

SUNRIVER OWNERS ASSOCIATION
Board of Directors Work Session
December 15, 2023 @ 9:00 A.M
SROA BOARD ROOM, 57455 ABBOT DRIVE &
VIA YOU TUBE LIVE STREAM
AGENDA

- 9:00 A.M. Introduction: Jim Scholtes -ODOT Regional Manager
- Owners Forum
- Insurance Presentation- Controller Healy & Insurance Broker Michael Hughes (oral)
- Employee Benefits Presentation/Discussion – HR Director Kellie Allen (Section “F”)
- Admissions Model Workgroup Update – Assistant GM Kessarlis (Section 3 behind GM report)
- Strategic Plan Taskforce Update- Assistant GM Kessarlis & GM Lewis (oral update)
- Owners Survey Taskforce Update – Assistant GM Kessarlis & GM Lewis (oral update)
- Tree Protection Rules – Recommendation from Design Committee- Discussion (Section “C”)
- Review 12/16/23 Board Meeting Agenda
- Other Business
- Executive Session **Yes to discuss a legal matter**
(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
December 16, 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 December 15th Board Work Session
1. 9:30 Review and Approval of Board Meeting Minutes from November 17 & 18, 2023
2. 9:35 Financial Report: Board Action Request: Approval of November 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 (None this month)
- B. 10:25 Committee/Taskforce Action Requests (None this month)
- C. 10:30 Board Action Request: Tree Protection
- D. 10:40 Other Business
- E. 10:45 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

Adjourn

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

The meeting will be live streamed on You Tube:
<https://www.youtube.com/@sunriverownersassociation574/streams>

(1)

Approval of Minutes from:

November 17th Board Work Session

November 18th Board Meeting

(2 Board Motions Required)

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

DIRECTORS PRESENT: Bill Burke, Clark Pederson, Linda Beard, Mark Murray,
Julianna Hayes & Keith Mobley

DIRECTORS PRESENT VIA ZOOM: Scott Gillies, Gerhard Beenen & Tony De Alicante

STAFF: James Lewis, Keith Kessariss, Leigh Anne Dennis, Patti Gentiluomo, Rebecca Maloney, Mark Smith, Joe Healy & Kellie Allen

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

OWNERS IN ATTENDANCE: 3

OWNERS FORUM

Patty Smith, 2 Lodgepole Lane, addressed the Board regarding her objection to the proposed dog park being located adjacent to Holy Trinity Church & the Sunriver Christian Fellowship. Ms. Smith feels it will be very disruptive to normal church services as well as the other activities that take place throughout the week.

Ms. Smith is also concerned about the limited parking available as well as the lack of restrooms and feels that adding signage will not be sufficient. Additionally, she is concerned about maintenance of the park, the fact that dogs spread communicable health diseases to each other and does that present a liability for SROA. Ms. Smith encouraged the Board to consider other possibly more suitable locations.

Randy Schneider, 6 Dixie Mt. Lane, addressed the Board regarding the proposed Oregon Department of Transportation (ODOT) reduction in winter-time maintenance of Hwy 97 due to budgetary issues. He believes that ODOT should be asked to clarify what this means for the maintenance of Hwy 97 in southern Deschutes County and that this should be of importance to all Sunriver owners and other residents of south Deschutes County.

Jane Boubel, 18 Cultus Lane spoke about her participation on the Owner Enrichment Committee (OEC) since its inception eight years ago until this past summer. She acknowledged and thanked the Board and staff for their participation in and support for the OEC which has grown since its inception. She also noted that overall, there is a tremendous positive feeling in the community right now. Lastly, she thanked the SHARC staff for their support in the Sunriver Women's Club, Visions of Sugar Plums event held the previous weekend. Ms. Boubel thanked the Board, GM Lewis, and the staff for their generous hard work. It is making a difference in the new Sunriver.

GM Lewis read into the record a letter submitted by an attorney for Paul Conte, 8 McKenzie Lane. Mr. Conte was unable to be in attendance for today's meeting. Mr. Conte requested this letter be read into the record in its entirety, noting it should take less than three minutes, the time each owner is allotted for comments:

Dear Directors,

This office represents SROA member Paul Conte. Mr. Conte and his wife, Janice Gotchall, own #7 and #8 McKenzie Lane. Pursuant to ORS 94.670, ORS 65.771, and the SROA Bylaws, Mr. Conte requests that the following records of the association be made available to him for examination and duplication:

1. All envelopes returned to the SROA that contained one or more ballots for the 2023 SROA Board of Directors election and that bear the name(s) and/or addresses of the voter(s). (The ballots are *not* requested; and
2. All comments submitted by SROA owners to SROA Board, staff, Design Manual Task Team, and/or Design Committee by SROA owners regarding plant protection rules on or after January 1, 2023, until present.

Please advise me of the arrangements that Mr. Conte should make to facilitate this request. Thank you in advance for your prompt attention to this matter.

Sincerely,
J. Christian Malone
Bristlecone Law

INTRODUCTION

STEPHEN (STEVE) LOPEZ –INCOMING SUNRIVER POLICE CHIEF

GM Lewis introduced Sunriver's new police chief Stephen Lopez who will assume the role of chief on December 1st. GM Lewis noted he's worked with Lieutenant Lopez for quite some time now, they meet on a regular basis, have a good working relationship and GM Lewis is confident Lieutenant Lopez will continue to do an excellent job for the community and the chief role will suit him well.

Lieutenant Lopez thanked GM Lewis and commented that there have been several changes at the police department over the past few year and they are changes that he feels are for the good. Current Chief Mike Womer's last day with the Sunriver Police Department is November 30th and Mr. Lopez will be sworn in as chief on December 1st. Additionally, the department is currently in the process of some restructuring, eliminating the lieutenant position and changing it to a captain position instead as it is more appropriate for that position and more recognizable regionally for what that position does. There are two internal candidates, and an announcement will be made soon. That individual will also be sworn into their new position on December 1st.

There are currently several vacancies with the department looking to fill a couple of corporal positions. These corporals will be out and about in Sunriver and serve as team leaders which provides some supervision into the evening hours. The department will also still have some sergeant positions providing the newer staff members with someone to bounce things off. Additionally, there will be some new police officers joining the staff soon.

Numerous discussions have been held regarding better ways to help with pathway education and enforcement. The pathways are the entity in Sunriver that the Board hears the most concerns and complaints about mostly due to lack of enforcement. The department feels it would be warranted to engage in reimagining how the bike patrol is utilized and possibly using some of the funding available for bike patrol a bit more effectively. They are in preliminary discussions about this issue.

Lieutenant Lopez referenced the new Public Safety building that is under construction, noting that it is currently on time and on budget and is going very well. The entire department is excited about this next chapter for both the police and fire departments.

In response to a question from Vice President Burke, Lieutenant Lopez reported that when an officer is hired who is not a lateral transfer and has no previous experience, from the initial interview it takes three to four months to complete the full background check on that individual followed by an additional 30-60 days to complete the psychological and physical tests resulting in an approximate six-month time frame to get that individual on board. This process is followed by the officer attending the only state academy in Oregon of which there has typically been a four-to-six-month delay in getting into now putting the entire process at

approximately nine months before they get into the academy. Once enrolled at the academy, that process takes another four months. Once the academy element is completed, they return to Sunriver for four months of field training which means they are not allowed to operate solo and must have another officer with them. So, best case scenario, it takes up to 18 months to get from the interview to having that officer on the street solo. The last few years due to the pandemic among other things it has taken closer to 20 months or sometimes longer to complete the entire process. Lieutenant Lopez noted that even with a lateral transfer, there is plenty of work involved, not the least of which is getting an officer familiar with Sunriver. Overall recruiting and retention are difficult.

Once the restructuring is complete the department will include six officers, two corporals, two sergeants, a captain, a chief, administrative assistant, and a half-time administrative assistant who they share with the fire department.

When asked about the Sunriver Police Department's relationships with other law enforcement agencies, Lieutenant Lopez commented that they have good relationships with the other regional agencies. He also noted that there has been an emphasis on building those relationships since he started working at Sunriver and the department is now more recognized regionally. Lieutenant Lopez added he believes it is important from a public safety perspective to be recognized and have a seat at the table and not be overshadowed by some of the larger agencies in the area. Lieutenant Lopez added that both he and Fire Chief Boos are very active regionally and know all the chiefs and heads of different departments, which helps them greatly.

In answer to a question regarding proposed legislation regarding ebikes, Lieutenant Lopez noted that his department would welcome some clarification at the state level, and he is hopeful that something will come out in early 2024 to more fully address ebikes. As your law enforcement agency, in many ways they can only enforce laws that the state writes so more clarification would be an asset to his personnel. Unfortunately, there is always a lag time between technology and the law which is unfortunately where we currently are. He believes it will be addressed sooner rather than later as it is a concern for a lot of our constituents as well. Until then, the department will continue to take an educational approach, which Chief Lopez feels is the best way to address some of those problems.

Assistant GM Kessarlis thanked Lieutenant Lopez for his participation on the Sunriver Area Chamber Board. It's great to have the chief on that board because it is important to have his voice as this board represents the community at large.

Lieutenant Lopez noted that he has been with the Sunriver Police Department for three years having started around the same time COVID hit making it hard for him to get to know community members. The Police Department, especially in the past twelve months or so, have made a more concerted effort to be more visible at community events and around town to the extent their short-staffed situation allowed.

Chief Lopez answered several more questions posed by the Board who thanked him for being here today and congratulated him on his promotion.

FULL RESERVE STUDY REPORT

Controller Joe Healy reminded the Board that back in 2010, the owners approved raising the monthly maintenance fees by \$30 per month to start adequately funding the reserve account. Since that time the Association has had a full reserve study done every three years and Rob Felix from the Felix Reserve Group has been producing that report since the Board and owners agreed to vigorously fund the reserves.

Mr. Felix was here again this past summer to look at all the Association's assets and review those with GM Lewis, Public Works Director Mark Smith, Fleet Services Manager Sam Bieber and Greg Koozer who both

do an excellent job on both our fleet equipment and building maintenance. That knowledge proves extremely helpful when Mr. Felix is reviewing assets with the team.

Mr. Felix thanked Controller Healy, noting that he has been doing reserve studies for over 25 years and Sunriver is unique in that staff are very involved, forthcoming, and supportive. Mr. Felix also noted that this was the second year that the Sunriver Service District (SSD) was removed from the SROA. That information was pulled and was reviewed with SSD leadership working from their plans on the new public safety building to incorporate a lot of necessary information and to ensure no assets have fallen in the gap.

Mr. Felix started by providing a brief training course on the vital importance of reserve studies to owners' associations and the Board's responsibility to SROA and its members regarding the reserve study. The Board's primary responsibility is to preserve, maintain and enhance the value of the assets of the community. A reserve study can be used as a proactive plan, or a reactionary tool and Mr. Felix believes SROA has a good proactive threshold plan in place. It can be used for strategic future analysis, or an expansive accumulation of asset detail. It can be used as both a savings and a spending plan.

A good financial analysis should provide the manager and Board with details about future expenses, anticipated financial shortfalls, and recommendations for funding. An association should be 70-100% funded, a goal that SROA plans to hit by 2042. Mr. Felix noted that SROA is currently approximately 70% funded, which in the world of reserve studies is extremely, extremely strong as many of his clients are way down that ladder in comparison. SROA rates in the top 10% as far as funding in comparison to the many reserves studies Mr. Felix performs on a regular basis.

Mr. Felix then reviewed the recently completed study for SROA, answering several questions posed by the Board members. President Beenen pointed out that the \$11.5 million currently being held in reserves is used for both new capital acquisitions as well as for replacement items so this analysis which shows us at 71% would only be true if we didn't do any new capital investments, which is just something the Board needs to keep in mind. Controller Healy also answered a few questions posed by the Board and provided clarification where needed.

Controller Healy as well as the Board thanked Mr. Felix for his hard work on this report and for being in attendance today.

OWNER ENRICHMENT COMMITTEE (OEC) ANNUAL REPORT

OEC Chair Mark Fisler reminded the Board of the OEC mission of: *"developing, promoting, and evaluating SROA programs and activities of a social, educational, cultural, and recreational nature with an objective of making the Sunriver experience as enjoyable and rewarding for owners as possible."*

The committee, which can have up to 11 members, currently has seven due to several unavoidable and unfortunate events. The committee is currently actively recruiting replacement candidates and has at least five individuals that have expressed interest. In addition, an article that was recently published in the Scene soliciting individuals that would be willing to volunteer for any activities that need additional support resulted in approximately 20 individuals stepping forward to offer their assistance in the future.

Easily the most impactful activity of the committee is the ongoing Sunriver You programs. Classes range from Quilt Making Basics to travel forums, SROA town halls and everything in between. Over the past year Sunriver You classes had a total of 1,230 participants with a subscribed student base of 1,080. There were 11K website hits to Sunriver You and over 600 volunteer hours contributed. Future classes include Medicare 101, Travel Forum: South Africa, tips for an Eco-Friendly Kitchen and the SROA Strategic Plan.

The second most impactful ongoing activity hosted by the OEC is the first Saturday Sunriver Owner's Happy Hour held at SHARC. During the pandemic, Happy Hour was suspended and then only restarted intermittently as conditions improved and attendance was reduced. However, the event has returned to its every month format and the numbers of attendees have returned to pre-pandemic levels in the range of 30-60 guests depending on the time of year. Susan Huseonica served as host since its inception but has recently turned the reins over to Carol Mosman.

In March of 2023, the OEC sponsored West Coast swing dance lessons followed by a dance held at Benham Hall. The lessons were limited to 30 people due to space and three lesson sessions were held with 29 individuals signing up for classes at \$35 per person. The dance was held on March 24th and hosted 74 attendees at \$20 per person. There was a DJ and a cash bar and the OEC provided snacks and decorations. There was an initial outlay of approximately \$1,450 for the dance instructions and the dance itself, but the lessons and event receipts resulted in a net cost of \$5.

In the fall of 2023, the OEC, with help from the administrative staff at SROA, mailed thank you notes along with a \$10 gift card to 147 volunteers. This included all committee and task force members as well as War on Weeds (WOW) volunteers.

Also in the fall, the OEC held its second daffodil bulb sale. This event started in 2022 and was repeated this year. 3125 bulbs were sold in 2023 with seven different varieties of daffodil bulbs offered. Residents signed a form stipulating that the bulbs were only to be planted on their property and no bulbs would be planted on common areas, wire cages were prohibited around the bulbs and there would be no Design Committee approval required.

In addition to the previously mentioned activities, OEC members support and volunteer at other SROA events and programs including but not limited to movie nights, concerts, the Uncorked wine event and more.

The OEC has a bright future as an incubator for ideas. Not only does the OEC and Sunriver Your put-on programs and classes that enrich the experience of community members, but our network of volunteers also facilitate the formation of spinoff clubs and the realization of ideas. The Travel Forum series in Sunriver You came through the OEC. The Sunriver Ski Club, being implemented as we speak, was initiated by the OEC. A club for hosting board games is trying to launch. Reactivating the community potlucks is on the agenda and summer outdoor yoga classes are also being considered.

Year to date, the OEC has submitted expenses of \$5990.40 but had receipts of \$4650 for a net impact on the budget of \$1925.40. Looking forward to 2024, expected costs for the Sunriver You website, Zoom account, volunteer appreciation, Owner Happy Hour and new projects and activities, the OEC respectfully requests a budget of \$5000 for 2024 programs and activities.

Heartfelt gratitude was expressed to SROA staff members Keith Kessar, Leigh Anne Dennis and Alexandra Haupt who regularly attend the OEC meetings and whose collaboration was critical to the success of these activities. Additionally, the OEC thanked members who have rotated off the committee including Jane Boubel, Susan Huseonica, Al Klascius, and Mary Condy for their service and brilliant ideas.

FINANCE COMMITTEE INVESTMENT PROPOSAL

Controller Healy led this discussion noting that in 2021 SROA's interest income for the whole year was just under \$12k. Fast forward to the end of October of 2023 and we have generated over \$575,000 in interest income an obvious significant difference in what yields and raising interest rates has done.

One of the discussions that has been held at the Finance Committee over the past few months is that as interest rates, at some point, start to go down, we would like to try to capture some of those higher yields on a longer term.

The current financial policy allows the purchase of any treasury or CD up to two years and what the committee would like to be able to do is invest some of the cash right now and maybe in the future and extend some of those durations to between two and five years. First Interstate Wealth who is SROA's investment advisor, attend the Finance Committee meetings on a quarterly basis and provide an update on the economy, current rates, etc. so the committee has held discussions about this proposal with our First Interstate representatives as well.

Currently one-year treasuries are paying over 5% and the three and four years are paying 4.6-4.7%. The committee is aware that those rates are going to start dropping at some point so capturing some of those yields on longer terms benefits the organization. The Finance Committee is recommending that the Board authorize the SROA Controller to purchase up to \$3 million in US treasuries with maturities of over two years and up to five years in duration.

If approved by the Board tomorrow, this plan would be put into effect over the next couple of months as we have some treasuries that are maturing in January.

Treasurer Pederson commented that the Finance Committee has spent considerable time discussing this proposal. The Association's portfolio of treasuries is currently yielding 5.26% overall which is what has helped to generate this \$575k in interest income and it's been a tremendous help to the budget and to building the reserves which are much higher than what we budgeted for interest for the year.

Treasurer Pederson added that even though we will see a slightly lower interest rate up front going from 5% on a very short-term treasury to maybe 4.6% on potentially a four-year treasury, at least if/when rates come down, we would still be receiving the 4.6% for the duration of that treasury. In trying to be conservative, the committee noted we can't invest all our reserves in long-term investments as we have needs every year along with the risk of some catastrophic event that might affect our need for cash which is why the committee has set a limit of no more than \$3 million on their recommendation to the Board for approval.

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

ADMISSIONS MODEL WORKGROUP UPDATE

Assistant GM Keith Kessar provided a breakdown of recreation statistics for the month of October.

