by Lt Lopez to Redmond PD sergeants and command staff.

### Community Events:

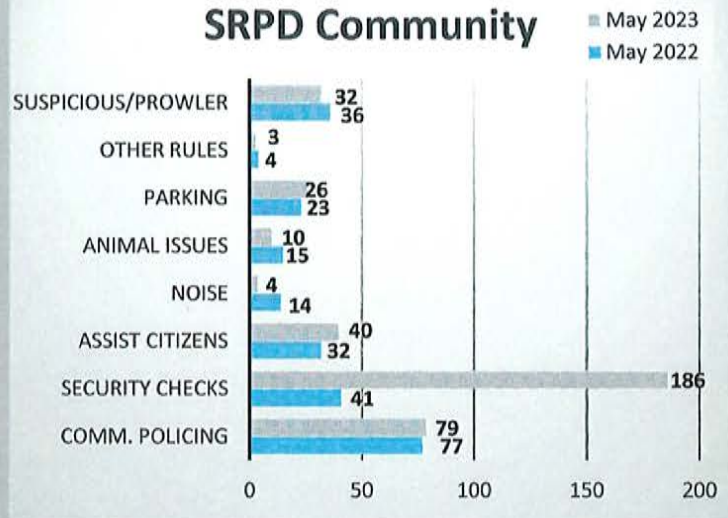
- Coffee with a Cop
  - Kids Day
  - Lt. Lopez facilitated a Firearms Safety Course at Community Bible
  - Chamber of Commerce talk
-

