

SUNRIVER OWNERS ASSOCIATION
Board of Directors Work Session
February 16, 2024 @ 9:00 A.M
SROA BOARD ROOM, 57455 ABBOT DRIVE &
VIA YOU TUBE LIVE STREAM
AGENDA

- 9:00 A.M. Sunriver Resort Update – Tom O’Shea, Managing Director
- Owners Forum
- Introduction: SROA Events Manager Beth Herron
- Covenants Committee Charter – Proposed Changes: GM Lewis (Section “B”)
- 2024 Reserve Carryover from 2023 – Controller Healy (Section "D")
- Admissions Model Workgroup Update – Assistant GM Kessarlis (Section 3 behind GM report)
- Dog Park Task Force Update – Assistant GM Kessarlis Oral Update
- Comprehensive Owner Survey Update – Assistant GM Kessarlis Oral Update
- SROA Strategic Plan Update – GM Lewis & Assistant GM Kessarlis Oral Update
- Transient Room Tax (TRT) Update – President Beenen & GM Lewis Oral Update
- Tree Protection Rules Update – Assistant GM Kessarlis Oral Update
- TDS Update – GM Lewis Oral Update
- Review 2/17/24 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
February 17, 2024 @ 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 February 16th Board Work Session
1. 9:30 Review and Approval of Board Meeting Minutes from January 19 & 20, & February 2, 2024
2. 9:35 Financial Report: December 2023 & January 2024
3. 9:50 General Manager Report
4. 10:05 Committee Reports
5. 10:00 Sunriver Service District Reports
- A. 10:05 Committee/Taskforce Membership Actions - One appointment to Owner Enrichment Committee
- B. 10:10 Committee/Taskforce Action Requests: Covenants Committee Charter Amendments
- C. 10:15 Board Action Request: 2023 - 4th Quarter Reserve Transfer – Regular Replacement & SHARC
- D. 10:20 Board Action Request: 2024 Reserve Carryover from 2023
- E. 10:25 Board Action Request: 2023 Skypark Year-End Transfer
- F. 10:30 Other Business
- G. 10:40 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:

January 19th Board Work Session

January 20th Board Meeting

February 2nd Special Board Meeting

(3 Board Motions Required)

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

DIRECTORS PRESENT: Bill Burke, Clark Pederson, Gerhard Beenen, Linda Beard, Mark Murray & Scott Gillies

DIRECTORS PRESENT VIA ZOOM: Julianna Hayes, Keith Mobley & Tony De Alicante

STAFF: James Lewis, Keith Kessarlis, Patti Gentiluomo, Mark Smith, Susan Berger, Jacki Bue, Jesus Mendoza & Kellie Allen

The meeting was called to order at 10:00 A.M.

OWNERS IN ATTENDANCE: 2

SNOW REMOVAL/WEATHER UPDATE

Public Works Director Mark Smith spoke at the request of the general manager to provide an update on snow removal and associated activities in his department this week.

Mr. Smith noted that the public works department can essentially be broken down into four different parts. The road and pathway crews are currently composed of nine individuals totaling nine years and nineteen weeks of experience. This is in sharp contrast to the over 75 years of experience we had in that area prior to losing three key employees due to retirement, change of employer, and recovery from an accident in the third person's case. Seven of the road/pathway positions are currently filled and two are in the hiring process with one scheduled to start next Monday. On the fleet side, we have four individuals as well as three individuals that work as aqua techs. Additionally, there is an office assistant and the department director, Mr. Smith.

Crews were working 24/7 throughout the storms last week. There are some people that are now on their 13th day in a row of working without a day off. Mr. Smith was happy to report that things went well and crews did a great job coordinating with the SSD personnel in identifying and addressing trouble spots in the community.

Fleet services employees as well as the Aqua Techs were all moved to snow removal last week. There were a number of trees that came down, several of them across roads in the community. Mr. Smith shared that one mechanic offered to work the night shift doing snow removal and he is now on his sixth, twelve-hour shift. He did this to ensure the community would have access to the roads each day. Mr. Smith also noted there are 260 different roads in Sunriver all with different configurations and which take some getting used to.

Staff also had to ensure that none of the SROA buildings suffered any freezing pipes because of the cold temperatures we had last week. Mr. Smith noted he is immensely proud of his team for their efforts in making sure the roads were cleared in a timely fashion despite their lack of experience. Mr. Smith noted the annual snowfall in Sunriver calculated over a 30-year period is approximately 60.7 inches and as of this morning, we have 58 inches of snow, most of which came over a three to four-day period.

Priorities regarding snow removal are to complete the fire aprons first, followed by the main roads, secondary roads, local roads, and pathways. After this is complete, the crews do the RV yards, Skypark and fire hydrant clearing.

Mr. Smith noted that it can be difficult for the employees to remain positive when they are receiving less than helpful input from owners, but the crews have had a very upbeat attitude towards the whole situation, and they have not let the small handful of naysayers bring them down.

The Board thanked Mr. Smith for this update and thanked the PW staff for all their hard work.

GM Lewis added that he received some less than positive comments from owners regarding the office being closed or having a delayed opening due to the weather conditions. It is important for owners to understand that 2/3rds to 3/4s of the SROA employees live in Bend, Redmond, Prineville, and points south as well. The safety of those employees is paramount in GM Lewis' responsibilities, and he will not compromise that. While owners in Sunriver know their roads will get plowed, that is not necessarily the case outside of Sunriver.

INTRODUCTION DICK LUEBKE – MIDSTATE ELECTRIC

GM Lewis noted that back in December, he and Assistant GM Kessarar were informed by Midstate Electric (MEC) representatives that electric rates were rising in 2024. The increase is a considerable one resulting in an approximate \$16k in additional fees that were not included in the 2024 budget that was approved in November before this information came out.

Along those lines, GM Lewis invited Midstate Board Chair Dick Luebke to attend today's work session and provide some background on how and why the increase was necessary at this time as well as answer any questions the Board may have.

Dick Luebke was in attendance via Zoom and shared that he and his wife are close to celebrating their 25th year of living in Sunriver. Mr. Luebke shared that he became a Midstate board member in the summer of 2020, replacing longtime Sunriver owner Lee Smith who sadly passed away. Mr. Luebke is now on his second term on the Midstate Board and is now also serving in the role of President.

Mr. Luebke shared that the coop was founded in 1948 and energized in 1952 joining approximately 900 similar electric cooperatives around the country. There are 18 electric cooperatives in Oregon, including five in Central Oregon. Midstate serves over 17,700 member/owners and has 21,000 service points which can include things such as meter-less streetlights, as well as approximately 2,500 miles of electric line in four Central Oregon counties.

Midstate is a not-for-profit organization. Excess profits are paid back to the member/owners in the form of capital credits typically every year. Their board is comprised of nine members, one from each region/district. Board members are elected by coop members and serve a three-year term. An annual meeting is held at Midstate headquarters every year in May.

Bonneville Power Association (BPA), which is part of the Department of Energy and is a federal power marketing organization provides 100% of Midstate's electricity. The BPA receives no tax revenues at all so every single penny that they spend is provided by their rate payers. They provide power not only to electric cooperatives, but also to public utility districts, municipal electric utilities, and investor-owned utilities.

Midstate has first preference as a public owned utility, so they can secure less expensive rates relative to the rest of the country. Currently if all the meters in the Midstate portfolio are combined, the average demand amount of power being utilized is about 54 megawatts, although during last weeks blizzard, they peaked at 126 megawatts.

Midstate currently only has one major connection to BPA, located at Midstate's headquarters in La Pine which serves the entire service area including south to Fort Rock, Sand Creek, and Christmas Valley and west to Mt. Bachelor and the tunnel on Highway 58. In the case of a system-wide outage, all lines must be patrolled first to ensure everything is clear and there is nothing else that could cause a problem prior to the power being turned back on.

Due to on going concerns about only having one connection for the entire system, the MEC Board decided they needed to have another connection to BPA in case the current one goes down as well as to support future loads as more people move into the area and hook up to MEC services. There is also talk of some data centers potentially coming to the LaPine and/or Fort Rock areas. In the interest of the resilience and reliability of the system, the MEC Board voted to move forward with this project.

A new transmission line is being installed between LaPine and just south of Beaver Marsh where there is another BPA connection at the Diamond Lake junction. This is a five-year, \$20 million dollar project which will also provide the ability to connect at that same location to Pacific Power and have access to some of their power if necessary.

Regarding the rate increase, MEC recently found out that the BPA was increasing the MEC rates by 18% starting October 1st, an increase which MEC had not anticipated. With the project previously mentioned already underway, and a price increase being added, MEC found they had no choice but to do a rate increase to its member/owners. Even with the increase, MEC's rates are still below those of neighboring coops as well as statewide and nationwide rates. While not happy about having to increase rates, the MEC Board is happy that member/owners are still receiving the lowest power rates available.

Like many other organizations, MEC has also been hit with inflationary rises in costs for transformers, equipment, fuel costs, etc. along with the same supply issues many other organizations have had to deal with in the past few years.

Mr. Luebke noted he has an electric car which increases his homes power demand by two to three times his normal consumption and it takes approximately two hours to charge his vehicle. As more people switch to electric vehicles and start plugging into infrastructure that was originally designed 50 years ago, upgrades will have to be made. There are some sizeable implications for MEC, and the Board.

The \$20 million referenced earlier is being spent over a fifteen-year period that began in 2015 and will end in 2030 to upgrade the power infrastructure in Sunriver and the surrounding communities. Direct bury lines that were installed 50 years ago are being replaced with modern conduit and conductors that can support higher levels of current that need to go to homes.

Mr. Luebke referenced a graph displayed on the screen for those attending illustrating a seven-day snapshot of the BPA's energy and where it all comes from. The graph illustrates both the BPA's energy and snapshots of each of the dams on the Columbia and Snake rivers. There are a total of 31 dams, which provide the bulk of the power at any given time. Over 85% of your power comes from those 31 hydro dams. There is one nuclear generating station in the mix called the Columbia Generating Station which is located up across the Columbia River in Washington state. It has been there for decades providing power in the same fashion year after year at approximately 1200 megawatts. It is taken offline once a year to refuel it.

Currently the only way to create more power is to allow more water to flow through the dams and to activate more turbines. Additionally, there are what are called variable energy resources meaning solar and wind which as illustrated on the graph but as the weather gets worse in the off season those resources also decrease down due to the lack of sun and the need to turn wind turbines off when high winds occur. As Mr. Luebke noted, by Sunday of the most recent storm, there were no variable energy resources available and as

of Wednesday when he ran this report, those resources had still not come back online. While solar and batteries may be the next wave, currently there are not batteries available that are cost effective or utility installations that can do anything other than keep power up for four to six hours. There is no way the alternative sources would have been able to keep up with the demand over the past week and without those dams that are in place, things would look a lot different.

Midstate has a real threat to consider regarding future dam removals. The four dams on the lower Snake River have been in the news quite a bit as of late with the recent announcement of the Biden Administrations ten-year partnership with the tribes and states to restore wild salmon, expand clean energy production, increase resilience, and provide energy stability. This would require breaching the four Lower Snake River Dams through an agreement with four tribal nations, two states and several conservation groups.

The Army Corps of Engineers finished building the dams in the 1970s to bolster hydropower and agriculture. They have since become a primary cause of Snake River salmon declines. As a result, multiple salmon runs are veering toward extinction, and the dams have been the subject of litigation for nearly 30 years. However, the removal of those dams is a real threat to Midstate and would cause electric rates to increase as much as 50%. Mr. Luebke noted there is a lot of information on Midstate's partner website, www.voicesforcooperativepower.com. Mr. Luebke encouraged owners to register on the site and sign the petition encouraging the industry leaders to let power users have a seat at the table.

Additionally, Mr. Luebke encouraged owners to check out the website, nwrivers.org which is a group that is supported by utilities, barge operators, farmers, etc. to advocate for maintaining a healthy environment for commerce, recreation, and fish/wildlife. Twenty-five percent, or approximately \$3.5 million of what Midstate pays to Bonneville each year is earmarked for fish and wildlife expenses to keep healthy flows of salmon in those rivers. Midstate is endeavoring to get the word out but would appreciate any assistance the Association can provide in helping to educate owners on this issue.

The Board thanked Mr. Luebke for being here today and providing this information to the Board.

OWNERS FORUM

No owners addressed the Board in person, but GM Lewis noted there were three submissions to the Board and as such he will summarize.

The first is from Gail Huitt, 28 Poplar Lane who submitted multiple reasons why she is opposed to the tree protection rules recommended by the Design Review Committee. She discussed other boxes, stakes, posts, etc., throughout Sunriver (many for safety reasons) that affect the aesthetics of the community. She hopes there can be an agreement on reasonable accommodations.

The second letter is from Wayne Smith, 9 Red Cedar Lane questioning why amendments to SROA's governing documents are being proposed without public notice or public comment. Mr. Smith believes that prior to any consideration for amendments to such documents, prior notification, and opportunity for comment should be provided to eliminate changes that are not beneficial to the community.

The third letter is from Susan Quesada, 12 Rogue Lane, who thanked SROA management for making the decision to close SHARC during the recent blizzards, ice storms, and when road conditions around the region were poor. As both an owner and a SHARC employee, Ms. Quesada was grateful as she drove down Abbot Drive in a whiteout that her fellow employees were able to leave work during daylight hours and caravan back to Bend and LaPine. Thank you for protecting SROA's most important resources, its employees.

GM Lewis also noted there were four emails that were sent to Mr. Lewis as well as the rest of the Board from Paul Conte, 8 McKenzie Lane that will be made part of the permanent record. One is from January 17th, two from January 18th and one from January 19th.

Lastly, there was a submission from Ed Pitera, 25 Quelah Lane related to recycling that was included in the board binders.

ADMINISTRATION BUILDING ARCHITECTURAL RENDERINGS

GM Lewis reported that this topic goes back to when the SSD was proposing their new public safety building. Once the Police Department vacates the space on the south side of the Administration building, SROA will repurpose that space for SROA needs.

Currently, things are very crowded at SROA with some employees sitting in hallways, making it more difficult for owners to navigate and providing a less than ideal workspace for some. Assistant GM Kessarlis and GM Lewis have been collaborating with Sage Architecture to repurpose that space.

Sage Architecture staff have met with SROA staff to determine what the unique needs for the different departments are, how we currently operate and what our needs will be going into the future. Additionally, they are working with staff to create spaces with drafting tables, large tables to spread plans out on, etc., that are useful when staff are meeting with an owner. Sage has done this in such a way that there will not be a lot of drastic changes made and the least number of walls, doors, etc. will be removed, saving the Association dollars along the way.

Assistant GM Kessarlis added that currently the consultants are putting this plan together to send out to potential contractors to determine what an initial quote on build costs might be. Once that is in place, we will start looking at the construction permit documentation process with Deschutes County. This should occur in May or thereabouts and the plan is to award a contract in November or December. Ideally, if the SSD project is still on time, portions of the construction would start in January 2025.

The current police department side of the building will be addressed first, and we will be integrating the spaces as we move staff over to that side of the building once it is completed. Readjustments on the existing side of the building will occur once the current staff has been relocated out of those areas.

Mr. Kessarlis added the proposed changes will create a much better flow from a customer service standpoint and give us the chance to address some current working conditions that are less than ideal. This additional space will be a huge benefit to SROA.

GM Lewis added that regarding timing, it may seem like this is a long way out, but the permitting and RFP process take considerable time and need to be completed before fall so costs can be built into the 2025 budget.

Currently the plan is to move the Community Development Department to the police side of the building. This will allow space for a workroom to accommodate owners and contractors when plans need to be reviewed. Mr. Kessarlis reminded the Board that the Community Development Department receives over 1,100 submissions per year and often those can include a review of the plans. A couple of small conference rooms are also being added with GM Lewis noting that meeting and storage space are always at a premium. There are also some things that will need to be done on the existing side of the building to become ADA compliant such as in the restrooms.

OREGON FAMILY LEAVE ACT (OFLA)
FAMILY & MEDICAL LEAVE ACT (FMLA)
POLICY UPDATE

SROA HR Director Kellie Allen reported that with the addition of Paid Leave Oregon into the protected leave category, SROA needs to change our measurement period for OFLA and FMLA which are the state and federal protected leave laws. We currently follow a calendar month period by which those measurements are calculated, but those are going to be changed to be on a rolling period that will align with what the state of Oregon currently does. This will ease the administrative piece of managing these leaves, provide more clarity and make things less confusing for employees.

SROA is required to provide employees with a 60-day notice before it can go into effect, and once we do move to put that in place it will require a modification to the SROA employee handbook. This will take place in the next couple of months and the Board will be required to approve the changes to the handbook once they are ready.

ADMISSIONS MODEL WORKGROUP UPDATE

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

As of December 14, 2023, a total of 7,287 Member Preference Program (MPP) cards have either been purchased or renewed. Of that total, 5,738 were renewals and 739 were new cards. The remainder are extended household, long-term renter, or commercial passes. This is 130 less than mid-December of 2022. At the middle of December, the MPP revenue totaled \$608,013 or 101.1% of the annual budget.

Mr. Kessarar noted that sales of 2024 MPP memberships started on December 14, 2023. Between December 14 and December 31, 2023, 339 owners updated the MPP cards, 60 new MPP cards were issued, and 58 Extended Household memberships were updated.

Regarding the 2023 Recreation Plus Program (RPP), as of December 10, 2023, there were 918 homes and/or condominiums signed up for the program. Last year at the same time there were 924 properties participating in the program. Mr. Kessarar also provided a breakdown of the RPP's by the number of bedrooms. RPP revenue is at \$2,455,904 or 100.1% of the 2023 budget.

Gate revenue is currently sitting at \$561,851 or 96.7% 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 9,784 attendees at the facility in the month of December compared to 8,910 in 2022. Of that number, 3,825 were owners, 4,064 were RPP pass holders, 69 were member guests, 351 were extended family, 233 were gate admissions, and 33 were Central Oregon Sunday users. Year to date, overall attendance is at 212,858, an increase of 12,219 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. A question related to this will be included in the next Comprehensive Owner Survey in 2024.

By the end of December 2023, staff had issued 51,070 paper guest passes and of those 11,886 have been redeemed at SHARC and 4,176 were redeemed at the Member Pool. There were 56,448 passes issued in 2022 of which 11,843 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. Kessarlis reminded the Board that owners were able to start renewing their cards for 2024 in mid-December. Owners can update their cards 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.