As of October 31, 2023, a total of 7,277 Member Preference Program (MPP) cards have either been purchased or renewed. Of that total, 5,735 were renewals and 734 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 October, the MPP revenue totaled \$607,844 or 100.1% of the annual budget. Mr. Kessar also noted that the next big uptick in visitors will be over the Christmas holidays.

About the 2023 Recreation Plus Program (RPP), as of October 31, 2023, there were 918 homes and/or condominiums signed up on the program. Last year at the same time there were 924 properties participating in the program. Mr. Kessar also provided a breakdown of the RPP's by the number of bedrooms. Revenue at the end of October stands at \$2,455,704 or 100.1% of the 2023 budget. Mr. Kessar does not anticipate that we will get any other properties on this year's program.

Gate revenue is currently sitting at \$558,171 or 95% 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 6,357 attendees to the facility in the month of October compared to 5,765 in 2022. Of that number, 3,073 were owners, 1,951 were RPP pass holders, 24 were member guests, 346 were extended family, 105 were gate admissions, and 132 were Central Oregon Sunday users. Year to date, overall attendance is at 195,618, an increase of 9,686 guests over 2022.

As was noted last month, the overall attendance at the Member Pool through the end of the season was 17,636 compared to 20,039 in 2022, a decrease of 2,403. The Board discussed this downward trend and suggested including a question and/or questions related to this in the next Owner Survey in 2024.

By the end of October 2023, staff had issued 51,000 paper guest passes and of those 10,710 have been redeemed at SHARC and 4,176 were redeemed at the Member Pool. There were 55,138 passes issued in 2022 of which 10,884 were redeemed at the SHARC facility and 4,644 were redeemed at the Member Pool. This decrease reflects the fact that overall fewer properties renewed their MPP cards, but more people per household renewed.

Mr. Kessaridis reminded the Board that owners can update their MPP card for 2024 beginning on Friday, December 15th 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.

In regard to the Café, seasonal sales totaled \$532,672.22 of which SROA received \$79,900.83.

Assistant GM Kessaridis commented that we have had a very robust tennis/pickleball season this year that continued in October due to favorable weather. \$92.5k in revenue has been brought in so far this year versus expenses of \$73.5k so we are at a net of \$18,991. As we were budgeted to lose money there this year, compared to budget we are \$26,047 to the good versus the budget for that department.

Facility event space rentals continue to pick up with several events on the books in the coming weeks. We are currently at \$59,236 or 46.1% 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.

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

2024 BUDGET UPDATE

Treasurer Pederson opened the discussion by thanking the SROA staff who have worked very hard to ensure they have what they absolutely need and what the proper estimates and guidance would be to accomplish the tasks. Controller Healy has worked and reworked the numbers to reach the goal set which was to have a balanced budget with a below average increase in maintenance fees. Several different scenarios were considered, and the staff and Finance Committee settled on a proposed 3.75% increase in the maintenance fees for 2024 which is slightly below the ten-year average.

Staff and the Finance Committee believe they have put together a sound budget that includes some necessary work that needs to be accomplished. Costs, many of which we have no control over, keep going up but they came in reasonably relative enough that there were no big surprises. The Finance Committee met yesterday and approved the proposed 2024 budget and further recommended approval by the Board.

GM Lewis noted his appreciation for the hard work of the Finance Committee. They are a top-notch group of very smart individuals and SROA is lucky to have their assistance. GM Lewis also thanked Controller Healy and the rest of the department heads for their hard work in finalizing a balanced budget. GM Lewis

noted that we started the year with a projected \$100k deficit and have ended up with a surplus instead, which he believes is a testament to all the staff and how they went about looking at the 2024 budget. Essentially, there is an understanding that you can't spend what you don't have, so staff are quite frugal, and the message is to control what we can because as Treasurer Pederson pointed out there are many things that are out of our control such as insurance, utilities, etc.

Controller Healy detailed the process used by department heads who receive their budget packets in September. The first task is to forecast year-end projections so we have a better idea how we are going to finish the year and how we will go into the next year. Department heads then begin working on the next year's budget numbers, which are all submitted to the controller for input into the system.

The proposed budget is next provided to the Finance Committee who hold a series of meetings in September, October, and November to review the proposed versions of the budget. Additionally, Controller Healy and GM Lewis met with President Beenen and Treasurer Pederson to further discuss different budget scenarios. Out of all this come numerous iterations of the budget as well as a lot of input, perspectives, and suggestions that assist us in getting to the final document. Controller Healy echoed GM Lewis' comments regarding how engaged and active the Finance Committee is in the process. The committee met yesterday and gave their unanimous approval of the 2024 budget.

Controller Healy provided more detail regarding the proposed budget for 2024 for the Board noting that total revenues are projected at \$13.9 million of which approximately 60% comes from the maintenance fees and 97% of those fees are from owners. 53% of that projected revenue goes directly down to the reserve fund which will equate to \$3.88 million in 2024. The controller led the Board and those in attendance through a review of the proposed budget and answered numerous questions.

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

2024 MAINTENANCE FEES DISCUSSION

President Beenen reported that the maintenance fees for 2024 will increase by 3.75% which will put the monthly maintenance fee at \$159.51 per month. This is an increase of \$5.77 per property per month. Owners do have the option of paying the entire assessment in full by January 25, 2024, and will receive a 3% discount by doing so. The yearly assessment including the 3% discount totals \$1914.12 a savings of \$57.42.

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

REVIEW 11/18/23 REGULAR MEETING AGENDA

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

ADJOURN

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

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

The public meeting adjourned at 10:50 A.M.

Respectfully submitted,

Linda Beard, SROA Assistant Secretary

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

DIRECTORS PRESENT: Clark Pederson, Bill Burke, Keith Mobley, Julianna Hayes, Mark Murray & Linda Beard

DIRECTORS PRESENT VIA ZOOM: Scott Gillies & Gerhard Beenen

DIRECTOR ABSENT: Tony De Alicante

STAFF: James Lewis, Susan Berger & Jesus Mendoza

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

NUMBER OF ATTENDEES: 2

OWNERS FORUM:

Randy Schneider, 6 Dixie Mtn Lane, spoke as a follow-up to his comments at the Friday work session. He referenced a meeting of the Bend Metropolitan Planning Commission on the previous day where ODOT region 10 Director Robert Townsend spoke regarding budget issues and highway maintenance, specifically maintenance and improvements to Highway 97 in south Deschutes County based on a traffic safety scoring system.

OWNER FORUM FOLLOW-UP FROM PREVIOUS MONTH

Vice President Burke commented that Director Gillies was to follow up with Linda Smith, 1 Loon Lane, who is a member of the Managing Board of the Sunriver Christian Fellowship regarding her concerns about the proposed dog park adjacent to the Cottonwood tennis courts. Director Gillies did meet with Ms. Smith and provided her with background information on why the taskforce decided on that location. They agreed to disagree on numerous points. Since that meeting the Sunriver Christian Fellowship has written a letter to the SROA Design Committee. Additionally, GM Lewis and Assistant GM Kessarlis met this past Tuesday with representatives from both the Sunriver Christian Fellowship and Holy Trinity Catholic Church. Their concerns, as have been previously reported, are disruption to activities on the church site. They expressed their disappointment that the decision has been made to locate the dog park at that location before they were notified. The GM's explained that it was not necessarily a done deal and staff can go back to the taskforce and ask them to provide some viable mitigation solutions and/or reconsider some of the other options for this park.

On a separate note, the representatives for the churches were reminded that this property has been designated for park use since way before the churches located their operations there and is something they no doubt were made aware of when pursuing their due diligence prior to purchasing the properties. There are very few properties like this left on SROA's Parks Master Plan that can accommodate such things as a playground, pavilion, etc. to serve the needs of owners and guests.

Treasurer Pederson added the taskforce has met and some of the mitigation solutions they talked about are including both raising the fence that goes along the property line from four feet to five feet and installing a sound barrier like what is used at the pickleball courts at Fort Rock Park. Additionally, they recommend moving the fence line a few more feet away from the church properties. Originally it was set at

approximately 7.5 feet and another five feet will be added to that for a total of 12.5 feet from the church properties. Although discussed, no decision has been reached as to whether the park would have a locking mechanism available on the gate to not allow use of it during service hours at least Saturday nights and Sunday mornings but the taskforce recommends waiting to see how things work out without taking that measure first. Another option that could be added if needed would be some berms between the church properties and the park. In relation to the concerns about parking, some additional parking spaces will be added to the parking lot at that location and again, we will have to wait and see if it presents a problem or not.

GM Lewis added that again, this is one of the last open spaces available to the Association that can be developed as a park and recreation area and as everyone in this room probably knows, Fort Rock Park is booked solidly all summer and often owners and/or guests are turned down as the park is not available for their function. Another location with a pavilion, playground, and possibly other amenities would take some of the pressure off Fort Rock as well as allowing more applicants the ability to enjoy a park setting for their gathering.

Moving along from last month's follow up, GM Lewis was going to respond to Jeff Mingus, 3 Gray Birch Lane and Mike Shear, 1 Gray Birch Lane, regarding their concerns about the low level and odor of water in the ponds on Sunriver Resort's Woodlands golf course, particularly the one that is adjacent to the Members Pool. GM Lewis noted he will reach out to Mr. Mingus and Mr. Shear next week as he was finally able to speak with the Operations Manager for the Resort and the GM for SR Utilities and learned that the levels do go up and down throughout the year, although it is typically not more than 18 inches and that depends upon the flow. The utility company works with the golf course to determine the expected flow from the sewage treatment plant which is typically lower over or toward the weekend because that is when you get the higher use in Sunriver during the summer.

In terms of the smell, with the improvements they recently completed at the sewage treatment plant, the water that comes out of the system has no smell, so it could just be mud smell like you have anywhere else. Additionally, GM Lewis talked to Recreation Director Leigh Anne Dennis and some of the other recreation staff and asked if they had gotten complaints from anyone using the Member Pool since it sits just adjacent to the pond and the answer was that they had not received any complaints during the time the Member Pool was open this season.

Regarding follow-up from yesterday, Patty Smith, 2 Lodgepole Lane, and Randy Schneider, 6 Dixie Mtn. Lane, do not require follow-up nor is any follow-up necessary with Jane Boubel, 18 Cultus Lane. \

RECAP OF 11/17/23 BOARD WORK SESSION

President Beenen reported that Police Chief-in-Waiting Stephen Lopez was in attendance and shared a bit of his background as well as an update on operations at the Police Department. Mr. Lopez will be sworn in as Police Chief on December 1st and the Board wishes him the very best in his new position.

Rob Felix from the Felix Reserve Group was in attendance via Zoom and presented information on the recently completed full reserve study followed by quite a bit of discussion by the Board with Mr. Felix.

Mark Fisler, Chair of the Owner Enrichment Committee (OEC) provided the committees annual report and talked about some of their plans for 2024.

Controller Joe Healy reviewed an investment proposal from the Finance Committee that the Board will be voting on today.

Assistant GM Keith Kessarlis provided an update on recreation statistics for the month of October highlighting that we will finish the year essentially on plan.

Controller Healy and GM Lewis provided an update on the proposed 2024 budget and 2024 maintenance fees. Both items are on the agenda for action at today's meeting.

BOARD ACTION
BOARD MEETING MINUTES

Director Pederson moved to approve the minutes of the October 20, 2023, board work session minutes as written. Seconded by Director Murray, motion passed unanimously.

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

BOARD ACTION
FINANCIALS

Treasurer Pederson referred to the key data sheet noting the amount of green ink versus red ink on page, which is always a good thing. In the operating area, our total revenues were ahead of budget by \$33,214 the result of the increase in some design review fees that took effect in June, interest income, and some LFR fines. In operating expenses, we are under budget by \$23,003 due to savings in some materials costs. And for the first time in Controller Healy's memory, this month's legal bill was only for the retainer. This results in a positive variance in operating for the month of \$56,217. Year to date, there is a positive variance of \$337,143 and revenue exceeded expenses by \$273,159.

On the non-operating side, revenue was above budget largely due to interest income and on the expense side we were under budget by \$50,502 largely due to timing in LFR and asphalt applications. SROA will also be receiving an additional \$60k from the ladder fuel grant from Deschutes County, which will be the final payment from that grant. Year to date, when looking at the total surplus from both the operating and non-operating we are at \$1,169,000 versus a budget of \$1,082,000 resulting in a variance of \$742,569. Interest income year to date between the operating and non-operating accounts is \$577,000.

Treasurer Pederson proceeded to review the balance sheet and investments and answered some questions posed by other Board members.

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 \$2,000 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 variance 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, Member Preference Program (MPP) and Recreation Plus Program (RPP) revenues are at 101.1% and 100.1% of their respective annual goal. Salaries and 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.

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 two-year and a yield of 5.26%. Receivables for owner's fees (maintenance fund, storage space, fines) and RPP payment plans were \$128,426, of which \$86,302 is over 90-days past due. There is \$90,000 in reserve for uncollectible accounts against owners' receivables.

October 31, 2023 (Year to Date Unaudited)

| | <u>ACTUAL</u> |
|------------------------|---------------|
| TOTAL REVENUE | \$11,343,561 |
| TOTAL EXPENSES | \$11,070,402 |
| OPERATING FUND SURPLUS | \$ 273,159 |

Director Mobley moved approval of the unaudited financial statements for the month ending October 31, 2023. Seconded by Director Burke, the motion passed unanimously.

GENERAL MANAGER'S REPORT

GM Lewis reported his recap for activities in October.

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 economic development efforts. This will continue to be a monthly on-going participation.

GM Lewis worked with SROA collections legal counsel regarding Transient Room Tax (TRT) funds/statute analysis; SROA election/email issues, fine/fee lawsuits, HR issues and more.

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 including a public meeting at SHARC on wildfire protection.

GM Lewis met with the incoming SR Police Chief regarding bike patrol and alternatives.

GM Lewis participated in the yearly meeting between SROA and the SSD relative to the Agreement for Enforcement of Rules & Regulations and follow-up to 2023 issues.

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 continued to work with department heads to fine tune their 2024 budgets.

GM Lewis participated in some additional follow up with the architects to discuss future remodeling at the SROA Administration building and at SHARC.

GM Lewis followed up with various Board members and owners regarding comments during the owners' forum portion of the Board meetings.

GM Lewis participated in the third Strategic Plan 2030 Task Force meeting.

In the Accounting Department, Controller Healy prepared the unaudited financials for the month and quarter ended 9/30/23.

The Controller presented the draft of the 2024 operating and reserve budgets to the Finance Committee.

Accounting staff have been working with the SSD auditing firm.

The SROA Controller continued to review and work on the 2023 full reserve study report.

The Controller has assisted department heads as necessary with their 2024 budgets.

In IT, all switches have been moved to 5gb circuits in the admin office.

Installed Verizon Cellular boosters at SHARC and at the admin office.

IT staff member Gabe Rice continues to do GIS training in ArcGIS Pro, spatial analysis tools and data engineer training.

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

A GIS project kickoff meeting was held with staff that will be utilizing that program.

The Jonas server in accounting was moved from an older legacy server to a new host. Jonas will soon be moved to the cloud.

The phone script for winter hours at SHARC has been updated. The emergency phone in the indoor pool area has been replaced.

A new snowfall file for 2024 has been configured for Public Works.

Quarter-end reports were run on the new fuel system.

In the Communications Department, Scene advertising was at \$25,975 (October 2022 was \$18,327.)

There were 155 reads of the online October Scene including readers from Sweden, Ireland, Canada, and Mexico.

The SROA websites most popular pages in October were weather, calendar, and ladder fuels.

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

October eblasts included information about TDS letter to owners about forthcoming work, Bike and Pedestrian summit, Soiree wine events and owner living room use.

Social media projects promoted soiree wine events and paint/sip class.

The Community Development Department reports the Design Committee meetings continue to occur on a regular schedule with multiple items on each agenda – the two October meetings had a total of nine items combined – 5 and 4).

There are currently approximately 323 active projects/building permits (down by 2 from the previous month of Sept.)

The number of applications submitted in October was down from the same month in 2022 - from 113 in 2022 to 81 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.

Community Development staff worked with the Design Committee on continued discussion of tree protections.

The Natural Resources (NR) staff prepared and mailed ladder fuels reduction (LFR) fourth 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 completed the annual asbestos surficial pick-up on commons.

NR staff performed annual cheat grass pre-emergent application.

NR staff started flagging property lines and marking trees for the 2024 LFR contract.

Public Works staff winterized the sports courts including the removal of all windscreens and nets. Drinking fountains were also winterized.

The last round of ladder fuel pickups for the year was completed.

PW staff went door to door and emailed notification for fall road projects.

Oregon Loop and part of Beaver Drive were completely rebuilt.

Swept all pathways several times to remove all fall blow down of pine needles.

Salted pathways and tunnels as necessary.

Fleet services installed snow equipment on the large PW trucks.

A tilt trailer was purchased for a reserve replacement.

Reserve replacement orders were placed for a pickup and small SUV.

At SHARC, repairs to the snowmelt systems are in process.

Safety covers have been installed for the winter.

The outdoor pools and deck restrooms have been winterized and the pool gutter bullnose was repaired.

At the Members Pool, Anderson Pools/Pacific repaired warranty items. Safety covers were installed, and the spa pump drive was replaced.

The foundation dig-out of the new Public Works building is complete and the metal building has been ordered.

CDL training is underway for new staff in hopes of having one more person qualified in November.

PW recently lost a lead tech with 20 years of experience and the department is interviewing for two open positions.

The Recreation Department reports 7,289 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 was a total of 5,948 visitors to SHARC in the month of October versus 5,590 in October of 2022 and 5,846 in 2019.

The first Sip, Sip Soiree was a success with two more of these events to be held in November and December.

The aquatics department launched a new coached lap swim for adults to increase lane sharing and help preventive repetitive motion injuries.

Facility operations have rolled back to winter hours of 6 AM – 6 PM daily.

Retail ordering for 2024 is underway in preparation for another successful year ahead.

