

SUNRIVER OWNERS ASSOCIATION
Board of Directors Work Session
May 17, 2024 @ 9:00 A.M
SROA BOARD ROOM, 57455 ABBOT DRIVE &
VIA YOU TUBE LIVE STREAM
AGENDA

9 A.M.

Owners Forum

Magistrate Annual Report – 2023 – Magistrate Jo Zucker (Section “I”)

Sunriver Police Department License Plate Reader Cameras Discussion – Chief Lopez (oral)

Tree City USA Proclamation – Natural Resources Director Patti Gentiluomo (oral)

Recycle Depot – Information Gathering Process Discussion (oral)

Election Committee Charter Policy Proposed Amendments- Discussion – Patty Smith
(Section “B”)

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

Dog Park Update – Assistant GM Kessarlis (oral)

NW Natural Water Rate Case Update – GM Lewis

Transient Room Tax (TRT) Update – President Beenen & GM Lewis (oral)

TDS Update – GM Lewis (oral)

TDS Headend Sublease – Discussion (Section “F”)

SROA/SSD/Deschutes County Mgt Agreement – Commissioner Tony DeBone
(Mr. DeBone will arrive at noon and the agenda will be adjusted if necessary to accommodate his visit.)

Review 5/18/24 Board Meeting Agenda

Other Business

Executive Session – **Yes, to discuss a legal matter & a personnel 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.)

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>

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Board of Directors Meeting
May 18, 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 May 17th Board Work Session
1. 9:30 Review and Approval of Board Meeting Minutes from April 19 & 20 and from April 19th Joint SROA/SSD Board Meeting
2. 9:35 Financial Report: April 2024 – Board Action Request: Approve Unaudited April Financials
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 - None
- B. 10:10 Committee/Taskforce Action Requests: Election Committee Charter Revisions
- C. 10:15 Board Action Request: Capital Reserves to Operating Fund Transfer
- D. 10:20 Board Action Request: SR Rules & Regulations – Second Reading Section 4.02 E J
- E. 10:25 Board Action Request SR Rules & Regulations – Second Reading New Section 4.08
- F. 10:30 Board Action Request: TDS Headend Sublease
- G. 10:35 Other Business
- H. 10:50 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.
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(1)

Approval of Minutes from:

April 19th SROA/SSD Joint Meeting

April 19th Board Work Session

April 20th Board Meeting

(3 Board Motions Required)

**JOINT MEETING OF THE
SUNRIVER OWNERS ASSOCIATION (SROA) & SUNRIVER SERVICE DISTRICT (SSD)
SSD FIRE STATION TRAINING ROOM**

April 19, 2024

PRESENT: SROA Directors: Bill Burke, Keith Mobley, Clark Pederson, Scott Gillies, Mark Murray & Linda Beard

PRESENT: SSD Managing Board: Jim Fister, John Ralston, John Shoemaker, and Denney Kelley

PRESENT: SROA/SSD Directors: Tony De Alicante & Gerhard Beenen

STAFF: SROA Staff: James Lewis, Keith Kessarar, & Patti Gentiluomo

SSD Staff: Fire Chief Bill Boos, Police Chief Stephen Lopez, Police Captain Tory Kornblum, SSD Administrator Mindy Holliday & Office Assistant Heather McGuire

Also in attendance was Doug Nelson, Owner Representative and Project Manager for the Public Safety Building.

The joint meeting of the SROA Board of Directors and the Sunriver Service District Managing Board was called to order at 9:00am.

ROLL CALL

SSD Managing Board Chair Jim Fister called the meeting to order, welcomed those in attendance and did roll call for the SSD Board declaring a quorum present.

SROA President Gerhard Beenen did roll call for the SROA Board declaring a quorum present.

Public Forum/Owners Forum: No owners addressed the Boards.

OPENING REMARKS

SROA President Beenen commented that as everyone here is aware SROA and the SSD are the two governing bodies for Sunriver. Each Board has its unique responsibilities. Together the Boards are responsible for the infrastructure and services that define Sunriver as a community. Whether it is roads, pathways, parks, recreational facilities, public safety, or emergency services keeping us safe while allowing owners and guests to recreate while living in a natural environment.

President Beenen noted he serves on both the SROA and the SSD Managing Board and wanted to mention how much he appreciates the dedication of both the SROA and the SSD staffs. The SROA and SSD employees, who are not residents of Sunriver, work around the clock to preserve Sunriver, provide needed services, and keep owners and guests safe. President Beenen added he can assure all Sunriver owners that the two boards, staff and volunteers take their responsibility seriously and have dedicated hundreds of hours in service of the community.

As a Sunriver owner, President Beenen heartily thanks them for their service. Sunriver is Sunriver because of the SSD and SROA employees and all the volunteers that give their time and service to the community. As long as we continue to work together, the future of Sunriver as the unique special place that people know, and love will be preserved and prosper.

In the event of an emergency this public space will also serve as the South County Emergency Operations center as it has full generation backup should there be a power failure.

SSD Administrator Holliday noted her appreciation to SROA and the SROA staff for the continued use of the SROA Board room for many of the SSD's meeting needs while this construction is going on.

Director Ralston reported one issue they need to make the SROA Board aware of and which is included in the project plans is a widening of the driveway from Abbot Drive to the entrance of the RV storage area three feet to the north. The driveway was not in great shape when the project started and is in way worse shape now. The SSD would like to split the cost of this between SROA and the SSD. Director Ralston reported he has held discussions with both SROA GM Lewis and SROA Public Works Director Mark Smith about the feasibility of this proposal. A geotechnical study was recently conducted to determine the actual condition of the current road base and those results will be back in time for the May board meetings.

Currently the work is scheduled for June 3-11, weather permitting. This will affect all employees and visitors to the SROA and SSD offices for that entire week. Additionally, access to the RV storage area will be extremely limited.

CHIEFS REPORTS **FIRE DEPARTMENT**

Sunriver Fire Chief Bill Boos reported when he first started working as a volunteer at the Sunriver Fire Department it was located right off of Circle 1 in a structure that no longer exists, and their equipment was stored in the tiny structure that now houses SR Resort's HR Department. When the existing fire station was built, it was a big deal, and this building that is being constructed now is just phenomenal. Mr. Boos added there are very few true public safety buildings in the state of Oregon that compare with what is being constructed. Mr. Boos added that it is unique being able to work and integrate two different departments like this and he enjoys the relationship he has with Chief Lopez and his staff.

Chief Boos reported that his staff ran a total of 576 calls in 2023, which was down from 647 in 2022. Chief Boos commented he cannot give a reason for that difference other than the fact that call loads vary from year to year. Chief Boos has been working with the LaPine Fire Department on collaboration of mutual aid responses noting the number of aids given and received in 2023 was much closer to even than those in 2022. Total training hours completed in 2023 totaled 3926 up from 3508 in 2022.

From an administrative perspective Chief Boos reported that upon starting his employment with the SSD last July, he met with each staff member individually to get to know the staff as well as learn of any questions or concerns they may have. Chief Boos currently oversees a staff of 14, noting that during a recent period of being short-staffed he and Deputy Fire Chief Rod Bjorvik both worked several shifts at the department, something neither one of them had done in a number of years and which provided him the opportunity to get to know the crews on a more personal level which was phenomenal and something he would recommend all fire chiefs do.

Three fire fighter/paramedic positions were filled last year. There is one more individual who the department has made a conditional offer to and if accepted, they will be fully staffed by June 1st.

Chief Boos commented that his staff have been working through the construction process going on all around them and although it has been tough on staff, they know when it is complete, they will have an exceptional facility to work out of. Having been through major construction projects at two of his previous locations, Chief Boos complemented Kirby Nagelhout's employees and operation as outstanding.

POLICE DEPARTMENT

Police Chief Stephen Lopez echoed Fire Chief Boos' comments on the collaboration of their departments and Administration all working so well together. It is unique, yet the departments get along and collaborate well together.

Chief Lopez referred to the 10-year reflection of calls the department received noting the bump upwards in 2016 and 2017 where prior administration had an emphasis on other types of calls, and which inflated the total calls for service. Additionally, the department has been short-staffed in recent years, which contributes to overall activity.

Administratively, Chief Lopez, who has been with the Sunriver Police Department since 2021 first as a sergeant and then as a lieutenant was promoted to the chief position last December and Tory Kornblum was promoted to Captain in December of 2023. Captain Kornblum came to Sunriver from the Contra Costa County Sheriff's Office in the San Francisco Bay area. She started in Sunriver in 2022 as an officer, was promoted to corporal and then to her present rank of captain with the department. Captain Kornblum and Chief Lopez met while attending the FBI Academy together. A new Administrative Assistant Katie Warren was hired and is doing a fantastic job. Additionally, three new entry-level officers were hired and are in various stages of their on boarding. One is completely "signed off" and able to patrol on their own, one is in training which requires them to be with another officer and the third is still at the police academy.

A Corporal position has been developed which allows for more supervision into the evening and nighttime hours especially in light of the number of newer employees on staff and the busy season right around the corner. One individual, Corporal Elizabeth Lawrence, has been hired after having spent thirty years with the Bend Police Department. A second corporal position which they are currently seeking to fill, remains open at this time.

A drone program was rolled out in 2023, with approval from SROA and that program has been a success. Currently, there is one trained drone operator who has been deployed on various missions both in and outside of Sunriver. This capability has assisted in the location of missing persons, suspect apprehension, tracking through snow, etc. They hope to expand that program to two drone operators in 2024 if it is deemed someone is qualified to do so.

Staff firearms were updated in 2023 with new rifles, pistols, and tasers. Some new patrol vehicles were received, and the department is starting the switch over to some pickup trucks in their fleet which are often times more advantageous to the weather conditions in Sunriver than a cruiser. Additionally, police officers now all have body cameras.

Monthly training exercises have been established. These are in-service, four-hour mandatory sessions for all police personnel. While they still rely on regional training as well, the Chief feels it is important to have an internal training mechanism as well.

In regard to operations, in 2023 there were seven bike patrol officers which was the maximum number of suitable applicants they received. The department is finding it difficult to fill those bike officer positions, noting that this year they have only received 2-3 applications. Chief Lopez noted it is not for a lack of trying. As an instructor at Central Oregon Community College (COCC) he tries to recruit there on a regular basis as well as personally going to all the local high schools. Add to that, the fact that interest in working in public safety service has been waning making it an even more challenging task.

Calls for service in 2023 totaled 7969 and included 620 emergency calls, 1,714 non-emergency calls and 5,300 self-initiated calls. Non-emergency calls included 105 noise complaints, 141 animal complaints/issues, 272 parking complaints, 38 other rule violations and 16 bike crashes, none of which

The department is currently working to procure those devices and will be working with SROA to establish where those will be located. No infrastructure will be needed as the devices are solar powered and can be easily moved or relocated if necessary. Public education will be provided especially to ease any apprehension individuals may feel over their license plate being read. The Department is required to obey the fourth amendment which protects people from unreasonable searches and seizures. Once implemented, SR Police will be the fourth law enforcement agency in Deschutes County to implement these devices. The others are Redmond and Black Butte Ranch. The city of Bend has them in all of their patrol vehicles.

Finally, the police department will continue to put more emphasis on attending and/or being part of community events.

RULES ENFORCEMENT

GM Lewis noted for anyone not already aware, that SROA has a contract with the SSD to enforce certain Sunriver rules and regulations. Three years ago, a Rules Awareness & Compliance taskforce that included public safety personnel, resident and non-resident owners, community members and SROA staff was formed to address a number of things that had become issues in the community. The taskforce met numerous times and, in the end, completed a report for the SROA Board.

A couple of the major things that came out of that process were the development of a Nuisance Property rule that tracks the number of complaints and/or citations against an individual property. A database that only the police and the SROA IT Department have access to was created to log violations. The property manager or owner, if they do not use a property manager, is notified when something occurs at a particular property. GM Lewis also noted there was property manager representation on the taskforce, and they appreciate being notified first as they want to know if there are issues with the properties they manage. Ultimately though, the owner can be held accountable if the property reaches the threshold of a certain number of violations during a certain time period. Since that rule was put in place a few years ago now, the number of complaints that the GM has heard has significantly dropped.

The second piece was a big educational component which included providing consistency in messaging and signage and letting guests know up front what is expected when they visit the community. The taskforce continues to meet on a yearly basis to discuss results of the most recent summer season as well as any changes/modifications necessary.

GM Lewis reported that he recently met with Captain Kornblum about providing training in June for all police department officers who may not be familiar with the SROA rules they are contracted to enforce. This issue requires collaboration between the two entities so that everyone is on the same page and as the police department has several new officers, this will be a good opportunity to get them up to speed on these rules.

Chief Lopez added that the nuisance property data base has been a success, and the department has seen fewer "repeat customers." The other very helpful feature is the police are able to tell at a glance if the property is managed by a property manager and who that property manager is so they can be contacted.

Chief Lopez echoed what SROA GM Lewis said regarding education. Again, due to the constant turnover of guests during the busy season, there is the need to constantly be providing education to owners and visitors so they can enjoy their stay in Sunriver while adhering to the guidelines provided by the community via the SR Rules & Regulations.

Chief Lopez also noted his department is working on a tow policy for the department that could prove useful for some issues.

DESCHUTES COUNTY/SSD/SROA MANAGEMENT AGREEMENT

SSD Managing Board Chair Fister thanked the SROA Board for the opportunity to speak to them at last month's meeting relating to the proposed changes to the above referenced agreement. Chair Fister acknowledged the input the SROA Board provided to the Deschutes County Commissioners regarding the proposed changes.

Chair Fister continued that Deschutes County legal counsel is advising the county, but they also are the County counsel for the Governing Board and Management Board for the SSD.

One further recommendation from county legal counsel since Chair Fister spoke to the Board last month is to also remove Position #1 from being an SROA officer held position to an open position which would remove all specified SROA positions from the SSD Managing Board. Chair Fister noted he pushed back on that and also noted something was added to offer an ex-officio non-voting position to SROA. Chair Fister noted that is something the SROA Board would need to discuss but as a managing board they do appreciate SROA presence and input into the daily activities that go on and he personally would like to see that continue.

The SSD Managing Board will be presenting to the Deschutes County Commissioners at their next meeting on Monday, April 22nd, and the proposal they will submit would open up Positions 1 & 2 that are currently required to be held by a sitting SROA Board member. These positions would be open to all Sunriver owners at large as well as district voters and business owners.

Some additional language was added very specifically to the new nominating process. Rather than being extremely specific in terms of who can and cannot be officers, a system for unresolvable conflicts of interest was added that would prevent people from being board officers. Background checks on candidates would be managed by a third party.

In answer to a question regarding the elimination of the SROA Board members presence on the Board, Chair Fister responded that a sitting SROA Board member could apply to be a member of the SSD Managing Board like anyone else, the difference being that they would have to run for the position instead of being appointed to the position. Currently the Deschutes County Commissioners approve the recommendations to the SSD Managing Board, and they have not denied any recommendation since the district was formed. The change would be that the recommendations would come from the SSD Managing Board instead of the SROA Board of Directors.

SROA Director Pederson noted that he personally objects to this proposed change. SROA Board members are elected to their position by the owners of Sunriver whereas owners do not have any say in who is recommended to the SSD Managing Board. To have no representation on the SSD Managing Board that were elected by the owners is objectionable to him as well as Directors Murray and Beard. Director Pederson went on to say it does not tend to suggest that the SSD wants to work with SROA.

SROA Director Mobley added that he would be interested to know and understand the rationale behind this proposed change.

Director Pederson added that the fact that after SROA provided their input to the County on the proposed changes, expressing concern about eliminating the SROA positions on the managing board and the County has come back with direction to completely eliminate SROA participation on the Managing Board is very disheartening.

SROA Director Murray also noted that the County Commissioners need to understand that this is a unique district and not just a run of the mill road district situation.

the combined tax/rate payer community.

SROA President Beenen added he feels that a unified message needs to come strongly from both boards that this is not the way Sunriver desires to be run.

SROA Director Murray added he believes it is a very bad move that sets a dangerous precedent and in the long run it will separate SROA from the County and the SSD.

SSD Director Ralston noted the immense amount of cooperation between SROA and the SSD on the public safety building. Director Ralston sees the need to continue that cooperation and communication moving forward. Director Ralston also pointed out however, that for any SROA Board member who also serves on the SSD Managing Board, the fiduciary responsibility of that person is to both boards.

Director De Alicante added that but for having SROA members on the SSD Managing Board, he is thoroughly convinced the public safety building project would not have gone so smoothly.

SSD Managing Board Fister added that his understanding from Deschutes County Legal Counsel is that their main concern is about the potential for conflict of interest. Chair Fister also confirmed he would pass on that the SROA Board totally objects to what is currently being proposed.

SROA Treasurer Pederson added he does not understand why the conflict of interest has become such a big issue. Board members on all kinds of different boards know there may be times when they have to recuse themselves from an issue but why should SROA's ability to do so be negated while the SSD's is still appropriate.

Director Pederson underscored the importance of keeping those lines of communication open and he does not agree with the suggestion that the boards could always accept what is being proposed and seek to make a change to the management agreement in the future if they find the suggested changes are not working. It goes without saying that communication is going to decrease without the members who serve on both board's reporting back and forth on a monthly basis.

TRANSIENT ROOM TAX (TRT) UPDATE

SROA Board President commented that as is already known, Deschutes County collects approximately \$6 million per year in transient room tax dollars from Sunriver nightly rentals. Sunriver represents approximately 52% of the TRT dollars generated in Deschutes County. Over the past ten years, Sunriver has generated approximately \$42 million in total of TRT taxes.

That money is used by Deschutes County but due to state regulations, 38% of those dollars must be spent on tourism promotion or tourist infrastructure. Most of that money, or approximately \$2.5 million goes to Visit Central Oregon (VCO) leaving the remaining 62% as discretionary. Most of those discretionary dollars go to the Sheriff's Department, some goes to restaurant health inspectors, some to the fairgrounds, some is going toward servicing the debt for the new/remodel of the County Courthouse, and some is used as a tool for building up a capital reserve fund.

A few years ago, the County had a surplus in their discretionary fund. The Sunriver Service District was working on their plans to build the new Public Safety building and the SSD Managing Board went to the County and asked them to contribute to this infrastructure that plays a vital role in serving the tourist population. The County Commissioners agreed and contributed \$8 million towards the \$18 million dollar project, which is a significant amount of money. Additionally, six years ago, the County agreed to contribute \$250k to the fire training facility up off of Cottonwood Road. While these contributions are appreciated, it would be nice to see some money go towards things that are operational and/or capital

**JOINT MEETING OF THE
SUNRIVER OWNERS ASSOCIATION (SROA) & SUNRIVER SERVICE DISTRICT (SSD)
SSD FIRE STATION TRAINING ROOM**

April 19, 2024

PRESENT: SROA Directors: Bill Burke, Keith Mobley, Clark Pederson, Scott Gillies, Mark Murray & Linda Beard

PRESENT: SSD Managing Board: Jim Fister, John Ralston, John Shoemaker, and Denney Kelley

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STAFF: SROA Staff: James Lewis, Keith Kessarais, & Patti Gentiluomo

SSD Staff: Fire Chief Bill Boos, Police Chief Stephen Lopez, Police Captain Tory Kornblum, SSD Administrator Mindy Holliday & Office Assistant Heather McGuire

Also in attendance was Doug Nelson, Owner Representative and Project Manager for the Public Safety Building.

The joint meeting of the SROA Board of Directors and the Sunriver Service District Managing Board was called to order at 9:00am.

ROLL CALL

SSD Managing Board Chair Jim Fister called the meeting to order, welcomed those in attendance and did roll call for the SSD Board declaring a quorum present.

SROA President Gerhard Beenen did roll call for the SROA Board declaring a quorum present.

Public Forum/Owners Forum: No owners addressed the Boards.

OPENING REMARKS

SROA President Beenen commented that as everyone here is aware SROA and the SSD are the two governing bodies for Sunriver. Each Board has its unique responsibilities. Together the Boards are responsible for the infrastructure and services that define Sunriver as a community. Whether it is roads, pathways, parks, recreational facilities, public safety, or emergency services keeping us safe while allowing owners and guests to recreate while living in a natural environment.

President Beenen noted he serves on both the SROA and the SSD Managing Board and wanted to mention how much he appreciates the dedication of both the SROA and the SSD staffs. The SROA and SSD employees, who are not residents of Sunriver, work around the clock to preserve Sunriver, provide needed services, and keep owners and guests safe. President Beenen added he can assure all Sunriver owners that the two boards, staff and volunteers take their responsibility seriously and have dedicated hundreds of hours in service of the community.

As a Sunriver owner, President Beenen heartily thanks them for their service. Sunriver is Sunriver because of the SSD and SROA employees and all the volunteers that give their time and service to the community. As long as we continue to work together, the future of Sunriver as the unique special place that people know, and love will be preserved and prosper.

SSD Managing Board Chair Jim Fister commented that the SSD is a function of Deschutes County. The district is managed by Deschutes County and the County Commissioners who serve as the governing body for the district. Chair Fister noted the SSD enjoys the good relationship they have with SROA and hope that continues moving forward.

PUBLIC SAFETY BUILDING UPDATE

Owner representative and Project Manager Doug Nelson was on a scheduled vacation this week, so SSD Managing Board member John Ralston provided the update on the progress of the Public Safety building. Director Ralston noted the committee is fortunate to have Mr. Nelson as the project manager. Mr. Nelson does a terrific job at managing both the interests of the Managing Board and those of the contractors from Kirby Nagelhout, creating an atmosphere on this project that is very enjoyable. Things are going very smoothly and the project is currently on schedule and on budget.

Kenny Tyler, Project Manager and David Martin, Project Superintendent for Kirby Nagelhout were both in attendance and introduced themselves to the rest of the group.

Mr. Martin reported that currently, schedule-wise, they are right on track. The police station portion of the building as well as the first and second floor of the firehouse expansion are moving forward nicely.

The ceiling grid, finishes, and painting are currently underway and flooring installation will begin next week. Case work, i.e., cabinets, bookcases, drawers, etc. will begin on April 29th. Next up will be the prep for curbs and sidewalks in preparation for installing the asphalt.

After the firefighters move from their existing quarters into the second floor of the new firehouse expansion at the end of June or beginning of July, the contractors will gut and remodel the existing portion of the firehouse. Overall, the project is still on schedule to open in January 2025. Director Ralston noted that as the fire station must be available 24 hours a day, the SSD appreciates the inconvenience that poses for Kirby Nagelhout and their willingness to work with the SSD to make that happen.

As there were no questions for Mr. Martin or Mr. Tyler, the Boards thanked them for being in attendance today and for the terrific job they are doing, and the gentlemen took their leave.

SSD Chair Fister added that while it is an active construction site, if someone would like to tour the building and see the progress being made, that can be arranged. Chair Fister added it is very impressive to see the project taking shape and they have received a lot of positive feedback from the County who supplied \$8 million of the \$18 million dollar project cost from transient room tax (TRT) dollars.

The SSD wants to be very responsible with the Sunriver owners tax dollars to make sure they are providing a building that is on time and on budget. SROA Director Pederson noted that SROA had provided the building to the SSD for a cost of \$1. SSD Director Ralston noted the SSD's appreciation for that gesture, which is yet another example of these two entities working together for the benefit of the community.

Director Ralston echoed SSD Chair Fister's comments about touring the facility noting the police station will include things like holding cells as well as meeting the requirements for security and safety of staff members. The fire department side is equally impressive, and the SSD is hopeful that this new state of the art facility will serve as a good recruitment tool as well.

SSD Chair Fister added that in addition to the police and fire side of the new building, there will also be a public side with a conference room, newly named Doug Seator Hall. This training and conference room will be a public space that will be available to the public to use and will seat approximately 100 people.

In the event of an emergency this public space will also serve as the South County Emergency Operations center as it has full generation backup should there be a power failure.

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Chief Boos also reported he has been working with SR Police Chief Lopez and Captain Kornblum as well as Deschutes County Emergency Services Manager Nathan Garibay discussing and reevaluating evacuation routes and processes. Information on that will be disseminated soon as it is available.

Deputy Fire Chief Bjorvik also works overhead teams in the summertime which generates additional revenue for the department. Overhead teams are made up of wildland fire personnel who are assigned to supervisory roles. It is impossible to determine what the need will be for those services this year although Oregon may fair a bit better this year due to increased snowpack which has helped to offset the drought some.

In regard to training, the fire department does water rescue, ventilation, confined space, high angle rescue and extrication training, just to name a few. Some of these are done via individuals on staff who participate in tri-county rescue teams where there are individuals from different agencies working together on these important training exercises. The fire department also works a lot on vehicle rescue training as they frequently are called to respond to wrecks on Highway 97. The joint training the department has done with the LaPine Fire Department has come in immensely helpful when responding to these kinds of calls.

Chief Boos has also been working closely with the new La Pine Fire Chief Erick Holsey who came to that department from Columbia Fire & Rescue last May. Due to the efforts of the two chiefs, Sunriver and La Pine are working more jointly and collaboratively to understand each other's equipment and processes to be more effective in their joint responses to incidents.

The Fire Department has purchased two new thermal imaging cameras allowing them to gauge the heat behind a wall. At a recent fire where an indoor pool heater was to blame, they were able to determine the source of the heat utilizing this device.

Chief Boos also noted a new cutting-edge dispatch alerting system is being installed in the public safety building that should cut 10-15 seconds off turnout times.

As far as community events, Deputy Chief Bjorvik led a wildfire roundtable at SHARC, team members participated in the Three Rivers School Otter Run, the Village @ Sunriver Halloween event, the SROA Health & Safety Fair, SR Resort's Grand Illumination event and Wonderland Express at the Resort.

The departments goals include continued operations integration with the La Pine Fire Department, the health and wellness of the departments employees both physical and mental, the fine tuning of internal communications, and continually searching for ways to be more innovative. Chief Boos also hopes to bring the reserves program back to levels seen in the past by working closely with COCC and the students enrolled in their fire science programs. The department is also updating their Emergency Operations Plan with assistance from Nathan Garibay as well as their continuity of operations plan.

In closing, Chief Boos noted they plan to start the sale of metal ash cans and the Knox Box emergency key program again once they are in the new facility and can house and distribute these items. In answer to a question, Chief Boos said he believes the Knox Box program is very valuable as it allows firefighters to access to your home without having to break the door down. All businesses in Sunriver have installed these important devices to their locales and it is just as important for residential properties to install them. Only the fire department has the key to unlock the box, so owners do not have to worry about any unauthorized personnel having access to their property and the fire chief highly recommends installing these devices in your home or condominium.

POLICE DEPARTMENT

Police Chief Stephen Lopez echoed Fire Chief Boos' comments on the collaboration of their departments and Administration all working so well together. It is unique, yet the departments get along and collaborate well together.

Chief Lopez referred to the 10-year reflection of calls the department received noting the bump upwards in 2016 and 2017 where prior administration had an emphasis on other types of calls, and which inflated the total calls for service. Additionally, the department has been short-staffed in recent years, which contributes to overall activity.

Administratively, Chief Lopez, who has been with the Sunriver Police Department since 2021 first as a sergeant and then as a lieutenant was promoted to the chief position last December and Tory Kornblum was promoted to Captain in December of 2023. Captain Kornblum came to Sunriver from the Contra Costa County Sheriff's Office in the San Francisco Bay area. She started in Sunriver in 2022 as an officer, was promoted to corporal and then to her present rank of captain with the department. Captain Kornblum and Chief Lopez met while attending the FBI Academy together. A new Administrative Assistant Katie Warren was hired and is doing a fantastic job. Additionally, three new entry-level officers were hired and are in various stages of their on boarding. One is completely "signed off" and able to patrol on their own, one is in training which requires them to be with another officer and the third is still at the police academy.

A Corporal position has been developed which allows for more supervision into the evening and nighttime hours especially in light of the number of newer employees on staff and the busy season right around the corner. One individual, Corporal Elizabeth Lawrence, has been hired after having spent thirty years with the Bend Police Department. A second corporal position which they are currently seeking to fill, remains open at this time.

A drone program was rolled out in 2023, with approval from SROA and that program has been a success. Currently, there is one trained drone operator who has been deployed on various missions both in and outside of Sunriver. This capability has assisted in the location of missing persons, suspect apprehension, tracking through snow, etc. They hope to expand that program to two drone operators in 2024 if it is deemed someone is qualified to do so.

Staff firearms were updated in 2023 with new rifles, pistols, and tasers. Some new patrol vehicles were received, and the department is starting the switch over to some pickup trucks in their fleet which are often times more advantageous to the weather conditions in Sunriver than a cruiser. Additionally, police officers now all have body cameras.

Monthly training exercises have been established. These are in-service, four-hour mandatory sessions for all police personnel. While they still rely on regional training as well, the Chief feels it is important to have an internal training mechanism as well.

In regard to operations, in 2023 there were seven bike patrol officers which was the maximum number of suitable applicants they received. The department is finding it difficult to fill those bike officer positions, noting that this year they have only received 2-3 applications. Chief Lopez noted it is not for a lack of trying. As an instructor at Central Oregon Community College (COCC) he tries to recruit there on a regular basis as well as personally going to all the local high schools. Add to that, the fact that interest in working in public safety service has been waning making it an even more challenging task.

Calls for service in 2023 totaled 7969 and included 620 emergency calls, 1,714 non-emergency calls and 5,300 self-initiated calls. Non-emergency calls included 105 noise complaints, 141 animal complaints/issues, 272 parking complaints, 38 other rule violations and 16 bike crashes, none of which

involved ebikes.

