

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

9:00 A.M. Owners Forum

Introduction: Chief Stephen Lopez, SR Police Department

SROA Full Reserve Study Report – Rob Felix, Felix Reserve Group (Section “J”)

Owner Enrichment Committee Annual Report – Mark Fisler, Chair (Oral)

Finance Committee Investment Proposal – Controller Joe Healy (Section “K”)

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

2024 Budget Update – GM Lewis & Controller Healy (Section “D”)

2024 Maintenance Fee Discussion – GM Lewis & Controller Healy (Section “E”)

Review 11/18/23 Board Meeting 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
November 18, 2023 @ 9:00 A.M.
SROA BOARD ROOM, 57455 ABBOT DRIVE & VIA YOU TUBE

AGENDA

- 9:00 Owners Forum
- 9:15 Owners Forum Follow Up from Previous Month
- 9:25 Recap of November 17th Board Work Session
1. 9:30 Review and Approval of Board Meeting Minutes from October 20 & 21, 2023
2. 9:35 Financial Report: Board Action Request: Approval of October 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/Taskforce Membership Actions
- B. 10:25 Committee/Taskforce Action Requests
- C. 10:30 Board Action Request: Resolution 2023-007 Appointing Authorized Signatories
- D. 10:35 Board Action Request: Approve 2024 Budget
- E. 10:40 Board Action Request: Approve 2024 Maintenance Fees
- F. 10:45 Board Action Request: Approve 2024 Skypark Assessment Amount
- G. 10:50 Board Action Request: Finance Committee Investment Proposal
- H. 10:55 Other Business
- I. 11:05 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)
- J. 11:10 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.

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(1)

Approval of Minutes from:

October 20th Board Work Session

October 21st Board Meeting

(2 Board Motions Required)

**SUNRIVER OWNERS ASSOCIATION
BOARD OF DIRECTORS WORK SESSION
SROA BOARD ROOM
OCTOBER 20, 2023**

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

DIRECTORS PRESENT VIA ZOOM: Julianna Hayes

STAFF: James Lewis, Keith Kessar, Leigh Anne Dennis, Mark Smith, Joe Healy & Kellie Allen

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

OWNERS IN ATTENDANCE: 5

OWNERS FORUM

Richard Look, 4 Cinder Lane, noting that he is the current chair of the Design Committee for SROA, clarified that his remarks are his alone and do not represent the Design Committee. As far as barriers that will provide plant protection, he feels SROA should allow motion activated sprinklers and products such as Liquid Fence which he personally uses, and which has worked really well. Anything beyond that would have to get approval first. He added that he is also personally fine with either black or green wire enclosures for trees.

Mr. Look also pointed out that the Design Committee contacted eight similar communities as well as sought the advice of the Sunriver Nature Center and a landscape company in Bend that does a significant amount of business in Sunriver and the surrounding area. Mr. Look has driven through both Crosswater and Caldera Springs extensively and saw no plant protections anywhere. In fact, Caldera does not allow any plant or tree protection of any kind and must even approve any species of tree an owner desires to plant.

Personally, Mr. Look does not feel there is a need for tree/plant protections. He had his landscape plan done five years ago and while the deer nibble on his Aspens, they have not been damaged and he has been able to control plant browsing with Liquid Fence.

Linda Smith, 1 Loon Lane, spoke in opposition to the proposed location of a dog park in Sunriver. Ms. Smith is a dog owner and while she is very happy that Sunriver is finally going to get a dog park, she does not agree with the proposed location adjacent to the Cottonwood Tennis Courts. Ms. Smith is a member of the Sunriver Christian Fellowship (SCF) as well as a member of their managing board and feels a dog park next to two congregations is not a good idea. Ms. Smith commented that dog parks by their nature are noisy and busy.

Ms. Smith went on that while faith communities seek and strive to create peace in their surroundings and in their facilities, these are in juxtaposition to each other. Ms. Smith shared that SCF recently installed a meditation garden near the church entrance, and it is counterintuitive to think that proposed installation of the dog park will not impact the Sunday services as well as any other scheduled activities occurring on other days of the week.

Ms. Smith noted that in all her years of using dog parks in Central Oregon and when traveling around the country, she has never seen a dog park located immediately adjacent to a church. Additionally, there are not enough parking spaces and there is no restroom. Since the SCF building is now open Monday through Friday, this could present a problem for them with dog park users requesting to use SCF's restroom facilities.

Ms. Smith asked the Board to reconsider this location for a dog park to accommodate the needs of the faith communities.

General Manager James Lewis reported that three letters from Paul Conte, 8 McKenzie Lane one from Frank Horwitz, 15 Modoc Lane and one from Ronele Schaefer, 6 Pyramid Mt. Lane were received. All three parties were writing in support of native plant and tree protections being allowed in Sunriver.

INTRODUCTION

WILLIAM (BILL) BOOS – SUNRIVER FIRE CHIEF

GM Lewis introduced Sunriver's new Fire Chief Bill Boos noting that Mr. Boos has been on board for approximately two months now. GM Lewis has had the opportunity to meet with Mr. Boos on a couple of occasions and feels they will have a good working relationship moving forward. GM Lewis meets on a monthly basis with both the fire and police chiefs to discuss a variety of issues at a variety of levels.

Mr. Boos reported that he actually started his fire career in Sunriver in 1983. His family had moved to Sunriver in 1981 and his father was the Assistant Fire Chief for the Sunriver Fire Department at that time. Bill started his career as a volunteer with Sunriver Fire while still in high school. After high school, he went to Linfield University and stayed on as a volunteer with the SR Fire Department. After receiving his paramedic credentials Mr. Boos was hired as a firefighter for Sunriver in 1995. He later became a captain and then in 1997 he was hired by Bend Fire & Rescue where he remained until recently having spent 26 years with the department. Starting out as a firefighter he retired as their Operations Chief for the city of Bend.

Additionally, last year Mr. Boos served as the President of the Oregon State Fire Chiefs Association, a board he has been a member of for eight years. This will be his last year on that board.

Mr. Boos said he is excited to be "back home" and it's extra special that he will get to end his career where he started it in a community that he loves very much. Mr. Boos noted that he was one of the firefighters that got to pull the first shift in the existing fire station which was amazing and exciting at the time as the previous fire station had been located in the little house that now serves as the Resort's HR department!

There are a number of employees at the fire station that Mr. Boos worked with back when he was in Sunriver in the 90's and he's looking forward to getting to know the others he has just met recently. He is also excited about the new Public Safety building being constructed and looks forward to working in the same building with the Sunriver Police Department. Mr. Boos commented that he gets along well with soon to be Police Chief Lopez, and that this is an exciting time for the SSD and the community. So far, the public safety building project is on time, on schedule and most importantly, on budget.

Mr. Boos looks forward to working for all the owners, meeting new people, and getting acquainted with others in the community. It's exciting for him to see all the changes that have happened, the little mall is now a Village, and so many other positive changes in the community. Mr. Boos noted what impresses him the most about Sunriver owners is their passion. Mr. Boos is serving on the Strategic Plan 2030 task force, and it truly warms his heart to heart to see how much the citizens of Sunriver care about their community.

As far as challenges, Mr. Boos noted wildfires, emergency response, a structural fire with a lot of wind behind it and the railroad. Mr. Boos commented that defensible space is key, and owners need to take it seriously. Staffing can be a challenge and he is working to boost their reserves and wants to work more closely with COCC on steering some of the fire science program students our way. Mr. Boos is also working with the new La Pine Fire Chief on better integration between departments. Mr. Boos also has a

very good relationship with Deschutes County Emergency Management & Preparedness Manager Nathan Garibay.

Director Mobley welcomed Mr. Boos back and noted that he welcomes him as a person with very broad interests and great experience in places that make a difference to the future of Sunriver.

In closing, Mr. Boos also thanked the Board for their service as they don't always have a fun job.

2024 BUDGET UPDATE

GM Lewis reported that this is just an update on the progress made on the 2024 budget since last month's staff budget presentation at the board work session. GM Lewis and Controller Joe Healy have met with President Beenen and Treasurer Pederson and the full Finance Committee met yesterday. The overall sentiment of what staff tries to do is to minimize expenses, maximize revenues, and control the things we can while continuing to provide exemplary service.

The maintenance fee increase for 2024 is currently figured at 3.75% which is below the average for the past ten years.

GM Lewis personally thanked SROA Controller Joe Healy for his exceptional efforts on this project as well as all of the SROA department heads for their hard work in producing a balanced budget.

Controller Healy commented that the Finance Committee met yesterday, and the balanced budget was presented to them. There was lengthy discussion with the committee discussing fees, staffing, and wages. Mr. Healy noted that currently there is a 3% wage pool for employees and inflation is currently 3.7% which presents challenges in retaining employees. There is a wage and salary study budgeted in the first quarter of 2024 after which those issues can be addressed more fully.

Controller Healy noted there are very few increases being proposed for 2024. Recreation Plus rates are increasing slightly and there was a good discussion held at the Finance Committee meeting on the subject. The committee will meet again on October 31st and then will hold their regular meeting on November 16th where the committee will be asked to recommend approval of the 2024 budget to the Board. Controller Healy noted we are further ahead in the process than we usually are at this time, and he does not foresee any significant changes.

GM Lewis added that when staff looks at fees when preparing the budget, the goal is to be able to cover the cost to provide the service. More than three quarters of the impact at SHARC comes from visitors so it stands to reason that we capture the revenue from those that generate the most impact. One of the other big points of the budget is the employees and the wages. As Controller Healy mentioned, there is a wage and salary study scheduled for 2024 that will look at the wage ranges related to the position. While wages are one of the biggest impacts to the budget, but it is also for our greatest asset, our employees. It's concerning when the increase the employee receives doesn't cover the current cost of living. Additionally, it leaves nothing for a merit increase for employees who are doing a good job. The Board held further discussion on the wage and salary study and HR Director Allen answered a number of questions regarding how the study will be conducted. Public Works Director Mark Smith acknowledged that SROA simply can't compete with some of the companies in town and it has made it difficult to find and retain employees in his department this year.

Assistant GM Kessarar added that he sits on the board of directors for the Community Managers International Association (CMIA) who will be recommending a full wage and salary study be done throughout the CMIA large-scale communities many of which are similar to Sunriver. This will provide us with more information and another tool that is a direct correlation to other large-scale communities and the positions they offer.

Controller Healy also noted the results of the full reserve study that was done earlier this year will be presented to the Board at their November 17th Board Work Session by Rob Felix, with the Felix Reserve Group who will attend via Zoom.

ADMISSIONS MODEL WORKGROUP UPDATE

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

As of September 30, 2023, a total of 7,240 Member Preference Program (MPP) cards have either been purchased or renewed. Of that total, 5,727 were renewals and 709 were new cards. The remainder are extended household, long-term renter, or commercial passes. This is 133 less than the end of September 2022. At the end of September, the MPP revenue totaled \$605,365 or 100% of the annual budget. Mr. Kessarar also noted that the next big uptick in visitors will be over the Thanksgiving and Christmas holidays.

In regard to the 2023 Recreation Plus Program (RPP), as of September 30, 2023, there were 918 homes and/or condominiums signed up on the program. Last year at the same time there were 921 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 August stands at \$2,455,554 or 100.1% of the 2023 budget. Mr. Kessarar does not anticipate that we will get any other properties on this year's program.

Gate revenue is currently sitting at \$554,434 or 94.4% of the budgeted \$587,050. The return of the gate revenue was welcomed this year after the lifting of capacity limits on the facilities.

SHARC hosted a total of 12,807 attendees to the facility in the month of September compared to 12,010 2022. Of that number, 3,251 were owners, 6,772 were RPP pass holders, 68 were member guests, 337 were extended family, 983 were gate admissions, and 137 were Central Oregon Sunday users. Year to date, overall attendance is at 189,261, an increase of 9,094 guests over 2022.

The overall attendance at the Member Pool through the end of September was 17,636 compared to 20,039 in 2022, a decrease of 2,403. Mr. Kessarar noted the number of extremely smokey days in August and an unseasonably cool Labor Day weekend definitely contributed to these lower numbers. It was also noted that the Member Pool remained open for morning lap swims for the entire month of September. Director De Alicante, a frequent lap swimmer, noted his pleasure and appreciation for being able to use the outdoor pool at the Member Pool for lap swimming through the whole month of September. The Board held further discussion about ways to attract more owners to the Member Pool and the possibility of including some questions related to the subject on the Comprehensive Owner Survey next year and asking the Owner Enrichment Committee to pursue holding more frequent owner events at that location, which Director Beard as liaison to the committee can follow up on.

By the end of September 2023, staff had issued 50,810 paper guest passes and of those 10,420 have been redeemed at SHARC and 4,176 have been redeemed at the Member Pool.

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 > Programs > SROA Member Preference Program. The Member Services office is open seven days a week from 9:00 A.M.– 4:30 P.M.

MPP sales for 2024 will begin in mid- December.

Assistant GM Kessarlis commented that we have had a very robust tennis/pickleball season this year, mostly due to pickleball. \$90k in revenue has been brought in so far this year versus expenses of \$73k so we are at a net of \$17,560. As we were budgeted to lose money there this year, compared to budget we are \$24,406 to the good versus the budget for that department. We held our first pickleball tournament this year which was a sell out thanks to Recreation staff Emily Alexander, Duncan Atwood, and Leigh Anne Dennis. We also saw a significant number of paddle rentals this year.

The cafés seasonal sales totaled \$532,672.22, down approximately \$30k from last year due mainly to the days of closure due to smoke in August, and the cold Labor Day weekend. SROA's portion of this year's café revenue is \$79,900.83.

Facility event space rentals continue to pick up with a number of events on the books in the coming weeks. We are currently at \$49,756 or 38.7% of the annual budget of \$128,500. The number of owner events versus general public events also affects the revenue as owner events are charged a lower rate than the general public. There are a number of events on the books for September.

Assistant GM Kessarlis reported that SHARC will be offering a new unique owner event starting in October with one event scheduled to be held in October, November, and December. These events will feature a winemaker, heavy hors d'oeuvres and entertainment.

The Board thanked Assistant GM Kessarlis for his report and update.

2024 PROPOSED FEES FOR SERVICES

Assistant GM Kessarlis reported the Admissions Model Work Group met earlier this week and there are very few increases being proposed for 2024.

In relation to aquatics, it is the Recreation Plus Program (RPP) that contributes the greatest number of users at SHARC. Recreation Director Leigh Anne Dennis commented that as was noted earlier, staff feels that the bulk of the users, the RPP participants, should be the group that receives the minimal 5% price increase for 2024. Ms. Dennis noted that an increase in the number of users also means an increase in pool chemicals, utilities, staff, etc. Treasurer Pederson added that for a three-bedroom home supplying eight RPP passes, the increase proposed is \$120 per year, which is still a good deal for the owners participating in that program.

RPP replacement cards will cost \$100 in 2024, an increase of \$25 and Extended Family passes will increase to \$190 per year, again corresponding to the increase in usage. There are also modest increases being proposed to the extended household one week pass, long-term renter pass, fitness fees and punch cards. No changes are being proposed to the \$30 gate admission cost for 2024. Mr. Kessarlis also reviewed the 2024 pricing for tennis, pickleball and court time.

Assistant GM Kessarlis reviewed the off-season aquatic pricing noting there are no changes being proposed to the current off-season pricing or to room rental rates at SHARC. Audio Visual and technical support are raising slightly. Scene advertising rates will also remain the same as the 2023 rates. The Community Development Department will change review fee prices to meet staff's time commitment and to make it easier for the applicant to comprehend. Additionally, Fort Rock and Paulina park fees will remain the same as the 2023 rates.

There are no increases being proposed to short-term RV storage rates, however the long-term rates will increase by approximately 12%. Mr. Kessarlis reminded the Board that there was a 25% increase in 2023/24 with the Board's goal of being at 50% of market value by the conclusion of the 2025-26 fiscal year (July – June.)

The Board held discussion on the proposed changes and had several questions for staff. This item is on the agenda for action at tomorrow's meeting.

SROA STRATEGIC PLAN TASKFORCE UPDATE

GM Lewis reported that the taskforce consisting of approximately 20 owners, community members and staff have started meeting to gather as much varied input as possible. The task force consists of both full and part-time residents, owners who rent their homes, and those who just use their Sunriver property as a vacation home and do not rent it out. There is also representation from the business community as well as from the fire and police departments.

In the first two meetings that were held, the taskforce focused on the SROA mission statement and taskforce members agreed that the current mission statement is 99% there as far as encompassing what SROA should consider having as its guiding mission.

A spot analysis has been conducted. Strengths, weaknesses, opportunities, and threats have been identified in order to get the taskforce members to think about what they like and don't like about their community. The taskforce will then move through a series of guiding principles which will include goals, policies, and action items. This will assist in making decisions about additional amenities, budgetary needs and staffing decisions, etc.

Assistant GM Kessarar added that the meetings held to date have been well attended and the participation by the taskforce members has been great. As an example, Mr. Kessarar noted in response to defining core values, he has already received responses from approximately 15 of the taskforce members. The group is very engaged, and the diversity of backgrounds represented on the taskforce is amazing.

The taskforce would like to do a town hall session on the Strategic Plan sometime in January which will assist the taskforce in determining how much time will be needed to sufficiently share and receive feedback on the plan from the rest of the membership. Assistant GM Kessarar anticipates the full report will come to the Board in the spring of 2024.

TRANSIENT ROOM TAX (TRT) UPDATE

President Beenen reported a meeting was held a couple of weeks ago where several key points came up. GM Lewis had engaged with legal counsel to render SROA an opinion based on some work Director Mobley did regarding whether or not SROA or the SSD would qualify as a local unit of government which is the legal term that is used in the current TRT legislation. Legal counsel has indicated that SROA would not qualify as a local unit of government, but the SSD might. From a TRT perspective however, they probably could not levy a TRT tax. If we wanted to levy the tax ourselves, it would require a legislative change.

The taskforce, with the assistance of taskforce member Tom O'Shea from the Resort has been revisiting the Central Oregon Visitor Association (COVA) piece of this as COVA receives significant monies generated by TRT dollars for their marketing and advertising. Approximately ten years ago, the amount they received was \$800k. Fast forward ten years and in 2022 they received \$3.3 million. Mr. O'Shea's stance is that there are a lot of private businesses that do a tremendous amount of advertising, lessening the need for as much advertising by COVA. Additionally, Sunriver as a whole does not benefit that much from the marketing that COVA does.

The current position of the task force is the same one they have been advocating for the last few months that from a county perspective Sunriver should be treated like any other city in Deschutes County. The taskforce believes they are ready to go back to the County Commissioners with a formal proposal.

GM Lewis added that a proposal of this nature will automatically get push back from the Deschutes County Sheriff's Office who currently receives a significant amount of those TRT dollars. It was also noted again that Visit Central Oregon automatically gets substantial monies that are increased every year through the current legislative agreement. The real crux of the taskforce's argument is should that still be the case, or should that be revisited and some of those dollars should be redirected towards infrastructure that all the tourists use instead of it just being used for marketing. GM Lewis added that the other option would be to work with our lobbyist to explore changes to the legislative agreement. Assistant GM Kessarar added that at a recent Chamber Board meeting one of the Deschutes County Commissioners who is a member of the board reported that 82% of the TRT dollars received in the County in the month of September came from Sunriver. The task force will keep the Board apprised of the progress moving forward.

COMPREHENSIVE OWNER SURVEY

Assistant GM Kessarar reminded the Board that SROA conducts a comprehensive owner survey every three years. The next one will be done in 2024 and DRC Research who has conducted the surveys since 2010 will conduct this survey again. In reference to making up the taskforce the desire is to have some continuity from the 2021 taskforce as well as some new members who have not participated in the past. The recommendation that is on the agenda for action at tomorrow's meeting includes the proposed appointments of Directors Burke, Gillies, Hayes & Pederson, community members Mark Feirer and Corey Wright and staff members James Lewis and Keith Kessarar.

The first meeting of the taskforce will be held in November and the survey will go out in mid-February to early March of 2024. Some questions will be similar to ones asked in previous surveys to allow for like-for-like data comparisons between the years, especially in regard to demographics. Over a three-year period, trends change, and amenities can change so the goal is to capture those changes. We have also had a significant number of properties change hands since the last survey.

Assistant GM Kessarar also noted that if there any particular questions that need to be added to address something specific to the Strategic Plan or the Parks and Rec Master Plan for instance, we can get some of those questions added into this survey.

As in the past, the survey will be launched online first, and owners will have a specific timeframe in which to complete the survey. Once that deadline passes, hard copies of the survey will be sent to any owners of record who do not complete the online version. DRC Research is really pushing for owners to use the electronic version as the online version is a better product. Sunriver owners have been very responsive to utilizing the online option with 85-90% of those who completed the 2021 survey having done so online. Additionally, it is less expense to SROA if owners complete the online version as it saves postage and printing costs. Director De Alicante noted there are a number of owners who don't understand or have the necessary computer or iPad to complete an online version, so it is important that we do have the paper versions provided to those who do not complete the online version. Assistant GM Kessarar assured Director De Alicante that staff will be happy to assist and/or accommodate any owner who needs a hard copy of the survey.

REVIEW 10/21/23 REGULAR MEETING AGENDA

The Board reviewed the agenda for tomorrow's business meeting.

OTHER BUSINESS/RING DOORBELLS

Director De Alicante noted that at the SSD meeting on Thursday he brought up with the police chief the possibility of any grant opportunities that might be available to help owners put ring cameras on their homes and take part in a ring community to see whose could be lurking around homes and which might provide better evidence on break-ins or other activities. According to Director De Alicante, the police chief shared that the Village is upgrading their camera capabilities to provide better visibility and participation.