Facility event space rentals finished the year at \$65,844, or 51.2% of budget. Assistant GM Kessarlis reported we already have 14 general public events booked in 2024, eight of which are weddings. Mr. Kessarlis will be staffing a booth at the Central Oregon Wedding Show this weekend to help generate more interest in our wedding space. We are currently without an events manager and the goal is to have that position filled in the next month or so. Due to the lack of an event manager, Recreation Director Leigh Anne Dennis as well as Assistant GM Kessarlis and other SHARC employees are helping to ensure events go smoothly.

Assistant GM Kessarlis noted that SHARC is receiving more and more requests for space from clubs and organizations who pay a lesser rate and is something that may warrant further discussion. When we look at true revenues versus expenses, with the goal being to cover our expenses, the revenues may be different based on the percentage of who utilizes the space.

GM Lewis added that he along with Assistant GM Kessarlis and Recreation Director Leigh Anne Dennis have been discussing this as well and want to have a full discussion with the Board at an upcoming work session about some of the policies related to how we use that space. The staff feels a comparison of the rates for general public versus owners versus clubs and organizations needs to be explored again.

We see a great deal of use by the different clubs and organizations for which there is no charge and while staff is not saying there should be a charge, when we get to budget season with the Finance Committee, they want to know why things do not always pencil out. The reality is that even if a party is not being charged to use the facility, we still must have staff there and available and there is an expense related to that without any revenue being generated. GM Lewis added that he has been here four years now and the question comes up during budget time every year about how come our revenue is not meeting our expenses on events.

Director Gillies requested the Assistant GM Kessarlis provide a breakdown of the events by category going forward so the Board can easily see how many of each type of event is booked.

DOG PARK TASKFORCE UPDATE

Assistant GM Kessarlis reported the taskforce recently held their sixth meeting in which they reviewed the communication that had gone out to neighboring properties and owners and discussed if there are other ways they can potentially mitigate some of the impact on neighboring properties.

One thing discussed, and that the taskforce would like to see, came out of the Parks Master Plan, and talks about producing a conceptual plan for both the Cottonwood and Meadow Parks. The taskforce felt it a good idea to go ahead with putting those components of the comprehensive plan for that space into a conceptual drawing so that it can be looked at in different phases such a phase one is the dog park component, phase two might be the addition of a pavilion and grills, a restroom, sports courts, playground, etc.

The taskforce felt this would be helpful to them to have to be able to see what the use of the entire space would be like. This information should also be provided to the representatives of both churches as well. The task force meets again on January 31st and will finalize their presentation which they will plan to present to the Board at either the February or March meeting.

DESIGN MANUAL TEXT – HOUSEKEEPING/AMENDMENTS

Assistant GM Kessarlis and Community Development Director Jacki Bue were in attendance to update the Board on several housekeeping items that have been identified in the Design Manual of Rules & Procedures. As a reminder, Mr. Kessarlis noted that the manual was updated for the first time in over 35 years and the updated version went into effect in July of 2023. The task force met twenty-two times over a 24-month period and now that staff and owners have had a few months to utilize the new manual, several things have been identified as needing to be addressed. As much as we hoped that everything had been transitioned over successfully, there are certain things that did not get carried over as well as updates that are more clerical in nature. Some of these changes have been based on feedback and input from owners and some have been identified by staff as they started utilizing the new manual.

Regarding Section 3.10 Exterior Colors, Community Development Director Jacki Bue commented that one of the goals is to get away from allowing clear stain on exposed timber and shingled gable ends as over time the wood turns to an orange color and which has resulted in numerous complaints. The proposed amendment to this section will allow an owner to paint exposed timber elements and shingled gable ends with a semi-transparent stain of either the house body color or trim color with Design Committee review and approval. Additionally, a clearer definition of exactly what the body, trim, and accents was added.

Assistant GM Kessarlis and Ms. Bue went through all the proposed amendments with the Board, providing clarifications, answering questions, and noting a few small edits.

President Beenen inquired as to how things are going now that the new manual has been in place for seven or eight months. Ms. Bue responded that most owners are very appreciative of the changes, especially the old requirement of having to put a deposit down for smaller projects and they are seeing a much faster turnaround on projects than in the past. As an example, a hot tub installation project can now be approved in 2-3 days as opposed to a month or longer.

Ms. Bue noted that staff continue to modify the department forms as necessary to make them as user-friendly as possible. Ms. Bue also commented that owners appreciate the more prescriptive rules as it is much easier to understand what is and is not allowed and what the process is. Additionally, removing administrative projects such as hot tubs, screen walls, etc. from the Design Committee agendas allows the committee to invest time in those larger projects that require more attention.

Design Committee Board Liaison Gillies noted that owners are also very appreciative of the Design Committee now referencing the specific rule in the manual that applies to a decision the committee has made on a submittal. President Beenen noted the importance of the Design Committee members as well as the Association's appreciation for the work those volunteers do.

Assistant GM Kessarlis will make the edits identified and provide the Board with an updated copy of the document prior to tomorrow's meeting where this item is scheduled for action. President Beenen added that for the size and scope of this document, to find so few corrections is incredibly good.

RECYCLE SURVEY RESULTS

Director Murray reminded the Board that at last month's meeting he, along with Sunriver owner Randy Schneider, 6 Dixie Mtn Lane, volunteered to do some informal surveying of people using the recycling facility. The survey asked for basic information to provide indicators for the Board and is not scientific in any sense of the word. These gentlemen went out on two different days between Christmas and New Years and one additional day the week after New Years. They had planned to do it another day that week, but the weather was too unfavorable.

Director Murray noted that for the most part people were very willing to take the two minutes or so necessary to complete the questions. The answers were inconsistent, they were not able to get the answers to all the questions every time, but it is still enlightening material to have.

Mr. Schneider added that overall, when combining the totals of the three days the volunteers were out there, 42% of users were Sunriver owners, 39% were from Caldera, Crosswater, River Meadows, etc., and 19% were guests in Sunriver. Although there are quite a few users from south county, the vast majority are from Sunriver.

Mr. Schneider noted some of the comments he received from owners:

1. Some condominiums do not currently have room to include both garbage and recycling containers in their designated garbage enclosure areas. This is something Mr. Schneider feels would need to be addressed prior to eliminating the recycle center as those people do not currently have a choice. Mr. Schneider noted he heard that from five different owners.
2. Several owners said they did not trust the renters to recycle properly so renters were told to just put everything in the trash.
3. A lot of owners utilize the facility to recycle their cardboard as they do not want to cut it up into small enough pieces to fit in the recycle bin or they have more than their bin will hold.
4. A person who runs a business from their home, said they do not have enough room.
5. Not everyone who lives adjacent to the facility has issues with it. One owner reported they live close enough that they can walk over with their recyclables, a convenience they enjoy.

As far as guests are concerned, the hardest thing for them is not knowing what is and is not recyclable. While that information is posted at the recycle center, there is no way of knowing if the owner has posted the information in their rental.

One interesting thing they heard from a guest was that the owner of the rental they were staying in has posted that both recyclables and household garbage should be taken to the recycle center thus freeing the owner up from having to pay for garbage service and then contaminating the load of recyclables if the garbage is thrown in with it. That group of renters was informed that they could not leave their garbage there and would need to take it back to the rental.

There are also several businesses in the Village that bring recyclables to the center as the bins they are provided in the Village are only for cardboard and there are no containers provided for glass or other co-mingle items in the Village.

In response to what people will do if the current location closes, the majority of owners, guests and people living outside the of Sunriver said they would go to the South County Transfer Station with others saying they would just put everything in the trash instead.

Both Mr. Schneider and Director Murray were amazed by how many owners that are already paying for trash said they were not using the current recycling options. This is even though the owners have been paying for the service monthly for over a year whether they use it or not, which was a decision of the Deschutes County Commissioners.

Additionally, some owners said they just take their recyclables home with them and recycle them there instead of in Sunriver.

Another surprising note was how many people are unaware that Deschutes County pays Cascade Disposal to remove the recyclables collected in the bins in Sunriver and SROA allows them to operate from that location.

While a three-day sampling of a few hours a day is not necessarily representative, it is still an interesting indicator to have and is more than what we have had up until now.

It was also noted that there are some questions in the upcoming Comprehensive Owner Survey relative to the recycle center.

Mr. Schneider noted his biggest concern is that the current layout is a safety issue both for people coming to recycle as well as our Public Works employees coming in and out of that area in oversized vehicles.

The Board members thanked Director Murray and Mr. Schneider for braving the elements and taking the time to gather this information.

PROPOSED AMENDMENTS
SROA BYLAWS
NOMINATING COMMITTEE CHARTER
SROA BOARD MEMBER CONFLICT OF INTEREST POLICY

GM Lewis noted that he has been working with Nominating Committee Chair Ron Angell and Nominating Committee member Debbie Baker on some proposed amendments to the SROA Bylaws, the Nominating Committee charter, and the current Conflict of Interest policy in place. These items are being grouped together as they are all three related and affected by the work the Nominating Committee does. This effort will help to clean up those inconsistencies between this and other governing documents for the Association.

While being grouped together here for discussion purposes, these three items are listed individually on the agenda for action at tomorrow's meeting.

GM Lewis noted that the proposed revisions to the Bylaws were sent to the Board last week to allow more opportunity to read, review, and respond to GM Lewis with questions or concerns.

Ms. Baker noted that the pressing issue for the Nominating Committee is that they are actively trying to recruit board applicants. The board application, however, needs to be approved prior to being posted for use. As the committee is required to bring their nominee announcements to the Board in April so they need the application as soon as possible. GM Lewis also added that the Nominating Committee voted and approved these proposed changes at their last meeting on January 2nd.

Primarily, there was some clarity that was intended to be afforded here between what the duties are and are not for the Nominating Committee. The Nominating Committee is responsible for the nomination of candidates that apply to run for open board positions. They are not responsible for any of the candidates by petition. There was language in the documents that indicated that the committee was responsible for reviewing the candidates by petition as well so that clarification needed to be made.

One of the other considerations the committee looks at is if the applicant is a member in good standing. There is a revised definition of that included in the proposed amendments.

The proposed amendments call for the elimination of Exhibits A & B from the Bylaws, which are the candidacy form for a director position and the signature sheet for a candidate by petition submission simplifying the process for changes to the form moving forward.

Nominating Committee Chair Ron Angell noted the proposed changes are also meant to broaden the scope of the review of candidates with respect to criminal offenses. The way it is currently written, direction is given to look at individuals who have felony convictions. The committee feels if an individual has a criminal history, it should not matter whether it was a felony or a misdemeanor, those issues should be looked at as part of the review process.

Mr. Angell referenced the current conflict of interest policy, noting that the same form was being used for both candidates and sitting board members. As these are two distinctly different things, the committee feels it is important to address the issue and provide one form for a board candidate and a different form for someone who is already on the Board.

At this point, President Beenen, while understanding the tight deadline that the Nominating Committee is under, wants to ensure the Board is comfortable with the proposed language, have all their questions answered and are ready to vote on these issues tomorrow. Discussion followed and questions were raised about only approving the application portion of the proposed amendments so that the Nominating Committee can move forward with their work.

Alternatively, the Board can schedule a special meeting for the purpose of addressing these three issues between now and the regular February meetings to allow more time to review the document. Staff will reach out to the Board to schedule a special meeting and in the meantime board members were instructed to get their questions, changes, or comments on any of the three documents to GM Lewis.

The Board made their way through the document, had several comments and a few questions for Mr. Angell and the general manager.

TRANSIENT ROOM TAX (TRT) UPDATE

President Beenen reported that the Deschutes County Commissioners were approached about SROA making a presentation in one of their upcoming open meetings, a request that was rejected by the Commissioners. Despite having already done so, the Commissioners want to meet with SROA representatives individually instead of in an open meeting setting.

GM Lewis explained to the Commissioners that the material to be presented is the same material that was previously presented to them individually. Despite that, GM Lewis & President Beenen will be meeting with them individually again next week as well as meeting with Deschutes County Sheriff Shane Nelson, who we do not expect to be receptive to sharing any of the TRT dollars he currently receives for his department.

President Beenen did attend one of the County's recent budget meetings where TRT dollars were indeed discussed but there was no mention of Sunriver during that discussion, despite several of those involved in the discussion being very aware of Sunriver's efforts in this regard. They did discuss the possibility of using some of those TRT dollars towards the new courthouse and other capital projects that they would like to pursue and that the TRT dollars are one way in which they can actually get these capital projects funded in part.

An update will be provided to the Board following this second round of one-on-one meetings with the Commissioners.

REVIEW 1/20/24 REGULAR MEETING AGENDA

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

ADJOURN

Director Gillies moved to recess the public meeting and reconvene in Executive Session under the authority given in the SROA Bylaws, Article IV, Section 10 to confer with legal counsel regarding threatened litigation that is subject to a claim of attorney-client privilege. This will be a privileged communication and it cannot be disclosed to anyone outside the meeting. Seconded by Director Murray, the motion passed unanimously.

The public meeting recessed @ 1:22 P.M.

The public meeting resumed @ 3:32 P.M.

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

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

The public meeting adjourned at 3:33 P.M.

Respectfully submitted,

Scott Gillies, SROA Secretary

**SUNRIVER OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
SROA BOARD ROOM
JANUARY 20, 2024**

DIRECTORS PRESENT: Clark Pederson, Bill Burke, Gerhard Beenen, Scott Gillies, Mark Murray & Linda Beard

DIRECTOR PRESENT VIA ZOOM: Julianna Hayes & Keith Mobley

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: June Sweeney, 23 Loon Lane, expressed her support for the Design Review Committee in their recommendations of the proposed tree protection rules and for the rules themselves and further supports their inclusion into the Design Manual of Rules and Procedures.

Scott Herbig, 15 Lone Eagle Landing, stated his firm opposition to the tree protection rules as recommended by the Design Review Committee. He believes that the rules being proposed are too restrictive and that all protections should be allowed.

GM Lewis noted that there is one letter received from Pat Hensley, 5 Vista Lane regarding proposed changes to the Nominating Committee charter and unauthorized use of the SROA logo. GM Lewis provided the Board members with a copy of Ms. Hensley's letter.

OWNER FORUM FOLLOW-UP FROM PREVIOUS MONTH

Vice President Burke commented that there was no follow-up necessary from the owners who spoke or wrote to the Board at last month's meeting.

There was one letter to the Board from August that inadvertently had not been responded to. This was from Martha Sharman & John Reid, 10 Loon Lane who are concerned about soil bank erosion of the riverbank in numerous areas in Sunriver. Since this oversight was discovered, Vice President Burke and SROA staff members have reached out to them.

Director Burke noted his appreciation for the work that staff have put into this concern which creates a blueprint for the future. It illustrates all the steps and necessary engineering that it would take, the extensive permitting process that would be required and the other agencies that must be coordinated with, so kudos to the staff for their efforts in this concern.

GM Lewis reported that he worked with Public Works Director Mark Smith and Natural Resources Director Patti Gentiluomo who are aware of the area Ms. Sharman & Mr. Reid referred to in the pictures they sent in, but there are other areas where restoration work also needs to be done. PW Director Smith met with Ms. Sharman and Mr. Reid in late September and explained the process involved.

Staff are hoping to start this project in 2024 and the goal would be to address all the areas in need of attention at the same time. Anytime something is done along a river, there is an extensive permitting process. An engineer will need to be engaged to create a design so that whatever restoration is done along the river, whether it is the placement of boulders, logs, soil, etc. is tied back into the bank and is structurally sound.

The agencies that would be involved are Deschutes County, Oregon State Parks due to the scenic waterway designation, the Department of State Lands, and the Oregon Department of Fish and Wildlife.

Timing wise, it will take 2024 to get the engineering, design, and permitting done. Work in the river can only occur when the water level is low, so the construction period is essentially November through March.

As an illustration, GM Lewis noted when the Marina lagoon was dredged recently, the Resort applied for the permits in the fall of 2021, and the work finally took place in the fall of 2022, so it is a lengthy process.

RECAP OF 12/15/23 BOARD WORK SESSION

President Beenen reported that Public Works Director Mark Smith provided a detailed summary of what has been happening with roads in Sunriver over the past few days. The crews have done an amazing job given the amount of snow we received in such a short time. Compounding the problem is the melting followed by freezing rain making for dangerous driving conditions throughout the region. The Board expressed their appreciation for the efforts of the Public Works team and the great job they are doing.

Dick Luebke, President of the Midstate Electric Board and a Sunriver owner provided an interesting presentation on what is happening with the co-op, why electric rates were raised and some of the challenges the company is facing with aging infrastructure and hydro-electric issues.

GM Lewis and Assistant GM Kessarlis provided a brief presentation on how the police side of the Administration building will be repurposed for SROA employees once the SSD moves into the new Public Safety Building. The permitting and RFP processes will commence later this year.

HR Director Kellie Allen provided an update on upcoming changes to the Oregon Family Leave Act (OFLA) and Family and Medical Leave Act (FMLA) calendar which will necessitate a change to the SROA employee handbook.

Assistant GM Kessarlis provided an update on recreation statistics for both month-end and year-end numbers as well as some preliminary data on 2024 statistics. Both the Recreation Plus Program (RPP) and the Member Preference Program (MPP) came in slightly better than the budget for 2023. While there were more attendees overall at SHARC in 2023 than in 2022, the numbers at the Member Pool were less in 2023 than in 2022. The Board discussed a few ways to entice owners to use that owner only facility more and there will be some questions regarding the Member Pool included in the Comprehensive Owner Survey that will go out in early February.

The Board heard an update on the efforts of the Dog Park Taskforce, and their efforts to mitigate the impact to neighboring properties and their desire for a conceptual plan that illustrates the separate phases of what could be added to the Cottonwood location in future years. They will meet again at the end of the month and hope to have a recommendation ready for the Board at the February meeting. They are actively engaged with the leadership from both churches and will be talking with them again before they finalize their proposal.

Several proposed benign changes, additions, and clarifications to the Design Manual of Rules & Procedures were discussed. These are things that have been discovered as staff and owners have started utilizing the new manual that came out in July of 2023.

The Board heard about proposed changes to the SROA Bylaws, the Nominating Committee charter, and the Conflict-of-Interest form. The Board decided they need more time to review the proposed changes and were instructed to provide their input to GM Lewis by next week. A special board meeting will be scheduled for the following week for the Board to vote on the proposed changes.

GM Lewis and President Beenen provided an update on the Transient Room Tax (TRT) dollar efforts. They will be meeting next week with Sheriff Shane Nelson as well as having individual meetings with each of the Deschutes County Commissioners.

