



Ranch Cabin Association of Unit Owners

Board of Directors:
Terry Glenn - 360-907-3604
Scot Sutton – 503-347-4685
Joe Kurtz – 503-734-5692
Doug Smith – 503-559-5779
Steve Mahoney - 503-472-8668

www.RanchCabins.org

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**Ranch Cabins Association of Unit Owners
Fall Meeting Minutes
Saturday 10:00 A.M. October 17th, 2020
Meeting Location: Fort Rock Park Gazebo**

Executive Summary

- 26 Unit Owners were represented in person or by proxy, of which 17 were in person.
- Thru Sept we are about \$2,000 ahead of budget and predict ending the year \$5,000 ahead of budget (less snow removal expenses, if any in 2020).
- A list of Board Actions will be maintained for future routine approval by membership.
- Painting is completed. It included full paint on RC16 and RC34, and touch-up on the majority of other cabins. Cost is within the \$11k budget at \$10,380.
- Tree Removal work contracted in June is progressing but not yet completed due to contractor's workload.
- There are now about 60 stumps to grind, a project likely to cost in the \$9-10,000 range.
- \$5,000 shall be budgeted in 2021 for Stump Grinding (1/3rd) and Tree Re-planting (2/3rds)
- 8 cabins are not in compliance with the Firewood Pile standards and will receive letters.
- Membership voted to waive the Financial Review requirement for 2020.
- An Audit Committee was established to assure compliance with established policies by conducting selected testing as developed by the Ad Hoc Financial Assurance Comm.
- Decision was made not to expend funds on additional pool gate security measures.
- Assessments are now due within 15 days of due date. See Delinquency policy on www.RanchCabins.org.
- A Budget Committee was created to assist with development of Budgets.
- Steve Mahoney (Treas), Roberto deCastro (Sec), and John Warren were elected as Board Members, who join Terry Glenn (Chair) and Scot Sutton.
- Spring Board Meeting tentatively scheduled for May 22, 2021.

Full Detailed Minutes
Annual Meeting – October 17, 2020

Call Meeting to Order - Meeting was called to order at 10:14am by Chairman Terry Glenn

Determination of a Quorum – 26 Unit Owners (66%) were represented in person or by Proxy, of which 17 attended in person. Except for election, Proxy votes were cast with the majority present:

In Person

05 – Pat & Amy Lampton
06 – Anders Wick
08- Kevin Miller
09 – Steve Mahoney
11 – Doug & Linda Smith
13 – Bob Arnold
14 – Mack Brown
19 – Terry Glenn
23 – Mike & Anne Hasson
25 – Rick Witte
26- Don & Edie Stow
30 – Penny Austin
32 – Joe & Marcia Kurtz
33- Roberto deCastro
34 – Scot Sutton
35 – Andy Klein
38 – Joe & Sherry Wonderlick

Proxy

01 – Pellitier
02 – Hodam/Cookson
10 – Angel
15- Browner
20- Brown
24 – Piper
36 – Ainsworth III
37 – Sears
39 – Warren

Approval of Fall Minutes (Fall 2019) – Motion to accept 2019 Annual Meeting minutes.

Motion: Scot Sutton

Second: Doug Smith

Vote: Unanimous

Treasurer's Report – Treasurer Steve Mahoney reported Revenue to date (Sept 31, 2020) was ahead of Budget by \$3,236 due to some owners not taking budgeted annual payment discount, a small COVID-relief check from Deschutes Co, and late fees. Overall Expenses are \$15,127 below Budget due to Painting (\$11,000) bill not yet received, \$3,000 not spent on Financial Review, savings in bookkeeping cost due to Terry handling without charge May-Sept, and miscellaneous other savings as well as adherence to Budget. After expected Painting and Tree Removal expenses, it is anticipated the Net Operating Income would be \$2,000 better than Budget. Terry projected a year-end Operating surplus of about \$5,000 less any snow removal expense in 2020.

Motion to accept the Treasurer's Report

Motion: Doug Smith

Second: Scot Sutton

Vote: Unanimous

Subsequently Penny Austin requested a report comparing YTD Actual to the total Annual Budget. The report provided owners compared YTD Actual to YTD Budget. That report will be added to the Owner's Reports in the future

There was then discussion of how to distribute Financials and whether they should be posted on www.RanchCabins.org which is visible to the general public. It was determined by consensus to NOT post Financials (except the Annual Budget) online, but rather distribute to owners by Email.

Approval of Board Actions – Prior to making a motion on this routine item, Joe Wonderlick requested a list of those actions in the future. It was agreed a simplified list of such actions would be maintained for the future.

