

**Ranch Cabin Association of Unit Owners**  
**Spring Board of Directors Meeting Minutes**  
**May 19, 2018**  
(Meeting was held at the Sunriver Library)

**Call Meeting to Order:** Terry Glenn called the meeting to order at 12:00 p.m.

**Establish Quorum:** Board members in attendance were Terry Glenn, Steve Mahoney, Doug Smith, Joe Kurtz, and Michelle Pelletier. With all members in attendance a quorum was established for this meeting.

**Treasurer's Report:** Steve Mahoney presented the April 30, 2018 Balance Sheet and Profit and Loss Report. In 2017 the Association offered a 3% discount to any owner wishing to pay their full year Association Dues by January 31<sup>st</sup>. Several owners took advantage of the offer. Our expenses are typical (lower) for this time of year but we anticipate more expense from June through September. Sunriver experienced a snow storm in late February which demanded two plow visits. We've spent \$1,600 against our snow budget amount of \$6,000. Doug Smith made a motion to accept the Treasurer's Report as presented. Joe Kurtz seconded. Motion carried.

**Manager's Report:** Gerry announced that Deanna had found 4 "new to us" chaise lounge chairs which were purchased at a great cost of \$25.00 each and are now in and around the pool area. A thank you goes to Steve Mahoney for transporting them to the Ranch Cabin pool area. We hope they get good use!

Gerry mentioned that the association is finding it a difficult task to firm up a contract with a painting contractor for the pool. He had thought a contractor was in place but received a call two weeks prior to this meeting that said contractor had closed his business. Gerry has found and will be meeting another contractor in the coming weeks, and with the boards' approval will be looking for a good weather week this fall to schedule the project. More information can be found under "New Business" 2018 Annual Painting Schedule in these minutes.

Our landscape contractor, Klaver Landscaping presented a comprehensive breakdown of costs for our 2018 contract. The breakdown is based on number of mows, start up, areas of work, thatching, weed abatement, fertilizing, irrigation backflow inspections, and irrigation winterization. The total contract totals \$11,760.

A tree was removed in the fence line near Unit #23 near Circle 4 Ranch Association. Since the tree resided exactly in the Circle Four Association fence line thereby disallowing closure of the fence line, the cost for removal and cleanup was split between both Associations at a cost of \$204 each.

A potential sewer blockage must be removed in the line radiating from RC#9 and serving other nearby units. Gerry will be hiring a contractor to dig up the location which has been identified, and clear the root obstruction.

**New Business:**

**2018 Annual Painting Schedule:** Walking the property it was found that touch up painting is needed on 20 identified units. Most of the touch up painting will be below the windows. Units normally scheduled to be painted this year are 11, 21, 22, 23, 26. RC #20 and #36 are included because of need. Gerry will be looking to negotiate as much painting as possible given the constraints of the \$10,000 budget. Painting is analyzed each year based on schedule history and fund allocation and availability. Chimneys are also included and reviewed each year for consistent upkeep.

**Sewer Line Inspection Ports Riser Project:** Sewer cleanouts are located under gas meters or buried. Fifteen cleanouts are missing and the Association's goal is to locate ALL cleanouts. We caution everyone to be careful when digging around foundations. Note: Backflow devices are individual responsibility.



**Water and Sewer Rate Increases:** Notification was sent to all owners announcing a 5% increase in rates to water and sewer usage.

**Old Business:**

**Swimming Pool Painting Project:** Our pool contractor Robert Daggett, recommends a couple of small patches to our pool this summer. The paint has deteriorated. The hope is to complete this work in the fall of 2018 after closing. The project will begin by power washing the pool surface and allowing it to dry for 7 days followed by repainting with a thick epoxy product. The epoxy will need to cure for 24 a minimum of hours. Doug Smith will coordinate with our new painting contractor as to product (Kelly Tech Coatings) application, labor, cost, and scheduling. There is a total of \$55K budgeted for this project. It was briefly discussed that a new pool could cost upwards of \$130K.

**911 Emergency Telephone for Pool:** Deschutes County has required all public use pools to have an emergency phone inside the pool fence. Gerry contacted Century Link and they directed Gerry to a telephone retail sales company. Buried cable was required to be placed the last 100 feet from the nearby pedestal to the pool equipment building. If no additional bills are received the installation cost will come in at a cost of \$726.47 with a monthly cost of \$22.00 during pool use season.

**Digital Pool Gate Lock:** Terry replaced the pool key lock system with a state-of-the-art digital gate lock. The entry code for permanent owners is 7707; for owners who rent their units 8642; and for owners using rental agencies 3141.

**Tree Stump Removal Work Party:** Gerry Stearns shared that it would cost \$2K to \$3K to remove 47 stumps on the Ranch Cabin property. He recommended that we postpone the project to another year and give the budget a breather.

**Open Forum:** Gerry noted that a couple of trees blew down during storm season this year but did not damage any structures.

The SROA fence is falling down. Gerry reported the problem to SROA Public Works. They have ordered 6 x 6 replacement posts and are now waiting for their arrival.

A full time owner is concerned about landscaping. He has observed that raking was haphazard and incomplete, crew takes many breaks, needles left on grounds.

Mowers accidentally hit the corner of RC#8 and the corner of the garbage enclosure on RC #16. Both instances have been referred to Klaver Landscaping and are being taken care of.

**Adjournment:**

There being no further discussion Terry Glenn adjourned the meeting.

**Next Scheduled Meeting: October 10, 2018 at 9:00 a.m. There will be a work party after the meeting.**

**Action Items**

Gerry to call Klaver and share owner concerns about landscape upkeep.

Check up on tree by Unit #35 (along path) and tree by Unit #2