Director Mark Murray and owner Randy Schneider, 6 Dixie Mtn Lane, provided an update on the results of their unscientific recycling survey. They went out on three different days and were able to gather some interesting preliminary information. The Board discussed the need to facilitate more of these surveys, but felt we should wait until the results of the owner survey that will go out in early February are back as there are some questions included on the survey regarding the recycle facility.

An executive session was held to discuss a legal matter.

BOARD ACTION **BOARD MEETING MINUTES**

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

Director Pederson moved to approve the minutes of the December 16, 2023, board meeting minutes as corrected. Seconded by Director Murray, the motion passed unanimously.

BOARD ACTION **FINANCIALS**

There was no financial report this month as staff is still closing out year-end items. The Board will receive the December 2023 and January 2024 financials at the February 16th meeting.

GENERAL MANAGER'S REPORT

GM Lewis reported his recap for activities in December.

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

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.

GM Lewis 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 legal counsel regarding fine/fee lawsuits, HR issues, litigation, by-law amendments and more.

GM Lewis met with the County Administrator regarding transient room tax issues.

GM Lewis worked with SROA collections legal counsel regarding fine/fee lawsuits, HR issues, litigation, bylaw amendments 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.

GM Lewis continues to participate in the on-going Newberry Partnership Strategic Action Plan for south Deschutes County.

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, Strategic Plan Taskforce, Admissions Model Workgroup and Design Committee, as necessary.

GM Lewis met with architects to discuss future remodeling at the SROA Administration building once the police vacate the space they currently occupy.

GM Lewis conducted annual employee evaluations.

In the Accounting Department, Controller Healy prepared the unaudited financials for the month ended 11/30/23.

2024 maintenance fee invoices were mailed and emailed to owners depending on their preference.

The 2024 operating and reserve budgets were finalized.

Staff began collection of 2024 maintenance dues, Member Preference & Recreation Plus program revenues.

The Controller attended a Deschutes County Audit Committee meeting.

The IT department set up the Azure foundation and security to move servers into Azure. IT employee Jesus Mendoza attended Azure Administrator training.

The IT office was reconfigured, and new work surfaces were added to provide staff with what they need to do their jobs effectively.

IT tasks for 2024 were set up in Teams Drive for tracking and reporting.

The desktop support tech job was posted.

Email notifications were set up on all backups and the monthly DR test was conducted.

Phase II of the recommended security fixes after penetration testing has been completed.

The Community Development Director was set up for remote working.

Staff held a kickoff GIS meeting with TetraTech.

Tax lot data in the SROA GIS database was updated.

The ESRI licensing was updated to reduce annual costs.

The final ADP transfer for the SSD was completed.

The new video camera for the Member Pool was installed.

A switch replacement was completed in the pump room at SHARC.

The old fuel system equipment was removed, and the Public Works Assistant was set up on a new laptop.

In the Communications Department, Scene advertising was at \$48,057.02 (Biggest ad sales month in Scene history.) Several advertisers, especially real estate agents, paid upfront for the entire year.

There were 353 reads of the online December Scene including readers from Australia, Sweden, Canada, and the United Kingdom.

SROA websites most popular pages in December were weather, firewood, Member Preference Program.

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

December eblasts included information about the December Sip Sip Soiree, owner holiday party and holiday hours.

Social media projects promoted the Sip Sip Soiree event, SROA/SHARC holiday hours, snow/ice control procedures, and holiday lights rule.

Additional projects included continuation of updating Design Review forms, updated and had printed the 2024 firewood permit and load tags.

Staff are finalizing the work on the new kiosk maps.

The Community Development Department reports the Design Committee meetings continue to occur on a regular schedule with multiple items on each agenda – there was only one meeting in December that included two items on the agenda.

There are currently approximately 322 active projects/building permits (down by fifteen from the previous month of Nov.)

The number of applications submitted in December was up from the same month in 2022 – from 18 in 2022 to 48 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 continue modifying the new application forms and informational

handouts, as necessary.

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

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

The summer/fall ladder fuels reduction and tree thinning on commons was completed.

Winter ladder fuels reduction and tree thinning project at SHARC commenced.

NR staff completed the Working with GIS Dashboards training.

NR staff processed private property LFR inspection data.

The Natural Resources Director completed the 2023 Tree City USA recertification.

Public Works (PW) staff reopened some of the sport courts at Fort Rock playground area due to unseasonably nice weather. Since reopening the courts have been receiving a lot of use.

The log rounds that were that were previously staged next to the Public Works Department area have all been moved out to the Owners Park and an area for firewood splitting has been developed.

PW staff installed a demonstration section of a new permeable pathway surface that is made of recycled plastic and meets ADA standards. It is located just adjacent to the new restroom at the Owners Park aka Mary McCallum Park.

PW staff picked up several loads of exceptionally large rounds of firewood from commons and relocated them to the Owners Park, an effort that will be ongoing as time allows.

PW staff are installing light covers on the new Midstate streetlights to reduce the glare.

Willows are being pruned along the meadow pathway sections.

One full plow of roads and pathways occurred in December.

In fleet services repairs were made to the bucket truck lift system.

The SSD's wildfire engine had some repair work done.

At SHARC, the Co2 injection systems received regular maintenance.

The fire vault, backflow and main water line were installed and tapped in the new Public Works building.

Backfilling around the newly poured slab of the Public Works building has been completed.

One new PW employee has been hired and there are currently two positions open. The Operations Manager position will be posted on January 1st.

The Recreation Department reports 7,299 Member Preference Program (MPP) memberships have been sold in 2023 and 914 homes/condominiums are currently participating in the Recreation Plus Program (RPP) which is ten less than the same time in 2022.

The fitness center has been full, and people have been using the reservation system to ensure they got a spot, especially during the holiday season.

The lack of snow has impacted the customer service side of things at SHARC as staff are not receiving a lot of tubing/sledding hill questions.

The November Sip, Sip Soiree was a sell out and everyone had a fantastic time. The December Sip Sip Soiree was very educational but had a lower than expected turn out. These events, if held annually, will be a great complimentary addition to our Uncorked event.

The Member Holiday party was wonderful, the busiest one yet, and the owners seemed to really be enjoying themselves.

Recreation Plus & Member Preference sales for 2024 commenced on December 15th.

Interviews for the open positions in the Events Department start on January 5, 2024.

There was a total of 7,023 visitors to SHARC in the month of November versus 7,417 in November of 2022, and 8,202 in 2019.

SHARC was closed on Christmas Day.

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 the new Public Safety building is moving along right on schedule. The building is completely “dried in” which means they can continue to work on the interior of the building during the winter months. An addition is being added to the east side of the building where the bays are located. That is progressing nicely and should be completed in the next month or so. The concern about the safety of the roof under high snow loads has been addressed with the addition of more supports in the rafters, which was completed in December.

The project remains on schedule and on budget with completion set for the end of 2024. President Beenen noted that SSD Managing Board Director John Ralston has contributed hundreds of hours to this project.

Overall activity for the Fire Department was down in 2023 compared to 2022. That is good news in terms of less need for ambulance transports, but not so good news in terms of ambulance revenue.

In the Police Department, new Police Chief Stephen Lopez is settling into his new role as is Captain Tory Kornblum. There are still some openings in the police department that they are actively trying to fill. The challenge on the police side is not a new one. An officer is hired and then must complete the required training and go through the police academy only to have them find a job elsewhere some time down the road. The chief is focused on creating a culture where people want to stay and continue to work in Sunriver. The Police Chief also provided the annual Use of Force report which totaled three instances for 2023.

The SSD is starting their budget process for the next fiscal year which will begin July 1, 2024. The SSD must submit their final budget to the Deschutes County Commissioners no later than May 1, 2024, for final approval. While things look favorable for the current budget to end close to zero or with a small surplus against a budgeted \$100k deficit, President Beenen noted that moving beyond this year's budget, expenses are going up much faster than revenue is coming in so next year will be a bigger challenge. Revenue currently increases by approximately 3% per year and expenses are going up closer to 7% a year.

Earlier this year the SSD had a full reserve study done, and the results revealed that the SSD is not currently funding their reserves at the level they should be so there is a need to increase the amount of money going into the reserves which means there is less money available for operations.

Lastly, President Beenen referenced the Management Agreement between SROA, the SSD and Deschutes County. The SSD is proposing some changes to this agreement, most of which directly impact SROA.

One thing they are proposing is eliminating one of the two positions that are currently required to be held by an SROA board member and changing that to a community member at large position. They also want the opportunity to vet the SROA board member recommendation to the SSD Managing Board. Additionally, they are proposing that any SROA board member serving on the SSD Managing Board should not be allowed to hold an officer position on the SSD Managing Board.

GM Lewis inquired if there are any sitting SSD Managing Board members who are non-resident owners, of which there are none. GM Lewis noted it is important to have that representation especially since all owners pay taxes to the SSD but only the owners who are registered to vote in Deschutes County can vote on ballot measures in Deschutes County that affect the SSD.

The SSD Managing Board is also proposing that they source their own candidates for the Managing Board going forward instead of utilizing the SROA Nominating Committee.

President Beenen noted he was not part of the discussions that have resulted in these proposed changes as it is a sub-group of the SSD Managing Board that has put this together. Director Mobley commented he would be interested in learning the rationale behind what appears to be a deterioration in the formal relationship between SROA and the SSD and he would like to have a representative of the SSD explain that rationale. GM Lewis questioned if the SROA Board was approached at all regarding providing their input to this proposal which President Beenen responded no, neither he nor Director De Alicante were asked for input on the matter.

Director Mobley commented he believes the Deschutes County Commissioners would also be interested in the rationale for these rather substantial changes adding that relationships make such a difference in Sunriver especially when things are going well between the partners. When that begins to slide in the other direction, it is generally not good. GM Lewis commented that from a day-to-day standpoint in working with the chiefs and their departments, we have a very good working relationship, as was noted yesterday by Public Works Director Mark Smith when recapping the recent coordination between the Public Works plowing crews and the police department during the recent harsh winter weather we experienced.

President Beenen commented he could certainly ask SSD representatives to come to the next Board Work Session to explain their rationale however as he understands it, the SSD Managing Board plans to vote on this at their next meeting so by then it would be after the fact. Director Mobley noted he feels this is

important enough to ask the SSD Managing Board to postpone the vote until that conversation has happened. Director Mobley feels this has the potential for being a rather divisive issue if it is not clearly understood. Further, he feels that this is inconsistent with what is happening between the staff members of the SROA and SSD.

Director Beard reminded the Board that a special meeting is going to be held prior to the next regular meeting to deal with the items on this month's agenda that the Board requested additional time to review. Perhaps the SSD could be invited to that special meeting to provide an explanation and overview of their thought process.

President Beenen commented he would be happy to reach out to SSD Managing Board Chair Jim Fister and invite him to the yet to be scheduled special meeting or ask him to consider postponing any vote on the matter until the SROA Board has been fully brought up to speed.

After further discussion, the group was supportive of President Beenen reaching out to Chair Fister.

BOARD ACTION POSTPONED

President Beenen announced that no action will be taken today on the proposed changes to the Nominating Committee Charter, the Conflict-of-Interest Policy amendments and the SROA Bylaw amendments as the Board has requested more time to review the proposed changes. A special board meeting will be scheduled in the next two weeks to act on these items.

DESIGN MANUAL OF RULES & PROCEDURES

Director Burke moved to approve the recommendations from the SROA Design Committee, submitted on Friday, January 19, 2024, in reference to new and amended language of the current SROA Design Manual of Rules and Procedures. Seconded by Director Murray.

GM Lewis pointed out that the motion should make reference to subject to the revisions directed by Board at the January 19th work session and provided on January 20th. President Beenen inquired of Directors Burke and Murray if they accept those changes and both directors replied in the affirmative.

Motion passed unanimously.

Director Murray noted his appreciation for the challenging work of the Design Committee on this project.

OTHER BUSINESS

Midstate Electric: The Board discussed Midstate Electric's request for an article in the Scene to address their concerns regarding the possibility of electric rates increasing substantially if dams were to be removed on the Snake River. There were concerns expressed about it being made clear that the Board is not taking any position on the matter.

Tree Protection: GM Lewis noted that the comment period for owners regarding tree protections ends the day before the February Board work session so this item will come back to the Board in March. In that 30-day interim the Design Committee will have the opportunity to consider all the comments submitted and amend the recommendation if they feel the input received warrants doing so.

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

Director Gillies moved to recess the public meeting and reconvene in Executive Session under the

authority given in the SROA Bylaws, Article IV, Section 10, to confer with legal counsel regarding threatened litigation that is subject to a claim of attorney-client privilege. This will be a privileged communication and it cannot be disclosed to anyone outside of this meeting. Seconded by Director Murray, the motion passed unanimously.

The public meeting recessed at 10:40 A.M.

The public meeting resumed at 11:24 A.M.

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

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

The meeting was adjourned at 10:54 A.M.

Respectfully Submitted,

Scott Gillies, SROA Secretary

**SUNRIVER OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
SROA BOARD ROOM
FEBRUARY 2, 2024**

DIRECTORS PRESENT: Clark Pederson, Bill Burke, Gerhard Beenen, Scott Gillies & Linda Beard

DIRECTOR PRESENT VIA ZOOM: Julianna Hayes & Keith Mobley

DIRECTOR ABSENT: Tony De Alicante & Mark Murray

STAFF: James Lewis, Jesus Mendoza, Keith Kessarlis & Patti Gentiluomo

STAFF PRESENT VIA ZOOM: Susan Berger

The Board of Directors meeting was called to order at 10:00 A.M.

NUMBER OF ATTENDEES: 8

President Beenen announced the purpose of today's special meeting is to get some issues resolved prior to the upcoming election.

OWNERS FORUM: No owners addressed the Board.

SROA/SSD/DESCHUTES COUNTY MANAGEMENT AGREEMENT

Sunriver Service District (SSD) Managing Board Chair Jim Fister and SSD Board member John Shoemaker were in attendance to present the SSD's proposed changes to the Management Agreement between SROA, the SSD and Deschutes County.

Chair Fister provided an overview of what he and Director Shoemaker will cover including a recent timeline of the management agreement, the current thinking on the SSD/SROA relationship, timeline of proposed changes, and areas for continued SSD/SROA collaboration.

The SSD was formed in 2002 and was primarily an agreement between SROA and the County as the District was still in formation. In 2014 there were some significant changes that were made. One was to add a District Administrator position into the management agreement allowing basic administrative duties which had previously been done primarily by the fire and police chiefs to fall under the administrators responsibilities. From the beginning, the SSD contracted with SROA to perform its HR and finance needs, and this continued until 2023.

Fast forward to 2017 and more significant changes were made including moving from five to seven board members and prohibiting the SROA board members serving on the SSD Board from holding the Chair position on the SSD Managing Board. It was felt it would be better to separate that for better linkage to the County. Additionally, the SSD also became a full signatory on the agreement making it a three-way agreement. At that time, County Administration acknowledged that the SSD should really start picking up and doing a better job of owning the relationship with the County.

In 2021 there were some minor updates made to the agreement and at that time SROA went from being a joint signer to simply acknowledging its role in the agreement. As a result, the agreement is now between

the SSD and Deschutes County.

Since that time, some major things have gone on, including the SSD's heavy focus on building a taskforce and driving a county discussion and a ballot process for funding the new Public Safety building. This required negotiations with the Deschutes County finance/budget manager to make a case for a county contribution as well as County counsel. Chair Fister recognized former SSD Administrator Debbie Baker and SSD Board member Bill Hepburn who teamed up nicely to collaborate with the people making the decisions in the County to make a successful case for an \$8 million contribution to the new public safety building which is over 40% of the building cost. It was a huge relief to the SSD to not have to lean on the taxpayers for the entire cost of the project.

The SSD taskforce along with a lot of community volunteers drove the County ballot to a successful vote of the owners who are registered to vote in Deschutes County. The endorsement from SROA, for which Chair Fister thanked the SROA Board, was an important component of the successful ballot measure.

Also in 2023, the SSD was informed by SROA that SROA no longer wanted to manage the HR and financials for the SSD. In the process of that transition, it really pushed the SSD to seek out other individuals to provide reliable advice. The SSD has received a lot of support from the County HR, Finance and Legal departments. Additionally, the Special Districts Association of Oregon (SDAO) provided helpful guidance which the SSD has been relying on more and more.

In conversations with these different entities, they encouraged the SSD to focus more on acting like a government agency letting employees run the day-to-day activities and allowing the SSD leadership to focus more on oversight. As a result, the SSD started seeing more and more areas where the SSD needed independence in its decision process and during conversations with the County and SDAO the SSD was advised to become an independent government agency with an oversight management board and as such, they were asked to rewrite the current management agreement to address that.

Also, during this time frame, both a new fire and police chief needed to be hired and the interim administrator moved into a permanent position. This led to internal conversations regarding the need to recommit to hiring and training capable staff to run the District. Fast forward to today and we have two wonderful and capable chiefs running the police and fire departments as well as a great District Administrator who is doing everything she can to train up and pick up a lot of the things that were otherwise being done elsewhere.

Some of the reasons for that independence include the fact that District boundaries may not always equal SROA bounds. More independence allows more opportunities for owner/resident community engagement. The SSD has a fair number of volunteers right now, most of which are kind of ancillary organizations and there will be more volunteer opportunities this year and going forward.

These proposed changes align the SSD better with the intent of the Oregon Revised Statutes (ORS) founding statute. It allows both entities to raise or seek capital in different ways, and it will allow both to negotiate agreements with other entities independently. It also allows the SSD to utilize its government status and gives the SSD the ability to make nimble decisions on public safety.

Chair Fister then outlined the proposed changes noting the County Commissioners would like those to be presented at their February 26th work session in front of the County Administrative staff and Commissioners so they can view it all at once. Chair Fister added that he has spent approximately six hours with County Counsel already on the agreement, as well as a couple of hours with County Administrative staff to ensure they are clear on what is being proposed. As the County Commissioners are

the Governing Body for the SSD, they have the right to make any changes that they feel necessary.

The first change being proposed is that Position 1 on the SSD Managing Board will still be held by an SROA Board member, but Position 2 which is also currently held by an SROA Board member would go to being a member at large position. This change would also allow the SROA Board to appoint any current or previous board member SROA member to Position 1.

They are also proposing a change to the approval process for Position 1 whereby the candidates will be referred to the District Managing Board for suitable screening prior to the District Managing Board recommending their appointment to the Deschutes County Commissioners.

Additionally, the SSD Managing Board is recommending that the SROA Board member shall not serve in any officer position of the District Managing Board.

SSD Director Shoemaker added that this is what the SSD is proposing to the County however their expectation is that the County may ask for other iterations of this which could mean no SROA representation on the Managing Board or leaving it as it currently is with two SROA Board members on the Managing Board. They feel that this proposal will meet with the expectations of the County.

