

**SUNRIVER OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
SROA BOARD ROOM
MAY 18, 2024**

DIRECTORS PRESENT: Gerhard Beenen, Clark Pederson, Scott Gillies, Keith Mobley & Linda Beard

DIRECTORS PRESENT VIA ZOOM: Julianna Hayes, Mark Murray & Bill Burke

DIRECTOR ABSENT: Tony De Alicante

STAFF: James Lewis, Susan Berger & Jesus Mendoza

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

NUMBER OF ATTENDEES: 3

OWNERS FORUM: Lori Menalia, 7 Aquila Condo, provided follow-up to her comments at the Friday work session regarding recycling and the request to remove the existing recycling depot in Sunriver. Ms. Menalia thanked Director Pederson for the summary provided at the work session of the recycling statistics initially provided by Cascade Disposal. Ms. Menalia also suggested the installation of recycling containers throughout Sunriver to supplement the existing trash cans.

OWNER FORUM FOLLOW-UP FROM PREVIOUS MONTH

Vice President Burke reported there was no follow-up required from last month's meeting.

RECAP OF 5/17/24 BOARD WORK SESSION

President Beenen reported that the work session started with the owners forum as always followed by the yearly (2023) report from SROA Magistrate Jo Zucker. It was noted there was a significant increase in the number of cases that went to the Magistrate in 2023, some with significant fines, but overall, the process of the graduated fine schedule is working well, and Ms. Zucker continues to work with Sunriver owners to achieve compliance in lieu of a fine.

Police Chief Lopez and Captain Kornblum were in attendance to speak to the Board about the license plate reader cameras they want to install at both entrance/exit points in Sunriver. A presentation from Flock, the company they are planning to use, provided a presentation for the Board illustrating the benefits of reader cameras for the police department. The Police Department would like to have them installed by the first of July.

Natural Resources Director Patti Gentiluomo presented the Board with the Tree City USA award for the 44th consecutive year which is a great honor for Sunriver.

A broad discussion on the fate of the recycling center was held and Director Pederson provided the most recent data available about the tonnage still being collected at the depot, as well as the amount of recycling being collected via the side-yard recycling program. The Board agreed to hold some additional informal surveys of users over the summer months to determine how much is coming from inside the community and how much is coming from people outside of the community.

Election Committee Chair Patty Smith was on hand to provide input to the minor proposed changes to the Election Committee charter. The main change is that owners of multiple Sunriver properties will no longer be allowed to put more than one ballot in the blue envelope they sign and return.

Assistant GM Kessarlis provided an update on recreation statistics for the month of April. We are ahead of where we were last year on Member Preference Program (MPP) purchases but are behind on Recreation Plus Program (RPP) due in part to one property manager who had multiple homes on the program in past years but who have decided to take a different approach to reimbursement for recreation for their guests. Despite that, overall total revenue is pretty close to what we have projected.

Assistant GM Kessarlis also provided an update on the dog park. The fencing is all up, and gates are being installed. Water should be hooked up soon and a porta potty has been installed for the summer along with signage, and trash and dog poop bag receptacles. The plan is to have a soft opening on Memorial Day weekend and a Grand Opening will be held beginning at noon on Saturday, June 15th to allow the Board the opportunity to attend after the Board meeting that day.

GM Lewis led a discussion about filing as an intervenor in the Sunriver Water rate case that was filed recently with the Public Utilities Commission (PUC). GM Lewis and President Beenen provided an update on the Transient Room Tax (TRT) taskforce including the recommendation to sunset that taskforce as it has run its course. If the Board desires they can go forward and look at putting together a taskforce to look at the implications of incorporation, *stressing* that the purpose would be for information gathering only, for comparison purposes.

GM Lewis provided an update on TDS, reporting the crews are still installing main lines and drops to homes down the lanes. Over fifty properties are connected to the service at this time. TDS has until the end of 2026 to complete the project. GM Lewis led a discussion on the headend sub-lease with TDS, an item that is on today's agenda.

Deschutes County Commissioner Tony De Bone and some of the SSD Managing Board members and staff from the Sunriver Service District (SSD) made an appearance to advocate for the proposed changes to the Management Agreement between the County, the SSD and SROA that will eliminate any SROA Board representation on the SSD Managing Board and provide for an ex-officio non-voting position only. SROA has only acknowledgement power on any changes.

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 SROA/SSD Joint Meeting on April 19, 2024, board work session minutes as corrected. Seconded by Director Mobley, the motion passed unanimously.

