

**Ranch Cabin Association of Unit Owners
Annual Meeting Minutes
October 18, 2008
Located at the SROA Conference Room**

Call to Order: Terry Glenn called the meeting to order at 1:04 p.m. He welcomed all owners in attendance. All owners in attendance introduced themselves and what unit they represented.

Roll Call: Owners in attendance of this meeting were #3; McKillop, #8; Dwan, #9; Mahoney, #19; Glenn, #22; Carter, #23; Hasson, #27; Deines, #38; Wonderlick. Owners represented by proxy were #2; Hodam, #6; Douglas, #15; Cloran, #16; Tiland/Schmidt, #17; Scheingold, #20; Brown, #21; Wilber, #24; Piper, #26; Stow, #30; Bergstrom/Austin, #31; Barcheck, #35; Klein, #37; Walker, #39; Warren. With 22 of 29 owners (56.41%) represented either in person or by proxy a quorum was established.

Approval of Agenda: The agenda was accepted as presented.

Approve October 13, 2007 Minutes: Jack Deines made a motion to accept the Annual Minutes dated October 13, 2007 as presented. Tom McCord seconded. Motion carried.

Treasurer's Report: Steve Mahoney presented the Financial Statements for the month ending September 30, 2008. He explained expense line items listed on the Profit & Loss Report and how the actual numbers year to date are comparing with the year's budget figures. Snow removal this year was ~~not surprisingly~~ over budget due to the extreme winter that we experienced and heavy snowfall. Contingency was needed to cover costs for some unexpected sewer repairs. Tree removal has come in higher because of the need to remove some trees that were extremely close to the roof lines in preparation for the roofing project. The garbage enclosures, chimneys, deck posts, porches, and roofs were all reserve expenditures this year. Steve felt that these line items will come in fairly close to budget. Cash balances total \$92,346 broken down as follows: Operational \$13,527, Replacement reserves \$51,983 and Roof replacement \$40,283. Currently there are 3 units that are in the foreclosure process. We are working directly with the Association Attorney, Thomas Wolf in preparing these units for foreclosure Sheriff Sale. If these units are sold at the Sheriff Sale, each owner will have the right to recover their property up to 6 months after the sale. The association will need to cover the A/R deficit during this process. The land purchase was complete this year and we will need to allow monies in the 2009 ~~our future~~ budget to cover ~~the~~ legal fees to re-state the By-Laws, transfer the land into Condo Ownership, and prepare new deeds for each owner. This will be the perfect time to bring our By-Laws up to date and in agreement with the Oregon Condominium Law.

Manager's Report:

Old Business:

Roofing Project: The new roof project is complete. Gerry has completed prepared his the final punch list. This project began on May 19th. There were minimal change orders that required adding costs to the original bid price. With a project this size there were actually few change orders that were needed. With the new insulation being added to the and car decking, the units now have an R-8 insulation fFactor.

Enclosures: The garbage enclosures are complete. The bid came in at \$365 each. There was an average up charge of \$83 200 for each enclosure to install additional concrete from the end of the porch to meet the new enclosure. The painting of these enclosures was not included in the contract price. and we have a A paint bid was received and accepted bid of for \$2850. This cost will be moved to operational expense since we have painting funds still available for use.

Chimneys: The chimney pipe work has been competed by Cascade Heating and Sheet Metal. The T-Tops for the furnace vents will be installed next week Bend Quality Roofing will install the T-Tops for the furnace vents next week. The total cost for this project will come in approximately \$15,640.

RC #22 and RC #8: The new shed storage additions have been completed at these units and they do look very nice are consistent with plans approved by the Board.-

New Business:

2009 Paint Project: Next year the roof fascias will be painted green to match the roof color. We will resume our normal painting schedule for the siding. Each unit will remain the same color as existing. Units scheduled for this year are 3, 7, 27, 29, and 37. We have an estimated cost of \$12,000 for this project.

Expansion of Irrigation System: Robert Klaver of Klaver Landscape, Inc. will be assessing our current irrigation coverage to improve our overall system. There are several dry areas that need attention, to be taken care. Mr. Klaver has recommended that we perform clover eradication, mole eradication, and then overseed areas to get the lawn established. We would like to keep The bBoard approved agreed to include in the 2009 Operating Budget, a -the landscape budget of to \$14,000 and add an additional cost of \$1,500 to expand the irrigation system.

RC #15 Shed Approval: Gerry submitted a request from tThe owners of #15 asking have asked for approval to install a shed that is similar to units #8 and #22. After brief discussion Ann Carter made a motion to approve the installation of the shed as presented. Rob Dwan seconded. Motion carried.

Owner Deck Replacement: Some Most owners have recently replaced their decks with the exception of #28 and #34, while others are in need of repair or replacement. Gerry will mail out notification letters to all owners apprising them of deck board deterioration and the consequential safety -fhazards. If all owners were to bring their decks up to a minimum standard could replace their decks now, then the Board may be willing to incorporate -is willing to work make the decks as a common

~~element~~expense. Owners wishing to replace their decks can use non-treated fir, redwood or cedar.