Director Shoemaker noted that one of biggest concerns for County Counsel at this point is there often times is a conflict of interest that arises with the SROA Board members when they are on the SSD Managing Board and they must vote for anything relating to finance, payments, etc. Chair Fister added that he personally feels there should be continued representation on the SSD Managing Board by an SROA Board member. Further he feels that conflicts of interest need to be recognized and he noted that he is currently on the County Budget Committee and is Chair of the SSD Managing Board, which affects his ability to vote on the SSD's portion of the budget as he must recuse himself.

SROA Director Mobley noted that this change moves SROA farther from public safety activities which does bother him as SROA will have less and less control over things that make a great deal of difference in the livability of Sunriver. If Director Mobley didn't have the high level of confidence he has in Chair Fister and the chiefs his concern would be even greater. He simply raises this as a matter that came to mind.

The second proposed change is for the SSD Managing Board to become the recommending body to the Governing Board which Chair Fister strongly recommends based on SDAO information as well as the ORS. The SSD is a county agency, and the County wants the SSD driving those decisions that are based in it instead of SROA. The goal would be to continue to use the existing SROA Nominating Committee but to add language to pursue other options long-term. Chair Fister very much appreciates the SROA Nominating Committee and their efforts and does not feel any changes will take place anytime soon. That said, if there were a significant change in future district boundaries, what the Nominating Committee does or what it is responsible for might be less and less depending on what might happen with an expanded service district.

The SSD has had discussions on options for selecting board members up to and including an election process although that is not currently favored by the majority of the Managing Board. In the end, the Governing Body, in this case Deschutes County, is the one that represents the people and is the one that gives final approval to any SSD Managing Board appointment. Said governing body has always been careful to point out that if there is opposition to a nominee, they are open to hearing it before they make a final decision on the recommendation. This would be done via a public hearing.

The SROA Board questioned what a future expansion of boundaries might look like and what effect it might have on the services Sunriver owners currently have. Chair Fister responded that if you look five to twenty years down the road, there will still be the Sunriver police, there will be LaPine police department and a skeleton Sheriff's service in South County. Where that boundary line will be drawn is unknown at present. While this may apply to both fire and police, the current concern has been more on police from a law enforcement standpoint. The fire boundaries are already well defined, and the Sunriver Fire Department has an exceptionally good working relationship with the LaPine Fire Department. Chair Fister shared that Fire Chief Boos is working with LaPine Fire Chief Erick Holsey on a South County service agreement that could at some point in time be converted to an intergovernmental agreement in future.

In response to a question from SROA Director Burke about how expanded boundaries might affect the residents and businesses of Sunriver. Police Chief Lopez responded that when fully staffed he has no concerns about being able to continue to provide the service Sunriver residents are accustomed to. Chair Fister added that if they were expanding bounds, it would be on the assumption that they would also be increasing revenue and the number of staff. Additionally, something of this nature would most likely have to have the approval of owners via a vote which would include outreach to owners and probably a public hearing. Director Shoemaker added that he can confidently say that the needs of the Sunriver owners will always come first.

The third proposed change to the agreement is the SSD's desire to drive a more stringent criteria for SSD Managing Board member participating in any nomination discussion will include an extension of the background and conflict of interest process that would be overseen by a third party. This is based on discussions that have been going on elsewhere in the County as they also have the need to have a clear and concise conflict of interest policy. Chair Fister added that the County has requested the SSD to more broadly acknowledge transparency and conflict of interest.

The fourth proposed change is to open the SSD board positions for more options. Currently, you must be a Sunriver property owner to participate on the SSD Managing Board. If in future, the boundaries of the SSD were to change, that would be a limiting thing for the management agreement. They are proposing broader participation and will propose "District property owner, registered district elector, or business owner representative within the district bounds." This will allow participation both ways, owner but not voter, voter but not owner and allows for district expansion and representation of new owners regardless of method. It would also allow businesses in the area to propose representation.

Chair Fister commented that the SSD Managing Board wants to focus on making sure they are maintaining a close collaboration with SROA. There are multiple reasons including monitoring the total burden on the Sunriver ratepayer/taxpayer, combining efforts to influence others, and attracting local talent to employment opportunities in Sunriver. Collaboration ensures we can jointly manage the seasonal population variance and provide a cooperative effort on any localized and county-wide emergencies. Obviously, the SSD and SROA still have multiple reasons to maintain a close (and overlapping) relationship. Chair Fister provided a quick overview of the current agreements between SROA and the SSD.

Chair Fister then touched on the siren towers and the possibility of the SSD purchasing and sub-leasing them as a secondary option. Also mentioned was the possibility of using fire reserve or seasonal fire resources to participate in ladder fuel work on commons, the possibility of a more formal agreement for use of the water tender for extended ladder fuel work time and seasonal vehicle storage.

The Board had some questions for Chair Fister and thanked him for the excellent presentation.

President Beenen noted the next three agenda items are interrelated and tied together and were first presented to the Board at their regular January board meeting. At that time, the Board requested more time to review all the proposed changes prior to voting on the amendments. As the changes are time-sensitive to the efforts of the Nominating Committee, the Board agreed to hold this special meeting to vote on the proposed amendments so the committee will have the direction they need to move forward. The Board has had two weeks to further review the documents and send their proposed modifications, questions, or concerns to the general manager. The documents presented today incorporate the input received.

Nominating Committee Chair Ron Angell and committee member Debbie Baker were in attendance and answered some questions posed by the Board. The Board also thanked owner and past board member Pat Hensley who was in attendance for her input on the Bylaws.

Nominating Committee Chair Ron Angell thanked the Board for moving on this issue so the Nominating Committee can move forward with their work.

BOARD ACTION
NOMINATING COMMITTEE CHARTER AMENDMENTS

Director Burke moved to approve the amendments to the SROA Nominating Committee Charter as recommended by the SROA Nominating Committee and staff and further modified by the SROA Board as attached hereto. Seconded by Director Beard, the motion passed unanimously.

BOARD ACTION
CONFLICT OF INTEREST POLICY AMENDMENTS

Director Burke moved to approve the amendments to the SROA Conflict of Interest Policy to create two policies – a Conflict of Interest Policy and a Board Candidate Conflict of Interest policy- as recommended from the SROA Nominating Committee and staff, with additional comments provided by the SROA Board as incorporated herein, as attached hereto. Seconded by Director Beard, the motion passed unanimously.

BOARD ACTION
SROA BYLAWS

Director Burke moved to approve the amendments to the SROA Bylaws, Board Member Candidacy Application and Board Member Candidacy by Petition Application attached hereto, as recommended by the Nominating Committee and staff, with additional comments provided by the Board as incorporated herein, to clarify responsibilities and procedures pertaining to establishing Board candidates and associated election procedures and timelines for such, and for consistency with Committee Charters and SROA governing documents. Seconded by Director Beard, the motion passed unanimously.

DESIGN MANUAL OF RULES & PROCEDURES

Director Burke moved to approve the recommendations from the SROA Design Committee, submitted on Friday, January 19, 2024, and the edits approved by the Design Committee on January 26, 2024, in reference to new and amended language of the current SROA Design Manual of Rules and Procedures. Seconded by Director Beard, the motion passed unanimously.

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

Director Gillies moved to recess the public meeting and reconvene in Executive Session under the

authority given in the SROA Bylaws, Article IV, Section 10, to confer with legal counsel regarding threatened litigation that is subject to a claim of attorney-client privilege. This will be a privileged communication and it cannot be disclosed to anyone outside of this meeting. Seconded by Director Burke, the motion passed unanimously.

The public meeting recessed at 11:07 A.M.

The public meeting resumed at 11:40 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 Mobley, the motion passed unanimously.

The meeting was adjourned at 11:41 A.M.

Respectfully Submitted,

Scott Gillies, SROA Secretary

(2)

FINANCIAL REPORT & RESOLUTIONS

Approval of unaudited December 2023 Financials

Approval of unaudited January 2024 Financials

(2 Board Motions 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 December 31, 2023 as presented.

ACTION REQUESTED- I, Director _____ move approval of the unaudited SROA financial statements for the month ending January 31, 2024 as presented.

ATTACHMENTS: December 2023 Financial Statement
January 2024 Financial Statement

SUBMITTED BY:

Name

Joe Healy

Position

SROA Controller

(3)
GENERAL MANAGER
AND
DEPARTMENT REPORTS

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

SUNRIVER OWNERS ASSOCIATION
Board of Directors Meeting
February 17, 2024
General Manager's January 2024 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 meetings regarding ongoing litigation and new threats.
- Multiple HR issues with HR Director and appropriate staff – including multiple interviews for vacant managerial positions.
- 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, Nominating Committee and OEC.
- Meet with County Commissioners (all three) and County Administrators 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.
- Meet with Nominating Committee and the Covenants Committee and Elections Committee Chair regarding amendments to their respective charters and upcoming meeting agendas.
- 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.
- Meet with County Lang Range Planner regarding the update of the County Comprehensive Land Use Plan – Sunriver perspective and impact.

▪ **Accounting:**

- Processed collection of 2024 maintenance dues, MPP and RPP revenues - lots and lots of them!
- Made treasury purchases through FIW.
- Worked on year-end closing for 2024.
- Uploaded and distributed final 2024 operating and reserve budgets for 2024.
- Worked with collection attorneys on past due accounts.

▪ **IT:**

- Outages:
 - Alpha card license server failure at SHARC.
- Information Technology
 - Gabe completed ArcGIS Pro Essentials workshop.
 - Added Multi Factor Authentication to 5 users.
 - Interviewed, hired, and onboarded a new Desktop Technician.
 - Created a new sharepoint site to move our file shares to.
- Security/Compliance
 - Setup email notifications on all backups.
 - Monthly DR test.
 - Completed phase II of recommended security fixes after penetration testing.
 - Setup Qualys server for quarterly vulnerability scans.
- Research/ Training
 - Azure Administrator Training Continued.
 - Jesus has been putting a lot of work into Azure Cloud infrastructure. We had a quote with TierPoint Solutions for a move to Azure Cloud. The move includes Files server, Jonas Server, Jonas Clubhouse Online Server, MSSQL server, IIS Server, VPN from Azure to on-premises, and Azure Firewall Resource.
 - The estimated cost came to \$15,633.07 for phase one (excludes MySQL database server and IIS server). With a monthly cost of \$2,214.00 plus TierPoint advisory support \$110.70/Monthly.
 - We have decided to do most of the work in-house. By moving the fileserver to SharePoint, we are saving \$831 monthly = \$39,888.00 on a 4-year cycle and the \$15,000.00 setup free from TierPoint Solutions.
- Community Development/SROA Database/GIS
 - Jacki Bue. New company cell phone and iCloud configuration.
 - Replaced ComDev Kyocera printer.
 - Database
 - SROA Vehicle Maintenance User Interface.
 - Created ability to add new vehicles to the database.
 - Added Parts interface for new, updated, and deleted parts.
 - Added New Labor and Service interface.
 - GIS
 - Assisted Claire on extracting ESRI files on computer for GIS.
 - Gabe, ComDev, NR & PW dashboard training completed.
 - Meeting with Deschutes County to address tax lot issues and missing roads & right of ways in their data for Sunriver.
 - Meeting with TetraTech on street saver and downloading that data into GIS interface.
 - Updated GIS permissions for new platform.
 - Matched addresses and tax lots from Deschutes County with owner data.
- Accounting/Finance/Administrative
 - Set up two new credit card readers for Admin and ComDev.

- Provided Angela access to Accounting Shared Secured Files. Authorized by Joe Healy.
- SHARC
 - Switch replacement in pump room.
- Public Works
 - Installed a newer computer for public works shared workstation in Annex building. Also installed a printer.
 - Weather station fix.
 - Fixed Snowfall files on weather page.
- **Communications:**
 - Scene:
 - January Scene advertising was \$21,713 (\$18,897 for January 2023).
 - There were 172 reads of the January online Scene. Readership included Ireland.
 - Web sites / social media: In the past 30 days...
 - SROA top page: Weather, plowing, Member Preference/Recreation Plus.
 - SHARC top pages: Recreation swim, calendar and plan your visit.
 - Social media: Snow closures, walkers should stay off roads, MLK holiday.
 - Eblasts included information about snow closures.
 - Projects:
 - Continue to update forms and refine language related to the new Design Manual.
 - The new kiosk map design is off to print.
 - Worked on language related to unauthorized use of SROA/SHARC logos.
 - Made additional annual informational updates to the websites.
 - Working with Natural Resources to create educational videos related to LFR on private property.
- **Community Development:**
 - Design Committee meetings are continuing to occur on a regular schedule, with multiple items on each agenda – the two January meetings included a regular business meeting with 2 items and a second meeting that consisted of legal training and discussion/recommendation on Design Manual amendments previously considered by the Board at the January meeting. There were no project submittals considered during the second meeting of the month.
 - There are currently (end of January) approximately 282 active projects/building permits (down by 40 from the previous month of December).
 - The number of applications submitted in January was down from the same month in 2023 – from 50 in 2023 to 46 in 2024.
 - 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 continued on discussion of “Tree Protections” with the Design Committee – consideration of comments submitted by owners.
- Submitted Design Manual amendments (not Tree Protection standards) for Board consideration at their January meetings.
- There were no appeals of Design Committee decisions.

- **Natural Resources:**
 - Continued GIS Platform Design project with IT Dept.
 - Completed 2023 LFR inspection data entry for private properties.
 - Continued LFR and tree thinning at SHARC.
 - Performed site visits regarding tree removal requests on private properties.

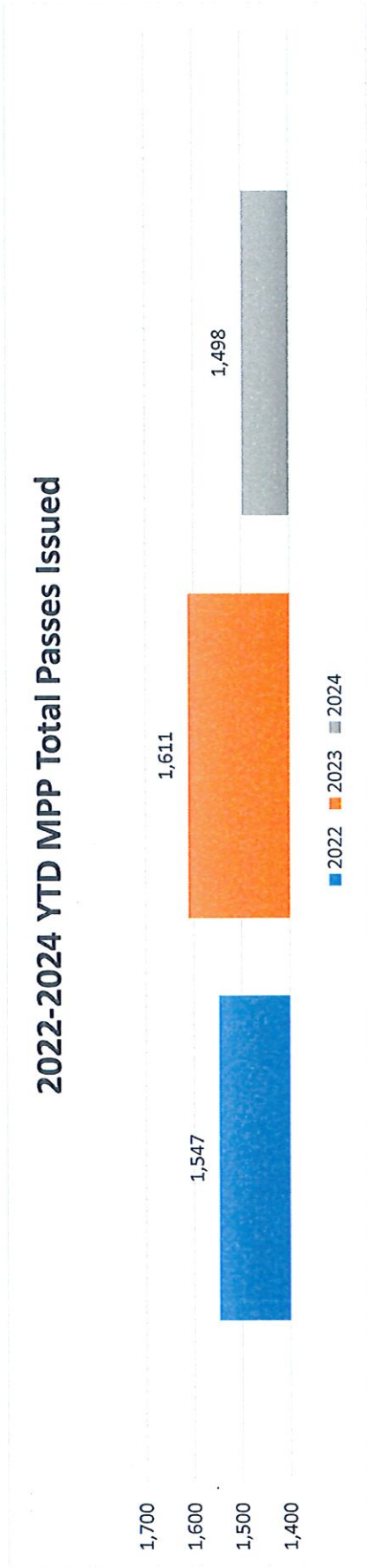
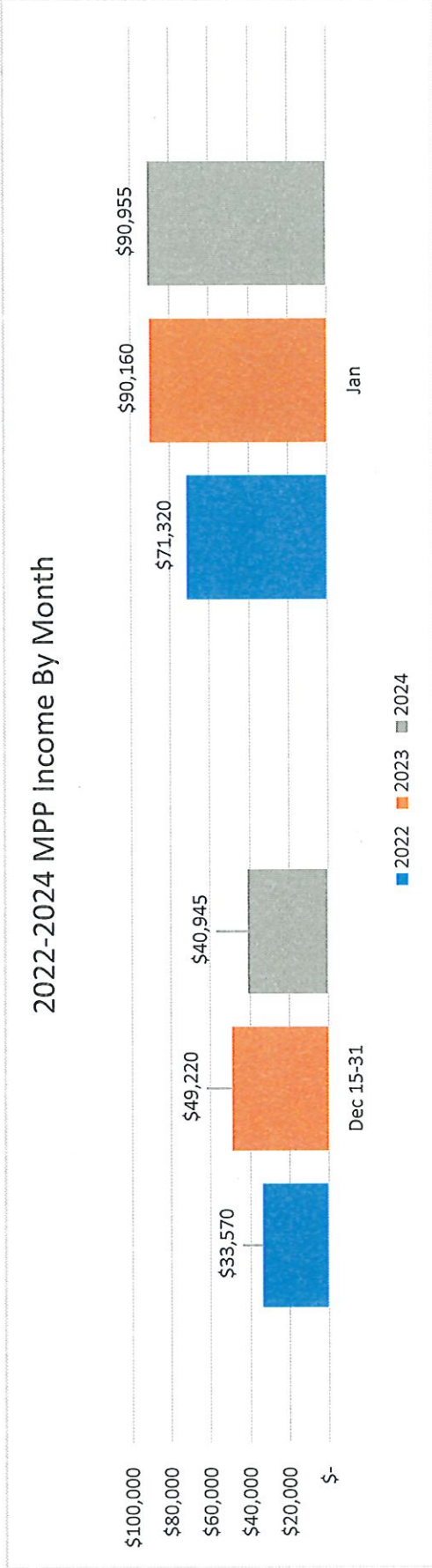
- **Public Works:**
 - Parks/Commons/Tennis
 - Cut/split firewood and developed a new place where owners with permits can pick-up at Mary McCallum.
 - Reviewing specifications for the 2024 landscaping.
 - Pathway/Roads
 - Snow and snow events as shared at SROA Board meeting, 58” of snow in 10 days.
 - Sight clearing for pathway and roads including the willow in the meadow area.
 - Starting the evaluation process for 2024 road projects.
 - Developing a process for evaluating the 2-3 pathway feasibility.
 - Fleet
 - Equipment retrieval and repair during snow event.
 - Grader repairs.
 - Developing specs loader and sander truck per reserve.
 - Facilities/Aquatics:
 - SHARC
 - Working with Knorr systems and Penair on quote for pump replacement per reserve.
 - Domestic hot water temperature concerns trouble shooting.
 - Outdoor pool heater showing signs of failure recently and may need to be bumped into 2024 budget to insure reliability for the 2024 summer season.
 - Cleaned and organized pump room mezzanine.
 - Replace spa pump.
 - MEMBERS POOL
 - None.
 - Public Works Building:
 - Metal building is in manufacturing and hope to ship soon.
 - Starting to select items such as windows doors and review floor plan.
 - Demolished the last of the sorry storage building, happy to remove this safety hazard.
 - Miscellaneous/Other:

- Metal building is in manufacturing and hope to ship soon.
- Starting to select items such as windows doors and review floor plan.
- Demolished the last of the sorry storage building, happy to remove this safety hazard.