Other incidents of note in the police department included vehicle pursuits, SWAT call out, significant drug arrests including an owner who was arrested for dealing drugs, numerous thefts, burglaries, and over forty citations were issued for driving while under the influence of intoxicants. Also notable is the reduced number of incidents at Cardinal Landing Bridge and the marina.

Police Chief Lopez commented that his department has put a renewed emphasis and concerted effort to participate in community events. In 2023 he and/or his staff were present for Coffee with a Cop, the Polar Plunge, National Night Out, Faith & Blue, Shop with a Cop, Wonderland Express @ the Resort, Halloween @ SR Village, the 4th of July Bike Parade, and the local job fairs.

It was also noted that the SR Police Department ranked first in the Polar Plunge fund raising effort for the second year in a row! This event raises funds for the Special Olympics.

Chief Lopez commented that he has been part of the Sunriver police department for over three years working from patrol officer to sergeant to lieutenant and now to the chief position. When he assumed his new role in late 2023, he had a unique perspective having served under two different chiefs before him, and different sergeants and lieutenants that have come and gone. Historically the culture has been reestablished as one of the best departments in Central Oregon.

One of the things the chief wants to emphasize is putting more structure in the Police Department so Chief Lopez's three points of emphasis for 2024 include hiring and retention, Standard Operating Procedures (SOP), and policy review. The department is moving forward efficiently in reviewing and revising the SOP's, as necessary. Some new policies have been implemented and others streamlined.

The Sunriver Police Department is an accredited department meaning they must achieve and maintain legal, ethical, and operational standards set by the state of Oregon. 2024 is an accreditation year. This happens every three years and requires an on-site visit by staff from the Oregon Accreditation Alliance which will occur in September 2024.

The police department is working with the SSD Managing Board on the development of a strategic plan for the department and district. A full risk assessment plan is also in the works as are plans for transitioning into the new public safety building in early 2025.

The police department is developing a license plate reader program which includes purchasing and installing license plate readers at both the fountain circle at the main entrance to Sunriver as well as one on the Cottonwood entrance to the north. That entails installing four auto license plate reader (ALPR) cameras that will allow the police department to be notified when a wanted person or high-risk vehicle enters the community. Notification is almost instantaneous about the presence of a particular vehicle in the community and retroactively it can be used as an investigatory tool in cases of burglaries or the like. Chief Lopez added there are several investigations in the past year or so that could have been aided by these tools.

One example the chief provided was the recent situation where an individual barricaded himself in a Sunriver home and the SWAT team was called in. Had the readers been in place the police most likely would have been able to identify him much sooner and may have reduced the on-scene time necessary to deescalate the situation. Additionally, there was an armed burglary where a stolen vehicle was left in Sunriver in the Country Store parking lot. More than one officer drove by the vehicle not knowing it was stolen while enroute to an armed burglary in the SR Business Park. The ALPR would have alerted the police department to exactly where the stolen vehicle was had it been in place.

The department is currently working to procure those devices and will be working with SROA to establish where those will be located. No infrastructure will be needed as the devices are solar powered and can be easily moved or relocated if necessary. Public education will be provided especially to ease any apprehension individuals may feel over their license plate being read. The Department is required to obey the fourth amendment which protects people from unreasonable searches and seizures. Once implemented, SR Police will be the fourth law enforcement agency in Deschutes County to implement these devices. The others are Redmond and Black Butte Ranch. The city of Bend has them in all of their patrol vehicles.

Finally, the police department will continue to put more emphasis on attending and/or being part of community events.

RULES ENFORCEMENT

GM Lewis noted for anyone not already aware, that SROA has a contract with the SSD to enforce certain Sunriver rules and regulations. Three years ago, a Rules Awareness & Compliance taskforce that included public safety personnel, resident and non-resident owners, community members and SROA staff was formed to address a number of things that had become issues in the community. The taskforce met numerous times and, in the end, completed a report for the SROA Board.

A couple of the major things that came out of that process were the development of a Nuisance Property rule that tracks the number of complaints and/or citations against an individual property. A database that only the police and the SROA IT Department have access to was created to log violations. The property manager or owner, if they do not use a property manager, is notified when something occurs at a particular property. GM Lewis also noted there was property manager representation on the taskforce, and they appreciate being notified first as they want to know if there are issues with the properties they manage. Ultimately though, the owner can be held accountable if the property reaches the threshold of a certain number of violations during a certain time period. Since that rule was put in place a few years ago now, the number of complaints that the GM has heard has significantly dropped.

The second piece was a big educational component which included providing consistency in messaging and signage and letting guests know up front what is expected when they visit the community. The taskforce continues to meet on a yearly basis to discuss results of the most recent summer season as well as any changes/modifications necessary.

GM Lewis reported that he recently met with Captain Kornblum about providing training in June for all police department officers who may not be familiar with the SROA rules they are contracted to enforce. This issue requires collaboration between the two entities so that everyone is on the same page and as the police department has several new officers, this will be a good opportunity to get them up to speed on these rules.

Chief Lopez added that the nuisance property data base has been a success, and the department has seen fewer "repeat customers." The other very helpful feature is the police are able to tell at a glance if the property is managed by a property manager and who that property manager is so they can be contacted.

Chief Lopez echoed what SROA GM Lewis said regarding education. Again, due to the constant turnover of guests during the busy season, there is the need to constantly be providing education to owners and visitors so they can enjoy their stay in Sunriver while adhering to the guidelines provided by the community via the SR Rules & Regulations.

Chief Lopez also noted his department is working on a tow policy for the department that could prove useful for some issues.

GM Lewis noted that SROA staff is in charge of issuing citations for certain things not contracted for in the agreement between the District and SROA. GM Lewis feels there is a clear delineation of what SROA is responsible for and what the SSD is responsible for. GM Lewis also stressed that the goal is not to issue citations but to correct the behavior.

SROA Director Pederson asked the chief to expand a bit on rule infractions and the police departments ability to conduct a traffic stop or pull over. Chief Lopez responded that law enforcement as a government entity can only infringe upon ones fourth amendment rights or detain a person, to investigate a crime. Rules and regulations do not fall into that category, so they have to use more of an ask rather than tell approach to violations.

BIKE PATROL/COMMUNITY SERVICES OFFICER

Chief Lopez commented that, as was mentioned earlier, it is becoming increasingly difficult to fill the bike officer positions in the summer despite a reduction in the age qualification a couple of years ago from 18 down to 16 and an increase in pay. This is an overarching issue with public safety in general at this time which also contributes to less applicants as well as the reluctance to being more proactive on the pathways.

Another issue that is difficult is that with lowering the age to become a bike patrol employee, these folks are not able to start their employment until school is out for the year, so they are only in the community for a couple of months before they have to get ready to go back to school.

Chief Lopez has been working with and has had several discussions with SROA GM Lewis and several other contributors along the educational path/component that is desired. They have been discussing the development of a position along with a reimagination of bike patrol in general to get more results while still staying within the budgetary guidelines.

Livability and rules compliance situations are a year-round issue in Sunriver. They may slow down in the slower months of the year, but they do exist year-round. To that end, the chief has been developing a year-round, full-time position to be known as a Community Services Officer (CSO) who can address some of these issues year-round.

During the summer months, the CSO will be on bike patrol with a reduced number of bike officers, but it will be a professional position more integrated into the police department with direct oversight of the bike officers along with the ability to write a citation if necessary, something the rest of the bike patrol personnel are not authorized to do.

A year-round position also lends itself nicely to the on-going education efforts that are necessary in a community like Sunriver and the CSO will be able to talk to different groups or organizations.

This does mean a significant reduction in the number of bike officers that will be employed from six or eight down to three or four. The chief is confident that with the CSO overseeing operations the bike patrol personnel that are hired will be more proactive and effective than the seven bike patrol officers we had in 2023. It will also allow the police department to maintain a presence on the pathways after the rest of bike patrol go back to school, but while many people are still visiting Sunriver.

The chief did point out that this will be a trial year for this program, and it will be evaluated at the end of the year to determine the success and effectiveness of this approach.

GM Lewis added his support to this trial program and approach.

DESCHUTES COUNTY/SSD/SROA MANAGEMENT AGREEMENT

SSD Managing Board Chair Fister thanked the SROA Board for the opportunity to speak to them at last month's meeting relating to the proposed changes to the above referenced agreement. Chair Fister acknowledged the input the SROA Board provided to the Deschutes County Commissioners regarding the proposed changes.

Chair Fister continued that Deschutes County legal counsel is advising the county, but they also are the County counsel for the Governing Board and Management Board for the SSD.

One further recommendation from county legal counsel since Chair Fister spoke to the Board last month is to also remove Position #1 from being an SROA officer held position to an open position which would remove all specified SROA positions from the SSD Managing Board. Chair Fister noted he pushed back on that and also noted something was added to offer an ex-officio non-voting position to SROA. Chair Fister noted that is something the SROA Board would need to discuss but as a managing board they do appreciate SROA presence and input into the daily activities that go on and he personally would like to see that continue.

The SSD Managing Board will be presenting to the Deschutes County Commissioners at their next meeting on Monday, April 22nd, and the proposal they will submit would open up Positions 1 & 2 that are currently required to be held by a sitting SROA Board member. These positions would be open to all Sunriver owners at large as well as district voters and business owners.

Some additional language was added very specifically to the new nominating process. Rather than being extremely specific in terms of who can and cannot be officers, a system for unresolvable conflicts of interest was added that would prevent people from being board officers. Background checks on candidates would be managed by a third party.

In answer to a question regarding the elimination of the SROA Board members presence on the Board, Chair Fister responded that a sitting SROA Board member could apply to be a member of the SSD Managing Board like anyone else, the difference being that they would have to run for the position instead of being appointed to the position. Currently the Deschutes County Commissioners approve the recommendations to the SSD Managing Board, and they have not denied any recommendation since the district was formed. The change would be that the recommendations would come from the SSD Managing Board instead of the SROA Board of Directors.

SROA Director Pederson noted that he personally objects to this proposed change. SROA Board members are elected to their position by the owners of Sunriver whereas owners do not have any say in who is recommended to the SSD Managing Board. To have no representation on the SSD Managing Board that were elected by the owners is objectionable to him as well as Directors Murray and Beard. Director Pederson went on to say it does not tend to suggest that the SSD wants to work with SROA.

SROA Director Mobley added that he would be interested to know and understand the rationale behind this proposed change.

Director Pederson added that the fact that after SROA provided their input to the County on the proposed changes, expressing concern about eliminating the SROA positions on the managing board and the County has come back with direction to completely eliminate SROA participation on the Managing Board is very disheartening.

SROA Director Murray also noted that the County Commissioners need to understand that this is a unique district and not just a run of the mill road district situation.

SROA Board President and current SSD Managing Board Treasurer Beenen added he expressed these same concerns at the regular SSD Managing Board meeting yesterday. While he understands why the County is proposing what they are, they do not live in Sunriver every day whereas the owners of Sunriver have to look at it from the perspective of what is in the best interest for Sunriver owners.

President Beenen added he floated an idea at yesterday's SSD meeting of having an SSD Managing Board member on the SROA Board as well as SROA maintaining a position on the SSD Managing Board. Mr. Beenen said he believes in the Sunriver community as a whole concept, and we are better off if we are more closely integrated than if we are separate organizations.

SROA/SSD Board Member De Alicante added it could decrease the cooperation between SROA and the SSD if all SROA representation on the SSD Managing Board is eliminated.

SROA Director Pederson added that it is also disappointing that the SSD Managing Board is not being more forceful in supporting SROA's continuation on the SSD Managing Board.

SROA Director Mobley repeated his request to see the rationale behind the County's position on this matter, something SSD Chair Fister said he would request. SROA Director Mobley added there are many practical reasons for continuing to have the kind of relationship SROA currently has with the SSD. It has worked very well and to his knowledge there has not been any incident or problem that would precipitate this very substantial change.

SROA/SSD Director De Alicante commented that there was a substantial amount of cooperation between SROA and the SSD in getting the new Public Safety building off and running. Without representatives from SROA on the SSD Managing Board, Director De Alicante believes we lose that sense of cooperation and can become disjointed, which seems to be where things are headed.

SROA Director Pederson also commented that who knows what issues may come up in the future where that mutual cooperation is going to be especially important, something that might be more difficult if SROA does not have a seat on the board.

SSD Managing Board Chair Fister responded that he completely understands this feedback provided by the Board and he will relay the comments to the County Commissioners at their meeting next Monday.

SROA GM Lewis added that following last month's report from SSD Managing Board Chair Fister, the SROA Board composed a memo to the Deschutes County Commissioners regarding the concerns they have, and the same rationale being expressed here today as to the validity of SROA retaining a position on the SSD Managing Board. A response from Deschutes County Legal Counsel was received but it did not address the questions and concerns laid out and instead pointed out that SROA does not have the legal ability to instruct them on what to do. GM Lewis also plans to attend the Deschutes County Commissioners work session on Monday and can convey any additional comments the Board would like to have passed on.

Assistant GM Kessarlis noted that the staffs of both the SROA and the SSD have a fantastic working relationship that has developed over the past few years and something the County should be aware of. These two entities work very well together and cooperate on efforts of mutual interest with SSD staff participating on taskforces or work groups where their input and expertise is beneficial to the good of the whole. That commitment to what is good for the community as a whole is important and the Commissioners should be aware of it.

SSD Managing Board Chair Fister noted he has previously pointed these things out and but is happy to do so again. He added he has relayed to the County that cooperation between the boards is what best serves

the combined tax/rate payer community.

SROA President Beenen added he feels that a unified message needs to come strongly from both boards that this is not the way Sunriver desires to be run.

SROA Director Murray added he believes it is a very bad move that sets a dangerous precedent and in the long run it will separate SROA from the County and the SSD.

SSD Director Ralston noted the immense amount of cooperation between SROA and the SSD on the public safety building. Director Ralston sees the need to continue that cooperation and communication moving forward. Director Ralston also pointed out however, that for any SROA Board member who also serves on the SSD Managing Board, the fiduciary responsibility of that person is to both boards.

Director De Alicante added that but for having SROA members on the SSD Managing Board, he is thoroughly convinced the public safety building project would not have gone so smoothly.

SSD Managing Board Fister added that his understanding from Deschutes County Legal Counsel is that their main concern is about the potential for conflict of interest. Chair Fister also confirmed he would pass on that the SROA Board totally objects to what is currently being proposed.

SROA Treasurer Pederson added he does not understand why the conflict of interest has become such a big issue. Board members on all kinds of different boards know there may be times when they have to recuse themselves from an issue but why should SROA's ability to do so be negated while the SSD's is still appropriate.

Director Pederson underscored the importance of keeping those lines of communication open and he does not agree with the suggestion that the boards could always accept what is being proposed and seek to make a change to the management agreement in the future if they find the suggested changes are not working. It goes without saying that communication is going to decrease without the members who serve on both board's reporting back and forth on a monthly basis.

TRANSIENT ROOM TAX (TRT) UPDATE

SROA Board President commented that as is already known, Deschutes County collects approximately \$6 million per year in transient room tax dollars from Sunriver nightly rentals. Sunriver represents approximately 52% of the TRT dollars generated in Deschutes County. Over the past ten years, Sunriver has generated approximately \$42 million in total of TRT taxes.

That money is used by Deschutes County but due to state regulations, 38% of those dollars must be spent on tourism promotion or tourist infrastructure. Most of that money, or approximately \$2.5 million goes to Visit Central Oregon (VCO) leaving the remaining 62% as discretionary. Most of those discretionary dollars go to the Sherrif's Department, some goes to restaurant health inspectors, some to the fairgrounds, some is going toward servicing the debt for the new/remodel of the County Courthouse, and some is used as a tool for building up a capital reserve fund.

A few years ago, the County had a surplus in their discretionary fund. The Sunriver Service District was working on their plans to build the new Public Safety building and the SSD Managing Board went to the County and asked them to contribute to this infrastructure that plays a vital role in serving the tourist population. The County Commissioners agreed and contributed \$8 million towards the \$18 million dollar project, which is a significant amount of money. Additionally, six years ago, the County agreed to contribute \$250k to the fire training facility up off of Cottonwood Road. While these contributions are appreciated, it would be nice to see some money go towards things that are operational and/or capital

items that promote and support tourism on a regular basis.

SROA President Beenen reported that over the past year both SROA and SSD representatives as well as representation from SR Resort have been meeting with the Deschutes County Commissioners and Administration personnel. The position is that Sunriver operates very much like any other Deschutes County city. We maintain roads, pathways, parks, recreational facilities, and we have full police and fire services. From a county perspective on a financial basis, Sunriver is no different from any of these other cities such as Bend, La Pine, Redmond, except that all of those cities are able to collect 100% of the TRT dollars inside of their jurisdiction.

That point has been made to the County officials along with Sunriver's request that some of those TRT dollars be shared with Sunriver organizations such as SROA and the SSD. The County's response to Sunriver's request has been no, there are no dollars available to Sunriver at this time.

SROA GM Lewis noted that this past week VCO submitted documentation to the County that they intend to spend 10% of the money collected in Sunriver, which equates to approximately \$300k, on marketing Sunriver. SROA President Beenen added that again, it would be nice to have that money goes towards something operational or a capital project that benefits tourism.

SSD Managing Board Chair Fister added that he is disturbed by the fact that VCO currently receives approximately \$450k of taxpayer dollars and there is no transparency in terms of its distribution. They are a privately owned company that has a contract with the County and Chair Fister would like to see more transparency on their part as to how funding is spent.

SROA Director Mobley noted that he believes we are in a position where we need more information on a number of things including the topic of incorporation. He has a retired city manager friend who has agreed to provide us with more information and work with us to gather more detail about what incorporation might mean if it were tried again in Sunriver. It was very unpopular when attempted in the past, but Director Mobley feels it would be good to go through the exercise again and to know all the pros and cons of both sides of the situation so the Board is in an educated position on the matter.

There being no other business, SSD Managing Board Chair Fister asked for a motion to adjourn the meeting.

SROA/SSD Director De Alicante moved to adjourn the meeting, seconded SSD Director Ralston, motion carried unanimously.

The public meeting adjourned at 11:00 A.M.

**SUNRIVER OWNERS ASSOCIATION
BOARD OF DIRECTORS WORK SESSION
SROA BOARD ROOM
APRIL 19, 2024**

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

DIRECTORS PRESENT VIA ZOOM: Julianna Hayes

STAFF: James Lewis, Keith Kessarlis, Susan Berger, Gary Siefert, & Jesus Mendoza

The meeting was called to order at 11:17 A.M.

OWNERS IN ATTENDANCE: 10

OWNERS FORUM

Lori Menalia, 7 Aquila Condo, spoke and submitted written comments directed at the unsightly nature of the recycling depot and the disruptions to surrounding owners. Ms. Menalia was under the belief that once side-yard recycling started, the existing location would go away. Ms. Menalia suggested relocating the bins to the Lake Penhollow area where they would be out of sight and not next to where people reside.

Ron Angell, 4 McNary Lane, spoke on two issues. Mr. Angell attended the joint SROA/SSD annual meeting earlier this morning and felt Police Chief Stephen Lopez's message was very positive. Mr. Angell noted his second comment is in relation to the suggestion of incorporation that was brought up at the joint meeting. He was appalled to hear the Board might actually be considering incorporation. Mr. Angell feels that would be an enormous mistake. The prior attempt at incorporation in the 1990's tore the community apart and was a very divisive issue and would be in Mr. Angell's opinion an even more divisive issue now. Mr. Angell referenced the homeless issue and the other rules and regulations that are bestowed by the legislature on cities of which Sunriver would have to comply if the community were to become incorporated. Mr. Angell feels it would dramatically change the face of the community. Please do not do it.

The General Manager noted there was one letter from an owner to the Board.

The letter was from David Heath, 2 Redwood Lane, who commented on the sewer rates in Sunriver. Mr. Heath believes that they are too high and questioned the flat rate billing for the months he is not in Sunriver and there is no water usage at his home (leading to no sewer use.) Mr. Heath is asking for fairness from Sunriver Utilities in this regard.

GM Lewis noted there was a second letter that was received on April 17th from Paul Conte, 8 McKenzie Lane regarding plant protections. There was not a request to read it into the record. It is noted that the letter was received by the Board.

INTRODUCTION: GARY SIEFERT – IT DIRECTOR

GM Lewis introduced Gary Siefert who has been with SROA for approximately a month. Gary lives in Bend and comes to SROA with an extensive IT background and knowledge, and we are very happy to have him on board.

Mr. Siefert noted that he has been in Bend for the past eight years. After leaving the Navy, he worked in technology management starting with Tektronix back in the 1980's and ending most recently at Les Schwab.

He worked primarily in communications while serving in the Navy. Mr. Siefert is happy to be here, is getting to know and coordinate with the rest of the IT staff and the other employees at SROA. Mr. Siefert looks forward to getting to know everyone better over time.

The Board welcomed Gary aboard and thanked him for being in attendance today.

NOMINATING COMMITTEE – ANNOUNCEMENT OF 2024 BOARD CANDIDATES

Nominating Committee Chair Ron Angell and committee member Debbie Baker were both in attendance and reported the Nominating Committee has been meeting regularly over the past several months to establish the slate of candidates for three positions on the SROA Board for 2024.

Mr. Angell noted he was happy to report there are six candidates who will be running for the three open positions with their term starting in August 2024 and ending in August 2027. Mr. Angell noted that all six are really strong candidates and the interviews with these individuals went very well. The six names in alphabetical order are:

Brad Banta
Bill Cloran
Gwen Gamble
Veronica Jacknow
Holly Lekas
Randy Schneider

Committee member Debbie Baker thanked Directors Mobley and Pederson for steering some people to the Nominating Committee and encouraged the rest of the Board as they interact with people in different ways to keep in mind that it is really important to establish that engagement.

The Board thanked Chair Angell and Ms. Baker for attending today's meeting.

NW NATURAL – PROPOSED WATER RATE INCREASE

GM Lewis introduced Tim Smith, Pacific NW Regional Manager for NW Natural and Spencer Mitchell who is the General Manager for NW Natural and who were both in attendance today to describe the need and the rationale behind NW Natural's current proposal for a 21.08% increase to water rates.

Director Murray noted for the record that NW Natural purchased the water and sewer company from Sunriver Resort Limited Partnership back in 2019 and not from SROA. SROA has never owned or sold the water and sewer companies.

Mr. Smith commented that Mr. Mitchell is responsible for the day-to-day operations and making sure all maintenance projects, new connections, etc. are facilitated at the water and sewer company.

Mr. Mitchell explained that SR Water has been working on a number of different projects over the past few years, but two of them are the main driving force behind this proposed increase. One of those is in relation to Well #2 which is one of the three primary wells in Sunriver. Well #2, which was originally drilled back in the 1940's was never used due to issues with the water quality not meeting the necessary standards desired. As a result, SR Water has operated off of two primary wells to meet demand meaning those wells had to run constantly in the summertime. An issue arose a couple of years ago with Well #14 that caused it to go down heading into the July 4th weekend. This resulted in NW Natural staff having to put on a curtailment on water usage. Despite that curtailment, they were barely able to keep up with the demand.

There were already plans to rehabilitate Well #2 prior to that incident but that put the pressure on to get it completed as soon as possible. Operationally they now have three primary operating wells, meaning if one

goes down for maintenance for any reason it will not affect the consistent supply of water to residents and guests.

The second big project that was completed was the south reservoir project which is a two-phase project. The reservoirs were built back in 1970/71. There are three tanks which were inspected in 2018 and which have reached the end of their useful life. They have plans to replace those and the first phase was dealing with the valving that controls the entire site. Many valves had to be rerouted before new valves could be installed and prepped to facilitate the reservoirs being replaced. These projects equate to approximately \$3 million in infrastructure investments. There are several other smaller projects they had undertaken, but the well and reservoir issues were the most pressing. The lifespan of the reservoir is fifty years and for the well it is twenty-five years.

Security systems have been installed on all water company infrastructure and multiple generators were installed to make sure water service is still available to all customers during a power outage. Older meters have been replaced with wireless read meters and annual hydrant inspections occur to replace unserviceable hydrants to ensure the community has continued fire protection. A valve replacement program has been initiated to ensure all valves work properly and so areas of distribution can easily be identified during a leak.

President Beenen inquired that now that all these changes have occurred what is the status of the water system? Mr. Mitchell responded that the water company is dealing with a lot of aging infrastructure issues, especially in the core area. For the last several years, through state mandates and good practices, inspections have occurred on the asbestos-cement (AC) distribution pipes which comprise a lot of what is in the current system. The inspections provide them with a detailed report on the status and expected lifespan left in those pipes. Over time the wall thickness of the AC pipes erodes which leads to service breaks and other issues plus the state of Oregon wants those type pipes out of the ground meaning they will all have to be replaced, which will be a multi-year project.

Mr. Smith added that when people hear the words “asbestos-cement” they do not have to be concerned about asbestos pipe leading to any asbestos getting into their homes as it is the dust from asbestos that causes harm. Additionally, the majority of these pipes are in the main distribution system and are not pipes that go to the individual homes/condominiums in Sunriver. Also, technology has been beneficial in the creation of a pipe breaker in the form of a hydraulic squeeze that cleanly breaks the pipe with very little to no creation of dust.

Mr. Smith, in response to another question from President Beenen commented that due to the fact that the reservoir project must be completed, he anticipates the water company will be asking for additional increases by 2026.

Treasurer Pederson inquired if the continued development and the increased demand at Caldera Springs has resulted in Sunriver owners paying a higher cost? Mr. Smith responded no, Caldera Springs owners pay for their own infrastructure and operating costs separately from Sunriver. The rate increases are specifically based on what Mr. Mitchell reported earlier regarding the failing infrastructure that has to be replaced. Due to the way the Public Utility Commission (PUC) operates, it requires that the repairs be made and then the company can go back and ask for a rate adjustment after the fact.

In answer to a question regarding why the water and sewer cannot just be tied together, Mr. Smith responded that is the model NW Natural chose to set up for its 75,000 connections in several different locales. The American Water Works Association (AWWA) provides several different models of which water/sewer companies can choose from as the model they will utilize and NW Natural chose to keep those separate. Additionally, it was noted that the PUC does not regulate sewer. Director Pederson added that

currently Sunriver water bills are relatively small, but the sewer rates are substantially higher. Mr. Smith added that as most people are already aware, NW Natural recently completed a significant improvement project that cost over \$18 million at the wastewater treatment facility on West Cascade Road.

Mr. Smith went on to say they are preparing to begin the next phase of the improvements to the wastewater treatment plant. That phase will include making improvements on the solids handling facilities. A public meeting will be held on this matter on Wednesday, June 5th at the SHARC facility. This is also a multi-year project that will be completed by 2026.

Mr. Smith also noted the entire rate case filing is available on the Sunriver Water website, www.sunriverwater.com/water-rates.

The Board thanked Mr. Mitchell and Mr. Smith for attending today's meeting.

GM Lewis noted that if the Board wants to file for intervener status like they did three years ago, they can certainly do so. In that case the water company was requesting a 40% increase and were approved for a 21% increase, some of which is due to the regular scrutiny that is done by the PUC.

GM Lewis continued that prior to the last rate increase SROA was paying approximately \$86k a year for water. Had Sunriver Water received the entire 40% increase they had requested, SROA would have paid \$120k a year or an approximate \$34k additional per year. By the PUC reducing that amount, SROA is paying \$107k per year for water. The difference between what the water company was proposing and what SROA is actually paying reflects a \$21-22k per year or approximately \$65k savings over a three-year period. Additionally, the legal costs were approximately \$26k for SROA to be represented as an intervener so from a cost basis we spent money to save money. Plus, by that participation, every time you are able to keep the increase lower, there is the compounding effect that you do not get as well.

There are a number of reasons why the Board may want to consider intervening, however it should be noted that the legal expenses this time around would be higher than the savings SROA might realize and there is no way to know how much of a decrease is due to SROA's intervention and how much is due to the regular scrutiny by the PUC.

GM Lewis added that to date, he has not received correspondence from any owners pushing for SROA to intervene as he did three years ago.

Director Gillies noted that the last time there was a rate case it was due to the company not being profitable. This time they are asking for it specifically to do a job so it may be viewed a bit differently this time around. President Beenen added that the repairs to Well #2 as well as the planned infrastructure upgrades to AC distribution pipes are all to Sunriver owners advantage.

In answer to a question from President Beenen, GM Lewis reported he has discussed the possibility of intervening with management for both Sunriver Resort and The Village @ Sunriver. At this time, neither party plans to intervene in the proposed rate change.

The Board and GM held further discussion on this issue and directed the general manager to reach out to John Stevens, the attorney who assisted SROA three years ago and determine if there is a viable case for SROA to intervene this time or not.

RESOLUTION 2024-001 SUNRIVER CHARITABLE FUND DISCUSSION

GM Lewis reminded the Board that the Sunriver Charitable Fund was created to allow the Association to receive a donated grand piano that was housed at SHARC for a number of years. It was not possible to

accept the donation as a 501(c)(4), so a 501(c)(3) fund was established so the piano could be accepted. Mr. Lewis also noted the piano has since been donated to the Sunriver Music Festival.

Additionally, some funds, approximately \$1,400, were received that were originally designated for the kids programs that no longer exist. Each year a non-profit exists there are necessary reports and paperwork that must be filed with the state. While that has all been done, there is no reason to have the charitable fund any longer as SROA is not receiving any other funds.