The Recreation Plus Program (RPP) prices for 2024 have been communicated to all property managers. Usage reports for all RPP participants will be conducted after the Thanksgiving holiday.

LIAISON AND COMMITTEE REPORTS

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

SUNRIVER SERVICE DISTRICT (SSD) REPORT

President Beenen reported one just has to look out the window to see that the new Public Safety building is moving along nicely. The objective is to have it closed-in in the next couple of weeks so they will be able to continue interior work during the winter months. There is also some work taking place on the east side of the apparatus bay which will provide a decontamination area for SSD staff as well as storage of their air packs.

According to the contractor and our owner’s representative, we remain on plan and on budget with the target completion date set for early 2025.

The chiefs reports are included the Board binders and having heard from Fire Chief Bill Boos last month and Police Chief in waiting Lopez this month, the Board is up to speed on what is happening in those departments. Things are stabilizing employee wise in the Fire Department but are always more of a challenge on the Police side.

The SSD has also completed a reserve study. They are not as far in the process as SROA, and they have a lot of work to do on ensuring their reserve list is accurate, but they are getting there.

There is the annual meeting with the Deschutes County Commissioners with the SSD Managing Board scheduled in December. There is also discussion taking place on the management agreement between the SSD and the County. This could affect SROA as there is talk of either reducing or eliminating the requirement that SROA Board representation be included on the SSD Managing Board.

The minutes from the September 14th and October 19th meetings were included in the board binders.

BOARD ACTION

COMMITTEE/TASKFORCE APPOINTMENTS

Director Pederson moved approval of the resignations of Mark Szmeczak from the Design Committee and Mary Condy and Louise Howard from the Owner Enrichment Committee and further moved to thank them for their service. Seconded by Director Murray, the motion passed unanimously.

BOARD ACTION

ACCEPT OWNER ENRICHMENT COMMITTEE ANNUAL REPORT

Director Murray moved to accept the Owner Enrichment Committee annual report as presented to the Board on 11/17/23. Seconded by Director Pederson, the motion passed unanimously.

BOARD ACTION

RESOLUTION 2023-007

APPOINTING AUTHORIZED SIGNATORIES

Director Mobley moved approval of Resolution 2023-007 authorizing designated signatories for the Association accounts. Seconded by Director Pederson, the motion passed unanimously.

BOARD ACTION

2024 BUDGET

Director Pederson moved approval of the proposed 2024 budget. Seconded by Director Mobley, the motion passed unanimously.

BOARD ACTION

2024 MAINTENANCE FEES

Director Murray moved 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 in full, excluding special purpose assessments, by the 25th of January 2024. Seconded by Director Burke, the motion passed unanimously.

BOARD ACTION
2024 SKYPARK ASSESSMENT AMOUNT

Director Burke moved to approve the 2024 Skypark Fund assessment of \$68.99 per month, an increase of 3.75% or \$2.49 per property per month. Seconded by Director Mobley, the motion passed unanimously.

BOARD ACTION
INVESTMENT PROPOSAL

Director Pederson moved to approve the authorization of the SROA Controller to purchase up to \$3 million in US Treasuries with maturities of over two years and up to five years in duration. Seconded by Director Murray, the motion passed unanimously.

There being no other business, President Beenen asked for a motion to adjourn to executive session to discuss a personnel matter.

Director Murray moved to recess the public meeting and reconvene in executive session under the authority given in the SROA Bylaws, Article 4, Section 10 to discuss contractual, personnel, or legal matters that may be subject to a claim of privilege. Seconded by Director Mobley, the motion passed unanimously.

The public meeting recessed at 10:24 A.M.

The public meeting resumed at 10:45 A.M.

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

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

The meeting adjourned at 10:49 A.M.

Respectfully Submitted,

Linda Beard, SROA Assistant Secretary

(2)

FINANCIAL REPORT & RESOLUTIONS

Approval of unaudited November 2023 Financials

(Board Motion Required)

SROA BOARD ACTION REQUEST

DEPARTMENT: Accounting

DATE: 12/15/23

SUBJECT: Unaudited Financial Statements

ACTION REQUESTED- I, Director _____ move approval of the unaudited SROA financial statements for the month ending November 30, 2023 as presented.

ATTACHMENTS: November 2023 Financial Statement

SUBMITTED BY:

Name

Joe Healy

Position

SROA Controller

INTEROFFICE MEMORANDUM

TO: FINANCE COMMITTEE
FROM: JOE HEALY
SUBJECT: NOVEMBER 30, 2023, YEAR-TO-DATE UNAUDITED FINANCIALS
DATE: 12/11/2023

Income Statement

For the month ended November 30, 2023, there was a net operating deficit of \$52,533 which was \$4,076 worse than the budget. Total operating revenue was over budget by \$18,210. Design review fees, ladder fuel fines and interest income were all over their respective budgets for the month. Total operating expenses were over budget by \$22,286. Salaries and burden were under budget by \$18,379 due to open f/t positions in recreation and public works. Material and services were over budget by \$51,746 due to several factors:

- Large purchase of sanding cinders
- Service parts for UV system at owners' pool
- Bobcat tires
- Cutting edges for plows
- Collection fees for past due accounts

In November, grant funds received in 2023 for ladder fuel expenditures were reclassified from the expense account to grant revenue. This gives a more transparent view of 2023 expenditures compared to funds received. There was \$531,241 spent on road/asphalt work in November.

Through the first eleven months of 2023, there was a net operating surplus of \$220,627, which was \$333,067 better than budgeted. Operating revenues were over budget by \$146,350 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 101.3% and 100.2% of their respective annual goal. Salaries & burden were under budget by a combined \$158,733 due to open f/t and p/t positions in recreation and public works. Material and services expenditures were under budget by \$5,651 through the first eleven months. As of November 30, 2023, there was a combined operating and non-operating surplus of \$1,473,423 which was \$713,327 better than budget.

Balance Sheet/Investments

Total assets as of November 30, 2023, were \$35,411,063. Cash and investments totaled \$14,008,170, a decrease of \$1,099,313 from October. As of the end of November, there was \$13,844,748 invested in FIW money market fund and US Treasuries with durations between 90-day and 4-year and a yield of 5.18%. A \$1,500,000 four-year treasury note was purchased in November with an annual yield of 4.51%. Receivables for owner's fees (maintenance fund, storage space, fines) \$136,296, of which \$82,788 is over 90-days past due. There is \$90,000 in reserve for uncollectible accounts against owners' receivables. The increase in the current and over 30 days past due is related to ladder fuel can community development fines. Construction in progress included public works yard, trail signs, and GIS platform design. As of this report date, there has been over \$700,000 in payments received for 2024 maintenance dues. Sales for 2024 MPP and RPP memberships begins on the 15th of December.

Sunriver Owners Association

Key Data Sheet
November 30, 2023

| OPERATING | Current Month | | | Year to Date | | |
|---|-------------------|-------------------|------------------|------------------|--------------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| Total Operating Revenue | \$1,018,199 | \$999,989 | \$18,210 | \$12,361,760 | \$12,215,410 | \$146,350 |
| Total Operating Expenses * | \$1,070,732 | \$1,048,446 | (\$22,286) | \$12,141,133 | \$12,327,850 | \$186,717 |
| Operating Budget Surplus / (Deficit) | (\$52,533) | (\$48,457) | (\$4,076) | \$220,627 | (\$112,440) | \$333,067 |

| NON-OPERATING | Current Month | | | Year to Date | | |
|--|--------------------|--------------------|-------------------|--------------------|------------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| Total Non-Operating Revenue * | \$380,758 | \$353,931 | \$26,827 | \$4,226,857 | \$3,949,611 | \$277,246 |
| Total Non-Operating Expenses | \$758,418 | \$672,325 | (\$86,093) | \$2,974,061 | \$3,121,975 | \$103,014 |
| Non-Op Budget Surplus / (Deficit) | (\$377,660) | (\$318,394) | (\$59,266) | \$1,252,796 | \$827,636 | \$380,260 |
| Total Surplus / (Deficit) | (\$430,193) | (\$366,851) | (\$63,342) | \$1,473,423 | \$715,196 | \$713,327 |

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

| Cash/Investment Balances | As of | As of | Change | 12/31/22 | 12/31/23 |
|--------------------------------------|---------------------|---------------------|--------------------|---------------------|---------------------|
| | 11/30/23 | 11/30/22 | | Balance | Projection |
| Operating Fund | \$658,660 | \$1,868,801 | (\$1,210,141) | \$3,768,492 | \$2,846,737 |
| Capital Reserve Fund | \$11,962,738 | \$8,586,144 | \$3,376,594 | \$9,040,925 | \$12,314,690 |
| Recreation Operating Reserve Balance | \$1,370,721 | \$1,309,532 | \$61,189 | \$1,314,150 | \$1,377,821 |
| SHARC Reserve Balance | \$16,052 | \$490,628 | (\$474,576) | \$560,790 | \$76,052 |
| Total Cash/Investment Balance | \$14,008,171 | \$12,255,105 | \$1,753,066 | \$14,684,358 | \$16,615,300 |

| Capital Reserve Percent Funded (Replacement Items & New Capital) * 70-100% Funded by 2042 per Consolidated Plan | 12/31/2022 | 12/31/2021 | 12/31/23 | 12/31/24 | 12/31/25 |
|---|------------|------------|-----------|-----------|-----------|
| | 56.1% | 38.9% | Projected | Projected | Projected |
| | | | 71.3% | 67.8% | 66.2% |

| Replacement Reserves | As of 11/30/23 |
|---|--------------------|
| 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 30 | over 60 | over 90 | over 120 | Total |
| \$47,085 | \$6,424 | \$4,576 | \$78,212 | \$136,296 |

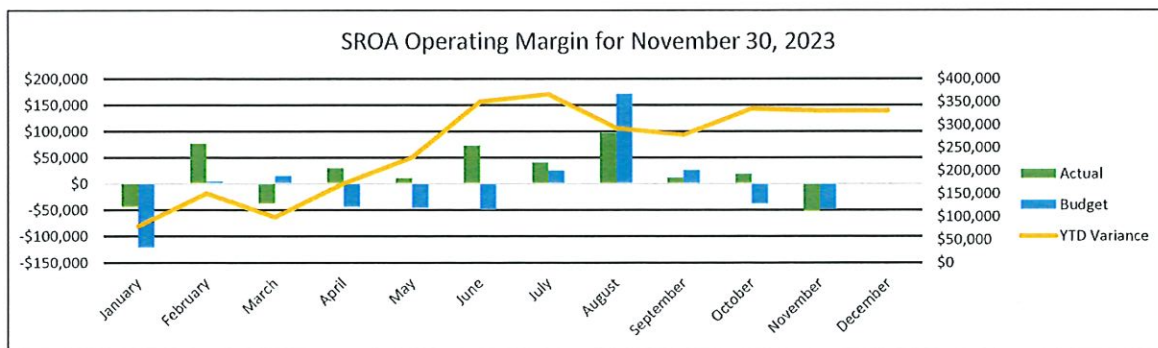
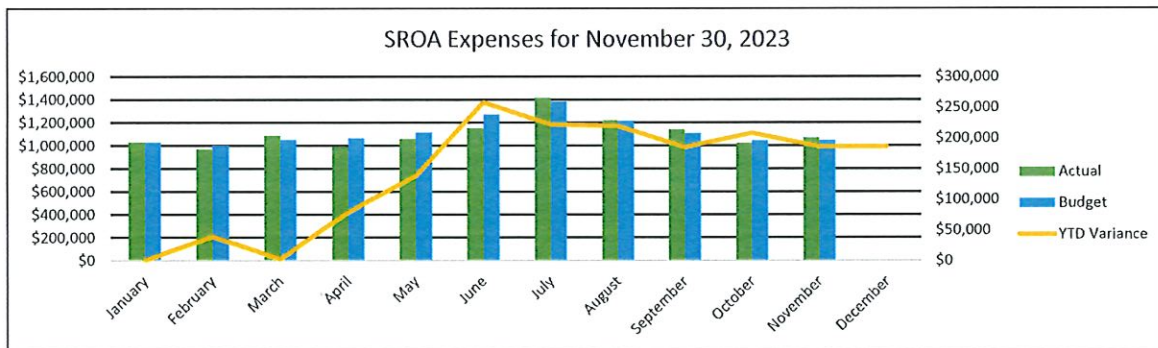
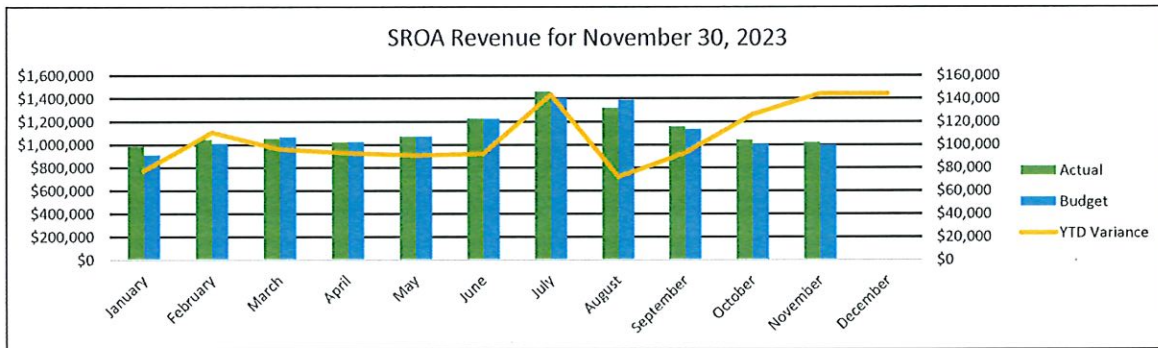
| FTE (Current vs. Budget) | | | | |
|--------------------------|------------|----------|-------|-------|
| | Recreation | PW/Fleet | Other | Total |
| Current | 13.00 | 16.00 | 20.25 | 49.25 |
| Budget | 14.00 | 18.00 | 20.25 | 52.25 |

| Recreation Pass Sales | As of 11/30/23 | As of 11/30/22 | Difference |
|-----------------------|----------------|----------------|------------|
| Recreation Plus | 918 | 924 | (6) |
| Member Preference | 7,329 | 7,368 | (39) |

| SHARC Admissions (\$587k annual budget) | Current Month - 11/30/23 | | | Year to Date | | |
|---|--------------------------|---------|----------|--------------|-----------|------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| Admissions | \$3,737 | \$4,000 | (\$263) | \$558,171 | \$576,250 | (\$18,079) |

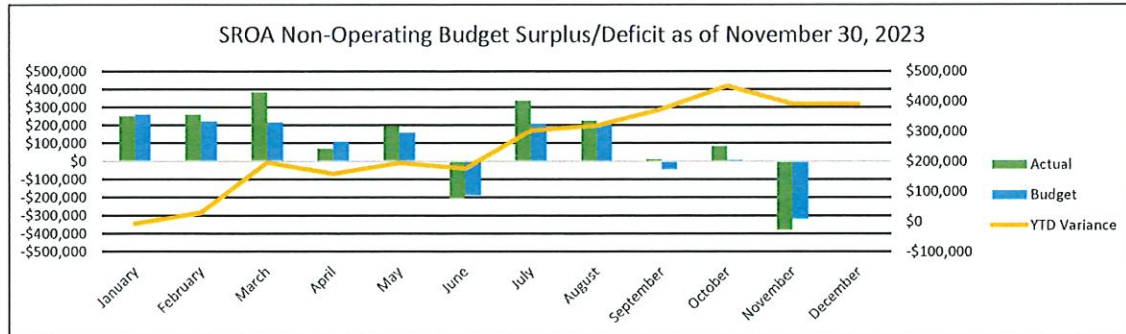
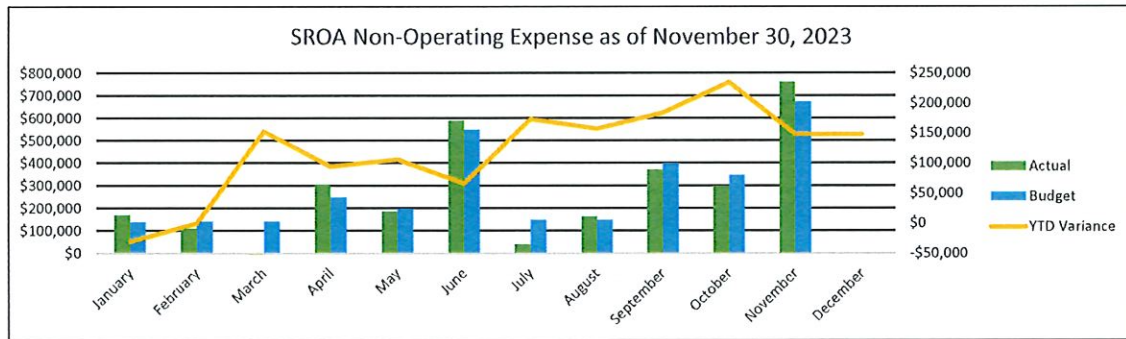
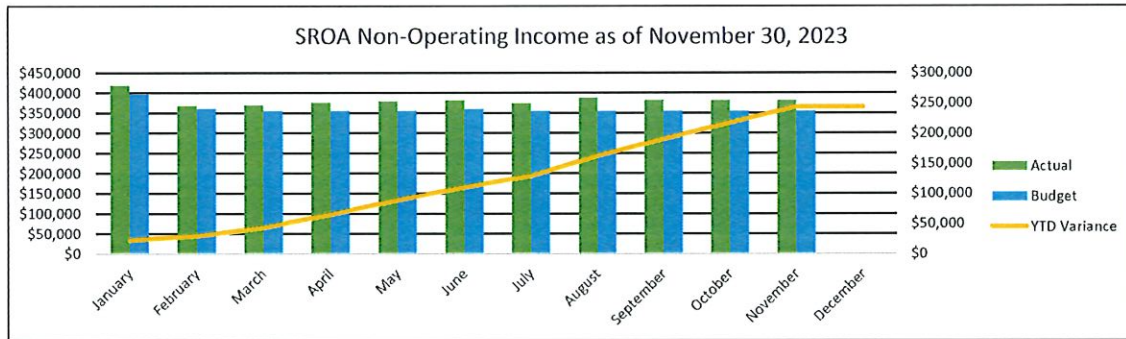
SROA Operating Income Statement as of November 30, 2023