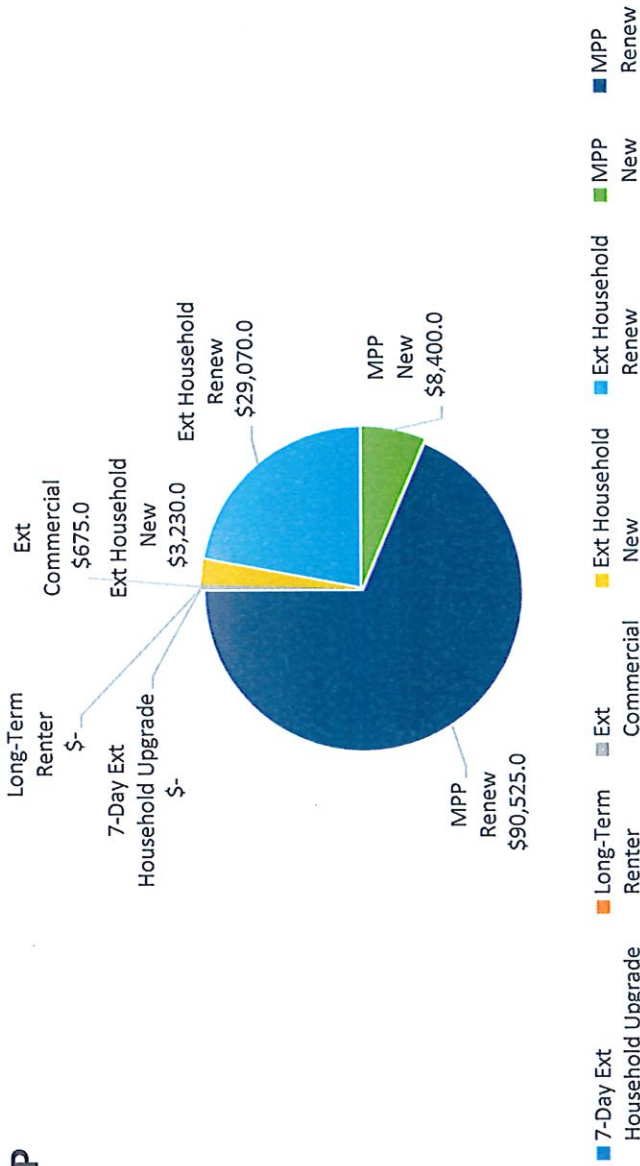
- **Recreation:**
 - Sales/Visits – YTD (12-31-2023)
 - 1,372 Memberships (MPP) purchased YTD (end of January) vs 2023 year-end 7,294.
 - 542 homes are enrolled for 2024 RPP; 2023 year-end total was 914.
 - January 2024 SHARC saw 7,150 visits vs. January 2023 at 8,263 & January 2022 at 5,509. Due to snow and ice storms, SHARC operating hours were impacted by some early closures and adjusted hours that affected the total number of visits.
 - Operations
 - Much like all other departments SHARC operations were impacted by the rough January storms. We were closed 2 Full days and had 5 additional days of limited operations. Members were very understanding and appreciative of the efforts to stay open even if it was limited hours.
 - We had several member requests for some additional communication options such as text messaging to notify them of operational changes.
 - We have made an offer for the position of Events Manager with a probable start date of 2/7/24.
 - RPP renewals and processing has been ongoing since December 11, 2023, but all Property Management teams waited until 1/31/24 deadline. We will be updating deadlines for 2025 to allow for additional turnaround time.
 - MPP online renewals continued to be received well. Extended family price increase has also not proved to be deal breaker.
 - We are very sad to announce the resignation of Emily Alexander after 12 amazing years with SROA. She has decided to spend her time focusing on her family and young children. The SHARC team is forging forward feeling confidence in her mentorship and hoping to continue to make her proud in the upcoming years.
 - Staffing
 - Operating at winter staff levels.

- **Board Tasks for February:**
 - There will be an Executive Session at the February 16th Work Session but not at the February 17th Business Meeting.

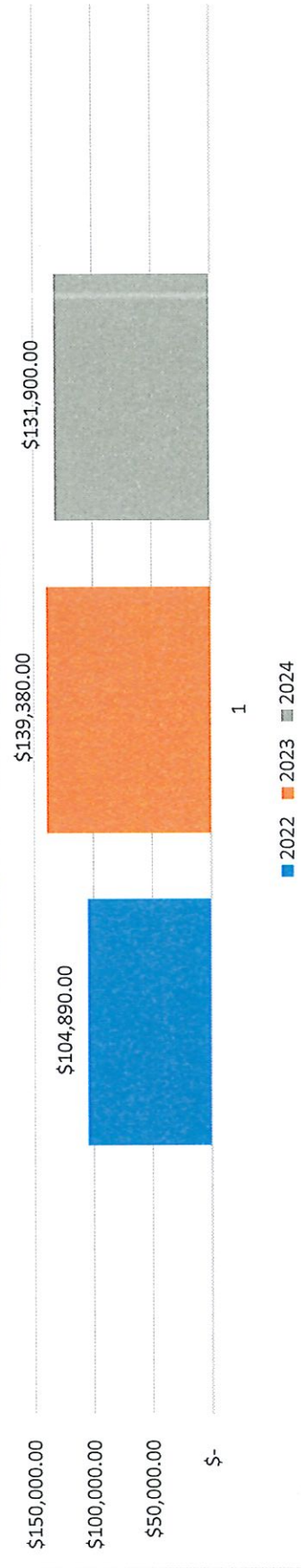
To: SROA Board of Directors
 From: KEITH KESSARIS
 Subject: January 2024 MEMBERSHIP SALES and ADMISSIONS ATTENDANCE
 Created: 02-09-24
 Membership Units Issued - Highlights



2024 YTD MPP Income % of Total



2022-2024 YPT MPP Total Income



SROA Admissions Model Workgroup Monthly Recap: January 31, 2024

Member Preference Membership issued - YTD as of:			2024 vs 2023
	1/31/2024	1/31/2023	Variance
Member Preference - Sold YTD 2024 (New)	112	142	-30
Member Preference - Sold YTD 2024 (Re-new)	1,207	1,227	-20
Member Preference - Sold YTD (New & Re-New)	1,319	1,369	-50
All membership including Extended Household/Commercial	1,500	1,615	-115

Note: Total Member Preference sold '23 = 6,477, thru 12-14-23
 Note: Total Member Preference sold '22 = 6,544, thru 12-13-22
 Note: Total Member Preference sold '21 = 6,594, thru 12-08-21
 Note: Total Member Preference sold '20 = 5,209, thru 12-14-20
 Note: Total Member Preference sold '19 = 6,550, thru 12-14-19

Recreation Plus Program - 2024 YTD Sales			2024 vs 2023
	1/31/2024	1/31/2023	Variance
Rec Plus Renewals	524	629	-105
Rec Plus New	21	18	3
	545	647	-102

2024 Recreation Program Sales YTD by bedroom

1/31/2024	New	Re-new	
One Bedrooms (4 cards, \$1,323)	0	8	
Two Bedrooms (6 cards, \$1,984)	5	85	
Three Bedrooms (8 cards, \$2,646)	12	236	
Four Bedrooms (10 cards, \$3,307)	2	131	
Five Bedrooms (12 cards, \$3,969)	2	50	
SSD Purchase	0	0	
Six Bedrooms (14 cards, \$4,630)	0	6	
Seven Bedrooms (16 cards, \$5,292)	0	6	
Eight Bedrooms (18 cards, \$5,953)	0	2	
			Combined Total
2024 YTD Total	21	524	545
2023 YTD Total	18	629	647

2024 & 2023 Recreation Program Sales YTD by type

	1/31/2024	1/31/2023	2023 Totals
RPP's by Individual Property Owners	206	237	313
RPP's by Property Managers/Condo Assoc's	339	410	605
RPP Total - Prop Owners & Prop Mgrs.	545	647	918

Facility - Event Space Rental/A/V/Linens/Bar Sales YTD vs Budget	(\$5,954)	YTD Sales Total	\$2,163
2024 Event Space Rental/A/V/Linens/Bar - Annual Budget	\$115,000		
YTD % of Annual Budget	0.02%		

Total overall admissions @ SHARC

Daily Admission Highlights:

	2024	2023	2024 Jan vs 2023 Jan
	Jan	Jan	
	7,501	8,630	-1,129
Member Preference	3,305	3,425	-120
Member Guest \$ (60% discount off Gate price)	22	30	-8
Extended Household (Annual)	291	331	-40
Recreation Plus	2,610	3,208	-598
Gate Admission	199	248	-49
Central Oregon Sundays - Off-Season only in 2024	53	111	-58
YTD Total SHARC Admissions - through 01/31	7,501	8,630	-1,129

	2024	2023
Member Guest Passes issued through 1/31	8,840	8,820
Guest Passes redeemed at SHARC	653	785
Guest Passes redeemed at North Pool	N/A	N/A

	2024 YTD	2023 YTD	24 vs '23 Tot
Member Pool Attendance	N/A	N/A	#VALUE!

2024 YTD Net Profit Tennis/Pickleball	N/A
YTD Net Profit vs Budget - Tennis/Pickleball	N/A

2024 Recreation Budget Goals/Year-end Totals	Total Budget	YTD Revenue 01/31/24	2023	
			2024 Annual Bgt YTD %	Annual Bgt YTD %
Note: Annual MPP, Ext. Household, Ext. Comm - Budget is:	\$632,065	\$132,070	20.90%	23.20%
Note: Annual Recreation Plus Budget is:	\$2,629,983	\$1,525,018	58.00%	70.10%
Note: Annual Gate Budget is:	\$580,357	\$4,963	0.01%	1.10%

Café	Season Sales	SROA %
	N/A	15-18%

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

Created: February 12, 2024 by: Keith Kessar

DIRECTORS REPORT FOR COMMUNITY DEVELOPMENT

JANUARY 2024

Line #	Community Development Activity	Previous month Y-T-D	This Month		Prior Y-T-D	%Difference Current/Prior Y-T-D
			Current Month	Current Y-T-D		
1	BUILDING PERMITS ISSUED FOR NEW HOMES	0	0	0	0	0%
2	NEW CONSTRUCTION SUBMITTAL	0	0	0	2	-100%
3	REPLACEMENT HOMES (NEW CONSTRUCTION)	0	0	0	0	0%
4	MINOR ADDITIONS	0	2	2	1	100%
5	ALTERATION/ADDITIONS	0	2	2	2	0%
6	COMMERCIAL PROJECTS	0	0	0	0	0%
7	MULTI-FAMILY RESIDENCES	0	0	0	0	0%
8	COMMON AREA IMPROVEMENTS	0	0	0	0	0%
9	PRELIMINARY PROPOSALS	0	1	1	1	0%
10	RE-REVIEW APPLICATIONS	0	0	0	0	0%
11	ADMINISTRATIVE APPROVAL APPLICATIONS	0	46	46	50	-8%
12	FOOTING INSPECTIONS PERFORMED	0	0	0	0	0%
13	FINAL INSPECTIONS PERFORMED	0	50	50	35	43%
14	ESCROW INSPECTIONS PERFORMED	0	4	4	2	100%
15	OWNER CONCERN FORMS ANSWERED	0	3	3	3	0%
16	OWNER COMPLIANCE REQUEST FORMS SENT	0	11	11	14	-21%
17	CONTRACTOR REGISTRATIONS 10/1-9/30/23	80	52	132	211	-37%
18	TOTAL WARNINGS ISSUED	0	1	16	14	14%
19	TOTAL CITATIONS ISSUED	0	4	4	5	-20%
20	DESIGN REVIEW NOTICES MAILED	0	28	28	184	-85%

ESCROW ACCOUNT BALANCE: \$119,525 AS OF 12/31/2023



Jacki Bue

Community Development Director

Sunriver Owners Association (SROA)
Natural Resources Department
Monthly Report – JANUARY 2024

Ladder Fuels Reduction (LFR) Program	Current Month	Year to Date (YTD)	Previous YTD
Permits issued*	11	11	17
Courtesy letters	0	0	0
Advisory – Deficiency letters	0	0	0
Advisory – Deficiency postcards	0	0	0
Notice of Deficiency letters	0	0	0
Notice of Violations	0	0	0
Inspections completed (Final & Fall LFR, MPB, etc.)	0	0	0
Other letters/postcards	0	0	0
Noxious Weeds Program			
Courtesy letters	0	0	0
Notice of Deficiency letters	0	0	0
Reminder – Deficiency postcards	0	0	0
Notice of Violations	0	0	0
Inspections completed	0	0	0
Other letters/postcards	0	0	0

* Includes permits issued with LFR courtesy and deficiency letters.

Firewood Permit Program	Current Month	Year to Date (YTD)	Previous YTD
2024 Permits issued	25	25	59

Department Highlights:

- Continued GIS Platform Design project with IT Dept.
- Completed 2023 LFR inspection data entry for private properties.
- Continued LFR and tree thinning at SHARC.
- Performed site visits regarding tree removal requests on private properties.

(4)
LIAISON & COMMITTEE REPORTS

MEETING MINUTES

Design

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

Covenants (Met in Feb.)

**Design (Meet twice a month. There was only one meeting in Dec
due to lack of submittals and you received those minutes in
November.)**

Finance (Met on Feb. 15th)

Nominating (Met on Feb 6th)

**Owner Enrichment Committee
(Met on Feb 14th)**



**SUNRIVER DESIGN COMMITTEE
MEETING SUMMARY
JANUARY 12, 2024**

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

ALSO PRESENT: Scott Jackson, Design Review Planner; Scott Gilies, Board Liaison; Jacki Bue, Community Development Director

Design Committee Chair, Richard Look called the meeting to order at 10:50 a.m. The minutes of the 12/8/23 meeting were approved.

ADDITION/ALTERATION

Lot #17 Loon Lane

Project: Addition

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided below. **All Sections noted in the following decision reference the Design Committee Manual rev. 6/15/23 (DCM).**

Deferred for the following reason(s):

1. The plans incorporate multiple roof pitches and materials; the result is incongruent and boxy. In particular, the 4:12 "wings" behind the front 8:12 "eyebrow" clash with the existing 6:12 gabled roof. This is not consistent with the design standards referred to in DCM 3.11.2 and DCM 1.03.c.2. Contact SROA Community Development at 541-593-6645 for clarification.
2. The new front columns are massive, vertically unbalanced, and inconsistent with the rest of the structure, with a 27" wide 6' decorative stone base (blocking the house number) topped by a 9" wide 3' wooden post. This design element is not consistent with the standards referred to in DCM 1.03.c.2. Reduce size and height and/or taper the stone base.

Upon resubmittal, the following items shall be addressed:

1. The Lot Coverage and Floor Area Ratio calculations on the Floor Plans are inconsistent with those on the Site Plan and the Property Description Sheet. Please correct.
2. The common area behind the lot is not dimensioned on the site plan and the rear setback is shown incorrectly. Correct to conform with DCM 3.02.d.
3. Move construction staging area to driveway to conform with DCM 2.05.d.3.

4. Indicate which windows and doors are new or being replaced on elevations and provide dimensions and material per Form D checklist. Per DCM 3.09.b.3 replacement windows shall closely match the existing windows on each side of the structure.
5. Clearly indicate the extent of intended re-siding and refinishing. All colors shall conform to DCM 3.10, including downspouts and trim. In particular, trim color is restricted to fascia only, and does not include any other trim, such as window, door and corner trim, without DC approval. Trex decking shall comply with DCM 3.10 regarding color requirements of vertical surfaces. Downspouts and gutters shall conform to DCM 3.12.a.2.
6. Per DCM 3.11.a, new composite roofing shall match existing and metal roofing materials require Design Committee approval. Per DCM 3.11.b, replacement of more than 20% of the existing roof will require the entire house to have matching materials per the pre-approved list unless otherwise approved by the Design Committee.
7. If it is being rebuilt, a hot tub enclosure height greater than 5' above the walking surface at the tub requires DC approval, per DCM 3.15.b.1.f
8. Ensure chimney spark arrestors are installed in conformance with DCM 2.02.c.1.
9. Ensure house number is located under a light source and is readily visible from the lane in conformance with DCM 2.02.c.2.

Recommendations for the applicant to consider, include the following:

1. Consider squaring off the chimney.

PRELIMINARY NEW CONSTRUCTION

Lot #14 Dutchman Lane

Project: Preliminary 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 advisory in nature and relates solely to the preliminary submittal of the project plans. (See DCM 6.05(b)(2)). Additional conditions of approval may be required upon submittal of the project plans for Final Review. Upon submittal of the project plans for Final Review, each of the required items set forth on FORM D must be addressed and satisfied. (DCM 6.05(c)(4)(a)). In addition, the following specific items must be addressed upon final submittal as a condition of final approval of the project plans: (See DCM 6.05(c)(4)(b)).

1. Retain a licensed surveyor to locate the SW property pin to permit accurate staking and stringing of the property. DCM 6.01(c) and 6.05(d).
2. Provide an accurate grade elevation at the SW property pin once located.
3. Correct the rear setback to reflect the accurate setback. DCM 3.02(d)(1)(c) and DCM Appendix B.

4. Establish the existing and undisturbed elevation at the midpoint of the building footprint and calculate the maximum ridge height from that point. The maximum allowed ridge height from this point is 30 feet. DCM 3.02(c).
5. Recalculate the lot coverage per DCM 3.02(e). Roof overhangs are not included but hot tub square footage and ALL deck spaces above grade are included. DCM 3.02(e).
6. Add a gate to the opening to the hot tub off the rear deck to eliminate a direct line of sight to other properties. DCM 3.15(b)(1)(b).
7. Clarify the material to be used for construction of the "36" high guardrail and handrail at stairs" detailed on Sheet A2.0 and A2.1.
8. Properly detail the (4) windows/sliders at the 12/0 x 8/0 opening onto the deck on Sheet A2.0/B, which currently appear unshaded and therefore appear to be distinct from the other windows/sliders on the plans.
9. Provide detail for the sunshade roofs over the front windows and front entry and for the roof over the covered porch.
10. Reduce massing on the Right Elevation. DCM 3.03(b). Consider changes in material and/or articulation.
11. Provide a cut sheet or detail of all soffit areas.
12. Realign or reverse the sides of the chimney at the Rear Elevation to avoid the awkward window configuration on the current rear elevation.
13. Note accurate and existing greater than 4" DBH tree locations, type, and size on site plans. Include trees proposed for removal.
14. A Certified Arborist report shall be submitted for review and approval and shall clearly detail protective measures to ensure the survival of Ponderosa pine(s) located near all proposed construction areas.