At this point to dissolve the charitable fund, there are a number of documents that need to be filed with the state of Oregon. One thing that arose as part of this process was the realization that none of the three existing Charitable Fund Board members are currently serving on the SROA Board which is one of the requirements of the Bylaws for the charitable fund. Two of the three Charitable Fund Board members have resigned but despite numerous attempts SROA has been unable to get it contact with the third board member.

The action that the SROA Board will be asked to take at tomorrow's meeting is to remove the one remaining Charitable Fund Board member and then to appoint three existing SROA Board members to serve as Sunriver Charitable Fund Board members. The only further action of those three individuals will be to take the necessary steps to dissolve the board and sign and execute all the necessary documents associated with such.

Director Pederson noted he along with Directors Burke and Murray are all willing to serve on this board. As they all live locally, that should make things easy as far as their ability to come into the Administration office and sign the necessary documents to send to the state.

This item is on the agenda for action at tomorrows meeting.

SROA COMMITTEE POLICY – PROPOSED CHANGES

GM Lewis reported that the SROA Committee Policy is periodically reviewed to ensure its accuracy and applicability. A recent review of that document revealed several items, mostly of a housekeeping nature, which need to be addressed. The Committee Policy was sent to all committee chairs for their input and feedback which has been incorporated into the proposed revisions.

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

SROA/SSD/DESCHUTES COUNTY MANAGEMENT AGREEMENT

President Beenen noted that a discussion on this topic was held earlier this morning at the annual joint meeting of the SROA and SSD Boards. President Beenen summarized there is a strong opinion amongst the SROA Board against the proposed changes that eliminate any SROA Board representation on the SSD Managing Board unless a SROA board member were to run for a position on the SSD Managing Board. SROA Board members feel that is not the right thing for Sunriver. The rest of the Board agreed with that summarization.

GM Lewis went on to review the letter that the Board sent to the Commissioners back in March which noted SROA's disappointment at not having been invited to participate in the process of these proposed modifications instead of simply being notified after the fact and asked to comment. Further, the letter expressed SROA's belief that eliminating all SROA representation on the SSD Managing Board from two down to none is unwarranted and as such they object to the removal of all representation.

The elimination of the SROA representation affects the ability for Sunriver property owners to be represented with/to a taxing district for which they pay rates but have limited voting capabilities.

Approximately 80% of the properties in Sunriver are owned by absentee owners who are not registered to vote in Deschutes County. It is the SROA Boards understanding that when the SSD split from SROA in the early 2000's, part of the rationale for maintaining SROA representation on the SSD Board was to provide for continued elected representation to the new formed tasking district.

The SROA Board further questioned the proposal that would eliminate an SROA Board member from holding any officer position on the SSD Managing Board. Currently there is a prohibition of the SROA Board members from being the Chair of the SSD Managing Board, but it is not clear why this would affect all officer positions and the SROA Board believes the language should remain as it is.

Initially the proposal was to limit the number of SROA Board members on the SSD Managing Board from two down to one and now with no input from SROA they have moved to eliminate both of the SROA board member positions. Director Hayes inquired as to why this change from one down to zero. President Beenen responded that County legal counsel has been pushing to have zero representation by SROA Board members on the SSD Managing Board since the beginning because of the potential for conflict of interest. Director Pederson added in his view there is the potential for conflict of interest for a board member serving on any board and the issue is disclosing it and if appropriate recusing oneself from a discussion and/or vote. Director Pederson added that this change could inhibit communication between the two entities which have made the relationship successful.

Director Murray noted this would essentially force SROA to do everything through the County and if they choose to expand the service district beyond the borders of Sunriver that could result in a negative effect on the services to Sunriver owners which is concerning.

GM Lewis plans to attend the Deschutes County Commissioners meeting scheduled for next Monday at 1:45 P.M. and he encouraged any Board members who want to attend to join him. Mr. Lewis noted he can request the opportunity to speak at the hearing.

ADMISSIONS MODEL WORK GROUP UPDATE

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

As of March 31, 2024, a total of 3,522 Member Preference Program (MPP) cards have either been purchased or renewed. Of that total, 2,907 were renewals and 216 were new cards. The remainder are extended household, long-term renter, or commercial passes. This is 317 more MPP cards than the end of March of 2023. At the end of March, the MPP revenue totaled \$306,565 or 48.5% of the annual budget.

Regarding the 2024 Recreation Plus Program (RPP), as of March 31, 2024, there were 817 homes and/or condominiums signed up for the program. Last year at the same time there were 868 properties participating in the program. Mr. Kessarar also provided a breakdown of the RPP's by the number of bedrooms. RPP revenue is at \$2,293,476 or 88.8% of the 2024 budget.

Gate revenue is currently sitting at \$25,775 or 4.40% of the budgeted \$580,357.

SHARC hosted a total of 10,714 attendees at the facility in the month of March compared to 9,718 in 2023. Of that number, 3,330 were owners, 5,511 were RPP pass holders, 109 were member guests, 364 were extended family, 672 were gate admissions, and 52 were Central Oregon Sunday users.

By the end of March 2024, staff have issued 26,280 paper guest passes and of those 1,212 have been redeemed at SHARC. There were 17,910 passes issued by the end of February 2023 of which 1,270 were redeemed at the SHARC.

Mr. Kessarlis noted that the Sunriver Music Festival will be holding a pickleball tournament fund raiser on the last weekend of May.

Mr. Kessarlis reminded the Board that owners can renew or purchase their cards for 2024 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 are off by \$5,116 at the end of March. Year-to-date sales are \$17,835. The overall budget, which includes AV rentals, linens, etc., is \$115,000 for the year. As of the end of March, there are 27 paid events on the books. There are a lot of non-paid events for local groups on the books as well as a lot of requests for space for wedding events and the like coming in.

Two part-time events assistants have been hired and the search continues for an Events Coordinator. In the meantime, recreation staff have been assisting in the set-up and tear down of events.

TDS UPDATE

GM Lewis reported there is not a lot to update the Board on since last month. TDS continues to do the main fiber installations. They are currently in the third of six sectors on the map they provided SROA with. Currently they are in the center part of the community and are continuing to notify owners and make the drops to the homes/condominiums. Owners only need to notify TDS if they are opting out of having fiber to the home brought to their house and to date GM Lewis is not aware of anyone who has opted out.

Approximately thirty homes have been connected to the new TDS service and Controller Healy is now billing those owners for the \$35 bulk rate fee on a monthly basis.

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 11 to confer with legal counsel regarding threatened litigation which is subject to a claim of attorney client privilege. The threatened litigation includes an SROA members request to examine certain SROA records which has been denied by the SROA staff because it is determined that the SROA member has failed to establish that the request to examine records has been made in good faith for a proper purpose. It also includes threatened litigation by another SROA member relating to the operation of SHARC. The deliberations constitute a privileged communication and cannot be disclosed to anyone outside this room. Seconded by Director Mobley, the motion passed unanimously.

The public meeting recessed at 1:02 P.M.

The public meeting reconvened at 1:40 P.M.

OTHER BUSINESS- PUBLIC SAFETY BUILDING

Director De Alicante noted that at the joint SROA/SSD meeting earlier this morning, SSD Director John Ralston, who has been instrumental in assisting with the building of the new Public Safety Building informed the SROA Board that they have discovered there was one more tree that should have been marked for removal that was not included in the original plans. The tree is in the path of the proposed sidewalk and the request to remove the tree was submitted to the SROA Design Committee and that request was denied. Director De Alicante asked if the Board could do anything. The response is that the decision can be appealed to the Design Committee for reconsideration and if on reconsideration the Design Committee says they will uphold their original decision, it can be appealed to the Appeals Board. Assistant GM Kessarlis added they can also resubmit and include a certified arborist report that says that the tree will not survive.

OTHER BUSINESS- DOG PARK

Assistant GM Kessar is reported that work on the dog park is underway. Holes for all the fence posts have been dug and approximately half of the materials are on site. Staff are working on signage for the project and the goal is to have the dog park open by Memorial Day weekend or shortly after.

ADJOURN

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

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

The public meeting adjourned at 1:45 P.M.

Respectfully submitted,

Scott Gillies, SROA Secretary

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

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

DIRECTORS PRESENT VIA ZOOM: Julianna Hayes

STAFF: James Lewis, Susan Berger & Jesus Mendoza

The Board of Directors meeting was called to order at 9:01 A.M.

NUMBER OF ATTENDEES: 4

OWNERS FORUM: Ed Pitera, 25 Quelah Lane spoke and also submitted his written comments. His comments were directed toward the existing recycling depot and associated issues. Mr. Pitera stated he believes that the recent owners' survey did not ask the right questions about the depot and that the Board did not pay attention to the specific owner's comments about such. Mr. Pitera stated that the statistics show that owners do not want the depot and while there are owners who are currently not using the side-yard service, they are capable of using that option instead. Mr. Pitera referenced an informal on-site survey of users which showed that about half of the users were from outside of Sunriver. Mr. Pitera also noted the unsightly nature of the depot and suggested the best way to correct all problems with the depot is to close it.

OWNER FORUM FOLLOW-UP FROM PREVIOUS MONTH

Director Mobley followed up with Cindy McCabe, 13 River Village Condo regarding her concerns about unleashed dogs on pathways. Director Mobley understands her concerns, having recently been witness to an unleashed dog on the pathways bolting after some geese. The owners voice control attempts did not prove necessarily effective.

Director Pederson followed up with Linda Smith, 1 Loon Lane, and they had a good conversation regarding safety in Sunriver given the recent incident of an individual barricading themselves in an unoccupied home in Sunriver. Director Pederson shared with Ms. Smith that it is his understanding, Police Chief Lopez will be doing an article in the Scene soon regarding safety in Sunriver. Ms. Smith shared that she had an incident at her home where someone tried to siphon gas out of her vehicle, bending the gas tank door and leaving the gas cap cast aside. They had a pleasant chat, and both agreed that unfortunately even Sunriver is not as safe as it once was, and owners need to be vigilant.

President Beenen who was on vacation last month has not had the opportunity to follow up with Ken Arnold, 1 Cypress Lane regarding plant protections but he will do so soon.

In regard to follow-up for this month, both Lori Menalia, 7 Aquila Lodge and Ed Pitera, 25 Quelah Lane have both requested follow-up. Director Murray commented that there really is not anything to report back to them at this point.

President Beenen added that the Board had previously discussed doing some additional on the ground surveys at recycle center at various times of the year to gather additional information and to determine if what was gathered over the Christmas holidays is representative of the activity that occurs there.

President Beenen added that Public Works (PW) Director Mark Smith is also facing a decision point as progress occurs on the new Public Works building.

GM Lewis added that Public Works Director Mark Smith has been concerned about the safety issues with the recycle center and large pieces of machinery coming in and out especially in the wintertime for a long time. Vehicles park haphazardly, people dart out from behind vehicles, etc. and it is just not conducive to the daily operations that take place there. With respect to the redesign of that area, a decision will need to be made very soon in order to facilitate the new circular layout of the Public Works operations.

GM Lewis added when that conceptual plan was developed, it was developed on the basis that the depot was going to go away from that location, however since then the owners voted not to construct a new recycle center that plan was no longer valid.

President Beenen noted the suggestion made at Friday's work session to relocate the recycle center up to Lake Penhollow and he wondered if the Recycle Taskforce had looked at that option. Vice President Burke who was a member of the taskforce responded that yes, this location was considered but the main problem is that location it is not open year-round, and it is also located on private property. According to audience member Ed Pitera, who was also on the taskforce, a direct inquiry was not made to NW Natural who own and operate Lake Penhollow.

GM Lewis commented that construction on the PW building is scheduled to be completed by September or October, so a decision needs to be made by that time.

Mr. Pitera agreed to assist with questions for the upcoming informal surveys which will be held over the coming months.

RECAP OF 4/19/24 BOARD WORK SESSION

President Beenen reported the Board held the annual joint meeting with the Sunriver Service District on Friday morning prior to their regular work session. That meeting went well, and a number of items were shared and discussed.

At the regular work session, the Board met the new IT Director Gary Siefert and Nominating Committee Chair Ron Angell announced the 2024 board member nominees, Tim Smith & Spencer Mitchell from NW Natural spoke to the Board about the water company's proposed price increase. The Board heard an update on dissolving the Sunriver Charitable Fund and proposed changes to the SROA Committee Policy. The Board heard an update on and discussed the proposed changes to the management agreement between the SSD, the County and SROA.

Assistant GM Kessarar provided an update on recreation statistics, President Beenen and GM Lewis provided an update on TRT efforts and GM Lewis provided an update on the efforts of TDS noting that approximately 30 households in Sunriver have been hooked onto the new service.

The Board held an executive session to discuss a legal matter.

BOARD ACTION **BOARD MEETING MINUTES**

Director Pederson moved to approve the minutes of the March 15, 2024, board work session minutes as corrected. Seconded by Director Burke, the motion passed unanimously.

Director Pederson moved to approve the minutes of the March 16, 2024, board meeting minutes as corrected. Seconded by Director Murray, the motion passed unanimously.

BOARD ACTION
FINANCIALS

Treasurer Pederson referenced the key data sheet noting that at the end of March, things look a lot better than they did at the end of February. In the operating account revenue was a positive \$30,538 for the month compared to a budget of \$7,736 resulting in a surplus of \$22,802. This was due in part to Recreation Plus and Member Plus program revenues, Scene advertising revenues and the payment of some past due fines. On the operating expenses side, we still had some open positions in April resulting in some cost savings. Year to date for the month totals (\$156,024) against a budget of \$(132,936) a variance of (\$22,088).

On the non-operating side, interest rates remain higher than anticipated resulting in higher cash balances than expected. Total non-operating revenue reflected a \$9,636 positive variance and non-operating expenses reflected a positive variance of \$5,017 for a total positive variance of \$14,653 for the month. Year to date, we are \$12,808 to the positive and the overall combined year-to-date deficit is \$10,280.

In terms of cash and investments, Treasurer Pederson reminded the Board that last year in June, the surplus of \$586k from the previous year was transferred from the operating fund to the reserve fund which explains the large variance from last year to this year. Total cash/investment balances for the month were \$18,829,328 which is \$765k more than last year at this time.

For the month ended March 31, 2024, there was a net operating surplus of \$30,538 which was \$22,802 better than budget. Operating revenues were over budget by \$13,444 due to Member Preference Program (MPP) sales, Scene advertising, and compliance fines. Salaries and burden were under budget by a combined \$42,689 due to open positions in the public works and recreation departments. Materials and services were over budget by \$21,505 for sanding cinders and deicer, SHARC equipment maintenance and timing of contract services payments in administration.

For the first quarter of 2024, there was a net deficit of \$154,024 which was \$23,088 behind budget. Operating revenues were under budget by \$28,879 due to Recreation Plus Program (RPP) and contracted vehicle repairs with the Sunriver Service District. There have been fifty-one less RPP renewals sold in 2024 compared to the same time frame in 2023. Legal fees were over budget by \$68,544 through the first three months of 2024. Salaries and burden were under budget by \$62,000 through the first three months of 2024.

As of March 31, 2024, there was a combined operating and non-operating surplus of \$616,094 which was \$10,280 behind budget.

Total assets as of March 31, 2024, were \$41,103,465. Cash and investments totaled \$18,829,328, a decrease of \$31,332 from February. As of March 31, 2024, there was \$18,741,692 invested in Federated Hermes Government Obligations Fund and US Treasuries with duration between 90-days and five-years with an annual yield of 5.09%. Interest payments due from US Treasury Bonds were reclassified to receivables. Fixed assets placed into service during the first quarter included a Ford Escape, SHARC pool covers, SHARC banquet tables and Mary McCallum Park BBQ's.

March 31, 2024 (Year to Date Unaudited)

	<u>ACTUAL</u>
TOTAL REVENUE	\$ 3,149,025
TOTAL EXPENSES	\$ 3,305,049
OPERATING FUND SURPLUS	\$ (156,024)

Director Murray moved to approve the unaudited financial statements for the month of March 2024.
Seconded by Director Burke, the motion passed unanimously.

GENERAL MANAGER'S REPORT

GM Lewis reported his recap is for activities in March.

GM Lewis continues his participation on 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 participated in the March 1st Special Board Meeting.

GM Lewis attended the Deschutes County Commissioners meeting regarding Transient Room Tax (TRT.)

GM Lewis worked with SROA legal counsel regarding fine/fee lawsuits, HR issues, and ongoing litigation.

GM Lewis met with Senators Merkley & Wyden's staff.

GM Lewis met with Sunriver Resort representatives regarding forthcoming contracts.

GM Lewis worked with the SROA HR Director and appropriate staff on multiple HR issues including multiple interviews for vacant director and manager positions.

GM Lewis attended a follow-up meeting with the architects to discuss future remodeling at the SROA Administration building and SHARC.

GM Lewis continues to attend 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 attend and participate in the regular monthly meetings of the Covenants & Finance committees, the Strategic Plan Taskforce, and Admissions Model Workgroup.

GM Lewis along with Assistant GM Kessarlis have been meeting with the local real estate companies to update them on what is happening in Sunriver from an SROA perspective.

In the Accounting Department, the unaudited financials for February 2024 were prepared and presented to the Finance Committee and Board.

The reserve budget to include 2023 rollover items was produced and presented to the Finance Committee.

Accounting staff worked with collection attorneys on past due accounts (mostly related to fines.)

Accounting staff worked on collections for outstanding maintenance fee payments.

The IT department resolved an issue with notifications for backup services.

New IT Director Gary Seifert was on boarded and is quickly getting up to speed on the department.

Contact information for third party support has been updated.

IT staff report the move for email backups is complete.

IT staff ran a security update on the Dual Factor Authentication server.

Azure Administrator training continued.

IT staff continued to collaborate with the Community Development and Natural Resources departments on various database and GIS issues.

IT staff worked to resolve an issue with the RV storage cards failing to work that started after the most recent RV conversion after the recent billing update. The system database has been updated to reflect the most up to date card data.

In the Communications Department, Scene advertising was at \$21,474 (\$20,041 in March 2023).

There were 417 reads of the online March Scene including readers from Sweden, Greece, Canada, and the Philippines.

SROA websites most popular pages in March were weather, tree flagging/paint colors, and job opportunities.

The SHARC websites most popular pages were recreation swim, aquatic hours, and admission rates.

9k + website visits included users from Canada, Singapore, United Kingdom, India, and Ireland.

Social media covered March snow events.

Eblasts included information about board candidacy application deadline, OEC Spring Fling Dance and dance lessons.

Other projects included finalizing all items related to the new pathway kiosks which are now in production.

Communications staff assisted Natural Resources in redesigning the ladder fuels reduction and home

hardening flyers and checklist to be included in mailings by Natural Resources and posted same to the SROA website. Also working to create additional educational materials about defensible space, home hardening and emergency preparedness.

Updates to the event space web pages are now live.

Communications staff assisted in creating materials for HR to use during high school hiring recruitment events.

The Community Development Department reports the Design Committee meetings continue to occur on a regular schedule with multiple items on each agenda – the first March meeting consisted of two additions and one new home, and the second meeting consisted of one preliminary new home and one addition.

There are currently 287 active projects/building permits (up by 18 from the previous month of February.)

The number of applications submitted in March was up from the same month in 2023 – from 75 in 2023 to 77 in 2024.

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 Tree Protection rule is now part of the Design Manual of Rules & Procedures and enforcement of violations will begin July 1st in order to allow time for owners to comply.

The 2023 Annual Stats for Community Development were completed. There are only 71 empty lots left in Sunriver. The entire report can be viewed on the SROA website.

The Natural Resources staff (NR) released the bid requests for 2024 ladder fuels reduction (LFR) on commons.

NR Director Gentiluomo attended the Wildland Urban Interface Conference in Reno, NV.

Oregon Spotted Frog spring monitoring and egg mass surveys have begun for the year.

NR staff mailed LFR Notice of Deficiency Advisories to private properties.

NR staff coordinated with SROA Communications Department regarding wildfire mitigation, education, and outreach.

NR staff continued GIS Platform design project with the IT Department.

LFR and tree thinning continued at SHARC.

NR staff responded to phone calls and performed site visits for private property LFR and tree removal request.

Public Works (PW) staff installed and prepped twenty courts for spring break removing two inches of snow from the surfaces.

A safety inspection for all play structures has been completed.

PW staff installed three new BBQ's at Mary McCallum Park.

PW staff performed what was hopefully the last snow plowing for the season,

PW staff started sweeping all pathways and roads that cinders are placed on.

Bid packages and contracts for 2024 spring road projects including crack seal and slurry sealing. The main entrance is scheduled for six days of preventive treatment this spring.

4.5 miles of pathway will be sealed with a product that will extend the asphalt life and provide better slip resistance. This will be the start of an eight-year cycle.

Engineering has started for the Circle 2-3 pathway feasibility with the survey contract in place.

PW staff completed the first round of ladder fuel pickups in March.

In facilities/aquatics, PW staff prepped and opened outdoor operations for spring break.

PW aquatic staff delaminated areas on waterslides and are having the manufacturer review for a long-term maintenance/safety plan.

PW Aquatic staff are dealing with another failed expansion joint in the indoor pool. They are working with Anderson Pools as it is warranty work, however to date, Anderson cannot explain why the failures continue to happen. This will require the indoor pool to be out of commission for several days in order to drain the pool, make the repairs, refill the pool, etc.

The filter pump for the spa was rebuilt.

PW staff installed the hardware for Unity (HVAC Control) system wildfire smoke upgrade and Unity is working on backend software upgrades.

At SHARC, Director Leigh Anne Dennis is out on medical leave and will return on May 1st.

The painting of Benham Hall is done and new flooring is expected to be done in early October to allow for summer events to conclude and also allow for enough time for the work to be completed without displacing any events.

Rec staff is planning for the second annual Sunriver Slam Pickleball Tournament and owner Tom Wimberly is heading things up for the Sunriver Solstice Tennis Tournament.

An Events Coordinator has been hired to assist Events Manager Beth Herron. Interviews continue for a

Recreation Program Manager.

Summer lifeguard and part-time front desk hiring will ramp up in mid-April.

SHARC continued to operate at winter staff level with the exception of the spring break week when the facility was fully staffed.

LIAISON AND COMMITTEE REPORTS

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

SUNRIVER SERVICE DISTRICT (SSD) REPORT

Director De Alicante reported he missed part of the meeting due to a work commitment but as was reported yesterday at the joint meeting, the Public Safety Building remains on time and on budget with work moving more to the interior of the building.

The SSD recently reclassified the Police and Fire Administrative Assistants to Executive Assistants, the Board Administrator position has been reclassified to Executive Administrator and a new position was created which is a Board Administrator position that Heather McGuire was hired to fill. This in turn created a necessary change in step and pay, plus a 7% cost of living increase. There was a fairly detailed discussion on when those increases should be effective.

Director De Alicante noted that currently the 2024/25 fiscal year budget for the SSD is projecting a \$55k deficit at the end of the fiscal year next June. President Beenen noted while that is how things look now, a lot of things can change between now and then and they may end the year with a balanced budget. However, the SSD Board has voted to maximize the millage rate to the \$3.45 per \$1,000 assessed value from the current \$3.33 per \$1,000 assessed value that Sunriver owners currently pay for police and fire services. While this will help get the district closer to a balanced budget there will not be any additional sources of revenue for next year to pay for any increases in expenses. So, it is going to be challenging for the district financially next year.

Director De Alicante reported the Police Department is going to sole source for the license plate reader cameras and they hope to implement those in June, something Director De Alicante is strongly in favor of.

President Beenen added the fire department is advertising for the last open position they currently have. President Beenen also noted that requirements for being hired at the fire department are vastly different from the police department so once they decide on an employee, that person can start in a matter of weeks, not months.

BOARD ACTION **SROA COMMITTEE POLICY**

Director Burke moved approval of the proposed changes to the SROA Committee Policy as presented. Seconded by Director Pederson, the motion passed unanimously.

Director De Alicante moved to amend the motion to modify the first sentence of Section 2 of the Committee Code of Conduct to read: *Ideas and concepts that affect the direction of the Association are often conceived and shaped by the committee forum and shall provide recommendations and/or outcomes that are both fact-based and reflective of representing a "for the good of the whole" community philosophy.* Seconded by Director Murray, the motion passed unanimously.

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

BOARD ACTION
1ST QUARTER CAPITAL TRANSFER

Director Mobley moved approval of the transfer of \$53,701.41 from the Regular Reserve Fund and \$56,955 from the SHARC Reserve Fund to the Operating Fund for the First Quarter Acquisitions. Seconded by Director De Alicante, the motion passed unanimously.

BOARD ACTION
RESOLUTION 2024-001 SUNRIVER CHARITABLE FUND

Director Pederson moved approval of Resolution 2024-001 to remove Robert Nelson from the Sunriver Charitable Fund and appoint Clark Pederson, Bill Burke and Mark Murray as the new Sunriver Charitable Fund Board members as described in the Resolution attached hereto. Seconded by Director Mobley, the motion passed unanimously.

OTHER BUSINESS
AUDITORS BALLOT RECOUNT

GM Lewis reported that he had information to share as a follow-up to an executive session item regarding direction and actions by the general manager regarding a threat of litigation regarding a request for information for our elections, particularly the blue envelopes that owners mail their ballots in and are required to sign to have their vote counted.

The planned communities act and the SROA Bylaws allow that information can be withheld unless SROA is confident it is being used for a proper purpose. SROA requested the reason for the individual wanting these and the response was checking the integrity of the elections. SROA was not willing to share those blue envelopes with this owner and instead agreed to do a recount of the ballots by an outside audit firm that was arranged for through SROA legal counsel.

SROA legal counsel engaged an independent auditor to review the most recent board election from July/August of last year to assist them to provide the legal services to SROA in this regard.

All communications with the auditor and the auditor's report are legally subject to a claim of attorney client privilege, it is an attorney work product and other privileges, protections, and immunities associated there with, we are retaining those.

With the Board's consent and the delegated authority over these legal services and through GM Lewis direction the GM read the following into the record of the meeting noting he was providing the report only and no other materials related to this. Provision of the final report does waive any privilege with respect to any other communications or documents involving SROA's legal counsel and the auditor that was retained. SROA expressly preserves all other materials as protected by the attorney client privilege, the attorney work product doctrine and all other privileges, protections and immunities associated with this product.

The original count had Director Burke at 1,241 votes, and per the recount by the accountant it was 1,317, an increase of 76 votes.

The original count had Director Gillies at 1,160 votes, and per the recount by the accountant it was 1,231, an increase of 71 votes.

The original count had Director Pederson at 1,348 votes, and per the recount by the accountant it was 1,440, an increase of 92 votes.

The original count had candidate Bob Tiernan at 538 votes, and per the recount by the accountant it was 588, an increase of 50 votes.

The candidate no vote, which is the under vote, or where an individual only voted for one or two of the three candidates, originally was 156 and per the recount by the accountant it was 153, a decrease of 3.

There were originally 13 write-in candidates and per the recount by the accountant it was 26, an increase of 13.

The auditors also counted the blue envelopes to see if the count agreed to what they expected based upon the number of ballots received. The expected based upon the recount numbers was 1,585. Per the recount there were 1,447 ballots and that is after opening 100 unopened ballots. Per our auditors working with the SROA Election Committee Chair, there were ballots that were returned by SR Resort that did not have blue envelopes. There was a total of 134 ballots from the Resort that were not in blue envelopes which explains most of the variance (138 vs 134) in the envelope count. The remainder were from owners who have more than one property and put more than one ballot in the blue envelope.

The 134 votes from the Resort consist of the lodging properties they own, the Lodge Condos and River Lodges, along with the ballots afforded them per Exhibit "B" of the Consolidated Plan. A long-time practice has allowed the Resort to cast all of the ballots and submit them in bulk in one large envelope signed by the Managing Director. This explains the discrepancy between the ballots and envelopes.

Recently the SROA Board made a change to the Bylaws that now requires every ballot must be in a blue envelope.

Also, as part of the recount, the auditor found a stack of 100 unopened ballots that had inadvertently not been counted and the ballots inside were not part of the original count done by the Election Committee. The envelopes were signed by owners and were confirmed by SROA representation there was no reason why they should not be included in the count.

The auditor opened all of those envelopes and added those to the results of the count which explains the increases in the number of votes that each candidate received. This resulted in the count being higher overall by 299 votes. While the recount resulted in more ballots and votes in total, the end result was the same with regard to those candidates that were elected. The percentages of change overall were essentially 1% or less so it did not have any bearing on the results of the election.

It is concerning that there were 100 envelopes that were not opened, and the ballots not counted, and to that end GM Lewis in subsequent elections, will meet with the Election Committee Chair and committee to discuss how to ensure this is prevented in the future. In this case, it was a pure oversight and an anomaly and is not indicative of the integrity of SROA's elections.

The auditors final report is available to any Sunriver owner that would like to see it.

Director Murray encouraged these results be included in an upcoming edition of the Scene which all in the room agreed with.

OTHER BUSINESS
PAUL CONTE EMAIL

GM Lewis referenced an email that was sent on Thursday evening to the Board and various members of the SROA staff. It is one of hundreds of emails that GM Lewis, the Board, and SROA staff have received from owner Mr. Paul Conte.

Mr. Conte's email refers to requests he has made for information clarification to Board members, the GM, and staff. GM Lewis commented he knows that staff has done their level best in responding to all of these emails. It's hard to keep track of all the emails from this particular owner, and when he has been provided responses there have been questions that have come back and in some cases the response, we previously provided is the response and an answer has been given or it will be clarified through a subsequent email or conversation. There is a point however, at which we cannot explain it or respond to it anymore. This becomes cumbersome, and affects staff's work when they are called out on something like this where they have provided the answer.