Director Pederson moved to approve the minutes of the April 19, 2024, board work session minutes as written. Seconded by Director Mobley, the motion passed unanimously.

Director Pederson moved to approve the minutes of the April 20, 2024, board meeting minutes as corrected. Seconded by Director Beard, the motion passed unanimously.

BOARD ACTION
FINANCIALS

Treasurer Pederson referenced the key data sheet noting that at the end of April, things look much better

than they did at the end of March with a lot more green than red on the key data sheet. On operating revenues there was a positive revenue of \$32,593 over our expenses, ending the month with a positive \$55,359. The operating revenue variance was a negative \$19,953 which is largely tied to less homes/condominiums participating in the Recreation Plus Program (RPP) and fewer Community Development fines. As was noted yesterday, one property manager who previously had several homes on the program did not sign up this year, so we will continue to see that deficit every month in this spot unless we realize excess revenues from other things.

On the operating expense side, we ended the month with a positive \$75,312 largely due to open positions that have not been filled in Public Works and Recreation. Additionally, on the 401k plan there is a vesting schedule on all the matching money that SROA contributes to employees and due to a number of employees leaving, there was \$11k in the forfeiture account. That money was used to make SROA's contribution towards SROA's matching amount. The forfeiture account is not displayed on the balance sheet, so it saved SROA \$11k that we normally would have had budgeted for the month. Director Pederson was very happy to report that legal fees were under budget for the month. Treasurer Pederson also noted that although it is not reflected on this report, we did receive a check from Caldera for \$42k in May so that will be reflected next month. For the first time this year we are ending the month with a positive variance of \$32,271 in our operating budget.

In non-operating revenue there is a positive variance of \$10,176 partly due to the interest income we've been earning on our cash. Rates have not yet started to drop, which is good news, and we are earning good rates. Controller Healy is keeping every dime possible invested in those certificates that are earning 5% or more. Additionally, there were a few SHARC special purpose assessments that were paid off. Non-operating expenses were \$4,622 to the positive. Year-to-date, we are \$27,604 to the positive. Total operating/non-operating combined surplus for the month was a positive \$70,157 and year-to-date we are a positive \$59,875.

Cash investment balances are \$18,614,391 which is \$968,326 better than budget. This will decrease over the next few months as the new tunnel is built and other major projects are completed such as road and pathway work, ladder fuels projects, and completing the Public Works building.

Treasurer Pederson reviewed the replacement reserves as well as the cash investments.

For the month ended April 30, 2024, there was a net operating deficit of \$32,593 which was \$55,359 better than budget. Operating revenues were under budget by \$19,953 due to Recreation Plus Program (RPP) sales and community development fees. Salaries and wages were under budget by \$25,110 due to open positions in the public works and recreation departments. As of this report date, all f/t recreation 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 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 frames 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 first 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 budget.

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-days and five 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.

April 30, 2024 (Year to Date Unaudited)

| | <u>ACTUAL</u> |
|------------------------|---------------|
| TOTAL REVENUE | \$ 4,196,003 |
| TOTAL EXPENSES | \$ 4,319,433 |
| OPERATING FUND SURPLUS | \$ (123,430) |

Director Mobley moved to approve the unaudited financial statements for the month of April 2024.
Seconded by Director Beard, the motion passed unanimously.

GENERAL MANAGER'S REPORT

GM Lewis reported his recap is for activities in April.

GM Lewis attended the regular monthly meeting with the Sunriver/LaPine Economic Development (SLED) Board regarding coordination with south county efforts economic development. This will continue to be a monthly, on-going participation.

GM Lewis attended the annual SLED luncheon for south county businesses.

GM Lewis worked with the HR Director and appropriate staff on multiple HR issues, including multiple interviews for the vacant recreation manager position.

GM Lewis met with local property managers – a check-in on multiple issues.

GM Lewis and Public Works Director Mark Smith met with Szabo Landscaping Architects for multiple projects (Winners Circle, Public Works Yard)

GM Lewis attended a recent County Commissioners meeting regarding Transient Room Tax dollars.

GM Lewis participated in follow-up meeting with Saj Architects to discuss future remodeling of the SROA Administration building and SHARC.

GM Lewis met with SR Resort Managing Director Tom O'Shea and SR Resort Controller Thomas Samwell regarding Resort Maintenance Fees.