RECOMMENDATIONS

1. Cedar decking is difficult to maintain. Composite materials are a very popular alternative.

Respectfully submitted,



Richard Look
Design Committee Chair

electronic signature used with permission

Finance Committee Minutes
December 14, 2023
SROA Board Room

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

Alternate Members Present: Steve Murray Via zoom: Betsey Nelson

Staff Present: Joe Healy, James Lewis

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

Approve Minutes from November 18, 2023

The Committee unanimously approved the Finance Committee minutes of November 18, 2023, with corrections.

Review of November 18, 2023 SROA Board Actions

There were no comments on the November 18, 2023 SROA Board Actions items

Approve November 30, 2023 Unaudited Financial Statements

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.

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 begin on the 15th of December.

Cash Flow Update

As of November 30, 2023, there was \$14,008,170 in total cash and investments of which \$658,659 was in the operating fund.

The meeting adjourned at 9:33AM

The next Finance Committee meeting is set for February 15, 2024 at 9AM

Submitted by Joe Healy

(5)

SUNRIVER SERVICE DISTRICT REPORTS

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

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD REGULAR MEETING

3:00 p.m. Thursday, December 14, 2023

Meeting In Person at the SROA Board Room and Via Microsoft Teams

Call to Order: Chair Fister convened the meeting at 3:00 p.m.

Roll Call: Chair Fister, Vice Chair Shoemaker, Treasurer Beenen, Dir. Ralston, Dir. De Alicante and Dir. Kelley were present. Dir. Hepburn was not present.

SSD Staff: Board Administrator Holliday, Police Lt. Lopez, Captain Tory Kornblum, Fire Chief Boos

SROA Staff: Susan Berger

Public Input: None

Dir. De Alicante joined at 3:05 via Teams.

Consent Agenda

1. **Motion to approve:**
 - a. November 6, 2023 Special Board meeting minutes
 - b. November 16, 2023 Regular Board meeting minutes
 - c. SROA invoice in the amount of \$9,147.80
 - d. Annual HRA VEBA employee benefit in the amount of \$52,200.00

Chair Fister asked Administrator Holliday to discuss the HRA VEBA benefit. She stated it is a benefit the District offers to full-time employees to use for medical and dental expenses. The District contributes a set amount annually based on employee dependency status to the HRA VEBA fund. HRA VEBA accounts rollover from year to year and employees are able to take it if they leave the District.

Dir. Kelley moved to approve the consent agenda; seconded by Dir. Shoemaker. Motion passed unanimously.

Old Business

2. **Public Safety Building Update**

OR/PM Nelson announced a few construction milestones. First, the building is officially dried in before winter. SROA approved the use of natural stone out of sequence so it could be ordered. The final exterior finishes board will be submitted to SROA soon in order to move forward on roofing. Permit for covered parking structure is being submitted to Deschutes County. Lastly, the final drywell was demoed on the east corner and submitted to DEQ for approval.

KNCC representatives Kenny Tyler and Cody Smith discussed construction progress. For the fire station, an air barrier on the exterior walls is going in. Inside, all MEPF (mechanical, electrical, plumbing, fire protection) is underway. Hollow metal doors have arrived and are being installed in the coming week. Stairs are completed and gypcrete poured. For the police station side, MEPF are underway and fiberglass windows and storefronts will be installed once they are delivered. Framing on front vestibule in progress. CMU (concrete masonry) for holding cells going in after the new year. For the east side of the apparatus bay, footings and slabs have been poured. Once cured, CMU will begin. Trusses will be going in at the end of January.

Mr. Tyler shared construction projects are receiving materials with more coordinated timing than during COVID, which allows the teams to be more efficient in their construction.

OR/PM Nelson added going forward he will answer ongoing questions on his monthly summary: 1. Have there been any changes at this time to the overall completion date? 2. Have there been any significant delays to the schedule in the last month? 3. Is there any significant pull ins to the schedule.

There is nothing new to report on Furniture, Fixtures and Equipment. There was a "box walk" this week to confirm location of TVs, phones, data connections, and fire systems. OR/PM Nelson gave an update on the construction financials.

- a. **Motion to Approve November 2023 Building Funding Requests in the total amount of \$876,151.73**
 - i. KMB Architects invoice in the amount of \$18,855.35
 - ii. Carlson Testing Inc. invoice in the amount of \$4,591.75
 - iii. Evren NW invoice in the amount of \$4,591.75
 - iv. Local Government Law Group in the amount of \$162.00
 - v. Nelson Capital invoice in the amount of \$9,500.00
 - vi. Bend Mapping invoice in the amount of \$75.00
 - vii. Kirby Nagelhout Construction invoice in the amount of \$834,128.58
 - viii. Eds Propane invoice in the amount of \$1,874.80
 - ix. Sunriver Christian Fellowship invoice in the amount of \$1,000.00

Dir. Ralston moved to approve the invoices as presented; seconded by Vice Chair Shoemaker. The motion passed unanimously.

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

Administrator Holliday asked the Board to review the document and provide feedback by the following Monday.

New Business

3. **Motion to approve the October and November 2023 unaudited financials.**

Treasurer Beenen said the calculations for the October financials from last month have been corrected.

715:

He reviewed the November financials and stated property taxes have come in at a higher than budgeted amount. Interest income and charges for services came in higher than budgeted as well. Police was over budget, but this was due to employee vacation buy backs and various Chief Womer retirement cash outs. Year to date (YTD) Police is under budget. Fire was slightly over budget for the month; however, YTD Fire is under budget. Administration over budget for the month, primarily due to extra expenses for contract services. However, YTD, Administration is under budget. There was a discussion around the presentation of the financial statements each month and several felt it would be more helpful to work with an overall percentage of expenses to the annual budget in each area rather than financials for each month. Treasurer Beenen agreed to add in additional columns to show the requested information.

There has been continued discussion regarding when to make the annual transfer of funds from Fund 715 to the 716 Reserve Fund. Treasurer Beenen believes funds should be transferred monthly instead of annually for better tracking. Administrator Holliday stated other organizations do an annual transfer.

After continued discussion, it was decided the annual one-time transfer of funds to the 716 Reserve Fund would occur in December.

716:

Net operating budget there is a surplus and is on budget.

717:

Treasurer Beenen stated the levy money was posted and came in slightly higher than expected for this year. Construction costs are under budget for the month but will even out as the Public Safety Building construction continues. There is a surplus of interest money from the loan. There was discussion around whether the interest money should be added to the project or to hold firm at the \$18 million overall construction cost.

Dir. Ralston moved to approve the October and November financials; seconded by Dir. Shoemaker. The motion passed unanimously.

4. Monthly Chief/Administrator's Reports

Police Chief Lopez:

- There were 19 cases, 10 outside Sunriver. Slower than last year.
- Administrative update: Three officer candidates are in background, two being pushed through for quick onboarding. Promoted Tory Kornblum to Captain.
- Sgt. Beck attended FBI LEEDA training, a high-level leadership training not many officers in this area have attended.
- Monthly administrative meetings have been established.
- Short term priorities include hiring, policy updates/review, and establishing standard operating procedures.
- Chief Lopez acknowledged the success of the SSD Holiday Party and would like to see it continued.
- Officer Weaver received acknowledgement for assisting the Bend Police Department to apprehend and arrest car thieves.
- Operations update: Officer Mai graduates from the academy at the end of January. Several domestic violence events, DUI's, warrant arrests, and motor vehicle accidents due to the first significant snow.
- Community Events: Sunriver Resort Illumination, Every Child Toy Drive, Chief Lopez and Captain Kornblum presented DUII and Homicide information at COCC, Officer Weaver held first Home Security Fair, Coffee with a Commissioner, Wonderland Express, Sunriver Pint Night, Shop with a Cop.

Fire Chief Boos:

- Chief Boos acknowledged the SSD Holiday Party was a success. The department awarded Engineer Newcomb with the Chief's Award and recognized Firefighter Waddell on his retirement.
- For the month, there were zero calls for fire service, however, EMS and public assist calls remained steady. Overall calls are down.
- Chief is having continued conversations with La Pine Fire regarding service integration.
- Held all department meeting to discuss priorities, chain of command, internal communications, health and wellness, training calendar, updating operations guidelines.
- Posting Firefighter/paramedic position.
- Looking at Vector Solutions for staffing software for better integration with current systems.

- Chief Boos and Captain O'Keefe met with Dr. Barum regarding a department health and wellness program.
- Met with Sisters, Black Butte and Cloverdale Fire to talk about how they integrated with each other.
- Attended the Central Oregon Fire Chiefs meeting.
- Chief Bjorvik has been the chair of Central Oregon Fire Instructors for six years, and he recently stepped down from that position.
- The department conducted a man vs machine training.
- Two new thermal imaging cameras were purchased to detect heat in walls.
- Community Events: Illumination, Wonderland Express, Sunriver Pint Night. Chief Boos would like to offer monthly CPR classes once the new building is completed.

Administrator Holliday:

- Accounting: Met with Chair Fister, Brenna Glass with NowCFO, to go through September through November transfers, accounts payable and payrolls for review and approval. Continue working on updates to the Financial Policies. Will begin utilizing Adobe fillable form for approval by Board to transferring funds between various accounts. Met with auditors to discuss needs and concerns for a mid-year assessment in January. Coordinated changes and assisted with completion of final 2023 Reserve Study.
 - Payroll: Managed and facilitated upload of historical pay information for all current and prior SSD employees. Administered payroll through ADP. Reviewed all data to ensure all information is accurate. Calculated various PERS rates, for employee and employer amounts, and uploaded to PERS website. Worked with Brenna to reconcile statements from PERS. In addition, working with PERS to correct a part time employee who no longer qualified for PERS. Met with ADP on various HR offerings through the program and are moving forward with onboarding support. Calculated and paid various payroll liabilities; 457 plans, FSAs, Aflac, pre-tax vs after tax, etc.
 - Human Resources: Continue to work on policies and gather information for best practices and comparing with past practice. Updating various documentation for onboarding and offboarding employees. Administering the addition or removal of these employees to all appropriate benefits. Gather information for open enrollment, primarily the flexible spending accounts. Completed required non-discrimination testing for FSA account.
- Operations: Gathering information and data on restructuring of SSD organizational chart to incorporate the various increase in duties. Worked with administrative staff on SSD employee holiday party and chief/captain swearing in. Scheduling weekly administrative meetings with Heather, Dana, and Katie. Continue to work with Deschutes County officials Nick Lelack, Dave Doyle, Robert Tintle, to discuss processes, updating management agreement, seek advice and support, etc. Met with insurance carrier to discuss and submit information for 2024 property insurance needs.
- Public Safety Building: submitted monthly Scene story, managed accounts payable.

5. Proposal for overtime pay for Sunriver Police Department Sergeants

This was the subject of an Executive Session held before the Regular Board meeting.

Dir. Shoemaker moved to adopt the overtime pay for Sunriver Police sergeant as proposed by Chief Lopez; seconded by Dir. Ralston. Dir. De Alicante voted present as he was not able to make the Executive Session; all others voted yes. Motion passed.

6. Motion to approve additional expense of mid-year audit assessment not to exceed \$5,150

Administrator Holliday would like to work with the auditors on a FY23-24 mid-year assessment as the financial responsibility has recently been moved internally. She would like to review procedures,

implementing the correct policies, using the right tools, following budget laws, etc. Treasurer Beenen stated he did not feel the auditors are the right choice for the information Administrator Holliday is trying to get and recommended meeting with accountants. Administrator Holliday said she had a discussion with the auditors, laid out the information she was looking for and they stated this was something they could offer. But she was open to scheduling this need with anyone the Board felt was appropriate.

Vice Chair Shoemaker moved to not exceed \$5,150 for the mid-year audit assessment with Moss Adams; seconded by Dir. Kelley. Treasurer Beenen voted no; all others voted yes. Motion passed.

7. Review final 2023 Sunriver Service District Reserve Study

There was discussion about the items and funding amounts listed on the 2023 Reserve Study. Chair Fister stated the District will have expensive items coming up to replace to be paid out of the 716 Reserve fund. Treasurer Beenen said the current study shows some challenges for funding in the future for the District. Vice Chair Shoemaker suggested a different reserve specialist company do a follow-up reserve study after the completion of the Public Safety Building. He is not convinced the numbers presented are accurate.

Dir. Ralston and OR/PM Nelson have gone through the document and there are changes and updates that need to be made. Dir. Ralston suggested separating all Safety Building related items into its own list to get a big picture understanding of the new building project versus everything else looks like.

Chair Fister said he would like a discussion about how to mitigate some of the future budget challenges the District is facing, which includes contributions to the Reserve Fund. The chiefs, OR/PM and Administrator Holliday are tasked with verifying the information in the Reserve Study is accurate.

8. Discussion on updates and changes to Employee Handbook

Administrator Holliday stated there are many updates to the SSD Employee Handbook, and she proposed to start with the top three. First, adding information for Paid Leave Oregon and if the District will allow employees to offset the amount they receive from the state with accrued paid leave. Second is whether to provide the VEBA unused sick leave buyback benefit for non-contractual and non-represented employees. Currently, union represented and contracted employees can sell back unused sick leave to deposit into their VEBA account when they leave the District in good standing. Lastly, adding text to the handbook requires employees to notify Human Resources of changes to dependency status as soon as possible and employees will have to pay back any extra expense the District may have incurred due to lack of sharing this update.

9. Budgeting tools and FY 23-24 Budget calendar, instructions, and Board recommendations to Budget Committee/staff.

Administrator Holliday would like the Board to provide feedback about budgeting, staffing models, and provide any recommendations for best practices moving forward. She added the Budget Committee will be meeting soon for the kickoff meeting. Chair Fister asked Chief Boos, Chief Lopez and Administrator Holliday to identify organization options and where more efficient practices can be put in place either in-house or outsourced. Treasurer Beenen presented a budget worksheet option to go to a monthly model. Chief Lopez expressed concerns about coming up with a projected monthly budget due to fluctuating costs and needs each month. He stated he prefers to work with an annual budget, and that is what most public agencies utilize. There was discussion around not presenting budgets monthly, but rather using year to date expenditures to budget.

10. Discussion on Management Agreement changes

Chair Fister is working on updating the Management Agreement between the District and Deschutes County. He stated the most recent draft was in the Board meeting materials, with feedback he has received from Board members so far. The changes will be sent to Deschutes County for review.

11. Discussion on updating Strategic Plan

Chair Fister asked Chief Boos and Chief Lopez if they would prefer the Board to manage top down or bottom up. Chief Boos and Chief Lopez both agreed top down would be preferred with the Board setting goals and expectations, and the departments make a plan to reach those goals. Chair Fister will work to get the process going to start updating the 2021-2025 SSD Strategic Plan.

12. TRT Task Force update

Treasurer Beenen gave an update on SROA's request for Transient Room Taxes (TRT) from Deschutes County. He stated he has met with the Deschutes County Commissioners individually and the next step is to present the information at meeting.

13. Review November 2023 SROA Board meeting

Dir. De Alicante gave an update on the most recent SROA Board meeting, where they discussed the following topics: budget, long-term investments, Chief Lopez attended and answered questions, maintenance fee increase, and a potential new dog park.

Meeting adjourned at 5:45 p.m.

Submitted by Board Administrator, Mindy Holliday

SUNRIVER SERVICE DISTRICT

SSD Joint Meeting with Deschutes County – Meeting Minutes Thursday December 19, 2023, 11:00 am Hearth Room Sunriver Main Lodge

- Call to Order:** Chair Fister convened the joint meeting of the SSD Managing Board and Deschutes County Commissioners meeting at 11:09 a.m.
- Roll Call/SSD:** Chair Fister, Vice Chair Shoemaker, Treasurer Beenen, Director Ralston, Director Kelley
- Roll Call/County:** Deschutes County Commissioners Patti Adair, Phil Chang and Tony DeBone present.
- SSD Staff:** Fire Chief Bill Boos, Fire Deputy Chief Rod Bjorvik, Police Chief Stephen Lopez, Police Captain Tory Kornblum, Board Administrator Mindy Holliday, SSD Office Assistant Heather McGuire
- Public Safety Bldg:** OR/PM Doug Nelson, KNCC Kenny Tyler
- SROA Staff:** James Lewis, General Manager
- County Staff:** County Administrator Nick Lelack, Deputy County Administrator Erik Kropp, Chief Financial Officer Robert Tintle, Legal Counsel David Doyle, Legal Counsel Kim Riley, Deputy Deschutes County Administrator Whitney Hale, Budget Committee Judy Trego
- Public Input:** None

Welcome & Introductions

1. SSD update

Chair Fister gave an update on the priorities of the District, which included protection and peacekeeping of Sunriver, being a strong asset to public safety for Deschutes County, and a strong community engagement. He discussed the accomplishments and positives for 2023 and looking ahead to 2024 the key focus areas for the District, which include the construction of the Public Safety Building to remain “on budget and on time,” drive a healthy five-year financial outlook, and continued improvement in training, recruiting and providing personnel opportunities. For the one to two-year outlook, Chair Fister’s goals include finishing re-working of staffing and budget, creation/execution of police staffing and recruitment, alignment of south Deschutes County fire resources, and review and renew the Strategic Plan.

2. Public Safety Building update

OR/PM Nelson discussed the status of the construction of the Public Safety Building. He thanked the county for their help in getting initial permits done and approved in a timely manner. The team worked hard to get the building dried-in before winter. The exterior walls and the roof are covered with water resistive barriers, sitework and utilities installations continue to progress, phased demolitions continue

and in the existing fire station, the new addition on the east side has started ahead of schedule, doors and windows will be installed before the end of the year, and the rough-in for the mechanical, electric, plumbing and fire systems is progressing.

Fire personnel have remained in the existing station during construction while construction crews complete work in phases. OR/PM Nelson emphasized how well crews and contractors are working together throughout all phases to keep the project on schedule. The projected completion date is January 2025.