GM Lewis noted for the record that staff will not respond any longer to a request for information that has already been provided. If there is new information or new questions that have not been addressed, staff will wholeheartedly address those emails and provide answers in a cordial and professional manner.

OTHER BUSINESS
2024/25 BOARD OFFICERS

Vice President Burke noted he will be contacting sitting Board members to gauge their interest in serving in an officer position on the Board for the 2024/25 year. Per the SROA Bylaws, these appointments are to take place at the June meeting. Mr. Burke asked the board members to think about this and he will be in touch soon.

OTHER BUSINESS
PRESIDENTS MESSAGE

President Beenen commented that as the rest of the Board is aware, he writes the Presidents Message for the Scene each month. For the May edition, his article is about Transient Room Tax (TRT) and also briefly talks about the process we have gone through and the fact that we are really at the point that if we want to get access to TRT funds, we would need to look at incorporation. President Beenen read his proposed final paragraph to that message to get the Board's input. President Beenen noted he wants to be very clear that we are not talking about incorporating, we are talking about exploring the implications of incorporating.

Director De Alicante commented he very much prefers the current way Sunriver is governed with nine individuals who are also owners, deliberating issues that come before the Association and he would like to see that stay as it is. Director De Alicante questioned if this is being considered for study strictly due to the TRT dollars that Sunriver does not currently have access to.

President Beenen responded there is a huge financial impact of being a city and not being a city. President Beenen acknowledged Director De Alicante's comment that SROA is doing well noting that in his mind this is a forward-looking effort.

Director Gillies added he has no problem with looking into incorporation and what it would and would not do, but he does have a problem with the TRT Taskforce doing that because that it is not what their agenda is about. Director Gillies would prefer to see a taskforce strictly dedicated to finding out all the facts pro and con regarding incorporating and not just focusing on TRT dollars.

Vice President Burke commented he prefers that we investigate the issue further before saying anything. As owner Ron Angell mentioned in the Owners Forum yesterday, when incorporation was tried in Sunriver previously it was a very divisive situation for the community.

Treasurer Pederson added he feels the information and review is perfunctory at this point and he feels more in-depth information needs to be gathered first. Treasurer Pederson agrees with Director Gillies that a taskforce specific to this topic would need to be appointed.

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 4, Section 11, to discuss contractual, personnel and legal matters that may be subject to a claim of privilege. Seconded by Director Murray, the motion passed unanimously.

The public meeting recessed at 11:04 A.M.

The public meeting reconvened at 11:19 A.M.

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

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

The meeting was adjourned at 11:20 A.M.

Respectfully Submitted,

Scott Gillies, SROA Secretary

(2)

FINANCIAL REPORT & RESOLUTIONS

Approval of unaudited April 2024 Financials

(Board Motion Required)

INTEROFFICE MEMORANDUM

TO: FINANCE COMMITTEE
FROM: JOE HEALY
SUBJECT: APRIL 30, 2024 YEAR-TO-DATE UNAUDITED FINANCIALS
DATE: 5/13/2024

Income Statement

For the month ended April, 30, 2024, there was a net operating surplus of \$32,593 which was \$55,359 better than the budget. Operating revenues were under budget by \$19,953 due to Recreation Plus Card sales and community development fees. Salaries and wages were under budget by \$25,110 due to open positions in public works and recreation departments. As of this report date, all f/t recreations positions have been filled. Burden was under budget by \$21,785 due to the open positions and use of forfeiture funds for employer 401k match. Materials and services were under budget by \$23,345.

For the first four months of 2024, there was a net deficit of \$123,430 which was \$32,271 better than the budget. Operating revenues were under budget by \$48,832 due to Recreation Plus community development fees, and contracted vehicle repairs with the Sunriver Service District. There have been forty-nine fewer RPP passes sold in 2024 compared to the same time frame as 2023. Legal fees were over budget by \$65,368 through the first four months of 2024. Salaries and burden were under budget by \$108,896 through the four months of 2024 due to open f/t positions and the use of forfeiture funds.

In April, thirty-one homes were converted to bulk fiber and transitioned to SROA billing.

As of April 30, 2024, there was a combined operating and non-operating surplus of \$856,921 which was \$59,875 better than the budget.

Balance Sheet/Investments

Total assets as of April 30, 2024, were \$41,029,596. Cash and investments totaled \$18,614,391, a decrease of \$214,937 from March. As of April 30, 2024, there was \$18,583,000 invested in Federated Hermes Government Obligations Fund and US Treasuries with durations between 90-day and 5-years with an annual yield of 5.09%. Construction in progress included: public works building, deposit on waterslide refinish, carpeting at SHARC banquet hall, dog park fencing and SROA trail signs.

Sunriver Owners Association

Key Data Sheet

April 30, 2024

OPERATING	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Total Operating Revenue	\$1,046,977	\$1,066,930	(\$19,953)	\$4,196,003	\$4,244,835	(\$48,832)
Total Operating Expenses *	\$1,014,384	\$1,089,696	\$75,312	\$4,319,433	\$4,400,536	\$81,103
Operating Budget Surplus / (Deficit)	\$32,593	(\$22,766)	\$55,359	(\$123,430)	(\$155,701)	\$32,271

NON-OPERATING	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Total Non-Operating Revenue *	\$393,438	\$383,262	\$10,176	\$1,617,696	\$1,582,048	\$35,648
Total Non-Operating Expenses	\$185,203	\$189,825	\$4,622	\$637,344	\$629,300	(\$8,044)
Non-Op Budget Surplus / (Deficit)	\$208,235	\$193,437	\$14,798	\$980,352	\$952,748	\$27,604
Total Surplus / (Deficit)	\$240,828	\$170,671	\$70,157	\$856,921	\$797,047	\$59,875

* Includes Reserve Fund Contributions of \$1,293,172

Cash/Investment Balances	As of	As of	Change	12/31/23	12/31/24
	04/30/24	04/30/23		Balance	Projection
Operating Fund	\$5,317,157	\$5,745,273	(\$428,116)	\$2,606,877	\$1,939,748
Capital Reserve Fund	\$11,775,835	\$10,206,286	\$1,569,549	\$12,341,858	\$11,666,586
Recreation Operating Reserve Balance	\$1,399,587	\$1,332,635	\$66,952	\$1,376,495	\$1,445,771
SHARC Reserve Balance	\$121,812	\$361,871	(\$240,059)	\$83,512	\$0
Total Cash/Investment Balance	\$18,614,391	\$17,646,065	\$968,326	\$16,408,742	\$15,052,105

	12/31/2023	12/31/2022	12/31/24 Projected	12/31/25 Projected	12/31/26 Projected
Capital Reserve Percent Funded (Replacement Items & New Capital) * 70-100% Funded by 2042 per Consolidated Plan	71.3%	56.1%	67.8%	66.2%	54.8%

Replacement Reserves	As of 03/31/24
2024 Replacement Reserve Budget	\$3,166,359
YTD Expenditures	(\$89,890)
Remaining Budget - Replacement Items	\$3,076,469
2024 SHARC Replacement Reserve Budget	\$803,801
YTD Expenditures	(\$166,638)
Remaining Budget - SHARC Replacement Items	\$637,163
2024 New Capital Budget	\$2,009,524
YTD Expenditures	(\$632,700)
Remaining Budget - New Capital	\$1,376,824
Note: Funds are not transferred from Reserves to Operations until asset is placed into service	

Aging Summary (\$90,000 in Allowance for Bad Debt)				
current & over 30	over 60	over 90	over 120	Total
\$35,572	\$6,151	\$16,946	\$93,084	\$151,752

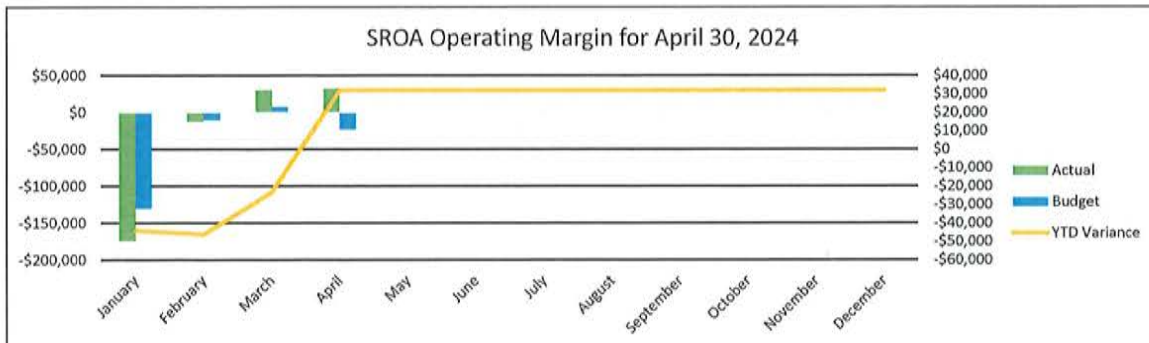
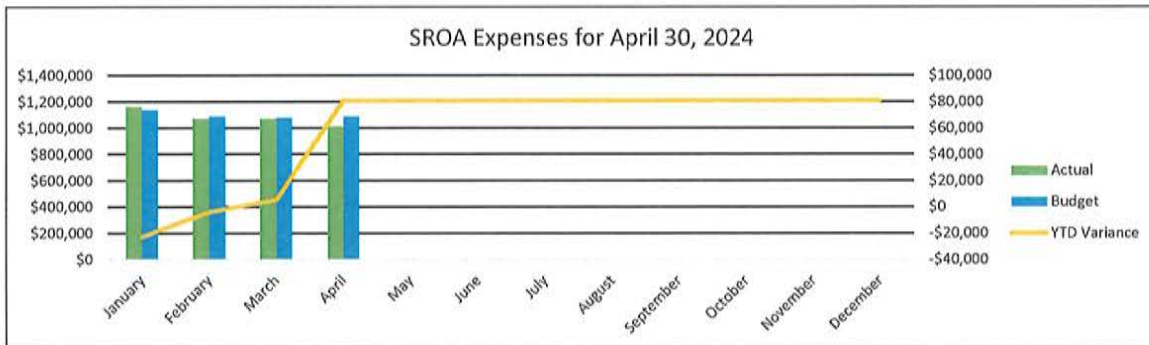
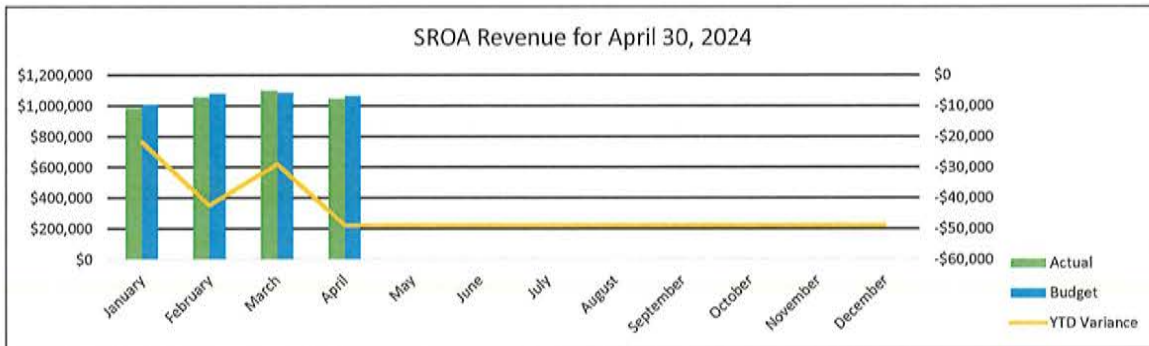
FTE (Current vs. Budget)				
	Recreation	PW/Fleet	Other	Total
Current	14.00	17.00	20.25	51.25
Budget	14.00	18.00	20.25	52.25

Recreation Pass Sales	As of 04/30/24	As of 04/30/23	Difference
Recreation Plus	831	880	(49)
Member Preference	4,075	3,839	236

SHARC Admissions (\$587k annual budget)	Current Month - 04/30/24			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Admissions	\$14,805	\$11,142	\$3,663	\$25,775	\$24,328	\$1,447

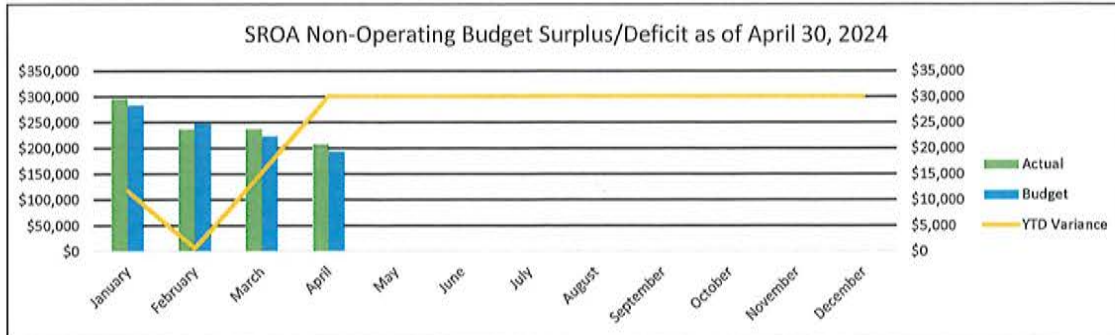
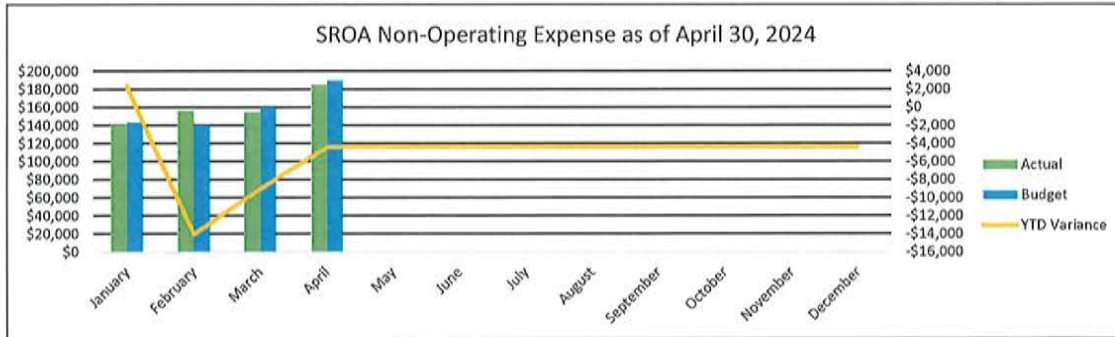
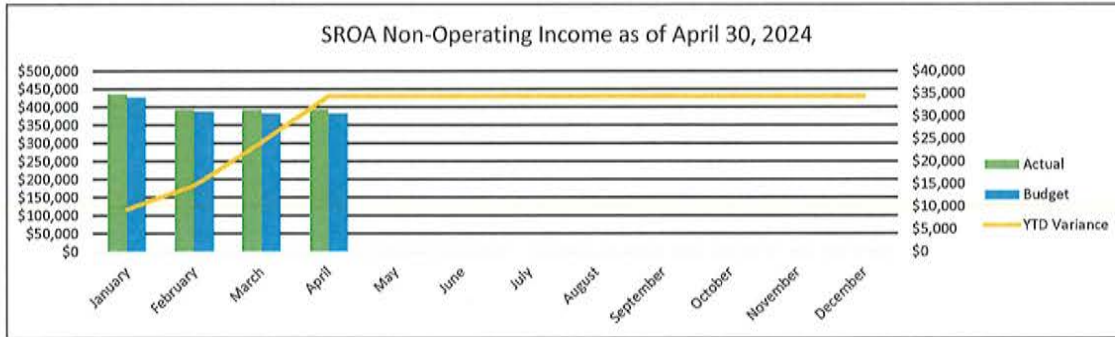
SROA Operating Income Statement as of April 30, 2024

Sources of Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
ASSESSMENTS	\$681,473	\$681,473	\$0	\$2,725,895	\$2,725,895	\$0
PROGRAM REVENUE	\$333,395	\$349,515	-\$16,120	\$1,309,197	\$1,360,030	-\$50,833
INTEREST INCOME - OPERATING	\$29,114	\$27,959	\$1,155	\$98,362	\$99,978	-\$1,616
OTHER INCOME	\$2,995	\$7,983	-\$4,988	\$62,549	\$58,932	\$3,617
Total Revenue	\$1,046,977	\$1,066,930	-\$19,953	\$4,196,003	\$4,244,835	-\$48,832
Department Expenses						
SALARIES	\$325,111	\$350,221	\$25,110	\$1,369,641	\$1,429,692	\$60,051
BURDEN	\$106,076	\$127,861	\$21,785	\$463,529	\$512,374	\$48,845
MATERIALS & SERVICES	\$188,976	\$212,321	\$23,345	\$834,644	\$861,298	\$26,654
Total Department Expenses	\$620,163	\$690,403	\$70,240	\$2,667,814	\$2,803,364	\$135,550
Non-Department Expenses						
INSURANCE & LEGAL	\$57,210	\$62,500	\$5,290	\$305,805	\$250,000	-\$55,805
OTHER EXPENSES	\$13,718	\$13,500	-\$218	\$52,641	\$54,000	\$1,359
RSRV FUND CONTRIBUTION	\$323,293	\$323,293	\$0	\$1,293,173	\$1,293,172	-\$1
Total Non-Department Expenses	\$394,221	\$399,293	\$5,072	\$1,651,619	\$1,597,172	-\$54,447
Total Operating Revenue & Expenses						
Total Operating Revenue	\$1,046,977	\$1,066,930	-\$19,953	\$4,196,003	\$4,244,835	-\$48,832
Total Operating Expenses	\$1,014,384	\$1,089,696	\$75,312	\$4,319,433	\$4,400,536	\$81,103
Operating Budget Surplus / (Deficit)	\$32,593	-\$22,766	\$55,359	-\$123,430	-\$155,701	\$32,271



SROA Non-Operating Income Statement as of April 30, 2024

Non-Operating Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
INTEREST INCOME - SKY PARK	\$221	\$175	\$46	\$766	\$700	\$66
SKY PARK ASSESSMENT	\$1,794	\$1,794	\$0	\$7,175	\$7,175	\$0
INTEREST INCOME - CAS	\$43,827	\$40,000	\$3,827	\$190,904	\$165,000	\$25,904
SPECIAL ASSESSMENT	\$24,303	\$18,000	\$6,303	\$125,678	\$116,000	\$9,678
REGULAR REPLACEMENT RESERVE	\$323,293	\$323,293	\$0	\$1,293,173	\$1,293,173	\$0
Total Revenue	\$393,438	\$383,262	\$10,176	\$1,617,696	\$1,582,048	\$35,648
Non-Operating Expenses						
DEPRECIATION	\$139,833	\$138,325	-\$1,508	\$559,026	\$553,300	-\$5,726
GAIN/LOSS ON SALE OF ASSET	\$0	\$0	\$0	\$0	\$0	\$0
SKY PARK EXPENSES	\$0	\$0	\$0	\$3,653	\$0	-\$3,653
RESERVE BANK CHARGES	\$1,547	\$1,500	-\$47	\$6,486	\$6,000	-\$486
LADDER FUEL REDUCTION	\$43,823	\$50,000	\$6,177	\$58,900	\$60,000	\$1,100
ROAD & PATHWAY PROJECT	\$0	\$0	\$0	\$9,279	\$10,000	\$721
GRANT REVENUE	\$0	\$0	\$0	\$0	\$0	\$0
OTHER RESERVE EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$185,203	\$189,825	\$4,622	\$637,344	\$629,300	-\$8,044
Other Reserve Expense						
Total Non-Operating Revenue	\$393,438	\$383,262	\$10,176	\$1,617,696	\$1,582,048	\$35,648
Total Non-Operating Expenses	\$185,203	\$189,825	\$4,622	\$637,344	\$629,300	-\$8,044
Non-Op Budget Surplus / (Deficit)	\$208,235	\$193,437	\$14,798	\$980,352	\$952,748	\$27,604
Oper & Non-Oper Surplus / (Deficit)	\$240,828	\$170,671	\$70,157	\$856,921	\$797,047	\$59,875



SROA Balance Sheet as of April 30, 2024

Assets

Accounts	Current Month	Previous Month	Change in Balance	Comments
CASH & INVESTMENTS				
OPERATING FUND - UNRESTRICTED	\$5,317,157	\$5,799,077	-\$481,920	Operations, transfer to Reserve Fund
OPER. RESERVE FUND - RESTRICTED	\$1,399,587	\$1,393,814	\$5,773	
RESERVE FUND - RESTRICTED	\$11,775,835	\$11,473,612	\$302,223	Transfer from Operations
SHARC RESERVE FUND - RESTRICTED	\$121,812	\$162,825	-\$41,013	
TOTAL CASH AND INVESTMENTS	\$18,614,391	\$18,829,328	-\$214,937	
RECEIVABLES				
A/R MISC	\$643	\$91	\$552	
NSF CHECKS	-\$66	-\$66	\$0	
MAINT FUND RECEIVABLES	\$151,752	\$159,173	-\$7,421	Collections
A/R RECREATION RECEIVABLES	\$326,758	\$321,135	\$5,623	
INVESTMENT INT RECEIVABLE	\$72,500	\$69,193	\$3,307	
CABLE TV ROW FEE RECEIVABLE	\$0	\$27,500	-\$27,500	Received TDS payment
DUE FROM SSD	\$12,480	\$5,072	\$7,408	
RESERVE - UNCOLLECTIBLES	-\$90,000	-\$90,000	\$0	
TOTAL RECEIVABLES	\$474,066	\$492,098	-\$18,032	
INVENTORY				
FUEL INVENTORY	\$11,215	\$17,483	-\$6,268	
MERCHANDISE INVENTORY	\$78,548	\$71,099	\$7,449	
TOTAL INVENTORY	\$89,763	\$88,582	\$1,181	
FIXED ASSETS				
REAL PROPERTY	\$27,627,309	\$27,627,309	\$0	
CAPITAL EQUIPMENT	\$7,873,058	\$7,873,058	\$0	
CONSTRUCTION IN PROGRESS	\$1,931,361	\$1,562,980	\$368,381	Public works building, water slide repair, dog park
ACCUMULATED DEPRECIATION	-\$16,141,159	-\$16,001,326	-\$139,833	
TOTAL FIXED ASSETS	\$21,290,569	\$21,062,021	\$228,548	
OTHER ASSETS				
PREPAID INSURANCE	\$398,247	\$449,254	-\$51,007	
OTHER PREPAID EXPENSES	\$162,560	\$182,182	-\$19,622	
TOTAL OTHER ASSETS	\$560,807	\$631,437	-\$70,630	
TOTAL ASSETS	\$41,029,596	\$41,103,465	-\$73,869	

SROA Balance Sheet as of April 30, 2024

Liabilities

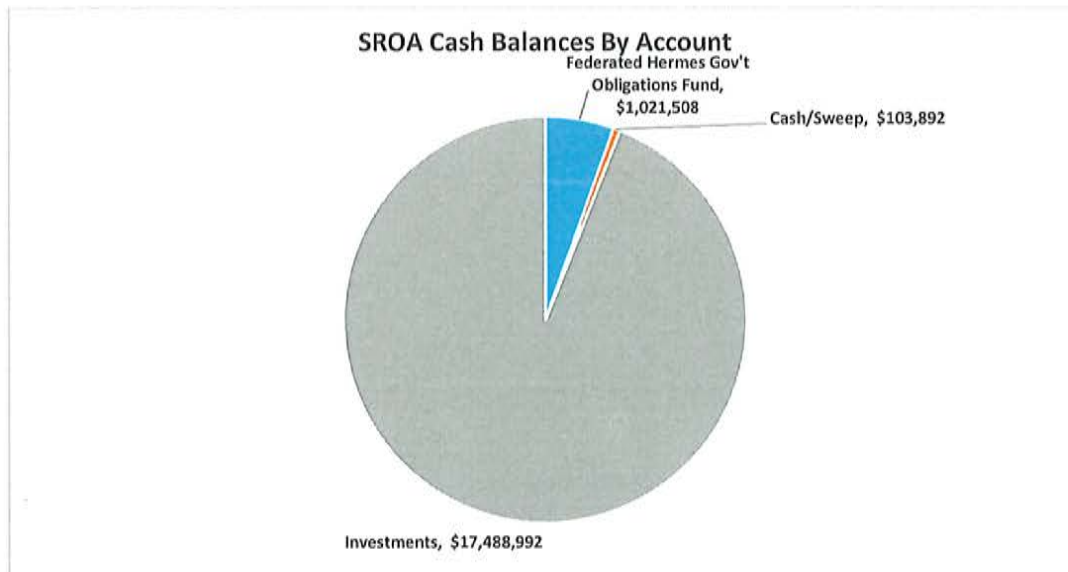
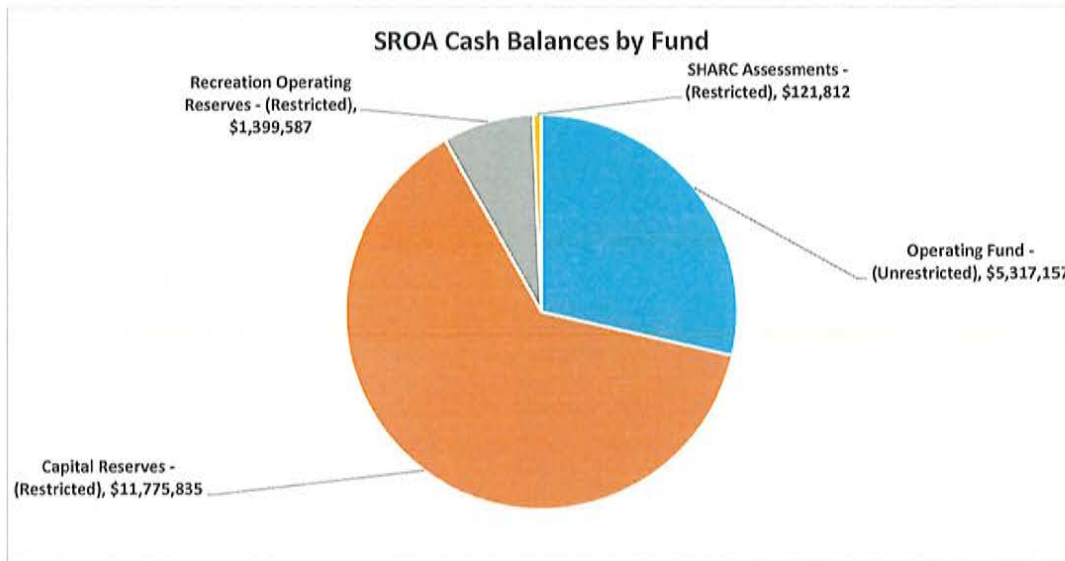
Accounts	Current Month	Previous Month	Change in Balance	Comments
ACCOUNTS PAYABLE	\$431,166	\$126,247	\$304,919	Timing of m/e close
ACCRUED LIABILITIES				
VACATION PAY	\$235,674	\$231,804	\$3,870	
PAYROLL TAXES AND BENEFITS	\$184,787	\$188,901	-\$4,114	
TOTAL ACCRUED LIABILITIES	\$420,461	\$420,705	-\$244	
DEPOSITS				
LEASE	\$7,500	\$7,500	\$0	
ESCROW, SHARC RENTAL	\$141,609	\$137,964	\$3,645	
TOTAL DEPOSITS	\$149,109	\$145,464	\$3,645	
DEFERRED REVENUE				
DEF REV - MAINTENANCE FUND	\$3,916,654	\$4,368,838	-\$452,184	Monthly recognition of revenue
DEF REV - MEMBER PREFERENCE	\$234,473	\$228,499	\$5,974	Pass sales and recognition of revenue
DEF REV - RECREATION PLUS	\$1,579,821	\$1,748,029	-\$168,208	Pass sales and recognition of revenue
DEF REV - CAMP	\$5,097	\$5,097	\$0	
DEF REV - GIFT CARD	\$7,754	\$7,754	\$0	
DEF REV - RV STORAGE	\$16,981	\$25,580	-\$8,599	Monthly recognition of revenue
TOTAL DEFERRED REVENUE	\$5,760,780	\$6,383,796	-\$623,016	
TOTAL LIABILITIES	\$6,761,516	\$7,076,212	-\$314,696	
RETAINED EARNINGS				
SURPLUS/(DEFICIT) CURR YR	\$33,411,159	\$33,411,159	\$0	
TOTAL RETAINED EARNINGS	\$856,921	\$616,094	\$240,827	
TOTAL LIABILITIES AND RETAINED EARNINGS	\$34,268,080	\$34,027,253	\$240,827	
TOTAL LIABILITIES AND RETAINED EARNINGS	\$41,029,596	\$41,103,465	-\$73,869	

SROA Cash Balances as of April 30, 2024

Fund Name	This Month Balance	Last Month Balance	Change in Balance	Apr 30, 2023
Operating Fund - (Unrestricted)	\$5,317,157	\$5,799,077	-\$481,920	\$5,745,273
Capital Reserves - (Restricted)	\$11,775,835	\$11,473,612	\$302,223	\$10,206,286
Recreation Operating Reserves - (Restricted)	\$1,399,587	\$1,393,814	\$5,773	\$1,332,635
SHARC Assessments - (Restricted)	\$121,812	\$162,825	-\$41,013	\$361,871
Total	\$18,614,392	\$18,829,328	-\$214,937	\$17,646,065

Account Holdings	This Month Balance	Last Month Balance	Change in Balance	Apr 30, 2023
Federated Hermes Gov't Obligations Fund	\$1,021,508	\$500,145	\$521,363	\$512,919
Cash/Sweep	\$103,892	\$364,189	-\$260,297	\$514,315
Investments	\$17,488,992	\$17,996,326	-\$507,334	\$16,618,831
Total	\$18,614,392	\$18,860,660	-\$246,269	\$17,646,065