| Sources of Revenue | Current Month | | | Year to Date | | |
|---|--------------------|------------------|------------------|---------------------|---------------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| ASSESSMENTS | \$656,469 | \$656,461 | \$8 | \$7,221,160 | \$7,221,075 | \$85 |
| PROGRAM REVENUE | \$339,866 | \$329,478 | \$10,388 | \$4,654,266 | \$4,699,129 | -\$44,863 |
| INTEREST INCOME - OPERATING | \$15,249 | \$5,500 | \$9,749 | \$230,938 | \$102,000 | \$128,938 |
| OTHER INCOME | \$6,615 | \$8,550 | -\$1,935 | \$255,396 | \$193,206 | \$62,190 |
| Total Revenue | \$1,018,199 | \$999,989 | \$18,210 | \$12,361,760 | \$12,215,410 | \$146,350 |
| Department Expenses | | | | | | |
| SALARIES | \$357,690 | \$376,439 | \$18,749 | \$4,067,196 | \$4,195,261 | \$128,065 |
| BURDEN | \$124,517 | \$124,147 | -\$370 | \$1,302,115 | \$1,332,783 | \$30,668 |
| MATERIALS & SERVICES | \$210,988 | \$159,242 | -\$51,746 | \$2,519,357 | \$2,525,008 | \$5,651 |
| Total Department Expenses | \$693,195 | \$659,828 | -\$33,367 | \$7,888,668 | \$8,053,052 | \$164,384 |
| Non-Department Expenses | | | | | | |
| INSURANCE & LEGAL | \$47,248 | \$58,333 | \$11,085 | \$620,153 | \$641,663 | \$21,510 |
| OTHER EXPENSES | \$13,337 | \$13,333 | -\$4 | \$145,837 | \$146,663 | \$826 |
| RSRV FUND CONTRIBUTION | \$316,952 | \$316,952 | \$0 | \$3,486,475 | \$3,486,472 | -\$3 |
| Total Non-Department Expenses | \$377,537 | \$388,618 | \$11,081 | \$4,252,465 | \$4,274,798 | \$22,333 |
| Total Operating Revenue & Expenses | | | | | | |
| Total Operating Revenue | \$1,018,199 | \$999,989 | \$18,210 | \$12,361,760 | \$12,215,410 | \$146,350 |
| Total Operating Expenses | \$1,070,732 | \$1,048,446 | -\$22,286 | \$12,141,133 | \$12,327,850 | \$186,717 |
| Operating Budget Surplus / (Deficit) | -\$52,533 | -\$48,457 | -\$4,076 | \$220,627 | -\$112,440 | \$333,067 |



SROA Non-Operating Income Statement as of November 30, 2023

| Non-Operating Revenue | Current Month | | | Year to Date | | |
|--|-------------------|-------------------|------------------|--------------------|--------------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| INTEREST INCOME - SKY PARK | \$158 | \$0 | \$158 | \$1,052 | \$0 | \$1,052 |
| SKY PARK ASSESSMENT | \$1,729 | \$1,729 | \$0 | \$19,019 | \$19,019 | \$0 |
| INTEREST INCOME - CAS | \$43,346 | \$16,000 | \$27,346 | \$439,427 | \$188,617 | \$250,810 |
| SPECIAL ASSESSMENT | \$18,573 | \$19,250 | -\$677 | \$280,884 | \$255,500 | \$25,384 |
| REGULAR REPLACEMENT RESERVE | \$316,952 | \$316,952 | \$0 | \$3,486,475 | \$3,486,475 | \$0 |
| Total Revenue | \$380,758 | \$353,931 | \$26,827 | \$4,226,857 | \$3,949,611 | \$277,246 |
| Non-Operating Expenses | | | | | | |
| DEPRECIATION | \$139,474 | \$146,025 | \$6,551 | \$1,554,495 | \$1,583,275 | \$28,780 |
| GAIN/LOSS ON SALE OF ASSET | \$0 | \$0 | \$0 | -\$44,900 | \$0 | -\$949 |
| SKY PARK EXPENSES | \$0 | \$0 | \$0 | \$949 | \$0 | -\$949 |
| RESERVE BANK CHARGES | \$1,587 | \$1,300 | -\$287 | \$15,489 | \$13,700 | -\$1,789 |
| LADDER FUEL REDUCTION | \$498,052 | \$50,000 | -\$448,052 | \$678,521 | \$350,000 | -\$328,521 |
| ROAD & PATHWAY PROJECT | \$531,241 | \$475,000 | -\$56,241 | \$1,255,591 | \$1,175,000 | -\$80,591 |
| GRANT REVENUE | -\$411,936 | \$0 | \$411,936 | -\$486,084 | \$0 | \$486,084 |
| OTHER RESERVE EXPENSES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Expenses | \$758,418 | \$672,325 | -\$86,093 | \$2,974,061 | \$3,121,975 | \$103,014 |
| Other Reserve Expense | | | | | | |
| Total Non-Operating Revenue | \$380,758 | \$353,931 | \$26,827 | \$4,226,857 | \$3,949,611 | \$277,246 |
| Total Non-Operating Expenses | \$758,418 | \$672,325 | -\$86,093 | \$2,974,061 | \$3,121,975 | \$103,014 |
| Non-Op Budget Surplus / (Deficit) | -\$377,660 | -\$318,394 | -\$59,266 | \$1,252,796 | \$827,636 | \$380,260 |
| Oper & Non-Oper Surplus / (Deficit) | -\$430,193 | -\$366,851 | -\$63,342 | \$1,473,423 | \$715,196 | \$713,327 |



SROA Balance Sheet as of November 30, 2023

Assets

| Accounts | Current Month | Previous Month | Change in Balance | Comments |
|-----------------------------------|---------------------|---------------------|---------------------|--|
| CASH & INVESTMENTS | | | | |
| OPERATING FUND - UNRESTRICTED | \$658,660 | \$2,135,018 | -\$1,476,358 | Operations, reserve spending and transfer |
| OPER. RESERVE FUND - RESTRICTED | \$1,370,721 | \$1,363,558 | \$7,163 | |
| RESERVE FUND - RESTRICTED | \$11,962,738 | \$11,604,027 | \$358,711 | Transfer from operating |
| SHARC RESERVE FUND - RESTRICTED | \$16,052 | \$4,881 | \$11,171 | |
| TOTAL CASH AND INVESTMENTS | \$14,008,170 | \$15,107,483 | -\$1,099,313 | |
| RECEIVABLES | | | | |
| A/R MISC | \$7,945 | \$3,243 | \$4,702 | |
| NSF CHECKS | \$0 | \$0 | \$0 | |
| MAINT FUND RECEIVABLES | \$136,296 | \$128,246 | \$8,050 | LFR and design fines |
| A/R RECREATION RECEIVABLES | \$0 | \$0 | \$0 | |
| CABLE TV ROW FEE RECEIVABLE | \$0 | \$28,789 | -\$28,789 | 3rd quarter payment received from TDS |
| DUE FROM SSD | \$6,682 | \$7,617 | -\$935 | |
| RESERVE - UNCOLLECTIBLES | -\$90,000 | -\$90,000 | \$0 | |
| TOTAL RECEIVABLES | \$60,923 | \$77,895 | -\$16,972 | |
| INVENTORY | | | | |
| FUEL INVENTORY | \$12,445 | \$24,248 | -\$11,803 | |
| MERCHANDISE INVENTORY | \$51,915 | \$52,481 | -\$566 | |
| TOTAL INVENTORY | \$64,360 | \$76,729 | -\$12,369 | |
| FIXED ASSETS | | | | |
| REAL PROPERTY | \$28,812,550 | \$28,812,550 | \$0 | |
| CAPITAL EQUIPMENT | \$7,836,509 | \$7,836,509 | \$0 | |
| CONSTRUCTION IN PROGRESS | \$1,160,814 | \$885,450 | \$275,364 | PW yard, trail signs and GIS platform design |
| ACCUMULATED DEPRECIATION | -\$16,700,506 | -\$16,561,032 | -\$139,474 | |
| TOTAL FIXED ASSETS | \$21,109,367 | \$20,973,478 | \$135,889 | |
| OTHER ASSETS | | | | |
| PREPAID INSURANCE | \$114,013 | \$161,677 | -\$47,664 | |
| OTHER PREPAID EXPENSES | \$54,230 | \$54,683 | -\$453 | |
| TOTAL OTHER ASSETS | \$168,243 | \$216,360 | -\$48,117 | |
| TOTAL ASSETS | \$35,411,063 | \$36,451,945 | -\$1,040,882 | |

SROA Balance Sheet as of November 30, 2023

Liabilities

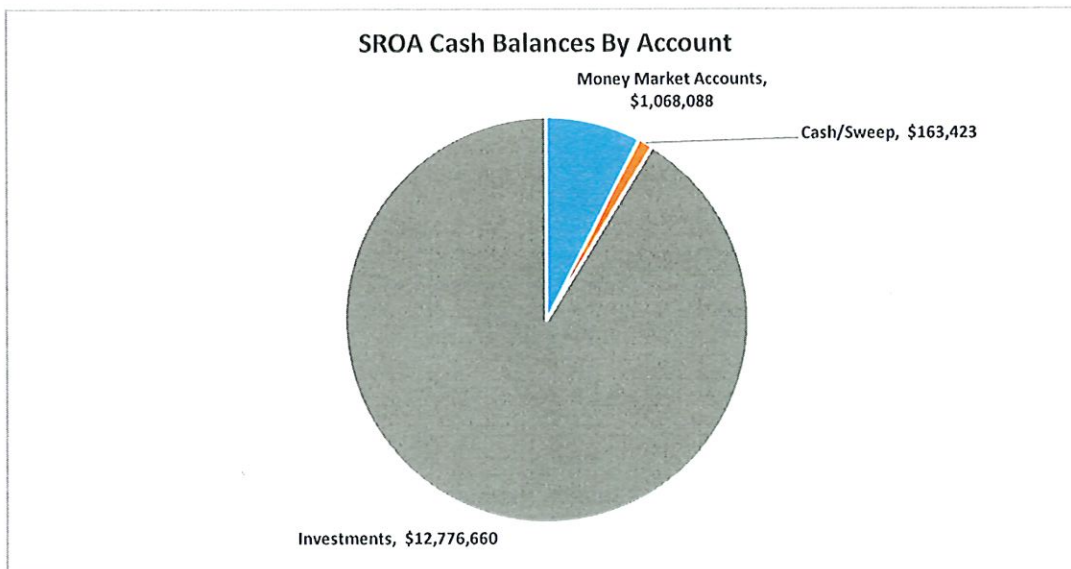
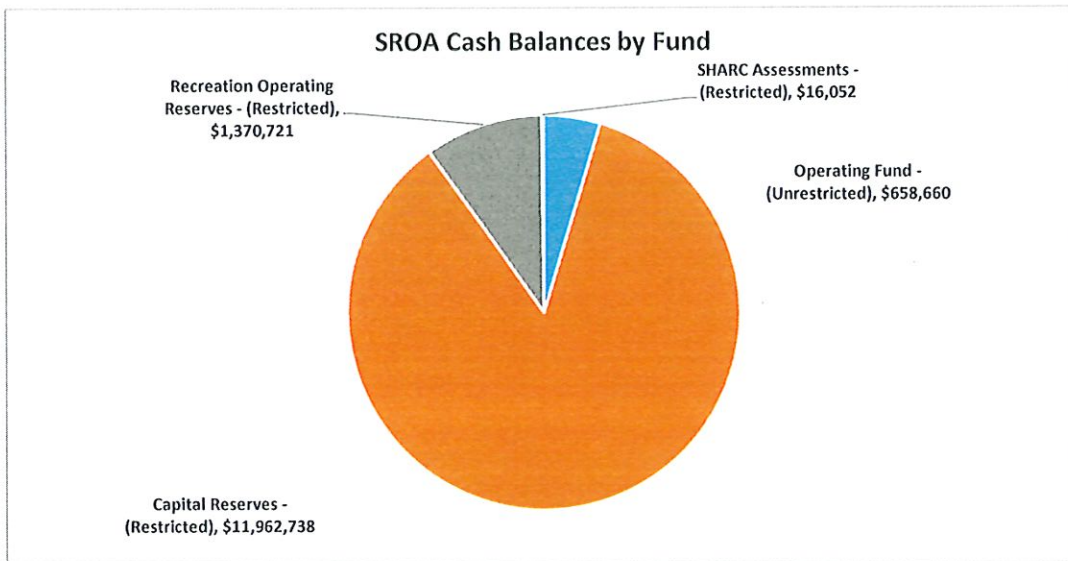
| Accounts | Current Month | Previous Month | Change in Balance | Comments |
|--|---------------------|---------------------|---------------------|--------------------------------------|
| ACCOUNTS PAYABLE | \$323,694 | \$162,343 | \$161,351 | Timing of m/e close |
| ACCRUED LIABILITIES | | | | |
| VACATION PAY | \$206,947 | \$225,501 | -\$18,554 | Vacation payout for former employees |
| PAYROLL TAXES AND BENEFITS | \$191,316 | \$186,380 | \$4,936 | |
| TOTAL ACCRUED LIABILITIES | \$398,263 | \$411,881 | -\$13,618 | |
| DEPOSITS | | | | |
| LEASE | \$7,500 | \$7,500 | \$0 | |
| ESCROW, SHARC RENTAL | \$144,465 | \$167,850 | -\$23,385 | |
| TOTAL DEPOSITS | \$151,965 | \$175,350 | -\$23,385 | |
| DEFERRED REVENUE | | | | |
| DEF REV - MAINTENANCE FUND | \$584,452 | \$1,055,471 | -\$471,019 | Monthly recognition of revenue |
| DEF REV - MEMBER PREFERENCE | \$50,079 | \$100,023 | -\$49,944 | Monthly recognition of revenue |
| DEF REV - RECREATION PLUS | \$207,397 | \$414,795 | -\$207,398 | 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 | \$60,103 | \$66,780 | -\$6,677 | Monthly recognition of revenue |
| DEF REV - SPECIAL ASSESSMENT | \$0 | \$0 | \$0 | |
| TOTAL DEFERRED REVENUE | \$914,232 | \$1,649,269 | -\$735,037 | |
| TOTAL LIABILITIES | \$1,788,154 | \$2,398,844 | -\$610,690 | |
| RETAINED EARNINGS | | | | |
| SURPLUS/(DEFICIT) CURR YR | \$32,149,486 | \$32,149,486 | \$0 | |
| TOTAL RETAINED EARNINGS | \$33,622,909 | \$34,053,102 | -\$430,193 | |
| TOTAL LIABILITIES AND RETAINED EARNINGS | \$35,411,063 | \$36,451,945 | -\$1,040,882 | |

SROA Cash Balances as of November 30, 2023

| Fund Name | This Month Balance | Last Month Balance | Change in Balance | Nov 30, 2022 |
|--|---------------------|---------------------|---------------------|---------------------|
| Operating Fund - (Unrestricted) | \$658,660 | \$2,135,018 | -\$1,476,358 | \$1,868,801 |
| Capital Reserves - (Restricted) | \$11,962,738 | \$11,604,027 | \$358,711 | \$8,586,144 |
| Recreation Operating Reserves - (Restricted) | \$1,370,721 | \$1,363,558 | \$7,163 | \$1,309,532 |
| SHARC Assessments - (Restricted) | \$16,052 | \$4,881 | \$11,171 | \$490,628 |
| Total | \$14,008,172 | \$15,107,483 | -\$1,099,313 | \$12,255,105 |

| Account Holdings | This Month Balance | Last Month Balance | Change in Balance | Nov 30, 2022 |
|-----------------------|---------------------|---------------------|---------------------|---------------------|
| Money Market Accounts | \$1,068,088 | \$4,869,380 | -\$3,801,292 | \$702,978 |
| Cash/Sweep | \$163,423 | \$405,040 | -\$241,617 | -\$84,492 |
| Investments | \$12,776,660 | \$9,833,062 | \$2,943,598 | \$11,636,621 |
| Total | \$14,008,172 | \$15,107,483 | -\$1,099,313 | \$12,255,105 |