GM Lewis has had ongoing meetings with HR Director Kellie Allen and our consultant for this year's employee wage analysis.

GM Lewis participated in the Strategic Plan virtual forum hosted by Sunriver You.

GM Lewis met with Todd Davidson, CEO of Travel Oregon regarding the Transient Room Tax.

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

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

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

In Accounting, the Controller presented the unaudited financial statements for the month ending April 30, 2024, to the Finance Committee and Board.

Accounting staff worked with Price/Fronk on December 31, 2023, audit fieldwork.

Controller Healy worked with the SAIF auditors on workers' compensation audit.

Controller Healy worked with SROA's collection attorneys on past due accounts (mostly related to fines).

The Accounting Department began the billing process for bulk fiber to the home accounts.

Accounting staff have been busy processing significant revenues associated to the Recreation Plus and Member Preference Programs.

The IT department reported there were no outages to report in April.

New IT Director Gary Seifert started his employment with SROA and is meshing well with the rest of the IT staff.

The IT staff constantly and continually works on security, and we continue to migrate onsite servers to the cloud.

The Community Development and Natural Resources departments are two of the biggest users of the databases and IT employee Gabe continues to work with those two departments to refine the number of steps it takes to access needed information.

In regard to GIS, IT staff continued education on how to modify parcel data tax lots utilizing ESRI ARC GIS Pro.

IT staff met with Cook Security to evaluate and update gate card reader access solution. Currently we have multiple aged card readers.

IT staff continued to resolve multiple issues regarding card reader access malfunctioning.

In the Communications Department, Scene advertising was at \$21,748 (\$19,345 in April 2023).

There were 513 reads of the online February Scene including readers from Romania, Switzerland, Sweden, Brazil, Ireland, and Spain.

SROA websites most popular pages in April were weather, LFR/tree flagging, job opportunities, and Design Manual forms. There were over 13k visits to the website in April.

The SHARC websites most popular pages were Admission, recreation swim, and Quick Peek Operations.

April eblasts included information about the Spring Fling Dance.

Social media: Prescribed Burning (multiple)

Scene staff have updated the Sunriver Style website, making numerous updates, fixing broken links, etc. This site currently has approximately 2k visits per month. Staff is working on updating marketing materials for Benham Hall and also sprucing up the event space pages on the SROA website.

Scene staff assisted in creating a series of three postcards for the Natural Resources Department that are being mailed monthly for LFR courtesy and/or non-compliance letter recipients.

Scene staff created signage for the new Dog Park.

Scene staff are assisting Community Development on the redesign of the citation form used by Community Development and the SR Police Department for enforcement of SR rules.

The Community Development Department reports the Design Committee meetings continue to occur on a regular schedule with multiple items on each agenda – the first April meeting consisted of three additions and one preliminary new home, and a re-review of hardscape.

There are currently 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.

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.

There were no appeals of Design Committee decisions in April.

The Design Committee discussed a possible rule addition relative to fencing requirements for non-single residential properties.

The Natural Resources (NR) staff coordinated with the Communications Dept., Sunriver Fire Department, and Oregon State Fire Marshal regarding wildfire mitigation education and outreach.

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

The LFR and tree thinning at the SHARC facility is complete.

The NR Director attended the International Fire Behavior and Fuels Conference in Boise, Id.

NR staff participated in one Judicial Council hearing regarding unauthorized tree and vegetation removal.

NR staff prepared and mailed LFR courtesy letters.

NR staff prepared and mailed outreach letters to properties that scored slightly lower than an LFR courtesy. These letters included defensible space information as well as home hardening self-assessments.

NR staff prepared and mailed LFR deficiency reminder postcards.

NR staff prepared 1,000 Ponderosa pine bare-root seedlings to celebrate Sunriver Arbor Week.

NR staff planted five hundred Ponderosa pine seedlings in restoration areas throughout the community.

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

NR staff continued Oregon spotted frog spring monitoring and egg mass surveys.

In Public Works (PW), the Fort Rock Park plan surveying is complete, and design work is in process.

PW staff split firewood at Mary McCallum Park for owners to pick up for use at their homes.

Irrigation startup for Fort Rock, SHARC and the waterfall circle is complete.

Crack sealing started with most of the Sky Park tarmac completed.

A plan is being developed for the slurry project at the main entrance to Sunriver.

The contractor has been selected for the 4.5 miles of pathway sealing with work to start in June.

The drone survey for Circle 2-3 pathway is completed.