Swimming Pool Drain and other items: The Association is in receipt of a written notice from OPHD (Oregon Public Health Division) explaining the new Virginia Graeme Baker Pool & Spa Safety Act that currently went into law on December 19, 2007. The new law mandates that all public pools provide entrapment protection for their main drains to that meet the federal guidelines. The law requires mandates that these changes bear made by December 20, 2008 or when first put into service thereafter. The Deschutes County inspector approved ~~Board discussed with the County~~ a less expensive alternative to installing a new main drain, i.e., by reverse ing the flow of the main drain, through modification of ~~modify~~ the skimmers plumbing at a cost of \$485. ~~The County seemed to be in agreement with this alternative.~~

There is separation between the a crack at the pool shell and decking. Caulking will be needed at a ~~It will cost cost of~~ \$658 to repair. The wood expansion joints have ~~are~~ dry rot. The first bid received to remove the wood and to caulk from the deck edge came in at \$1,688. The Board asked Gerry to get another bid and ask who SROA uses for their repairs. The Board will be emailed this information ~~can email a decision on this~~ at a later date.

- The wood deck at the pool is starting to splinter. A bid is on file to replace the (2) 8 x 16 decks with cedar at a cost of \$3,175. Jack Deines made a motion to accept the bid to replace the wood deck at the pool at a cost of \$3,175. Funds to be paid out of reserves. Mike Hasson seconded. Motion carried.

Swimming Pool Restroom Renovation: There is a leak ~~in the drain of~~ one of the sink pipes located in the wall, and in the other restroom the sink is barely staying in place. The walls need updating ~~ed~~-using sheet rock, and a quality plastic wallboard. ~~S~~sinks need to be replaced repaired, plumbing repaired, and a coat of paint on the floor. Some of this work could be part of next years work party activity.

Capital Improvements:

Storage Shed for Chemicals: Gerry made note that there is no room in the pool mechanical room to store supplies and chemicals. Because of the lack of storage area we are unable not able to take advantage of bulk chemical purchases at discount cost. Gerry feels there is enough room to the north of the pool (left of equipment room) to build a 10' x 10' building leaving a 3' breezeway between the two buildings and stay within the 5' set back from Circle 4 Ranch. The cost to design and build this structure would come in around \$5,750. ~~After Terry Glenn checked the By-Laws it's clear that this new common element expenditure exceeds the \$2,000 limit allowed without a 75% of unit owners represented at this meeting~~ Because the By-Laws require 75% of unit owners approve capital improvements in excess of \$2,000, no action could be taken at this meeting. The Board tabled further discussion until a mail out ballot could be sent to all owners.

Centralized Wood Shed: Some Ranch Cabin units have wood stockpiled ~~At some units the wood has been stockpiled~~ and is out of control. These piles, often times, lay directly against the siding of the unit creating a perfect setting for carpenter ants. ~~This~~ also leaves an unkempt look around the units and severely inhibits the

efficiency of the mowing process. A discussion took place to move all the wood from the grounds and place it in one location near unit #23. The question arose as to how the wood and the shed would be paid for since only a minority use wood on an annual basis. It was noted that only wood burning owners would pay for the shed. The unit's wood box would be filled on an as needed basis. Ann Carter proposed to send out a survey to the owners; who uses wood, what lengths, how often used, how much used, etc.

Open Forum:

~~The 2009 paint project will be back on normal schedule this year. Units 3, 7, 8, 27, 29, and 37 are listed on the 2009 paint schedule with a cost of approximately \$12,000. Units will be painted the same existing color.~~

The futures of pools purification seems to be ~~are~~ going from a chlorine chemical to a salt solution. It is not nearly as irritating to skin and eyes. Gerry will be getting a cost comparison of the use of chlorine versus salt.

The owners in attendance wished to thank Gerry for the fine job that was done this year and how the grounds were kept clean during a very busy maintenance summer season. Owners also thank the Board for staying within budget, keeping costs to the minimum, and showing fiscal restraint. Our future looks good.

Election of Directors: At the end of this meeting there are three positions that will become vacant. They are Don Stow's, Steve Mahoney's, and Tom McCord's positions. Nominations were open from the floor. There being none the nominations were closed. Joseph Wonderlick made a motion to accept incumbents Don Stow, Steve Mahoney, and Tom McCord to fill another 2 year term. Patricia Deines seconded. Motion carried.

Approve Actions of the Board: Ann Carter made a motion to accept the actions of the Board for the past year. Mike Hasson seconded. Motion carried. ~~I'll let Gerry or Terry list out everything that was acted on per Ann Carter's request.~~

Tentative Future Meeting Dates:

May 9, 2009	Spring Work Party
May 10, 2009	Board Meeting 10:00 a.m.
October 18, 2009	Annual Meeting

With no further business to discuss this meeting was adjourned at 4:37 p.m.

Respectfully submitted by Deanna Knox
Elite Management Services

Board Meeting held directly after this meeting:

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Chairman Terry Glenn called the meeting to order at 4:39 p.m. for the purpose of electing officers. ~~All Board members were in agreement to hold the same office as in 2008~~Motion was made to elect Terry Glenn as Chairman and Steve Mahoney as Treasurer. Seconded. Motion carried. The following is a list of names and offices of your 2009 Board of Directors: Terry Glenn, Chairman; Steve Mahoney, Treasurer, Tom McCord, Member; Mike Hasson, Member; and Don Stow, Member. Chairman Terry Glenn adjourned the meeting at 4:45 p.m.
