

**Ranch Cabin Association of Unit Owners
Annual Meeting Minutes
October 19, 2013
Located at the SHARC Recreation Center**

These minutes are subject to change and approval at the next scheduled Annual Meeting.

Call Meeting to Order: Terry Glenn called the meeting to order at 9:14 a.m. He welcomed all members in attendance and allowed a brief period of time for owners and guests to introduce themselves and what unit they represented.

Establish Quorum: Owners in attendance were Michelle Pellitier (1); Mary Walker (5); Steve Mahoney (9); Doug and Linda Smith (11); Bill and Marty Cloran (15); Terry Glenn (19); Mike and Anne Hasson (23); Don and Edie Stow (26); Jack and Patty Deines (27); Joe and Marcia Kurtz (32); Scot Sutton (34); and Andy and Tracy Klein (35). Owners represented by proxy were Hodam (2); Watanabe (4); Douglas (6); Slade (7); Dwan (8); Angel (10); Tiland/Schmidt (16); Scheingold (17); Brown (20); Cottonwood Legacy LLC (21); Carter (22); Piper (24); Nidiffer (29); Bergstrom/Austin (30); Barchek (31); deCastro (33); Walker (37); Wonderlick (38); and Warren (39). With 29 of 39 units represented either in person or by proxy, a quorum was established (74%) for this meeting.

May 11, 2013 Board Minutes: Michelle Pellitier made a motion to accept the May 11, 2013 Board Minutes as presented. Doug Smith seconded. Motion carried.

October 13, 2012 Annual Meeting Minutes: Bill Cloran made a motion to accept the October 13, 2012 Annual Meeting Minutes as presented. Michelle Pellitier seconded. Motion carried.

Treasurer's Report: Steve Mahoney provided the September 30, 2013 Financial Statements as handouts to all owners in attendance. Nearly all line items are at or below budget. Ranch Cabin irrigation water is slightly over budget but Steve is confident that the item will come in on budget at year end. However the pool water will end up slightly over budget. There is now a cash reserve of \$40,537 and holding \$8,045 in the operational cash. All dues have been paid in full for the 3rd quarter and with a few owners who have prepaid their 4th quarter assessments. Last year the reserve monies were spent down for the pool rebuild. The reserve account is now being refunded for future needs. Don Stow made a motion to accept the Treasurer's Report as presented. Michelle seconded. Motion carried. A copy of the September 30, 2013 Financial Reports are attached to these minutes for your review.

Manager's Report: Gerry Stearns presented an oral report touching on several items.

- 1) The summer went very well with positive feedback from owners, that they are very pleased with the pool renovation, allowing more relaxation room on those busy pool use days. Some owners/renters are finding preference using the ranch cabin pool versus that of the SHARC facility.
- 2) The pool facility incurred a three day shutdown to re-sanitize the water. This condition was due to fecal contaminants left by small children, and required an inordinately large amount of chlorine to be added to the water for purification.
- 3) There were sewer backup problems at units #1 and #21 caused by root systems. Mr. Rooter now has equipment that can access the sewer line and grind the roots into shreds to be flushed down the sewer.
- 4) There have been reports of bats at unit #5. The problem has been ongoing with Gerry meeting with the unit #5 manager, in an attempt to locate the bat entry. The owner of unit #5 and her maintenance manager were in attendance seeking the association's help to locate the exterior entry point. Gerry has been asked to consult the Nature Center for their opinion on the use of bat houses. Alpine Pest Control is also to be called in for their appraisal of the

problem, and the effectiveness of using a high frequency device to ward off bats. He will meet or speak with the Maintenance Manager with his findings.

- 5) Gerry hired Mr. Ken Cross to perform the summer mowing maintenance of the pool area. The cost for his services came in at \$333.50 versus \$702.00 if Klaver Landscape were to mow the area.
- 6) Beginning October 14, Bend Broadband trenched areas to bury cables to increase the frequency band width for additional future services. Completion of the trench and backfill work with the exception of lawn re-seeding was October 18. There were 4 crossings of the streets. Three were tunneled under the street, but one area, in the cul-de-sac near unit #21 was the only street crossing that needed to be cut for completing the project. Asphalt patching will take place when the weather permits.
- 7) There is a new unit owner in #18 that is doing an extensive remodel. He has removed the out of compliance back deck and would like to replace a portion. The owners discussed at length the approved guidelines that needed to be honed regarding new deck installs. Michelle Pellitier made a motion to ~~continue to allow a two foot~~ the 2' extension of the back deck in either direction beyond the footprint of the original building plans. ~~The two foot extension can go in any direction.~~ Owners ~~wishing to go beyond this scope will need to come to the board with drawings and specifications for Board approval prior to SROA approval~~ may seek approval for larger expansions on a case by case basis. Owners will pay for any irrigation modifications. Doug Smith seconded. With further discussion of the motion, this motion was approved. Further discussion took place about the type of decking material that would be approved for replacement decks. Michelle Pellitier made a motion that the Board consider using composite material only upon the owner submitting a sample board and color to be approved by the Board, prior to SROA approval. Bill Cloran seconded. With no further discussion, this motion was approved. [Note: All exterior modifications must be submitted to the Ranch Cabin Board for approval, and then to SROA. The new guidelines suggest what will be routinely approved, but does not change the need to make a submission, and does not prevent the Board from approving other deck configurations on a case by case basis.]
- 8) There will be a power increase effective November 1, 2013 to .00184 per KWH. Our facility charge will be \$5 per month and for a 1200 KWH usage the increase would be \$7.16 per month. This adjustment will be made in our 2014 budget.