There are some grants available, but Director De Alicante also suggested that perhaps part of the SROA budget could be earmarked to help people fund one of those devices in the name of safety.

OTHER BUSINESS/RECYCLE STATS

Director Pederson reported that GM Lewis contacted Cascade Disposal and received the recycling tonnage statistics through the end of September along with a comparison to 2022. Total commingle recyclables went down 39%, glass went down 43% and cardboard went down 21% compared to 2022. In regard to tonnage, while glass dropped by 54 tons at the recycle center, 79 tons were picked up via the side yard recycling program. Side yard commingle which includes cardboard totaled 69 tons, while the drop in commingle and cardboard brought to the recycle center dropped by 78 tons. While owners are indeed using the side yard recycling, they are also still bringing stuff to the recycle center, especially cardboard.

Director De Alicante wonders how much of what is still coming to the recycle center can be attributed to those who do not live in Sunriver. Director Pederson commented he doesn't necessarily agree that one can draw that conclusion. When you look at the droppage that has happened it is largely attributed to our owners using the side yard option. GM Lewis added that it is difficult to accurately gage some of this as the total number of customers does not provide any breakdown as to how many of these customers are actually using the side yard service.

ADJOURN

There being no other business, President Beenen asked for a motion to adjourn the public meeting and reconvene in executive session.

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

The public meeting recessed @ 12:01 P.M.

The public meeting resumed @ 2:01 P.M.

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

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

The public meeting adjourned at 2:02 P.M.

Respectfully submitted,

Scott Gillies, SROA Secretary

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

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

DIRECTOR PRESENT VIA ZOOM: Julianna Hayes

STAFF: James Lewis & Leigh Anne Dennis

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

NUMBER OF ATTENDEES: 4

OWNERS FORUM:

Jeff Mingus, 3 Gray Birch Lane and Mike Shears, 1 Gray Birch Lane spoke together about the low level of the ponds on Sunriver Resort's Woodlands golf course. They are frustrated with the lack of response they have received from the Resort and the water company and are hopeful that SROA might be able to assist them in finding a resolution.

Bob Stillson, 10 Belknap Lane spoke about his experience and appreciation for the Members Pool. The addition of another lap lane has really helped and has been well received. Mr. Stillson also offered some comments on the proposed dog park, noting he listened to the Town Hall on the project. He thought staff did a great job of answering the variety of questions although he is curious about what the upkeep and maintenance will cost.

OWNER FORUM FOLLOW-UP FROM PREVIOUS MONTH

Vice President Burke noted that staff followed up Greg Knakal, 1 Flattop Lane on his firewood concerns. President Beenen followed up with Debbie Wightman, 3 Conifer on her pathway concerns.

President Beenen has been in touch with Paul Conte, 8 McKenzie Lane regarding his input from last month and requested that any correspondence received from Mr. Conte go directly to him for response.

Vice President Bill Burke recapped the responses to the input received at the Annual Meeting and held discussion on how to best handle follow-up from that meeting going forward.

RECAP OF 10/20/23 BOARD WORK SESSION

President Beenen reported that Fire Chief Bill Boos was in attendance and shared a bit of his background and an update on what's happening at the Fire Station. Controller Joe Healy and GM Lewis provided an update on the progress of the 2024 budget. There are two more Finance Committee meetings scheduled prior to the committee voting on moving the budget forward to the Board.

Assistant GM Kessarlis provided an update on recreation statistics. GM Lewis and Assistant GM Kessarlis provided an update on the progress of the Strategic Plan 2030 task force. President Beenen and GM Lewis provided an update on the Transient Room Tax task forces efforts. Next steps are to meet with the County Sheriff and then to get on the agenda for a Deschutes County Commissioners work session. The Board held a brief discussion on the Comprehensive Owner Survey that will be conducted in the first quarter of

2024. Director De Alicante brought up a suggestion relative to having ring cameras installed on all homes in Sunriver to assist the police department. The Board held an executive session for the purpose of legal training.

BOARD ACTION
BOARD MEETING MINUTES

Director Murray moved to approve the minutes of the September 15, 2023, board work session minutes as corrected. Seconded by Director Burke, motion passed unanimously.

Director Pederson moved to approve the minutes of the September 16, 2023, board meeting minutes as written. Seconded by Director Burke, motion passed unanimously.

BOARD ACTION
FINANCIALS

Treasurer Pederson referred to the key data sheet noting we finished September with a surplus of \$11,489 and the variance to budget being \$13k. On the operating revenue side, the variance of \$20,889 was largely due to higher interest earned over expectations, two months of SSD fuel expense as a new card reader was installed last month and some issues had to be resolved with that system, and the new fees instituted in June for design review projects.

On the income side, summer retention bonuses in the amount of \$13k were paid out to those recreation employees who stayed until mid-September and approximately \$25k in past billings from the Sunriver Nature Center arrived. SNCO had not billed SROA for five months. On the positive side, SROA did receive payment of a fine in the amount of \$20k, which included reimbursement of legal fees, and which helped to bring that variance down to \$34k. Total operating revenue/expenses for the month were \$254,774 to the good against a budget of a negative \$24k. Year to date we have a positive variance of \$279,886 and Treasurer Pederson anticipates we will end the year with and approximate \$100k positive variance against a budgeted deficit of \$108k resulting in approximately \$208k to the positive.

On the non-operating side, earned income from interest is higher than we anticipated. Total non-operating revenue/expenses for the month totaled \$1,767,036 against a budget of \$1,114,811 a savings of \$608,225. Again, a significant portion of that, \$270k, is attributable to earned income from interest being higher than anticipated coupled with \$140k in savings due to open positions earlier in the year.

Treasurer Pederson reported there was nothing significant to report on the cash/investments balances since last month. The Association has more cash than last year by \$1.7 million and average income on cash is currently at 5.13% against a budgeted amount of 3.5%. Mr. Pederson also noted that the Finance Committee is considering a proposal that will most likely come to the Board in December regarding longer-term investments. Currently the SROA Controller and the Finance Committee cannot invest for longer than two years. As the committee is well aware that interest rates will decrease at some point, they feel it would be prudent to allow for a set amount to be invested in two to five-year investments.

Treasurer Pederson also commented that the Full Reserve Study that was done this past summer will be available at the December board work session.

For the month ended September 30, 2023, there was a net operating surplus of \$11,489 which was \$13,343 worse than the budget. Total operating revenue was over budget by \$20,889. Design review fees and interest income were both over their respective budgets for the month. Salaries and burden were over budget by a combined \$18,286. Summer stay/retention bonuses were paid to part-time recreation staff in September. Legal fees were under budget by \$20,121 due to a reimbursement from the Sunriver Service

District for fees associated with the sale of the building and the new ground lease.

Through the first nine months of 2023, there was a net operating surplus of \$254,774 which was \$279,386 better than budget. Operating revenues were over budget by \$94,386 mainly due to a Caldera expansion payment, interest income, and positive variances in design review and park reservations. These positive variances were partially offset by shortfalls in special programs, gate admissions, and event space rental. Year-to-date Member Preference Program and Recreation Plus Program (RPP) revenues are at 100.7% and 100.1% of their respective annual goals. Salaries and burden were under budget by a combined \$140,864 due to open f/t and p/t positions in the first half of the year. \$517,909 has been earned in interest income year-to-date in the operating and reserve accounts. As of September 30, 2023, there was a combined operating and non-operating surplus of \$1,767,036 which was \$608,225 better than budget.

Total assets as of September 30, 2023, were \$37,023,956. Cash and investments totaled \$15,534,921, a decrease of \$655,415 from August. As of the end of September there was \$15,496,085 invested in FIW money market funds and US Treasuries with durations between 90-day and two years and a yield of 5.13%. Receivables for owner's fees (maintenance fund, storage space, fines) and RPP payment plans were \$125,552. There is \$90,000 in reserve for uncollectible accounts against owners' receivables. Fixed assets and reserve items placed into service in the third quarter include the Mary McCallum Park project, exterior painting of SHARC, domain server controller and fiber distribution units.

September 30, 2023 (Year to Date Unaudited)

	<u>ACTUAL</u>
TOTAL REVENUE	\$10,303,773
TOTAL EXPENSES	\$10,048,999
OPERATING FUND SURPLUS	\$ 254,774

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

GENERAL MANAGER'S REPORT

GM Lewis reported his recap for activities in September.

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 worked with SROA collections legal counsel regarding owner non-payment of fees/fines, as well as proceeding with on-going legal actions for collections according to the SROA financial policies.

GM Lewis discussed multiple issues with SROA legal counsel including Transient Room Tax funds, SROA election/email issues, and an HR issue.

GM Lewis continues to participate in ongoing/regular meetings with TDS staff regarding the physical construction and eventual migration of owners to fiber to the home and their SROA account. Monthly update meetings are still being held with TDS staff.

GM Lewis participated in an on-going Newberry Partnership Strategic Action Plan for south Deschutes County.

GM Lewis continues to hold monthly meetings with the Fire and Police Department chiefs.

GM Lewis continues to attend and participate in the regular monthly meetings of the Owner Enrichment, Finance, and Covenants committees, the Dog Park Task Force, Admissions Model Workgroup and Design Committee as necessary.

GM Lewis has been working with all department heads on the 2024 budget.

GM Lewis followed up with the architects contacted to discuss future remodeling at the SROA Administration building and at SHARC.

GM Lewis assisted in conducting the first Strategic Plan 2030 Task Force meeting.

In the Accounting Department, Controller Healy prepared the unaudited financials for the period ending August 31, 2023.

Accounting staff continues to work with the Sunriver Service District on transitioning their HR and accounting needs away from SROA.

Controller Healy reviewed the draft of the full reserve study and worked with the specialist on changes.

Controller Healy developed the first draft of the 2024 operating and reserve budgets which were then reviewed with the GM and several adjustments were made with department heads.

Accounting staff continue to work with the SROA collection attorney on several files that have gone to collections.

In IT, staff will replace the switch/firewall towards the end of October.

The kickoff meeting for GIS is scheduled for October 17th.

All fiber optic cables in the IT Admin Demarc, and SHARC server room have been labeled.

A 5GB circuit was brought into Admin as part of the courtesy agreement with TDS.

IT/GIS employee Gabe Rice recently started a six-week GIS Spatial Data Science course.

The penetration test equipment has been installed and tests conducted.

The second round of staff awareness training has been rolled out.

A digital SROA citation notification database has been created to replace paper citations.

The vehicle database interface has been updated.

All fuel system cards have been loaded into the new interface.

IT staff reviewed Jonas software for the new recreation functionality.

IT staff prepared comparison reports of July and August of 2022 and 2023 for gate swipes at Mary McCallum park.

At SHARC IT staff replaced some malfunctioning monitors, updated the phone script to reflect winter hours and replaced the emergency phone in the indoor pool area.

In the Communications Department, Scene advertising was at \$17,729 (September 2022 was \$24,000, due to a couple of advertisers who chose to pay for the entire year at once.)

There were 190 reads of the online September Scene including readers from Canada, Ireland, and Switzerland.

The SROA websites most popular pages in September were member preference program, calendar, and tree flagging.

The SHARC websites most popular pages were recreation swim, calendar, and plan your visit. .

September eblasts included information about fall roadwork, Uncorked, pool maintenance, and the October Sip, Sip, Soiree event. election results, ticketed concert, pickleball tournament and Uncorked.

Social media projects promoted the Uncorked and Tuesday swim special at SHARC.

Scene staff special projects included marketing for the new Sip, Sip, Soiree events on social media, the website and in print. Design work on the new map that will be part of the replacements for the pathway kiosks is moving along nicely thanks to employee Shae Callewaert's efforts.

Communications Director Susan Berger is working on the 2024 Communications Department budget.

Ms. Berger is again working remotely while her husband is home after 74 days in the hospital. He will return to St. Charles for rehab once cleared by the doctors to put weight on the pelvis and start walking again.

The Community Development Department reports the Design Committee meetings continue to occur on a regular schedule with multiple items on each agenda – the two September meetings had a total of seven items combined –4 and 3).

There are currently approximately 325 active projects/building permits (up by 32 from the previous month of August.)

The number of applications submitted in September was down from the same month in 2022 - from 105 in 2022 to 97 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 continues modifying the new application forms and informational

handouts as necessary.

Community Development staff continue to provide updates to the Design Committee on the procedural elements in the new Design Manual of Rules & Procedures and how staff conveys those to owners.

The Natural Resources (NR) staff prepared and mailed ladder fuels reduction third violation letters.

NR staff performed annual fall ladder fuels reduction inspections of private properties (south end).

Ladder fuels reduction and tree thinning continued on commons.

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

NR staff continued to pull noxious weeds on commons.

NR Director Patti Gentiluomo and staff prepared their 2024 budget.

NR staff participated in numerous Magistrate hearings on ladder fuels reduction violations.

Public Works (PW) Director Mark Smith met with owners in the Winners Circle area to discuss possible amenities to replace the tennis courts that were removed from that location a few years back.

Ongoing daily trash rounds, restroom cleaning, sport court prep and maintenance continued throughout the month of September.

PW staff prepared all courts for fall tennis and pickleball tournaments.

PW staff lead managed all landscaping contractors for SROA.

Oregon Loop Lane and part of Beaver Drive will receive a full road rebuild in October. PW staff removed all brush, trimmed trees, and removed site markers from edge of selected roadways.

PW staff blocked off an area people are accessing the Deschutes River near Golden Eagle Lane.

In Fleet Services, the annual servicing of the heavy plow equipment is complete. A new shop truck has been received and the old one is being prepared for sale. The parts room inventory has been updated.

PW Facilities/Aquatics staff worked with/oversaw Anderson Pool Works repair of a seam under warranty that completely failed. This required draining, filling, and balancing chemicals for the indoor pool.

Tile was cleaned and several other small items were addressed while the indoor pool was empty.

The failed boiler circulation pump has been repaired without effecting operations.

At the site of the new Public Works building, site preparation for the project was all accomplished by our PW staff. This included relocating most utilities for the PW building. The only remaining one is the electrical to be accomplished by Midstate Electric.

The sitework required three to five PW staff to focus on this project for over a month. The next phase is now with the contractor and PW staff will be involved again in later phases of the project.

PW Director Mark Smith is interviewing for open positions in his department which has been short-staffed for several months. One of our newer PW employees has started their Commercial Driver's License (CDL) training and Aqua tech Chris has passed his backflow testing certification allowing us to complete the annual test for 20+ backflow devices in-house saving the Association money.

The Recreation Department reports 7,236 Member Preference Program (MPP) memberships have been sold in 2023 and 914 homes/condos are currently participating in the Recreation Plus Program (RPP) which is 10 less than the same time in 2022.

There were a total of 12,410 visitors to SHARC in the month of September versus 11,801 in September of 2022.

The Member Pool had a total of 365 visitors in September compared to 1,738 in September of 2022.

We had two smoke days and some very unseasonably cold temperatures over the Labor Day Weekend which affected the attendance at both locations on an otherwise busy holiday weekend.

The Sunriver Slam Pickleball Tournament was enormously successful with many compliments being received. Participants are already looking forward to next year.

The Team Cup Tennis Tournament comprised of 300 players presented itself with some challenges due to the tournament director overbooking capacity and failing to secure a location for an after party.

The Uncorked event was successful in the new lounge area although some food vendors are starting to not want to commute to Sunriver.

A new Sip, Sip, Soiree event will be held at SHARC in October, November, and December. These events will pair wine and food and include a musician. Limited to a maximum of 60 people per event.

Member Pool operations concluded on September 28th and the outdoor pool at SHARC closed for the season on October 8th.

LIAISON AND COMMITTEE REPORTS

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

Director Burke as former liaison to the Owner Enrichment Committee (OEC) inquired about the annual report the OEC is required to provide to the Board each year. New liaison to the committee, Director Beard reported that report was not discussed at the one meeting she attended. She further commented that there are only two members on the committee besides herself. This was interesting news to the Board given the current roster for the committee reflects eight members plus the liaison.

Director Beard commented that they discussed the daffodil sale, which once again was a great success, and agreed the committee should go back to meeting every month instead of every other month. The committee is also looking for extra non-committee volunteers to help with some of the bigger events the committee supports such as Uncorked, the Ticketed Concert, etc.

SUNRIVER SERVICE DISTRICT (SSD) REPORT

Director De Alicante reported the audit for the district is complete and they received a clean report.

The new Public Safety building is moving along nicely. They have almost all the walls up and expect to have dry-in conditions in the next couple of months which will allow them to continue work on the interior of the building during the winter months. The project is still running on time and on budget.

Police Chief Womer attended his last official meeting in October. He may attend the November meeting via Zoom, however incoming Chief Stephen Lopez will represent the Police Department moving forward. The Police department presented the SSD Managing Board with a proposal to move the police lieutenant position to a captain position so that it is an executive position that gets better executive position oversight and some additional training. It would not change the current salary. Chief select Lopez also talked about the need for a gun range for the Sunriver officers that is closer than what is currently available to them. They would like to possibly use the site the fire department currently utilizes for training but that will require further exploration.

The SSD Managing Board held their officer elections at their meeting yesterday and the Managing Board will hold a board training session on November 6th.

The minutes from the July 13th and August 17th meetings were included in the board binders.

BOARD ACTION
COMMITTEE/TASKFORCE APPOINTMENTS

Director Burke moved approval of the appointments of Kelly Wilson and Laureen Anderson to the Nominating Committee and of Mark Feirer, Corey Wright, Scott Gillies, Bill Burke, Julianna Hayes, Keith Kessarlis and James Lewis to the Comprehensive Owner Survey Task Force. Seconded by Director Murray, motion passed unanimously.

Director De Alicante moved to dismiss Director Burke as Vice Chair of the Finance Committee and appoint Director Murray to the same position. Seconded by Director Mobley, motion passed unanimously.

Director De Alicante moved to amend the motion to change “vice chair of the Finance Committee” to “Assistant Treasurer of the Association.” Seconded by Director Mobley, motion passed unanimously.

Call for the question on the amended motion: Amended motion passed unanimously.

BOARD ACTION
3RD QUARTER CAPITAL TRANSFER

Director Pederson moved approval of the transfer of \$222,193.98 from the Regular Reserve Fund to the Operating Fund and the transfer of \$157,113.00 from the SHARC Reserve Fund to the Operating Fund for the 2023 Third Quarter Acquisitions. Seconded by Director Beard, motion passed unanimously.

BOARD ACTION
2024 FEES FOR SERVICES

Director Murray moved approval of the Fees for Services including the updated language as submitted by staff for the 2024 calendar year for SROA provided goods and services. Seconded by Director Burke, motion passed unanimously.

BOARD ACTION
DESIGN COMMITTEE TREE PROTECTION RECOMMENDATIONS

President Beenen reminded the Board that this was a motion tabled at the request of Director Beard at the September meeting to allow her the opportunity to do some further research into the issue.

Director Beard reported she visited Bend Pine Nursery as well as two other major nurseries in Bend and did some research at the University extension service about deer browsing. As she has mentioned before, she has extensive experience with gardening and with deer. Director Beard noted she does not dislike deer, she just does not want them browsing on her property. She also noted she continues to have good luck using her Ring doorbell voice feature to startle and scare the deer away!

That said, she does not like the way the proposed rule is currently written, especially regarding the height limit on tree enclosures. A deer has an extension of five to six feet, so she feels the height limit of the enclosures should be increased. Additionally, she does not agree with the limitation of only five trees that can be protected. Director Beard's house is built across three lots, and she has planted 19 trees, nine of which are deciduous and which the deer especially love. She has not placed any type of enclosure around those trees yet as she is generally around and goes out and shoos the deer away but if she does decide to protect them she would not be able to protect all of her trees the way the rule is currently written.

In relation to shrubs, Director Beard is torn. She has endeavored to plant shrubs that deer don't enjoy although they do usually have to have a test bite. She is also torn on the issue of wildflower protection.

Director Beard noted she has had numerous conversations with Paul Conte, 8 McKenzie Lane regarding his concerns about tree/plant protection and in fact she has been receiving daily emails from Mr. Conte regarding this issue. Ms. Beard also noted that it is not just Mr. Conte who feels strongly about protecting wildflowers, she commented she has read letters from other owners who are also concerned about protecting wildflowers that would grow native here. Ms. Beard also noted that when the deer are hungry, they will eat just about anything. Director Beard feels the way the rule is currently written is too restrictive.

Director Beard noted she has visited Mr. Conte's property and feels it is a complete abomination personally. The way everything is out and covered was kind of shocking to her as a fellow gardener and she feels there has to be a happy medium rather than making rules that staff is then required to enforce and that owners may not feel are reasonable.

Director Beard moved to un-table the motion from September to allow for discussion with fellow board members. Seconded by Director Pederson, motion passed unanimously.

The un-tabled motion is as follows:

Move to approve the recommendations from the SROA Design Committee, submitted on Friday, September 15, 2023, and attached hereto, to replace Section 3.18, 2f of the Design Manual of Rules and Procedures.

Director Beard, in response to a question from Director Pederson, commented that the people at Bend Pine Nursery were very helpful. People have choices as to the height of tree they want to purchase and the taller the tree, the higher the price with a decent sized tree running approximately \$500 and going up into the \$1000's. As such, Director Beard is concerned that owners who have more than five trees could lose significant investments on their property. This would be especially disappointing to someone building a new home including a landscape plan that includes the planting of more than five trees.

Director Beard commented that she has been coming to Sunriver since the 1970's and back then it was pretty much all pine trees with a few aspens. With the addition of homes, people have added maple, aspens, chokecherry, dogwoods, etc. Some of these trees have a life span of 25-30 years and as those trees do naturally die off what will replace them if the Association has such strict restrictions in place that owners aren't incentivized to continue to plant a variety of trees and provide the same aesthetics as we

currently enjoy. Director Beard also pointed out the deer saliva, when it hits a plant enough times is actually toxic to the plant and can kill it. She further commented that while a product like Liquid Fence is effective, it's smells really bad and has to be reapplied every ten days or so. Director Beard does not know the answer but hopes a middle ground can be found that will generally satisfy most everyone.