FIW Monthly Fees



SROA REVENUES Detail November 30, 2023

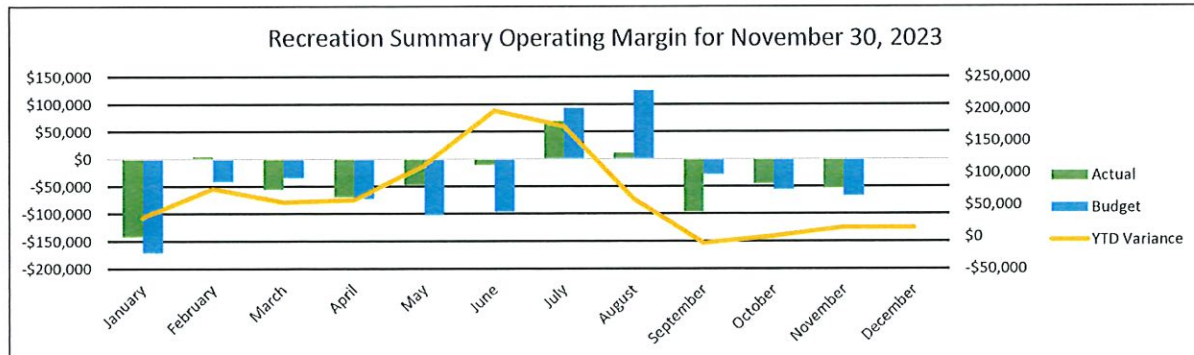
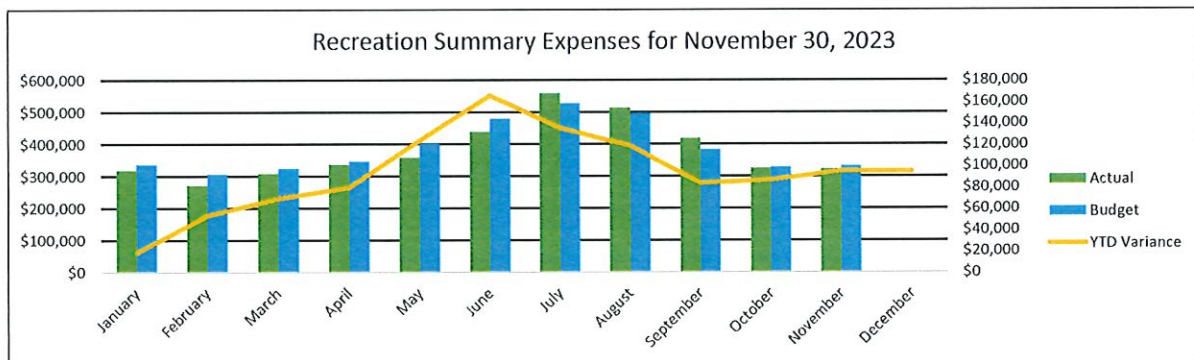
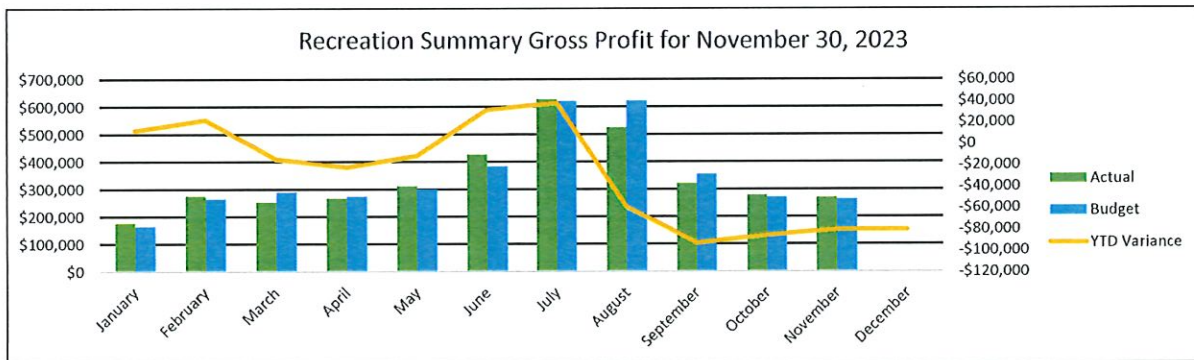
| Sources of Revenue | Current Month | | | Year to Date | | | Comments |
|---------------------------|--------------------|--------------------|------------------|---------------------|---------------------|------------------|---|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| REGULAR ASSESSMENTS | \$641,711 | \$641,711 | \$0 | \$7,058,818 | \$7,058,818 | \$0 | |
| RESORT ASSESSMENTS | \$9,809 | \$10,308 | -\$499 | \$107,895 | \$113,383 | -\$5,488 | RMV calculation |
| COMMERCIAL ASSESSMENTS | \$4,950 | \$4,443 | \$507 | \$54,447 | \$48,873 | \$5,574 | Agreement with Rediscover (Village) |
| SKYPARK ASSESSMENTS | \$1,729 | \$1,729 | \$0 | \$19,019 | \$19,019 | \$0 | |
| FIN CHRG/LATE FEES | \$1,458 | \$1,100 | \$358 | \$14,911 | \$12,100 | \$2,811 | |
| INTEREST INC - OPERATING | \$15,249 | \$5,500 | \$9,749 | \$230,938 | \$102,000 | \$128,938 | Higher return on investments |
| INTEREST INC - SKYPARK | \$158 | \$0 | \$158 | \$1,052 | \$0 | \$1,052 | |
| INTEREST INC - RESERVE | \$43,346 | \$16,000 | \$27,346 | \$439,427 | \$188,617 | \$250,810 | Higher return on investments |
| REC PROGRAMS & FEES | \$15,478 | \$11,100 | \$4,378 | \$1,032,411 | \$1,157,006 | -\$124,595 | Concert tickets, event space rental |
| RECREATION PLUS PROGRAM | \$207,723 | \$208,392 | -\$669 | \$2,297,148 | \$2,300,769 | -\$3,621 | |
| MEMBER PREFERENCE | \$50,751 | \$48,000 | \$2,751 | \$558,572 | \$553,955 | \$4,617 | |
| SPACE RENTAL | \$1,250 | \$6,929 | -\$5,679 | \$69,688 | \$75,805 | -\$6,117 | SSD ground lease, Café revenue |
| SCENE ADVERTISING | \$25,616 | \$26,000 | -\$384 | \$239,162 | \$245,200 | -\$6,038 | Less advertising revenue than budgeted |
| RV STORAGE | \$8,572 | \$10,149 | -\$1,577 | \$98,578 | \$99,639 | -\$1,061 | |
| DESIGN REVIEW | \$14,565 | \$4,425 | \$10,140 | \$161,523 | \$105,141 | \$56,382 | SSD public safety bldg/new design manual |
| CONTRACTOR REGISTRATION | \$150 | \$4,700 | -\$4,550 | \$9,000 | \$18,975 | -\$9,975 | Change in contractor registration process |
| FINES | \$7,735 | \$2,500 | \$5,235 | \$60,969 | \$31,850 | \$29,119 | Unauthorized tree removal/LFR violations |
| A/V REVENUE | \$335 | \$100 | \$235 | \$2,035 | \$1,100 | \$935 | |
| 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 | -\$99 | \$0 | -\$99 | \$86,268 | \$85,500 | \$768 | |
| SUNRIVER SERVICE DISTRICT | \$7,690 | \$7,143 | \$547 | \$111,850 | \$108,609 | \$3,241 | |
| LA PINE REPAIRS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| SPECIAL ASSESSMENTS | \$18,573 | \$19,250 | -\$677 | \$280,884 | \$255,500 | \$25,384 | SHARC Payoffs |
| MISC INCOME | \$417,192 | \$7,490 | \$409,702 | \$641,732 | \$96,686 | \$545,046 | Caldera Expansion, COVA Grant, LFR Grants |
| Total Revenue | \$1,493,941 | \$1,036,969 | \$456,972 | \$13,588,227 | \$12,678,545 | \$909,682 | |

SROA Expense Detail November 30, 2023

| Expense Categories | Current Month | | | Year to Date | | | Comments |
|-------------------------------------|--------------------|--------------------|-------------------|---------------------|---------------------|-------------------|---|
| | Actual | Budget | Variance | Actual | Budget | Variance | |
| ADMINISTRATION | \$111,992 | \$105,359 | -\$6,633 | \$1,135,462 | \$1,171,272 | \$35,810 | Supply savings, contract services savings |
| INSURANCE | \$39,094 | \$45,833 | \$6,739 | \$507,971 | \$504,163 | -\$3,808 | New vehicles on policy, credit due for fire station coverage |
| ADMINISTRATION BUILDING MAINTENANCE | \$4,581 | \$5,194 | \$613 | \$53,446 | \$58,978 | \$5,532 | Labor allocation and contract service savings |
| COMMUNICATIONS | \$27,267 | \$28,808 | \$1,541 | \$298,384 | \$345,362 | \$46,978 | map printing not needed, contract services payments, advertising |
| LEGAL | \$8,155 | \$12,500 | \$4,345 | \$112,183 | \$137,500 | \$25,317 | All invoices received ytd |
| NORTH POOL MAINTENANCE | \$11,757 | \$3,055 | -\$8,702 | \$79,624 | \$49,064 | -\$30,560 | Service parts for UV units, pump drive kit replacement |
| TENNIS MAINTENANCE | \$283 | \$1,807 | \$1,524 | \$14,030 | \$21,808 | \$7,778 | Labor allocation |
| PUBLIC WORKS/ROAD MAINTENANCE | \$125,901 | \$112,543 | -\$13,358 | \$1,047,581 | \$1,061,637 | \$14,056 | Sanding cinders purchase in November |
| PATHWAY MAINTENANCE | \$4,634 | \$8,017 | \$3,383 | \$72,094 | \$97,516 | \$25,422 | Labor allocation, pathway supplies |
| PARKS MAINTENANCE | \$3,616 | \$6,808 | \$3,192 | \$112,159 | \$117,520 | \$5,361 | Labor allocation, janitorial supplies |
| SKYPARK | \$0 | \$0 | \$0 | \$949 | \$0 | -\$949 | |
| STORAGE YARD | \$2,772 | \$1,902 | -\$870 | \$19,760 | \$25,100 | \$5,340 | Utility and supply savings |
| ROAD RESURFACING | \$1,330 | \$457 | -\$873 | \$25,806 | \$23,044 | -\$2,762 | |
| SHARC MAINTENANCE | \$27,754 | \$32,402 | \$4,648 | \$347,982 | \$420,268 | \$72,286 | Labor allocation |
| NORTH POOL REC | \$2,593 | \$2,460 | -\$133 | \$216,503 | \$196,011 | -\$20,492 | P/T labor higher than budget, natural gas & chemicals |
| TENNIS REC | \$16 | \$0 | -\$16 | \$51,393 | \$61,044 | \$9,651 | P/T labor savings |
| RECREATION MGMT/SHARC | \$177,858 | \$188,889 | \$11,031 | \$2,333,518 | \$2,386,691 | \$53,173 | Labor savings, partially offset by utility and chemicals overages |
| FIRE STATION BUILDING | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| COMMUNITY DEVELOPMENT | \$44,547 | \$40,613 | -\$3,934 | \$446,924 | \$422,989 | -\$23,935 | Additional labor to assist in department |
| NATURAL RESOURCES | \$34,618 | \$36,790 | \$2,172 | \$463,907 | \$482,080 | \$18,173 | Savings in contract services, training, and restoration |
| FLEET SERVICES | \$56,797 | \$42,261 | -\$14,536 | \$496,484 | \$429,284 | -\$67,200 | Labor allocations, bobcat tires, cutting edges for plows |
| ACCOUNTING | \$49,075 | \$39,363 | -\$9,712 | \$484,985 | \$457,752 | -\$27,233 | Bank charges, collection fees, contract services |
| PPD DUES EXPENSE | \$13,337 | \$13,333 | -\$4 | \$145,837 | \$146,663 | \$826 | |
| DEPRECIATION | \$139,474 | \$146,025 | \$6,551 | \$1,554,495 | \$1,583,275 | \$28,780 | Less fixed assets placed into service |
| ROAD/PATHWAY PROJECTS & LFR | \$1,029,293 | \$525,000 | -\$504,293 | \$1,934,111 | \$1,525,000 | -\$409,111 | 2022 LFR work in 2023, received grant funds to cover costs |
| Total Expense | \$1,916,744 | \$1,399,419 | -\$517,325 | \$11,955,588 | \$11,724,021 | -\$231,567 | |

Recreation Summary November 30, 2023

| Sources of Revenue | Current Month | | | Year to Date | | |
|-------------------------------------|------------------|------------------|-----------------|--------------------|--------------------|-------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| GATE FEE, ACCESS, PROGRAM | \$273,402 | \$266,992 | \$6,410 | \$3,870,434 | \$3,988,230 | -\$117,796 |
| MISCELLANEOUS INCOME | \$0 | \$0 | \$0 | \$14 | \$0 | \$14 |
| Total Revenue | \$273,402 | \$266,992 | \$6,410 | \$3,870,448 | \$3,988,230 | -\$117,782 |
| Cost of Goods Sold | | | | | | |
| RECREATION COGS | \$4,459 | \$3,100 | -\$1,359 | \$149,128 | \$186,481 | \$37,353 |
| Gross Profit | \$268,943 | \$263,892 | \$5,051 | \$3,721,320 | \$3,801,749 | -\$80,429 |
| Expense Categories | | | | | | |
| REC ADMIN/SHARC OPERATIONS | \$177,858 | \$188,889 | \$11,031 | \$2,333,518 | \$2,386,691 | \$53,173 |
| NORTH POOL OPERATIONS | \$2,593 | \$2,460 | -\$133 | \$216,503 | \$196,011 | -\$20,492 |
| TENNIS OPERATIONS | \$16 | \$0 | -\$16 | \$51,393 | \$61,044 | \$9,651 |
| SHARC MAINTENANCE | \$27,754 | \$32,402 | \$4,648 | \$347,982 | \$420,268 | \$72,286 |
| NORTH POOL MAINTENANCE | \$11,757 | \$3,055 | -\$8,702 | \$79,624 | \$49,064 | -\$30,560 |
| TENNIS MAINTENANCE | \$283 | \$1,807 | \$1,524 | \$14,030 | \$21,808 | \$7,778 |
| DEPRECIATION | \$102,256 | \$102,500 | \$244 | \$1,116,638 | \$1,119,500 | \$2,862 |
| Total Expenses | \$322,517 | \$331,113 | \$8,596 | \$4,159,688 | \$4,254,386 | \$94,698 |
| Total Revenue & Expenses | | | | | | |
| Gross Profit | \$268,943 | \$263,892 | \$5,051 | \$3,721,320 | \$3,801,749 | -\$80,429 |
| Total Expenses | \$322,517 | \$331,113 | \$8,596 | \$4,159,688 | \$4,254,386 | \$94,698 |
| Gross Profit - Expenses | -\$53,574 | -\$67,221 | \$13,647 | -\$438,368 | -\$452,637 | \$14,269 |



PW Summary November 30, 2023

| Expense Categories | Current Month | | | Year to Date | | |
|-----------------------------|------------------|------------------|------------------|--------------------|--------------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| PW ADMIN / ROAD MAINTENANCE | \$125,901 | \$112,543 | -\$13,358 | \$1,047,581 | \$1,061,637 | \$14,056 |
| PATHWAY MAINTENANCE | \$4,634 | \$8,017 | \$3,383 | \$72,094 | \$97,516 | \$25,422 |
| PARK MAINTENANCE | \$3,616 | \$6,808 | \$3,192 | \$112,159 | \$117,520 | \$5,361 |
| STORAGE YARD | \$2,772 | \$1,902 | -\$870 | \$19,760 | \$25,100 | \$5,340 |
| ROAD RESURFACING | \$1,330 | \$457 | -\$873 | \$25,806 | \$23,044 | -\$2,762 |
| FLEET SERVICES | \$56,797 | \$42,261 | -\$14,536 | \$496,484 | \$429,284 | -\$67,200 |
| Total Expenses | \$195,050 | \$171,988 | -\$23,062 | \$1,773,884 | \$1,754,101 | -\$19,783 |

(3)
GENERAL MANAGER
AND
DEPARTMENT REPORTS

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

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

▪ **Administration**

- 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 fine/fee lawsuits, HR issues, litigation, by-law amendments and more.
- Multiple HR issues with HR Director.
- 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: Dog Park Task Force, Owners Survey Task Force, Strategic Plan Task Force.
- Meet with County Administrator RE: TRT issues.
- Additional follow up with architects to discuss future remodeling at SROA Administration building and SHARC.
- Participated in on-going Newberry Regional Partnership Strategic Action Plan for south Deschutes County.
- Continue to work with staff regarding 2024 budget preparation – final 2024 budget to Finance Committee and Board.
- Follow up with various Board members and owners regarding comments during the owner's forum portion of Board meetings.
- Ongoing/regular monthly meetings with TDS Staff regarding the physical construction and eventual migration of owners to fiber and SROA account.

▪ **Accounting:**

- Presented the unaudited financial statements for the month end 10/31/31.
- Presented investment proposal for purchases between two and five years.
- Presented 2024 operating and reserve budgets to the Finance Committee and Board of Directors.
- Finalized reserve study.
- Began preparation of 2024 invoice mailing.

▪ **IT:**

- Outages:
 - HyperV host H10 & HBK hardware failure. Replaced batteries on motherboards.

- Information Technology
 - Decommissioned old Docuware host and moved to H7 host.
 - Installed new switches at SHARC.
 - Started file server move to cloud project.
 - All staff are “cleaning” their “k” drive folders.
 - Installed Archive drive to store old files.
 - New login script for all staff to map to Archive drive.
 - Moved all IT documents to SharePoint/OneDrive site.
 - Configured new HyperV host in Azure to start testing.
 - Created an encrypted shared password vault for IT.
 - Onsite GIS needs assessment for Gabe & Rebecca.
- Security/Compliance
 - Tested and reconfigured all Veeam backups.
 - Monthly DR test started.
 - Completed phase I of recommended security fixes after penetration testing.
 - Update to local accounts.
 - Change open-source coding on website.
 - Updated contact information on public websites.
- Community Development/SROA Database/GIS
 - Setup Jacki Bue for remote working.
 - Database:
 - Added the Vehicle Maintenance User Interface to internal SR Database.
 - Adjusted work order forms to display updated SROA logo and fit to one page.
 - The creation of a new citation system and notification system.
 - The citation form is digitized, editable and contains new citation numbers.
 - When a new citation is created it is flagged and displayed to the Community Development Director as a choice with the number of new citations created.
 - GIS
 - Onsite needs assessment completed with Tetrattech.
 - Georeferenced RV Lot map to be interactive for reservations and costs.
 - Created sunriver GIS Map with owner data and added tax lot data as a layer from county records.
 - Created query to cross reference TDS data with ours to generate a list of emails that they did not have. This allows for an interactive map for the TDS to home project.
- Accounting/Finance/Administrative
 - Configured new laptop for Becki Sylvester.
- SHARC
 - Crescent room: Installed new wireless HDMI BenQ connector.
 - Replaced monitors for Members Services.
 - Phone tree recording testing.