Motion was made to approve the Board actions since the 2019 Annual Meeting.

Motion: Joe Wonderlick

Second: Andy Klein

Vote: Unanimous

Managers' Report – Terry Glenn presented the Managers Report on behalf of Gerry Stearns who was visiting family in California. Gerry's written report is included as an attachment with highlights below:

- Trees – 9 trees were removed per Spring River recommendation. An additional hazard tree between RC 7 & 8 was removed at a total cost of \$4030. In July, additional work was added including removal of a hazard tree inside the pool area, a tree near RC 27, and remains of a tree toppled in the May 30 storm at the entry at a cost of \$990. We are awaiting approval from SROA to remove a large tree next to RC 6 that has roots impacting the cabin slab and chimney at a cost of \$1,100. SROA permit is still in force for additional work authorized in early June and awaiting our turn on Spring River's schedule.
- Painting involved primarily painting of select walls and the full painting of only RC 16 and 34, the latter integrated into the repairs from tree damage. Bid cost based on walk-thru with painters was \$10,380. Additional work was added for RC 4 window near front door, chimneys of RC8, paint a repaired woodpecker hole above front door of RC 39.
- Pool opening was delayed due to COVID, but eventually opened about 3 weeks late. Daggett Pool Co's regular contract was restored. Despite periodic closure if a Pool Monitor was not available late in the season, the regular pool maintenance had to be maintained.
- Roof Repairs – RC 11 is still in need of 8 roof panels to replace those damaged by Mt View Heating repairmen. It is expected Mt View will bear that cost.
- Pool Yard Light – repair of the pool light remains on the to-do list pending available budget funds. It remains on unless controlled by the breaker in the pump room.
- Stump Grinding – remains on the future work list pending budget. The number of stumps is about 60. An earlier bid was \$100 per stump which does not include removal of grinding debris or refilling the hole. Even with a work party approach, this project is nearing the \$9-10,000 range.

Old Business

Painting Schedule for 2020 – per Managers Report, all 2020 painting is completed. (*Effort will be made to obtain touch up paint in all colors from painters*)

Tree Removal –Terry Glenn reported Tree Removal work contracted in early June was partially completed. Based on his survey of 10/16/20, the following trees had been contracted for removal but not yet removed: 2 moderate hazard trees near the parking lot and RC 37, a large tree behind RC 5, and a healthy tree behind RC 6 which has roots impacting the chimney and foundation.

Terry had spoken to Brent of Spring River Tree Service on an accounting matter, at which time Brent related a very busy scheduled heavily impacted by the widespread impact of the May 30th storm, waiting for SROA approvals for the work, parking areas full of vehicles in the summer (in the tree fall zones), and inability to do some work during fire season. They had recently removed some contracted trees the prior week and the remaining work is on their schedule.

SROA has been reluctant to approve removal of the healthy tree behind RC 6, but it is expected approval will be obtained when they understand the damage the tree is causing.

Stump Grinding Project (and Tree Replanting)- Discussion focused on the need to replant trees with various options being suggested ranging from hiring of consultants, paying landscapers, to do-it-yourself efforts, and the pros and cons of each approach. Eventually there was consensus to view stump grinding and replanting together in a multi-year project.

Motion was made to Budget \$5,000 in 2021 for stump grinding and tree planting, with 2/3rds going to replanting efforts and 1/3rd to stump grinding.

Motion: Andy Klein

Second: Doug Smith

Vote: Unanimous

Firewood Pile Compliance review – *History: Firewood pile standards were established in May 2019 to address the unsightly aspects of firewood storage and the fire hazard of wood storage against cabins. The deadline for compliance was Oct 1, 2020.* Terry reported having conducted a survey of all 39 cabins on 10/16/20 with the following results:

- 25 cabins fully complied with the standards, of which 14 did not have any wood pile (mostly due to having converted to gas.
- 6 “mostly complied” with deficiencies being no cover at all or extra wood outside of an otherwise compliant rack.
- 8 were not in compliance, of which 2 were otherwise neat, 2 were unattractive or messy, and 4 lacked a rack and had a disheveled tarp somewhat covering or beside the pile.

After brief discussion, consensus opinion was the Chair should send letters to those in violation suggesting options for compliance. If not effective within reasonable time, the Board may take other action.

Chairman’s Note: The firewood pile standards initiative has been very effective in improving the appearance of Ranch Cabins, as well as reducing fire loads next to cabins. Most cabins that took action to comply utilized a single row 8 ft long metal wood rack which has a capacity within the ½ cord limitation.