Director De Alicante noted his understanding of this issue is that the Board is looking at tree protections and not plant protections. There is already what he believes is reasonable plant protection language in the manual that the Board reviewed, deliberated, received comments about, and ultimately approved. When the tree protection issue was identified and brought to the Board's attention, they sent it back to the Design Committee for further study and recommendations. What came back from the committee was not only for trees but other plants as well. The Board had not asked for other plants since there are already provisions in the manual that provide for that. Director De Alicante is opposed to seeing the other plant protections that the Board did not ask for comments on and they should just stick to tree protections.

Director Gillies commented that we did not have any plant protections in the Design manual, we had "no fences", which was originally voted on so there was no fencing, period, and no protection for plants or trees. The Design Committee was then instructed by the Board to revisit the subject of tree protection. While the committee did not bring up plant protection, it has since been brought up by a number of people. The question in his mind is does the Board now follow what the Design Committee provided as recommendations for tree protection or not?

Director Gillies also pointed out that this is a really hard issue. Who makes the defining call on what is a tree and what is a bush? People may be inclined to call a bush a tree in the interest of protecting it. The difference between the two should be clearly defined. There are a lot of personal opinions involved in this issue and it is not an easy fix. There has to be compromise or this will go on indefinitely.

President Beenen responded that he believes there are three options. The Board can vote on the proposal that was tabled last month, amend the motion that was tabled last month, or send the issue back to the Design Committee again with the explanation that there are additional parameters the Board needs additional guidance on as what was provided is not complete enough.

Director Beard requested that reconsideration also be given to the four-year time limit on the tree protections.

Director Pederson commented that while we love a little bit of color in Sunriver that's not exactly natural in a pine forest, it's that balance between the people that buy into Sunriver because of their love of nature and as he drives around and sees fences his eye is naturally drawn away from nature to a metal fence. Part of the issue is about how many, for how long, how wide, how tall. It's balancing the desire of our owners to see nature and not fences. Director Pederson feels it is not unreasonable to have standards and limitations and he believes the majority of owners will appreciate that there are limitations.

In addressing the number of allowable tree enclosures, Director Pederson pointed out that in the section of the rule that addresses the allowable number of tree enclosures, the second sentence of that section notes that properties submitting a new/amended landscape plan may be allowed to have more than five barriers for a specific timeframe, upon Design Committee approval of the proposed landscape plan. So, there is an exception available already built into the plan that owners can avail themselves to if necessary.

Director Pederson moved to amend the motion with the following modifications:

On the second sentence of item #3 to read in part: *galvanized (non-reflective), dark green or black in color.*

Under item #4 amend by deleting 2x3 or 2x4 and replace with: *six square inches or larger.*

Under Tree Protection – Other Wildlife, amend the header to read: *Tree Protection – Other Wildlife i.e., Beavers or Porcupines.*

Under item #3 of Tree Protection – Other Wildlife amend #3 to also include *dark green.*

Under item #4 of Tree Protection – Other Wildlife amend #4 by deleting 2x3 or 2x4 and replace with: *six square inches or larger.*

Seconded by Director Murray.

Director Mobley commented that he believes we have a Design Committee that is composed of people with expertise in the matters being discussed with a high level of sophistication. That said, he feels the Design Committee is in the place where we need to look for the authority source for this kind of action. What is being proposed is some specifics that come to them, could be received by them, as the Board's thoughts and recommendations not as an amendment to the document.

Director Beard commented that she believes the committee failed to thoroughly do their homework. They did contact numerous other communities but did not contact the home extension office and really do the necessary homework as far as how these predators really attack trees in the area and what is the best solution for them. Director Gillies disagreed noting the committee did an enormous amount of homework, He suggested that Director Beard be present the next time the committee reviews the Board's recommendations so she can ask specific questions and tell them specifically what she has found in doing her own research.

Call for the question on the amended motion: Motion failed with six nay votes and two yea votes.

Director De Alicante moved to strike item #1 from Tree Protection – Deer Browsing section and striking #1 from the Tree Protection – Other Wildlife section. Motion died for lack of a second.

Call for the question on the original motion, motion failed unanimously.

The Board held further discussion and agreed they would like the document to go back to the Design Committee for further consideration on the type of tree protection allowed as far as color and size of openings, the number of tree protections allowed at one time, the number of years the protection can be left in place, the allowable height of protections and to provide clear definitions of shrubs versus tree and clear definitions of any of the terms they apply to their recommendations.

Director De Alicante feels the plant protections need to be deleted out of this and the committee should only focus on tree protection, which is what the Board's original request to the committee was. The Board held further discussion on this difficult issue.

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

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

The meeting was adjourned at 11:50 A.M.

Respectfully Submitted,

Scott Gillies, SROA Secretary

(2)

FINANCIAL REPORT & RESOLUTIONS

Approval of unaudited October 2023 Financials

(Board Motion Required)

SROA BOARD ACTION REQUEST

DEPARTMENT: Accounting

DATE: 11/18/23

SUBJECT: Unaudited Financial Statements

ACTION REQUESTED- I, Director _____ move approval of the unaudited SROA financial statements for the month ending October 31, 2023 as presented.

ATTACHMENTS: October 2023 Financial Statement

SUBMITTED BY:

Name

Joe Healy

Position

SROA Controller

INTEROFFICE MEMORANDUM

TO: FINANCE COMMITTEE
FROM: JOE HEALY
SUBJECT: OCTOBER 31, 2023, YEAR-TO-DATE UNAUDITED FINANCIALS
DATE: 11/13/2023

Income Statement

For the month ended October 31, 2023, there was a net operating surplus of \$17,845 which was \$56,217 better than the budget. Total operating revenue was over budget by \$33,214. Design review fees, ladder fuel fines and interest income were all over their respective budgets for the month. Total operating expenses were under budget by \$23,003 due to savings in material and services and legal fees. The only legal costs for October were the \$2,500 general services for the month which included Board of Directors training.

Through the first ten months of 2023, there was a net operating surplus of \$273,159 which was \$337,143 better than budgeted. Operating revenues were over budget by \$128,141 mainly due to a Caldera expansion payment, interest income, and positive variances in design review fees, park reservations and ladder fuel reduction fines. These positive variances were partially offset by shortfalls in special program, gate admissions and event space rental. Year-to-date MPP and RPP revenues are at 101.1% and 100.1% of their respective annual goal. Salaries & burden were under budget by a combined \$140,354 due to open f/t and p/t positions in the first half of the year. Material and services expenditures were under budget by \$57,397 through the first ten months. It is anticipated that the majority of this positive variance will continue through year-end. \$577,670 has been earned in interest income year-to-date in the operating and reserve accounts. As of October 31, 2023, there was a combined operating and non-operating surplus of \$1,869,515 which was \$742,569 better than budget.

Balance Sheet/Investments

Total assets as of October 31, 2023, were \$36,417,845. Cash and investments totaled \$15,073,383, a decrease of \$467,340 from September. As of the end of October, there was \$14,668,364 invested in FIW money market fund and US Treasuries with durations between 90-day and 2-year and a yield of 5.26%. Receivables for owner's fees (maintenance fund, storage space, fines) and RPP payment plans were \$128,246, of which \$86,302 is over 90-days past due. There is \$90,000 in reserve for uncollectible accounts against owners' receivables.

Sunriver Owners Association

Key Data Sheet

October 31, 2023

OPERATING	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Total Operating Revenue	\$1,039,247	\$1,006,033	\$33,214	\$11,343,561	\$11,215,420	\$128,141
Total Operating Expenses *	\$1,021,402	\$1,044,405	\$23,003	\$11,070,402	\$11,279,404	\$209,002
Operating Budget Surplus / (Deficit)	\$17,845	(\$38,372)	\$56,217	\$273,159	(\$63,984)	\$337,143

NON-OPERATING	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Total Non-Operating Revenue *	\$380,916	\$353,931	\$26,985	\$3,811,998	\$3,595,680	\$216,318
Total Non-Operating Expenses	\$296,823	\$347,325	\$50,502	\$2,215,642	\$2,449,650	\$189,108
Non-Op Budget Surplus / (Deficit)	\$84,093	\$6,606	\$77,487	\$1,596,356	\$1,146,030	\$405,426
Total Surplus / (Deficit)	\$101,938	(\$31,766)	\$133,704	\$1,869,515	\$1,082,046	\$742,569

* Includes Reserve Fund Contributions of \$2,852,570

Cash/Investment Balances	As of	As of	Change	12/31/22	12/31/23
	10/31/23	10/31/22		Balance	Projection
Operating Fund	\$2,135,018	\$2,778,168	(\$643,150)	\$3,768,492	\$3,615,940
Capital Reserve Fund	\$11,569,926	\$8,814,713	\$2,755,213	\$9,040,925	\$11,299,986
Recreation Operating Reserve Balance	\$1,363,558	\$1,304,974	\$58,584	\$1,314,150	\$1,372,462
SHARC Reserve Balance	\$4,881	\$472,613	(\$467,732)	\$560,790	\$79,881
Total Cash/Investment Balance	\$15,073,383	\$13,370,468	\$1,702,915	\$14,684,358	\$16,368,269

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

Replacement Reserves	As of
	10/31/23
2023 Replacement Reserve Budget	\$1,934,951
YTD Expenditures	(\$780,191)
Remaining Budget - Replacement Items	\$1,154,760
2023 SHARC Replacement Reserve Budget	\$402,915
YTD Expenditures	(\$426,477)
Remaining Budget - SHARC Replacement Items	(\$23,562)
2023 New Capital Budget	\$2,720,200
YTD Expenditures	(\$801,404)
Remaining Budget - New Capital	\$1,918,796
Note: Funds are not transferred from Reserves to Operations until asset is placed into service	

Aging Summary (\$90,000 in Allowance for Bad Debt)				
current	over 60	over 90	over 120	Total
& over 30				
\$36,413	\$5,532	\$3,453	\$82,849	\$128,246

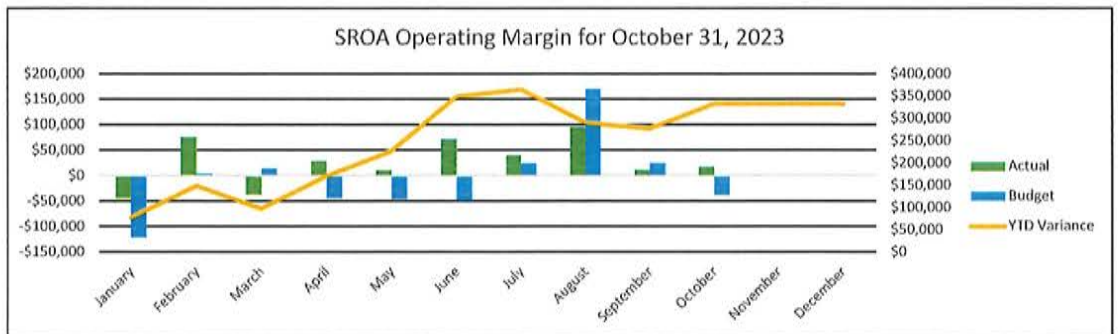
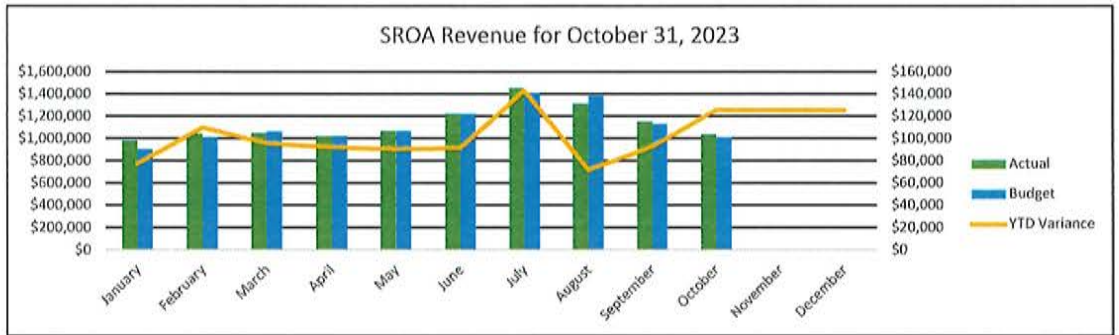
FTE (Current vs. Budget)				
	Recreation	PW/Fleet	Other	Total
Current	13.00	16.00	20.25	49.25
Budget	14.00	18.00	20.25	52.25

Recreation Pass Sales	As of	As of	Difference
	10/31/23	10/31/22	
Recreation Plus	918	924	(6)
Member Preference	7,219	7,311	(92)

SHARC Admissions (\$587k annual budget)	Current Month - 10/31/23			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Admissions	\$3,737	\$4,000	(\$263)	\$558,171	\$576,250	(\$18,079)

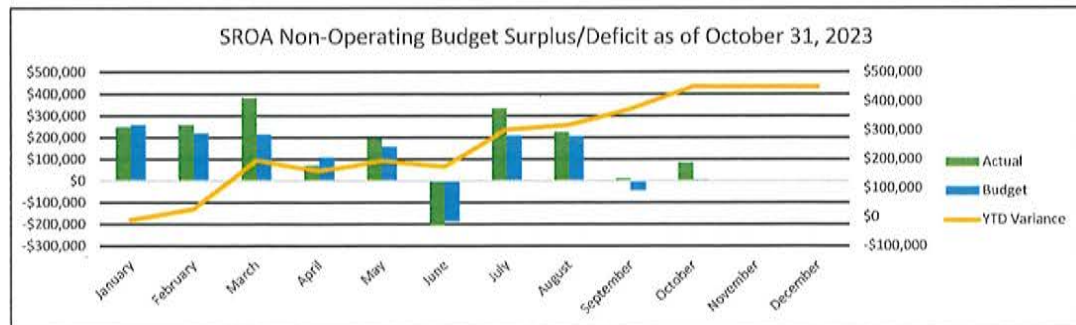
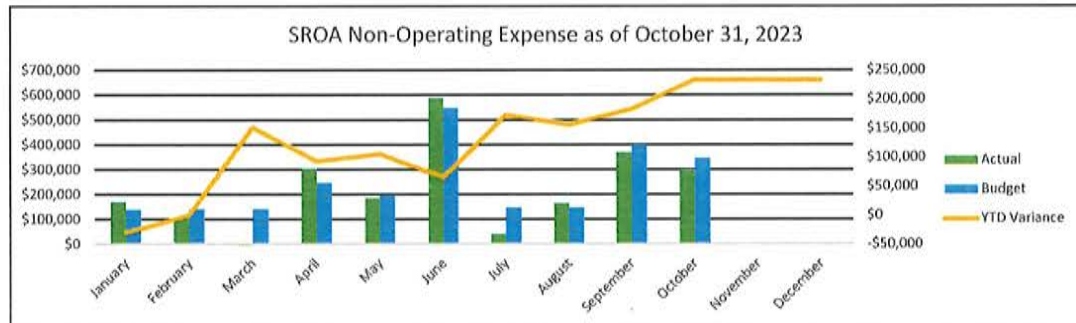
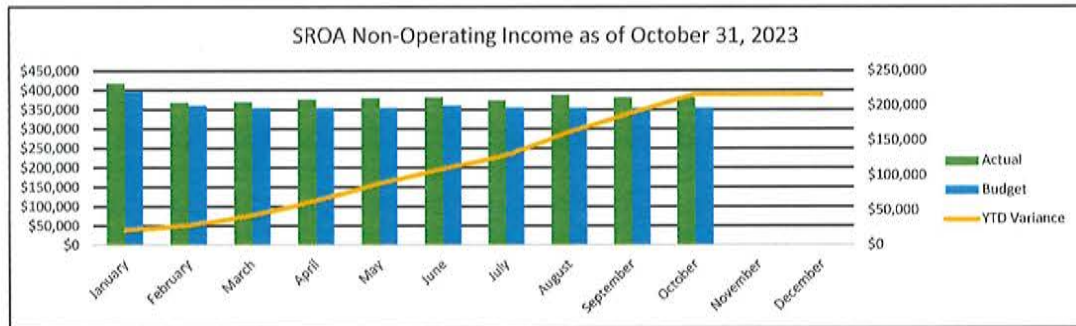
SROA Operating Income Statement as of October 31, 2023

Sources of Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
ASSESSMENTS	\$656,469	\$656,461	\$8	\$6,564,691	\$6,564,613	\$78
PROGRAM REVENUE	\$352,296	\$334,097	\$18,199	\$4,314,400	\$4,369,651	-\$55,251
INTEREST INCOME - OPERATING	\$18,526	\$6,000	\$12,526	\$215,689	\$96,500	\$119,189
OTHER INCOME	\$11,956	\$9,475	\$2,481	\$248,781	\$184,656	\$64,125
Total Revenue	\$1,039,247	\$1,006,033	\$33,214	\$11,343,561	\$11,215,420	\$128,141
Department Expenses						
SALARIES	\$350,557	\$350,672	\$115	\$3,709,506	\$3,818,822	\$109,316
BURDEN	\$114,427	\$113,803	-\$624	\$1,177,598	\$1,208,636	\$31,038
MATERIALS & SERVICES	\$176,685	\$191,312	\$14,627	\$2,308,369	\$2,365,766	\$57,397
Total Department Expenses	\$641,669	\$655,787	\$14,118	\$7,195,473	\$7,393,224	\$197,751
Non-Department Expenses						
INSURANCE & LEGAL	\$49,444	\$58,333	\$8,889	\$572,905	\$583,330	\$10,425
OTHER EXPENSES	\$13,337	\$13,333	-\$4	\$132,501	\$133,330	\$829
RSRV FUND CONTRIBUTION	\$316,952	\$316,952	\$0	\$3,169,523	\$3,169,520	-\$3
Total Non-Department Expenses	\$379,733	\$388,618	\$8,885	\$3,874,929	\$3,886,180	\$11,251
Total Operating Revenue & Expenses						
Total Operating Revenue	\$1,039,247	\$1,006,033	\$33,214	\$11,343,561	\$11,215,420	\$128,141
Total Operating Expenses	\$1,021,402	\$1,044,405	\$23,003	\$11,070,402	\$11,279,404	\$209,002
Operating Budget Surplus / (Deficit)	\$17,845	-\$38,372	\$56,217	\$273,159	-\$63,984	\$337,143



SROA Non-Operating Income Statement as of October 31, 2023

Non-Operating Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INTEREST INCOME - SKY PARK	\$169	\$0	\$169	\$893	\$0	\$893
SKY PARK ASSESSMENT	\$1,729	\$1,729	\$0	\$17,290	\$17,290	\$0
INTEREST INCOME - CAS	\$41,235	\$16,000	\$25,235	\$361,981	\$172,617	\$189,364
SPECIAL ASSESSMENT	\$20,831	\$19,250	\$1,581	\$262,311	\$236,250	\$26,061
REGULAR REPLACEMENT RESERVE	\$316,952	\$316,952	\$0	\$3,169,523	\$3,169,523	\$0
Total Revenue	\$380,916	\$353,931	\$26,985	\$3,811,998	\$3,595,680	\$216,318
Non-Operating Expenses						
DEPRECIATION	\$142,554	\$146,025	\$3,471	\$1,415,021	\$1,437,250	\$22,229
GAIN/LOSS ON SALE OF ASSET	-\$900	\$0	\$900	-\$44,900	\$0	
SKY PARK EXPENSES	\$0	\$0	\$0	\$949	\$0	-\$949
RESERVE BANK CHARGES	\$1,551	\$1,300	-\$251	\$13,902	\$12,400	-\$1,502
LADDER FUEL REDUCTION	\$134,868	\$150,000	\$15,132	\$180,468	\$300,000	\$119,532
ROAD & PATHWAY PROJECT	\$18,750	\$50,000	\$31,250	\$724,350	\$700,000	-\$24,350
GRANT REVENUE	\$0	\$0	\$0	-\$74,148	\$0	\$74,148
OTHER RESERVE EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$296,823	\$347,325	\$50,502	\$2,215,642	\$2,449,650	\$189,108
Other Reserve Expense						
Total Non-Operating Revenue	\$380,916	\$353,931	\$26,985	\$3,811,998	\$3,595,680	\$216,318
Total Non-Operating Expenses	\$296,823	\$347,325	\$50,502	\$2,215,642	\$2,449,650	\$189,108
Non-Op Budget Surplus / (Deficit)	\$84,093	\$6,606	\$77,487	\$1,596,356	\$1,146,030	\$405,426
Oper & Non-Oper Surplus / (Deficit)	\$101,938	-\$31,766	\$133,704	\$1,869,515	\$1,082,046	\$742,569