3. Fire Department update

Chief Boos provided an update on the Fire Department and reviewed statistics for the year. He discussed how Sunriver Fire is a training ground for new fire recruits, and he hopes to get the Reserve program up and going again. He went over staffing, Deputy Chief Bjorvik's fire deployments, staff training, working through the construction, and the concern for a better wildfire alert system due to the limited evacuation routes in and out of the Sunriver area. Chief Boos shared he has actively been working with the new chief of La Pine Fire Department to establish a better relationship and to look for ways to provide better joint service. Chief Boos' goals include implementing a solid health and wellness program for staff, policy review and updates, better internal communications, assessing staffing program, updating emergency response plan, and reviewing the continuity of operations plan.

4. Police Department update

Chief Lopez reviewed the Sunriver Police department statistics for 2023, and discussed staffing changes, including promotions and new hires. He stated the department is still actively hiring new officers. The department drone program was established, and one officer has become an expert in this area. Chief Lopez added the past year provided an opportunity to provide many officer trainings and new equipment was acquired. He stated the Police Department leadership is very well qualified with strong backgrounds. Sunriver Police also makes community policing a priority and attends multiple community events throughout the year. Chief Lopez said a high priority looking forward is hiring and retaining personnel, reviewing and assessing policies, passing accreditation, risk assessment, strategic plan development, Public Safety Building transition preparation, and continued development of new strategies.

5. Administrative Operations update

Administrator Holliday reviewed 2023 which included the transition to move Accounting, HR and Payroll internally. She thanked the county personnel for their help and support during the transition. The District also moved all financials to Quickbooks software, and all payroll to ADP. She is currently working with the Chiefs and SDAO to update the organizational structure, job descriptions, and provide wage analysis information. Administrator Holliday will also be meeting with the auditors in January to provide a mid-year assessment now that she is managing the District's financials. As far as goals for 2024, Administrator Holliday looks to prioritize training and professional development, assess expenses, look for efficiencies, and continue to seek guidance from Deschutes County on multiple matters.

Meeting adjourned at 1 p.m.

Submitted by Board Administrator, Mindy Holliday



SUNRIVER FIRE DEPARTMENT / Memorandum

Date: February 9th, 2023
To: SSD Board of Directors
From: Bill Boos, Fire Chief

Subject: **SSD Board Meeting – February 15th, 2024**

Calls for Service:

- Emergency Response Update.

Administrative Update:

- Hiring process for Firefighter/Paramedic.
- Staffing shortages.
- Developing our 2024/2025 Budget.
- Working with Dennis Dishaw and Jill Stephens on the Police and Fire Foundation.
- Chief Lopez, Capt. Kornblum and I met with Rep. Reschke.
- Property, Casualty and Workers Comp. Insurance update.
- Northwest Leadership Seminar

Operations Update:

- Monthly Training
 - Shift level training.
 - Sunriver Lodge and Great Hall facility tours.
- We have started training with LaPine Fire Department.

Community Events:

- Nothing to report.

SUNRIVER FIRE DEPARTMENT DASHBOARD

Community ~ Honor ~ Integrity ~ Pride



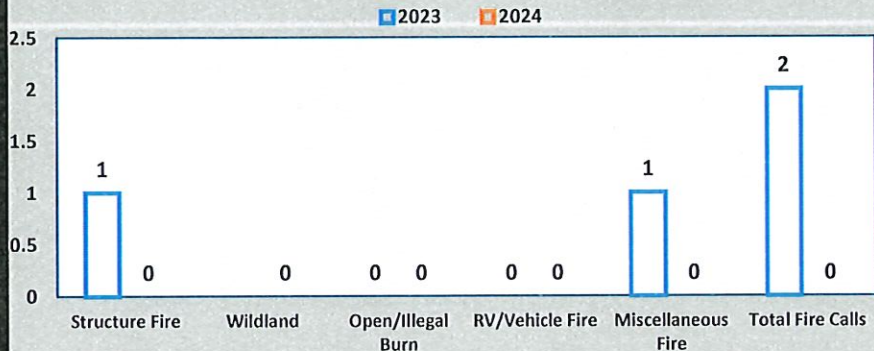
January Comparison Statistics

January

2023 2024

Total Monthly Calls **42** **26**

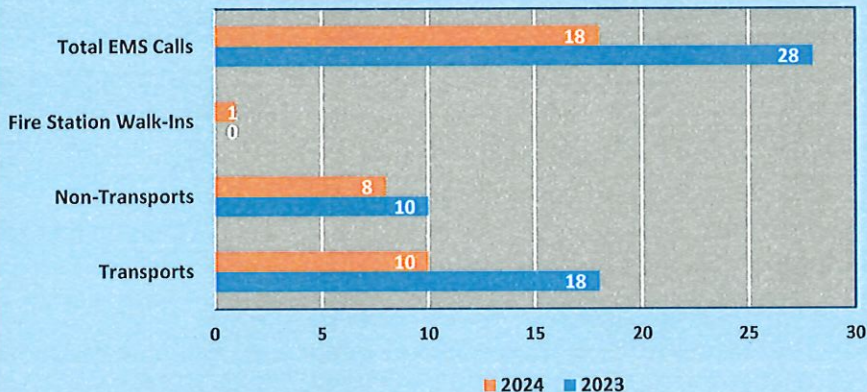
FIRE RESPONSES



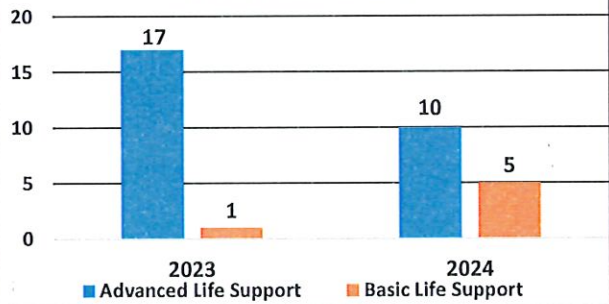
RESPONSE TIMES

	2023	2024
Turn-Out Time (Dispatched to Enroute)	2:08	2:19
Response Time (Enroute to Arrived)	7:53	6:15
Scene to In-Service (Min:Sec)	48:45	38:45

EMS RESPONSES



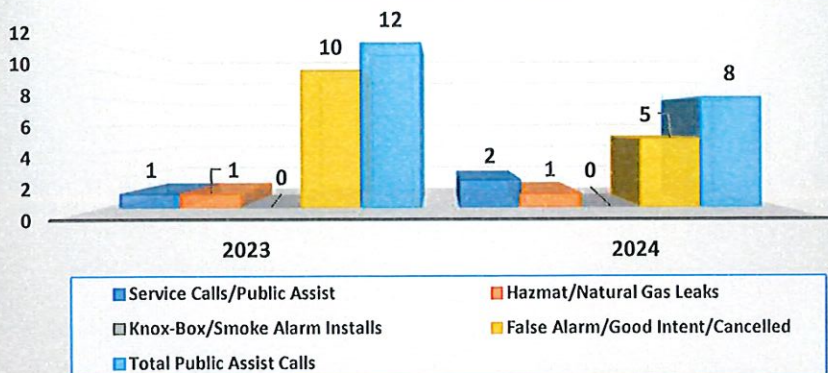
LEVEL OF CARE



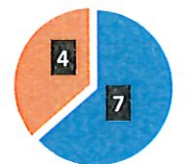
January 2023 2024

MOTOR VEHICLE CRASHES **1** **3**

PUBLIC ASSIST CALLS

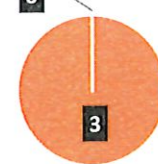


2023



Mutual Aid Given
Mutual Aid Received

2024



Mutual Aid Given
Mutual Aid Received

January 2023 2024

TRAINING HOURS **139** **308**

January 2024
Ambulance Billing

TOTAL CALLS (Year-to-Date) **42** **26**



SUNRIVER POLICE DEPARTMENT

MEMO

TO: SSD Board of Directors

FROM: Chief Stephen Lopez

DATE: February 15, 2024

TOPIC: January Report

Calls for Service:

See attached January calls for service (total)

- 9 of the 22 cases were outside of Sunriver.

Administrative Update:

- Short term priorities continue: Hiring, Policy, SOP
- Liz Lawrence extended final offer for the position of Corporal (and started February 5th.)
- Evaluations moved to PowerReady platform.
- Policy review
 - New Tow and Volunteer policy in process.
 - Draft FTEP manual completed and in revision status.
- Chief Lopez and Captain Kornblum attended ELTS in Seaside.
- New scheduling software under review to replace Aladtec.

Operations:

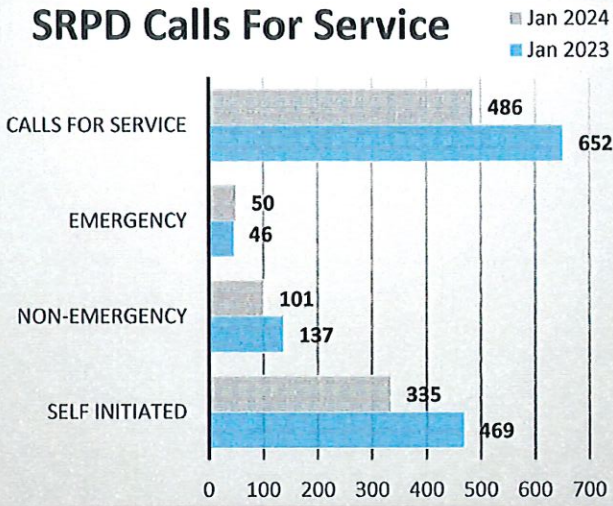
- Officer Mai graduated the basic academy on January 26th.
- Casie Mann was able to get a "wait list" spot at the academy and started January 29th which is a month earlier than anticipated.
- Officer Ardaiz, Officer Mai and Corporal Lawrence are currently in Field Training.
- Drone deployments (see December Drone Report).

Community Events:

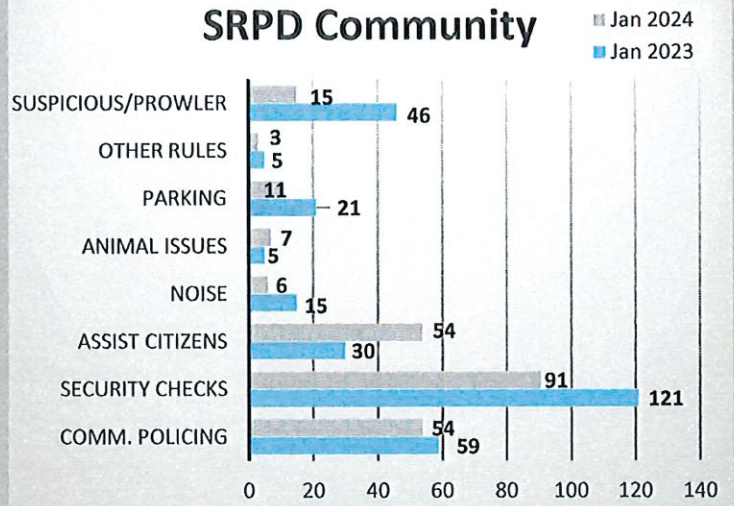
- Polar Plunge fundraising
-

Sunriver Police Department Statistical Comparison January 2023-2024

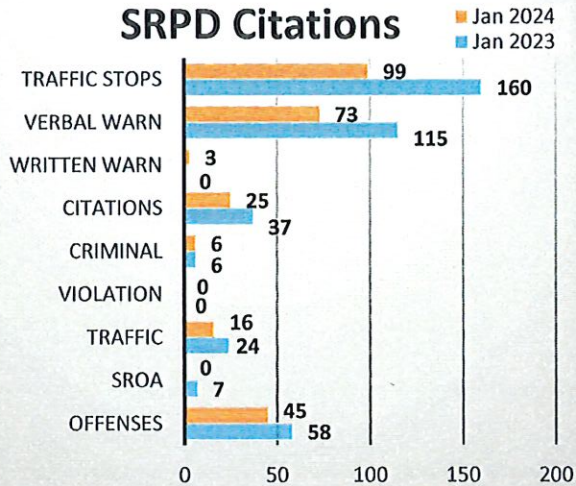
SRPD Calls For Service



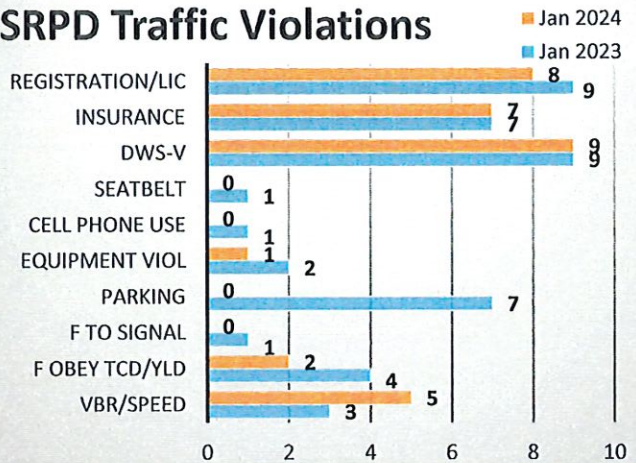
SRPD Community



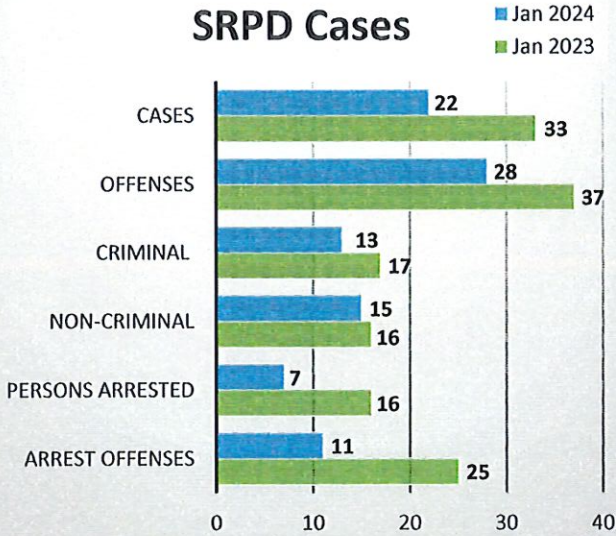
SRPD Citations



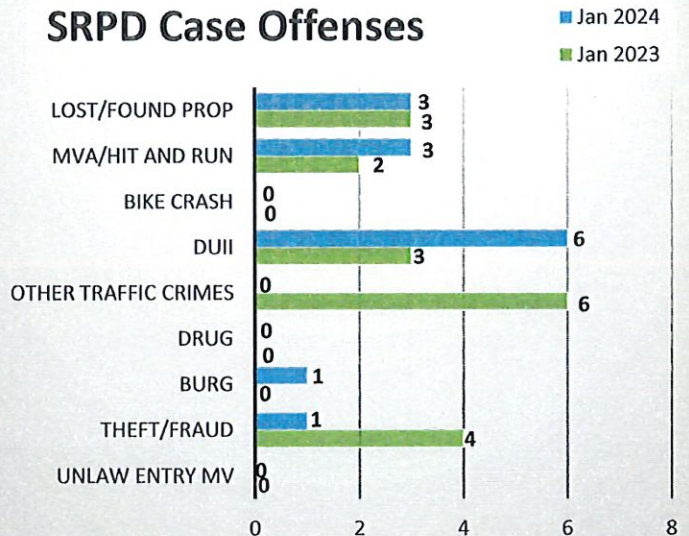
SRPD Traffic Violations



SRPD Cases



SRPD Case Offenses



JANUARY 2024 CASE REPORTS

Case Number	Case Offense Statute Description	Case Status
2024-00000472	Found Property	Administratively Closed
2024-00000448	Probation/Parole Violation - Felony	Arrest (Home)
2024-00000394	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00000382	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00000365	Found Property	Administratively Closed
2024-00000361	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00000348	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00000348	Criminal Mischief I - (+\$1,000)	Arrest (Home)
2024-00000348	Reckless Driving	Arrest (Home)
2024-00000332	Drug Recognition Evaluation	Administratively Closed
2024-00000330	Driving Under the Influence of Drugs (DUII)	Arrest (Home)
2024-00000330	Reckless Driving	Arrest (Home)
2024-00000296	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00000296	Reckless Driving	Arrest (Home)
2024-00000280	Burglary II - Other Structure	Open
2024-00000280	Theft I - from Building	Open
2024-00000239	Outside Agency Assist	Administratively Closed
2024-00000177	Hit And Run Accident - Property Damage	Suspended/Inactive
2024-00000093	MVA Prop	Administratively Closed
2024-00000070	Informational Report	Administratively Closed
2024-00000064	Stalking - (Misdemeanor)	Administratively Closed
2024-00000064	Initiate False Report	Administratively Closed
2024-00000047	Hit And Run Accident - Property Damage	Open
2024-00000044	Criminal Trespass II	Open
2024-00000043	Death Investigation (Natural)	Open
2024-00000040	Found Property	Suspended/Inactive
2024-00000027	Outside Agency Assist	Administratively Closed
2024-00000023	Theft II - of Bicycle	Suspended/Inactive

1-1 Village Bike and Ski reported four bicycles were stolen overnight from outside their shop.

1-1 Sunriver Police responded to assist the Deschutes County Sheriff's Office locate a missing elderly male. Sunriver officers utilized a drone to search for the male.

1-1 Units responded to a Mink Lane address for a potential overdose. Two subjects were found to be trespassing and possibly using illegal narcotics but declined any assistance. A voicemail was left with the homeowner to pursue trespassing charges.

1-3 Sunriver Police Department took a lobby contact for a non-injury MVA that occurred at Sunriver north store Marketplace.

1-6 Responded to a two vehicle crash that at South Century Drive and Abbot Drive.

1-12 Located a downed stop sign at the intersection of South Innaha Road and East Cascade Road that appeared a vehicle had slid into. SROA Public Works was notified and replaced the sign.

1-21 SRPD made a traffic stop for failure to drive within lane and expired registration. Subsequently, the driver was taken into custody for DUII and reckless driving. A search of the vehicle found suspected drugs. The driver was lodged at DCJ.

1-24 Officers responded to a call regarding a suspicious vehicle at on Pine Ridge Lane. The driver was subsequently arrested for DUII.

1-24 A pedestrian reported finding a firearm on the ground near the Sunriver Marina. It was secured and placed into the property room at the Sunriver Police Department.

1-24 Sunriver Police contacted a male on Cottonwood Road near Highway 97. Subsequent to the investigation, the male was taken into custody for an outstanding parole violation.

1-31 Sunriver Police department responded to a report of found drugs at an Airbnb rental on Fawn Lane. All drugs were collected and entered into evidence for destruction.