Ad Hoc Financial Assurance Committee Report and Recommendation - Joe Wonderlick gave a brief review of the Ad Hoc Committee’s earlier work. The topic arises from a state statute requiring Condo Assoc’s to either have a financial “Review” conducted at an expense in excess of \$3,000 annually, or membership may waive the requirement by a 60% vote. The Committee concluded the “Review” would not uncover dishonesty if it existed, but developed a set of “tests” that would verify existing controls and procedures are being followed. There was discussion regarding who or how to conduct these tests on an ongoing annual basis.

Motion was made to waive the Financial Review for calendar 2020

Motion: Andy Klein

Second: Peggy Austin

Vote: Unanimous

Motion was made to establish an Audit Committee consisting of one Board Member who is not an officer (ie Chair, Sec, or Treas) and two At-Large unit owners.

Motion: Andy Klein

Second: Peggy Austin

Vote: Unanimous

Andy Klein and Peggy Austin agreed to serve as At-Large members. Based on subsequent elections the Board representative shall be either John Warren or Scot Sutton.

Pool Review – Plans for 2021, Gate Security – Pool monitors witnessed the pool experience significant use from non-Ranch Cabin owners/guests. The gate code was changed in August and young people from Circle 4 had the new code the next day, suggesting rental managers are distributing the code. Steve Mahoney related minutes from an Association meeting in the 1980’s

discussing the problem of outsiders utilizing the Ranch Cabin Pool, suggesting this is an age-old problem. A potential solution is a card lock with a single card issued to each cabin, but the necessary equipment and gate modifications could cost several thousand dollars, and still would not address guests inside the pool enclosure simply opening the gate for whomever comes to it.

There was consensus to not expend money on enhanced security but possibly continue some aspects of this year's "pool monitor" concept to police the pool at busy times. A new sign will be ordered for the pool gate with stronger wording.

Revisions to Insurance coverage, deductible, etc. to control premium – tabled by the Chair due to lack of information from the insurance agent necessary to make decisions.

New Business

Revisions to Delinquency Policy – An amended Assessment Delinquency Policy was approved by the Board by email on 8/4/20 and effective for the assessment due date of 10/1/20 with the primary intent of shortening the burden of collecting mail, making deposits, and posting payments to 15 days rather than the 30 of the past. Late Fee shall be \$25 plus 1.5% of the outstanding balance applied on the 15th day of delinquency and each subsequent month or portion thereof until paid in full. Chronic Delinquencies of 60 days shall remain subject to harsher penalties. Full details are on www.RanchCabins.org.

Budget Committee – call for volunteers - Terry described the budget development in the past as not incorporating input beyond the Board. However, the Budget limits and controls most functions of the association, such as the amount spent on tree removal, painting, and other activities which are often the topic of criticism. Therefore, unit owners should have greater part in the development of the budget to assure it adequately funds the desires of unit owners.

A motion was requested and made to establish a Budget Committee, which shall consist of at least two unit owners at large and chaired by the Treasurer. The Board shall continue to have authority for final approval as dictated in the Bylaws.

Motion: Andy Klein

Second: Bob Arnold

Vote: Unanimous

Bob Arnold and Peggy Austin agreed to serve; Chair will be Treasurer Steve Mahoney. The Budget Committee will make recommendations on both the Operating and Reserve Fund budgets.

Other Business

Election of Board Members – The Chair asked for any Nominations from the floor. Being none, the candidates were as presented on the Proxy: Doug Smith (RC11), Steve Mahoney (RC9), Al Ainsworth (RC36), Roberto deCastro (RC33), and John Warren (RC39).

Three Board positions held by Doug Smith, Steve Mahoney, and Joe Kurtz were up for election. Joe Kurtz chose not to seek re-election.

There was a consensus that votes should be tabulated based on the Proxy ballots rather than a voice vote. Several proxies had been submitted at the meeting. No member wished to change their proxy ballot vote.

Elected to Board positions were: Steve Mahoney, Roberto deCastro, and John Warren.

The Association is grateful to Doug Smith for his many years of dedicated service and leadership.

Andy Klein suggested the Audit Committee tally votes in the future.

Spring Board Meeting – The Spring Board Meeting is tentatively scheduled for **May 22, 2021**. Time and place to be determined.

Adjourn – there being no further business, the meeting was adjourned.

Board Executive Session

Election of Officers – The new Board met for the purpose of electing Officers. Present were: Terry Glenn, Steve Mahoney, Scot Sutton, and Roberto deCastro. John Warren was absent.

