

## **Ranch Cabin Association of Unit Owners**

*Board of Directors:*  
Terry Glenn - 360-907-3604  
Joe Wonderlick – 503-572-1056  
Roberto de Castro– 503-781-5938  
John Warren—541-977-3558  
Steve Mahoney - 503-472-8668

[www.RanchCabins.org](http://www.RanchCabins.org)

18160 Cottonwood Rd, #165

Sunriver, OR 97707-0548

### **Ranch Cabins Association of Unit Owners Fall Annual Owners Meeting Minutes Saturday 10:00 A.M. October 29, 2022 SROA Administration Board Room**

**Call meeting to Order** – Meeting called to order at 10:05am by Chairman Terry Glenn

**Determination of a Quorum** – a quorum was established with 24 out of 39 cabins (61%) represented in person (14) or by proxy (10). (This was one more than the 2021 Annual Meeting)

#### In Person

05-Pat Lampton  
08-Jenny Masengil & Mike Landaker  
09-Steve Mahoney (Board)  
11-Doug and Linda Smith  
13-Bob Arnold  
14-Gordon Culbertson  
19-Terry Glenn (Board)  
23-Mike and Anne Hasson  
26-Don Stow  
32-Joe and Marcia Kurtz  
33-Roberto deCastro (Board)  
35-Andy and Tracy Klein  
38-Joe Wonderlick (Board)  
39-John Warren (Board)

#### By Proxy

04-Wantanabe, Dale  
10-Angel, Lynne  
18-Horn, Katherine  
20-Brown, Doug  
22-Carter, Terry  
25-Wolfe/Witte, Randi  
28-Barsotti, Justin  
31-Barcheck, Jack  
34-Sutton, Scot  
37-Sears, Greg

**Approval of Fall Minutes (Fall 2021 – Posted on RanchCabins.org)** – it was moved, seconded, and approved to accept the 2021 Fall Annual Meeting minutes.

**Treasurer's Report** – Joe Wonderlick presented Profit & Loss and Balance Sheet statements through 9/30/22, but focused on a Projected Year-End Report which forecasted expenditures for the last few days of Oct, and Nov and Dec. This report suggests we will end the year with a small surplus of \$6,026 presuming no unexpected expenses such as snow removal. Joe reported that while insurance cost was \$11,579 over budget, expenses for Sump Removal (holes) was less than budget due to the owner's work party, in addition, Tree Removal, Contingency, General Maintenance, and Snow Removal were less than budget. Joe reported the Reserve Budget is in need of updating and that effort is underway. Doug Smith moved to accept the Treasurer's Report, Bob Arnold seconded, passed. *(Editor note: Financials are not included in website posting, but are a separate attachment in emailed distribution to Unit Owners.)*

**Approval of Board Actions** – Terry requested owner approval of Board actions for the preceeding year, which included actions outlined in minutes published to the web site and:

Reduction of Property Insurance Limits to hold premium cost down

Approval of A/C Unit on RC 20 and RC 18

Doug Smith so moved and Bob Arnold seconded, passed.

**Managers' Report** – Terry excused Gerry Stearns from attending the Annual Meeting in favor of celebrating his birthday with his son in Montana. Terry presented Gerry's written report, the highlights of which included:

- Lawn seems to have improved due to less sprinkler heads broken due to age and fewer trees shading grass. Stump holes re-seeded in Spring are becoming difficult to find. Lawn irrigation system has been winterized.
- Painting of full cabins 22, 29, 30, and 4 are completed. Weather interrupted about \$1,000 worth of touch-up painting which will proceed if weather allows, or be done in Spring with the scheduled full repaint of 25. Full repainted cabins will be back to the standardized Sherwin-Williams colors.
- Repairs were made to a fascia strip on RC 4, and siding repaired on RC 22 and 32.
- Pool was closed Sept 12<sup>th</sup>. A leak is thought to exist in a pump return line under the cement decking. The pool has been drained to allow a leak-detection firm to locate the issue so repair can be planned. (this is a Reserve Fund expenditure)
- Snow Removal bid from Klaver Landscaping for this winter is \$685 per full plowing, which Klaver will undertake when snow level is 4 inches or more.