FIW Monthly Fees \$2,387



SROA REVENUES Detail April 30, 2024

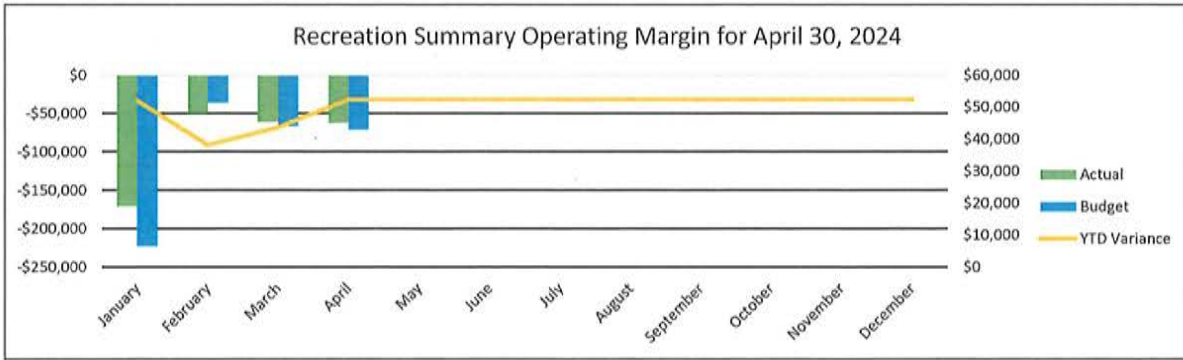
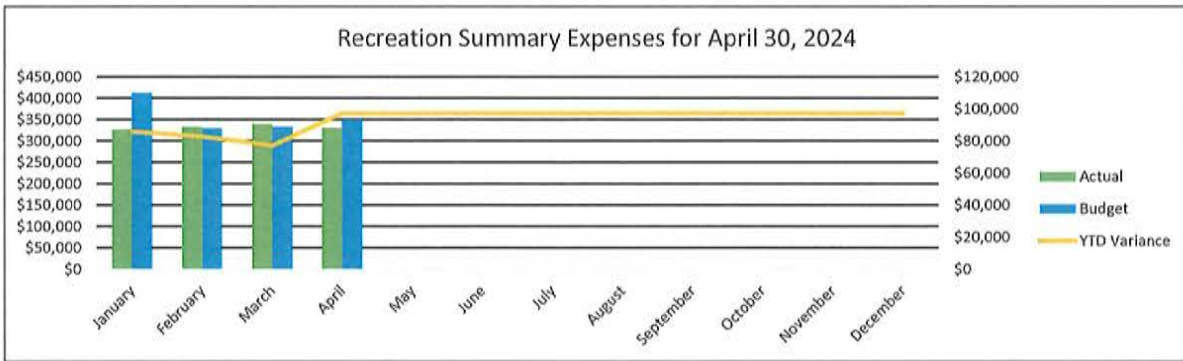
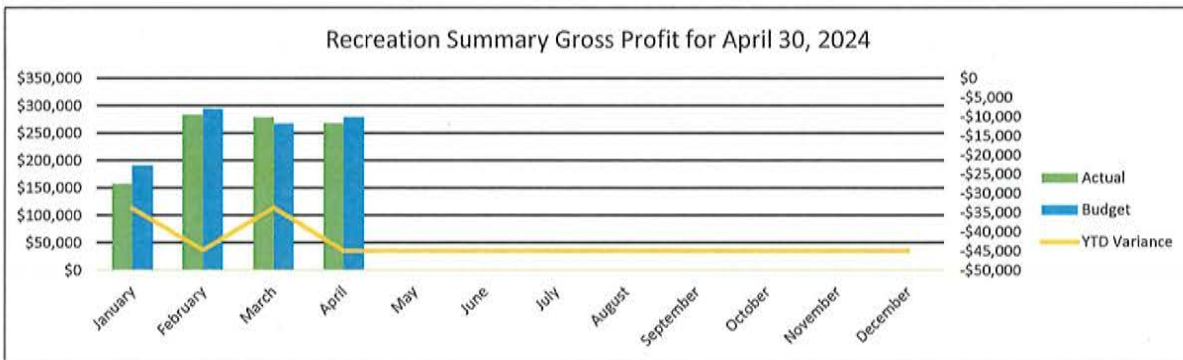
Sources of Revenue	Current Month			Year to Date			Comments
	Actual	Budget	Variance	Actual	Budget	Variance	
REGULAR ASSESSMENTS	\$665,795	\$665,795	\$0	\$2,663,179	\$2,663,179	\$0	
RESORT ASSESSMENTS	\$10,253	\$10,253	\$0	\$41,013	\$41,013	\$0	
COMMERCIAL ASSESSMENTS	\$5,425	\$5,425	\$0	\$21,703	\$21,703	\$0	
SKYPARK ASSESSMENTS	\$1,794	\$1,794	\$0	\$7,175	\$7,175	\$0	
FIN CHR/ LATE FEES	\$1,498	\$1,250	\$248	\$7,314	\$5,000	\$2,314	
INTEREST INC - OPERATING	\$29,114	\$27,959	\$1,155	\$98,362	\$99,978	-\$1,616	
INTEREST INC - SKYPARK	\$221	\$175	\$46	\$766	\$700	\$66	
INTEREST INC - RESERVE	\$43,827	\$40,000	\$3,827	\$190,904	\$165,000	\$25,904	Higher cash balance than budgeted
REC PROGRAMS & FEES	\$23,122	\$28,047	-\$4,925	\$98,136	\$102,651	-\$4,515	
RECREATION PLUS PROGRAM	\$208,534	\$213,596	-\$5,062	\$796,010	\$832,950	-\$36,940	Behind 2023 pace - 90.4% of goal
MEMBER PREFERENCE	\$41,120	\$43,497	-\$2,377	\$119,187	\$118,134	\$1,053	56.0% of goal
SPACE RENTAL	\$1,250	\$1,250	\$0	\$45,000	\$45,000	\$0	
SCENE ADVERTISING	\$21,579	\$21,000	\$579	\$100,420	\$86,000	\$14,420	Prepayments for 2024 ads
RV STORAGE	\$9,541	\$9,500	\$41	\$37,154	\$38,000	-\$846	
DESIGN REVIEW	\$14,650	\$22,875	-\$8,225	\$54,509	\$91,100	-\$36,591	Less design review fees/permits
CONTRACTOR REGISTRATION	\$1,425	\$750	\$675	\$9,825	\$4,575	\$5,250	Timing of payment received
FINES	\$3,250	\$500	\$2,750	\$25,710	\$9,500	\$16,210	Ladder fuel fines
A/V REVENUE	\$600	\$50	\$550	\$600	\$200	\$400	
PARK RESERVATIONS	\$2,480	\$1,000	\$1,480	\$4,395	\$2,750	\$1,645	
TRAIL USE FEES	\$0	\$0	\$0	\$0	\$0	\$0	
RIGHT OF WAY FEE	\$499	\$0	\$499	\$27,999	\$28,500	-\$501	
SUNRIVER SERVICE DISTRICT	\$5,734	\$7,100	-\$1,366	\$18,047	\$28,400	-\$10,353	Less vehicle repairs than budgeted
LA PINE REPAIRS	\$0	\$0	\$0	\$0	\$0	\$0	
SPECIAL ASSESSMENTS	\$24,303	\$18,000	\$6,303	\$125,678	\$116,000	\$9,678	SHARC payoffs
MISC INCOME	\$1,108	\$7,083	-\$5,975	\$27,441	\$26,202	\$1,239	
Total Revenue	\$1,117,122	\$1,126,899	-\$9,777	\$4,520,527	\$4,533,710	-\$13,183	

SROA Expense Detail April 30, 2024

Expense Categories	Current Month			Year to Date			Comments
	Actual	Budget	Variance	Actual	Budget	Variance	
ADMINISTRATION	\$106,989	\$119,425	\$12,436	\$466,207	\$519,666	\$53,459	Open position (2 months), IT supplies under budget
INSURANCE	\$47,886	\$50,000	\$2,114	\$190,437	\$200,000	\$9,563	Premium less than budget
ADMINISTRATION BUILDING MAINTENANCE	\$6,004	\$4,856	-\$1,148	\$21,490	\$19,761	-\$1,729	
COMMUNICATIONS	\$24,850	\$29,407	\$4,557	\$128,153	\$135,660	\$7,507	Timing of SHARC advertising expenditures
LEGAL	\$9,324	\$12,500	\$3,176	\$115,368	\$50,000	-\$65,368	77% of annual budget
NORTH POOL MAINTENANCE	\$4,799	\$7,599	\$2,800	\$13,442	\$22,761	\$9,319	Labor allocation
TENNIS MAINTENANCE	\$53	\$1,387	\$1,334	\$917	\$4,708	\$3,791	
PUBLIC WORKS/ROAD MAINT	\$82,247	\$94,650	\$12,403	\$439,817	\$380,145	-\$59,672	Labor, overtime, deicer/fuel due to winter storm
PATHWAY MAINTENANCE	\$2,133	\$7,465	\$5,332	\$14,896	\$26,891	\$11,995	Labor allocation
PARKS MAINTENANCE	\$8,171	\$10,913	\$2,742	\$14,748	\$31,679	\$16,931	Labor allocation
SKYPARK	\$0	\$0	\$0	\$3,653	\$0	-\$3,653	
STORAGE YARD	\$1,347	\$1,796	\$449	\$3,311	\$6,796	\$3,485	
ROAD RESURFACING	\$1,885	\$2,347	\$462	\$3,408	\$4,007	\$599	
SHARC MAINTENANCE	\$39,061	\$38,408	-\$653	\$139,622	\$133,294	-\$6,328	Concrete seal/anti-slip material
NORTH POOL REC	\$11,071	\$5,500	-\$5,571	\$24,429	\$23,600	-\$829	Chemicals
TENNIS REC	\$3,272	\$360	-\$2,912	\$3,964	\$1,020	-\$2,944	
RECREATION MGMT/SHARC	\$171,381	\$197,504	\$26,123	\$745,286	\$802,225	\$56,939	Labor and burden savings
COMMUNITY DEVELOPMENT	\$34,182	\$30,173	-\$4,009	\$132,010	\$120,482	-\$11,528	Vacation/labor accrual
NATURAL RESOURCES	\$32,503	\$38,664	\$6,161	\$161,577	\$188,985	\$27,408	Nature Center billing not received
FLEET SERVICES	\$38,793	\$48,222	\$9,429	\$163,371	\$195,120	\$31,749	Labor allocation
ACCOUNTING	\$48,122	\$48,452	\$330	\$176,350	\$172,046	-\$4,304	
PPD DUES EXPENSE	\$13,718	\$13,500	-\$218	\$52,641	\$54,000	\$1,359	
DEPRECIATION	\$139,833	\$138,325	-\$1,508	\$559,026	\$553,300	-\$5,726	
ROAD/PATHWAY PROJECTS & LFR	\$43,823	\$50,000	\$6,177	\$68,179	\$70,000	\$1,821	
Total Expense	\$871,447	\$951,453	\$80,006	\$3,642,302	\$3,716,146	\$73,844	

Recreation Summary April 30, 2024

Sources of Revenue	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
GATE FEE, ACCESS, PROGRAM	\$271,877	\$283,140	-\$11,263	\$1,004,138	\$1,048,535	-\$44,397
MISCELLANEOUS INCOME	\$76	\$0	\$76	\$76	\$0	\$76
Total Revenue	\$271,953	\$283,140	-\$11,187	\$1,004,214	\$1,048,535	-\$44,321
Cost of Goods Sold						
RECREATION COGS	\$3,302	\$3,275	-\$27	\$15,076	\$14,518	-\$558
Gross Profit	\$268,651	\$279,865	-\$11,214	\$989,138	\$1,034,017	-\$44,879
Expense Categories						
REC ADMIN/SHARC OPERATIONS	\$171,381	\$197,504	\$26,123	\$745,286	\$802,225	\$56,939
NORTH POOL OPERATIONS	\$11,071	\$5,500	-\$5,571	\$24,429	\$23,600	-\$829
TENNIS OPERATIONS	\$3,272	\$360	-\$2,912	\$3,964	\$1,020	-\$2,944
SHARC MAINTENANCE	\$39,061	\$38,408	-\$653	\$139,622	\$133,294	-\$6,328
NORTH POOL MAINTENANCE	\$4,799	\$7,599	\$2,800	\$13,442	\$22,761	\$9,319
TENNIS MAINTENANCE	\$53	\$1,387	\$1,334	\$917	\$4,708	\$3,791
DEPRECIATION	\$101,347	\$100,125	-\$1,222	\$404,526	\$400,500	-\$4,026
Total Expenses	\$330,984	\$350,883	\$19,899	\$1,332,186	\$1,388,108	\$55,922
Total Revenue & Expenses						
Gross Profit	\$268,651	\$279,865	-\$11,214	\$989,138	\$1,034,017	-\$44,879
Total Expenses	\$330,984	\$350,883	\$19,899	\$1,332,186	\$1,388,108	\$55,922
Gross Profit - Expenses	-\$62,333	-\$71,018	\$8,685	-\$343,048	-\$354,091	\$11,043



PW Summary April 30, 2024

Expense Categories	Current Month			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
PW ADMIN / ROAD MAINTENANCE	\$82,247	\$94,650	\$12,403	\$439,817	\$380,145	-\$59,672
PATHWAY MAINTENANCE	\$2,133	\$7,465	\$5,332	\$14,896	\$26,891	\$11,995
PARK MAINTENANCE	\$8,171	\$10,913	\$2,742	\$14,748	\$31,679	\$16,931
STORAGE YARD	\$1,347	\$1,796	\$449	\$3,311	\$6,796	\$3,485
ROAD RESURFACING	\$1,885	\$2,347	\$462	\$3,408	\$4,007	\$599
FLEET SERVICES	\$38,793	\$48,222	\$9,429	\$163,371	\$195,120	\$31,749
Total Expenses	\$134,576	\$165,393	\$30,817	\$639,551	\$644,638	\$5,087

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

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

SUNRIVER OWNERS ASSOCIATION
Board of Directors Meeting
May 18, 2024
General Manager's April 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*.
 - Attend SLED annual luncheon for south County businesses.
 - Continued follow-up work with SROA Legal Counsel regarding fine/fee lawsuits, HR issues, litigation and more – multiple meetings regarding ongoing litigation and new threats.
 - Multiple HR issues with HR Director and appropriate staff – including multiple interviews for vacant Recreation Manager position.
 - Attend and participate in the following monthly SROA Committee, Task Force and Work Group meetings as necessary: Strategic Plan Task Force, Owners Enrichment Committee, Finance Committee, Admissions Model Workgroup.
 - Meeting with Sunriver Property Managers – a check-in on multiple issues.
 - Met with Szabo Landscape Architects (along with Mark Smith) for multiple projects (Winners Circle Plan, Public Works Yard).
 - Attended County Commissioner's meeting RE: TRT issues.
 - Follow up meetings with Saj 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.
 - Met with Tom O'Shea and Thomas Samwell regarding Resort Maintenance Fees.
 - Meet with Sunriver Resort representatives – updates and forthcoming contracts.
 - Multiple meetings with consultant (and Kellie Allen) for the wage analysis.
 - Ongoing/regular monthly meetings with TDS Staff regarding the physical construction and eventual migration of owners to fiber and SROA account.
 - Participated in the Strategic Plan virtual forum hosted by Sunriver You.
 - Met with Todd Davidson, CEO Travel Oregon regarding TRT.

- **Accounting:**
 - Presented unaudited financial statements for month ended March 31, 2024.
 - Worked with Price/Fronk on December 31, 2023, audit fieldwork.
 - Worked with SAIF auditors on workers' compensation audit.
 - Worked with collection attorneys on past due accounts (mostly related to fines).
 - Began billing process for bulk fiber to home accounts.

- **IT:**
 - Outages:
 - None to report.

- Information Technology
 - Onboarded new IT Director (Gary Seifert).
 - Updating contact information on third party support. Example Pass point security we have added Gary as a contact.
 - Continue to get Nicole and Gary up to speed with the IT Department.
- Security/Compliance
 - Changed our region (Western) to continue to optimize our Microsoft Azure Cloud instance.
 - Pushed security updates to MS Antivirus client on SROA laptops.
- Research/ Training
 - Azure Administrator Training Continued.
- Community Development/SROA Database/GIS
 - Community Development
 - Citations
 - Citations records input optimization removing unnecessary data fields.
 - Database
 - Continued updating the database interface to reflect a more modern framework.
 - Refactoring database to make it more efficient.
 - GIS
 - Continued education on how to modify parcel data tax lots utilizing ESRI ARC GIS Pro.
 - Negotiated new annual 2024 contract for GIS licensing with ESRI.
- Training/Research
 - Requested proposal to upgrade Audio Visual (A/V) to support SHARC facility.
 - Met with Cook Security to evaluate and update gate card reader access solution. Today we have multiple aged card readers.
- RV Storage
 - Resolved multiple issues regarding reader/user access.
- **Communications:**
 - Scene:
 - April Scene advertising was \$21,748 (\$19,345 for April 2023).
 - There were 513 reads of the April online Scene. Readership from afar included Romania, Switzerland, Sweden, Brazil, Ireland, Spain.
 - Web sites / social media: In the past 30 days...
 - SROA top page: Weather, LFR/tree flagging, job opportunities, Design Manual forms.
 - SHARC top pages: Admission, Rec Swim, Quick Peek Operations.
 - 13K+ website visits included users from Canada, Germany, and Ireland.
 - Social media: prescribed burning.
 - Eblast included information about OEC Spring Fling Dance.
 - Projects:
 - Reviewed the Sunriver Style website and made numerous updates, fixed broken links, etc. The site still sees a couple thousand visits a month. An

owner who rents her home told us she loves the site and sends all her vacation rental guests there for information about what there is to do in Sunriver.

- Created a series of three postcards for Natural Resources that will be mailed to LFR courtesy and/or noncompliance letter recipients.
- Creating signage for the dog park.
- Working on redesigning the citation form used by Community Development.

▪ **Community Development:**

- Design Committee meetings are continuing to occur on a regular schedule, with multiple items on each agenda – the first April meeting consisted of 3 additions and 1 preliminary new home, and a rereview of hardscape. The second meeting consisted of one new home and one addition.
- There are currently (end of April) approximately 316 active projects/building permits (up by 29 from the previous month of March).
- The number of applications submitted in April was up slightly from the same month in 2023 – from 101 in 2023 to 108 in 2024.
- Continued issuing compliance letters for design and rule violations.
- Participated in Magistrate Hearings on violations and citations.
- 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.
- There were no appeals of Design Committee decisions.
- The Committee discussed a possible rule addition relative to fencing requirements for non-single residential properties.
- Paint survey and tree protection inspections will begin as weather permits.

▪ **Natural Resources:**

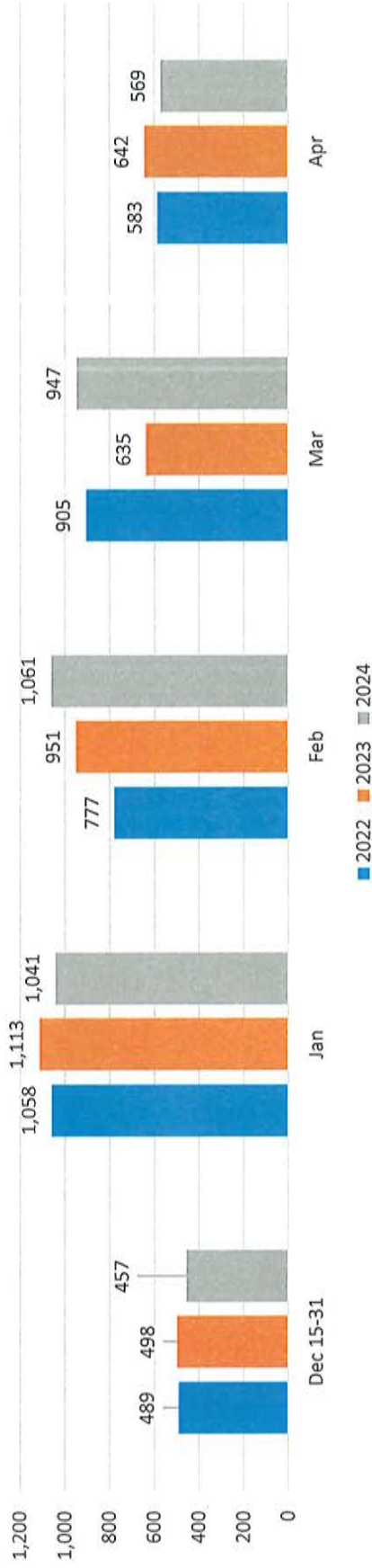
- Coordinated with SROA Communications Dept, Sunriver Fire Department, and Oregon State Fire Marshal regarding wildfire mitigation education and outreach.
- Continued GIS Platform Design project with IT Dept.
- Completed LFR and tree thinning at SHARC.
- Attended International Fire Behavior & Fuels Conference in Boise, ID.
- Participated in one judicial council hearing regarding tree and vegetation removal.
- Prepared and mailed LFR courtesy letters.
- Prepared and mailed wildfire outreach letters to properties that scored slightly lower than a LFR courtesy. These letters included defensible space and home hardening self-assessments.
- Prepared and mailed LFR deficiency reminder postcards.
- Prepared 1,000 ponderosa pine bare-root seedlings to celebrate Sunriver Arbor Week.
- Planted 500 ponderosa pine seedlings in restoration areas throughout the community.
- Continued Oregon spotted frog spring monitoring and egg mass surveys.
- Responded to phone calls and performed site visits for private property LFR and tree removal requests.

- **Public Works:**
 - Parks/Commons/Tennis
 - Fort Rock Park plan surveying completed. Design in process.
 - Split firewood for owners use in MMP behind gates ongoing.
 - Irrigation startup for Fort Rock, Water Fall Circle and SHARC.
 - Installed windscreens for all sport courts.
 - Drinking fountains de-winterized.
 - Applied new floor surface on River Access restroom.
 - Dog park project underway 40% completed.
 - Pathway/Roads
 - Crack sealing started with most of Sky Park tarmac completed.
 - Selected treatment for surface treatment of Sky Park tarmac and taxi way.
 - Developing a plan for the slurry project at SROA main entrance. All businesses will have access but will require understanding to navigate. Flaggers will be in place.
 - The contractor selected for 4.5 miles of pathway sealing with work to start in June.
 - Drone survey for 2-3 pathway completed.
 - Ladder fuels accomplished.
 - Fleet
 - Tire switch over.
 - Updating road sweeper.
 - Changing trucks for winter operation to summer.
 - Annual pump testing of wildfire engines.
 - Facilities/Aquatics:
 - SHARC
 - Removing covers and balancing outdoor pool chemistry.
 - Installed replacement U.V. drive cabinet, refurbished chamber.
 - Ordered replacement pool heater for outdoor.
 - Lighting renovation and reprogramming of Dillion/Pringle.
 - Received inspection report from pool slide manufacturer with recommendations. Work to be completed in September.
 - Anderson Pool Works is honoring warranty for indoor pool seam failure with work to be completed in May.
 - Resealed stairs and walkway and slides with a new product that will increase slid resistance. Note: this has been a safety issue in the past.
 - Tested a treatment for pool deck staining in a small area near deck restroom. It turned out great and we will need to budget for full deck treatment in 2025.
 - MEMBERS POOL
 - Removed covers and started to balance pool chemistry.
 - Slide inspected with recommend treatment for fall of 2024.
 - Public Works Building:
 - Steel skeleton 100% complete.
 - Block work is 100% complete.

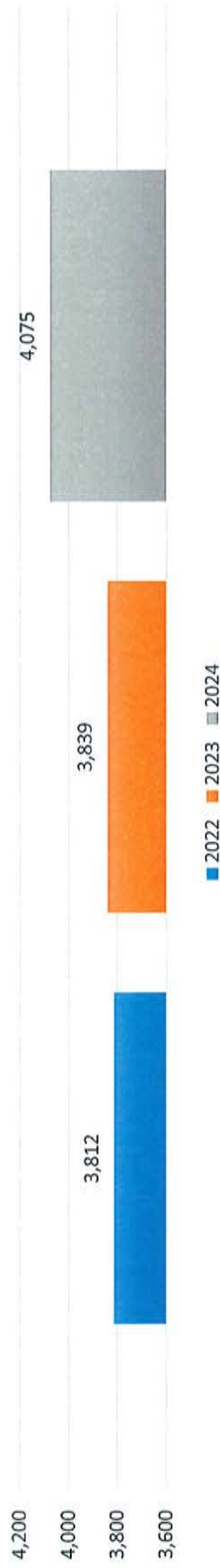
- Mid-State did not include utility boring in their estimate. We are hoping to control some of this unexpected cost by completing the work with PW staff this summer.
- On track to be completed October 2024.
- Miscellaneous/Other:
 - All PW staff received training from Recreation in first aid and CPR.
 - Working with Resort to meet USFS requirements for Canoe Takeout.
- **Recreation:**
 - Sales/Visits – YTD (3-31-2024)
 - 3,522 Memberships purchased YTD vs 3,205 YTD in 2023. This is 317 ahead of YTD last year. 2023 total was 7,287.
 - 817 homes are enrolled for 2024 RPP YTD vs. 868 YTD in 2023. This is 51 behind 2023 YTD. The primary reason for this is one property management company not enrolling 46 homes into the program for 2024.
 - 2024 SHARC saw 10,714 visits in March vs. 2023 at 9,718. This is 996 more in March 2024 than March 2023.
 - The gate admissions in March 2024 were 672 as compared to 463 in March 2023. This is 209 more than last year.
 - Operations
 - Director Leigh Anne Dennis was out on medical leave and returned May 1st.
 - New Full Time Hires Chris Matheny, Guest Services and Reghan Hope Events Coordinator start May 8, 2024.
 - Indoor Pool Closure for failed seam/joint epoxy seal (second time) May 13-19th. Outdoor pools will be open, weather permitting.
 - Hiring continues for seasonal positions including part time front desk and lifeguards.
 - Bigfoot BBQ (same as part two years) has been contracted for summer seasonal food operations at SHARC.
 - Staffing
 - Operating at winter staff levels – that will shift as facilities begin to open extended days/hours in May.
- **Board Tasks for March:**
 - There will be an Executive Session at the May 17th Work Session but not at the May 18th Business Meeting.