# Sunriver Police Department Statistical Comparison May 2022-2023

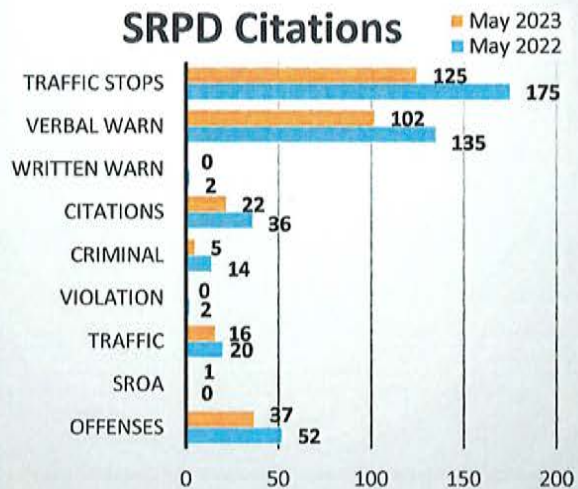
## SRPD Calls For Service



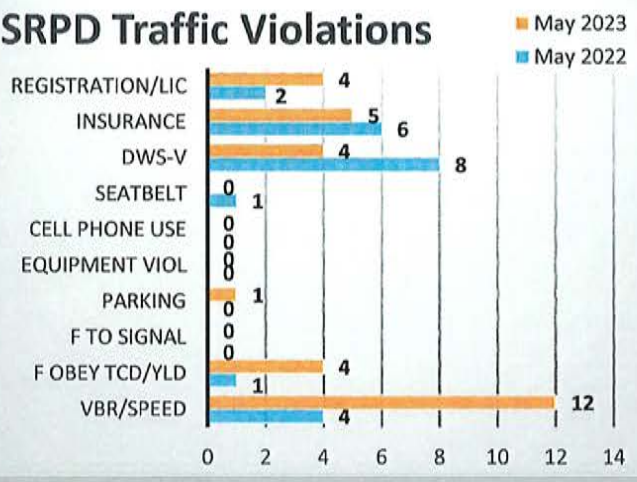
## SRPD Community



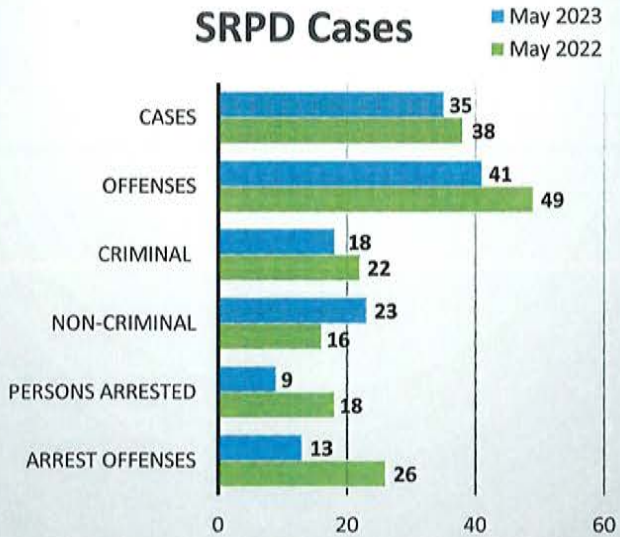
## SRPD Citations



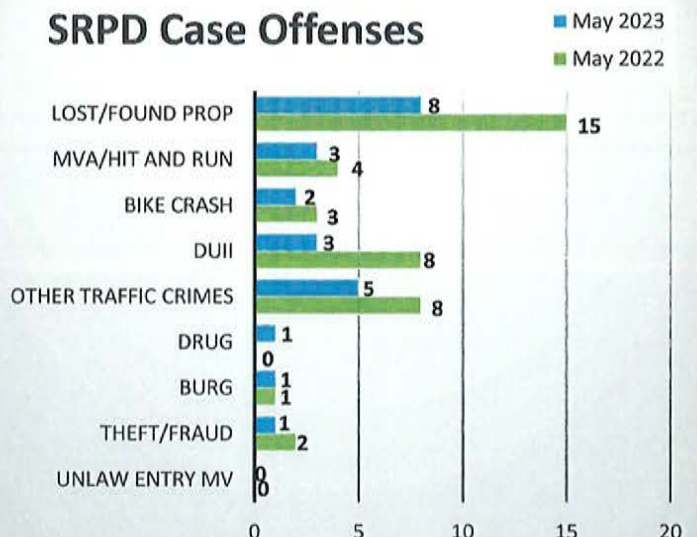
## SRPD Traffic Violations



## SRPD Cases



## SRPD Case Offenses



## SRPD May Case Reports

<u>Case Number</u>	<u>Case Offense Statute Description</u>	<u>Case Status</u>
2023-00002560	Lost Property	Suspended/Inactive
2023-00002562	Found Property	Suspended/Inactive
2023-00002577	MVA Property Damage	Administratively Closed
2023-00002593	Mental Health Issues	Administratively Closed
2023-00002594	Found Property	Suspended/Inactive
2023-00002608	Mental Health Issues	Administratively Closed
2023-00002609	Lost Property	Suspended/Inactive
2023-00002611	DWS /Revoked - Misdemeanor	Arrest (Home)
2023-00002643	Criminal Trespass I	Suspended/Inactive
2023-00002676	Outside Agency Assist	Administratively Closed
2023-00002722	Criminal Trespass II	Arrest (Home)
2023-00002737	Speed Violations 100+mph	Suspended/Inactive
2023-00002737	Fleeing or Attempt to Elude Police Officer - Felony	Suspended/Inactive
2023-00002737	Reckless Driving	Suspended/Inactive
2023-00002740	Welfare Check	Administratively Closed
2023-00002764	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2023-00002764	Reckless Driving	Arrest (Home)
2023-00002765	Found Property	Suspended/Inactive
2023-00002767	MVA Injury	Administratively Closed
2023-00002789	Found Property	Suspended/Inactive
2023-00002805	Criminal Mischief I - (+\$1,000)	Arrest (Home)
2023-00002861	Criminal Trespass II	Arrest (Home)
2023-00002861	Burglary II - Business	Arrest (Home)
2023-00002861	Theft III - from Building	Arrest (Home)
2023-00002863	Outside Agency Assist	Administratively Closed
2023-00002879	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2023-00002879	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2023-00002879	Reckless Driving	Arrest (Home)
2023-00002911	Lost Property	Suspended/Inactive
2023-00002926	Hit And Run Accident - Property Damage	Suspended/Inactive
2023-00002927	Dispute	Administratively Closed
2023-00003031	Found Property	Administratively Closed
2023-00003086	Bicycle Crash	Administratively Closed
2023-00003093	Public Indecency - Misdemeanor	Arrest (Home)
2023-00003096	Damaged Property	Administratively Closed
2023-00003117	Disorderly Conduct II	Arrest (Home)
2023-00003123	Domestic Dispute	Administratively Closed
2023-00003138	Bicycle Crash	Administratively Closed
2023-00003170	Driving Under the Influence of Intoxicants (DUII)	Arrest (Other)
2023-00003191	Drug Investigation	Open
2023-00003237	Mental Health Issues	Administratively Closed
2023-00003250	Informational Report	Open