Old Business:

- 1) Land Deed Conversion: All data has been turned over to Michelle Pellitier to work with our attorney to facilitate the completion of the land deed conversion. The time frame for completion, or update, will be discussed at the next board meeting in May. It is hoped that the issue can be completed early in 2014.
- 2) Pathway Seal Coat: Michelle Pellitier made a motion to approve the cost of the Pathway Seal Coating in the amount of \$1883.70 in 2014. The project will be included in the 2014 budget. Don Stow seconded. Motion carried.
- 3) Pump House Insurance Replacement Cost: Gerry Stearns reported that the replacement cost for the pump house equipment would be \$5,210 which does not include labor. This figure is to be used for insurance purposes.
- 4) Owners Insurance: Terry Glenn reports that there is a classic problem with definitions within Association Declarations about what the Association covers and what an owner should have covered under their personal insurance policy. It is suggested that owners should select a minimum building value of \$120K to \$150K and an additional amount of at least \$20K for contents plus the value of wardrobe kept at the Cabin. This amount would vary depending upon improvements to each individual unit. This is only a suggestion.
- 5) Pool Furniture: The purchase of pool furniture had been placed on hold pending the receiving of past due assessments from units 28 and 36. Those funds were received which allowed the approved purchase of 1 table, 2 chairs, 1 umbrella and support plate.

- 6) Painting: By September 5, 2013 all painting was completed on units 1, 5, 12, 25, and 39. The cost was \$9700. There was an additional \$150 spent to touch up five other units subsequent to the rewiring of those units by Bend Cable. The additional cost to paint chimneys at unit #5 and #39 will be placed in 2014 budget. The units scheduled for painting in 2014 are 10, 15, 17, 18, and 24.

New Business:

- 1) Pool Cover Replacement: The Board had discussed the need for replacing the bubble pool cover. Gerry tested (during this pool season) the cost effectiveness of whether the pool cover saved energy by utilizing the cover versus leaving the pool uncovered. The additional cost for the summer months was only \$31.00. With the cost of a new pool cover (\$600) it was decided to do away with the cover since there is not a usage payback. Gerry will arrange with Robert Daggett Pools for removal of the pool reel from the pool facility.
- 2) Sewer Line: Gerry has been asked to get an additional bid for the sewer line inspection. It was discussed to whether to have all the lines scoped with a camera or to have all the lines ground out and cleared without scoping. Michelle Pellitier made a motion to have only the camera work done. The cost not to exceed \$3,000, and to exclude lines units 1 and 21. Bill Cloran seconded. Motion carried. This project will be included in the 2014 budget.

Open Forum:

- 1) Approve Actions of the Board: Andrew Klien made a motion to approve the actions of the Board. Bill Cloran seconded. Motion carried.
- 2) Election of Board of Directors: At the end of this meeting the terms of Terry Glenn and Michelle Pellitier will expire. Terry Glenn opened the floor for nominations. There being none, Don Stow asked for a vote by owners present and available proxies. Incumbents Terry Glenn and Michelle Pellitier were elected for another 2 year term. Their terms will expire in 2015. Don Stow, Steve Mahoney, and Doug Smith's terms will expire in October of 2014. Anyone interested in placing their name on the ballot for 2014, please contact Deanna Knox at EliteSrvs@gmail.com.
- 3) Open Forum Discussion Items
 - a. Place discussion of a website on the May agenda. Deanna to email annual meeting minutes to all owners after Board and Management approval.
 - b. Current owner information to be included in the annual meeting packet.
 - c. Many trees have been removed on the property. Tracy Klein would like to see some tree replacement located in approved areas. Tracy will work with SROA regarding tree seedlings that are available. The placement of the trees could be a work party project.
 - d. Tree branches are getting too close to some cabins. Gerry will identify the areas in question for removal by a spring work party.
 - e. Ranch Cabin owners have witnessed foot traffic from Circle 4 Ranch guests coming over to use the Ranch Cabin pool. Proper response from ranch cabin owners will be discussed at the next Board meeting.
 - f. Gerry announced that the bottom of the pool is developing several locations where the paint is chipping away. Aquatic Solutions provided a quote of \$6,375 to sandblast the concrete bottom surface and apply new epoxy paint. This condition will be watched by Gerry for future work as needed.
 - g. Snow plowing costs will remain the same as last year.
 - h. The next Board meeting will be held on May 3, 2014. Owners are always welcome at all board meetings.

With no further business the meeting was adjourned at 1:05 p.m.

Respectfully submitted by Deanna Knox
Elite Management Services, Inc.