To: SROA Board of Directors
 From: KEITH KESSARIS
 Subject: April 2024 MEMBERSHIP SALES and ADMISSIONS ATTENDANCE
 Created: 05-09-24
 Membership Units Issued - Highlights

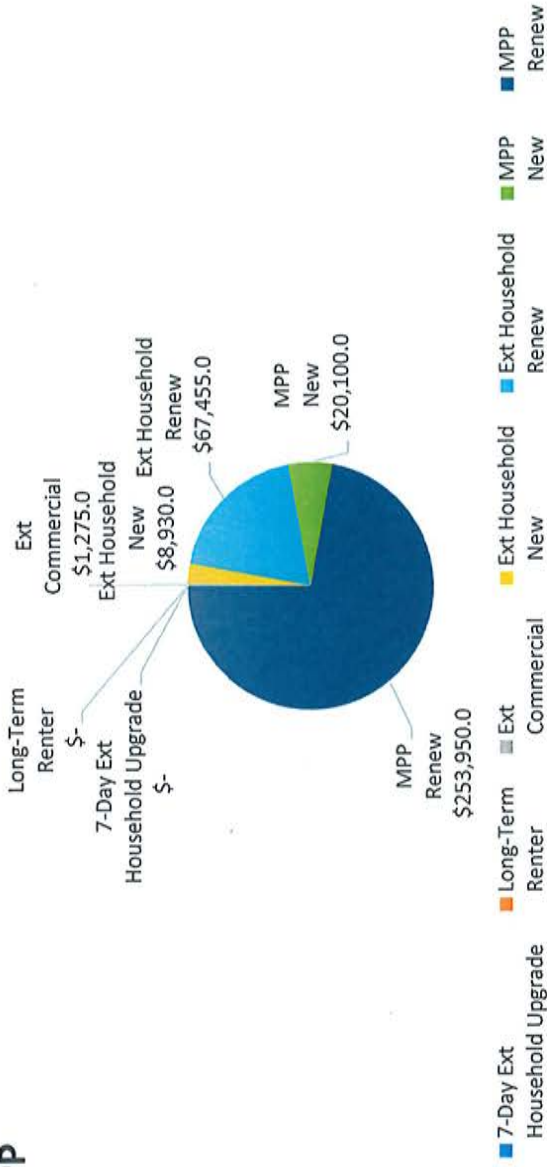
2022-2024 MPP Passes Issued By Month



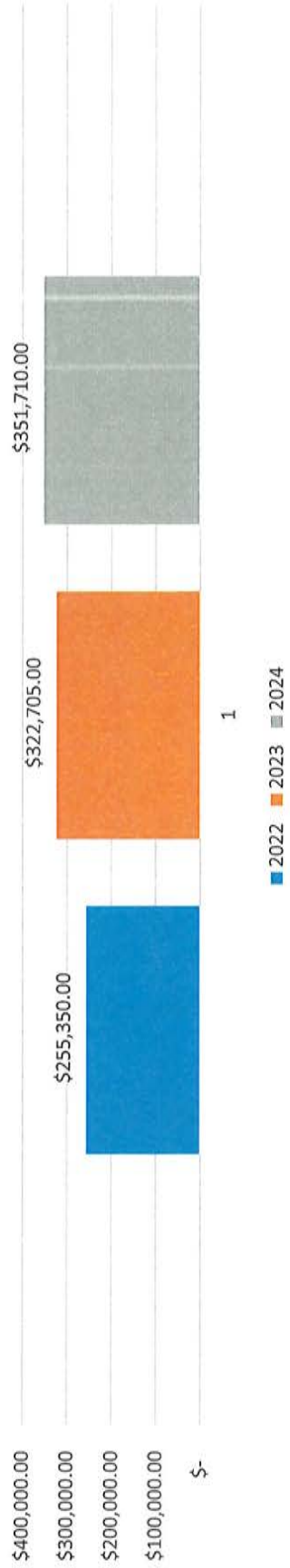
2022-2024 YTD MPP Total Passes Issued



2024 YTD MPP Income % of Total



2022-2024 YPT MPP Total Income



SROA Admissions Model Workgroup Monthly Recap: April 30, 2024

<u>Member Preference Membership issued - YTD as of:</u>			2024 vs 2023
	4/30/2024	4/30/2023	Variance
Member Preference - Sold YTD 2024 (New)	268	311	-43
Member Preference - Sold YTD 2024 (Re-new)	3,386	3,083	303
Member Preference - Sold YTD (New & Re-New)	3,654	3,394	260
All membership including Extended Household/Commercial	4,091	3,847	244

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

<u>Recreation Plus Program - 2024 YTD Sales</u>			2024 vs 2023
	4/30/2024	4/30/2023	Variance
Rec Plus Renewals	786	842	-56
Rec Plus New	45	38	7
<i>(14 enrollments in April 24' vs 12 in 23')</i>	831	880	-49

2024 Recreation Program Sales YTD by bedroom

<u>4/30/2024</u>	New	Re-new	
One Bedrooms (4 cards, \$1,323)	0	11	
Two Bedrooms (6 cards, \$1,984)	8	133	
Three Bedrooms (8 cards, \$2,646)	26	356	
Four Bedrooms (10 cards, \$3,307)	9	191	
Five Bedrooms (12 cards, \$3,969)	2	74	
SSD Purchase	0	1	
Six Bedrooms (14 cards, \$4,630)	0	12	
Seven Bedrooms (16 cards, \$5,292)	0	6	
Eight Bedrooms (18 cards, \$5,953)	0	2	
			Combined Total
2024 YTD Total	45	786	831
2023 YTD Total	38	842	880

2024 & 2023 Recreation Program Sales YTD by type

	4/30/2024	4/30/2023	2023 Totals
RPP's by Individual Property Owners	294	300	313
RPP's by Property Managers/Condo Assoc's	537	580	605
RPP Total - Prop Owners & Prop Mgrs.	831	880	918

Facility - Event Space Rental/A/V/Linens/Bar Sales YTD vs Budget	(\$7,824)	YTD Sales Total	\$25,044
2024 Event Space Rental/A/V/Linens/Bar - Annual Budget	\$115,000		
YTD % of Annual Budget	21.77%		
# of Paid Events Booked from May- December as of 04/30/24	23		

	2024	2023	
			2024 vs 2023
	Apr	Apr	YTD
Total overall admissions @ SHARC	7,736	6,653	1,083
Daily Admission Highlights:			
Member Preference	2,943	2,826	117
Member Guest \$ (60% discount off Gate price)	67	33	34
Extended Household (Annual)	302	218	84
Recreation Plus	3,480	2,685	795
Gate Admission	341	310	31
Central Oregon Sundays - Off-Season only in 2024	44	24	20
	2024	2023	2024 vs 2023
YTD Total SHARC Admissions - through 04/30	33,571	32,420	1,151

	2024	2023
Member Guest Passes issued through YTD	31,340	23,350
Guest Passes redeemed at SHARC	1,441	1,518
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 04/30/24	2023	
			2024 Annual Bgt YTD %	Annual Bgt YTD %
Note: Annual MPP, Ext. Household, Ext. Comm - Budget is:	\$632,065	\$353,660	56.00%	53.80%
Note: Annual Recreation Plus Budget is:	\$2,629,983	\$2,333,802	88.70%	95.30%
Note: Annual Gate Budget is:	\$580,357	\$33,555	5.78%	5.00%

Café	Season Sales	SROA %
	N/A	18%

Note: Opens Mem Day Wkd

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

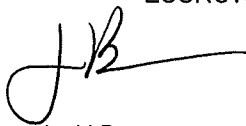
Created: April 15, 2024 by: Keith Kessarlis

DIRECTORS REPORT FOR COMMUNITY DEVELOPMENT

APRIL 2024

Line #	Community Development	Previous month Y-T-D	This Month		Prior Y-T-D	%Difference
	Activity		Current	Current		Current/Prior
			Month	Y-T-D		Y-T-D
1	BUILDING PERMITS ISSUED FOR NEW HOMES	0	1	1	0	0%
2	NEW CONSTRUCTION SUBMITTAL	2	1	3	4	-25%
3	REPLACEMENT HOMES (NEW CONSTRUCTION)	0	0	0	0	0%
4	MINOR ADDITIONS	8	1	9	9	0%
5	ALTERATION/ADDITIONS	19	4	23	10	130%
6	COMMERCIAL PROJECTS	0	0	0	2	-100%
7	MULTI-FAMILY RESIDENCES	0	0	0	0	0%
8	COMMON AREA IMPROVEMENTS	0	0	0	0	0%
9	PRELIMINARY PROPOSALS	2	1	3	7	-57%
10	RE-REVIEW APPLICATIONS	2	1	3	0	0%
11	ADMINISTRATIVE APPROVAL APPLICATIONS	190	108	298	281	6%
12	FOOTING INSPECTIONS PERFORMED	2	2	4	2	100%
13	FINAL INSPECTIONS PERFORMED	127	35	162	122	33%
14	ESCROW INSPECTIONS PERFORMED	11	5	16	14	14%
15	OWNER CONCERN FORMS ANSWERED	17	12	29	17	71%
16	OWNER COMPLIANCE REQUEST FORMS SENT	73	10	83	101	-18%
17	CONTRACTOR REGISTRATIONS 10/1-9/30/23	159	20	179	276	-35%
18	TOTAL WARNINGS ISSUED	1	3	4	14	-71%
19	TOTAL CITATIONS ISSUED	17	6	23	18	28%
20	DESIGN REVIEW NOTICES MAILED	98	135	233	1180	-80%

ESCROW ACCOUNT BALANCE: \$97,850 AS OF 3/31/2024



Jacki Bue

Community Development Director

**SROA Natural Resources Department
APRIL 2024**

Ladder Fuels Reduction (LFR) Program	April	Year to Date (YTD)	Previous YTD
Forest Management Permits*	451	597	823
Forest Management Notifications	0	3	NA
Courtesy Letters	423	423	601
Wildfire Outreach Self-Assessment Mailing	80	80	NA
Notice of Deficiency Advisory Letters	0	113**	132
Notice of Deficiency Advisory Postcard 1	108	108	129
Notice of Deficiency Advisory Postcard 2	0	0	NA
Notice of Deficiency (30-day Notice) Letters	0	0	0
Notice of Deficiency Postcard 3	0	0	NA
Notice of Violations	1	4	0
Inspections (Final & Fall LFR, MPB, other)	15	15	0
LFR Contract Area Notification Postcards	0	230	475
Noxious Weeds Program			
Outreach Postcard	0	0	NA
Courtesy Letters	0	0	0
Notice of Deficiency Letters	0	0	0
Notice of Deficiency Reminder Postcard	0	0	0
Notice of Violations	0	0	0
Inspections completed	0	0	0
Other letters/postcards	0	0	0
Firewood Permit Program			
2024 Permits issued	24	89	150

* Includes permits issued with LFR courtesy and deficiency letters

** Correction

NA Not applicable

Department Highlights:

- Coordinated with SROA Communications Dept, Sunriver Fire Department, and Oregon State Fire Marshal regarding wildfire mitigation education and outreach.
- Continued GIS Platform Design project with IT Dept.
- Completed LFR and tree thinning at SHARC.
- Attended International Fire Behavior & Fuels Conference in Boise, ID.
- Participated in one judicial council hearing regarding tree and vegetation removal.
- Prepared and mailed LFR courtesy letters.
- Prepared and mailed wildfire outreach letters to properties that scored slightly lower than a LFR courtesy. These letters included defensible space and home hardening self-assessments.
- Prepared and mailed LFR deficiency reminder postcards.
- Prepared 1,000 ponderosa pine bare-root seedlings to celebrate Sunriver Arbor Week.
- Planted 500 ponderosa pine seedlings in restoration areas throughout the community.
- Continued Oregon spotted frog spring monitoring and egg mass surveys.
- Responded to phone calls and performed site visits for private property LFR and tree removal requests.

(4)
LIAISON & COMMITTEE REPORTS

MEETING MINUTES

Design

Finance

Owner Enrichment

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

Covenants (last 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 May 16th)

Nominating (Met on May 7th)

**Owner Enrichment Committee
(Met on May 8th)**



**SUNRIVER DESIGN COMMITTEE
MEETING SUMMARY
APRIL 26, 2024**

**PRESENT: Richard Look, Chairperson; Curt Wolf, Theresa Youmans, Mary Beth Collon,
Mary Fister**

**ALSO PRESENT: Shane Bishop, Design Review Planner; Jacki Bue, Community
Development Director**

Design Committee Chair, Richard Look called the meeting to order at 10:00 a.m. The minutes of the 4/12/2024 meeting were approved.

ADDITION/ALTERATION

Lot #11 Shag Bark Lane

Project: Addition

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows: The Design Committee decision is based on the Design Committee Manual dated **12/19/2020**.

Approved subject to the following conditions:

1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
 - a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
 - b. Submit a revised site plan showing accurate existing >4" dbh tree locations, type, and size. Include any trees proposed for removal.
 - c. Submit a revised site plan showing the following:
 - i. Outline of adjacent homes and structures.
 - ii. Existing trees and any trees proposed for removal.
 - iii. Trash and a/c enclosures.
 - iv. Exterior light locations.
 - d. Coordinate the light fixture locations and descriptions on the floor plan and elevations.

2. Prior to installation a complete/materials board and/or manufacturer cut sheets for any new siding, paint/stain, doors, exterior lighting, windows, roof material, stone, deck material, deck railings, etc. NOTE: Owner should not purchase any exterior products prior to Design Committee written approval.
3. Prior to completion of this project, the following items shall be completed:
 - a. Remove all lattice material per Section 17.09 of the Design Committee Manual (DCM).
 - b. Repaint the entire house in compliance with Section 19 of DCM.
 - c. Canoe and canoe rack shall be screened from view or stored out of sight as required by Section 3.01.2 of the DCM.
4. The following item is a recommendation for the applicant to consider:
 - a. Extend 1st floor Master bedroom to include the space/portion under the 2nd floor den.

NEW CONSTRUCTION

Lot #6 Pine Mtn Lane

Project: New Home

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows: The Design Committee decision is based on the Design Committee Manual dated **12/19/2020**.

Approved subject to the following conditions:

1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
 - a. Note accurate existing >4" dbh tree locations, type, and size on the site plan. Include trees proposed for removal.
 - b. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction.
 - c. Coordinate flagged trees on site with site plan. Contact Natural Resources at 541-593-1522 for items 1.a and 1.b.
2. Prior to completion of this project, the following items shall be completed:
 - a. Staging area shall be contained within the driveway area per DCM 6.02.5.
 - b. Driveway shall not extend beyond any setback except for the connection to the lane. Recommend moving the driveway further away from setback line to avoid any unintentional encroachment.
 - c. Roof overhangs are shown at the setback line. Careful measurement is needed during construction to avoid unintentional encroachment.
3. Prior to installation:
 - a. Provide full materials and colors board for full Committee administrative review.
4. The following items are recommendations for the applicant to consider:

- a. Construct trash enclosure to comply with Section 3.15.b.2 of the DCM dated March 16, 2024.
- b. Consider landscaping to screen new construction from existing homes.

Other Business:

The Committee had a discussion relative to fencing on all non-single residential properties in Sunriver. No rule change was proposed.

The Committee had a discussion relative to the yard art/ornamentation rule as it appears in Section 4.02(B) of the Sunriver Rules and Regulations.

Respectfully submitted,



Richard Look
Design Committee Chair

electronic signature used with permission



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

PRESENT: Richard Look, Chairperson; Charlie Meyer, Mark Feirer, Bev Cook, Louise Howard, Don Barnes

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

Design Committee Chair, Richard Look called the meeting to order at 10:00 a.m. The minutes of the 3/22/2024 meeting were approved.

ADDITION/ALTERATION

Lot #5 Crater Lane

Project: Addition <600 sq ft

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

Approved subject to the following conditions:

1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
 - a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
 - b. The new storage area will have minimal visual impact on adjacent properties and is therefore approved as proposed.
 - c. Correct lot coverage calculations for the pavilion and breezeway. They appear to total approximately 658 sf instead of 385 sf as listed in the current lot coverage calculation.
 - d. Update plans and application to include all missing items required by the previous deferral letter:
 - i. Show material staging area on the site plan per Design Committee Manual (DCM) Section 2.05.(d). Staging shall be on the driveway.
 - ii. Provide details of the trash enclosure per Section 2.02(c)4 of the DCM.
 - iii. Provide product information for the proposed passage door at garage per DCM Section 3.07.

- iv. Provide details regarding new hot tub enclosure. Privacy walls shall comply with Section 3.15 of the DCM and be 5 ft. in height. Delete references on sheet A1-5 to maximum height of 6 ft.
 - v. Provide cut sheets and/or brochures for all proposed exterior lighting fixtures. Lighting shall comply with DCM 3.19.
 - e. Label new decks 1 & 2 on the site plan.
 - f. Label new roof over existing trash enclosure on site plan.
 - g. Remove notes from the site plan regarding windows.
 - h. Submit changes noted above for administrative review.
2. Prior to completion of the project, the following conditions of approval shall be met:
- a. All vertical surfaces of the deck and stairs shall be painted house body color per DCM 3.10(a)7. Screen walls shall be house body color.
 - b. Landscaping plans, if any, shall be submitted for review.
 - c. If engineering requires the installation of knee braces as suggested on the elevations, they shall be installed at all similar locations of the pavilion for visual consistency.
3. The following items are recommendations for the applicant to consider:
- a. The proposed new roof over the trash enclosure, though small, is not consistent with existing and proposed architectural features on the home and may not effectively protect the enclosure. Revise the roof to better complement the existing architecture by extending it and supporting it on posts extending from the enclosure walls. Submit any changes for administrative review.
 - b. Consider extending the existing house hip roof to form a roof over the storage area. This roof shall match existing roof material or future roofing.

Lot #12 Central Lane

Project: Addition >600 sq. ft

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

Approved subject to the following conditions:

- 1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
 - a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
 - b. Submit a revised site plan showing accurate existing >4" dbh tree locations, type and size. Include any trees proposed for removal. Per Form D.
 - c. Show the location and/or relocation of the electric meter on the site plan and the exterior elevations.

- d. Show the finish floor elevation on the site plan as required by Form D.
- e. The highest ridge height shown on the site plan and exterior elevations shall be dimensioned from the existing site elevation of the original building at the midpoint of the building footprint.
- f. The property description sheet doesn't have the landscape plan noted as included or not.
- g. Coordinate the floor areas shown on the floor plan sheet with the areas shown on the site plan.
- h. Item 2a of the 3.25.24 deferral letter calls for the driveway to be reduced in size. You made the driveway larger. Delete the 20' x 10' parking zone at the right side of driveway and show it near the lane. Align the edges of the driveway with the front right corner and front left corner of the garage. Show the walkway to the trash no more than 4' wide going around the corner. A backup space no larger than 10' x 10' may be incorporated into the curve at the left side of the driveway for backup space.
- i. All new windows shall match the existing windows in color.
- j. Revise the 16070-garage door label on the floor plan to match the 16080-garage door shown on the exterior elevation.
- k. Label the sizes and operation of all three windows at the Master. Label the operation of the windows per Form D. Note: vinyl windows may not be available in a 3060 casement.
- l. Label all windows on the floor plan that do not open as fixed.
- m. Show the cedar shake as noted on the front elevation.
- n. Label the wainscot stone cap on the exterior elevations.
- o. Label the 2x or metal cap on the screen walls on the exterior elevations.
- p. Label the size of the corner trim on the exterior elevations per Form D.
- q. Change the window head trim at the game room and bedroom 2 gable ends to a 2x to flush out with the 2x belly band.
- r. Submit detail of new proposed eave.
- s. Show fireplace vent on exterior elevation.
- t. Show all exterior lights on floor plan and site plan.
- u. Revise and resubmit drawings for administrative review.
- 2. Prior to installation, the following is required to be completed:
 - a. Submit a full colors and materials board for administrative review and approval.
 - b. Submit cut sheets or details for the exterior light fixtures and garage door.
- 3. The following item is a recommendation for the applicant to consider:
 - a. Recommend not cutting off the 4 x 12 rafter tails (shown on detail 2/A6.0) at the portion of the existing roof that is to remain.

Lot #7 Crater Lane

Project: Addition >600 sq. ft

The Committee reviewed, evaluated and considered all information in the record, including all written and oral information provided by the applicant and staff, relative to all applicable Design Manual criteria that pertains to this project in making their

decision. Based on this review as noted, the following findings, decision and recommendations of the Design Committee are provided as follows:

Approved subject to the following conditions:

1. Prior to the issuance of a Sunriver building permit, the following items are required to be submitted and approved:
 - a. Protected Root Zones (PRZ's) shall be installed around selected trees according to Natural Resources guidelines and maintained for the duration of construction. Contact SROA Natural Resources at 541-593-1522 to arrange an on-site visit.
 - b. Submit a revised site plan showing accurate existing >4"dbh tree locations, type and size. Include any trees proposed for removal. Per Form D.
 - c. A Certified Arborist report shall be submitted for review and approval and shall clearly detail protective measures to ensure the survival of any Ponderosa pine located within or near all proposed construction areas.
 - d. Resubmit plan documents that do not meet submittal requirements, as below:
 - I. Site plan scale must be 1:10.
 - II. Dimension rear setbacks on site plan.
 - III. Calculate and record all enclosed areas on floor plans, per Section 3.15(b)1 of the Design Committee Manual (DCM).
 - IV. Move FAR calculations to the floor plan page per form D.
 - V. Note hot tub enclosure walking surface, type and color, on lower floor plan per Section 3.05 (a) and (b).
 - VI. Clarify page 5 enclosure details for each enclosure, show measurements, and ensure coverage of any supporting and/or metal elements. DCM 3.15.
 - VII. Correct elevations to show existing and new structures.
 - VIII. Correct elevations to ensure trash enclosure gate is same color and material as siding. DCM 3.15(a)5.
 - IX. Correct front elevation to have only 2 light fixtures on the garage and add house number. DCM 3.19 (b) and (e).
 - X. Correct form D, removing white windows which are not allowed. DCM 3.09(a)1.
 - e. Submit deck and roof detail over the bunkroom, missing sheet 11. Revise elevations to match for administrative review.
2. Prior to installation submit for any new items or elements, a complete colors/materials board and/or cut sheet including, but not limited to siding, paint/stain, garage door, exterior lighting, windows, roof materials, stone, deck material, deck railing. NOTE: Owner should not purchase any exterior products prior to Design Committee written approval. Submit cut sheet for crawl space entry door.
3. Prior to completion, the following item is required to be completed:
 - a. All vertical surfaces shall be painted house body color, including deck railings, support columns, riser, stringers and fascia, and any other elements found in DCM 3.10.1.6&7.

PRELIMINARY NEW CONSTRUCTION

Lot #9 Balsam 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 as follows:

Denied for the following reason(s):

1. The rear setback distance has been calculated incorrectly. When the correct distance is applied, the proposed hot tub enclosure encroaches into the setback. Revise plans to show the correct rear setback as described in Section 3.02(d)1(c) of the Design Committee Manual (DCM) and reconfigure the hot tub enclosure as needed to avoid encroachment into any setback.
2. Upon resubmittal, the following items shall also be addressed per project checklist for Type 3 preliminary review:
 - a. Note accurate existing >4" dbh tree locations, type, and size on the site plan.
 - b. Proposed square footage shall include the garage. Correct form D.
 - c. Clarify "edge of pavement" lines on the site plan to clearly indicate Balsam and White Elm Lanes.
 - d. Add missing elements required by the checklist including:
 - I. Show maximum ridge height on the site plan.
 - II. Show exterior light fixtures on elevations.
 - III. Add calculation to the site plan for enclosed outdoor areas per section 3.15(b)1 of the DCM and preliminary plan checklist.
 - IV. Show all missing dimensions.
 - V. Verify that the east wall of the great room is drawn correctly on the rear elevation.
 - VI. Show the location of adjacent homes on the site plan.
 - e. Locate and identify right rear property pin.
3. The following item is a recommendation for the applicant to consider:
 - a. Reverse plan to provide a more attractive appearance to White Elm Lane per Section 1.01 of the DCM.

RE-REVIEW

Lot #19 Loon Lane

Reconsideration of denied hardscape

Upheld the Committee's denial decision of 3/8/24.

Respectfully submitted,



Richard Look
Design Committee Chair

electronic signature used with permission

Finance Committee Minutes

April 18, 2024

SROA Board Room

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

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 March 14, 2024

The Committee unanimously approved the Finance Committee minutes of March 14, 2024.

Review of March 16, SROA Board Actions

There were no comments on the March 16, 2024 SROA Board Actions Items

Approve March 31, 2024 Unaudited Financial Statements

For the month ended March 31, 2024, there was a net operating surplus of \$30,538 which was \$22,802 better than budget. Operating revenues were over budget by \$13,444 due to Member Preference Card sales, Scene advertising and compliance fines. Salaries and burden were under budget by a combined \$42,689 due to open positions in public works and recreation departments. Materials and services were over budget by \$21,505 sanding cinders/deicer, SHARC equipment maintenance and timing of contract services payments in administration.

For the first quarter of 2024, there was a net deficit of \$156,024 which was \$23,088 behind budget. Operating revenues were under budget by \$28,879 due to Recreation Plus and contracted vehicle repairs with the Sunriver Service District. There have been fifty-one less RPP passes sold in 2024 compared to the same time frame as 2023. Legal fees were over budget by \$68,544 through the first three months of 2024. Salaries and burden were under budget by \$62,000 through the first quarter of 2024 due to open f/t positions.

As of March 31, 2024, there was a combined operating and non-operating surplus of \$616,094 which was \$10,280 behind budget.

Total assets as of March 31, 2024, were \$41,103,465. Cash and investments totaled \$18,829,328, a decrease of \$31,332 from February. As of March 31, 2024, there was \$18,741,692 invested in Federated Hermes Government Obligations Fund and US Treasuries with durations between 90-day and 5-years with an annual yield of 5.09%. Interest payments due from US Treasury Bonds were reclassified to receivables. Fixed assets placed into service during the first quarter included a Ford Escape, SHARC pool covers, SHARC banquet tables and Mary McCallum BBQ's.

Cash Flow Update

As of March 31, 2024, there was \$18,829,328 in total cash and investments of which \$5,799,077 was in the operating fund.

1st Quarter Capital Reserve Transfer

The Committee unanimously approved the 1st quarter capital transfers of \$53,701.41 from the Regular Reserve Fund to the Operating Fund and \$56,955 from the SHARC Reserve Fund to the Operating Fund.

The meeting adjourned at 10:42AM

The next Finance Committee meeting is set for May 16, 2024 at 9AM

Submitted by Joe Healy

Sunriver Owner Enrichment Committee
Minutes from April 10, 2024, 2:00pm

Call to Order: 2:04 pm

Attendance: Chair Mark Fidler, Secretary/Treasurer Meagan Iverson, Katie Keller, Sandy Appleby, Paul Ash, Kathy Vogel, General Mgr. James Lewis, Jerry Jeldness, Events Manager Beth Herron, Board Representative Linda Beard

Absent: Carol Mosman, Susan Jain

Approve Minutes from March 6, 2024 meeting:

Kathy Vogel moved to approve with corrections, Katie Keller second. All in favor.

SROA Board Update — Linda Beard & James Lewis

- ** Board work session and meeting next week, plus the joint SSD/SROA meeting.
- ** Dog park work is beginning - fencing, posts, pathway changes. Could be done in June. Mark reminded that OEC is available to help plan a ribbon cutting.
- ** Surveying occurring at Fort Rock Park for master plan of which amenities are actually used, which need replaced/upgraded. Also review of the old tennis court area on Winners Circle.
- ** Next tunnel to be replaced is River Road by the Nature Center.

SROA Staff Update — Beth Herron

- ** Hired new Events Coordinator (FT) plus 2 part time staff
- ** Turf Tunes June 16-July 21
- ** Uncorked Sept 13-14 (same as pickleball tournament)
- ** No ticketed concert
- ** Painted Benham Hall, new flooring and lighting and aesthetic updates upcoming

Current/In-Progress OEC Activities

Sunriver You — Katie Keller

- ** Upcoming classes/presentations include Steens wilderness, SROA long range planning forum, adventure travel forum, dental care, Sunriver area hiking trails, pétanque.
- ** Rest of summer scheduling will be light, no new classes beyond pétanque.
- ** Lots planned for fall.

Spring Fling Dance/Lessons – Sandy Appleby

- ** Dance is April 13, 7-9pm at Benham Hall. Limited to 100 participants. Open to Sunriver area, not just owners. \$20 per person.
- ** Registration is live on BendTicket. 51 signed up so far.
- ** Lessons have had 6-8 people, last session is this Friday.
- ** Volunteer or 2 needed to help during the dance. Meagan volunteers to help with check-in.

Summertime Yoga — Kathy Vogel

** Proposing yoga at Fort Rock Park and/or Member Pool, once or twice a week, mid-mornings. Need to work out payment structure. Perhaps a guarantee minimum from OEC budget and paid on a drop-in basis from each attendee.

** Linda Beard recommends Jennifer Noteboom, a La Pine-based instructor who's currently offering \$10/class at a private home.

** Mark checked with Sage Springs and they were willing but seems less than ideal.

OEC Community Awareness discussion — Meagan Iverson

** Meagan proposes this be a standing agenda item for OEC meetings

** Kathy suggested flyers on bulletin boards.

** James shared how newer people can feel intimidated to join in but might not be the most outgoing, consider how we can engage them, too.

** OEC Nametags and OEC Banner at all events (dance, happy hours, daffodil distribution, etc.)

** Idea of the various community groups hosting Member Pool happy hours. (See list of clubs in SROA directory.) Talk to Leigh Ann. *Move this idea to Current/In-Progress section.*

Skiing/Snowboarding Club – Paul Ash

** Working with Kristine Thomas of Sunriver Chamber to get more business involvement in the 12/7/24 ski show. And to start promoting the show and the club earlier in the season.

** Both Skiers Happy Hour (Apres Ski) at SHARC in Feb and March had poor turnout

Dog Activities — Paul Ash

** Mid-September “dog parade” and festivities in the Village. Details in progress.

Chamber Music Gatherings — Paul Ash

** No responses from interest-gathering story in the April Scene

Suggestions Parking Lot

** Language classes

Adjourned 2:56pm

Respectfully submitted, Meagan Iverson

Next Meeting: May 8, 2pm MINUTES-TAKER NEEDED - Katie or Sandy

(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, March 14, 2024

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

Call to Order: Chair Fister convened the meeting at 3:01 p.m.

Roll Call: Chair Fister, Vice Chair Shoemaker, Dir. Hepburn, Treasurer Beenen, Dir. Ralston, Dir. Kelley were present. Dir. De Alicante joined via teams at 3:02 p.m.

SSD Staff: Fire Chief Boos, Board Administrator Holliday

SROA Staff: Susan Berger

Public Input: Chief Boos introduced Oregon State Fire Marshall Chief Ruiz-Temple, who was visiting for the Incident Management Team conference.

Debbie Baker, Sunriver resident, shared her concerns for the SSD FY 24-25 proposed budget. She presented a written statement highlighting her thoughts regarding the financial stability of the District.

Consent Agenda

1. **Motion to approve:**
 - a. February 15, 2024 Regular Board meeting minutes
 - b. SROA Invoice in the amount of \$6,530.24

Dir. Ralston moved to approve the consent agenda; seconded by Vice Chair Shoemaker. Motion passed unanimously.

Old Business

2. **Public Safety Building Update**
 - a. **Public Safety Building Construction Update**

OR/PM Nelson said the permits are active, and the permit fees for the covered parking structure are included in the current funding request. KNCC representative, David Martin, stated sheet rock and taping has begun. The Police Department first floor wall texture will begin the following week on an accelerated timeline, followed by paint. In early April, crews will remove and shore up existing trusses, work on plumbing, and prepare for the slab install. Trusses will be installed on East Apparatus Bay in the next week. The Fire department personnel will occupy a portion of the new building temporarily beginning in June/July so work can progress into existing station. OR/PM Nelson stated the construction completion date is still on target for January 2025.
 - b. **Motion to Approve February 2024 Building Funding Requests in the total amount of \$1,121,695.86**
 - i. Nelson Capital invoice in the amount of \$9,500.00
 - ii. KMB Architecture invoice in the amount of \$29,057.64
 - iii. Carlson Testing Inc. invoice in the amount of \$720.00
 - iv. Kirby Nagelhout Construction invoice in the amount of \$1,067,735.50
 - v. Eds Propane invoice in the amount of \$5,627.40
 - vi. Sunriver Christian Fellowship invoice in the amount of \$1,000.00
 - vii. Premiere IT Invoice in the amount of \$5,707.00

viii. Deschutes County invoice in the amount of \$2,348.32

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

c. Motion to approve Potential Change Order 2,3, and 4 for a total of \$237,944.30 of Owner Contingency to KNCC/GMP

Potential Change Order #002 includes all architectural supplemental instruction issued after the GMP. This includes any permit comments and items missed up to the conformed set. Potential Changer Order #003 includes low voltage capability and various systems where full information was not available at the time of the contract. Potential Change Order #004 included changes and clarifications to the original contract.

