



Ponderosa Pines Property Owners Association
Regular Board of Directors Meeting Minutes
January 22, 2026 via Zoom

The Regular Board of Directors meeting was called to order at 7:02 pm. Directors present: Ken Forsyth (*Chairman*), Julie Shattler (*Secretary*), Alan Henne, and Brad Heath and Larry Merrill and Jeremy Martineau. Quorum has been met.

Members in Attendance: Approximately 12 members

Minutes

Ken Forstyth asked the board if there were any changes to the minutes for the PPPOA Regular Board of Directors Meeting on November 20, 2025. Since there were no changes, the minutes were accepted by the board.

Treasurer's Report – Julie Smith

The board accepted the October 2025, November 2025 and December's 2025 financials.

CPA Search Update

We have 1 engagement letter from all the CPA's we contacted. We recently reached out to another CPA and are waiting for a response.

Financial Institutions (FDIC Limits)

Our bank accounts have reached the FDIC limits. Julie Smith suggested opening the account at First Interstate Bank located in Sunriver.

Julie Shattler made a motion to allow Julie Smith, our Treasurer, to open a new bank account at First Interstate Bank, located at 57150 Beaver Drive, Sunriver, OR 97707. We would be moving, reserves of \$25,000.00 from US Bank and reserves of \$100,000.00 from WaFd.

Signers will be as follows: Julie Smith – Treasurer, Ken Forsyth – Chairman, Jeremy Martineau – Director and Alan Henne – Director. Jeremy Martineau seconded.

After discussion, the board voted unanimously to approve opening a new bank account at First Interstate Bank.

Managers' Reports

Commons - Brad Covington, Commons Manager

No updates due to no work being done.

Roads - Greg Hulihan, Road Manager

Not a lot going on with no snow. Greg received the answers from JAL to the questions the board asked. The board came up with additional questions for JAL. Greg will talk to JAL and have him place all the information in a form of a bid.

Potholes are starting to form and not much we can do until the roads thaw in early spring.

CWRR Grant – Debbie Christian, CWRR Grant Administrator

East Exit work has been completed by Shanda. Invoice was submitted and paid.

Debbie thanked Ken for all his work with getting MidState to remove some of trees close to the power lines. The field and brush mower has been delivered and put together. Hoping to start using it next week.



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A discussion regarding contractors bidding process on the different projects were discussed. Debbie will provide a list of contractors they have been using and contractors that had an opportunity to bid. It was also asked for a selection criteria.

There will be no further contracting work do be done until the board has a chance to review the list of contractors, selection criteria, etc., and creat a RFP. MidState Electric will continue to do their work.

FireWise – Brad Heath

FireWise team has been discussing trying to have monthly meetings. No dates or locations yet.

Still need to come up with subject matter. 3 FireWise vests have been ordered to be used for tasks that individuals will be meeting with homeowner doing assessments.

We are having an unusually dry winter and try to prepare for a dry summer.

Unfinished Business – No unfinished business

New Business

Reserve Committee Updated Resolution – The board reviewed the updated Committee Resolution, gave feedback. Changes will be updated and resent to the board.

Reserve Committee Charter – The board reviewed the Reserve Committee Charter. Alan Henne suggested adding 20-year and 30-year projections. The board agreed.

Julie Shattler made a motion to accept the PPPOA Reserve Committee Charter with changes. Alan Henne seconded. After discussion, the board voted unanimously to approve the Reserve Committee charter with changes.

Reserve Committee – Jeremy Martineau made a motion to form a Reserve Committee, pending the adoption of the Committee Resolution. Larry Merrill seconded. With no further discussion, the board voted unanimously to form the Reserve Committee pending adoption of the Committee Resolution.

Concerns of the Board

Julie Shattler mentioned it was brought to her attention that no one reads the basic financials like they used to and it used to be in a table in the minutes. The board is fine with having the information read and in the minutes.

Jeremy Martineau – has a concern regarding a board member reaching out to the county regarding a violation. Jeremy felt it should have needed a board vote in an emergency meeting. The board will be discussing on how to move forward on not letting this happen in the future.

Concerns of the Members

B. Anderson asked to clarify where is being chip sealed that was discussed at the beginning of the meeting and what can we do about possible squatters.

D. Nelson asked for the cost of the grader and snow plow maintenance and did it come out of reserves?

D. Shattler – asked how much money do we have in all accounts.



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Executive Session

The board recessed to an Executive Session to discuss a violation at 8:52 pm. The board rejourned at 9:27 pm. There is no board action and no decisions made.

Adjournment

Larry Merrill motioned to adjourn the meeting, and Brad Heath seconded. The board voted unanimously to adjourn the meeting. Meeting was adjourned at 9:28 pm.

Reminder - Next Meeting is February 26, 2026 at 7:00 pm.

Respectfully submitted,
Julie Shattler
PPPOA Secretary