## Cop Log May

- 5-1 Took in a found bike near the Ranch Cabins and West Meadow pathway.
- 5-2 Responded to a cover request from ODFW at a non-injury MVA on Highway 97 at milepost 146.
- 5-3 Officers discovered four individuals in the hot tub of the Caldera Springs Resort. Officers escorted Goldilocks and the Three Bears off the property.
- 5-3 Took in a leaf blower found near Fort Rock Park and Quartz Mountain Lane.
- 5-8 Responded to a domestic disturbance involving a firearm in unincorporated Deschutes County. The DCSO also responded and investigated the incident.
- 5-11 Officers attempted to stop a vehicle for speeding at more than 100 miles per hour. The vehicle did not stop and eluded the SRPD.
- 5-12 Dispatch advised they received a call from the RP, who stated they had left a gun behind at 10 Elk Lane during their visit to Sunriver. The weapon was later recovered and secured in the evidence room for safekeeping.
- 5-13 Officer located a vehicle unlawfully parked on Goldfinch. The vehicle was parked on the west side of Goldfinch, partially on the roadway and partially on the vegetation in violation of SROA Rules and Regulations Section 2.02. A citation was left under the vehicle's windshield wiper.
- 5-13 A key ring which contained a BMW key fob as well as an Apple air tag was turned into the SRPD. The key ring was found near the Canoe Take Out.
- 5-16 Received a complaint that a former employee was to be indefinitely trespassed from the Sunriver Country Store and Sunriver Marketplace.
- 5-16 Officer responded to a theft and trespass at a new business in the Village – Massage of Central Oregon. A white male subjected unlawfully entered the premise and stole several tools.
- 5-18 Department took a report of a hit and run in the Sunriver Resort Lodge parking lot.
- 5-22 A cell phone was found on the Sun Lava pathway Sunriver. It was released to the owner on May 23.
- 5-25 SRPD assisted DCSO with an individual. Following an investigation, the male subject was arrested for public indecency by Sunriver Police.
- 5-26 Officers responded to a domestic dispute near the Abbot House Condo parking lot. The male subject was taken into custody for disorderly conduct II. The domestic dispute was only verbal.
- 5-27 Officers responded to a verbal domestic disturbance on Topflite Lane. Involved parties agreed to stay separated and were advised of civil remedies.
- 5-27 RP reported his 11-year-old son was missing for 45 minutes to an hour after going down a bike trail to look for his mother. A Sunriver officer located the juvenile less than an hour after being reported. Additional regional resources, including a drone and tracking dog, were requested and responded, but ultimately were not needed due to the juvenile being located.
- 5-28 A warning was issued to a raft that beached at the Sunriver side of Cardinal Landing Bridge where two of the five teenagers were about to jump from the bridge.
- 5-28 A driver reported they collided with a parked unoccupied vehicle in the SHARC parking lot causing minor damage. Officer assisted the person with leaving the required information.
- 5-28 Responded to a possible DUII related driving complaint at South Century Drive and Abbot Drive. The driver was taken into custody for DUII and was transported and lodged at the local people pound (aka jail).
- 5-31 A found check was turned in to the Sunriver Visitor Center. The owner of the check was contacted and will pick it up at the Sunriver Police Department

**“A”**

**Committee & Task Force Actions**

**(No appointments or resignations this month.)**

**(No Board action required.)**

**“B”**

**Committee/Task-Force Action Requests**

**(None this month)**

**(No Action Required)**

## **Board Book Section**

**“C”**

### **Accept 2022 Audit Report**

**(Board Action Required)**

**(We expect to receive the draft of the annual audit tomorrow or Wednesday. Once received, it will be scanned and emailed to you and a hard copy will be provided at the work session Friday. )**