Vice Chair Shoemaker moved to approve PCO 2,3, and 4 for a total of \$237,944.30 of the Owner Contingency; seconded by Dir. Ralston. The motion passed unanimously.

d. Motion to approve Public Safety Building Reserve Study in the amount of \$5,380.00

Tabled to next meeting.

e. Review of monthly memo to Deschutes County Commissioners

There was a change to the Budget Breakdown table. Administrator Holliday will correct prior to sending the memo.

f. Arbitrage Rebate Liability Update

Administrator Holliday consulted with Commerce Bank regarding the interest income from the \$7 million loan received by the District for construction of the new Public Safety Building. There needed to be further exploration that there was not an Arbitrage Rebate Liability for the District, as the IRS does not allow an entity to take a loan and then invest the funds at a higher interest rate. Any difference made is owed to the IRS. Commerce Bank and Deschutes County recommended the firm Arbitrage Compliance Specialists, Inc. After their assessment, it was concluded the District owes the IRS zero dollars. There is one additional piece Administrator Holliday would like to explore, and that is reaching out to Orrick, the legal team that assisted in the loan, to verify there is no issue using the interest income as deemed by the Board in the loan documents.

3. Update on Deschutes County/SSD Management Agreement

Chair Fister, Vice Chair Shoemaker and members of staff presented proposed changes to the Management Agreement to the Deschutes County Commissioners. Overall, the County was receptive to the changes, but would like to get feedback in writing from SROA. Dirs. Ralston and Hepburn shared that SROA representation and collaboration with SSD is essential for a continued relationship. Dir. Hepburn expressed concern about language stating an SROA President could appoint a Board member to the SSD Board. He also expressed concern over a position being appointed to a Sunriver business owner without guaranteeing they live within the District.

4. Update on SSD Strategic Plan

Vice Chair Shoemaker has met with Administrator Holliday, Chief Lopez and Chief Boos to get an outline based on prior Strategic Plans to align with a similar format. He would like to include a financial outlook as part of the strategic plan. His goal is to have the final plan done by late fall. Vice Chair Shoemaker would like to include SROA input as well.

New Business

5. Monthly Chief/Administrator's Reports

Change of SSD monthly meeting date and time

Administrator Holliday presented the Board with a proposed change to the regular Board meeting time and consistency of day the meetings fall each month. She proposed moving the start time from 3 p.m. to 1 p.m. and making Board meeting dates the third Thursday of each month consistently. There was discussion about the need for Board materials to be finalized and available at least 48 hours in advance for review. In addition, there was concern about the time change for Board members that work full time.

Dir. Ralston moved to change the SSD Board Meeting start times to 1 p.m. on the third Thursday of the month consistently; seconded by Dir. Kelley. Dir. Hepburn asked that the Board assess this at a later date to see if it is still working for all Board members. Dir. De Alicante and Treasurer Beenen voted no; all other Board members voted yes. The motion passed.

Administrator Holliday:

- Accounting: Administrator Holliday continues to work on the 24/25 fiscal year budget and address various financial questions and concerns. She also continues to manage payroll, cash management for LGIP funds, and First Interstate Bank accounts.
- Payroll: Met with ADP to address internal controls for pay rate access for those entering payroll. Reconciled PERS statements from previous months and ensured calculations are correct. Working on payroll liabilities every two weeks, as well as verifying pre and post-tax deductions.
- Human Resources: Administrator Holliday was invited to attend a City of Bend/Bend Fire & Rescue HR gathering to discuss Oregon Paid Leave. Administered onboarding and offboarding for employees. Met with legal counsel on updates to employee handbook.
- Operations: Attended Deschutes County Board of Commissioners Work Session on Management Agreement and 2024 annual State of South Deschutes County Breakfast. Met with Kathleen Hinman, Deschutes County HR Director, to gather information on Deschutes County health insurance plan. Attended the annual Oregon Government Finance Officers Association conference in Sunriver and a virtual National Public Employer Relations Association training. Working on various ancillary items for the Public Safety Building including accounts payable and monthly Scene story.

Police Chief Lopez: Not present at the meeting due to emergency in the area. Chair Fister directed the Board to refer to the Sunriver Police Department Memo in the Board packet. Treasurer Beenen asked about an on-duty MVA (motor vehicle accident) noted under operations. Administrator Holliday will ask Chief Lopez to submit a summary to the Board regarding the accident.

Fire Chief Boos:

- Calls For Service: There was a structure fire on Coyote Lane caused by ashes in a trash can. There was significant damage to the exterior of the home. Overall EMS calls are up in 2024, compared to 2023. However, public assistance calls are similar to last year at this time. Turnout time is up, but response time is down. Mutual aid given in 2023 is higher than 2024, but mutual aid received in 2023 is lower than 2024. Chief Boos said Sunriver is continuing to integrate operations with La Pine Fire. Training was down in February due to snow levels.
- Administrative Update: In the process of hiring Firefighter/Paramedic. Began with six applicants, two could not make the assessment, two failed the skills stations, but two remaining applicants will continue with process. Chief Boos and Deputy Chief Bjorvik worked shifts due to staffing levels being short. He said they enjoyed it, and Chief Boos was able to get to know the staff

better. The Department applied for a grant to replace SCBA's (breathing apparatus) but will not know if they will be awarded for quite some time. Chief Boos met with Sunriver Police and Deschutes County Sheriff's Office about evacuation routes, setting up evacuation plans, and zone evacuations for Sunriver. Transitioning staffing program from Aladtec to Vector Solutions. Moving away from Lexipol for policies to save money. Working on workman's compensation, property and casualty insurance for the District and sent out three requests for proposals. Chief Boos was elected as Fire Defense Board Chief for the Tri-County area representing all Fire Chiefs in the area and acts as a representative to the Governor if a wildland fire were to break out. Chief Boos also attended the Northwest Leadership Seminar.

- Operations Update: Monthly trainings are down due to weather. The officer's meeting with La Pine Fire went very well.
- Community Events: Attended the South County Chamber Event, and the fire crews went to Seattle for the Fill the Boot fundraiser and raised \$12,000.

6. Motion to approve Revised Resolution 2024-002 to use \$1,000 of FY 23-24 716 Contingency Funds for Police Capital Expenses

In the January 2024 meeting, the Board approved to increase the 716 Police Capital Expenses by \$1,000 to cover the increased cost of upfitting the new police vehicle. However, Administrator Holliday was advised instead to move \$1,000 from the 716 Contingency to this expense line to cover the funds needed.

Treasurer Beenen moved to approve Revised Resolution 2024-002; seconded by Dir. Ralston. Motion passed unanimously.

7. Discuss Deschutes County Health Insurance options for non-represented SSD employees

In an avenue to look at cost savings for the District, Administrator Holliday reached out to Deschutes County regarding our options to move non-represented SSD employees to the Deschutes County health insurance plan. County legal stated represented employees would not be covered. The breakdown Administrator Holliday provided shows significant cost savings for the District. The Deschutes County plan is self-insured, therefore would require a buy-in amount to provide a contribution to the reserve fund. She is unsure of that amount at this time. She also shared a comparison of the current benefits for the SSD plan as well as the Deschutes County plan to ensure the DC plan is comparable, if not better. A significant benefit of the DC plan is an employee/dependent only health center for preventative, prescription, and urgent care needs. Chair Fister recommended discussing potential changes with current eligible employees to get their feedback.

8. Discuss SSD Budget Committee FY 24/25 recommendations and review draft budgets

The Budget Committee Meeting is scheduled for March 26, 2024. Notification of this meeting will appear in the Bend Bulletin and the SSD website. Administrator Holliday stated the Budget Committee is recommending the millage rate increase to \$3.45/\$1,000 of tax assessed value. They also recommend the reserve fund contribution does not come from the 715 Operating Fund for FY 24/25. The Budget Committee would like the Board to approve both recommendations during this meeting to allow for changes to be made for the public meeting on March 26.

Chair Fister expressed concern that if the \$3.45 millage rate was implemented, there would be no room for increase for several years. Dir. Ralston felt the District should set it to \$3.45 because the proposed budget shows the funds are needed. Also, in order to assist in the request for the Transient Room Tax (TRT) dollars from the County the District needs to show there is a need. Treasurer Beenen shared concern about not putting any money into reserves could lead to various issues.

Administrator Holliday discussed the increase in the Administration budget stems from SSD taking on various outsourced pieces such as accounting, HR, finance, and payroll. The goal is to keep these areas in-house and manage them internally by distributing job responsibilities and changing job descriptions and the SSD Board Administrator role.

It was determined a Special Meeting would need to be held with Chief Lopez present to further discuss the proposed budget. The meeting was scheduled for Tuesday, March 19, 2024 at 2 p.m. Dir. Hepburn requested Administrator Holliday, Chief Lopez and Chief Boos submit areas of their budget they could cut costs.

9. Motion to approve SSD millage rate increase to \$3.45/\$1,000 of tax assessed value

Item tabled until Special Meeting on March 19, 2024.

10. Motion to approve the February 2024 unaudited financials

Treasurer Beenen provided the February 2024 unaudited financials.

715 Operating Fund:

Treasurer Beenen stated revenue came in higher than expected due to property taxes. Police and Fire expenses are under projected amounts, primarily due to personnel vacancies. Administration came in over, budget primarily due to the accounting contract and midyear auditor assessment. He added the current amount of funds are needed to keep the District funded through the end of October, until the property taxes begin to come in again.

716 Capital Fund:

There is not a lot of activity, as most expenses have already been posted. Revenue is being driven by interest income.

717 Public Safety Building Fund:

The account is below projected spending for the month, primarily due to the late start with construction. Overall project projection is still at budgeted amount.

Dir. Ralston moved to approve the February 2024 unaudited financials; seconded by Vice Chair Shoemaker. Motion passed unanimously.

11. Review January 2024 SROA Board meeting

Dir. De Alicante provided an update on the last SROA Board meeting, which included the four vacancies on the SROA Board, TRT funds update from the County, Owner Survey and the Joint April Board Meeting.

Meeting adjourned at 5:45 p.m.

Submitted by Board Administrator, Mindy Holliday

SUNRIVER SERVICE DISTRICT

MINUTES OF BOARD SPECIAL MEETING

2 p.m. Tuesday March 19, 2024

Sunriver Homeowners Aquatic & Rec Center (SHARC) Pringle Room, 57250 Overlook Rd. Sunriver, OR

- Call to Order:** 2:00 p.m.
- Roll Call:** Chair Fister, Vice Chair Shoemaker, Treasurer Beenen, Dir. Ralston, Dir. Kelley, and Dir. Hepburn were present. Dir. De Alicante was not present.
- Staff present:** Board Administrator Holliday, Chief Boos, Deputy Chief Bjorvik, Chief Lopez, Captain Kornblum
- Public Input:** Debbie Baker, Sunriver resident, provided thoughts on the budget, Reserve Fund contribution, and advised to increase the millage rate.

Consent Agenda

1. Deschutes County 911 invoice in the amount of \$19,673.22

Dir. Ralston moved to approve the Deschutes County invoice; seconded by Dir. Hepburn. The motion passed unanimously.

Old Business

2. Review draft 715 Operating, 716 Capital, and 717 Public Safety Building budgets

Administrator Holliday stated there have been no changes to 716 and 717 since the March 14, 2024 Regular Board meeting.

Chair Fister suggested the Board go through proposed budget savings by Administration, Fire and Police.

Fire:

1. Chief Boos proposed cutting \$50,000 from overtime (OT), however, he shared concern about unknowns such as staff getting sick, injuries, or employees out for other reasons. If a larger amount of the OT budget was cut, each shift would only have 2 full-time employees working each shift, as the contract has specific requirements for staffing levels.

Vice Chair Shoemaker suggested reducing the OT budget by \$70,000 but adding an additional \$20,000 to the Fire Contingency fund for a total of \$35,000. There was further discussion about leadership staff paying more attention to OT hours. The Board also discussed the potential concerns with only having two full-time employees working a shift. Dir. Kelley suggested looking at historical trends, as there could be times when more staff should be on duty and when reduced staffing levels are more feasible. Dir. Hepburn is concerned that reduced staffing levels will also impact La Pine and Bend Fire Departments.

The Board agreed to reduce the OT budget by \$70,000 and added an additional \$20,000 to Fire Contingency.

2. Chief Boos offered to increase Conflagration Revenue by \$60,000, as there is potential of Chief Boos and Deputy Chief Bjorvik could both be assigned to regional wildfires. The

District is reimbursed for wages, equipment, machinery, etc. while on these wildfires. Chair Fister suggested keeping this as budgeted. Treasurer Beenen also did not feel comfortable with both chiefs being out at the same time. Dir. Ralston agreed, and added the District should not be searching for ways to be gone just to raise revenue.

The Board agreed to leave the Conflagration Revenue as is.

3. Chief Boos already decided to cut \$12,000 from Employee Medical Expenses, which removed Wellness Coaching. Chief Boos feels strongly that employees need to be given the tools to deal with mental health issues. He explained there are currently no wellness trainings, and the department was exploring starting a program. Board members shared concerns about cutting wellness programs, however, they suggested Chief Boos come to the Board mid-year to assess the budget or to use contingency funds. Chief Boos is pushing for peer support training from other local agencies. Chief Lopez suggested Fire and Police work together on this with their budgets.

The Board agreed to remove the \$12,000 from Fire Employee Medical Expenses.

4. Chief Boos already decided to cut \$4,000 from Building Grounds and Maintenance, as the new building will open halfway through the year.

The Board agreed to remove the \$4,000 from Building Grounds and Maintenance.

5. Chief Boos already decided to cut \$1,000 from Travel/Lodging/Meals.

The Board agreed to remove the \$1,000 from Travel/Lodging/Meals.

Police:

1. Chief Lopez proposed cutting Bike Patrol staff from four to three. This would save roughly \$11,687.48. Police is hiring a CSO (Community Service Officer) to serve as the manager of bike patrol and to assist on the paths during the peak season and be available for other administrative functions during the shoulder seasons and winter. Discussion continued around reducing Bike Patrol centered on the need for presence of the CSO on the community bike paths. Citizens and visitors are concerned about speeding, etc.

The Board agreed to move Bike Patrol staff from four to three.

2. Chief Lopez stated Citizen Patrol will be incorporated into the department as a volunteer program. He could reduce their budget for uniforms and training by \$1,000 as Citizen Patrol does have funds available from previous events.

The Board agreed to remove \$1,000 from Volunteer Services.

3. Chief Lopez suggested reducing Public Education Supplies by \$650, as there may be additional funds to utilize for the Grand Opening of the Public Safety Building.

The Board agreed to remove \$650 from Public Education Supplies.

4. Chief Lopez proposed to cut the automated License Plate Readers, at a cost of \$14,500 for the first year. He stressed that having these could significantly aid in the identification of criminal activity coming in and out of Sunriver. He feels there is a direct

need for these based on instances that have occurred within this past year. There was follow up discussion to answer questions regarding placement, the lease, costs, etc. Board members shared concern about the public response and said education must be a priority.

The Board, except for Treasurer Beenen, agreed to keep the License Plate Readers in the budget.

5. Lastly, Chief Lopez said he could reduce the OT budget by \$3,000. He stated though, that current OT funds would only be available to cover 40 out of 1,500 shifts throughout the year.

Vice Chair Shoemaker suggested moving the projected \$3,000 cut from OT into Police Contingency, primarily due to the OT budget being significantly less than Fire with the same amount of employees.

The Board agreed to reduce the OT budget by \$3,000 and added an additional \$3,000 to Police Contingency.

Administration:

1. Administrator Holliday already decided to eliminate \$1,750 from District Functions. The District will not provide water and coffee at meetings, nor lunch for full-day training. In addition, the Deschutes County/SSD annual meeting will now be held in the new Public Safety Building Conference Room and catered by a local company, which will reduce costs as it historically is at the Sunriver Resort. In addition, Administrator Holliday will not pursue SSD logo shirts for Board members and there will not be an SSD Employee Holiday Party. It was agreed the party last year was appreciated and well received by all, but it makes sense at this time to make the proposed cut.

The Board agreed to remove \$1,750 from District Functions.

2. Administrator Holliday proposed cutting \$4,000 from Accounting for by eliminating an additional reserve study discussed last year to take place at the end of construction. This will now be completed as part of the 717 Public Safety Building budget.

The Board agreed to remove \$4,000 for the Reserve Study.

3. Administrator Holliday suggested cutting the Legal budget by \$5,000, but cautioned it is hard to predict based on unknowns and the next year could have additional costs due to collective bargaining. Overall, the Legal budget had been increased from \$30,000 to \$45,000 for the next fiscal year due to union negotiations.

The Board agreed to keep the Legal budget to \$30,000.

4. Administrator Holliday had budgeted \$7,500 for Streamline, a web development company, to build a new ADA compliant website for the District and move it to a .gov account. The redesign would allow one District website to house Fire, Administration, and Police. Chief Lopez added the current site is cumbersome and lacks necessary functions and professionalism. Chief Boos noted concerns about 911 integration for web and email addresses.

The Board agreed to keep the \$7,500 budget for updates to the SSD website.

5. Administrator Holliday proposed to cut \$5,000 from Contract Services to bring some of the outsourced duties in-house. The District is currently paying for these services at high rates, and she is hoping to cut \$5,000 by taking on some duties and moving part of her current workload to Heather McGuire in her new role as Executive Assistant. In addition, Chief Boos and Administrator Holliday are researching various CPAs to see if there are cost savings for the District.

Vice Chair Shoemaker is in favor of moving away from NowCFO as the District moves out of the transition period of taking payroll and finance in-house. Treasurer Beenen believes the District books should be kept by an accountant, but is in favor of looking into a new CPA service at a lower cost than the District is currently paying NowCFO.

The Board agreed to cut \$5,000 from Contract Services for NowCFO.

6. Lastly, Administrator Holliday proposed reducing the hours of the District Executive Assistant from 29 to 25 hours per week. This would reduce the budget by roughly \$8,000. She is not in favor of this option, as she is hoping to move some of her current workload to this role.

The Board agreed to keep the District Executive Assistant hours to 29 per week.

7. There was a discussion about the amount of District Contingency. Treasurer Beenen felt the District Contingency should be lower. Administrator Holliday stated the overall contingency for the District is \$75,000. \$15,000 is housed each in the Fire and Police Departments, and \$30,000 in the District Administration Department. She suggested if the Board would like to keep the overall contingency at \$75,000, then with the changes discussed in this meeting, that would put the District Contingency at \$42,000.

The Board agreed to move the District Contingency to \$42,000.

These changes equaled an overall reduction in the 715 Operating Budget of \$109,087.48.

3. Discuss SSD Budget Committee FY 24/25 recommendations

The current recommendation from the SSD Budget Committee is to submit a budget without a reserve fund transfer from the 715 Operating Fund.

The Board is exploring the idea of the FY 24/25 Reserve Fund contribution be from excess funds from the Public Safety Building Fund when it is completed. If there are funds available, the Board can submit a revised budget during the fiscal year to account for this reserve contribution. There was discussion about whether a budget should be submitted with or without a reserve contribution. Treasurer Beenen strongly urged a reserve contribution at some point in the next fiscal year. Dir. Ralston agreed, but suggested waiting until the building is complete to propose a transfer from the remaining 717 funds.

The Board did not decide on the Reserve Fund contribution for FY 24/25.

4. Discussion and motion to approve SSD millage tax rate increase to \$3.45/\$1,000 of tax assessed value

Treasurer Beenen suggested increasing the millage rate to \$3.45/\$1,000 of tax assessed value and put \$300,000 into the 716 Reserve Fund from the 715 Operating Fund. Dir. Hepburn

believes the Board should raise the rate now, since the funds are needed. The Board also discussed it will be necessary to raise the rate to help with the justification of needing TRT funds from Deschutes County. There was consensus that if the rate is raised, the District should continue to look for ways to save but utilize the money when and where it is needed.

It was decided to pass the edited FY 24/25 budget back to the Budget Committee agreeing to raise the rate to \$3.45, but no Reserve Fund contribution at this time. The Budget Committee can take these suggestions and will have time to review the updated proposed budget with the suggestions made by the Board. The Budget Committee can vote to make their final recommendations to send back to the Board with the final budget.

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

Meeting adjourned at 4:38 p.m.

Submitted by Board Administrator, Mindy Holliday



SUNRIVER FIRE DEPARTMENT / Memorandum

Date: May 10th, 2024
To: SSD Board of Directors
From: Bill Boos, Fire Chief

Subject: **SSD Board Meeting – May 16th, 2024**

Calls for Service:

- Emergency Response Update.

Administrative Update:

- In background investigation for Firefighter/Paramedic position.
- We still have 1 FF/Paramedic on light duty.
- Staffing program - Vector Solutions.
- Oregon Fire Chiefs Conference April 30th – May 3rd.
- Oregon State Fire Marshalls Fire Defense Board Meeting.
- 2024 Central Oregon fire year briefing.
- SROA Strategic Planning Task Force Meeting.

Operations Update:

- Structure Fire at North Country Store.
- Central Oregon Wildfire School
- Monthly Training
 - Ventilation training
 - Motor Vehicle extrication training.

Community Events:

- Attended Scouts of America luncheon.
- Working with Dennis Dishaw on a Heat Emergency and Hands only CPR class.
- Sunriver Nature Center - Fire Engine tour for pre-school children.

SUNRIVER FIRE DEPARTMENT DASHBOARD

Community ~ Honor ~ Integrity ~ Pride



April

Comparison Statistics

April

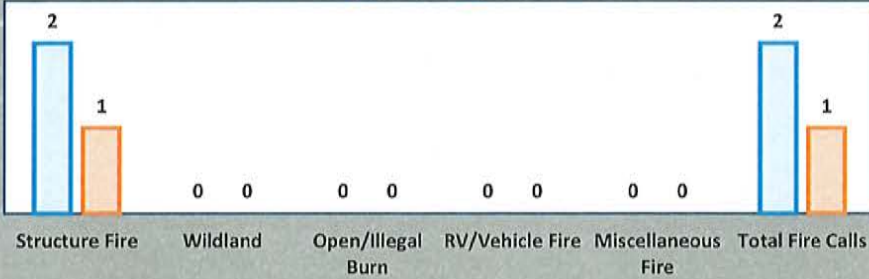
2023 2024

Total Monthly Calls

32 **35**

FIRE RESPONSES

2023 2024



RESPONSE TIMES (Min:Sec)

2023 2024

Turn-Out Time

(Dispatched to Enroute)

2:17 2:00

Response Time

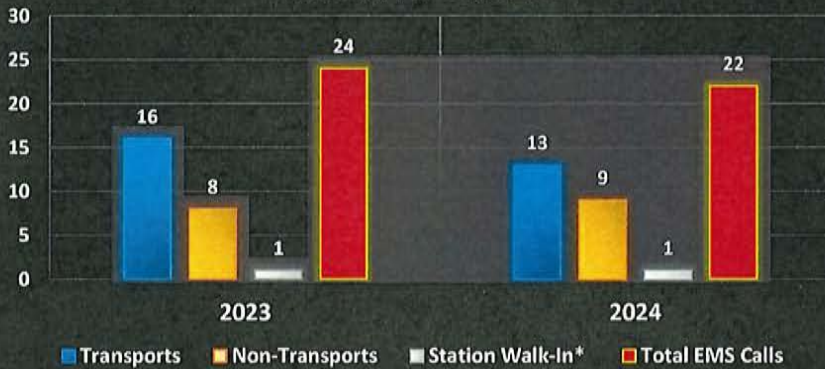
(Enroute to Arrived)

8:44 6:52

Scene to Back In-Service

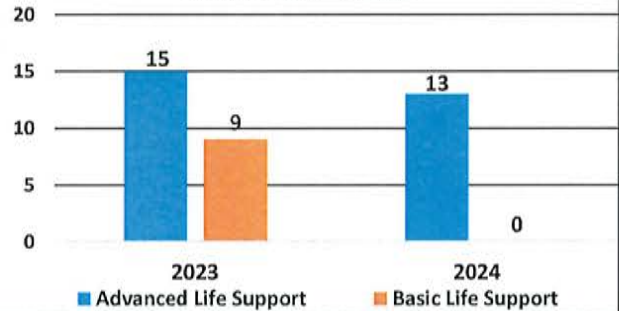
45:31 50:14

EMS RESPONSES



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

LEVEL OF CARE

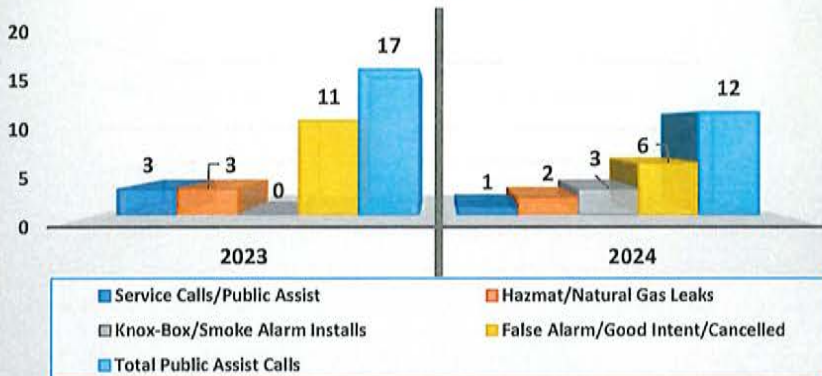


April 2023 2024

MOTOR VEHICLE CRASHES

3 1

PUBLIC ASSIST CALLS



2023



Mutual Aid Given
Mutual Aid Received

2024



Mutual Aid Given
Mutual Aid Received

April 2023 2024

TRAINING HOURS

605.5 264

April 2024

Ambulance Billing

\$ 27,259.60

TOTAL CALLS (Year-to-Date)

167 **136**



SUNRIVER POLICE DEPARTMENT

MEMO

TO: SSD Board of Directors

FROM: Chief Stephen Lopez

DATE: May 16, 2024

TOPIC: April Report

Calls for Service:

See attached April calls for service (total)

- 22 of the 38 cases were outside of Sunriver.

Administrative Update:

- Short term priorities continue: Hiring, Policy, SOP
 - Bi-annual inventory
- CSO Position
 - Panel Interview, Chief Interview, Selection
- Bike Patrol hiring.
- Corporal process yielded no viable applicants.
- FTO and Firearm Instructor processes completed.
- Citizen Patrol
 - Application Process
- Sunriver Resort meeting
- Deflection/ HB 4002 Update
- ALPR planning implementation
- Accreditation process

Operations:

- Officer Mann continues at the Basic Academy.
- Officer Mai continues in Phase 2 of FTO
- Training
 - FTO School for Officer Wilson
 - Search Warrant Training
- Drone deployments (see April Drone Report).
- Assist with an armed subject
- Assist with Fatal MVA in Bend
- Criminal Mischief investigation
- Numerous arrests
 - DUII
 - Warrants
- Crosswater medical assist

Community Events:

- LE Memorial

- Rotary Fundraiser
 - Safe Storage PSA
 - Women's Self Defense Course upcoming
-



April 2024

UAS Report

In April, we flew a total of 12 times. This consisted of training, two missions and a community demonstration.

Exigent Circumstances: 2024-00001902

Agency Assist- Armed DV Suspect

We responded to La Pine to assist DCSO with an in progress domestic dispute. It was reported that a suspect had armed himself with a firearm and was pointing it at his family members with the intent to harm them. Prior to our arrival, the family members were able to safely leave the residence. We provided UAS overwatch over the property. DCSO deputies were unable to adequately contain the large property due to thick wooded terrain, aggressive dogs, and a fence surrounding the property. Using the thermal camera from the drone, we alerted deputies when the male exited the back of the property. We were able to ensure his hands were empty and monitor the suspect's actions until deputies took him into custody.

Consent: 2024-00001959

Suspicious Circumstance: Open Door

We responded to 2 River Road for a report of the garage door opening and a light turning on in the early morning hours. The homeowners reported that nobody should be on scene and that it was a manually activated light. Based on the circumstances, we utilized the Avata to search the interior of the residence.

Both events were huge successes and demonstrate the great value this program brings to enhancing officer safety.

Due to the poor weather this month, we were unable to get more flights in.

Our consent needs to be renewed with SROA on or before 5/15.

The property owner of 2 River Road has given us their signed consent in the event there is ever a need to search the property again.

On 4/11, we met with a family who lives in one of the Fairway Village Condos after they requested a drone demo. While demonstrating our UAS capabilities multiple residents came out and learned about the program, and how we utilize the drones.