In Fleet Services, tires have been switched over on all SROA vehicles.

The road sweeper is being updated.

Fleet Services staff are changing SROA truck from winter to summer operation.

In Facilities/Aquatics (FA), staff have been removing covers and balancing outdoor pool chemistry.

FA staff installed a replacement U.V. drive cabinet and refurbished the chamber.

FA staff ordered a replacement pool heater for the outdoor pool.

FA staff received the inspection report from the pool slide manufacturer with recommendations. The

work will be completed in September.

Anderson Pools is honoring warranty for indoor pool seam failure with work to be completed in May.

FA staff resealed stairs, walkway and slides with a new product that will increase slide resistance.

FA staff removed pool covers at the Members Pool and started to balance pool chemistry.

The steel skeleton and block work for the new PW building is 100% complete. Mid-State did not include utility boring in their estimate. PW is hoping to control some of this unexpected cost by completing the work with PW staff this summer.

All Public Works staff received training from the Recreation Department staff in first aid and CPR.

At SHARC, Director Leigh Anne Dennis was out on medical leave and returned May 1st.

New hires include Chris Matheny in Guest Services and Reghan Hope, Events Coordinator. Scott Resse has been hired as the Guest Services Operations Manager. Scott comes to us from Portland but grew up coming to Sunriver as his folks have a home here, so he is already familiar with Sunriver which is great.

The indoor pool at SHARC will be closed May 13-19 to repair a failed seam/joint epoxy seal. Outdoor pools will be open, weather permitting.

Hiring continues for seasonal positions including part time front desk and lifeguards.

Bigfoot BBQ will once again be running the Café operations at SHARC and plan to open Memorial Day weekend.

SHARC is operating at winter staffing levels which will shift as facilities begin to open extended days/hours in May.

LIAISON AND COMMITTEE REPORTS

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

SUNRIVER SERVICE DISTRICT (SSD) REPORT

President Beenen reported a major portion of yesterday's meeting was spent discussing the Public Safety building which remains on schedule with the police scheduled to move into the facility on January 5, 2025. From a financial perspective, the project is getting close to the \$18 million mark. Although there are some reserves left, tough choices are having to be made. One thing that has been eliminated is three covered parking spaces for the fire department which will save \$90k. The police department will still have covered parking for their vehicles.

The main road into SROA and the new Public Safety building off of Abbot is going to be paved the first week of June, so the main entrance into SROA will be blocked off. Detour signs will be posted guiding vehicles to go through the Public Works area to reach the Administration office. This is a joint project between the SSD and SROA.

The police side of things is progressing well, and they are now starting the remodel/expansion of the fire department side of things.

The Management Agreement between the SSD, Deschutes County and SROA was discussed, and the SSD plans to move forward with removing both of the SROA board member positions on the SSD Managing Board and offering a non-voting ex-officio position instead.

President Beenen commented that the chiefs' reports were included in the Board members binders and noted that 22 out of the 38 cases for the Police Department last month were outside of Sunriver so there is a significant amount of police work that is being done outside the confines of Sunriver. Chief Lopez indicated that it is primarily on Highway 97. President Beenen noted he pointed out to the chief that he, as a Sunriver owner is more concerned about what is happening on the roads and pathways in Sunriver than he is about what is happening on Highway 97.

The budget process for the SSD has been completed and will go to the Deschutes County Commissioners next week for approval. They have a quote/unquote balanced budget but it did require raising the millage rate from \$3.33 per \$1,000 assessed value to \$3.45 per \$1,000 assessed value effective with the 2024/25 fiscal year budget meaning owner's taxes for the SSD will increase in November when tax statements are sent out.

BOARD ACTION
ELECTION COMMITTEE CHARTER REVISIONS

Director Mobley moved to approve the approval of the proposed changes to the Election Committee Charter Procedures as amended. Seconded by Director Beard.

Director Gillies commented he feels the terminology needs to change a little because when it is listed as "no vote," it means you have three votes but if you only vote for two candidates, you have one no vote. Director Gillies understands not wanting to use the word "no" vote in that section, and he still prefers the term "uncounted ballots" versus votes. If the Board wants to further detail about what was uncounted, the Board can list out who was voted for, and which one was not counted.