SROA Balance Sheet as of October 31, 2023

Assets

Accounts	Current Month	Previous Month	Change in Balance	Comments
CASH & INVESTMENTS				
OPERATING FUND - UNRESTRICTED	\$2,135,018	\$2,599,332	-\$464,314	Monthly operations, transfer to Reserve Fund
OPER. RESERVE FUND - RESTRICTED	\$1,363,558	\$1,355,480	\$8,078	
RESERVE FUND - RESTRICTED	\$11,569,926	\$11,435,484	\$134,442	
SHARC RESERVE FUND - RESTRICTED	\$4,881	\$150,427	-\$145,546	Trf to operations - 3rd quarter reserves
TOTAL CASH AND INVESTMENTS	\$15,073,383	\$15,540,723	-\$467,340	
RECEIVABLES				
A/R MISC	\$3,243	-\$172	\$3,415	
NSF CHECKS	\$0	\$33	-\$33	
MAINT FUND RECEIVABLES	\$128,246	\$125,607	\$2,639	
A/R RECREATION RECEIVABLES	\$0	\$945	-\$945	Received final RPP payment
CABLE TV ROW FEE RECEIVABLE	\$28,789	\$28,789	\$0	TDS 3rd quarter payment received 11/03
DUE FROM SSD	\$7,617	\$25,653	-\$18,036	No longer contracted for accounting and payroll
RESERVE - UNCOLLECTIBLES	-\$90,000	-\$90,000	\$0	
TOTAL RECEIVABLES	\$77,895	\$90,855	-\$12,960	
INVENTORY				
FUEL INVENTORY	\$24,248	\$12,294	\$11,954	
MERCHANDISE INVENTORY	\$52,481	\$48,148	\$4,333	
TOTAL INVENTORY	\$76,729	\$60,442	\$16,287	
FIXED ASSETS				
REAL PROPERTY	\$28,812,550	\$28,812,550	\$0	
CAPITAL EQUIPMENT	\$7,836,509	\$7,836,509	\$0	
CONSTRUCTION IN PROGRESS	\$885,450	\$842,987	\$42,463	fuel system, bobcat broom & blade, PW yard
ACCUMULATED DEPRECIATION	-\$16,561,032	-\$16,418,478	-\$142,554	
TOTAL FIXED ASSETS	\$20,973,478	\$21,073,568	-\$100,090	
OTHER ASSETS				
PREPAID INSURANCE	\$161,677	\$186,817	-\$25,140	
OTHER PREPAID EXPENSES	\$54,683	\$72,093	-\$17,410	
TOTAL OTHER ASSETS	\$216,360	\$258,910	-\$42,550	
TOTAL ASSETS	\$36,417,845	\$37,024,498	-\$606,653	

SROA Balance Sheet as of October 31, 2023

Liabilities				
Accounts	Current Month	Previous Month	Change in Balance	Comments
ACCOUNTS PAYABLE	\$162,343	\$149,643	\$12,700	
ACCRUED LIABILITIES				
VACATION PAY	\$225,501	\$222,919	\$2,582	
PAYROLL TAXES AND BENEFITS	\$186,380	\$195,570	-\$9,190	
TOTAL ACCRUED LIABILITIES	\$411,881	\$418,489	-\$6,608	
DEPOSITS				
LEASE	\$7,500	\$7,500	\$0	
ESCROW, SHARC RENTAL	\$167,850	\$166,160	\$1,690	
TOTAL DEPOSITS	\$175,350	\$173,660	\$1,690	
DEFERRED REVENUE				
DEF REV - MAINTENANCE FUND	\$1,055,471	\$1,505,173	-\$449,702	Monthly recognition of revenue
DEF REV - MEMBER PREFERENCE	\$100,023	\$149,414	-\$49,391	Monthly recognition of revenue
DEF REV - RECREATION PLUS	\$414,795	\$622,192	-\$207,397	Monthly recognition of revenue
DEF REV - CAMP	\$5,097	\$5,097	\$0	
DEF REV - GIFT CARD	\$7,104	\$7,104	\$0	
DEF REV - RV STORAGE	\$66,780	\$76,662	-\$9,882	Monthly recognition of revenue
DEF REV - SPECIAL ASSESSMENT	\$0	\$0	\$0	
TOTAL DEFERRED REVENUE	\$1,649,269	\$2,365,643	-\$716,374	
TOTAL LIABILITIES	\$2,398,844	\$3,107,435	-\$708,591	
RETAINED EARNINGS	\$32,149,486	\$32,149,486	\$0	
SURPLUS/(DEFICIT) CURR YR	\$1,869,515	\$1,767,577	\$101,938	
TOTAL RETAINED EARNINGS	\$34,019,001	\$33,917,063	\$101,938	
TOTAL LIABILITIES AND RETAINED EARNINGS	\$36,417,845	\$37,024,498	-\$606,653	

SROA Cash Balances as of October 31, 2023

Fund Name	This Month Balance	Last Month Balance	Change in Balance
Operating Fund - (Unrestricted)	\$2,135,038	\$2,593,529	-\$458,491
Capital Reserves - (Restricted)	\$11,569,926	\$11,435,484	\$134,442
Recreation Operating Reserves - (Restricted)	\$1,363,558	\$1,355,480	\$8,078
SHARC Assessments - (Restricted)	\$4,881	\$150,427	-\$145,546
Total	\$15,073,404	\$15,534,921	-\$461,517

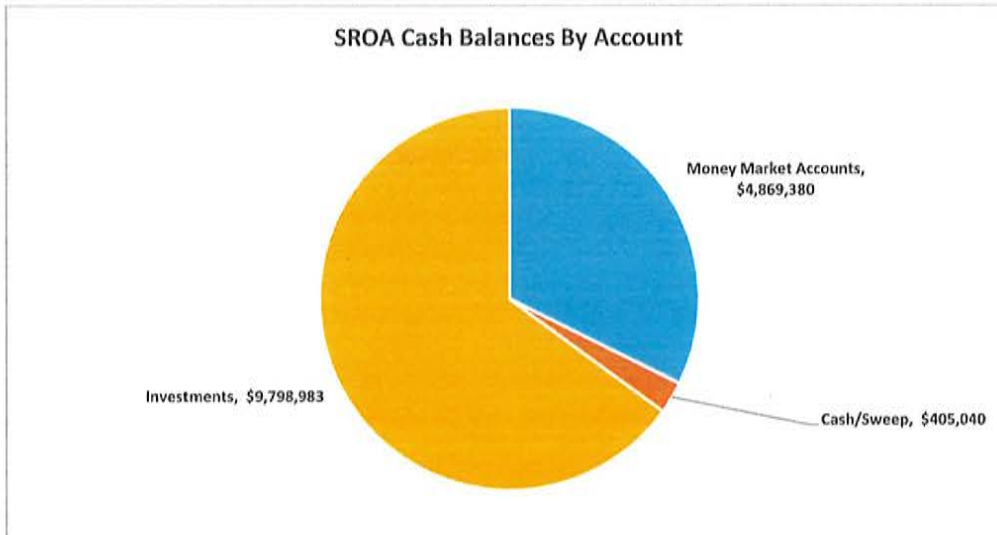
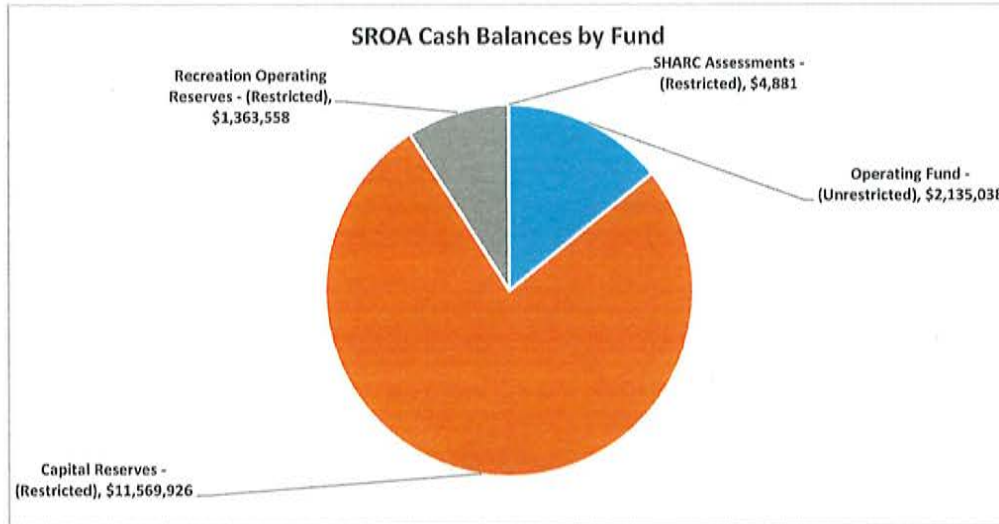
Oct 31, 2022
\$2,778,168
\$8,814,713
\$1,304,974
\$472,613
\$13,370,468

Account Holdings	This Month Balance	Last Month Balance	Change in Balance
Money Market Accounts	\$4,869,380	\$1,439,300	\$3,430,080
Cash/Sweep	\$405,040	\$38,835	\$366,205
CDARS	\$0	\$0	\$0
Investments	\$9,798,983	\$14,056,785	-\$4,257,802
Total	\$15,073,404	\$15,534,921	-\$461,517

Oct 31, 2022
\$1,218,704
\$749,981
\$0
\$11,401,782
\$13,370,468

FIW Monthly Fees

\$2,089



SROA REVENUES Detail October 31, 2023

Sources of Revenue	Current Month			Year to Date			Comments
	Actual	Budget	Variance	Actual	Budget	Variance	
REGULAR ASSESSMENTS	\$641,711	\$641,711	\$0	\$6,417,108	\$6,417,108	\$0	
RESORT ASSESSMENTS	\$9,809	\$10,308	-\$499	\$98,086	\$103,076	-\$4,990	
COMMERCIAL ASSESSMENTS	\$4,950	\$4,443	\$507	\$49,498	\$44,430	\$5,068	Agreement with Rediscover (Village)
SKYPARK ASSESSMENTS	\$1,729	\$1,729	\$0	\$17,290	\$17,290	\$0	
FIN CHR/ LATE FEES	\$1,039	\$1,100	-\$61	\$13,453	\$11,000	\$2,453	
INTEREST INC - OPERATING	\$18,526	\$6,000	\$12,526	\$215,689	\$96,500	\$119,189	Higher return on investments
INTEREST INC - SKYPARK	\$169	\$0	\$169	\$893	\$0	\$893	
INTEREST INC - RESERVE	\$41,235	\$16,000	\$25,235	\$361,981	\$172,617	\$189,364	Higher return on investments
REC PROGRAMS & FEES	\$26,694	\$21,400	\$5,294	\$1,016,932	\$1,145,906	-\$128,974	Concert tickets, event space rental
RECREATION PLUS PROGRAM	\$207,548	\$208,391	-\$843	\$2,089,425	\$2,092,377	-\$2,952	
MEMBER PREFERENCE	\$51,869	\$49,800	\$2,069	\$507,821	\$505,955	\$1,866	
SPACE RENTAL	\$1,250	\$6,929	-\$5,679	\$68,438	\$68,876	-\$438	SSD ground lease, Café revenue
SCENE ADVERTISING	\$18,385	\$19,500	-\$1,115	\$213,546	\$219,200	-\$5,654	Less advertising revenue than budgeted
RV STORAGE	\$8,507	\$10,149	-\$1,642	\$90,006	\$89,490	\$516	
DESIGN REVIEW	\$19,415	\$5,495	\$13,920	\$146,958	\$100,716	\$46,242	SSD public safety bldg/new design manual
CONTRACTOR REGISTRATION	\$225	\$150	\$75	\$8,850	\$14,275	-\$5,425	Change in contractor registration
FINES	\$12,545	\$5,000	\$7,545	\$53,234	\$29,350	\$23,884	Unauthorized tree removal/LFR violations
A/V REVENUE	\$125	\$100	\$25	\$1,700	\$1,000	\$700	
PARK RESERVATIONS	\$0	\$0	\$0	\$11,900	\$0	\$11,900	Ft. Rock Park Reservations
TRAIL USE FEES	\$0	\$0	\$0	\$0	\$0	\$0	
RIGHT OF WAY FEE	\$0	\$0	\$0	\$86,367	\$85,500	\$867	
SUNRIVER SERVICE DISTRICT	\$5,731	\$7,143	-\$1,412	\$104,159	\$101,466	\$2,693	
LA PINE REPAIRS	\$0	\$0	\$0	\$0	\$0	\$0	
SPECIAL ASSESSMENTS	\$20,831	\$19,250	\$1,581	\$262,311	\$236,250	\$26,061	SHARC Payoffs
MISC INCOME	\$10,919	\$8,415	\$2,504	\$224,540	\$89,196	\$135,344	Caldera Expansion, COVA Grant for Signs
Total Revenue	\$1,103,212	\$1,043,013	\$60,199	\$12,060,185	\$11,641,578	\$418,607	

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

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

SUNRIVER OWNERS ASSOCIATION
Board of Directors Meeting
November 18, 2023
General Manager's October 2023 Activity Report

▪ **Administration**

- Regular Central Oregon Intergovernmental Council Board of Directors meetings as the Tourism and Recreation representative.
- 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 TRT funds/statute analysis; SROA election/email issues, fine/fee lawsuits, HR issues and more.
- Continue to work with SROA collections legal counsel regarding owner non-payment of fees/fines, as well as proceeding with on-going legal actions for such collections according the SROA financial policy for collecting such.
- Attend and participate in the following monthly SROA Committee, Task Force and Work Group meetings as necessary: Covenants Committee; Finance Committee; Design Committee and, Dog Park Task Force.
- Additional follow up with architects to discuss future remodeling at SROA Administration building and SHARC.
- Participated in on-going Newberry Partnership Strategic Action Plan for south Deschutes County including a public meeting at SHARC on wildfire protection.
- Continue to work with staff regarding 2024 budget preparation.
- Follow up with various Board members and owners regarding comments during the owner's forum portion of Board meetings.
- Ongoing/regular meetings with TDS Staff regarding the physical construction and eventual migration of owners to fiber and SROA account. Monthly update meetings are held with TDS staff.
- Meet with SR Police Chief regarding Sunriver bike patrol and alternatives.
- Joint meeting with SSD and SROA staff/Board/Committee members to discuss the Rules enforcement agreement and follow up to 2023 issues.
- Conduct/participate in third Strategic Plan 2030 Task Force meeting.

▪ **Accounting:**

- Presented the unaudited financial statements for the month and quarter ended 09/30/23.
- Presented draft of 2024 operating and reserve budgets to the Finance Committee.
- Working with the SSD auditing firm.
- Continued to work on the reserve study.

- **IT:**
 - Outages:
 - No unscheduled outages.
 - Information Technology
 - New fiber run from dmarc to IT server room.
 - Moved all new switches to the 5gb circuit.
 - Upgraded to new 5gb circuit in admin office.
 - Installed Verizon Cellular boosters in SHARC & Admin.
 - Installed new access point in Behnam Hall.
 - Configured new VM host and server. Installed new print server.
 - Gabe Continues to do GIS training.
 - ArcGIS Pro.
 - Spatial Analysis tools.
 - Data engineer training.
 - Security/Compliance
 - Team review of penetration test results.
 - Update to local accounts.
 - Change open source coding on website.
 - Updated contact information on public websites.
 - Community Development/SROA Database/GIS
 - Second round of staff awareness training rolled out.
 - GIS project kickoff meeting.
 - Database:
 - Created ability to select new citations that have not been reviewed.
 - GIS
 - Create web map of sunriver with clickable areas to retrieve specific data.
 - Created web map with sunriver boundary.
 - Accounting/Finance/Administrative
 - Moved Jones server from older legacy server to new host. We will be moving Jonus to the cloud in November or December.
 - SHARC
 - Updated Phone script for new hours.
 - Replaced emergency phone in indoor pool area.
 - Public Works
 - Configured new snowfall file for 2024.
 - Ran quarter end reports on new fuel system.
 - New hire setups.
- **Communications:**
 - Scene:
 - October Scene advertising was \$25,975 (\$18,327 in 2022).

- There were 155 reads of the October online Scene. Included readers in Sweden, Canada, Ireland and Mexico.
- Web sites / social media: In the past 30 days...
 - SROA: Top pages included weather, calendar and ladder fuels.
 - SHARC: Top pages included recreation swim, calendar and plan your visit.
 - Social: Promoted soirees and sip/paint class.
 - Eblasts included information about TDS letter to owners/work, Bike/Pedestrian summit, Soiree wine events and owner living room use.
- Projects:
 - SROA: Top pages included weather, calendar and ladder fuels.
 - SHARC: Top pages included recreation swim, calendar and plan your visit.
 - Social: Promoted soirées, paint/sip class.
 - Eblasts included information about TDS letter to owners about forthcoming work, Bike & Pedestrian summit, Soirée wine events and owner living room use.
- **Community Development:**
 - Design Committee meetings are continuing to occur on a regular schedule, with multiple items on each agenda – the two October meetings had a total of 9 items (combined – 5 and 4).
 - There are currently (end of October) approximately 323 active projects/building permits (down by 2 from the previous month of September).
 - The number of applications submitted in October was down from the same month in 2022 – from 113 in 2022 to 81 in 2023.
 - Continued issuing compliance letters for design and rule violations.
 - Participated in Magistrate Hearings on violations and citations.
 - Continued modifying new application forms and informational handouts.
 - Continue to provide updates to the Design Committee on the procedural elements in the new design manual and how staff will convey those to the owners.
 - Work with the Design Committee on continued discussion of “Tree Protections.”
 - There were no appeals of Design Committee decisions.
- **Natural Resources:**
 - Prepared and mailed ladder fuels reduction (LFR) 4th violations.
 - Continued LFR and tree thinning on commons.
 - Continued annual fall LFR inspections of private properties (south end).
 - Completed annual asbestos surficial pick-up on commons.
 - Performed site visits regarding tree removal requests on private properties.
 - Performed annual cheatgrass pre-emergent application.
 - Started flagging property lines and marking trees for 2024 LFR contract.
- **Public Works:**
 - Parks/Commons/Tennis
 - Winterize sport court including removal of windscreens and tennis nets.
 - Winterize drinking fountains.

- Review and close out landscaping contracts and make sure all systems are ready for winter.
- Last round of ladder fuels for the year.
- Pathway/Roads
 - Door to door and email notification and sign placement for road project.
 - Oregon Loop and part of Beaver completely rebuilt and road markings in place.
 - Swept all pathway several times to remove fall blow down of pine needles.
 - Salted walkways and tunnels.
- Fleet
 - Installed snow equipment on large trucks.
 - Purchased tilt trailer for reserve replacement.
 - Ordered reserve replacement for pickup and small SUV.
- Facilities/Aquatics:
 - SHARC
 - Repairs to snowmelt systems in process.
 - Installed safety covers for the winter.
 - Winterized outdoor pools and deck restrooms.
 - Repaired pool gutter bullnose.
 - MEMBERS POOL
 - Anderson Pools/Pacific repaired warranty items from two years ago, but still need to rebuild the wall the was taken apart to repair plumbing issues.
 - Installed Pool safety covers.
 - Replaced spa pump drive.
- Public Works Building:
 - Foundation dig-out completed and coordinating on several other issues.
 - Metal building ordered.
- Miscellaneous/Other:
 - CDL training for new staff is underway and hope to have one more person qualified in early November.
 - Staff training on-going with new members.
 - Lost a lead with 20 years of experience. Between two employees 45 years of experience in Public Works is gone.
 - Interviewing for two open positions as well as restructuring current staff to fill the void.
 - Working with TDS for the FTTH project.
- **Recreation:**
 - Sales/Visits – YTD (10-31-2023)
 - 7,289 Memberships (MPP) purchased YTD vs 2022 year-end 7,417.
 - 914 homes are enrolled for 2023 RPP, 10 below 2022 year-end total.
 - 2023 SHARC saw 5,948 visits in October vs. 2022 at 5590; 2019 unrestricted access was 5,846.
 - Operations

- Our first smaller event was a success, Sip Sip Soiree continues November 12th
- & December 10th. Join your friends for a wine a music monthly in Beham Hall!
- Aquatics launched a new coached lap swim for adults in an effort to increase lane sharing and help prevent repetitive motion injuries.
- Facility operations have rolled back to winter hours 6am-6pm daily.
- Ordering summer 2024 retail and planning for another successful year ahead.
- Communicated to property managers the 2024 prices for RPP's and we will be preparing usage reports for each property after the Thanksgiving holiday.
- Partnering with IT and Accounting to roll out new access software for a possible Spring 2024 implementation to increase efficiencies in the long run.
- Staffing
 - Seasonal staff reductions – operating at winter staff levels.
- **Board Tasks for October:**
 - There will not be an Executive Session at either the November 17th Work Session nor the November 18th Business Meeting.