## SROA BOARD ACTION REQUEST

**SROA DEPARTMENT:** Finance

**DATE:** June 17, 2023

**SUBJECT:** Accept the 2022 Audit

**ACTION REQUESTED-** I, Director \_\_\_\_\_ move to accept the 2022 Audit prepared by Price, Fronk & Co. as presented.

**ATTACHMENTS:** Copy of 2022 Audit & Cover Letter

**SUBMITTED BY:**

Name

Joe Healy

Position

SROA Controller

**Board Book Section**

**“D”**

**Accept 2022 Magistrates Report**

**(Board Action Required)**

## SROA BOARD ACTION REQUEST

**DEPARTMENT:** Administration

**DATE:** 6/17/23

**SUBJECT:** Annual Magistrates Report

**ACTION REQUESTED:** I, Director \_\_\_\_\_, move to accept the 2022 Magistrates report as presented.

**ATTACHMENTS: (Y)**

- 2022 Magistrate Report

**SUBMITTED BY:**

**Name**

James Lewis

**Position**

General Manager



To: Sunriver Board  
From: Jo Zucker, Sunriver Magistrate  
Subject: 2022 Rule Violations and Enforcement

Attached data reflects rule violation and enforcement results for 2022. This memo provides a summary; I will attend the June 16, 2023 board workshop to respond to questions or comments.

This past year the magistrate heard 147 cases, far fewer than the 262 cases from 2021 and similar to the 141 cases from 2020 (Covid year).

In 2022 there were a total of 103 citations issued for Design Rule violations, of which 22 were issued as warnings, leaving 81 cases that came before me. As usual, the greatest number of violations were in the *Paint Survey* category; 21 cases came before me. Most of these remain on my open citations docket as I set over the hearings until the June 13, 2023 hearing to enable owners an opportunity to comply once the weather was conducive to painting. I assessed a total of \$1,000 for the 4 violations that came before me.

I heard 15 *Performing Work Without Design Committee Approval* cases, assessing \$1,500 in addition to \$625 of pre-paid.

14 *Failure to Display/obtain Sunriver Building Permit* cases came before me. I assessed a total of \$1,275 in addition to \$625 which were pre-paid. Note: there were 32 total citations issued but 18 were issued as warnings.

I assessed fines in each of the 25 *Ladder Fuel* violations, totaling \$8,705 (one pre-paid) and in each of the 17 *Noxious Weeds* violations, totaling \$2,600 (two pre-paid).

Though fewer in number (10 citations), tree cutting violations resulted in \$9,250 in assessed fines.

The Sunriver Police Department issued a total of 8 citations (5 parking, 2 animal violations, 1 vicious dog).

I held 7 Special Hearings. All but two were violations of ladder fuel reduction regs (one noxious weeds and one unapproved exterior changes). There were two appeals to the Judicial Council; my decision in each case was upheld.

For 2022: Assessed \$36,980; Collected \$26,240; Uncollectible \$70.

Totals	2022	2021	2020	2019
Assessed	\$ 36,980	\$ 49,330	\$ 31,370	\$ 23,965
Collected	\$ 26,240	\$ 20,957	\$ 5,885	\$ 16,820
Uncollectible	\$ 70	\$ 730	\$ 110	\$ 90
To Accounting	\$ 11,160	\$ 29,805	\$ 15,375	\$ 7,030
Citations Issued	147	262	141	194

There were fewer “repeat offenders” this year, perhaps partially as a result of the new, stepped-up fine schedule though the schedule only affected ladder fuel reduction violations and a single violation of General Maintenance and Appearance.

As always, if you have questions or concerns please contact me through my personal email or mobile:

[highdessert@msn.com](mailto:highdessert@msn.com)

541.788.8484

Such a pleasure to work for you!

Jo Zucker

**Board Book Section**

**“E”**

**SROA Bylaws Section IX - Proposed Changes**

**(Board Action Required)**

## SROA BOARD ACTION REQUEST

**DEPARTMENT:** Administration

**DATE:** 6/17/23

**SUBJECT:** Section IX Voting Procedures

### **ACTION REQUESTED-**

I, Director \_\_\_\_\_, move to approve the proposed revisions to Section IX of the Sunriver Bylaws as presented to provide clarification on the procedures for pro/con statements in a Special Election and to address housekeeping items.