GM Lewis added that Communications Director Susan Berger suggested using the word "invalid," so it would read *All invalid ballots are placed in an INVALID BALLOT envelope which will need to include a cover sheet listing, the property number, and total number of invalid ballots and which will be signed by the Election Committee Chair. The Board liked this suggestion which would apply anywhere in the procedures document where the word void, voided, or no vote is currently used, replacing it with "invalid" instead.*

Director Pederson moved to amend the motion to modify the procedures to change the words "no vote, void, or voided" to the word "invalid" in the procedures document. Seconded by Director Mobley, amendment passed unanimously.

The Board liked this suggestion and agreed to use the word invalid in the amendment versus uncounted.

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

BOARD ACTION
CAPITAL TRANSFER TO OPERATING FUND

Director Pederson moved approval of the transfer of \$233,258.16 from the Regular Reserve Fund to the Operating Fund for progress on the Public Works Campus. Seconded by Director Beard, the motion passed unanimously.

BOARD ACTION
2nd READING SUNRIVER RULES & REGULATIONS
SECTION 4.08 – NEW SECTION – SROA/SHARC NAME/LOGO USE

Director Mobley moved 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. Seconded by Director Beard, the motion passed unanimously.

The proposed language reads as follows: *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. 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 ACTION
2nd READING – SUNRIVER RULES & REGULATIONS
SECTION 4.02 E. J. OPEN HOUSE SIGNS

Director Mobley moved to approved a Second Reading for amendments to the Sunriver Rules and Regulations as recommended from the SROA Covenants First Reading for amendments to the Sunriver Rules & 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. Seconded by Director Beard, the motion passed unanimously.

BOARD ACTION
TDS HEADEND LEASE RENEWAL

Director Pederson moved to approve a First Amendment to a Sublease with TDS for the location of its headend and related cable/telecommunications facilities as attached hereto. Seconded by Director Mobley.

The Board held further discussions about the terms of the sub-lease which with this renewal will put it in line to expire close to when the bulk agreement with TDS expires. That eight-month gap will provide time for negotiations for future Board's in relation to services from TDS beyond the expiration date. President Beenen wonders if we should not have those two things tied to the same date instead of being a few months apart.

Director Pederson withdrew his original motion.

President Beenen noted he felt the language in the agreement should be modified to read: Move to approve the first amendment to a sub-lease with TDS as modified for the location of its headend and related cable/telecommunications facilities as attached hereto.

The modified terms in the first bullet point of the attached hereto would be modified as follows: After the initial term, the sub-lease shall automatically renew for one successive ten-year, five month and twenty-day term expiring March 20, 2043.

Director Pederson moved to approve a First Amendment to a Sublease with TDS as modified, for the

location of its headend and related cable/telecommunications facilities as attached hereto. Seconded by Director Mobley, motion passed unanimously.

OTHER BUSINESS

Director Gillies announced that he has sold his Sunriver home, so he will no longer be a homeowner and as such is officially resigning his position on the SROA Board of Directors effective May 28, 2024.

President Beenen expressed his personal thanks to Director Gillies for his involvement and all the tasks he has taken on and his many contributions to the community including serving as the liaison to the Design Committee, being instrumental in the formation and success of the Sunriver You programs and for being such a dedicated member of the SROA Board. The rest of the Board whole heartily agreed with that sentiment and wished Director Gillies the best in his move back to Washington state.

Director Burke also thanked Director Gillies, and noted the Board needs to have a process for determining who becomes secretary for the remainder of this year. At last month's meeting Director Burke mentioned that he was contacting all of ongoing Board members for input about their interests and commitments for the slate of officers for the 2024/25 year as required in the SROA Bylaws. In the interim one of the ongoing Board members that Director Burke spoke with is Director Murray who indicated he would be open to filling the empty slot of secretary for the remainder of the current year. Director Burke supports that, as Director Murray has prior experience in that position. Assistant Secretary Linda Beard also supports Director Murray's appointment to that position.

Director Pederson moved to appoint Mark Murray as SROA Secretary upon the effective resignation date of Scott Gillies from the Board through the remainder of this board year. Seconded by Director Mobley, motion passed with eight votes in the affirmative and Director Murray abstaining.

Director Burke continued that the other aspect to losing Scott is a big gap with his other assignment as liaison to the Design Committee. Director Beard said she would be willing to assume that role.

Lastly Director Burke reminded the Board that the officers for 2024/25 need to be elected at the June meeting, again per the SROA Bylaws.

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

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

The meeting was adjourned at 10:40 A.M.

Respectfully Submitted,

Mark Murray, SROA Secretary