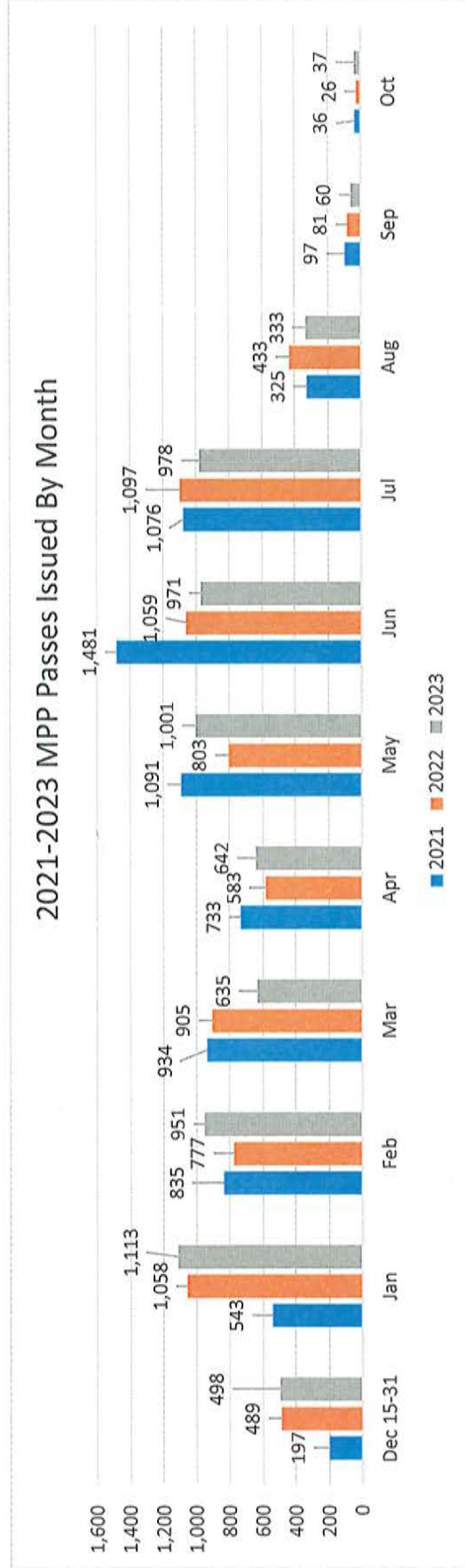
To: SROA Board of Directors

From: KEITH KESSARIS

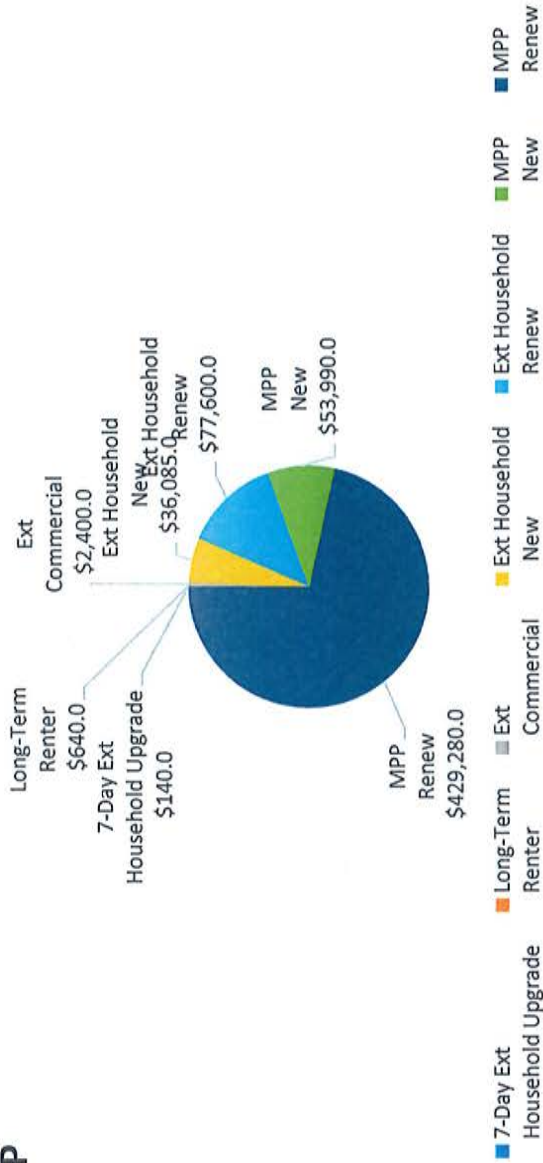
Subject: October 2023 MEMBERSHIP SALES and ADMISSIONS ATTENDANCE

Created: 11-13-23

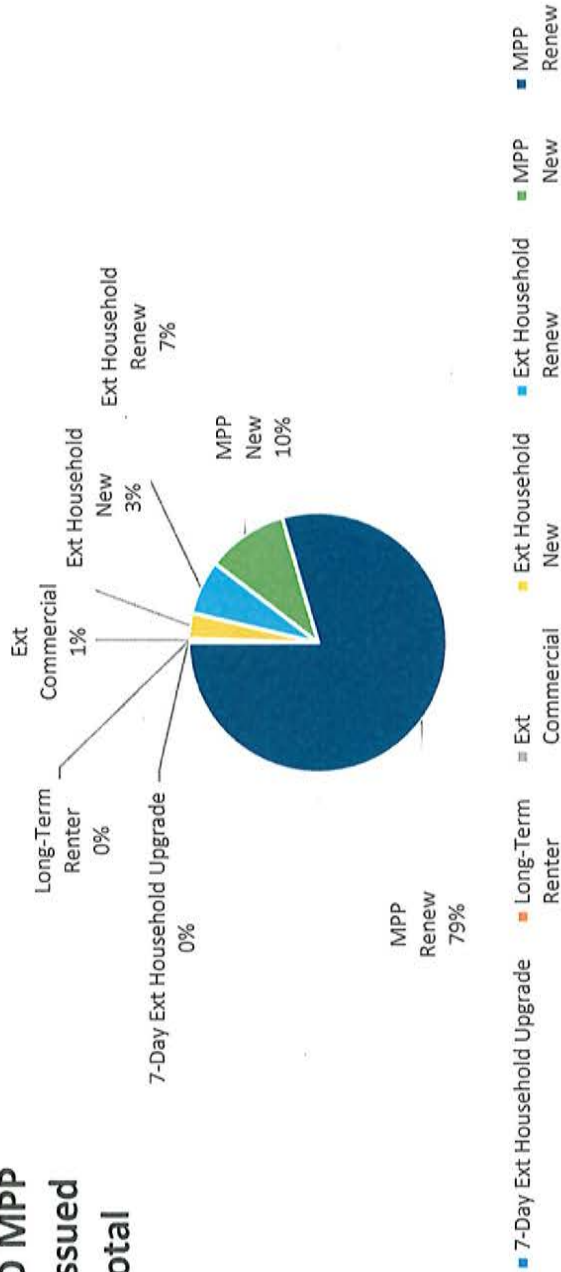
Membership Units Issued - Highlights



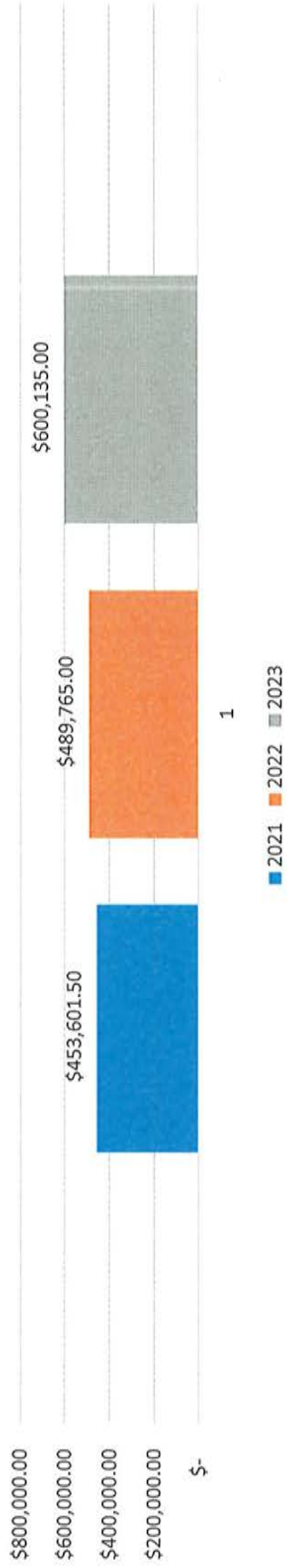
2023 YTD MPP Income % of Total



2023 YTD MPP Passes issued % of Total



2021-2023 YPT MPP Total Income



SROA Admissions Model Workgroup Monthly Recap: October 31, 2023

<u>Member Preference Membership issued - YTD as of:</u>	10/31/2023	10/31/2022	2023 vs 2022
			Variance
Member Preference - Sold YTD 2023 (New) (+24 in Oct 23')	734	701	33
Member Preference - Sold YTD 2023 (Re-new) (+ 9 in Oct 23')	5,735	5,829	-94
Member Preference - Sold YTD (New & Re-New)	6,469	6,530	-61
All membership including Extended Household/Commercial	7,277	7,399	-122

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>	10/31/2023	10/31/2022	2023 vs 2022
			Variance
Rec Plus Renewals (+ 0 in Oct 23'; + 0 in 22')	856	805	51
Rec Plus New (+ 0 in Oct 23'; + 3 in 22')	62	119	-57
	918	924	-6

2023 Recreation Program Sales YTD by bedroom

10/31/2023	New	Re-new	
One Bedrooms (4 cards, \$1,260)	0	15	
Two Bedrooms (6 cards, \$1,890)	13	134	
Three Bedrooms (8 cards, \$2,520)	25	397	
Four Bedrooms (10 cards, \$3,150) {+ 2 in July}	17	214	
Five Bedrooms (12 cards, \$3,780)	5	74	
SSD Purchase	1		
Six Bedrooms (14 cards, \$4,410)	1	13	
Seven Bedrooms (16 cards, \$5,040)	0	6	
Eight Bedrooms (18 cards, \$5,670)	0	3	
2023 YTD Total + 1 SSD Purchase	62	856	918
2022 YTD Total	119	805	924

<u>2023 & 2022 Recreation Program Sales YTD by type</u>	10/31/2023	10/31/2022	2022 Totals
RPP's by Individual Property Owners	313	283	283
RPP's by Property Managers/Condo Assoc's	605	641	641
RPP Total - Prop Owners & Prop Mgrs.	918	924	924

Facility - Event Space Rental/A/V/Linens/Bar Sales YTD vs Budget	(\$69,264)	YTD Sales Total	\$59,236
2023 Event Space Rental/A/V/Linens/Bar - Annual Budget	\$128,500		
YTD % of Annual Budget	46.1%		

Total overall admissions @ SHARC

Daily Admission Highlights:

Member Preference
 Member Guest \$ (60% discount off Gate price)
 Extended Household (Annual)
 Recreation Plus
 Gate Admission
 Central Oregon Sundays - Off-Season only for 2023

	2023	2022	2023 Oct vs 2022 Oct
	Oct	Oct	
	6,357	5,765	592
Member Preference	3,073	2,366	707
Member Guest \$ (60% discount off Gate price)	24	27	-3
Extended Household (Annual)	346	225	121
Recreation Plus	1,951	2,361	-410
Gate Admission	105	211	-106
Central Oregon Sundays - Off-Season only for 2023	132	12	120

YTD Total SHARC Admissions - through 10/31

	2023	2022	2023 vs 2022
	195,618	185,932	9,686

	2023	2022
Member Guest Passes issued through 10/31	51,000	55,138
Guest Passes redeemed at SHARC	10,710	10,884
Guest Passes redeemed at North Pool through 09/30	4,176	4,644

	2023 YTD	2022 YTD	23 vs '22 Tot
Member Pool Attendance	17,636	20,039	-2,403

2023 YTD Net Profit Tennis/Pickleball (\$92.5K rev -\$73.5K exp)	\$18,991
YTD Net Profit vs Budget - Tennis/Pickleball	\$26,047

2023 Recreation Budget Goals/Year-end Totals	Total Budget	YTD Revenue 09/30/23	YTD % of Annual Budget
Note: Annual MPP, Ext. Household, Ext. Comm - Budget is:	\$600,955	\$607,844	101.1%
Note: Annual Recreation Plus Budget is:	\$2,452,233	\$2,455,704	100.1%
Note: Annual Gate Budget is:	\$587,050	\$558,171	95.0%

Café	Season Sales	SROA %
	\$532,672.22	\$79,900.83

Notes:
 Light blue and bold blue colors indicates a + change from 2023 as compared with 2022 or a + \$ amount over budget
 Bold maroon color indicates a - variance in sales and attendance totals for 2023 vs 2022 YTD.
 Green color indicates a + change from the previous month for Rec Plus sales

Created: November 13, 2023 by: Keith Kessar

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

Ladder Fuels Reduction (LFR) Program	Current Month	Year to Date (YTD)	Previous YTD
Permits issued*	38	1,113	794
Courtesy letters	0	601	325
Advisory – Deficiency letters	0	132	64
Advisory – Deficiency postcards	0	129	63
Notice of Deficiency letters	0	115	51
Notice of Violations	6	106	27
Inspections completed (Final & Fall LFR, MPB, etc.)	177	1,728	1,813
Other letters/postcards	0	475	1,998
Noxious Weeds Program			
Courtesy letters	0	408	367
Notice of Deficiency letters	0	108	154
Reminder – Deficiency postcards	0	0	120
Notice of Violations	0	12	17
Inspections completed	0	1,190	1,166
Other letters/postcards	0	0	0

* Includes permits issued with LFR courtesy and deficiency letters.

Firewood Permit Program	Current Month	Year to Date (YTD)	Previous YTD
2023 Permits issued	17	243	188

Department Highlights:

- Prepared and mailed ladder fuels reduction (LFR) 4th violations.
- Continued LFR and tree thinning on commons.
- Continued annual fall LFR inspections of private properties (south end).
- Completed annual asbestos surficial pick-up on commons.
- Performed site visits regarding tree removal requests on private properties.
- Performed annual cheatgrass pre-emergent application.
- Started flagging property lines and marking trees for 2024 LFR contract.

DIRECTORS REPORT FOR COMMUNITY DEVELOPMENT

OCTOBER 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	4	0	4	9	-56%
2	NEW CONSTRUCTION SUBMITTAL	9	2	11	7	57%
3	REPLACEMENT HOMES (NEW CONSTRUCTION)	0	0	0	0	0%
4	MINOR ADDITIONS	11	4	15	32	-53%
5	ALTERATION/ADDITIONS	18	3	21	29	-28%
6	COMMERCIAL PROJECTS	3	0	3	2	50%
7	MULTI-FAMILY RESIDENCES	0	0	0	0	0%
8	COMMON AREA IMPROVEMENTS	0	0	0	0	0%
9	PRELIMINARY PROPOSALS	11	1	12	12	0%
10	RE-REVIEW APPLICATIONS	7	3	10	16	-38%
11	ADMINISTRATIVE APPROVAL APPLICATIONS	827	81	908	1101	-18%
12	FOOTING INSPECTIONS PERFORMED	9	3	12	25	-52%
13	FINAL INSPECTIONS PERFORMED	267	51	318	639	-50%
14	ESCROW INSPECTIONS PERFORMED	45	6	51	36	42%
15	OWNER CONCERN FORMS ANSWERED	36	6	42	51	-18%
16	OWNER COMPLIANCE REQUEST FORMS SENT	38	12	50	132	-62%
17	CONTRACTOR REGISTRATIONS 10/1-9/30/23	324	3	3	5	-40%
18	TOTAL WARNINGS ISSUED	16	0	16	11	45%
19	TOTAL CITATIONS ISSUED	56	6	62	70	-11%
20	DESIGN REVIEW NOTICES MAILED	1842	152	1994	2849	-30%

ESCROW ACCOUNT BALANCE: \$152,600 AS OF 9/30/2023

Keith Kessarlis  11/8/23
Assistant General Manager

(4)
LIAISON & COMMITTEE REPORTS

MEETING MINUTES

Design

Finance

OEC

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

Covenants (Met in Oct.)

Design (Meet twice a month)

Finance (Met on Nov. 16th)

Nominating (Met on Nov. 7th)

**Owner Enrichment Committee
(Met on Nov. 8th)**



SUNRIVER DESIGN COMMITTEE
MEETING SUMMARY
NOVEMBER 10, 2023

PRESENT: Richard Look, Chairperson; Marybeth Collon, Steve Bosson, Theresa Youmans

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

Design Committee Chair, Richard Look called the meeting to order at 10:00 a.m. The minutes of the 10/27/23 meeting were approved.

NEW CONSTRUCTION

Lot #10 River Road

Project: New Home

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 below. **All Sections noted in the following decision reference the Design Committee Manual rev. 12/19/20 (DCM).**

Approved subject to the following conditions:

- 1) Prior to issuance of a Sunriver Building Permit the following shall be addressed and reflected on final Plans submitted for Administrative Review:
 - a) Construction Staging Area #1 depicted on the Site Plan shall be moved and placed within the area of the proposed driveway. DCM 6.02.5.
 - b) Specify the size and type of material for the "vertical siding" on all upper deck railings.
 - c) Identify all exposed exterior steel columns which shall be a minimum of 6"x 6".
 - d) Recalculate and itemize the Lot Coverage Calculation including the front porch and the mechanical enclosure. DCM 2.08.4.
 - e) Specify the trim material. Vinyl is not an approved trim material. DCM 2.08.2; 12.04.
- 2) Prior to installation, the following shall be provided for Administrative Review:
 - a) Provide cut sheets for all exterior lights, including any recessed cans per Form D. Exterior lights shall comply with DCM 19.00.
 - b) Provide cut sheets for all proposed metal railings.
 - c) Provide cut sheets or brochures for garage and hanger doors.
 - d) Provide cut sheets or brochures for all exterior doors.
- 3) Prior to installation, provide a full colors and materials board depicting all exterior material finishes for Full Design Committee review. Exterior colors and materials shall comply with DCM 19.00.

- 4) Prior to completion of the project, any vegetation, adjoining property, common ground, roadway or pathway that is damaged or disturbed during construction shall be restored to the condition that existed prior to construction. DCM 9.06.2

RE-REVIEW

Lot #2 Duck Pond Lane

Reconsideration of driveway configuration.

Upheld the denial of 10/6/23. Applicant may re-submit project but is required to provide an updated site plan to scale, stake and string project area, and provide a Certified Arborist report to ensure the survival of the Ponderosa pines located within/near the proposed driveway area for full Committee review.

Lot #11 Hickory Lane

Reconsideration of a/c requirement and paint.

Upheld the denial decision of 10/13/23. The homeowner may re-submit the issue of the vertical paint color under the old Manual rules dated 12/19/2020 for administrative review.

Lot #4 Malheur Lane

Reconsideration of side-yard setback encroachment

The meeting adjourned prior to the review of #4 Malheur Lane. This item will be placed on the 11/21/23 Design Committee agenda.

Respectfully submitted,



Richard Look
Design Committee Chair

electronic signature used with permission



SUNRIVER DESIGN COMMITTEE
MEETING SUMMARY
OCTOBER 27, 2023

PRESENT: Richard Look, Chairperson; Steve Bosson, Theresa Youmans, Louise Howard, Mark Szymczak, Mark Feirer

ALSO PRESENT: Scott Jackson, Design Review Planner; Scott Gillies, Board Liaison; Shane Bishop, Design Review Planner

Design Committee Chair, Richard Look called the meeting to order at 10:15 a.m. The minutes of the 10/13/23 meeting were amended and approved as noted:

Lot #5 Tournament Lane, item 2a: Consider lowering the bonus room by 2 feet or add some type of design element to reduce massing above the garage doors per Section 3.03(b)1 of the DCM.

ADDITION/ALTERATION

Lot #12 Malheur 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 below. **All Sections noted in the following decision reference the Design Committee Manual rev. 6/15/23 (DCM).**

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. Indicate accurate existing >4" DBH tree locations, type, and size on the site plans. Include all trees proposed for removal per Form D.
 - c. Correct the side side-yard setbacks on the site plan. Any structure more than 21 feet in height must have a 7'6" side-yard setback. Refer to Section 3.02.2(b) of the Design Committee Manual rev. 6/15/23. (DCM)
 - d. Submit updated and accurate lot coverage calculations. It appears the porch is not included in the current ratio per Section 3.02.(E) of the DCM.
 - e. Verify the proposed material at the new walkway extension to the front entrance. Permissible walkway materials are contained in Section 3.05(b) of the DCM.
 - f. The trash enclosure shall accommodate (3) three 32-gallon trash cans per Section 3.15(b)2(a) of the DCM.
2. Prior to installation, the following items shall be submitted for administrative review:

- a. A cut sheet of the proposed exterior lighting fixtures. Exterior lighting shall comply with Section 3.19 of the DCM.
- b. A cut sheet of the proposed garage doors(s). Garage door(s) shall comply with Section 3.08 of the DCM.
- c. Cut sheets or samples of the proposed exterior stone veneer. Stone veneer shall comply with Section 3.14 of the DCM.

Lot #11 Shag Bark 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 below. **All Sections noted in the following decision reference the Design Committee Manual dated 12/19/20.**

Denied for the following reasons:

1. Lot coverage calculations, including total coverage percentage, have not been correctly provided as required by Section 2.08.4 of the Design Committee Manual (DCM) and Form D.
2. The applicant did not modify the project to eliminate side setback encroachments as required by the previous denial letter dated 5/2/23. Eaves of the proposed addition encroach into the side setback in two locations and this is not allowed per section 13.06.2 of the DCM, which states that no building improvements above 12” from grade shall encroach into side setbacks, including eaves.
3. Although plans now show the amount of SROA common area behind the property, as required by the 5/2/23 denial letter, the corresponding amount of rear setback has not been correctly calculated. When the correct setback is applied, the back corner of the addition and a portion of the reconfigured deck encroach into the rear setback. Section 13.05.3 of the DCM notes that a rear setback formula was developed to ensure that a 50-ft. minimum distance would be maintained between the rear of one home and rear of another home. Section 13.06.3 notes that the rear setback shall be calculated as follows:
 - a. *“When the common area is less than fifty feet, the structure shall be setback six (6) inches for every foot less than 50 feet.”* The depth of SROA common behind 11 Shag Bark is 20 ft. Therefore, the rear setback should be 15 ft., not 7’-6” as indicated on the plans.
4. If the applicant wishes to resubmit, the following items shall be addressed:
 - a. Provide accurate lot coverage calculations on the site plans, including the overall coverage percentage, per section 2.08.4 and Form D Checklist. List all areas to be included along with their respective coverage amounts.
 - b. Accurately dimension all setbacks and the common area on the site plan. Per section 1.06, no building structure above 12 inches in height shall encroach into any setback.
 - c. Stake and string both side property lines and both segments of the rear property line per section 4.16 of the DCM.
 - d. Accurately stake and string the extent of all new construction, or otherwise indicate its location, per sections 4.16.3 and 4.16.5. Site measurements of

- some existing stakes do not appear to correspond with dimensions shown on the plans.
- e. Plans shall include all relevant items required by Form D.
 - f. New drawings shall accurately reflect existing and proposed conditions.
5. The following items are recommendations for the applicant to consider:
- a. Prior to revising the current plans, it is strongly recommended that the applicant consult with Community Development staff regarding the following:
 - i. Calculation of the rear setback.
 - ii. The Manual that will govern a new application. Requirements in the new manual, including those related to setbacks, are somewhat different than those of the manual under which this project was submitted. Staff will determine which manual applies to a new application.
 - iii. Refer to Section 17.07 in regard to the hot tub connection to the principal structure.

