

**Ranch Cabin Association of Unit Owners  
Annual Owner's Meeting Minutes  
October 3, 2015 Located at the SROA Board Room  
9:00 a.m. to 12:00 noon**

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 9:13 a.m.

**Establish Quorum:** Owners in attendance were Michelle Pellitier (1); Steve Mahoney (9); Doug and Linda Smith (11); Terry Glenn (19); Mike Hasson (23); Jack and Patricia Deines (27); Joe Kurtz (32); Scot Sutton (34); and Andy and Tracy Klein (35). Owners represented by proxy were Watanabe (4); Slade (7); Dwan (8); Tiland/Schmidt (16); Brown (20); Cottonwood Legacy LLC (21); Piper (24); Stow (26); de Castro (33); Ainsworth III (36); Sears (37); Wonderlick (38); and Warren (39). With 22 of 39 units represented either in person or by proxy, a quorum was established (56%) for this meeting.

**Approve October 11, 2014 Annual Meeting Minutes:** Michelle Pellitier made a motion to accept the October 11, 2014 Annual Meeting Minutes as presented. Doug Smith seconded. Motion carried unanimously.

**Treasurer's Report:** Steve Mahoney presented the August 31 2015 Financial Statements as handouts to all owners in attendance. Assessment income is on target through 3<sup>rd</sup> quarter. Contingency expense is a bit higher than anticipated due to troubleshooting some electrical failures. Both Management and Admin cost as well as pool expenses were within budget. Because our expenses are seasonal we feel we will end the year within our targeted budget. We will hold off making reserve fund transfers until 4<sup>th</sup> quarter for cash flow purpose. At the end of August we held \$6,100 in operations, \$3,600 in our snow removal account, and \$63,000 in reserves. Jack Deines made a motion to accept the Treasurer's Report as presented. Michelle Pelletier seconded. Motion carried unanimously.

**Manager's Report:**

**Light post:** The light post at the walkway near unit 34 was rotted off and needed replacement.

**Mowing Costs:** Because of higher than normal temperatures in June which caused exceptional growth to our lawns, an additional mow was necessary. Fertilizing in June with Slow Release Granules had the lawns ready for 4<sup>th</sup> of July.

**Pool Shed Area Landscape:** The revision of the bid removed the sod and used seeding in its place. This allowed the irrigation to be extended and we stayed within the \$1,000 limitation. Sod was inadvertently installed by the contractor but there was no additional expense to the association due to his error.

**Walkway Lights:** Two major faults have occurred in the walkway lighting system since January. One at RC 6 and the second near RC 37. The first case was probably caused by rodents. The second case was caused possibly by someone working on the nearby water system. We aren't sure when this happened but the buried Romex was hit with a shovel. The contractor found that the original splice dug up, was an inferior piece of work. The total cost of the two failures amounted to \$2,598 and the cost is represented in contingency expense.

**Installation of Windows at RC 35:** RC 35 is the first to install Great Northern windows and sliding doors. The installation meets the Design Committee Window requirements. This unit will be used as a model home for future window replacement.

**Pool Repairs:** The pool was inspected by the County. It was found that the depth markers need to be shown from inside the pool and not on the decking. Gerry mentioned that the pool surface will need to be painted before opening the pool next year. The depth markers can be put in place at the time the repairs are made to the surface.

### Old Business:

**Light Covers:** There are 3 missing light covers at unit 9, 18, and 29. Mike Hasson has one extra light cover and will give to Steve Mahoney. Steve will order 2 more covers so all lights will be in compliance.

**Chimney Stacks:** There were 12 chimney stack renovations whereby the exhaust vent caps were changed out. Units 4, 5, 6, 7 had only 1 chimney per unit to change out, the cost was \$139.20 each. Units 8, 21, 28, 29, 30, 31, 34, and 38 had 2 chimney stacks. the cost to change out these were \$182.96 each. The total cost was \$2,020. We did notify the owner of unit 7 that the flue was not connected. ~~A crawl space was needed to get to the area in order to fix the problem. The owner hired a contractor to install a door into the crawl space for access to repair the flue connection.~~ This cost was borne by the owner

**Roof Stains:** It has been determined that condensation at the chimney stack is causing rust stains on the newer roofs. Gerry will do a walk through with Terry Glenn and check on all the remaining stacks. Doug will investigate industrial cleaners available on the market. For now the stains will be left alone but will be discussed at our next scheduled meeting in May.

**Paint Update:** Units 2, 9, 16, 17, and 30 were painted but only in the areas where needed. Chimneys were painted at units 26, 27, 28, 29, 30, 31, 32, and 33. Painting did come in under budget this year.

### New Business:

**Tree Removal:** There will be 2 large trees removed at unit 22 on October 13<sup>th</sup> due to the gall effect on one Jack Pine and a Ponderosa overhanging Unit 22 that is presenting a danger to the unit and the occupants. A crane will be required to take down the Ponderosa which will run the cost of removal up to \$1,300. Michelle Pellitier noted that there is a tree near Unit 1 that will need to be assessed and Mike Hasson mentioned a questionable tree at the dining room side of Unit 24. Gerry noted that he would take action on these two other trees at a later date.

**Use of Manufactured Decking Material:** Gerry brought in samples and colors of Timber Tech and Trex Decking as an alternate to using cedar decking. Discussion took place as to the manufacturers warrantee and installation specifications and color. Not all owners were in agreement of using a composite material as an replacement option for cedar or other wood products. Michelle Pellitier made a motion to approve using a composite material of either Timber Tech or Trex Decking, to be conditioned upon being installed using manufacturers specification and SROA guidelines. Jack Deines seconded. Motion carried with one-two owners being in opposition. [Natural wood remains the preferred decking material, but composite is an option. Deck projects must still be submitted to Design Review for approval.]

**Approve Actions of the Board:** Andy Klein made a motion to approve the actions of the Board for the past year. Patricia Deines seconded. Motion carried unanimously.

**Board Election:** At the end of this meeting the terms for Terry Glenn and Michelle Pellitier will expire. Terry Glenn opened the floor for nominations. There being none, Terry asked for a vote by owners present and available proxies. Incumbents Terry Glenn and Michelle Pellitier were elected for another two year term. Their terms will expire in 2017. Joe Kurtz, Steve Mahoney, and Doug Smith's positions will expire in 2016.

**Spring Meeting Date:** It has been established that the Spring Board Meeting will be held on May 14, 2016 at 9:00 a.m. at the SROA Board Meeting Room.

**Adjournment:** There being no further business to discuss Terry Glenn adjourned the meeting at 11:17 a.m.

**Executive Board Session:** Executive session was opened for the purpose of electing Officers. Terry Glenn was elected Chairman, Michelle Pellitier Secretary, and Steve Mahoney Treasurer. The Board also discussed and took action by unanimous vote on a letter received from an owner. Terry Glenn adjourned Executive Session.