

**Ranch Cabin Association of Unit Owners  
Board Meeting Minutes  
Saturday, April 29, 2017 at 9:00 a.m.  
Located at the SROA Board Room**

**Call Meeting to Order:** Terry Glenn called the meeting to order at 9:12 a.m.

**Establish Quorum:** Board in attendance; Terry Glenn, Steve Mahoney, Joe Kurtz, and Michelle Pelletier. With 4 of 5 board members in attendance a quorum was established.

**Treasurer's Report:** Steve Mahoney presented the March 31, 2017 Financial Statements to all in attendance. There is currently \$11,933 in the operational account and \$90,808 in the reserve account. Thus far we have received \$12,110 in prepaid dues. Common Ground Expenses are over budget caused by extra snow removal during the first three months of 2017. Management and Administrative expenses are on budget. Pool Expenses are below budget at this time. Michelle Pelletier made a motion to accept the Treasurer's Report as presented. Joe Kurtz seconded. Motion carried. A copy of the Financial Statement is attached to these minutes as **Addendum A**.

**Manager's Report:**

**Flue Arrestor Progress:** Mountain View Heating is expected to begin the flue arrestor project on Monday. The units involved are 11, 20, 24, 25, 29, 33, and 37. The expected cost should come in at \$2,225 for completion.

**2017 Mowing Contract:** Klaver Landscape offered their landscape contract which came in at a total of \$18,600. This amount is broken down as follows: \$12,000 grounds, \$1,600 irrigation repairs, and \$5,000 needle raking. We could see a small savings if owners can rake up needles away from their unit. Additionally there is a cost for grinding stumps around the property (approximately 50) for a rough cost of \$2,000 to \$3,000.

**Additional Property Activities:** Please see additional Management activities on the attached Manager's Report marked as **Addendum B**.

**New Business:**

**#24 Design Review Discussion:** The owner of Unit #24, Charlie Piper, explained to the Board that the current board approved horizontal windows by Essence are not code approved because they do not agree with the current code emergency egress of a 5.7 square foot opening. Discussion took place to find a suitable solution to this problem. Michelle Pelletier made a motion to accept non vinyl Milgard Essence slider windows, paintable to match trim color, allowed in sleeping areas for proper and legal egress above roof line. Any window change out must still be submitted to the Board and SROA for design approval and must meet current state building code. Joe Kurtz seconded. Motion carried. Discussion continued and Michelle Pelletier withdrew the previous Milgard Essence recommendation and allow the Board to be open to other options upon review. Steve Mahoney seconded. Motion carried. Charlie Piper also installed a heat pump during his remodel and has asked for Board approval to install a heat pump enclosure. Michelle Pelletier made a motion to allow Unit Owner of #24 to install a heat pump enclosure similar to the existing garbage enclosure that will offer proper ventilation, heat pump to be set on a cement pad, accomodates a service panel inside the enclosure, and must paint the enclosure to match existing house paint color. Roof to match existing roof. Joe Kurtz seconded. Motion carried.

**Swimming Pool Painting Plan:** Before a plan can be put in place for the surface painting of the pool, it must be drained and assessed. The paint for the pool will require two grades of paint and before painting the surface must be totally dry according to the product specs. An early assessment (quick look) will take place prior to pool opening. Painting of the pool cannot take place until after the season closure this year. Further discussion has been deferred.

**2017 Annual Painting Schedule Revision:** Units 3, 35, and 31 will be painted in their entirety. Units 7, 16, 27, 16, and 34 will be partially painted where identified. Cost for this project has been quoted at \$11,445.

**Tree Removal Discussion:** The owners may have noticed green and red paint on some trees and also yellow ribbons. There are a total of 6 hazardous trees that need to be taken down. Spring River Tree Service had quoted \$2,800 to get these trees down and removed. More tree information can be found in the Manager's Report located on Addendum B.

**Fire Place Flue Stack Design T-Top at RC #25:** This work has been complete. Further information about this project can be found on page one, #3e of the Manager's Report located on Addendum B.

**Flue Stack Conformity at RC #37:** The T-top for this particular stack needed to be fabricated and work will begin Monday, May 1<sup>st</sup>.

**Tree Stump Removal:** When trees are removed, the stumps must be ground out 4" – 6" below grade which leaves a hole in the ground. Soil is required to be brought in to fill these holes and then reseeding in the area needs to take place. It was discussed that funds could be saved if two work parties were scheduled to have the owners clean out the chips after grinding and fill in with soil. Sunriver Tree Service can then come in and tap down the soil and Klaver can reseed. It's unclear how much of the \$2,000 - \$3,000 cost can be saved. We anticipate 47 stumps need to be ground this season. This work will need to take place after Labor Day.

**Insurance:** The insurance with Austin Mutual renews on June 14, 2017. Generally owners carry condominium insurance which covers from the sheet rock in. The Association is responsible for the exterior siding, chimneys, and other building elements convenient to existence. Terry Glenn has been in contact with an agent from Farmers Insurance. They are offering to increase the Association's liability from \$3 million to \$5 million with a deductible of \$1,000. We have a \$5,000 deductible with our current policy. If accepting the Farmers Insurance policy as discussed there could be a savings to the individual owner's personal policy by reducing their liability. Terry Glenn made a motion to accept the Farmers Insurance policy and recommends that the Association pay only the deductible of \$1,000 if damage occurs to chimney and siding if the Association covers beyond what is written in the By-Laws. Michelle Pelletier seconded. Motion carried.

**Adjournment:** With no further business to discuss this meeting was adjourned at 11:15 a.m.

Dates to remember:

Work Party	September 28, 2017
Annual Meeting	October 21, 2017

Action Items:

- Send new owners list upon request
- Include new owners list in Annual Meeting Packet