NEW CONSTRUCTION

Lot #7 Red Alder Lane

Project: New Home

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 below. **All Sections noted in the following decision reference the Design Committee Manual rev. 6/15/23 (DCM).**

Although not all required conditions of approval were met from the 9/26/23 decision, the Committee was able to make a decision relative to this final submittal.

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. A Certified Arborist report shall be submitted for review and approval and shall clearly detail protective measures to ensure the survival of the Ponderosa pines located near all proposed construction areas.
 - c. Finish stringing the lot including, but not limited to, property lines and all walkways, driveways, patios, and decks. Per Form D Checklist and Sections 6.01(d) and 6.05(c) of the Design Committee Manual (DCM). Lot is to remain strung throughout the project.
 - d. Update plans including, but not limited to:
 - i. Accurately show the lot coverage calculation.
 - ii. Correct enclosed outdoor area calculation to exclude mechanical enclosure. Per Section 3.15(b).1 the maximum size of all enclosures as combined is 350 sq. ft.

- iii. Rear deck BBQ scone on rear elevation does not appear on other elevations, floor plans or site plan. Please correct.
 - iv. Correct material/finish legend note 20 concerning “non-reflective appliances” on A5 to be consistent with BBQ detail.
 - v. Correct callout #12 on the left elevation to point to the railing it describes.
 - vi. Correct drawing of rear deck railing on right elevation to look like a railing.
- e. Submit a properly completed Form D Property Description sheet:
 - i. Correct number of sleeping areas (5).
 - ii. Provide complete design element type information. Colors can be provided later, prior to installation.
 - iii. If landscaping is not included, outline a plan for restoration of the lot.
 - f. Per Form D checklist, show construction staging and access areas on the site plan.
 - g. Adjust the roof pitch over the bedroom 3 and 4 closet/bath bump out to 4:12 or change to raised-seam metal roof to comply with minimum roof pitches, per section 3.11(a)3 of the DCM.
 - h. Move lighted house number to the front of the house visible from the lane or on a post at the lane adjacent to the driveway as required by section 4.02.L of the Sunriver Rules and Regulations. Remove leading zero.
 - i. Submit a landscape plan, or a plan to restore terrain to native conditions per section 3.18(a)4 of the DCM.
- 2. Prior to installation, submit a full colors/materials board not to exceed 18”x24” including all exposed timber elements and connectors, stonework, and manufacturer’s cut sheets of exterior light fixtures and garage doors for full Committee administrative review.
 - 3. The following item is a recommendation for the applicant to consider:
 - a. Modify style of trash room door to complement garage and front entry doors.

RE-REVIEW

Lot #33 Winners Circle

Reconsideration of rear deck rail

Upheld the 9/27/2023 decision denying the rail.

Respectfully submitted,



Richard Look
Design Committee Chair

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**SUNRIVER DESIGN COMMITTEE
MEETING SUMMARY
OCTOBER 13, 2023**

PRESENT: Richard Look, Chairperson; Paul Lindstrom, Marybeth Collon, Steve Bosson, Theresa Youmans

ALSO PRESENT: Scott Jackson, Design Review Planner; Keith Kessar, Asst. General Manager; Scott Gillies, Board Liaison

Design Committee Chair, Richard Look called the meeting to order at 10:05 a.m. The minutes of the 9/22/23 meeting were approved.

ADDITION/ALTERATION

Lot #6 Camas 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 below. **All Sections noted in the following decision reference the Design Committee Manual rev. 6/15/23 (DCM).**

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. Indicate accurate existing >4" DBH tree locations, type, and size on the site plans. Include all trees proposed for removal per Form D.
 - c. A Certified Arborist report shall be submitted for review and approval and shall clearly detail protective measures to ensure the survival of the Ponderosa Pines located within or near all proposed construction areas.
 - d. Correct the rear property setback on the site plan. Per Section 3.02 of the Design Committee Manual rev. 6/15/23 (DCM), the rear property setback should start at 10 ft from the property line and reduce to 3 ft from the property line instead of remaining 10 ft the entire way.
 - e. Remove the 5ft side yard setback lines from the site plan.
 - f. Submit accurate calculation for lot coverage and floor area ratio on site plan per Section 3.02e) of the DCM. Update Property Description Sheet as necessary.
 - g. Add enclosed outdoor area calculation to site plan per Section 3.15(b)(1)(a). The maximum size of all enclosures as combined is 350 sq. ft.

- h. Per Form D checklist, show front door light and house number on elevations in their correct positions.
 - i. Submit cross-section of hot tub screen wall per Form D checklist.
 - j. The encroachment of the existing front right corner of roof on the expanded side setback is preferable to the proposed remediation and will be allowed as an exception per Section 1.01(b) of the DCM. Update plans accordingly.
 - k. 16" Ponderosa, is not approved for removal. Adjust new driveway shape to accommodate the Ponderosa.
 - l. Visual mass of the second-floor addition at the left end of the house does not conform with Section 3.03(b) of the DCM. To reduce massing, change siding orientation on addition and change the left hip roof end on the garage to a partial gabled end.
 - m. Submit all revised plans as required above for full Committee administrative review.
2. Prior to completion of this project, the following items are required to be completed:
- a. Per Section 3.10(a)12, Remove grab bar near the hot tub or paint to match house body color.
 - b. Per Sections 3.19 and 3.10 front door light shall be painted house body color.
 - c. Per Section 2.02 of the DCM and Section 4.02(L)(a), the house number shall be painted a contrasting color.
 - d. Per Section 3.18(a)(4) of the DCM, restore all areas disturbed by construction to native conditions.

PRELIMINARY NEW CONSTRUCTION

Lot #5 Tournament Lane

Project: New Home

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 below. **All Sections noted in the following decision reference the Design Committee Manual rev. 6/15/23 (DCM).**

Preliminarily approved subject to the following conditions:

This decision is for the preliminary submittal of the project. Additional conditions of approval may be required upon final submittal.

1. Upon final submittal the following is required to be addressed:
 - a. Revise and resubmit Form A and Form D. Ensure all the requirements of Form D are addressed.
 - b. All recommendations detailed within the Certified Arborist report dated 9/27/23 shall be followed.
 - c. Indicate accurate existing >4" DBH tree locations, type, and size on the site plans. Include all trees proposed for removal per Form D.
 - d. Revise elevations to show fireplace vent/chimney placement, the height of the a/c enclosure, and identify materials for built-in BBQ (see Section 3.30 of the Design Committee Manual; outdoor kitchens).
 - e. There are 4 sleeping areas. Revise driveway to show 4 (10x20') parking spaces. Eliminate one or two of the north two parking spaces to reduce the amount of

- hardscape. Relocate a parking space either next to or directly behind the parking space closest to the lane per Sections 3.03.2 and 3.04(b)2 of the DCM.
- f. The rear patios represent an excessive amount of hardscape. Significantly reduce the size of the north rear patio and/or south rear patio per Sections 3.31(b)1 & 2 patios, of the DCM.
2. The following item is a recommendation for the applicant to consider:
 - a. Consider lowering the bonus room by 2 feet to add some type of design element to reduce massing above the garage doors per Section 3.03(b)1 of the DCM.

NEW CONSTRUCTION

Lot #10 River Road

Project: New Home

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 below. **All Sections noted in the following decision reference the Design Committee Manual rev. 12/19/20 (DCM).**

Deferred for the following reason(s):

1. The proposed new design presents a substantial change to the previously proposed design of the front entry area of the home and fails to incorporate horizontal design elements as required by the previous decision of July 28, 2023, and as required by Section 2.08.2 of the Design Committee Manual (DCM). Specifically, Section 2.08.2 requires that designs “be asymmetrical and [] emphasize horizontal rather than vertical building forms.” The new proposed design in fact eliminates certain horizontal elements of the previously proposed design, such as the shed roof over the three horizontally arranged windows at the second story level poised above a substantial front porch roof and replaces that previous design with stacked vertical windows over a small roof suspended by 4 vertical cables. This substantial design change has increased rather than decreased the verticality of the design of the front entry area of the home and decreased rather than increased the horizontal building forms previously proposed on the front entry of the home. Upon re-submittal, horizontal rather than vertical building forms shall be emphasized to address excessive verticality. Refer to Section 2.08.2 of the DCM.
2. The proposed new design has the effect of eliminating the roof articulations from the previous design which provided a visual diversity of height and reduction of massing on the side elevations. See Section 2.08.2 of the DCM which provides in part: “Buildings shall incorporate changes in direction (articulation) and divide large masses into varying heights and sizes”. The impact of the proposed new design on the side elevations is to create the visual impression of “stacked” stories and a massive wall without articulation or division. Upon re-submittal, changes in direction and articulation along the side elevations shall be emphasized to reduce massing. Refer to Section 2.08.2 of the DCM.

3. Applicant shall provide a cross-section of enclosure walls and provide the size for the proposed steel support posts, as required by the July 28, 2023, decision.
4. Upon re-submittal, each of the above items shall be addressed. The applicant is reminded that a third deferral will be deemed a denial.

RE-REVIEW

Lot #4 Dogleg Lane

Reconsideration of denied screen wall.

Upheld the 9/1/2023 denial decision.

Lot #6 Timber Lane

Reconsideration of requirement to paint rear deck railings.

Upheld the 8/23/23 denial decision.

Respectfully submitted,



Richard Look

Design Committee Chair

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Finance Committee Minutes
October 19, 2023
SROA Board Room

Members Present: In person: Michael Applegate, Gerhard Beenen, Bill Burke, Clark Pederson, Corey Wright
Via zoom: Brad Banta, Luis Bayol, Don Costa, Veronica Jacknow, Keith Mobley.

Alternate Members Present: Steve Murray, Betsey Nelson

Staff Present: Kellie Allen, Leigh Anne Dennis, Joe Healy, Keith Kessar, James Lewis, Mark Smith

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

Approve Minutes from September 14, 2023

The Committee unanimously approved the Finance Committee minutes of September 14, 2023, with corrections.

Review of September 16, 2023 SROA Board Actions

Gerhard Beenen brought up the idea of limiting the owners eligible to receive the maintenance dues by allowing owners that receive their maintenance fee invoices via email to be eligible to receive the prepayment discount.

Approve September 30, 2023 Unaudited Financial Statements

For the month ended September 30, 2023, there was a net operating surplus of \$11,489 which was \$13,343 worse than the budget. Total operating revenue was over budget by \$20,889. Design review fees and interest income were both over their respective budgets for the month. Salaries and burden were over budget by a combined \$18,286. Summer stay/retention bonuses were paid to part-time recreation staff in September. Legal fees were under budget by \$20,121 due to a reimbursement from the Sunriver Service District for fees associated with the sale of the building and a new ground lease.

Through the first nine months of 2023, there was a net operating surplus of \$254,774 which was \$279,386 better than budgeted. Operating revenues were over budget by \$94,386 mainly due to a Caldera expansion payment, interest income, and positive variances in design review and park reservations. These positive variances were partially offset by shortfalls in special program, gate admissions and event space rental. Year-to-date MPP and RPP revenues are at 100.7% and 100.1% of their respective annual goal. Salaries & burden were under budget by a combined \$140,864 due to open f/t and p/t positions in the first half of the year. \$517,909 has been earned in interest income year-to-date in the operating and reserve accounts. As of September 30, 2023, there was a combined operating and non-operating surplus of \$1,767,036 which was \$608,225 better than budget.

Total assets as of September 30, 2023, were \$37,023,956. Cash and investments totaled \$15,534,921, a decrease of \$655,414 from August. As of the end of September there was \$15,496,085 invested in FIW money market fund and US Treasuries with durations between 90-day and 2-year and a yield of 5.13%. Receivables for owner's fees (maintenance fund, storage space, fines) and RPP payment plans were \$126,552. There is \$90,000 in reserve for uncollectible accounts against owners' receivables. Fixed assets and reserve items placed into service in the third quarter include the Mary McCallum Park project, exterior painting of SHARC, domain server controller and fiber distribution units.

Cash Flow Update

As of September 30, 2023, there was \$15,534,920 in total cash and investments of which \$2,593,529 was in the operating fund.

3rd Quarter Reserve Transfer

The Finance Committee unanimously approved the transfer of \$222,194.46 from the replacement reserves to operations. The Finance Committee unanimously approved the transfer of \$157,113 from the SHARC reserves to operations.

2024 Operating and Reserves Budgets

James Lewis and Joe Healy presented a draft of the 2023 Operating and Reserve budgets. A balanced budget was presented which included a 3.75% increase to the monthly maintenance assessment (\$153.74 to \$159.51) and a 3% wage pool. Proposed fee increases included a 5% increase in the Recreation Plus Plan, increasing extended household passes from \$160 to \$190 per card and court fees from \$25 to \$40 for ninety minutes. The reserve budget presented includes total expenditures of \$4,226,119 of which \$482,590 were new capital expenditures. The next version of the budget will be presented at the October 31, 2023 budget meeting.

The meeting adjourned at 10:50AM

The next Finance Committee meeting is set for October 31, 2023 at 9AM

Submitted by Joe Healy

Finance Committee Minutes
October 31, 2023
SROA Board Room

Members Present: In person: Clark Pederson, Corey Wright Via zoom: Brad Banta, Luis Bayol, Veronica Jacknow, Keith Mobley.

Alternate Members Present: Steve Murray, Via zoom: Betsey Nelson

Staff Present: Joe Healy, Keith Kessar, James Lewis, Mark Smith

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

2024 Operating and Reserves Budgets

The Committee reviewed a revised version of the 2024 Operating and Reserve budgets. The current version included a maintenance fee increase of 3.75% (\$153.74 to \$159.51) and a 3.5% wage pool. Joe Healy reported that the final health insurance renewal came in at a 3.8% increase which was lower than anticipated. Luis Bayol commented that he believed that the pickleball court fee increase from \$60 to \$90 per hour might be too high and for some vacationing families coming to Sunriver. Veronica Jacknow requested a FTE/headcount analysis comparing previous years to the current proposed budget (Joe Healy will present at the November meeting). The presented version includes \$4,226,119 in reserve spending. Luis Bayol requested a supplemental reserve budget presented in 2024 that includes all carry forward items from 2023. This schedule will be presented to the Finance Committee in February for review.

The meeting adjourned at 9:50AM

The next Finance Committee meeting is set for November 16, 2023 at 9AM

Submitted by Joe Healy

Owner Enrichment Committee Approved Meeting Notes: September 13, 2023

Attending: Mark Fisler, Susan Huseonica, Jane Boubel, Susan Jain, Paul Ash, Carol Mosman, Meagan Iverson, Sandy Appleby, Keith Kessar

Committee Membership: Mary Condy has resigned from OEC, effective immediately. Jane Boubel, Al Klascius and Susan Huseonica's terms have come to a close, and they have decided not to request another appointment.

SROA Board Report: Linda Beard, new SROA Board Liaison shared that the 2024 Budget is in process. The OEC has requested continued funding in the amount of \$5000.

Volunteer Opportunities: Jane reported on the volunteer efforts with Uncorked. OEC volunteers committed 24 hours to this event. A roster of volunteers would be very helpful in support of future events. Mark volunteered to write an article for the Scene about volunteerism.

OEC Officers for 2022-2023: Mark Fisler will be Chair, and Meagan Iverson will be the Secretary/Treasurer.

OEC Meeting Dates: The committee decided to return to Monthly meetings. Upcoming meetings are: Oct 11, Nov 8 and Dec 13.

Activities in Process:

- Dog Park: Proposed temporary location is the Cottonwood Park location, with Late October/ Early November open house on site for public comment and review. Anticipated launch is June 2024. Sunriver You will host the Dog Park Forum in October.
- Sunriver You: Intro to Fly Tying
Bridge for Beginners
Board Forum: Dog Park
Tech Forum: Travel Apps
- Happy Hour: October 6, this activity needs a new coordinator with Susan's departure from OEC, Mark will help in October.
- Daffodil Bulb Sale: 2300 bulbs have already been requested by SROA members, 3000 have been ordered. Volunteers: Meagan and Paul will assist Mark with the distribution of bulbs in the SROA Admin parking lot the morning of October 14.
- Volunteer Appreciation: Letter personalizing Oct 4 at Jane's house.
- Ski Club: Paul is interested in this idea
- Dog Training Classes, and a Dog Section in the Scene

Submitted by Jane Boubel

(5)

SUNRIVER SERVICE DISTRICT REPORTS

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



SUNRIVER FIRE DEPARTMENT / Memorandum

Date: November 10th, 2023
To: SSD Board of Directors
From: Bill Boos, Fire Chief

Subject: **SSD Board Meeting – November 16th, 2023**

Recognition:

Calls for Service:

- Emergency Response Update

Administrative Update:

- Staffing Software update
- Mental Health Training and Peer Support – Dr. Barram
- Meeting with Chief Holsey and Chief Daugherty
- Quarterly Meeting with SDIS on the OFCA Health Plan
- Fire Chiefs met to discuss the Washington State Fire Benefit charge.
- 911 Nurse Navigation discussion
- Several of us met with SROA to review their rules and enforcement.
- OFCA Board Meeting update
- Participated in the Deschutes County Emergency Services Coordinator Interviews.
- Evaluator on the S/R PD Capt. Interviews
- Chief Bjorvik and I got together with Jim Bennett our PIO.

Operations Update:

- MVA at Hwy 97 and Vandeventer Ranch Rd.

- Training Grounds Update
- Monthly Training/Fire – Company Training, EMS
 - All department training on Vehicle Extrication
 - Shift Training
 - Blue Card training for 4 of our AIC Capt.'s.
 - Bob, JJ, Charles, Ryan

Community Events:

- The Village Halloween event
- SROA Health and Safety Fair
- Chief Erick Holsey 50th Birthday party and employee recognition.

SUNRIVER FIRE DEPARTMENT DASHBOARD

Community ~ Honor ~ Integrity ~ Pride



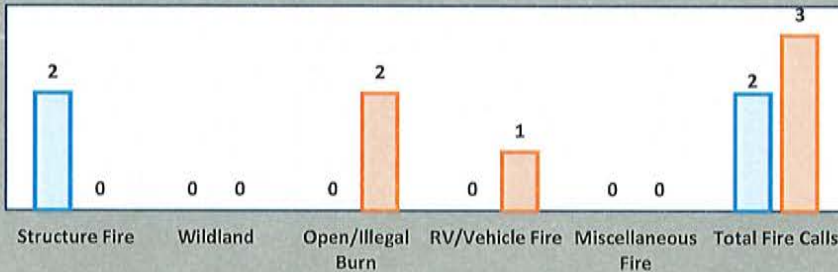
October Comparison Statistics

October
2022 2023

Total Monthly Calls **44** **35**

FIRE RESPONSES

■ 2022 ■ 2023



RESPONSE TIMES (Min:Sec)

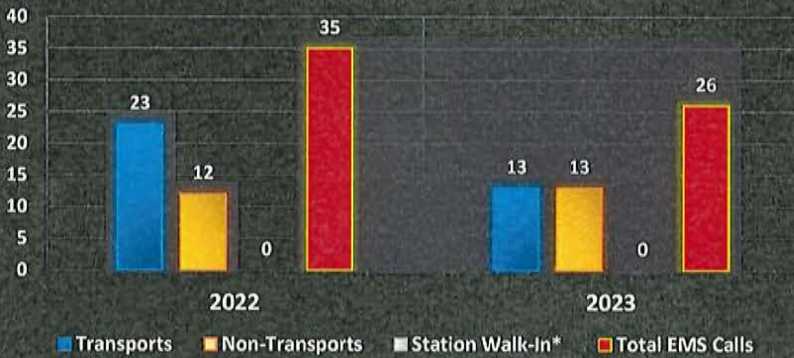
2022 2023

Turn-Out Time (Dispatched to Enroute) **1:44** **1:39**

Response Time (Enroute to Arrived) **8:59** **8:03**

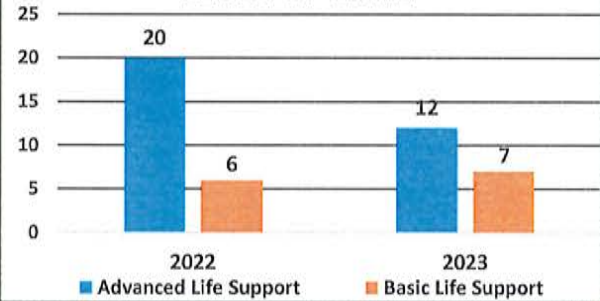
Scene to Back In-Service **45:51** **46:49**

EMS RESPONSES



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

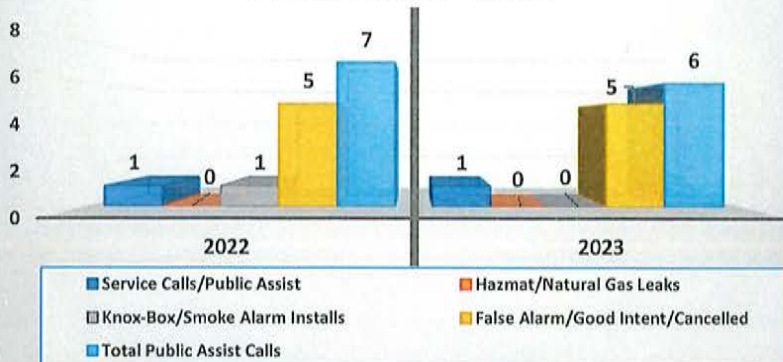
LEVEL OF CARE



October 2022 2023

MOTOR VEHICLE CRASHES **3** **2**

PUBLIC ASSIST CALLS

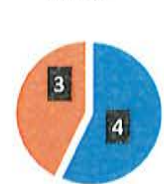


2022



■ Mutual Aid Given
■ Mutual Aid Received

2023



■ Mutual Aid Given
■ Mutual Aid Received

October 2022 2023

TRAINING HOURS **160.8** **248.5**

August 2023
Ambulance Billing

\$ 28,450.40

TOTAL CALLS (Year-to-Date) **542** **495**



SUNRIVER POLICE DEPARTMENT

MEMO

TO: SSD Board of Directors

FROM: Lieutenant Stephen Lopez

DATE: November 16th, 2023

TOPIC: October Report

Calls for Service:

See attached October 2023 calls for service (total)

- 12 of the 24 cases were outside of Sunriver.