**BACKGROUND:** During the special election earlier this year, an owner expressed concern about the time allowed for submission of pro/con statements for the voters pamphlet as well as why SROA was not soliciting pro/con statements from owners. Due to unclear language in the current version of the document, staff is recommending some proposed revisions to the document. Additionally, there are several housekeeping items that will also be corrected.

There has never been any intent to limit the opportunity for owners to provide comments. Rather, the opposite is true, the intent has always been and will always be to afford the owners their opportunity to be heard. Pro/con statements must be submitted voluntarily by owners. SROA staff does not and will not solicit owners' input for any election or ballot item.

Staff members are required to have all of the ballot package materials to the printer at least 30 days prior to the election mailing date. As the pro/con statements are included as part of the Voters Pamphlet, that thirty (30) day printing window needs to be built into the timing of any special election which must start at least **120** days in advance to meet the provisions in the Bylaws,

These revisions will clarify the process that will be carried out by SROA staff and the Election Committee.

### **SUBMITTED BY:**

**Name**

Becki Sylvester

Susan Berger

**Position**

Executive Assistant

Communications Director

- (a) Meetings of the Association and the Board of Directors shall be conducted according to the latest edition of Robert's Rules of Order published by the Robert's Rules Association.
- (b) A decision of the Association or the Board may not be challenged because the appropriate Rules of Order were not used unless the person entitled to be heard was denied the right to be heard and raised an objection at the meeting in which the right to be heard was denied.
- (c) A decision of the Association and the Board is deemed valid without regard to procedural errors related to the Rules of Order one year after the decision is made unless the error appears on the face of a written instrument memorializing the decision.

## **ARTICLE VIII.**

### **AMENDMENTS TO BYLAWS**

#### **Section 1. How Proposed**

Amendments to these Bylaws shall be proposed by either one third of the Board or by members owning thirty percent (30%) of the units. The proposed amendments must be in writing and shall be included in the notice of any meeting at which action is to be taken thereon.

#### **Section 2. Adoption**

The proposed amendment may be adopted by either of the following methods:

- (a) By a majority vote of the board at a regular or special meeting called for that purpose, at which a quorum is present.
- (b) By the membership at a regular or special meeting of the Association held for that purpose, by a sixty percent (60%) vote of the members casting ballots, provided, however, that those provisions of these Bylaws which are governed by the Consolidated Plan of Sunriver or the Articles of Incorporation of this Association may not be amended except as provided in those documents.

#### **Section 3. Recording**

Once adopted, such amendment shall be copied in the appropriate place of the Minute Book of the Association containing the original Bylaws with the date of such adoption appended. If any Bylaws are repealed, the fact of such repeal and the date on which the repeal occurred shall be stated in such book and place.

## **ARTICLE IX.**

### **SROA VOTING PROCEDURES**

#### **Section 1. Notification to Election Committee**

The SROA Board of Directors must notify the Election Committee Chairperson of measures to be voted upon in the regular annual election within five (5) days of the adjournment of the April Board of Directors meeting, or for special elections at least one hundred twenty (120) days prior to the election closing date. The annual election of directors shall close seven (7) days prior to the date of the annual meeting. The date for the close of election for a special election shall be set by the Board of Directors. As used hereinafter, date of election, close of election, and closing shall mean the date that all the election ballots must be received in the SROA office or post office box by 12:00PM in order to be included in the election count.



## Section 2. Publication of Election to be Held

The Election Committee Chairperson must publish in the official SROA newspaper distributed to all unit owners that an election will be held, that voting will be by mail, or, if available, online, ~~on the Internet~~ according to the written wishes of the member, the positions that are to be filled, ~~that any~~ **ballot** measures ~~that~~ may be presented, and the **closing** date of the election. This notice must be published **a minimum of** three times **beginning with the May issue**: once in each of the three issues of the official SROA newspaper which immediately precedes the election. (The third publication may include the issue of the month in which the election closes if the closing date is the ~~15<sup>th</sup>~~ **10<sup>th</sup>** of the month or later.) In lieu of publishing notice of an election in the official SROA newspaper, the Election Committee Chairman, at the direction of the Board of Directors, may substitute notice of an upcoming election by mailing the required notice to all owners listed as owners of record with the SROA.