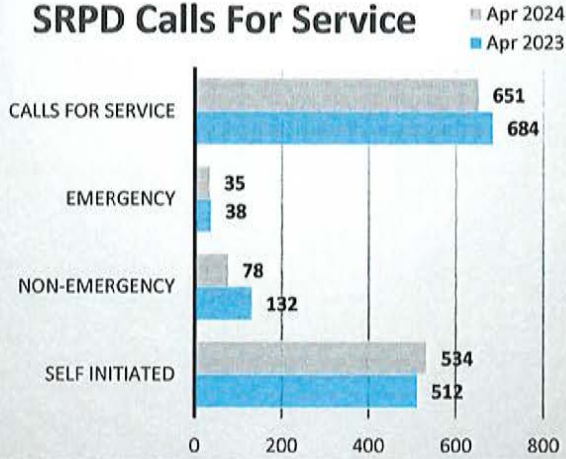
APRIL 2024 CASE REPORTS

Case Number	Case Offense Statute Description	Case Status
2024-00002213	Suspicious Circumstances	Administratively Closed
2024-00002208	DWS /Revoked - Misdemeanor	Arrest (Home)
2024-00002180	Dispute	Administratively Closed
2024-00002162	Lost Property	Suspended/Inactive
2024-00002149	DWS /Revoked - Misdemeanor	Arrest (Home)
2024-00002139	Theft I Aggr - by Deception	Open
2024-00002135	Suspicious Circumstances	Pending
2024-00002110	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00002097	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00002045	Criminal Mischief II - (+\$500 or intentional)	Suspended/Inactive
2024-00002036	Warrant Arrest - In State	Arrest (Home)
2024-00002017	Found Property	Suspended/Inactive
2024-00002003	Warrant Arrest - In State	Arrest (Home)
2024-00001989	Found Property	Administratively Closed
2024-00001978	Theft by Deception	Suspended/Inactive
2024-00001978	Computer Crime (Felony)	Suspended/Inactive
2024-00001978	Theft I - All Other Larceny	Suspended/Inactive
2024-00001949	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00001949	Reckless Driving	Arrest (Home)
2024-00001939	DWS /Revoked - Misdemeanor	Arrest (Home)
2024-00001935	Warrant Arrest - In State	Arrest (Home)
2024-00001914	DWS /Revoked - Misdemeanor	Arrest (Home)
2024-00001902	Domestic Dispute	Administratively Closed
2024-00001889	Mental Health Issues	Administratively Closed
2024-00001850	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00001838	DWS /Revoked - Misdemeanor	Arrest (Home)
2024-00001834	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00001829	Identity Theft	Suspended/Inactive
2024-00001803	DWS /Revoked - Misdemeanor	Arrest (Home)
2024-00001802	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00001802	Reckless Driving	Arrest (Home)
2024-00001799	DWS / Revoked - Felony	Arrest (Home)
2024-00001796	Warrant Arrest - In State	Arrest (Home)
2024-00001796	False Info to Police - Criminal	Arrest (Home)
2024-00001752	DWS /Revoked - Misdemeanor	Arrest (Home)
2024-00001714	Criminal Mischief II - (+\$500 or intentional)	Suspended/Inactive
2024-00001704	DWS /Revoked - Misdemeanor	Arrest (Home)
2024-00001663	Outside Agency Assist	Administratively Closed
2024-00001636	Driving Under the Influence of Intoxicants (DUII)	Arrest (Home)
2024-00001619	Found Property	Administratively Closed
2024-00001599	Outside Agency Assist	Administratively Closed
2024-00001588	MVA Property Damage	Administratively Closed

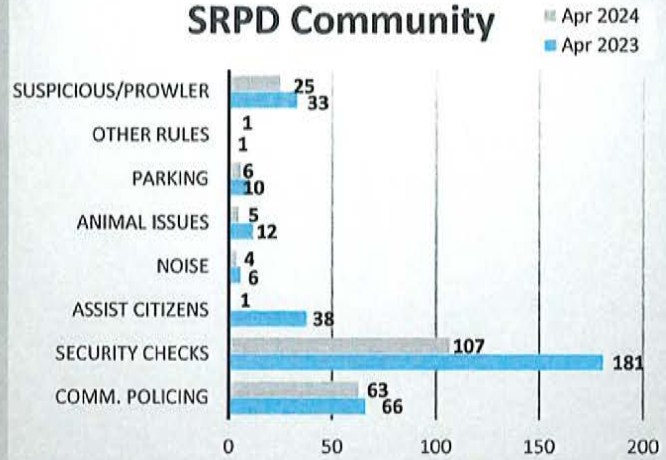
2024-00001580	Hit And Run Accident - Property Damage	Suspended/Inactive
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Sunriver Police Department Statistical Comparison April 2023-2024

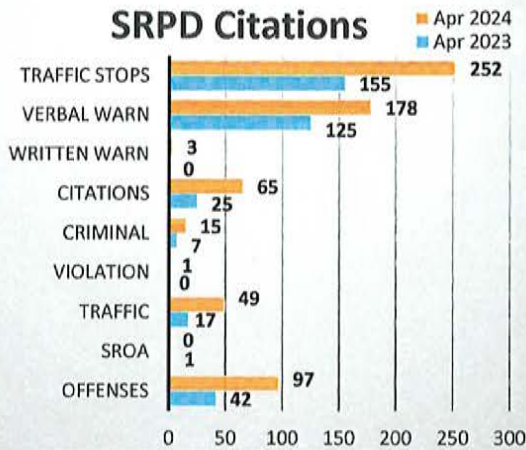
SRPD Calls For Service



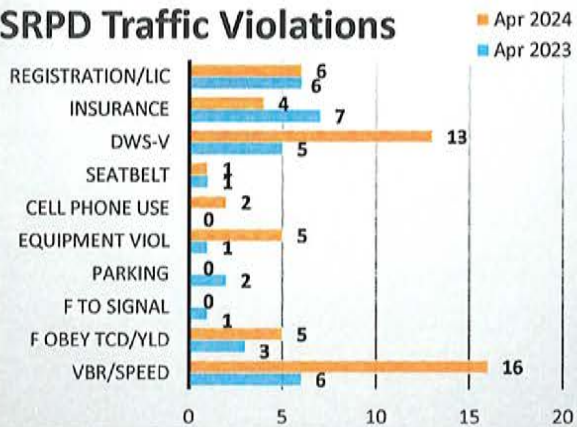
SRPD Community



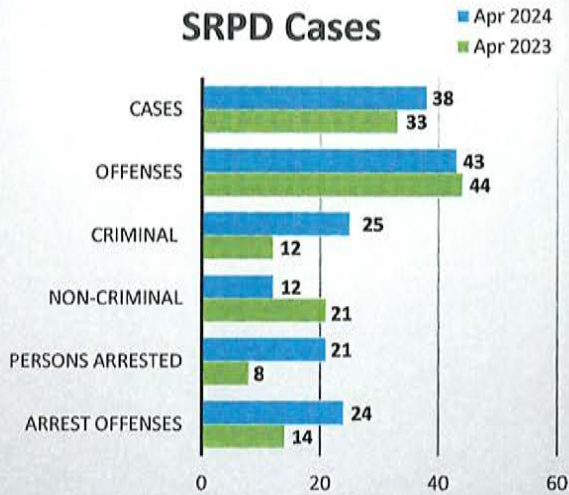
SRPD Citations



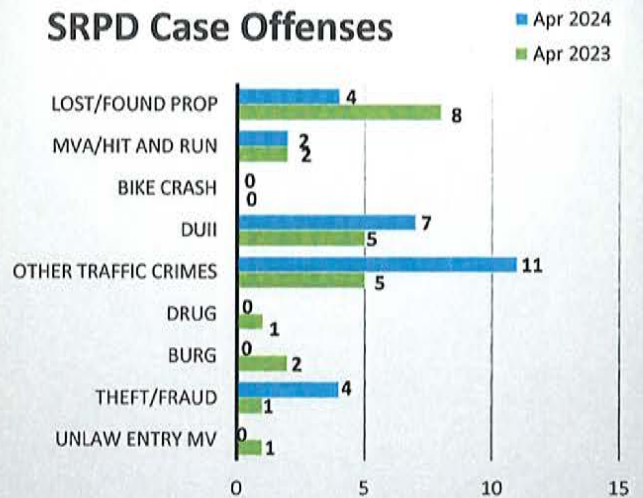
SRPD Traffic Violations



SRPD Cases



SRPD Case Offenses



“A”

Committee & Task Force Actions

No appointments or resignations this month

(No Board action required.)

“B”

Committee/Task-Force Action Requests

Proposed Election Committee Charter Revisions

(Board action required)

SROA BOARD ACTION REQUEST

COMMITTEE: Election

DATE: 2/17/24

SUBJECT: Charter – Election Committee Procedures – Proposed Changes

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

Background: In the past owners of multiple properties were allowed to put more than one ballot in a blue return envelope. Going forward, SROA will only allow one ballot per blue envelope.

A letter is being drafted that will be sent specifically to all owners of multiple properties informing them of this important change.

Additionally, moving forward SR Resort will also be provided with blue envelopes for each of their Consolidated Plan votes ensuring that all owners are conforming to the same guidelines.

Attachments:

1. Election Committee Procedures with changes shown in the highlight/strike-through method and the new language to be added shown in red.
2. Sample of Voided Ballot Tally Sheet

SUBMITTED BY:

Name

Patty Smith

Position

Election Committee Chair

SUNRIVER OWNERS ASSOCIATION
ELECTION COMMITTEE PROCEDURES
~~March 2024~~ **May 2024**

1. Accuracy in counting votes and the confidentiality of election results are essential. The count shall include: Total ballots mailed, total ballots cast, ballots returned unsigned, ballots undelivered/returned, invalid ballots and results of the vote.
2. Procedure for processing returned voter ballots:
 - a. Ensure all blue envelopes are signed. Only one ballot ~~and one secrecy envelope may~~ **shall** be placed in each signed blue envelope.
 - b. Unsigned Blue Envelopes: Cannot be counted, do not open the envelope, and retain. Undeliverable, returned, and voided ballots must also be retained.
 - c. Voided Ballot: Ballots are voided if the voter's intention is not decipherable or if more candidates are voted for than specified. If there is more than one ballot in the blue envelope or secrecy envelope or if there is any writing on the ballot which identifies the voter, that ballot becomes invalid. All voided ballots are placed in an INVALID BALLOT envelope **which will need to include a cover sheet listing the property number and total number of no votes and which will be** signed by the Election Committee Chair.
 - d. Blue envelopes must be retained. The white secrecy envelopes may be discarded.
 - e. Blue envelopes may be opened, if desired, ahead of the election closing date but actual counting shall not start until closing date. Care should be taken to keep ballots in a locked and secure place at all times.
 - f. Ballots are most easily counted in bundles of 100. After counting, label tallied ballots and place in a secure area away from those not yet counted to be certain that no bundle is counted twice or missed entirely.
 - g. Tallying votes is simplified if counting is marked in fives (four marks with the fifth across the four) and with five groups in each line.
3. Procedures for announcing election results to owners:
 - a. It is the policy of the Election Committee to publish the vote count for all measures and Board candidates.
 - b. Vote counts on measures and/or board candidates will be announced via the SROA website, email blast, SROA bulletin board, and published in the next edition of the Sunriver Scene.

Board Book Section

“C”

Board Action Request

**Capital Reserves to Operating Fund Transfer
For Progress on Public Works Building**

(Board motion required)

SROA BOARD ACTION REQUEST

DEPARTMENT: Accounting

DATE: May 18, 2024

SUBJECT: Reserves to Operating Fund Transfer

ACTION REQUESTED: I, Director _____ move approval of the transfer of \$233,258.16 from the Regular Reserve Fund to the Operating Fund for progress on the Public Works Campus.

ATTACHMENTS: (Y) x (N)

Memo from Controller Joe Healy.

SUBMITTED BY:

Name: Joe Healy

Position: SROA Controller

MEMORANDUM

4/30/2024

To: James Lewis, Clark Pederson
 From: Joe Healy
 Re: Public Works Campus

Please request Finance Committee approval for funds transfers for the progress on the PW Campus

Sunriver Owners Association
 Pubic Works Campus

Asset #	Description	Road/Pathway & LFR Projects	Replacement Reserve & New Capital	Total	Budget
	Public Works Previously Reimbursed - Feb24		\$1,667,571.84 (\$1,434,313.68)	\$1,667,571.84 (\$1,434,313.68)	\$2,500,000.00
TOTALS		\$0.00	\$233,258.16	\$233,258.16	

TOTAL \$233,258.16

Regular Replace Reserves/New Capital
 SHARC Reserves

\$233,258.16
 \$0.00
\$233,258.16

Board Book Section

“D”

Board Action Request

**SR Rules & Regulations
Second Reading New Section 4.08
SROA/SHARC Name/Logo Use**

(Board motion required)

SROA BOARD ACTION REQUEST

DEPARTMENT: Administration

DATE: May 18, 2024

SUBJECT: Amendments to SROA Rules and Regulations –
SROA/SHARC Name and Logo Use.

ACTION REQUESTED- I, Director _____ move to approve a Second Reading for amendments to the SROA Rules and Regulations to add a new Section 4.08 regarding the prohibited use of the SROA/SHARC logo and assigning a penalty as attached hereto.

BACKGROUND: As stated in the attached letter from the Covenants Committee Chair, the SROA Board, at their January 20, 2024, meeting directed the Covenants Committee to consider a new rule regarding the unauthorized use of SROA/SHARC name and logos. This request came as a result of unauthorized use of such in various forms over the past year. The Covenants Committee made a recommendation to the Board at the March 15th meeting and the Board approved a First Reading of a new rule at the March 18th business meeting with an amendment to the Covenants Committee recommendation – the amendment being that the new rule will only apply only to the use of the SROA/SHARC logos and not the names. The adoption of new rule allows SROA to assign a penalty for such use and have infractions adjudicated by the SROA Magistrate.

ATTACHMENTS: Letter from Covenants Committee Chair regarding the rationale of the committee for their recommendation and the draft rule text approved by the Board through a First Reading on March 18th showing the proposed new Section 4.08 of the Sunriver Rules and Regulations.

SUBMITTED BY:

Name

James Lewis

Patty Smith

Position

General Manager

Chair, Covenants Committee

February 7, 2024

To: SROA Board of Directors
From: Patty Smith, Covenants Committee Chair
RE: New rule - use of SROA/SHARC name and logo
Date: February 7, 2024

At the January 20, 2024, SROA Board of Directors meeting, the Board directed the Covenants Committee to consider a new rule regarding the unauthorized use of SROA/SHARC name and logos. The Covenants Committee has considered such and provides the draft rule as shown on the attached page for inclusion in the Sunriver Rules & Regulations as Section 4.08.

The Covenants Committee has evaluated the attached and recommends approval of a first reading by the SROA Board.

Reasoning:

The new Rules and Regulations Section 4.08 will preclude the unauthorized use of SROA/SHARC logos and names without written approval and provides a penalty for the unauthorized use of such.

Proposed Recommendation for the Sunriver Rules & Regulations:

4.08 Unauthorized Use of Sunriver Owners Association (SROA)/Sunriver Homeowners Aquatic Recreation Center (SHARC) Name or Logo:

Without prior written authorization from the Sunriver Owners Association (SROA) General Manager or Board President, no person or entity shall use the Sunriver Owners Association (SROA) or Sunriver Homeowners Aquatic Recreation Center (SHARC) logo to imply representation or endorsement, or for commercial use. This includes all use in electronic, digital, and printed materials, or on items for promotion or sale.

Violation of Section 4.08 constitutes a Class A offense.

Board Book Section

“E”

Board Action Request

**SR Rules & Regulations
Second Reading Section 4.02 E J
Open House Signs**

(Board motion required)

SROA BOARD ACTION REQUEST

DEPARTMENT: Administration
DATE: May 18, 2024
SUBJECT: Amendments to the Sunriver (SROA) Rules and Regulations – Open House Signs.

ACTION REQUESTED- I, Director _____ move to approve a Second Reading for amendments to the Sunriver Rules and Regulations as recommended from the SROA Covenants Committee and staff to adopt a new Section 4.02. E. J. regarding Open House Signs as attached hereto, to move the existing Section 4.02. E. J. to Section 4.02. E. K. and to approve the removal of the Open House Sign language from the Design Committee Manual of Rules and Procedures as recommended by the SROA design Committee.

BACKGROUND: As stated in the attached letter from the Covenants Committee Chair, the SROA Design Committee requested that the attached language regarding Open House signs be removed from the Design Committee Manual of Rules and Procedures and added to the Sunriver Rules and Regulations as Section 4.02. E. J. After consideration of the Design Committee’s request the Covenants Committee is recommending such to the Board without any amendments to the relocated text. The Covenants Committee pointed out that the relocation of many provisions from the Design Manual to the Rules and Regulations occurred in 2023 with the adoption of the revised Design Manual – this section was not included at that time.

As stated at the end of Section 4.02, all subsections/provisions included therein are Class B offenses.

ATTACHMENTS: Letter from Covenants Committee Chair regarding the rationale of the committee and the draft document showing the proposed new Section 4.08 of the Sunriver Rules and Regulations.

SUBMITTED BY:

Name

James Lewis

Patty Smith

Position

General Manager

Chair, Covenants Committee

February 7, 2024

To: SROA Board of Directors
From: Patty Smith, Covenants Committee Chair
RE: Open House Signs - Rule Relocation
Date: February 7, 2024

The Design Committee has requested the Open House Signage regulations be removed from the Design Manual and placed in the Sunriver Rules and Regulations. This is in accordance with the procedure followed for many other provisions that were moved from the Design Manual to the Rules when the updated Design Manual was adopted in 2023.

The Covenants Committee has reviewed the attached and recommends approval of a first reading by the SROA Board.

Reasoning:

The Design Manual encompasses the building design/aesthetic requirements for new and/or remodeled homes and commercial structures but does not regulate temporary fixtures such as Open House Signage that is associated with temporary events.

Proposed Recommendation for the Sunriver Rules & Regulations

4.02 Maintenance and Appearance

Section 4.02.E.J.

OPEN HOUSE signs shall comply with the following:

1. Size: Not to exceed 18" x 24"
2. Color: Blue on white
3. Mounting: Self-standing
4. Location and Number allowed:
 - a. Two (2) OPEN HOUSE signs may be used. One must be placed at the home being shown and the other at the entrance to the lane.
 - b. If two or more lanes share a common lane entry, three (3) OPEN HOUSE signs may be used. One must be placed at the home shown, the second at the lane entrance, and the third at the shared common lane entrance.
 - c. Only one sign per OPEN HOUSE shall occupy the point of entry to a lane at any one time.
 - d. No OPEN HOUSE signs may be placed beyond the lane or common lane entrance (as defined by the point where the lane intersects with a road).
 - e. OPEN HOUSE signs are not to be permanently displayed and shall be removed when the home is not being shown.

Board Book Section

“F”

**Board Action Request
TDS – Headend Lease Renewal**

(Board motion required)

SROA BOARD ACTION REQUEST

DEPARTMENT: Administration
DATE: May 18, 2024
SUBJECT: TDS Headend Sublease.

ACTION REQUESTED- I, Director _____ move to approve a Frist Amendment to a Sublease with TDS for the location of its head end and related cable/telecommunications facilities as attached hereto.

BACKGROUND: The area subject to this lease is located at the north end of Sunriver and is currently owned by Sunriver Water LLC. The property was previously owned by Sunriver Properties Oregon Ltd. SROA entered into a lease (the Master Lease) with the previous owner (Sunriver Properties) on December 29, 1989, for the purpose of operating a cable television system for Sunriver as a location of its head end facilities. The Term of this original lease expired on September 30, 2002, but the term was automatically extended for successive ten-year terms as long as the original purpose was maintained – if discontinued, the lease automatically terminated. The initial and continual rent was \$1,000 per year, with the addition of upkeep expenses over and above. Of note though is that in January 2012, there was an amendment to the Master Lease only to reflect the sale of the property by Sunriver Properties Oregon Ltd. to Sunriver Water LLC (the current owner). Thus, all provisions of the original Master Lease are still effective.

On July 25, 2012, SROA entered into a Sublease for the site with Bend Cable Communications LLC (BendBroadband) as permitted by the Master Lease. The terms of this Sublease are the same as those included in the Master Lease, with the same \$1,000 per year rent paid to SROA. This 2012 Sublease was never a stand-alone document and was an exhibit to an overall Broadband Services Agreement (also July 25, 2012) between SROA and Bend Cable Communications for cable service throughout Sunriver. Pursuant to the terms therein, the Broadband Services Agreement and the Sublease both had a Term of ten years. Also pursuant to the terms of the Services Agreement, both the Services Agreement and Sublease were extended for an additional five years (expiring July 25, 2027). Although the overall Broadband Services Agreement has since terminated upon execution of the now existing Service/Bulk Service Agreement between SROA and TDS, the five-year extension of the existing Sublease survives the Services Agreement termination subject to provisions in the five-year extension of the Sublease. Thus,

the Sublease is still effective until July 25, 2027. There is no provision for further extension of the existing Sublease beyond July 25, 2027.

The attached Sublease amends the existing Sublease in the following manner:

- The initial term is effective from July 25, 2012, and expires September 30, 2032. A single automatic ten-year extension to September 30, 2042.
Comment: This term is very similar to the timeframe established for the existing Service/Bulk Service Agreement which has an effective date of March 20, 2023, with a fifteen-year term and an automatic five-year extension (expires in full on March 20, 2043).
- Retains the original rent of \$1,000 per year but resets the due date for the payment to October 1st each year (beginning October 1, 2024) – with a prorated payment of \$201.83 between July 25th and September 30th.
Comment: The rent of \$1,000 per year was/is a nominal amount established in 1989 – the basis for such at that time is unknown. However, the primary purpose of the Master Lease and Sublease is to ensure SROA as an overseer for continued telecommunication (be that fiber, cable, phone) availability to properties in Sunriver. This Sublease ensures that all expenses associated with the Master Lease/Sublease of the property are borne by the user and not SROA – the Sublease is not necessarily a revenue generator for SROA.
- Amends the section regarding taxes, insurance and utilities. It adds text regarding the timeliness for billing/payment to TDS for such expenses.
Comment: TDS added this provision for accounting assurance on their end that all bills from SROA are sent in a timely manner. This has not and will not be an issue for SROA as all transfer of expenses via this Sublease are done when such expenses become payable by SROA.
- Amends the Notices section to reflect proper addresses and contact.

ATTACHMENTS: Draft First Amendment to Sublease.

SUBMITTED BY:

Name

James Lewis

Position

General Manager

FIRST AMENDMENT TO SUBLEASE

THIS FIRST AMENDMENT TO SUBLEASE ("First Amendment") is entered into and effective as of the last signature date below by and between **Sunriver Owners Association**, an Oregon Non-Profit Corporation ("**Sublessor**" or "**Sunriver**") and **TDS Broadband Service LLC**, a Delaware limited liability company, f/k/a TDS Baja Broadband LLC, as successor in interest to Bend Cable Communications, LLC d.b.a BendBroadband ("**Sublessee** or **TDS**").

WHEREAS, Sunriver and TDS are parties to an existing Sublease dated July 25, 2012 (the "**Sublease**"); and

WHEREAS, Sunriver and TDS desire to amend the Sublease on the terms and conditions set forth in this First Amendment.

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, Sunriver and TDS hereby agree as follows:

1. Section 2, Term, is deleted in its entirety and replaced with the following:

The initial term of this Sublease shall commence on July 25, 2012 ("**Commencement Date**"), and shall expire, unless sooner terminated pursuant to the terms of the Master Lease or this Sublease, at midnight on September 30, 2032 (the "**Initial Term**"). After the Initial Term, this Sublease shall automatically renew for one successive ten-year term, expiring September 30, 2042 (the "**Renewal Term(s)**"). TDS may terminate this Sublease on 90 days-notice to Sunriver. In case of termination under the preceding sentence, TDS shall not be entitled to a refund of prepaid rent. Each Renewal Term shall be governed by the terms, covenants, and conditions set forth herein and after the exercise of a Renewal Term, all references to the "**Term**" of this Sublease shall be deemed to mean the Initial Term and any exercised Renewal Terms.

2. Section 3.1, Base Rent, is amended as follows:

Since the Commencement Date, TDS has paid annual rent ("**Base Rent**") of \$1,000 to Sunriver on or around July 25th of each year.

The parties now wish to reset the due date for Base Rent to October 1 of each year. To effectuate this change, TDS will pay Sunriver Base Rent of \$201.83 on or before July 25, 2024 for the period of July 25, 2024 through September 30, 2024. Then, on or before October 1, 2024 and on or before October 1 annually thereafter throughout the Sublease Term, TDS will pay Sunriver Base Rent of \$1,000.

3. Section 5, Taxes, Insurance, and Utilities, is amended to include the following:

TDS's proportionate share is 9.3% for any variable amounts due for taxes, insurance, and utilities. Sunriver agrees to bill TDS on a timely basis for any variable amounts due (excluding Base Rent). Any such amounts not billed to TDS within 9 months after such expense was incurred shall be deemed waived by Sunriver and not payable by TDS. TDS shall remit payment to Sunriver for any undisputed amounts within 45 days after receiving an itemized invoice and documentation supporting each amount charged.

4. Section 12.3, Notices, is deleted in its entirety and replaced with the following:

Unless otherwise noted, all legal notices and any notices that must be provided in writing pursuant to this Lease shall be sent by overnight delivery using a nationally recognized overnight courier service to the address(es) set forth below:

If to Landlord:

Sunriver Owners Association
Attn: Joe Healy
57455 Abbot Dr.
Sunriver, OR 97707

With an electronic copy to:
joeh@sowners.org

If to Tenant:

TDS Broadband Service LLC
Attn: Real Estate
525 Junction Road
Madison, WI 53717

With an electronic copy to:
RealEstate@tdstelecom.com

5. Except as modified herein, the Sublease shall be unaffected and shall remain in full force and effect. Capitalized terms not otherwise defined herein shall have the meaning set forth in the Sublease. In the event of a conflict between this First Amendment and the Sublease, the terms and conditions of this First Amendment shall prevail.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment effective as of the last signature date below.

Sunriver Owners Association

TDS Broadband Service LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Consent of Master Lessor

Master Lessor hereby consents to this Sublease, conditioned on Sunriver’s agreement to the following:

1. Sunriver is not released from its obligations under the Master Lease in any Respect.
2. This consent shall not be deemed a consent to any future sublease of the Subleased Premises or assignment of the Master Lease except as otherwise provided in the Sublease above and in the Master Lease.
3. By the consent, Master Lessor does not warrant the accuracy of any of the provisions of the Sublease, nor shall Master Lessor be deemed a party to the Sublease or in privity with TDS.

Master Lessor:

Sunriver Water LLC

By: _____

Name: _____

Title: _____

Date: _____

Board Book Section

“G”

Other Business

(None as of May 13, 2024)

Board Book Section

“H”

Executive Session

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

To: Sunriver Board
From: Jo Zucker, Sunriver Magistrate
Subject: 2023 Rule Violations and Enforcement

Attached data reflects rule violation and enforcement results for 2023. This memo provides a summary; I will attend the May 17, 2024 board workshop to respond to questions or comments.

This past year the magistrate heard 240 violations, significantly more than last year's 147.

Types of Violations

In 2023 91 violations came before the magistrate for *Design Rule* violations. Of those 15 were attributed to a single property for failing to remove a prohibited animal feeder and failure to obtain Design Committee approval (deck fascia). Another property remained out of compliance because the project exceeded the two-year limit and received 9 citations. There were only 10 paint survey violations. Eight violations were attributable to a single property because the building project exceeded the two-year limit. There are a couple owners who appear to have chosen to pay the monthly fine rather than bring their property into compliance (they fall under the old rules which do not allow for graduated fines).

I heard 149 violations of *Sunriver Rules and Regulations*, 104 of which were violations of ladder fuel rules. Several owners received up to three, fine-escalated citations, one property received 4 citations, and one is currently on their 7th citation and another on their 9th.

There were 14 noxious weed violations for which I assessed a total of \$2,200. I assessed fines to five owners who cut trees on SROA property (3 different owners) totaling \$16,000 and assessed a total of \$2,750 for an owner who had cut trees on private property.

Other than for parking (14 citations) the *Sunriver Police Department* issued a total of two citations (Cardinal Landing Bridge jumping and Disturbing the Peace).

I held 3 Special Hearings and have had two so far this year.

Fines

I assessed a total of **\$68,520**. SROA collected \$16,615 and the remaining \$41,160 was sent to accounting to be collected. Of that amount, SROA accounting collected **\$16,151**, and **\$24,645** remained unpaid. Of the unpaid balance of 24,645, \$2,050 was attributable to various owners and \$22,595 was attributable to four Sunriver owners, one who just recently brought their property into compliance.

For 2023: Assessed \$68,520; Collected \$16,615.

Totals	2023	2022	2021	2020	2019
Assessed	\$ 68,520	\$ 36,980	\$ 49,330	\$ 31,370	\$ 23,965
Collected*	\$ 16,615	\$ 26,240	\$ 20,957	\$ 5,885	\$ 16,820
Uncollectible	\$ 250	\$ 70	\$ 730	\$ 110	\$ 90
To Accounting	\$ 41,160	\$ 11,160	\$ 29,805	\$ 15,375	\$ 7,030
Collected by Accounting	\$ 16,151				
Unpaid balance	\$ 24,645				
Written off	\$ 250	\$ 70	\$ 730	\$ 110	\$ 90
Citations Issued	240	147	262	141	194

*Collected from fines I assessed and those in which the violator pre-paid half the maximum fine.

These numbers may not add up perfectly as the totals include carry overs from 2022. Also, the "Assessed" totals do not include pre-paid amounts.

Jacki Bue and I recently met to evaluate current citation forms, process and relevant rules. We will be presenting proposed changes to the Board for consideration in the near future.

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

highdessert@msn.com

541.788.8484

Such a pleasure to work for you!

Jo-Zucker