Administrative Update:

- Two Corporal candidates and three Officer candidates have been identified.
- Two applicants in backgrounds.
- Training on CCRT and mental health was conducted.
- Skid Car training was conducted.
- Patrol Rifle lights were replaced.
- Sergeant Davis attended the DPSST Handgun Instructor Course
- Captain promotional process completed, and selection made.
- Integration of Citizen Patrol into organizational chart.
- CSO discussion at the SROA Rules and Regulations meeting.
- Safe School Alliance through High Desert ESD.

Operations:

- Officer Lyman has passed FTEP.
- Officer Mai continues at the Basic Academy.
- Officer Wilson participated in several CERT missions.
- Officer(s) took theft and trespass cases from local businesses.
- Several DUII arrests.
- One minor use of force during an arrest.
- 38 drone deployments (see October Drone Report)

Community Events:

- Every Child Central Oregon Toy Drive
 - Drone Presentation at COCC
 - Halloween at The Village
 - Halloween at The Door
 - SROA Health and Safety
-



October 2023 Drone Report

In the month of October, the Sunriver Police Department deployed drones 38 times. This includes training in the Sunriver area and Tri-County Training. It also includes three missions.

Missions:

Exigency: 2023-00006732

UUMV Agency Assist- Tri County Team Mission

Officer Wilson responded to La Pine to provide UAS support to aid in the capture of a suspect in a UUMV. The suspect was thought to have shot at law enforcement and nearly hit a deputy when trying to escape. Sgt. Dickerson with BPD requested Officer Wilson respond. It was approved by Sgt. Davis/Chief Lopez.

Search Warrant: 2023-00006734

Planned Arrest- CERT Call Out Mission

CERT requested pilots to assist with a planned arrest of a suspect for Assault and Felon in Possession. Officer Wilson provided UAS support. CERT/ Sgt. Dickerson requested the response, and it was approved by Sgt. Beck.

Exigency/Search Warrant: 2023-00006853

Stabbing Suspect- CERT Call Out Mission

A suspect in a Bend stabbing was in a trailer near 3rd and Franklin. He was expected to be armed. Officer Wilson responded and provided UAS support. Sgt. Beck approved the response.

New this month:

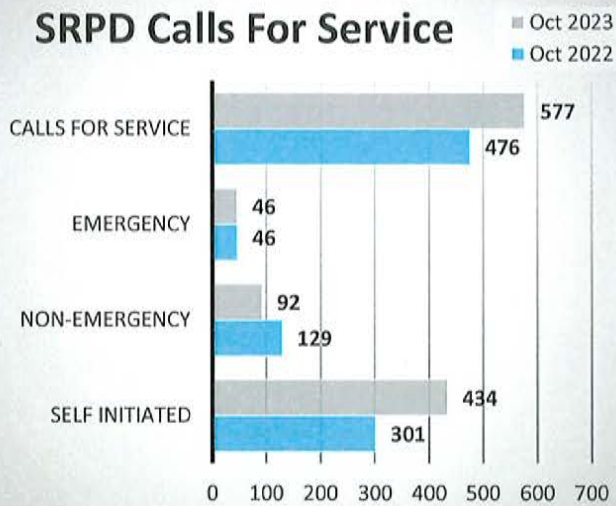
Officer Wilson met with Denease Schiffman from the Village and obtained signed consent to fly over The Village property. If we have a planned training or event in the Village, The Village requests we notify them prior to flying.

We received the loaner indoor drone (Avata) from Bend PD. It is now operational. Officer Wilson used it during the planned CERT mission to search the inside of the suspect's residence on a search warrant.

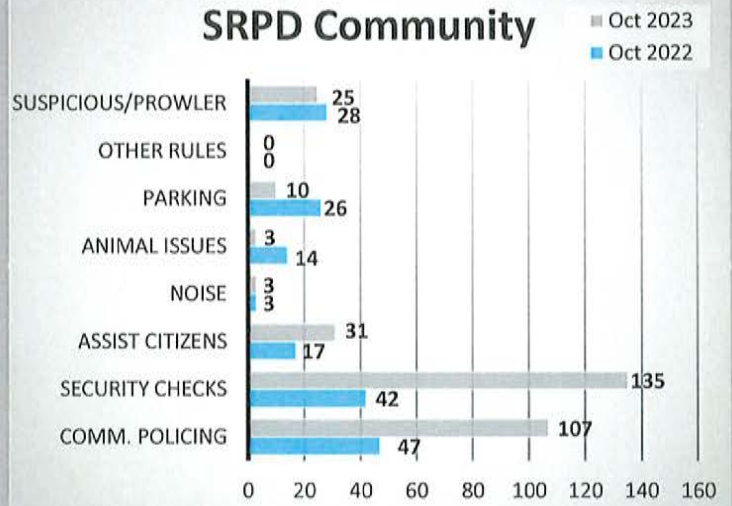
END OF REPORT

Sunriver Police Department Statistical Comparison October 2022-2023

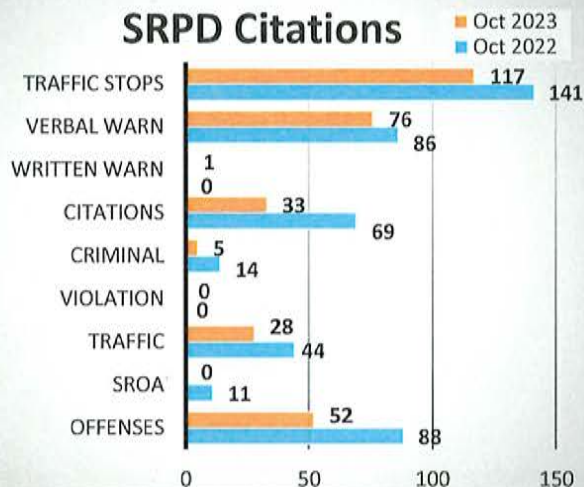
SRPD Calls For Service



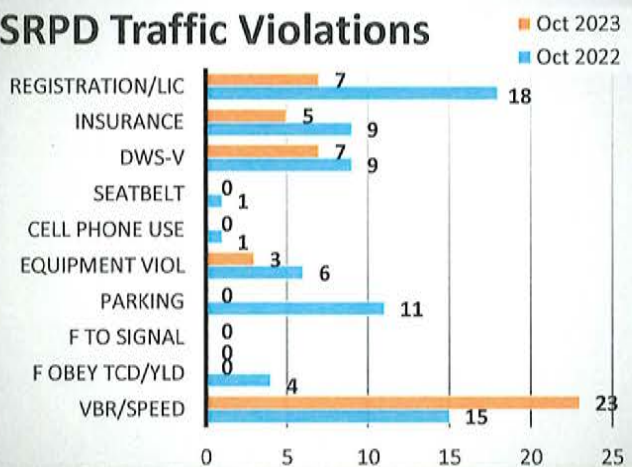
SRPD Community



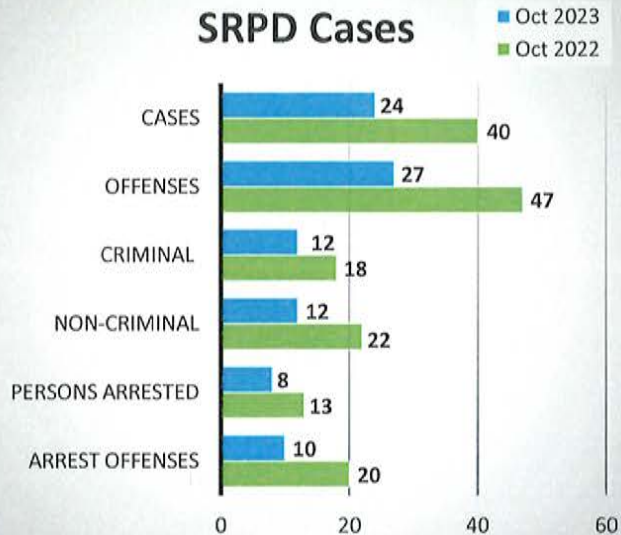
SRPD Citations



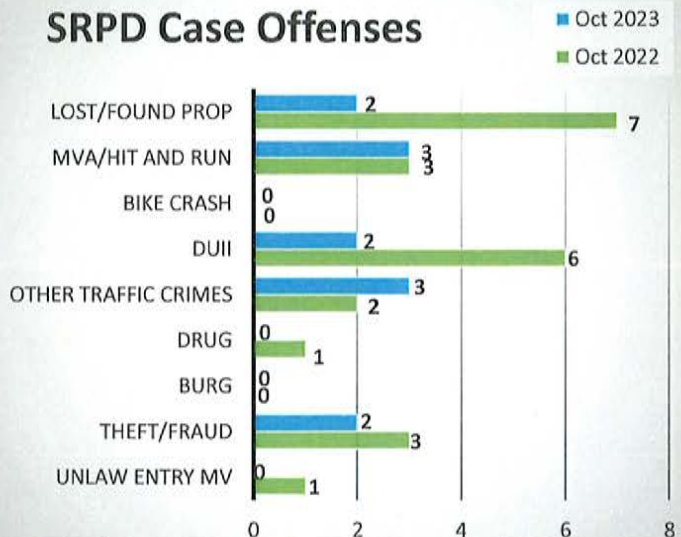
SRPD Traffic Violations



SRPD Cases



SRPD Case Offenses



Sunriver PD Case Reports - October

<u>Case Number</u>	<u>Case Offense Statute Description</u>	<u>Case Status</u>
2023-00006850	MVA Property Damage	Administratively Closed
2023-00006840	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2023-00006775	Agency Assist (Other)	Administratively Closed
2023-00006765	MVA Injury	Suspended/Inactive
2023-00006739	Outside Agency Assist	Suspended/Inactive
2023-00006738	Theft II - of Bicycle	Open
2023-00006724	Reckless Endangering	Arrest (Home)
2023-00006724	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2023-00006724	Reckless Driving	Arrest (Home)
2023-00006708	Operation of Unsafe Vehicle	Suspended/Inactive
2023-00006702	Hit And Run Accident - Property Damage	Arrest (Home)
2023-00006699	MVA Property Damage	Suspended/Inactive
2023-00006693	Violation of Restraining Order (VRO) (Contempt)	Arrest (Home)
2023-00006663	DWS /Revoked - Misdemeanor	Arrest (Home)
2023-00006658	Trespassed from Location	Suspended/Inactive
2023-00006641	Lost Property	Suspended/Inactive
2023-00006581	Violation of Release Agreement (VRA) (Contempt)	Arrest (Home)
2023-00006576	Theft II - Shoplifting	Open
2023-00006548	Trespassed from Location	Suspended/Inactive
2023-00006533	Parking Violations (Sunriver Rule)	Suspended/Inactive
2023-00006496	Warrant Arrest - In State	Arrest (Home)
2023-00006496	DWS /Revoked - Misdemeanor	Arrest (Home)
2023-00006445	Criminal Trespass II	Suspended/Inactive
2023-00006407	Mental Hold by Peace Officer (POH) (AMI) (Directors Hold)	Arrest (Home)
2023-00006313	Dispute	Suspended/Inactive
2023-00006312	Found Property	Suspended/Inactive
2023-00006302	Suspicious Circumstances	Suspended/Inactive

October Police Log

10-1 Officers were dispatched to Your Store located in the Village for suspicious circumstances. RP stated that a male attempted to pay for his merchandise using counterfeit \$100 bills. The store clerk informed the suspect that the money was counterfeit. He then paid for his merchandise using a Visa debit card. The counterfeit money was turned over to Sunriver Police.

10-2 Officer dispatched to Cherrywood Lane for found property. Owner had left gun and a black holster in the rental. Owner said they noticed the firearm was missing when they returned to their residence. The firearm was retrieved and logged for safekeeping.

10-8 RP reported an unknown man entered onto his Deer Lane property, possibly looking to take his propane tank. He left without taking any items.

10-12 Police contacted a subject at the market in the Sunriver Business Park who had several outstanding warrants. Subsequent to the investigation, the subject was lodged at the DCAJ on the warrants and driving while criminally suspended.

10-14 Two parking citations were issued for vehicles parked partially in the roadway and on the wrong side of River Road.

10-20 A male subject was trespassed from the Village after distributing negative flyers regarding a local business.

10-20 Police responded to a noise complaint on Shamrock Lane involving a family singing karaoke.

10-21 Responded to a non-injury MVA at milepost 153 on Highway 97. Subsequent to the contact, the driver was issued a OSP crash report at her request.

10-22 A female was arrested for DUII after being stopped for reckless driving on Highway 97 near the South Century Drive exit. She was reported to have crashed near the Cottonwood exit and was traveling around 30 mph in the left lane of the 65 mph speed zone of the highway with no taillights.

10-23 RP reported a mountain bike was stolen from Village Bike and Ski.

10-23 A Sunriver resident reported damage to his vehicle while on a road trip through several states.

10-25 Officer was dispatched to a single vehicle rollover crash on north Highway 97 at mile post 153.

10-27 Sunriver Police responded to a suspicious circumstance reported at a rental home on Rogue Lane. A child was reported to be on the front deck banging on the door yelling for help. It was determined the child had accidentally locked themselves out. The adult in the home was on a Zoom call and did not realize the child had gone outside and could not get back in.

10-28 Sunriver Police responded to a reported DUII driver in the Sunriver Business Park. Subsequent to the investigation, the suspect was taken into custody for DUII.

10-30 The Sunriver Police Department investigated a hit and run which occurred at the Shell gas station in the Sunriver Business Park.

“A”

Committee & Task Force Actions

Resignations

Mark Szmczak – Design

Mary Condy – Owner Enrichment

Louise Howard – Owner Enrichment - Alternate

(Board action required.)

From: mark szymczak <Markszymczak35@outlook.com>

Sent: Tuesday, October 31, 2023 7:44 AM

To: Scott Jackson <scottj@srowners.org>; Jacki Bue <Jackib@srowners.org>

Subject: My resignation 10/31/23

CAUTION: This email originated from outside of SROAI Do not click links or open attachments unless you recognize the sender and know the content is safe! If you are unsure, verify with the sender by phone.

Scott and Jacki,

Please pass along this to whoever needs to receive it. Thanks !!

I'm writing to inform you that I am resigning from my position on the design committee as an alternate affectively immediately. I enjoyed my time on the committee but unfortunately I have a number of additional volunteer and personal matters that have increasingly come into conflict with this responsibility. I feel like now is not the time for me to be focused on this, hopefully in the future, I'll have the opportunity to volunteer again.

Thank you!!

Mark S. Szymczak

(703)963-0759

“B”
Committee/Task-Force Action Requests

Accept OEC Annual Report

The Owner Enrichment Committee’s charter requires that they provide a yearly report to the Board.

Committee Chair Mark Fisler will attend the Friday work session to provide that report.

The Board will then need to formally accept the report on Saturday.

SROA BOARD ACTION REQUEST

COMMITTEE: Owner Enrichment

DATE: 11/18/23

SUBJECT: Accept Annual Report

ACTION REQUESTED- I, Director _____ move approval of the Owner Enrichment Committee annual report as presented to the Board on 11/17/23.

SUBMITTED BY:

Name

Becki Sylvester

Position

Executive Assistant

Board Book Section

“C”

Resolution 2023-007 Appointing Authorized Signatories

(Please note: once approved all board members will need to sign the resolution.)

SROA BOARD ACTION REQUEST

DEPARTMENT: Accounting

DATE: 11/18/23

SUBJECT: Establishing Authorized Signatories

ACTION REQUESTED- I, Director _____ move to approve Resolution 2023-007 authorizing designated signatories for the Association accounts.

BACKGROUND: This action is necessary to establish the signature authority for certain Board officers as defined in the Bylaws and as authorized by the SROA financial policies to act as signatories on the SROA accounts. Mark Murray was appointed as the Assistant Treasurer at the October 21st meeting. This resolution solidifies that action and will serve as the required resolution for 1st Interstate Bank.

ATTACHMENTS: Resolution 2023-007

PLEASE NOTE: After approved all Board members will need to sign the resolution. Assistant Secretary Beard will have the document.

Please do not leave the meeting on Saturday prior to signing this document.

Thank you.

SUBMITTED BY:

Name

Joe Healy

Position

Controller

SUNRIVER OWNERS ASSOCIATION

Resolution 2023-007

Establishing Authorized Signatories

Whereas, the Sunriver Owners Association (hereinafter “Association”) was incorporated on January 2, 1974 pursuant to ORS Chapter 65 as an Oregon non-profit corporation; and

Whereas, the powers of the Association are exercised by a Board of Directors pursuant to Article V of the Sunriver Articles of Incorporation and said powers are established in Article III of the Sunriver Articles of Incorporation and Sections 9 and 10 of the Consolidated Plan of Sunriver; and

Whereas, the Board wishes to establish signature authority for certain Board officers as defined in the Sunriver Owners Bylaws and as authorized by the Sunriver Owners Association Financial Policies adopted March 17, 2012; and

Whereas, the Board on June 17, 2023, did appoint officers of the Board for the 2023-2024 Board year and has appointed a General Manager.

Whereas, the Board on October 21, 2023, did appoint Director Mark Murray as the Assistant Treasurer for the Association, and whereas, the Board on November 18, 2023, formally recognized Mark Murray as the Assistant Treasurer for the Association via a resolution of the Board,

Now, Therefore it is resolved by the Board that the following individuals are authorized to act as signatories on the Sunriver Owners Association accounts:

- | | |
|---|----------------------------------|
| Gerhard Beenen, President | Bill Burke, Vice President |
| Clark Pederson, Treasurer | Scott Gillies, Secretary |
| James Lewis, General Manager | Linda Beard, Assistant Secretary |
| Keith Kessar, Assistant General Manager | Mary Murray, Assistant Treasurer |

In Witness Whereof, The Directors of Sunriver Owners Association executed this Resolution on November 18, 2023.

Gerhard Beenen, President

Keith Mobley, Director

Bill Burke, Vice President

Linda Beard, Director

Clark Pederson, Treasurer

Tony De Alicante, Director

Scott Gillies, Secretary

Julianna Hayes, Director

Mark Murray, Assistant Treasurer

Board Book Section

“D”

2024 Budget Approval

JOE HEALY WILL BE EMAILING THE BUDGET OUT ON TUESDAY MORNING

Board Book Section

“E”

2024 Maintenance Fee Approval

SROA BOARD ACTION REQUEST

SROA COMMITTEE: Finance Committee

DATE: November 18, 2023

SUBJECT: Approval of 2024 Maintenance Fund Assessment

ACTION REQUESTED- I, Director _____ move approval of the 2024 Maintenance Fund assessment of \$159.51 per month an increase of 3.75% or \$5.77 per property per month. Further move to approve a discount of \$57.42 resulting in an annual payment of \$1,856.70 to owners who pay their regular maintenance fees, excluding special purpose assessments, in full by the 25th of January 2024.

BACKGROUND: The Finance Committee and the Board of Directors have reviewed the proposed 2024 budget in a series of meetings. The Finance Committee requests that the Board adopt the recommended assessment of \$159.51 per month to fund the 2024 budget. Adoption of the assessment rate for 2024 is required at this time to allow timely preparation of the invoices to owners.

ATTACHMENTS: None

SUBMITTED BY:

Name

Clark Pederson
Joe Healy

Position

Finance Committee Chair
SROA Controller

Estimated Financial Impact of Board Approval:

- \$13,895,735 revenue budget
- \$ 10,016,218 expense budget
- \$ 3,879,517 reserve fund contribution
- \$0 projected budget surplus/deficit

Board Book Section

“F”

2024 Skypark Assessment Amount

SROA BOARD ACTION REQUEST

SROA COMMITTEE: Finance Committee

DATE: November 18, 2023

SUBJECT: Approval of 2024 Skypark Fund Assessment

ACTION REQUESTED- I Director _____ move to approve the 2024 Skypark Fund assessment of \$68.99 per month, an increase of 3.75% or \$2.49 per property per month.

BACKGROUND: The Finance Committee has reviewed the Skypark reserve schedule in a series of meetings. The Skypark Fund was established to fund future repairs and maintenance of the tarmac, which is designated as limited commons and available for use by Skypark owners only.

The Finance Committee requests that the Board adopt the recommended assessment of \$68.99 per month which equates to a 3.75% or \$2.49 per property per month increase.

ATTACHMENT: Skypark Dues Analysis

SUBMITTED BY:

Name

Clark Pederson

Joe Healy

Position

SROA Treasurer

SROA Controller

Estimated Financial Impact of Board approval: The recommended assessment rate along with future projected assessment increases will generate the necessary additional revenues to be utilized for Skypark tarmac repair and replacement projects.