Chairman: Terry Glenn

Secretary: Roberto deCastro

Treasurer: Steve Mahoney

Appointment of new bookkeeper – *History: Deanna Knox retired as Assoc Bookkeeper on June 15th. Terry Glenn agreed at the time to handle the transition to Quickbooks Online and do the bookkeeping through August without compensation. Owners were to submit recommendations for a new bookkeeper, but none have been submitted. It is now October.*

Terry offered that his company, Harbor Equity Management LLC (HEM) would provide the accounting service at a rate of \$600/month, the same as Deanna had been paid. This would allow an employee of HEM, a qualified accountant with significant experience, including with HOAs, to handle the majority of day-to-day tasks, while Terry would provide oversight. The arrangement can be reviewed at the Spring Board Meeting.

Approved by 3 Board members, Terry abstained.

Board Executive Session Adjourned

**Managers Report
Ranch Cabins 2020 Annual Board Meeting**

1. Tree Removal

a. As mentioned at the spring meeting nine trees were removed of which three were twelve foot stumps left over from the spring winds. An additional hazard tree between RC 7 & 8 was taken down due to being threat to the two cabins. The total cost of ten tree removal job was \$4030.00 (This is an expenditure from this year 2020 budget)

In July it was determined that three additional hazard trees needed to be removed

1. Pool tree inside the pool fence
2. The hazard tree near the sign entering cul-de-sac #1
3. The hazard tree near Ranch Cabin #27 (between the cabin and the street light).
4. Take down old skaggs and cut into rounds the two trees already on the ground

The additional amount added to the budget is \$990.00.

The ponderosa behind RC #6 is presenting difficulties due to SROA reluctance to approve “pondy”

Removals. Brent Redinius has drafted a letter discussing the technical aspects of why the tree should be removed. I will be presenting this letter to Pattie Gentiluomo at SROA for her approval of the removal. Due to the physical size and proximity to other cabins Brent has given me a quote of \$1100.00 to remove said tree.

The SROA permit is still in force until their personnel do a walk-thru

1. Trim dead limbs up to 10 feet from grade
2. Trim all branches within 5 feet of roof and 15 feet from chimneys.
3. Trim all small trees growing into the canopy of larger trees.
4. Remove all dead material.
5. Trees over 4 inches in diameter need to be thinned.

2 Painting

a. As I stated at the spring meeting there fewer full cabin paint jobs on units that are not in need but would have been painted five or six years ago on the long ago established old painting schedule. I have discontinued that plan and in the future will annually do a walk-thru with the contractor for those units needing paint.

b. This year just two cabins are to be painted in their entirety, cabin #16 and cabin #34. All but sixteen cabins required some level of touch up work, everything from gas meters, telephone boxes to chimneys (12 chimneys).

Precise Painting received this years bid following the walk-thru conducted earlier by Gerry and Joe. The accepted amount is \$10,380.00. An additional three items have since been added to the paint list. They are:

1. Painting of Ranch Cabin #4 window near the front door
2. Painting all chimneys on Ranch Cabin #8
3. Paint the repaired woodpecker hole above Ranch Cabin’s front door.

The revised bid amount will likely be near that budgeted of \$11,000.0.

3 Pool

Initially with advent of the Corona Virus the pool was to have been maintained on a part time basis with Mr. Daggett’s salary adjusted accordingly. After much discussion by the board, myself, and with the county watching our every move, the final outcome was to have a monitor at the pool in

order to keep it open and only for ranch cabin folks. This was due to people from Circle Four cabins somehow obtaining the code to the gate and violating the “social distancing” requirement. A request was sent out via email by Terry for owners to volunteer as monitors but received limited response. As a result the pool saw limited usage due to lack of monitors.

With the pool being open even periodically it was necessary maintain the chemical levels which necessitated bringing the Daggett Pool Company back full time and thus reinstating Robert’s regular monthly salary of \$1000.00. It had been anticipated that the savings in the pool account would be transferred to the tree budget but it never happened.

4. Roof Repairs

Ranch Cabins #11 is still in need of eight panels to be replaced due to damage from Mountain View repairmen unknowing how to walk on metal roofs.

5. Pool Light

The pool light repair will remain on the to-do until such time that the budget becomes acceptable by the board

6...Stump Grinding

The stump grinding project remains as a future item and with the removal of many trees this year the number of stumps to be removed has risen to near sixty. The early bid was \$100.00 per stump. That does not consider the removal of the grinding debris and filling the hole with good earth and mulch. Even if we used a work party approach to do the after grinding labor, for this project could now be nearing nine to ten thousand dollars.