

Ranch Cabin Association of Unit Owners

May 3, 2014, SROA Board Room, 2:00 P.M.

Spring Board Meeting Minutes

Call to Order: Terry Glenn called the meeting to order at 2:01 p.m.

Board Attendance: Terry Glenn, Steve Mahoney, and Doug Smith. With 3 of 5 Board members in attendance, a quorum was established for this meeting.

Owners in Attendance: Joe and Marcia Kurtz, Mike and Anne Hasson, Terry and Anne Carter, Andy and Tracy Klein, Mack and Sally Brown, Don and Julie Rugg, Linda Smith, and Steve Fotochnik.

Others in Attendance: Gerry Stearns and Deanna Knox

Treasurer's Report: Steve Mahoney presented the April 30, 2014 Financial Statements. Our common expenses are within budget, but with the heavy snow season we are over budget in this area. We relieved our budget on snow removal by carrying forward unused funds from prior years in this line item. Management costs are below budget as well as Pool expenses. It was noted that we just paid for chemicals in very early May so pool costs may be slightly over budget on our May Financial Statements. We continue to fund the reserve replacement account. There are 7 owners that have not paid their 2nd quarter assessments, 2 owners who still owe a portion of their 1st quarter assessment, 1 owner who owes the full portion of their 1st quarter dues, and 4 owners who have prepaid their assessments. Steps are being taken to receive the past due amounts. Doug Smith made a motion to accept the Treasurer's Report as presented. Terry Glenn seconded. Motion carried.

Manager's Report: Gerry Stearns reported that we had a mild winter with the exception of the month of February where we experienced 20" of snow and subzero temperatures for 2 weeks. There were two units that experienced frozen/broken water pipes. #33 had some water damage, but #34 experienced extreme damage. Aside from the winter issues, Gerry has had the stump removed by the pump house.

Old Business:

Land Deed Conversion Update: Michelle Pellitier had sent in an email report prior to this meeting because she was unable to attend this meeting. She reports that she received a voice mail back from our attorney, Rich Bailey, on May 2nd after multiple attempts to contact him earlier in the week. He explained that after a delay of 2 years by the Ranch Cabin Association, the Oregon Real Estate Agency rejected our application and required us to reapply. The reapplication was done in mid-April. She anticipates that we should hear something at the end of May. The Agency has 45 days to respond. This delay will ultimately cost the association more in legal fees.

Pathway Seal Coat Update: This project is scheduled to take place on Thursday, May 13th at a cost of \$1,883.70 to be paid from reserves.

Painting Schedule Update: We had originally scheduled 6 units to be painted each year. However, the paint has held up and we have reduced the scheduled painting of structures down to 5. The units that are tentatively scheduled for paint beginning May 12th are 10, 15, 17, 18, and 24. After a unit by unit inspection, we may be shifting one of these units to be painted at a later date and replace it with unit 28 which is in need of paint this year. It was noted that the chimney stacks are in need of paint.

New Business:

Sewer Line Inspection Update: Gerry mentioned that he has acquired 2 bids for the sewer line inspections; one from American Rooter at \$5,850 and one from Mr. Rooter at \$4,702.05. They would both video the lines, make line locations, and hydro scrub the lines using a hydro cutting device. Doug Smith made a motion to accept the bid from Mr. Rooter, have him video the lines, mark the line locations, and scrub the worst lines as necessary for a cost not to exceed \$5,000. Steve Mahoney seconded. Motion carried. This cost will be paid from reserves.

2014 Landscape Contract: The landscape contract remains the same this year at \$11,840 with Klaver Landscape. Ken Cross will continue to do the mowing at the pool area.

2014 Pool Contract: There was a 1% increase to Robert Daggett's contract this year. We continue to pay him 1/12 of the contract each month even though he takes care of the pool 3 months out of the year. This gives us relief to our budget and provides him some income all year.

Tree Planting: It was mentioned that the tree planting project will be deferred until we get a map of the sewer lines, where tree root systems are causing problems and removing those trees, and then determine the best location for re-planting of trees to avoid future sewer line issues.

Ranch Cabin #5 Ridge Cap: Gerry has been working with the management agency involved with the care of Ranch Cabin #5. This unit has been experiencing a bat infestation. Trying to determine where they are getting in has proved to be a challenge. The manager thinks that the bats are getting in under the roof ridge cap, he would like the cap removed, inspected for bat access, and if access is found, to be plugged. With the ridge cap then replaced for a cost of \$700. Steve made a motion not to perform this work, Doug seconded the motion and the motion carried. Terry Glenn will compose a letter to the owner and her agent to explain the Board's decision.

Chimneys: As mentioned above, the chimney flews are in need of painting. Gerry has been asked to get bids for this work and will present them to the Board via email for a decision.

Open Forum:

Insurance Information: Terry Glenn presented a 3 page informative recommendation for Personal Insurance for the Condominium Owners. This letter will be emailed to all owners who have shared their current email addresses and will be sent out to all other owners via postal service who have not shared a current email contact. Deanna was asked to send this letter out as quickly as possible.

Tree Removal: There are 5 to 6 trees marked for removal by SROA. This unexpected cost for the removal will be paid for out of contingency. We will also place the cost of stump removal against contingency.

Window addition #35: Andy and Tracy Klein has requested permission to add a window at the lower tip out. The window will mirror the existing window at the other end of the same wall. The building number will be moved to the center of the wall. This will provide more natural light in the home. Because the window addition does not change the look of the building and keeps the structure uniform with surrounding Ranch Cabin units, Doug Smith made a motion to accept the window addition as it was presented. Steve Mahoney seconded. Motion carried. Owner will need to present a copy of these minutes to SROA for their approval and take care of all SROA permit and addition costs.

Fall Meeting Date: It was determined that our next Annual Meeting date will be October 11th. Time and date will be announced at a later date. Please keep this date open and plan to attend this important meeting.

With no further business to discuss, Terry Glenn adjourned this meeting at 4:13 p.m.

Respectfully submitted by Deanna Knox

Elite Management Services, Inc.