Board Book Section

“G”

Finance Committee Investment Proposal

THIS DOCUMENT WILL BE EMAILED AS SOON AS AVAILABLE

Board Book Section

“H”

**Other Business
(none as of 11/13/23)**

Board Book Section

“I”

**Executive Session
(not needed as of 11/13/23)**

RESERVE STUDIES

A FINANCIAL STRATEGY FOR YOUR
COMMUNITY ASSOCIATION



Robert A. Felix, CMCA, LSM, PCAM, RS
The Felix Reserve Group
www.thefelixreservegroup.com

303.399.3301
rob@thefelixreservegroup.com

PURPOSE OF A RESERVE STUDY

An association should conduct a reserve study and fund it so as to avoid surprises (like special assessments), loss of use of an amenity, and/or the borrowing of money to repair or replace a component.

Board Considerations

To comply with state statutes and avoid costly entanglements with owners and prospective buyers.

To fulfill the Board's Duty - Fiduciary Duty, which is to Preserve, Maintain, and Enhance the value of the assets of the Community.



HOW DO I CHOOSE A RESERVE STUDY?

NATIONAL STANDARDS

OPTION 1

FULL

- A thorough original inspection.
- A quantification and measurement of all components.
- Previous Component Listing has changed!
- The current listing is not complete and want a new inventory done.

OPTION 2

UPDATE WITH SITE VISIT

- Component Listing remains unchanged from original study
- A thorough updated inspection of all components.
- Add/Subtract components as necessary
- Test quantifications and measurements

OPTION 3

UPDATE NO SITE VISIT

- Component Listing remains unchanged from original study.
- Review of component list to ensure accuracy with management.
- Update component inventory with current financial information.

RESERVE STUDIES – GOOD PRACTICES

- On-Site Study - 3-5 years
- Update Study every year
- Track component changes
- Constantly measure RUL
- Ensure costs incl. material, labor, disposal
- Include Board/Community expectation
- Follow the plan – not the failure



RESERVE STUDIES – YOUR CHOICES

A Reserve Study can be used as a Proactive Plan or a Reactionary Tool. It can be used as a Strategic Future Analysis, or an expensive accumulation of asset detail with no future use. It can be used as both a Savings and a Spending Plan!

Reserve Study

```
graph TD; A[Reserve Study] --> B[Physical Analysis]; A --> C[Financial Analysis]; B --> D[Component Inventory]; B --> E[Condition Assessment]; C --> F[Fund Status]; C --> G[Funding Plan];
```

Physical Analysis

Component Inventory

Condition Assessment

Financial Analysis

Fund Status

Funding Plan

PHYSICAL ANALYSIS

- Component Responsibility
 - ownership or not
- Component Life Limits
 - not going to last forever
- Component Life Predictability
 - usually looking at 30-years
- Component Detail
 - model #, serial #, brand, quantity
- Financial Minimum Cost
 - typically \$1,000 or more



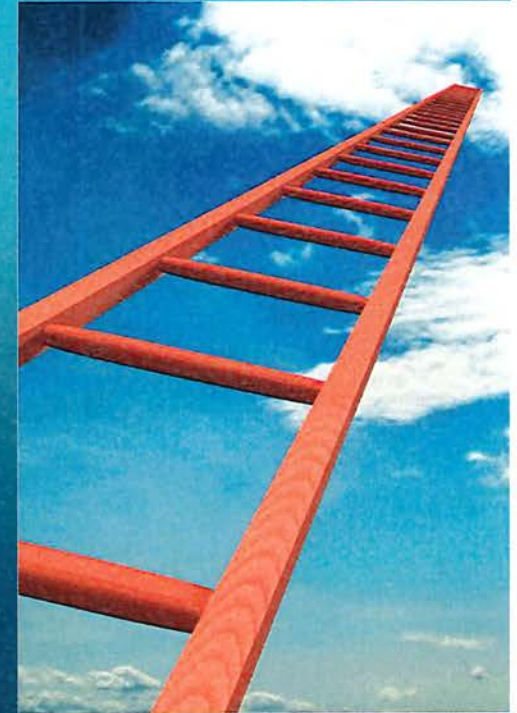
COMPONENT INVENTORY/ASSESSMENT

- Quantity
 - how many, how much
- Useful Life
 - given location and use
- Remaining Useful Life
 - importance of PM program
- Current Replacement Cost
 - unit costs



RESERVE STUDY PRINCIPLES

- **Critical vs. Non-Critical Components**
- **Use Numerous Opinions**
- **Accelerated Deterioration**
- **History Does Matter**
- **Ladder Your Investments**



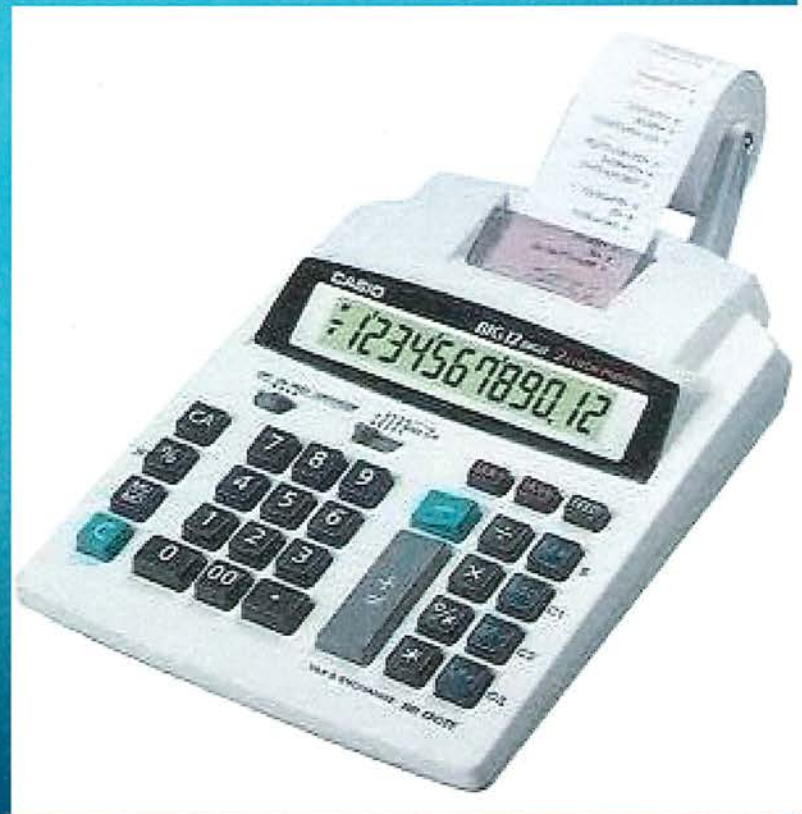
FINANCIAL ANALYSIS

A good financial analysis should provide a manager and Board with details about future expenses, anticipated financial shortfalls, and recommendations for funding.



Fully Funded Method

The amount of money you should have saved - based on how much an item will cost you, divided by the amount of time you've have left to save!



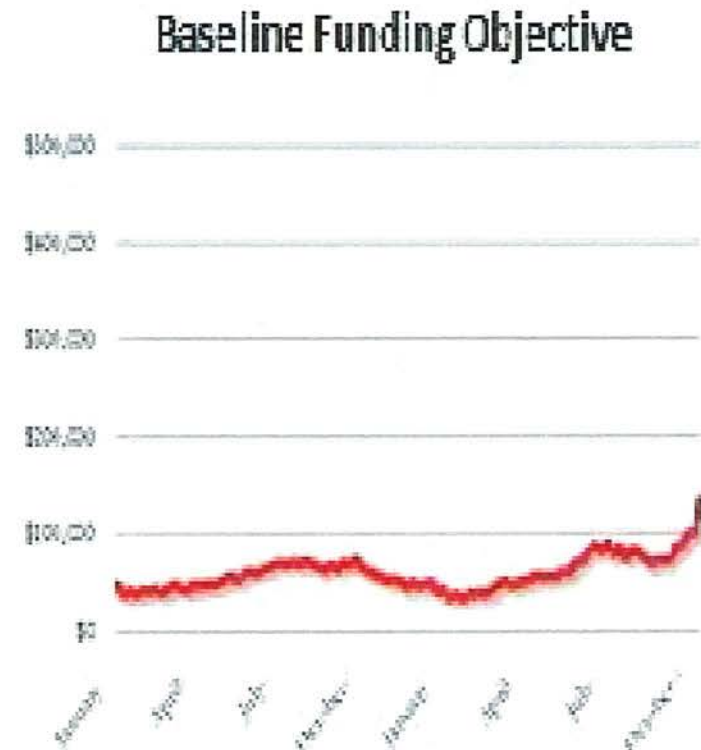
Cash Flow Method

The amount of
money you need
to offset the
variable annual
Reserve
component
expenditures



Baseline Funding Method

The amount of money you need to keep your Reserve Fund cash balance above zero dollars



Threshold Funding Method

The amount of money you need to save to keep a desired Reserve Fund balance - typically between 30% and 70%



FUNDING PRINCIPLES

1) Sufficient Cash

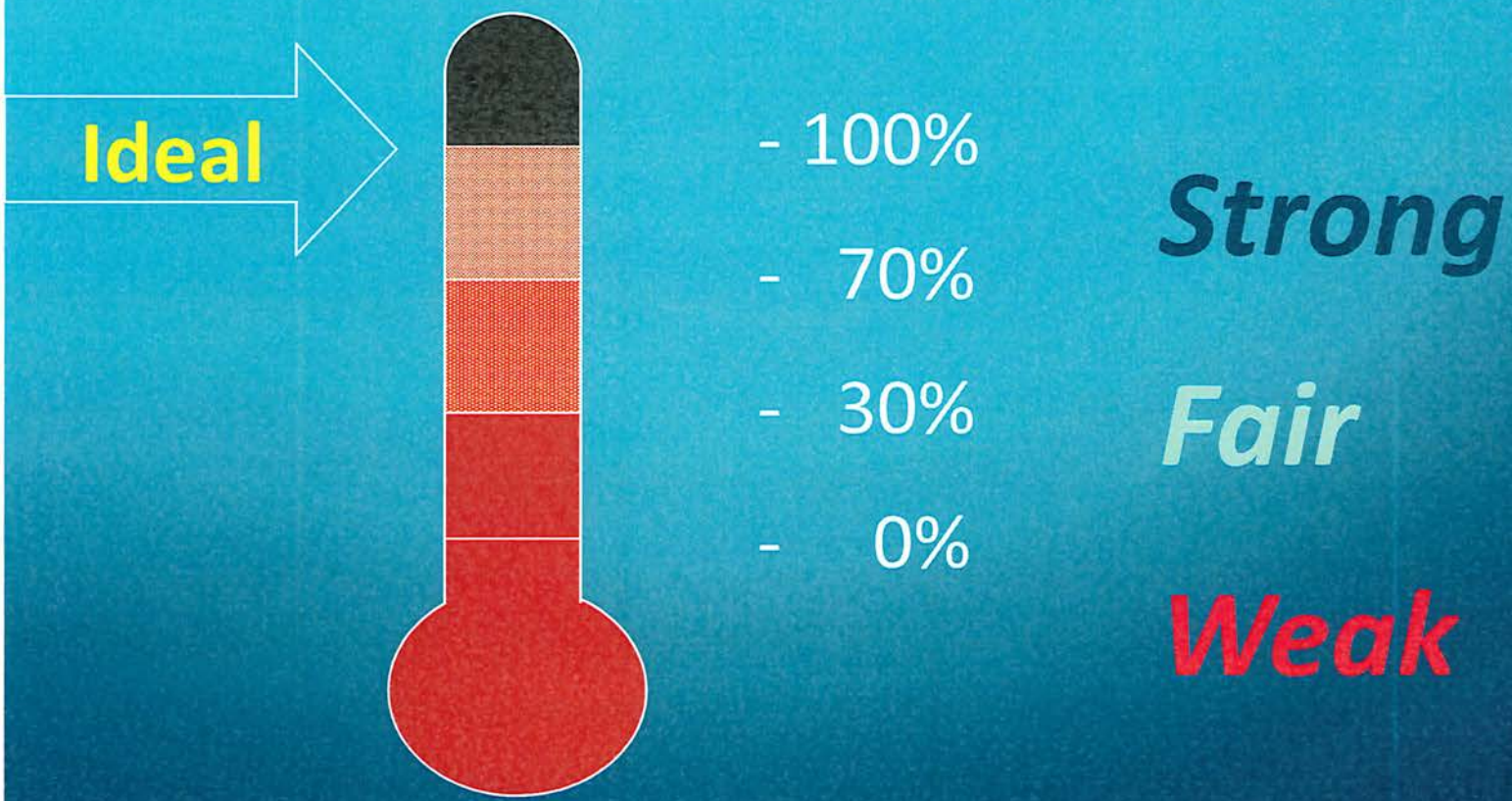
2) Stable Contributions

3) Even Distribution

4) Fiscal Responsibility



RESERVE FUND STRENGTH



**Percent
Funded**

**Special
Funding
Risk**

71%+	<1%
41%-70%	7%
21%-40%	22%
0% - 20%	45%



RESERVE PROGRAM MYTHS

- “I won’t be here when that needs to be replaced!”
- “If it’s not listed in the plan...”
- “Shouldn’t this be an engineering analysis?”
- “We have plenty of money in the bank, so why do we keep funding it!”
- “We’re really a unique association!”

RESERVE PROGRAM MYTHS

- “But we had a plan done years ago - we don’t need another one!”
- “The developer should have funded our reserve plan more!”
- “We can do this ourselves.”
- “We’re not legally bound to put a reserve program together.”

Thoughts about Sunriver Design Review rules regarding homeowner landscape protection.

Thanks for the opportunity to share our thoughts on potential rules around protecting landscaping at our homes in Sunriver. We are pleased the committee is now encouraging the planting of **native plants**.

We have owned our home here since 1999, having built it at that time. Since then, we have allowed the native plants to come up as they would, under the ponderosa pines we encourage, and the few lodgepole pines that we hope will eventually be gone. We added serviceberry trees a couple of years ago - good sized ones the deer couldn't really damage. This year, now that we live here full-time, we added native currents, a chokecherry and a few perennials. We've watched the deer in action, browsing these tender new shrubs, and felt it necessary to protect them until they get large enough to withstand some deer damage.

Allowing Sunriver residents to protect only young **trees** from deer predation, misses an entire category of native landscaping. Native **shrubs** make our Sunriver yards attractive for homeowners and visitors alike. They will also provide habitat for pollinators we hope to encourage here, providing food for native birds. The native birds of Sunriver are surely a draw for at least some of our visitors! Newly planted young shrubs require protection until they reach a size where deer browsing will not kill them completely. It's expensive to buy mature shrubs for our landscapes. Our best course of action is often to start small. **Would it be possible to have a time period allowed for protection of newly planted native shrubs?** If a consistent type of enclosure/fencing would be preferable, perhaps once could be selected by the Design committee for short term use.

We do not particularly enjoy the look of these protective enclosures in our yard, but we know this is a short term inconvenience with a very long term payoff for the natural environment here in Sunriver.

Additionally, we are neighbors of the folks who had beaver damage earlier this year. **The trees gnawed down were decades old.** There were several in each of two different yards. None of them were young trees. **A rule allowing protection only of young trees will not help Sunriver owners who live in beaver prone areas.** There had been no beaver damage in this area for years. Then, these trees were felled in just a few days near the Little Sunriver. **Beaver damage appears to be unpredictable.** Protecting trees near beaver prone areas, as subtly as possible, seems prudent to us. It would be possible to wrap trees in beaver prone areas at the first sign of beaver activity. The wrap could be the same color as the trunk and fit snugly. Protection of this sort is well camouflaged. Beavers are an important part of our environment in Sunriver, but there is no need to offer our landscaping to them for materials to practice their dam building skills.

We hope you will consider these two points. Owners need the ability to protect young native plantings, not just young trees, from deer browsing. Owners in beaver prone areas should be able to discretely protect their trees, no matter the age.

Respectfully submitted,
Dan and Emily Kozie
#4 Hummingbird Lane
Sunriver



Sent: Thursday, October 12, 2023 1:39 PM

To: beenen@sowners.org

Subject: Plant Protections Comments

To the Sunriver Owners Association Board of Directors:

Fall is a perfect time to appreciate the wonder and beauty of Sunriver's many deciduous trees and native plants. The Aspen are bright jewels of yellow against the dark green of Lodgepoles and Ponderosas while Vine Maples provide dramatic reds and oranges to the otherwise muted Sunriver landscape. Many of the trees and plants we enjoy today were very likely provided some protection from deer predation and other threats to their survival. Should the extreme prohibition of plant protections proposed by the Design Committee be enacted as-is, I don't believe it's a stretch to suggest that future generations will not enjoy the same viewscape we enjoy today.

I urge you to reconsider the plant protection rules as proposed by the Design Committee. The proposed rules are unnecessarily limiting and do not provide homeowners with sufficient leeway to protect native trees. Further, the proposed rules outlaw *all* protection of native shrubs and wildflowers. As the saying goes, "the best time to plant a tree is 25 years ago, the second-best time is today". Rules for protecting trees and other native plants should take that truism into account. We are fortunate that many Sunriver homeowners planted trees and shrubs years ago, prior to the current effort to hamper such efforts.

Young trees and plants are particularly susceptible to fatal predation by deer, as well as the extremes of Sunriver's climate. Homeowners should be allowed to provide sufficient protection to native plants and trees they have purchased and nurtured. Further, native trees are not always single-trunk trees. They often grow in multi-trunk clusters. The same is true for native Serviceberry, Chokecherry and Currants. These are plants *native* to this area and are not exotics that require irrigation for survival. Such trees and plants can be found on any walk in the nearby forest and should not only be allowed but encouraged in Sunriver.

As Aspen mature, the bark on their trunks remains very soft. A single deer removing the "velvet" from their antlers can kill a young, or even a mature, tree. Of course, we're all aware of the damage beavers and porcupines can do well into a tree's lifespan. The proposed regulations are not sufficient to address the many long-term needs of trees and plants.

Native trees and plants provide food and shelter for birds and other wildlife and soften and enhance the landscape spring through fall. As such, efforts to plant and propagate native plants and trees should be given priority in any new design rules. At the last Board meeting, the Design committee representative admitted that the committee simply threw up their hands saying it was "too difficult" to address shrubs and wildflowers. That is not an acceptable response from a committee tasked with an assignment, and I hope the Board will not accept that as a rational basis to prohibit reasonable protections.

The Design Committee proposed a strange requirement that any protective fencing be either black or galvanized metal. This requirement is another example of the extreme overreach by the committee. Currently, many homeowners have purchased and placed green welded-wire fencing, or other unobtrusive protections around trees and other plants. There are many viable tree trunk protections that are far less noticeable than either black or galvanized fencing material. This requirement will force homeowners to purchase new material and is greatly dismissive of homeowners' time and expense. Please reject this unnecessarily burdensome requirement.

Lastly, I'd like to mention that I've witnessed the SROA Board be extremely supportive of various homeowners' interests – from expanding pickle ball courts, building a beautiful owners' pool facility, exploring a Sunriver dog park and now even considering construction of covered tennis courts. For reasons I don't understand, the Board's concern for owner's desire for native plant protections has ranged from disinterest to outright hostility. Sunriver homeowners that wish to nurture native plantings are not "renegades" whose actions need to be reined in. Sunriver is large enough, and homeowners diverse enough, that I would think a Board representing ALL Sunriver homeowners would be able to find a more accommodating protection plan than the overly rigid one proposed by the Design Committee.

Thank you,

Janice Gotchall
8 McKenzie Lane and
1461 W. 10th Ave, Eugene, OR

From: Paul Conte <paul.t.conte@gmail.com>
Sent: Tuesday, November 7, 2023 11:22 AM
To: Gerhard Beenen <Beenen@srowners.org>
Cc: James Lewis <jamesl@srowners.org>; Richard Look <rlook31168@aol.com>
Subject: Re: More information about the Design Committee meeting on Friday

Gerhard,

Please enter the entire message thread below into the record of "Owner Comments" to be referenced and documented in the record of the Board's November 18th meeting.

I was aware of the Design Committee's inappropriate policy of not allowing owners to provide comments and had no attention to breach that dictate.

However, whoever wrote the following is misguided, at best:
"If Paul or others have comments regarding the discussion that will occur this Friday, they can submit those to the SROA Board at anytime and/or speak to the SROA Board at an upcoming working session or regular meeting in the near future."

First, it's nonsensical to suggest that speaking to the SROA Board on November 17th or 18th would reach the Design Committee prior to their meeting on November 10th.

In addition, the Design Committee Charter establishes the following responsibilities of the committee:

- 10. General responsibilities:
 - o Follow SROA Board-approved Committee Guidelines and Policies.
 - o Submit Board Action Requests to the Board on Design Rule changes deemed to be of benefit to the Sunriver Community.

The above statement, which is a blatant attempt to exclude and/or ignore owner comments to the Design Committee, lacks any supporting basis in the SROA Board-approved **Committee Guidelines and Policies**.

It is implausible that the Design Committee could legitimately deem any recommendation for prohibition of plant protections to be "of benefit of the Sunriver Community" without accepting and considering comments from Sunriver owners prior to reaching such a conclusion.

Finally, the Design Committee has published a "Contact" on the SROA website that provides the chair's name and an email that is presumably how an owner can *contact* the committee directly, without going through the Board.

Simply put: No one has the authority or ability to prevent owners' submitting written comments to the Design Committee, and the committee would be

irresponsible and potentially negligent to have as a policy or practice ignoring comments submitted by owners.

The Board needs to ensure that the Design Committee respects owners, is transparent and keeps owners fully informed, and listens to *all* owners' opinions.

Thank you,

Paul Conte
7 & 8 McKenzie Lane