## Section 3. Candidacy Form and Petition for Nomination

All candidates must file a Candidacy Form (Exhibit "A" attached hereto). The Nominating Committee shall solicit nominees, each completing and filing a Candidacy Form with the Election Committee Chairman at least 120 days prior to the election closing. Other candidates may obtain Petitions for Nomination (Exhibit "B" attached hereto) bearing the signatures and Sunriver property address of no less than one hundred (100) SROA members and file the completed Petition for Nomination with their completed Candidacy Form with the Election Committee Chairman at least 120 days prior to the election closing. An SROA member may sign one or more Petitions for Nomination and may sign each petition once for each parcel he or she votes.

## Section 4. Candidacy Verification - List of Candidates

Within 10 days of the filing period close, the Election Committee Chairperson will verify petitioner candidates' ownership in Sunriver as well as all signatures and Sunriver property addresses and prepare a list of candidates in alphabetical order derived from the list of candidates provided by the Nominating Committee and the verified petitioner candidates.

## Section 5. Ballot Measure Comments

With respect to measures to be voted upon in the regular annual election of the Association, the Election Committee Chairperson must publish in the May issue of the official SROA newspaper distributed to all unit owners: 1) text of all ballot measures, 2) solicitation of pro and con statements for inclusion in the Voter Pamphlet, and 3) notice of the June 1 deadline for receipt of pro and con statements.

In a special election, the Election Committee Chairperson must publish **the text of the ballot measure(s)** in the official SROA newspaper **for** at least three issues prior to the **closing** date of the special election. ~~(1) the text of the ballot measures, 2) solicitation of pro and con statements and 3) the deadline (set by the Election Committee) for receipt of pro and con statements.~~ **A deadline will also be set for a minimum of at least ninety (90) days for the solicitation of pro and con statements based on the printing schedule for creation of the ballot and voter pamphlet materials.** For all elections, pro and cons statements may only be submitted for ballot measures (not candidates).

## Section 6. Voters Pamphlet

The Election Committee Chairperson will then direct staff to prepare a voter pamphlet which will include the background, qualifications, current photo, and a statement by each candidate, as well as an explanation of each measure to be voted on. Arguments for and against ballot measures, including those prepared by the SROA Board, SROA committees, and those submitted by SROA members, should be included. Length (word count) of arguments may be limited at the discretion of the Board.



#### Section 7. Ballots

The Election Committee Chairperson will then direct staff to prepare the ballot, which shall include a space for write-in candidates.

#### Section 8. Election Package

**A minimum of** ~~Thirty~~ (30) days before the election closes, the Election Committee Chairperson shall cause to be mailed out:

- (a) The voter pamphlet and notice of where the pamphlet can be found on the Internet if online voting is available.
- (b) The ballot, and notice of where the ballot can be found on the Internet, if applicable.
- (c) If a written ballot is sent, a secrecy envelope with printed instructions for voter use. If provided, online ballots shall ensure voter privacy.
- (d) If a written ballot is sent, a blue return envelope, labeled BALLOT ENCLOSED, addressed to the Election Committee Chairperson, with a place for voter signature, a label which includes the voter's Sunriver property address and mailing address, and a statement regarding the need for the voter's signature, as well as the election closing date and time by which the ballot must be returned.

#### Section 9. Ballot Handling Procedures

The Election Committee will receive the mailed ballots, checking blue envelopes for signatures. If an envelope is unsigned, the ballot is invalid. Blue envelopes will be kept under lock until the election closing date deadline has passed. Only one ballot per secrecy envelope will be allowed. ~~Multiple secrecy envelopes may be placed in signed blue mail-in envelopes.~~ In the case of online ballots, the Election Committee Chair shall receive the results of the online balloting no later than 4 PM Pacific Time on the first business day following the close of the election.