- **Communications:**
 - Scene:
 - November Scene advertising was \$26,456 (includes ads for Owner directory; month was at \$27,931 in 2022).
 - There were 164 reads of the November online Scene. Readers included Sweden and Australia.
 - Web sites / social media: In the past 30 days...
 - SROA: Top pages included weather, tree flagging.
 - SHARC: Top pages included recreation swim, calendar and plan your visit.
 - Social media: Promoted soirée, SROA/SHARC Thanksgiving hours, holiday light rule.
 - Eblasts included information about holiday light rule, soiree events.
 - Projects:
 - Design/printed 2024 Recreation Guest Passes
 - Design/printed 2024 Recreation Plus posters
 - Design/printed 2024 member brochures
 - Updated and sent off 2024 Owner Guide/Directory to print.
 - More updates to forms related to the new Design Manual.
 - Designed SHARC event space marketing materials for upcoming bridal show.
 - Finalizing design on new kiosk map.
 - Promoted soirée event via social media.

- **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 7 items (combined – 2 and 5).
 - There are currently (end of November) approximately 338 active projects/building permits (up by 15 from the previous month of October).
 - The number of applications submitted in November was down from the same month in 2022 – from 81 in 2022 to 68 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) 5th violations.
 - Continued LFR and tree thinning on commons.
 - Completed annual fall LFR inspections of private properties (south end).
 - Completed 2023 Firewise Communities USA recertification.
 - Completed annual asbestos awareness training for field staff.
 - Completed annual asbestos cap inspection at SHARC.
 - Performed site visits regarding tree removal requests on private properties.

- Completed flagging property lines and marking trees for 2024 LFR contract.
- **Public Works:**
 - Parks/Commons/Tennis
 - All Sport Courts buttoned up for the year.
 - Last round of ladder fuels for the year.
 - Mary McCallum gate will remain open for winter and firewood for owners will move to this location.
 - Pathway/Roads
 - All fall road projects completed on time and within budget.
 - Removing all edge of road hazards.
 - Road patching is taking place.
 - Placing snow poles and markers.
 - Training and training for new people with snow removal equipment.
 - Swept all pathways for training and to remove pine needles after windstorm.
 - Fleet
 - Repairs and fabrications on loader plows.
 - Sold a truck with a plow and a trailer per reserve replacement schedule.
 - Facilities/Aquatics:
 - SHARC
 - Repairs to snowmelt systems completed and are working well.
 - Hardware on HVAC control system ordered to help with fire smoke issues.
 - Prepared the sledding hill for use including placing straw bales.
 - MEMBERS POOL
 - Anderson Pools/Pacific will need to rebuild the water wall in the lap pool before 2024 season, this is under warranty.
 - Public Works Building:
 - Foundation footing completed as well as underground plumbing and building electrical.
 - Miscellaneous/Other:
 - Katie completed her CDL.
 - Hired two new PW employees, still down two going into winter.
 - Staff training is ongoing with new members.
 - Perry retired after 30 years with SROA.
 - We will open the PW Operations Manager position in early February.
 - We have no qualified applicants for the PW lead position.
- **Recreation:**
 - Sales/Visits – YTD (10-31-2023)
 - 7,299 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 7,023 visits in November vs. 2022 at 6,296; 2019 unrestricted access was 8,202.

- **Operations**
 - The November 12th Sip Sip Soiree was sold out and everyone appeared to have a fantastic time. Looking forward to this Sunday December 10th and the 2024 evolution of this event series.
 - The Member Holiday Party is set for Thursday December 28th, 4-5:45pm - all members are welcome to attend.
 - We will be closed next Tuesday at 2:00 pm for our employee holiday celebration. Christmas Day remains our only full day closure, Christmas Eve, New Year's eve and New Year's day will be ½ days.
 - Communicated to property managers the 2023 usage reports and the 2024 agreements have been distributed for an on sale date of 12/11/23.
 - Continuing the process of migrating from ActiveNet to Jonas for mid-season 2024.
- **Staffing**
 - Seasonal staff reductions – operating at winter staff levels.
- **Board Tasks for October:**
 - There will be an Executive Session at the December 15th Work Session but not at the December 16th Business Meeting.

DIRECTORS REPORT FOR COMMUNITY DEVELOPMENT

NOVEMBER 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 | 11 | 2 | 13 | 7 | 86% |
| 3 | REPLACEMENT HOMES (NEW CONSTRUCTION) | 0 | 0 | 0 | 0 | 0% |
| 4 | MINOR ADDITIONS | 15 | 1 | 16 | 33 | -52% |
| 5 | ALTERATION/ADDITIONS | 21 | 0 | 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 | 12 | 0 | 12 | 13 | -8% |
| 10 | RE-REVIEW APPLICATIONS | 10 | 4 | 14 | 17 | -18% |
| 11 | ADMINISTRATIVE APPROVAL APPLICATIONS | 908 | 68 | 976 | 1163 | -16% |
| 12 | FOOTING INSPECTIONS PERFORMED | 12 | 2 | 14 | 26 | -46% |
| 13 | FINAL INSPECTIONS PERFORMED | 318 | 73 | 391 | 716 | -45% |
| 14 | ESCROW INSPECTIONS PERFORMED | 51 | 2 | 53 | 37 | 43% |
| 15 | OWNER CONCERN FORMS ANSWERED | 42 | 7 | 49 | 53 | -8% |
| 16 | OWNER COMPLIANCE REQUEST FORMS SENT | 50 | 12 | 62 | 138 | -55% |
| 17 | CONTRACTOR REGISTRATIONS 10/1-9/30/23 | 3 | 1 | 4 | 115 | -97% |
| 18 | TOTAL WARNINGS ISSUED | 16 | 0 | 16 | 14 | 14% |
| 19 | TOTAL CITATIONS ISSUED | 62 | 12 | 74 | 86 | -14% |
| 20 | DESIGN REVIEW NOTICES MAILED | 1994 | 54 | 2048 | 2949 | -31% |

ESCROW ACCOUNT BALANCE: \$157,200 AS OF 10/31/2023

Keith Kessar 12/6/23

Keith Kessar
Assistant General Manager

(4)
LIAISON & COMMITTEE REPORTS

MEETING MINUTES

Design

Finance

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

Covenants (Last met in Oct.)

Design (Meet twice a month)

Finance (Met on Dec. 14th)

Nominating (Met on Dec. 5th)

**Owner Enrichment Committee
(Meet on Dec. 13th)**



**SUNRIVER DESIGN COMMITTEE
MEETING SUMMARY
DECEMBER 8, 2023**

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

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

Design Committee Chair, Richard Look called the meeting to order at 10:15 a.m. The minutes of the 11/21/23 meeting were approved.

PRELIMINARY NEW CONSTRUCTION

Lot #1 Doral 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 only. Additional conditions of approval may be required upon final submittal.

Upon final submittal, the following items are required to be addressed:

1. Complete Form D for Final Submittal. Ensure all the requirements of Form D are addressed.
2. Note accurate existing >4"dbh tree locations, type and size on the site plan. Include any trees proposed for removal.
3. The hot tub enclosure does not appear to be attached to the principle structure as required by Section 3.15(a)7. The hot tub enclosure shall meet all requirements of Section 3.15 of the DCM.
4. The a/c enclosure appears to be larger than needed. The enclosure shall meet all the requirements of Section 3.15(b)3. The enclosure shall not encroach into the side yard setback, ref. Section 3.02(d) of the DCM.
5. Reduce the amount of hardscape by eliminating the parking zone west of the main driveway and create a new perpendicular parking space directly behind the two parking zones in front of the garage. See Sections 3.03 and 3.04(b)2 of the DCM. Note that it is permissible to locate a parking zone beyond the property boundary to the edge of the paved street.

6. Reduce the size of the front patio by eliminating the kick out area in front. Square off the patio at the post. Refer to Section 3.31(b) of the DCM.
7. Identify accurate soffit materials per Form D.
8. Identify appropriate materials used underneath 2nd story deck per Form D.
9. Ensure all exterior lighting conforms to Section 3.19 of the DCM.
10. ADDITIONAL NOTES:
 - a. There appears to be numerous improvements by the adjacent Lot #2 Doral Lane that encroach onto Lot #1 Doral Lane. Contact SROA Community Development staff for more information.

RE-REVIEW

Lot #11 River Road

Reconsideration of landscape decisions

The Committee upheld the denial decision dated 11/10/23 relative to the plantings located in the Property Line Zone. Refer to Section 22.14.2 of the Design Committee Manual dated 12/19/2020.

The Committee upheld the denial decision dated 11/3/23 relative to the bollard lights. Refer to Section 20.03 of the Design Committee Manual dated 12/19/2020.

Respectfully submitted,



Richard Look
Design Committee Chair

electronic signature used with permission



**SUNRIVER DESIGN COMMITTEE
MEETING SUMMARY
NOVEMBER 21, 2023**

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

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

Design Committee Chair, Richard Look called the meeting to order at 10:17 a.m. The minutes of the 11/10/23 meeting were approved.

RE-REVIEW

Lot #4 Malheur Lane

Reconsideration of side-yard setback encroachment

Upheld the denial decision of 10/6/2023. Recommend owners consult with SROA Community Development staff prior to submittal of new project proposal.

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).**

Approved subject to the following conditions:

1. Prior to issuing a building permit, the following is required to be completed:

- a. The applicant shall follow all recommendations detailed in the Spring River Tree Service Inc. revised Certified Arborist Report dated 10/26/2023. All recommendations shall be followed for the duration of construction.
- b. Protected root zones shall be installed around selected trees according to Natural Resources and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 per Form D.
- c. Revise plans to address missing Title Block Information and submit for administrative review per Form D.


2. Prior to installation, the following is required to be completed:

- a. Provide a colors and materials board (max. 18"x24") and manufacturer spec/cut sheets for all windows, garage doors, light fixtures, and any other exterior elements including outdoor BBQ for full committee administrative review.
- b. Ensure the A/C enclosure meets the requirements found in DCM Sect. 3.22.

3. Recommendations:

Consider reducing hardscape by eliminating the uncovered (curved) portion of the middle rear patio per DCM Sect. 3.31.

Respectfully submitted,

A handwritten signature in cursive script that reads "Richard Look".

Richard Look
Design Committee Chair

electronic signature used with permission

Finance Committee Minutes
November 16, 2023
SROA Board Room

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

Alternate Members Present: Steve Murray

Staff Present: Kellie Allen, Joe Healy, Keith Kessarlis, James Lewis, Mark Smith

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

Approve Minutes from October 19, 2023

The Committee unanimously approved the Finance Committee minutes of October 19, 2023, with corrections.

Approve Minutes from October 31, 2023

The Committee unanimously approved the Finance Committee minutes of October 31, 2023, with corrections.

Review of October 21, 2023 SROA Board Actions

There were no comments on the October 21, 2023 SROA Board Actions items

Approve October 31, 2023 Unaudited Financial Statements

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.

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.

Cash Flow Update

As of October 31, 2023, there was \$15,073,383 in total cash and investments of which \$2,135,018 was in the operating fund.

Investment Proposal

Joe Healy presented a proposal for allowable investments of longer than two years and up to five years. After discussion, it was unanimously approved to recommend to the Board of Directors the authorization of up to three million dollars of investments of longer than two years and up to five years.

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 3.5% 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. After discussion, it was unanimously approved to recommend to the Board of Directors the 2024 operating and reserve budgets.

Employee Benefit Review

Human Resource Director Kellie Allen reviewed the SROA employee benefit package which includes employer paid medical/vision/dental insurance for employee and portion of dependents, 401(k) retirement plan and vacation/sick/holiday pay.

The meeting adjourned at 10:45AM

The next Finance Committee meeting is set for December 14, 2023 at 9AM

Submitted by Joe Healy

Sunriver Owner Enrichment Committee
MINUTES from October 11, 2023, at 2:00 p.m., SROA Board Room

Call to order at 2:06 p.m.

Present: Chair Mark Fisler, Secretary/Treasurer Meagan Iverson, Carol Mosman, Katie Keller, Paul Ash, Recreation Dir. Leigh Ann Dennis, Asst. Gen. Mgr. Keith Kessar

Absent: Sandy Appleby, Board Representative Linda Beard

Approval of 9/13/23 minutes: Carol moved, Katie seconded, all in favor.

Public Comments: Community Member Dick Kennish shared an idea about a board game club. Considering 2nd and 4th Saturdays monthly at Sharc living room.

ACTION: Dick & Carol will connect and work out details. dick.kennish@gmail.com
503-799-1430

ACTION: Dick will draft Scene article and send it to Mark to ask about interest and get core group together. Flyers?

Sunriver OEC Activities Tracking:

ACTION: Record volunteer hours by responding to Mark's monthly email inquiry.

SROA Board & Staff Update:

Keith shared about upcoming budget drafts, new fire chief.

Leigh Ann shared about the new Sip, Sip Soiree event happening in Oct, Nov, Dec. and upcoming Paint & Sip

Member Holiday Party scheduled for Thurs, Dec. 14. OEC volunteers will be needed.

New Dog Park:

Susan Jain suggests a grand opening party at the end of June, sponsored by OEC, if the Dog Park comes to fruition.

Keith shared about the Dog Park sneak peek today from 3:00-5:00 and the forum tomorrow.

Sunriver You:

Katie Keller updated on upcoming events. Most all events are in person now rather than zoom, except for the board forums. Paul Ash has an idea for a new Sunriver You class with a veterinarian or humane society.

ACTION: Paul will connect with Katie to firm up details and schedule of the dog class idea.

Monthly Owner Happy Hour:

Carol's now running it and she met with Susan Huseonica and received her template, materials, suggestions. Went well Oct 7.

Daffodil Sale:

Mark's prepared for all to be distributed Saturday Oct 14 from 10:00-1:00.

ACTION: Paul, Meagan, Mark will be in SROA Admin parking lot to assist with distribution.

ACTION: Leigh Ann and Keith will coordinate to have tables available.

Ski Club:

Paul presented an idea for ski club and will pursue next steps and report at next meeting.

Adjourned at 3:02. Paul moved, Carol seconded.

Next Meeting: November 8, 2:00 p.m.

Sunriver Owner Enrichment Committee
Minutes from November 8, 2023, 2:00 p.m., SROA Board Room

Call to Order: 2:07 p.m.

Attendance: Chair Mark Fisler, Secretary/Treasurer Meagan Iverson, Sandy Appleby, Carol Mosman, Katie Keller, Paul Ash, Susan Jain, Events Manager Alexandra Haupt, Asst. Gen. Mgr. Keith Kessarlis **Absent:** Board Representative Linda Beard

New Member/Volunteer List Discussion:

Dick Kennish is considering joining the committee; Mark's talked with him.

Eighteen people are now on the volunteer list to be called upon for one-off activities as needed.

Minutes from 9/13/23 Meeting:

Katie moved, Sandy seconded, all in favor.

Going forward, minutes will be emailed to the full committee plus board and staff representatives immediately following each OEC meeting.

Process for Proposing New Ideas:

Ideas welcome. Come ready to share info on budget, amount of volunteers needed, potential for legal/sroa conflicts. Mark's drafting a form and process for next meeting.

Sunriver You - Katie Keller:

Two classes left for fall term - stress management and medicare. Winter term is almost full. Katie submitted receipts for reimbursements for mail chimp subscription and printing/notecards.

SROA Board & Staff Update:

** Linda Beard misreported to the SROA board that OEC has only 2 members. Keith is tracking down background on why she thought that and will clarify with the full board.

** Keith will get OEC on a future Board agenda (likely Nov or Dec) so Mark could share an annual report of OEC activities.

** Alexandra shared about upcoming events Sip Sip Soiree, Holiday Party (NEW DATE: Dec 28 instead of 14), Visions of Sugar Plums. 2024 has 28 paid events already (not counting owner clubs, meetings, etc).

Ski Show Event December 2nd - Paul Ash:

Will be held at SHARC 12:00-4:00, just before the monthly Owner Happy Hour.

Flyers will go up around town, in the Dec Scene, Chamber and SROA emails

Requesting \$100 from OEC for refreshments

Spring Fling Dance - Sandy Appleby:

Last year's actually made a little money from ticket sales after paying dance instructor and DJ. Looking at mid March-mid April, a Friday or Saturday. Alexandra offered idea of doing dance lesson just before the event, rather than a series over prior dates.

Mark and Carol will join Sandy in planning, and perhaps volunteers from the new volunteer list to help at the event.

Monthly Happy Hour - Carol Mosman:

November - the first one with Carol leading - went smoothly, good attendance (maybe 35-40 people?) and fun energy, with Ducks game on. Carol will submit receipts to Meagan for future expenses of paper goods.

Daffodil Sale - Mark Fisler:

Distribution day went well with 3000+ bulbs. In addition to Mark, Meagan, Paul, two new volunteers joined to help with the distribution.

Dog Park/Dog Forum - Paul Ash:

Proposing a forum to get the community involved in the discussion, plus including a veterinarian to share. This wouldn't be a Sunriver You class because it's not directly educational. Jan 19 is available at SHARC. Paul will confirm with Alexandra on the date.

Owners Monthly Potluck:

Topic arose, Keith gave history, Meagan suggested OEC volunteers could be the committee, Sandy can invite some of previous organizers, add to January agenda.

Old Business:

Reviewed action items from the 10-11-23 meeting

Adjourned: 3:11 p.m.

Next Meeting: January 10, 2:00 p.m.

(Note: NO DECEMBER MEETING)

(Note: MARCH meeting will be the 6th, not 13th.)