“A”

Committee & Task Force Actions

Appointment

Kathy Volger to the Owner Enrichment Committee

(Board motion required.)

SROA BOARD ACTION REQUEST

COMMITTEE: Owner Enrichment (OEC)

DATE: 2/17/24

SUBJECT: Appointment

ACTION REQUESTED- I, Director _____ move approval of the appointment of Kathy Volger as a member of the Owner Enrichment Committee.

Attachments: Completed Volunteer Service Form

SUBMITTED BY:

Name

Mark Fisler

Position

OEC Committee Chair

Today's Date

01/13/2024

Name

Kathy Vogel

Sunriver Property

39 Winners Circle Sunriver

Mailing Address

18160 Cottonwood Rd. PMB 816
Sunriver, OR 97707

Cell Number or Landline

503-701-3312

Email

hansenkathy@me.com

Read-Only Content**Experiences:**

I have a degree in Parks and Recreation Management from the University of Oregon. Early experiences included scouting and aquatic positions including lifeguard and swim instructor. I worked for eleven years for the City of Lake Oswego coordinating Cultural and Specialized Programs. I learned early that the riches of the community are the citizens. The programs drew upon talents of passionate individuals in our community to enrich the community. Programs included special events, classes, and the City's involvement with the Lake Oswego Festival of the Arts. I have also worked eight seasons for Mt Hood Meadows Group Sales. Providing excellent service to groups and customer service was key in this position. I have volunteered for Scouts as a Girl Scout Leader and BSA Venture Crew Leader, Lake Oswego Ski Team Volunteer Coordinator, Resource Coordinator for a Girl Scout Day Camp, Cystic Fibrosis Portland Chef's Dinner and Auction Committee member and early years Portland Junior League. In Sunriver I have volunteered for the Sunriver Women's Club. In 2022 I was the Sunriver Art Fair Director. I have also served on the Women's Club Philanthropy Committee. My SROA experiences include a committee position with the Parks and Master Plan Task Force and currently part of the Travel Forum with Sunriver You, and Owners Enrichment programs.

My interests are:

I enjoy the beautiful outdoor opportunities here in Central Oregon. Hiking, walking, skiing, kayaking, cooking, reading, and exploring new adventures both local and international are some of my passions. We love the new friends and community we have met here in Sunriver.

I have expertise in:

My core skills developed through the years of professional and volunteer positions include planning and organizing, event coordination, relationship building, project management, coaching and sales. Creating a vision for a project and creating the details or team is the core of many of my projects and experiences. I would like to continue to contribute to Sunriver as part of the Owners Enrichment Committee to support and create new opportunities to enrich our Sunriver Community.

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

Owner Enrichment Committee

“B”

Committee/Task-Force Action Requests

Proposed Covenants Committee

Charter Amendments

(Board action required)

SROA BOARD ACTION REQUEST

COMMITTEE: Covenants

DATE: 2/17/24

SUBJECT: Charter – Proposed Changes

ACTION REQUESTED- I, Director _____ move approval of the proposed changes to the Covenants Committee Charter as presented.

Background: During a periodic review of their charter, the Covenants Committee identified several necessary changes which they are now proposing to the Board for approval.

Attachments: Covenants Committee charter with the proposed changes and/or deletions shown in the highlight/strike-through method and the new language to be added shown in red.

SUBMITTED BY:

Name

Patty Smith

Position

Covenants Committee Chair

Sunriver Owners Association

COVENANTS COMMITTEE CHARTER

~~October 2007~~ February 2024

There is established herein a standing committee to be known as the Covenants Committee (hereafter "Committee") to function under the authority and guidance of the Sunriver Owners Association (hereafter "SROA") Board of Directors (hereafter "Board").

PURPOSE

To provide the Board with a ready source of expertise and advice on matters relating to the SROA's governing documents and related legal issues.

ORGANIZATION

The Committee shall be comprised of a minimum of ~~3~~ three and a maximum of ~~5~~ five SROA members, one of whom shall be a former Board member, appointed by the Board. Terms of Committee members shall be for a period of three years beginning the first day of September following the date of their appointment. Members may serve two consecutive terms not to exceed six years. There must be a lapse of one year before a past member may serve again on this committee.

The Chair of the Committee shall be nominated by the Committee and appointed by the Board for a term of one year and shall be eligible to serve multiple terms. The Chair of the Committee or their designee shall attend regularly scheduled Board meetings and keep the committee informed about Board actions pertaining to Sunriver's public affairs.

A member of the Board shall serve as liaison to and attend scheduled meetings of the Committee.

The Board may appoint associate members who possess special knowledge, qualifications or ability relating to the Committee purpose. Associate members and staff representative(s) are non-voting Committee members.

A quorum shall consist of ~~3~~ three voting Committee members. Motions may be made by voice or email response and are passed by a simple majority.

The Committee shall meet at the request of the Board ~~or the Design Committee~~ and at other times as needed to accomplish assigned tasks.

Sunriver Owners Association COVENANTS COMMITTEE CHARTER

October 2007 February 2024

FUNCTIONS AND RESPONSIBILITIES

1. At the direction of the Board, review for content and interpretation specific parts of SROA's governing documents to include:

- Consolidated Plan of Sunriver
- Village Declarations
- Inter-agency agreements
- Articles of Incorporation
- Association Bylaws
- Sunriver Rules and Regulations **other similar document**
- **Other documents as requested.**

2. Upon request of the Board, advise and make recommendations as appropriate regarding legal issues as they may apply to SROA.

3. Submit a written Annual Report to the Board prior to August 1st each year highlighting the major activities of the Committee.

4. **3.** As provided in Section 8.05, paragraph 2 of the Consolidated Plan of Sunriver, the **Chairperson** of the Covenants Committee, **or his/her designated representative** shall serve on the Appeals Board.

5. **4.** General responsibilities:

- Follow SROA Board-approved Committee Guidelines and Policies.
- Work with other committees as directed to resolve problems and coordinate projects.
- Respond to Committee Action Requests from the Board.
- Submit Board Action Requests to the Board on actions deemed to be of benefit to governance in the Sunriver community.
- Work in a supportive capacity to the SROA General Manager on issues related to governing documents for the Sunriver community.

Board Book Section

“C”

4th Quarter Reserves Transfers

(Board motion required.)

SROA BOARD ACTION REQUEST

DEPARTMENT: Accounting

DATE: February 17, 2024

SUBJECT: 4th Quarter Capital Acquisitions Transfer

ACTION REQUESTED: I, Director _____ move approval of the transfer of \$1,064,377.81 from the Operating Fund to the Regular Reserve Fund and the transfer of \$29,435 from the SHARC Reserve Fund to the Operating Fund for the 2023 Fourth Quarter Acquisitions.

ATTACHMENTS: (Y) x (N)

Memo from Controller Joe Healy.

SUBMITTED BY:

Name: Joe Healy

Position: SROA Controller

MEMORANDUM

12/31/2023

To James Lewis, Clark Pederson
 From Joe Healy
 Re October - December 2023

Please request Finance Committee approval for funds transfers for the below listed capital acquisitions.

Sunriver Owners Association
 Fixed Asset Additions 2023
 10/01/2023 Through 12/31/2023

Item # Description	Road/Pathway & Projects	Replacement Reserve & New Capital	Total	Budget
	Tandem Axel Trailer		\$9,743.48	\$9,743.48
Ford F-250 S-Duty		\$57,639.41	\$57,639.41	\$43,603.00
Fuel System		\$17,181.26	\$17,181.26	unbudgeted
Annex Building Roof		\$43,957.00	\$43,957.00	\$43,957.00
Document Mgmt Software/Hardware		\$13,489.29	\$13,489.29	\$17,676.00
Telephone File Server		\$3,660.30	\$3,660.30	\$6,501.00
Wireless Analysis Scanner		\$4,035.56	\$4,035.56	\$3,965.00
Bobcat V-Blade 84" Snow Plow		\$6,729.00	\$6,729.00	\$6,229.00
Bobcat Angle Broom		\$7,229.00	\$7,229.00	\$6,229.00
Network Analysis Scanner		\$8,007.08	\$8,007.08	\$7,931.00
Telecom/Fiber Infostructure Design Work		\$70,335.19	\$70,335.19	Bd. Approved
Recycling Center Design Work		\$4,109.24	\$4,109.24	Bd. Approved
Road / Pathway & IAMP Engineering	\$657,942.19		\$657,942.19	\$708,170.00
Tunnel Project	\$508,581.71		\$508,581.71	\$500,000.00
Ladder Fuel Reduction (LFR)	\$709,185.79		\$709,185.79	\$395,000.00
Less: Previously Reimbursed	(\$972,868.87)		(\$972,868.87)	
Less LFR Grant (\$411,936 total received in 2023)	(\$65,177.82)		(\$65,177.82)	
Less: Sale of Assets			(\$19,401.00)	
<u>SHARC Reserves</u>				
Indoor Water Feature - Pine Tree		\$15,320.00	\$15,320.00	\$17,130.00
Return Grating - SHARC (total spent \$77,033.25)		\$10,000.00	\$10,000.00	\$63,848.00
Water Heater - Café		\$4,115.00	\$4,115.00	unbudgeted
TOTALS	\$ 837,663.00	\$ 275,550.81	\$ 1,093,812.81	

Regular Replace Reserves
 SHARC Reserves

Total

\$1,064,377.81
 \$29,435.00
 \$1,093,812.81

Board Book Section

“D”

2024 Reserves Carryover from 2023

(Board motion required.)

SROA BOARD ACTION REQUEST

DEPARTMENT: Accounting

DATE: February 17, 2024

SUBJECT: 2023 Carryover

ACTION REQUESTED: I, Director _____ move approval of the carryover of \$1,783,106 from the 2023 Reserve & Capital Budget to the 2024 budget resulting in a total of \$5,979,684 in the 2024 Reserve & Capital Budget.

ATTACHMENTS: (Y) (N)
2024 Reserve & New Capital Budget

SUBMITTED BY:

Name: Joe Healy

Position: SROA Controller

2024 Reserve & New Capital Budget

Description	Location	Expenditure
Credit Card Printer	Admin	\$10,303
Private & Public Network Hardware	Admin	\$77,339
SQL Server	Admin	\$12,211
SROA Hybrid File Server On Prem Hardware	Admin	\$20,352
Asphalt Road/Trail - Work Plan	Asphalt	\$849,719
2004 Freightliner Dump Sander	Fleet	\$284,935
2010 JD 544K Loader	Fleet	\$320,552
2014 Toyota Tacoma	Fleet	\$36,405
Bike Racks	Ft. Rock Park	\$5,879
Drinking Fountain	Ft. Rock Park	\$4,579
Park Benches	Ft. Rock Park	\$11,333
Ladder Fuel - Reduction Plan	Grounds	\$460,000
Basketball Court	Mary McCallum Park	\$17,515
Office N Tennis - Refurbish	North Tennis	\$6,699
A/C Recovery Machine	PW Operations	\$4,006
Carwash Overhead Equip	PW Operations	\$19,462
Crane Shop	PW Operations	\$6,640
Heil Dump Body 13 Yard	PW Operations	\$19,462
Henke Underbody Plow 12	PW Operations	\$16,027
Pressure Washer	PW Operations	\$4,121
Sander Box	PW Operations	\$57,241
Snap-on Solus Scanner	PW Operations	\$4,579
Tool Box Fleet	PW Operations	\$5,151
V-Blade Snow Plow	PW Operations	\$8,013
Drinking Fountain	Ranch Cabins	\$4,150
Acid Room Fan	SHARC	\$6,563
Cargo Net	SHARC	\$5,151
Cargo Net Pads	SHARC	\$14,246
Carpeling	SHARC	\$44,511
Cross-trainers	SHARC	\$44,648
Drinking Fountains	SHARC	\$24,499
Ellipticals	SHARC	\$17,630
Floatable Toys	SHARC	\$27,475
FR Audio System	SHARC	\$8,471
Loop Lock Covers	SHARC	\$55,123
LR Video/Audio Systems	SHARC	\$5,001
MPR Audio System	SHARC	\$14,310
MPR AV Hardware Systems	SHARC	\$37,448
MPR AV Software	SHARC	\$32,055
MPR Projector	SHARC	\$57,241
Pool Pumps	SHARC	\$80,138
Pool Showers	SHARC	\$6,124
PR Video/Audio System	SHARC	\$14,246
Recumbent Bikes	SHARC	\$19,233
Roller Window Shades	SHARC	\$28,849
Round Folding Tables	SHARC	\$15,741
Shade Structures	SHARC	\$28,620
Table Caddies	SHARC	\$3,205
Tables/Chairs Bridge	SHARC	\$4,670
Treadmills	SHARC	\$54,379
Water Slides Gel Coat	SHARC	\$111,048
Workout Stations	SHARC	\$39,382
Gate Access System Tennis	Tennis	\$68,689
Reader Boards	Trails	\$16,119
Tunnels - Replace/Cycle	Tunnels	\$562,500
	Total Reserve Replacement	\$3,713,988
<u>New Capital Items</u>		
Design & Permit Documents	SHARC Office/Café Space	\$132,410
Design & Permit Documents	SROA Office Building	\$35,500
Design	Ft. Rock Park Plan	\$60,000
Design	Feasibility Study for Pathway between Circle 2 & 3	\$75,000
Dog Park	Dog Park	\$50,000
Pocket Park	Winners Circle	\$100,000
PW Operations Building	Network Rack and Equipment	\$5,680
Pickleball Ball Machines (2)	Pickleball Hill	\$6,000
Shade Structures (3)	SHARC Outdoors	\$18,000
	Total New Capital	\$482,590
	Total Reserve and New Capital	\$4,196,578
<u>Carry Forward from 2023</u>		
Entrance Monument Sign - Refurbish	Grounds	\$3,662
Barbecues MacCallum Park	Mary McCallum Park	\$4,567
Wood Fence N Storage	North RV Storage	\$30,314
Park Benches N Tennis	North Tennis	\$7,474
Park Picnic Tables N Tennis	North Tennis	\$4,235
Playground Structures (Small)	Fort Rock Park	\$10,589
Playground Swing Set	Fort Rock Park	\$3,322
Playground Tire Swing	Fort Rock Park	\$3,322
Wood Fence Operations Perimeter	Operations - Buildings	\$124,762
2015 Ford F-150	Operations - Light Equipment	\$32,287
2013 Ford Escape	Operations - Light Equipment	\$27,843
Public Works Yard	Public Works	\$1,393,695
Kiosk Maps	Public Works	\$63,000
Dance Floor	SHARC	\$3,794
GIS Implementation	Administration	\$70,239
	Total Carry Forward from 2023	\$1,783,106
	Total Reserve, New Capital and Carry Forward	\$5,979,684

Board Book Section

“E”

2023 Skypark Year-End Transfer

(Board motion required.)

SROA BOARD ACTION REQUEST

SROA DEPARTMENT: Accounting

DATE: 2/17/2024

SUBJECT: Skypark Year-End Reserve Transfer 2023

ACTION REQUESTED- I, Director _____ move approval of the transfer of \$20,850.85 from the operating account to the Skypark Reserve Account for the year ending December 31, 2023.

Background: Skypark owners pay special assessments each year in addition to regular maintenance assessments for maintenance of their tarmac and taxiway. Special assessment revenues less actual expenses incurred are reconciled each year and the net surplus or deficit is transferred between bank accounts.

ATTACHMENTS: Breakdown of transaction

SUBMITTED BY:

Name
Joe Healy

Position
Controller

INTEROFFICE MEMORANDUM

TO: JAMES LEWIS, CLARK PEDERSON
FROM: JOE HEALY
SUBJECT: SKYPARK RESERVE ACTIVITY 2023
DATE: 02/16/2024

Please request Board approval to transfer the net Skypark surplus of \$20,850.85 from the SROA operating account to the Skypark reserve account.

SUNRIVER OWNERS ASSOCIATION
SKYPARK RESERVE ACTIVITY 2023

REVENUES	\$21,799.69
EXPENSES – SNOW PLOWING	<u>(\$948.84)</u>
2023 SURPLUS TO BE TRANSFERRED	\$20,850.85

01 - Sunriver Owners Association
 Trial Balance for Dec, 2023
 Closing Period Balances

Account	Description	Closing Bal Debit	Closing Bal Credit
	Total Assets & Liabilities	0.00	0.00
30626-26	INTEREST INCOME	0.00	-1,051.69
31000-26	SKY PARK ASSESSMENT	0.00	-20,748.00
55000-26	CONTRACT SERVICES	948.84	0.00
	Total Income & Expense	948.84	-21,799.69
	 Total Report	 948.84	 -21,799.69

Net Income(Loss): \$20,850.85

Note: see next page

Board Book Section

“F”

Other Business

(None as of 2/12/24)

Board Book Section

“G”

Executive Session

There will be the need for an Executive Session on Friday to discuss a legal matter.

OWNER INPUT

Letter to Sunriver Scene and SROA

The last two issues of the Sunriver Scene contained pieces advocating for the removal of the current recycling center now that side-yard collection of recyclables has been implemented. I would like to offer two points in favor of continuing to offer both options to our community.

The first point is admittedly self-centered, but I feel certain it is an issue for more than just our family. When our home was designed and built, it was done so in consideration of required property set-backs. The point, or problem, is that we do not have room to expand our trash can enclosure to accommodate an additional container for recyclables. I don't know how many other homes have this same limitation but I feel certain we are not alone. So be it - the majority rules and the proposed new center was voted down in favor of mandatory side-yard pick up, which we pay for but can't use. It is a simple matter to drive to the existing recycling facility with our glass and cardboard. No problem!

The second point is broader. If we, as Sunriver owners/residents/guests, are serious about the environmental benefits of recycling, it's something we should all consider. Even after implementing side-yard pick up, the collection bins at the existing recycling center continue to receive large amounts of segregated cardboard and glass, as well as large quantities of mixed material. The existing center continues to be heavily used, thereby doing its part to keep recyclables out of the landfill. However, IF the existing center is removed, there is a high probability that a significant portion of that material will simply go into the regular trash collection, and into the landfill. To say that the people still using the current center should "just take their recyclables to La Pine or Bend" is disingenuous and unrealistic. I feel it would be optimistic to say that half of that material would taken to either of these other collection sites. Also consider the fact that the exiting center segregates glass and cardboard, glass being an easily repurposed material with high energy savings potential, and clean cardboard being another easily repurposed material. This is in contrast to the more difficult to recycle "mixed" material collected from side yards.

If we, the residents of Sunriver, are serious about the environment, and the benefits of recycling, shouldn't we consider the cost of maintaining the existing center a small contribution to the health of our planet?

Dick Korban
8 Catkin Lane