- (a) The Election Committee will open all blue envelopes removing the secrecy envelopes and keeping the blue envelope.
- (b) ~~After the close of the~~ **On the day the election closes**, the Election committee will open the secrecy envelopes and remove the ballots. If there is more than one ballot in the envelope or if there is any writing on the ballot which identifies the voter, that ballot becomes invalid and is placed in an INVALID BALLOT envelope and signed by the Election Committee Chairperson.
- (c) The ballots are then counted by the Election Committee using tally sheets prepared by the committee, or by computer. Each completed tally sheet shall be signed by the Chairperson.

#### Section 10. Election Results

The Election Committee Chairperson will prepare and certify an election result sheet including the number of votes received by each ballot measure. The Election Committee Chairperson shall post the results on all official SROA posting boards immediately after the count is determined, and immediately give the results to the SROA President who shall announce the results into the minutes at the next regularly scheduled Board meeting. The results of all elections shall also appear in the next issue of the official SROA newspaper **and posted online to the SROA website.**



## **Board Book Section**

**“F”**

### **Conveyance of Fire Station to Sunriver Service District (SSD)**

**(Board Action Required)**

**(We are waiting for SROA's and the SSD's legal counsel to provide us with the final document. Once received, it will be scanned and emailed to you and a hard copy will be provided at the Work Session on Friday.)**

## **Board Book Section**

**“G”**

### **SROA/SSD Ground Lease**

**(We are waiting for SROA's and the SSD's legal counsel to provide us with the final document. Once received, it will be scanned and emailed to you and a hard copy will be provided at the work session Friday. )**

## **Board Book Section**

**“H”**

### **Amendments to Police Department Lease**

**(We are waiting for SROA's and the SSD's legal counsel to provide us with the final document. Once received, it will be scanned and emailed to you and a hard copy will be provided at the work session Friday. )**

**Board Book Section**

**“I”**

**Election of 2023/24 SROA Board Officers**

**(Board Action Required)**

## Board Assignments & Opportunities

Role Officers	Who	Options	# needed	Current vac.	Misc.
President	Beenen				
Vice President	Burke				
Treasurer	Pederson				
Asst. Treasurer	Ishamel				
Secretary	Gillies				
Asst. Secretary	Beard				
Sunriver Service District	Beenen	Would like replacement			2 yrs remaining on current appointment
	DeAlicante				1 yr remaining on current appointment
					<b>Ishmael my be interested in the future</b>
<b>Liaisons/Committees</b>					
Finance	Beenen/Pederson/Ishmael/Mobley		max 4		Charter allows 4
Design	Gillies				
Owners Enrichment	Burke	Meetings reduced by 1/2			<b>Beard may be interested</b>
Covenants	DeAlicante				
Election	NA				
Nominating	NA				
<b>Workgroups &amp; Task Forces</b>					
Admissions Model	Burke, Beard, Hayes	Meetings reduced by 1/2			All but Admissions Model WG end in near future
Design	Gillies				Workgroup, good way for new members to learn implementation carryover
Strategic Plan 2030	Board Liaisons? TBD	Interest: Larry, Scott, Keith, Bill			Full Board participation & engagement TBD
Comprehensive Owners Survey	Board Liaisons?	Interest: Burke, Hayes,			Near end of year-early 2024
<b>Other Projects</b>					
TRT "Workgroup"	Beenen/Pederson/Mobley				w/ SSD
SSD Task Force continuation	Pederson				Diminishing work with Facility Task Force
Parks Master Plan Task Force	Gillies/Burke				Complete, Task Force/staff follow up as needed
If Dog Park subgroup needed		Interest: Gillies, Pederson			
<b>Completed (2022-2023)</b>					
IT Task Force					Staff to Monitor & report to Board
Telecommunications	Beenen/Mobley				Bulk Agreement passed, follow up/monitoring
Employee Comp Analysis	Hayes				2023 HR analysis w/ comparables, staff report

**Board Book Section**

**“J”**

**Other Business**

**(None as of 6/12/23)**

## **Board Book Section**

**“K”**

### **Executive Session**

**(As of 6/12 there is no need for  
an Exec Session this month.)**