(5)

SUNRIVER SERVICE DISTRICT REPORTS

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

SUNRIVER FIRE DEPARTMENT DASHBOARD

Community ~ Honor ~ Integrity ~ Pride



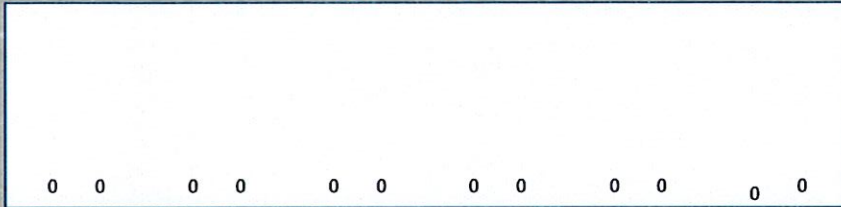
November Comparison Statistics

November
2022 2023

Total Monthly Calls **38** **31**

FIRE RESPONSES

■ 2022 ■ 2023

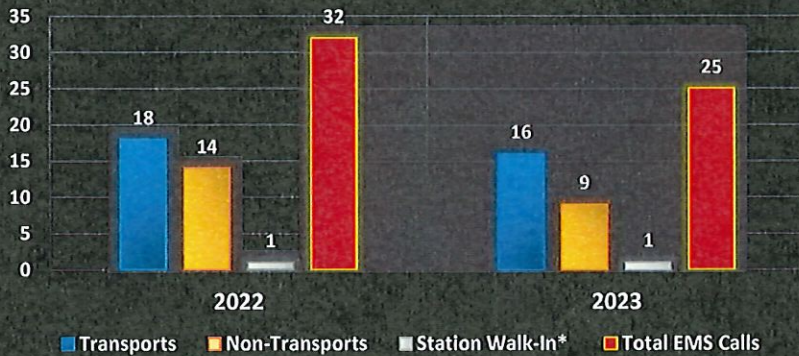


Structure Fire Wildland Open/Illegal Burn RV/Vehicle Fire Miscellaneous Fire Total Fire Calls

RESPONSE TIMES (Min:Sec)

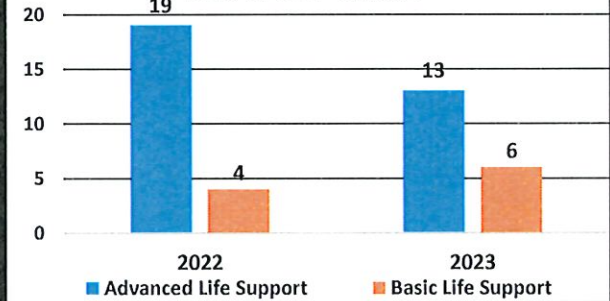
| | 2022 | 2023 |
|---------------------------------------|-------|-------|
| Turn-Out Time (Dispatched to Enroute) | 1:44 | 1:52 |
| Response Time (Enroute to Arrived) | 7:22 | 7:26 |
| Scene to Back In-Service | 46:47 | 41:13 |

EMS RESPONSES



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

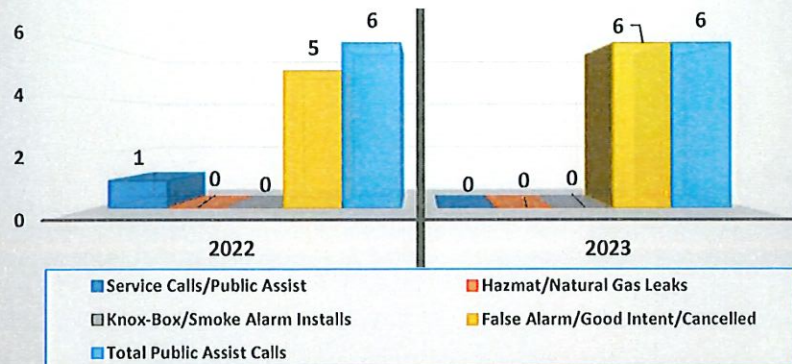
LEVEL OF CARE



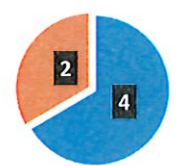
November 2022 2023

MOTOR VEHICLE CRASHES **6** **3**

PUBLIC ASSIST CALLS

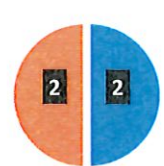


2022



■ Mutual Aid Given
■ Mutual Aid Received

2023



■ Mutual Aid Given
■ Mutual Aid Received

November 2022 2023

TRAINING HOURS **157.3** **213.5**

Nov 2023
Ambulance Billing

\$ 36,637.80

TOTAL CALLS (Year-to-Date) **580** **526**



SUNRIVER FIRE DEPARTMENT / Memorandum

Date: December 8th, 2023
To: SSD Board of Directors
From: Bill Boos, Fire Chief

Subject: **SSD Board Meeting – December 14th, 2023**

Recognition:

- SSD Holiday Party
 - Chiefs Award to Eng. Newcomb
 - FF. Waddell recognized for his time working as a Firefighter/Paramedic for Sunriver Fire Department.

Calls for Service:

- Emergency Response Update

Administrative Update:

- All-Hands Meeting with Crews
- Start hiring process for a Firefighter/Paramedic
- Staffing Software Update
- Mental Health Training and Peer Support – Dr. Barram
- Met with Northwest Fire Chiefs on their Operational Plan.
- Oregon Fire Chiefs Assoc. Legislative Update
- Central Oregon Fire Chiefs Assoc. Meeting Update
- Central Oregon Fire Instructors Update

Operations Update:

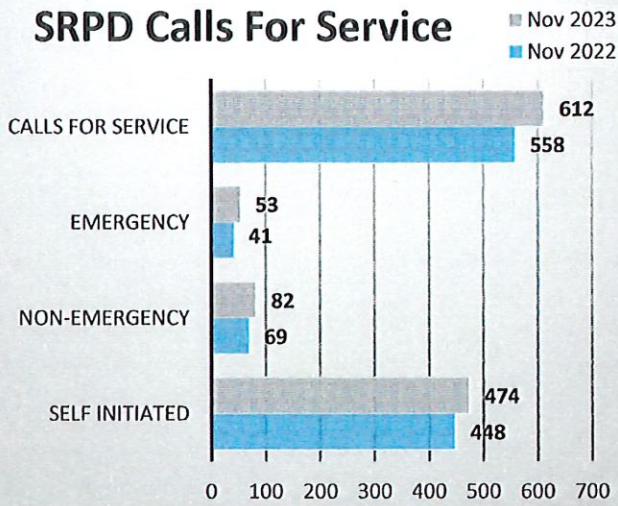
- Monthly Training
 - All department training on Man vs. Machine
 - LaPine and Redmond participated in the training.
- We purchased two new Thermal Imaging Cameras. The training has been completed and they are going into service.
- Several Fire Departments are looking at implementing our new FSA system.

Community Events:

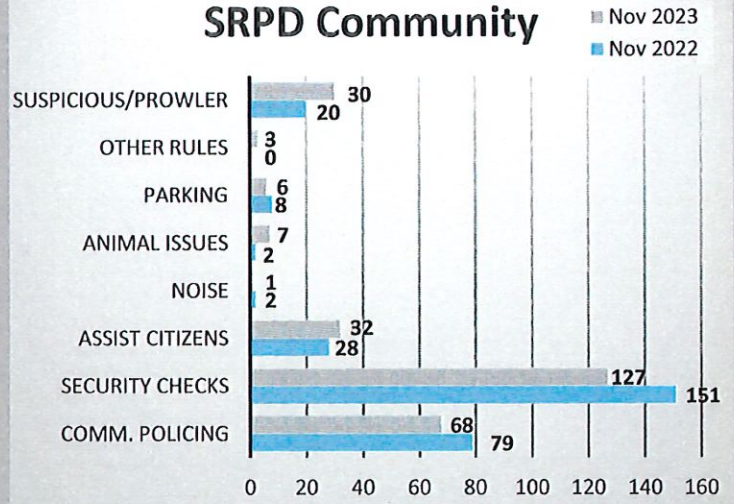
- Grand Illumination Event at Sunriver Resort
- Wonderland Express at Sunriver Resort

Sunriver Police Department Statistical Comparison November 2022-2023

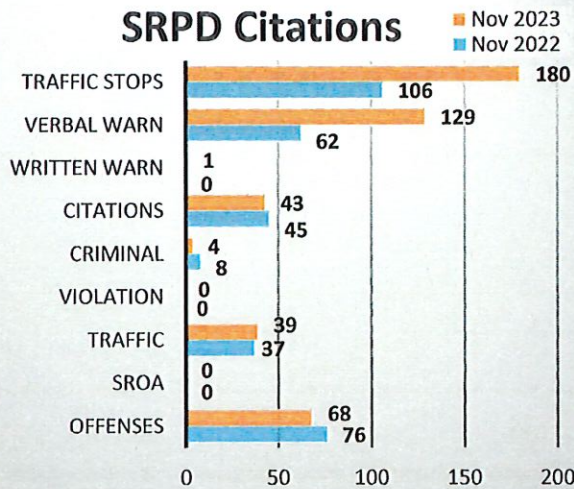
SRPD Calls For Service



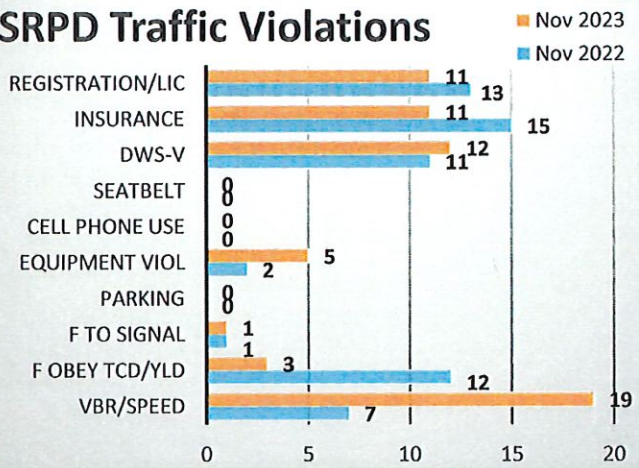
SRPD Community



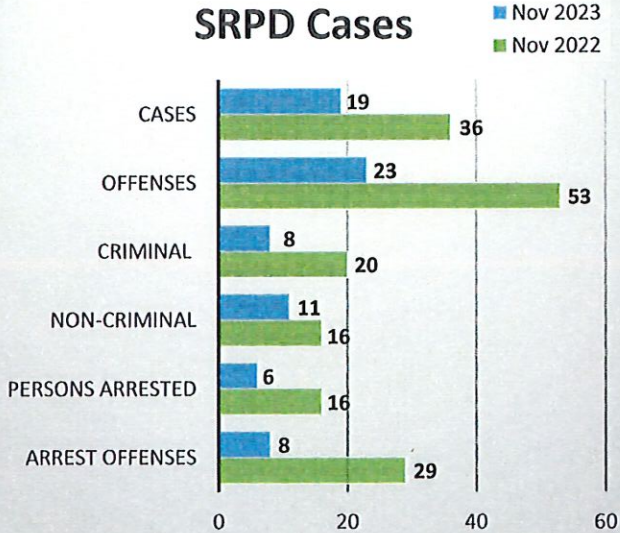
SRPD Citations



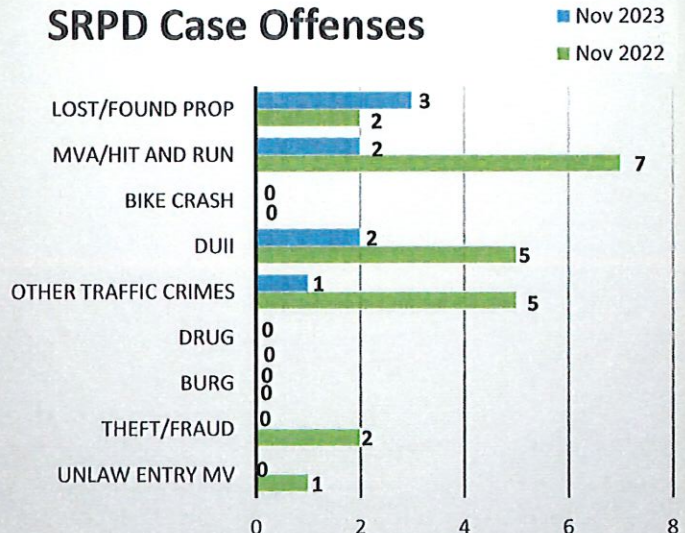
SRPD Traffic Violations



SRPD Cases



SRPD Case Offenses



11-1 Sunriver Police Officers responded to Sunriver Resort Human Resources Department for found property. Officers collected a small handbag containing a glass pipe and what appeared to be a small baggie containing a white crystalline substance. Everything placed into evidence.

11-2 Sunriver officers took a report of a hit and run in the Great Hall parking lot. The suspect vehicle and driver are unknown at this time.

11-4 Sunriver PD and DCSO responded to a domestic disturbance in a room at the Sunriver Resort.

11-4 A man reported being followed by another male in a black four-door Audi with Portland Trailblazer plates for an extended period starting around 6:45 p.m. on Nov. 3 after both vehicles exited the highway at Cottonwood Road. The RP said the Audi was driving aggressively and dangerously, endangering the RP and his family. The Audi was driving by the Topflite residence where the RP was visiting around midnight and at 11:45 a.m. on Nov. 4. Extra patrols requested.

11-6 SRPD was dispatched to a found property call. The reporting party stated that there was a bicycle that appeared abandoned and leaning against a tree on the southwest side of Circle 11. The bicycle was retrieved and placed into evidence.

11-10 Subject called to report he was missing a Stihl brand weed eater. He gave two serial numbers but had no clue which one was missing. Provided subject the number to contact pawn shops. No further action.

11-17 Sunriver officers responded to suspicious activity in Tennis Village. A vehicle was driving onto the front porches. The driver was arrested for DUII, reckless driving and three counts of reckless endangering.

11-18 Responded to report of a subject damaging a vehicle at a Backwoods Lane location. No suspects or leads at this time.

11-19 Vacasa turned in a bolt action rifle left at an Aspen Lane home. The owner hasn't been verified.

11-20 Responded to an injury MVA on South Century Drive at milepost 2.

11-23 Sunriver Police responded to a reported domestic violence incident. Subsequent to the investigation, the suspect was taken into custody and lodged at the DCAJ

11-28 Sunriver Police assisted with a burglar alarm at the Lava Lands Visitor Center.

11-30 Parts of a deer carcass were located by a person walking near the first and second fairway of Woodlands golf course. An OSP game trooper and ODFW were given the description and determined it was likely the leftovers from a cougar's dinner.

11-30 Sunriver Police provided a welfare check at a Rhododendron Lane home and provided resources to a family.

11-30 Sunriver Police investigated a motor vehicle crash at Abbot Drive and South Century Drive

“A”

Committee & Task Force Actions

No appointments or resignations this month.

(No Board action required.)

“B”

Committee/Task-Force Action Requests

No committee or taskforce requests this month.

(No Board action required)

Board Book Section

“C”

Tree Protection

SROA BOARD ACTION REQUEST

DEPARTMENT: Community Development

DATE: December 16, 2023

SUBJECT: Design Committee Manual of Rules and Procedures –
Section 3.18f recommended language revision.

ACTION REQUESTED- I, Director _____ move to approve the recommendations from the SROA Design Committee, submitted on Friday, December 15, 2023, in reference to new and amended language to replace Section 3.18a.f. of the current Design Manual of Rules and Procedures. See attached hereto noted by Exhibit A, as pertaining to wildlife damage mitigation for trees only, on private property.

BACKGROUND:

All background and details included with the recommended language are in Section C of the SROA Board of Directors binders. A detailed synopsis of the proposed language revision was presented to the SROA Board of Directors in person on December 15, 2023, by the SROA Design Committee Chairperson and SROA's Assistant General Manager.

Note: There are two separate documents in your Board Books regarding this newly proposed Manual language.

Exhibit A: The actual proposed revised rule changes regarding Tree Protections for Section 3.18.

Exhibit B: An attached addendum providing justification and rationale for each new proposed rule in Section 3.18.

ATTACHMENTS: Section C

SUBMITTED BY:

Name

Keith Kessariss

Position

SROA Assistant General Manager

Exhibit A

SROA Design Committee's Proposed new language to replace Section 3.18f of the existing Design Committee Manual

This would be the exact language to be added to Section 3.18, while the attached addendum is the rationale and source behind the proposed new rules.

Note: 3.18a.f. will be replaced by 3.18c (Tree Protections for Deer Browsing) and 3.18d (Beavers & Porcupines) and the current 3.18c (Berms) will become 3.18e.

Tree Protection – Deer Browsing (new 3.18c):

- 1.) Only trees are allowed to be protected with a physical barrier, as noted per this section. No physical protection barriers allowed for perennials, grasses, ground cover, shrubs, or other vegetation. Property owners are encouraged to utilize non-barrier options such as liquids or sprays and motion sensor sprinklers that may work to warn off wildlife from grazing.
- 2.) Continuous welded wire physical tree protection barriers are the only form of physical barrier that is allowed for individual or grouping of trees. They are not to exceed 48" in diameter maximum surrounding the tree(s).
- 3.) The continuous welded wire physical tree protection material must be either galvanized (non-reflective), dark green, or black in color, and a minimum 14-gauge wire.
- 4.) The continuous welded wire physical tree protection pattern opening shall be either 2"x 3" or 2"x 4" openings only.
- 5.) Each welded wire physical tree protection barrier shall begin at ground level and shall not exceed 5' in height at the top of the barrier.
- 6.) A minimum of 6' spacing is required between each continuous welded wire physical tree protection barrier.
- 7.) Continuous welded wire physical tree protection barrier support posts shall not exceed four support posts per barrier, shall be no higher than the barrier itself, and shall be either natural wood (2" x 2" maximum or 2" diameter maximum) wooden stakes or T-Posts in either dark green or black metal.
- 8.) Five continuous welded wire physical tree protection barriers maximum on each individual tax lot. Individual tax lots may be allowed to have more than five continuous welded wire tree protection barriers per property upon Design Committee approval, and at the discretion of the Design Committee.

- 9.) Welded wire physical tree protection barriers are allowed to remain in place for up to four years from the date of installation. Any deviation from these guidelines must be approved by the Design Committee at their discretion.
- 10.) Any existing physical tree, plant, grass, ground cover, or shrub protection barrier in place on private property (that has exceeded four years as of July 1, 2024) must be removed. Any existing non-approved physical tree, plant, grass, ground cover, or shrub protection barrier that doesn't meet the above rules (regardless of maximum timeline), must be removed as of July 1, 2024.
- 11.) Each continuous welded wire physical tree protection barrier shall be installed and maintained as per Items 2-10 noted above and Section 4.02 of the Sunriver Rules & Regulations.
- 12.) No electrified barriers of any kind allowed.
- 13.) Design Committee approval is required for physical protection (per the rules defined in this section) of any trees not listed in Appendix F of the Manual.

