



Ponderosa Pines Property Owners Association
Regular Board of Directors Meeting Minutes
October 23, 2025 via Zoom

The Regular Board of Directors meeting was called to order at 7:04 pm. Directors present: Ken Forsyth (*Chairman*), Julie Shattler (*Secretary*), Alan Henne, and Brad Heath. Larry Merrill is excused and Jeremy Martineau is unexcused. Quorum has been met.

Members in Attendance: Approximately 12 members

Minutes

Julie Shattler asked for a motion to approve the minutes. Ken Forsyth made a motion to approve all the minutes. Alan Henne seconded. With no further discussion, the board voted unanimously to accept the minutes listed below.

PPPOA Special Meeting Minutes August 1, 2025
PPPOA Special Meeting Minutes September 4, 2025
PPPOA Regular Board of Directors Meeting September 25, 2025
PPPOA Special Meeting Minutes October 2, 2025

Treasurers Report: Julie Smith

September 2025 Financials - The board accepted the financials
September 2025 CWRR Grant – The board accepted the financials.

The budget committee met and we are waiting for bookkeeper to send the proposed budgets to the Board to review.

The current CD rates were presented. Ken Forsyth made a motion approve to renew at the rate of 3.6% rate. Brad Heath seconded. With no further discussion, the board voted unanimously to accept the new CD rate.

Managers' Reports

Commons - Brad Covington, Commons Manager
Brad was unavailable for a report.

Roads - Greg Hulihan, Road Manager

A lot of work has been completed on the roads. The main gravel roads have been built back up after many years of no work being performed. Additional gravel will be brought in the spring. The asphalt repair has been done. Roadwork will continue in the spring.

CWRR Grant – Debbie Christian, CWRR Grant Administrator

The PPPOA grant team met with the Oregon State Fire Marshall regarding allocation of funds and a 1 year extension for the grant. Both of our requests were granted. The CWRR grant team directed us to focus on fire reduction around structures. We are looking to purchase a brush type mower. Ladder fuel reductions continue to be the focus for Brad Covington and his team.

We have identified 6 properties and we are working on getting bids for the work to be done. Hoping to get 4 of the 6 completed by the end of the year. The other 2 are a little more complicated will be worked on in 2026.

FireWise – Brad Heath

The final document was submitted to FireWise and we are waiting to be reactivated as a FireWise community for 2026. Brad Heath and Kent Neilson are now certified to perform free home assessments to assist property owners.



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Unfinished Business

New Business

Deschutes County Plowing Contract – Julie Shattler

The contract has been sent to the board for review. This has been their standard contract and rates for all the communities that are a part of this program. The contract is to plow the county portion of Ponderosa Way which is from Burgess to the entrance of the Association. Julie Shattler made a motion to allow Ken Forsyth to sign the contract. Brad Heath seconded. With no further discussion, the board voted unanimously voted yes.

Volunteer Program – Brad Heath

Members have expressed an interest in volunteering to help with projects around the community. Discussed holiday decorations for the Mailbox Center.

Mailbox Center

Members have been expressing the need for additional parcel boxes. To add additional parcel boxes would be a Capital Improvement that requires a vote of the members. There is a group of volunteers that would like to help and perhaps do a fund raising. This will take more research and discussion.

Concerns of the Board

None

Concerns of the Members

D. Shattler – mentioned the street signs and the fence at the Mailbox Center are in need of repair and maintained.

Executive Session

There was not an Executive Session

Adjournment

Ken Forsyth motioned to adjourn the meeting, and Julie Shattler seconded. The board voted unanimously to adjourn the meeting. Meeting was adjourned at 8:12 pm.

Reminder - Next Meeting is November 20, 2025 at 7:00 pm.

Respectfully submitted,
Julie Shattler
PPPOA Secretary