Tree Protection –Beavers & Porcupines (new 3.18d):

- 1.) No physical protection barriers allowed for perennials, grasses, ground cover, shrubs, or other vegetation. Property owners are encouraged to utilize non-barrier options such as liquids or sprays and motion sensor sprinklers that may work to warn off wildlife from grazing and chewing.
- 2.) Continuous welded wire physical tree protection barriers are the only form of physical barrier that is allowed for individual or grouping of trees. Each protection barrier shall be between a minimum 4" and maximum 12" away from the trunk of the tree. Staking is recommended but not required.
- 3.) The continuous welded wire physical tree protection material must be either galvanized (non-reflective), dark green, or black in color, and a minimum 14-gauge wire.
- 4.) The continuous welded wire physical tree protection pattern opening shall be either 2"x 3" or 2"x 4" openings only.
- 5.) Each continuous welded wire physical tree protection barrier is recommended to extend from the ground to 4' in height, and not to exceed 4' in height.
- 6.) Continuous welded wire physical tree protection barrier support posts shall not exceed four support posts per barrier, shall be no higher than the barrier itself, and shall be either natural wood (2" x 2" maximum or 2" diameter maximum) wooden stakes or T-Posts in either dark green or black metal.

- 7.) Any existing non-approved physical tree, plant, grass, ground cover, or shrub protection barrier that doesn't meet the above rules (regardless of maximum timeline), must be removed as of July 1, 2024.
- 8.) Each continuous welded wire physical tree protection barrier shall be installed and maintained as per Items 2-7 noted above and Section 4.02 of the Sunriver Rules & Regulations.
- 9.) No electrified barriers of any kind allowed.
- 14.) Design Committee approval is required for physical protection (per the rules defined in this section) of any trees not listed in Appendix F of the Manual.

New Definitions to add:

- 1.) Definition of a Tree:
Refer to Appendix F of this Manual compiled by SROA's Natural Resources Department, for a verified listing of "trees" that are adaptable to the Central Oregon environment.
- 2.) Definition of a Physical Tree Barrier:
A continuous welded (minimum 14-gauge thickness) wire that is moldable to wrap around a tree for protection from wildlife grazing, chewing, and climbing. The color of the welded wire can only be galvanized, dark green, or black.

*Presented on behalf of the SROA Design Committee
Noted by: Keith Kessar
December 11, 2023*

Addendum: Exhibit B

SROA Design Committee's New language justification and rationale tied to the proposed and revised Section 3.18a.f. of the existing Design Committee Manual

Introduction:

SROA abides by and is registered as a Wildland Urban Interface community that subscribes to the notion of allowing free movement, migration, and habitat for wildlife, that each landscape creates a smooth transition from homes to the natural site, and that plantings be capable of adapting to wildlife.

The first discussion on this topic was presented and discussed over a series of meetings of the Design Manual Task Force in 2022/2023 and four separate Design Committee discussions at the request of the SROA Board of Directors.

As you will see below, extensive research (via neighboring community staff, online, in-person shopping visits, phone conversations with Great Basin Nursey, Sunriver Nature Center, Sunriver Fire Department, and owner input) was conducted throughout this multiple month process. The following rationale and cited sources provide the justification/rationale behind the proposed new language added to Section 3.18 of the June 15, 2023, SROA Design Manual of Rules & Procedures.

Resource Personnel:

Sunriver Nature Center (SNCO) – Sunriver, OR

David Walker - Director of Ecological Horticulture and Operations

Great Basin Nursey (GBN) - Bend, OR

Andria Truax - Owner/Operator

Sunriver Fire Department – Sunriver, OR

Bill Boos – Fire Chief

Sources:

<https://beaversnw.org/tree-protection>

https://www.aphis.usda.gov/aphis/ourfocus/wildlifedamage/programs/nwrc/SA_Animals

https://www.arlingtontx.gov/city_hall/departments/animal_services/urban_wildlife/urban_wildlife_animals/beaver/how_to_protect_trees_from_beavers

<https://soundnativeplants.com/wp-content/uploads/Beavers.pdf>

https://www.dfw.state.or.us/wildlife/living_with/beaver.asp

<https://wdfw.wa.gov/species-habitats/species/castor-canadensis#conflict>

porcupine damage on tree - Google Search

<https://extension.usu.edu/forestry/publications/utah-forest-facts/038-porcupine-damage-to-trees>

<https://www.oregon.gov/odf/Documents/forestbenefits/fact-sheet-porcupines.pdf>

Moment of Science – 02/10/17 web article

The Beaver Institute – www.beaverinstitute.org

Penn State's Department of Ecosystems Science and Management

<https://wildlifehelp.org/solution/new-hampshire/porcupine/how-protect-my-trees-and-shrubs-porcupines/114>

<https://backbonevalleynursery.com/porcupine-damage-to-trees>

Neighboring Central Oregon planned resort communities Tree Protection requirements:

- a.) **Black Butte Ranch** - black and green wire mesh cages for 1 yr for trees only.
- b.) **Brasada Ranch** - wire mesh cages for 1 yr for trees, plants, and wildflowers
- c.) **Eagle Crest** - wire mesh cages for 1 yr for trees and shrubs only
- d.) **Tetherow** - allows box type wire cage structures around garden beds only. No other tree, plant, or wildflower protections allowed.
- e.) **Caldera Springs** - Does not allow any tree, shrub, or plant protections of physical nature (ie: wire mesh cages)
- f.) **Crosswater** - Allows wire mesh cages around trees, shrubs, and plants. No specific timeframe maximum. However, you cannot line your property with wire cages that are linear, and which could impact wildlife mitigation.

Rationale & Source(s)

Tree Protection – Deer Browsing (new 3.18c):

1.) What type of vegetation is allowed to be protected in Sunriver utilizing a physical barrier?

Rationale: After extensive research by Design Manual Task Force, and Design Committee, along with recommendation from the SROA Board of Directors, it was determined that trees themselves have a greater financial impact and overall increased aesthetic value vs grasses, ground cover, perennials, or shrubs, and are worth a degree to protection to enable them an increased chance of maturing.

2.) Define the maximum size of a physical tree protection barrier?

Rationale & Source: The diameter circumference of 48" maximum welded wire came out of multiple research documents found by various Design Committee members and from the direction of Sunriver Nature Center (SNCO) and Great Basin Nursery, in Bend.

Research has shown that deer are capable of reaching above certain heights to browse on the leaves of a tree, however, by allowing a 48" diameter physical barrier around the base of the trunk of the tree, it makes it much harder for a deer to browse on higher branches in the tree.

3.) Define the material type, minimum thickness and color(s) allowed for a continuous welded wire physical tree protection barrier?

Rationale & Source: The decision for continuous 14-gauge minimum welded wire came out of multiple research documents found by various Design Committee members and from the direction of Sunriver Nature Center (SNCO) and Great Basin Nursery, in Bend. The color options were discussed in various meetings of the Design Committee on this specific topic relating to tree protections. The committee listened to the recommendations of SNCO and GBN along with recommendations from owners. All three of the proposed allowable colors are non-reflective and should blend in well with the natural landscape (as much as possible) to lessen a negative aesthetic impact to neighbors.

4.) Continuous welded wire physical tree protection barrier openings sizes?

Rationale & Source: The "opening" sizes allowed for the welded wire barrier were determined based on multiple factors and extensive research. 2" x 3" or 2" x 4" are readily available at local and national landscape/construction stores, provide proper protection from wildlife browsing, chewing, and climbing, and was recommended by SNCO and GBN as being the appropriate size opening not to entangle most small wildlife.

5.) Continuous welded wire physical tree protection barrier maximum height?

Rationale & Source: This topic has been heavily discussed amongst the Design Committee at various meetings, based on recommendations from SNCO and GBN and other extensive research. 5' maximum height will provide adequate protection for most trees from deer browsing. Research has shown that some deer are capable of reaching above 5' to browse on a tree, however combined by the 48" diameter allowable, it makes it much harder for a deer to browse above 5' while not able to get closer than 48" to the base of the tree trunk. Aesthetically, the committee also feels that 5' has less of a visual impact vs 6' in height.

6.) Minimum of 6' spacing between each continuous welded wire physical tree protection barrier?

Rationale & Source: Extensive discussions with GBN and SNCO and their recommendation was that 6' feet spacing allows the ability for most deer to migrate through a property (their environment) without having to alter their movement or get tangled in a protection barrier. In addition, SROA is in a Wildland Urban Interface area (documented by the State of Oregon) and notes that structures should not adversely affect migration patterns for grazing animals, as much as possible.

If a fire or EMS related call were to occur on a private property, there needs to be adequate spacing between continuous physical protection barriers, so that emergency personnel can operate effectively while on private property, without having to go all the way around multiple physical protection barriers, as per discussion with Sunriver Fire Chief, Bill Boos.

In addition, SROA's Ladder Fuel Plan requires 10' spacing between trees. The proposed 48" diameter maximum (from the trunk of the tree you are protecting) guarantees 10' spacing between trees on private property.

7.) Continuous welded wire physical tree protection barrier support posts allowable material and color?

Rationale: Various in-person shopping trips and online research by DC members showed that the above support posts are readily available. The allowable colors of natural wood for wood posts, and dark green or black for T-Posts also came from the above actions and recommendations from certain owners who weighed in on this specific topic.

8.) Maximum of "five" continuous welded wire physical tree protection barrier allowed per individual tax lot?

Rationale: This proposed rule is tied to aesthetics primarily as not create an environment where too many continuous physical protection barriers could create a negative visual impact and becomes the forefront of the property's landscaping vs blending in with the environment. There is also a caveat built into this proposed rule that would allow for a property owner to submit a request to the Design Committee to have more than 5 barriers. As an example, if the property owner has a large lot (over ½ acre) and is in the process of building a new house and wants to add more than five trees to the lot to fill in areas of bareness where the new home will be positioned.

9.) Maximum allowable time for continuous welded wire physical tree protection barriers to remain in place?

Rationale & Source: This topic was discussed in great detail by Design Committee members over multiple meetings. In addition, Keith Kessarlis contacted six neighboring Central Oregon communities to get feedback directly from them as to the length of time they allow for a physical tree barrier to remain on an individual property within their respective communities. As noted above, the proposed SROA rule of four years is quite lenient as compared to a few of the other communities. In addition, GBN & SNCO stated that a tree should be mature enough to survive "deer browsing" after four years of growth from the time of planting, even if some of the lower leaves have been chewed on. Further research noted from an online article published by "Moment of Science" shows that "German scientists studying young beeches and maples knew plants responded to predation, but they wanted to know if plants could tell the difference between a deer chewing their leaves versus being damaged by other factors like storms or being trampled upon. The scientists discovered that deer saliva was the key. When a deer feeds on leaves, saliva is left behind. The saliva sends a chemical signal to the trees' cells, and they increase their production of salicylic acid.

The acid is a hormone that signals the tree to deposit worse-tasting chemicals called tannins in its new leaves. It also increases the amount of growth hormone made to grow more leaves. In their experiment, the scientists broke leaves on the trees and either added saliva or left them alone. The tannin and growth changes only occurred when the saliva was present. Only wound-healing hormones were produced when there was no saliva."

10.) Removal deadline for current approved or non-conforming physical tree, plant, grass, ground cover, or shrub barriers?

Rationale: July 1, 2024, was the 2nd deadline date (more flexible) noted by the Design Committee. In their discussions, it allows adequate time for owners to remove either outdated approved continuous welded wire physical tree protection barriers or remove non-conforming barriers. This timeline not only benefits full time residents but non-resident owners alike.

11.) Maintenance & Appearance requirements of each continuous welded wire physical tree protection barrier?

Rationale: Section 4.02 of the SROA Rules & Regulations and items 2-7 proposed above.

12.) Decision to not allow electrified barriers?

Rationale: This topic was briefly discussed by the Design Committee and each of them agreed quickly that electrified barriers would be cruel to wildlife and could cause problems for neighbors, guests, or SROA staff entering on or walking on a specific property that has electrified barriers. They discussed liability to the property owner as being another concern, if electrified barriers were allowed.

13.) Why the Design Committee would have to review a submittal from a property owner for a tree they would like to plant that is not listed on Appendix F as adaptable to the Central Oregon environment?

Rationale & Source: Many factors come into effect when presented with this request from an owner. Trees that are not already adaptable to the Central Oregon environment can be subject to disease, shorter life span, stunted growth, or require greater quantities of water to survive. All of these factors would have to be considered and the committee would likely source feedback from SROA Natural Resources Department to analyze the future life success of the tree that is requested to be planted.

Tree Protection –Beavers & Porcupines (new 3.18d)

1.) What type of vegetation is allowed to be protected in Sunriver utilizing a physical barrier?

Rationale: Utilizing the same language noted in # 1 above under “Deer Browsing” and it was noted by the Design Committee that beavers and porcupines typically only go after trees and don’t spend time chewing or climbing on plants or shrubs. This was also confirmed by SNCO.

2.) Define the maximum size of a physical tree protection barrier?

Rationale & Source: The diameter circumference of a minimum of 4” away from the base of the tree trunk and up to 12” away (maximum) from the trunk welded wire came out of multiple research documents found by various Design Committee members and from the direction of Sunriver Nature Center (SNCO) and Great Basin Nursery, in Bend. Four-inch minimum gap around the trunk of the tree allows for girth expansion of the tree trunk as it grows and keeps the trunk out of reach from a beaver or porcupine’s teeth.

3.) Define the material type, minimum thickness and color(s) allowed for a continuous welded wire physical tree protection barrier?

Rationale: See item # 3 above under Deer Browsing. It was also noted by SNCO and GBN that the same welded wire material is substantial for protection from deer, beavers, and porcupines.

4.) Continuous welded wire physical tree protection barrier openings sizes?

Rationale & Source: See item # 4 above under Deer Browsing. The 2” x 3” or 2’ x 4” openings are also too small for beavers or porcupines to be able to fit their whole heads through and chew on the tree bark.

5.) Continuous welded wire physical tree protection barrier maximum height?

Rationale & Source: This topic has also been heavily discussed amongst the Design Committee at various meetings, based on recommendations from SNCO and GBN and other extensive research. The Beaver Institute recommends 4' height physical protection barrier requirement to protect the trunk of the tree from getting chewed on by beavers. The 4' height (min/max) is also suitable protection against porcupines. Typically, porcupine protection of 30' is adequate, some larger porcupines can stretch to chew/climb on a tree above that height if it is not electrified. In turn, the committee agreed that being flexible and allowing 4' max height is more than adequate. *Source:* wildlifehelp.org and backbone Valley Nursery.

6.) Continuous welded wire physical tree protection barrier support posts allowable material and color?

Rationale & Source: See item # 7 above under Deer Browsing.

7.) Removal deadline for non-conforming physical tree, plant, grass, ground cover, or shrub barriers?

Rationale: For owner who currently are using a physical tree protection physical barrier that doesn't conform to Section 3.18d, noted above, must comply by July 1, 2024, or be removed. Note: If a property owner has physical tree protection barriers up to protect against beaver and porcupine damage, that meet the proposed new rules of Section 3.18d, then they can leave up their continuous tree protection barriers into the future.

8.) Maintenance & Appearance requirements of each continuous welded wire physical tree protection barrier?

Rationale: Section 4.02 of the SROA Rules & Regulations and items 2-7 proposed above.

9.) Decision to not allow electrified barriers?

Rationale: See item # 12 above under Deer Browsing.

10.) Why the Design Committee would have to review a submittal from a property owner for a tree they would like to plant that is not listed on Appendix F as adaptable to the Central Oregon environment?

Rationale: See item # 13 above under Deer Browsing.

Presented on behalf of the SROA Design Committee

Noted by: Keith Kessar

December 11, 2023

Board Book Section

“D”

**Other Business
(None as of 12/11/23)**

Board Book Section

“E”

Executive Session

(There will be the need for an Executive Session to discuss a legal matter.)

SECTION "F"



Benefits Make All the Difference

Employee Service

- 50 Full Time Employees
 - Over 300 Years Combined SROA Experience
 - 24% of Employees with 10+ Years Tenure
 - 22% of Employees Joined Within the Last Year
 - Average Tenure: Approximately 6 Years

Insurance

- Employer-Paid Medical/Vision/Dental Insurance for Employee
 - Employer-Paid Portion of Dependent Premiums
- Employer-Paid Medical Transport Insurance
- Employer-Paid Life, AD&D, and Long-Term Disability
- Employer-Paid Short-Term Disability (self-funded)
- Optional Employee-Funded Flexible Spending Plan (FSA) and AFLAC Available

401(K) Retirement Plan

- Plan Entrance After 1 Year and 1000 Hours of Service
- 3% Match and 6% Profit Share
- Fully Vested After 5 Years
- 91% Participation Rate Among Eligible Employees
- Annual Plan Review Meetings with Empower and FIB
 - Review: Participation Levels, Balances, and Goals; Cash Flow, Investment Strategy Utilization, Asset Allocations, Market Performance Review and Investment Monitoring

Appreciation Bonus

- Annual Bonus \$250 + \$50/Year of Service

Recreation Amenities

- Access to SHARC, pickleball, tennis, disc golf, discounted golf, boat launch for employee and immediate family

Vacation/Sick/Holiday

- Vacation Accrual Starting at 80 Hrs/Year
- Vacation Accrual Maximum = Previous 24 Months Accrual (Up to 400 Hours – 15th Year)
- Vacation Cash-Out Option
- Sick Leave Accrual at 8 Hrs/Month
- Sick Leave Accrual Maximum = 320 Hours
- Shared Sick Leave Program
- 10 Paid Holidays + 1 Floating Personal Day/Year