## **Old Business**

**Firewood Enclosures** – bids, funding, etc. – John Warren reported he has halted efforts to organize a group purchase option for wood sheds due to lack of interest. Interest expressed by two owners present prompted discussion of completing a standardized wood shed plan for Cabin Floorplans A-D. Steve Mahoney volunteered to create a CAD drawing.

**Ad Hoc Financial Assurance Committee Report and Recommendation** – Andy Klein presented the Committee's findings, which concluded the items tested met the expected criteria, with the exception of the Reserve Budget which is being updated. The Committee's full report is attached and made a part of these minutes.

**Waiver of Accounting Review for 2022** – Joe briefly explained an accounting "Review" is called for by statute but a membership vote may waive it. The Financial Assurance Committee work is intended as an economical alternative to a "Review", which is viewed as expensive and of marginal value. Joe moved to waive the Accounting Review for 2022, John Warren seconded, passed.

**Ad Hoc Pool Committee** – Roberto deCastro reported the Pool's north fence is not on the property line and additional pool area could be created by moving the fence. The front fence has been seen as "institutional". Various other enhancements might include a cover/pergola over the wood deck, enhancements to landscaping, pool furniture, etc. Roberto reported a \$29,462 bid from Mike's Fencing to move fencing to the property line, add privacy slats, replace the front fence and gate with a metal wright-iron style 6 ft fence. There would be additional costs in ground contouring, landscaping, etc. Bob Arnold RC 13, Jacqueline Devries RC 1, and Jenny Masengil RC 8 volunteered for the Pool Committee to assist in further developing a Phased set of Pool area improvements for future presentation to membership.

## **New Business**

**Proposed set of Rules & Regulations** – Terry introduced that unlike most condos and HOAs, Ranch Cabins has not had a formal set of Rules and Regulations, although does have many Board directives, decisions, practices and procedures scattered in various Board memos and minutes, and compiling these to one document would be beneficial, especially to newer owners. Additionally, continuous fireplace fires by one owner's tenant is adversely impacting nearby units and presenting a fire safety hazard. The Board of Directors is authorized by the Bylaws to enact Rules and Regulations "governing the conduct of persons and the operation and use of the units and common elements as it may deem necessary or appropriate in order to assure the peaceful and orderly use and enjoyment of the condominium property".

Draft Rules and Regulations were included in attendee's packets and reviewed item by item to solicit input from Owners. That process produced a few suggestions of which there was general consensus, which were incorporated into a final draft, which was later enacted by the Board of Directors (see Board Meeting Minutes at end of this document) and attached to these minutes.

**Budget Committee** – the Budget Committee is responsible for developing the Annual Budget recommendation to the Board of Directors. Treasurer Joe Wonderlick is the Chair. Bob Arnold RC 13 and Doug Smith RC 11 agreed to serve. In their absence, Penny Austin RC 30 and Anders Wick RC 6 were assumed willing to continue on the Committee and will be contacted.

## **Other Business**

**Election of Board Members** – the positions of Steve Mahoney, Roberto deCastro, and John Warren were up for re-election. All three agreed to serve another term. No other candidates expressed interest via the application process, and there were no nominations from the floor. Joe moved to elect the slate of 3 candidates, Bob Arnold seconded, vote including proxies was unanimous approval.

**Annual Meeting Date** – John acknowledged an email from Charlie Piper (RC24) which noted the Association Bylaws specify the Annual Meeting is to be held in July or August, and another HOA he belongs to allegedly manipulated it's meeting date to minimize attendance. For the past 25+ years, Ranch Cabins has held the Annual Meeting in the Fall specifically to increase participation. Owners were typically busy with other summer activities, or had renters in their units in July/August. A raise of hands was unanimous in favor of continuing the Fall date.

**Spring Board Meeting Date** – a May meeting date was chosen and later changed by the Board due to a date conflict which arose. The tentative date for the Spring Board Meeting is **May 20, 2023** in Sunriver.

**Adjourn** – meeting was adjourned approximately 12:30pm

**Executive Session – Board Members Only** - minutes after the Annual Meeting, the Board met in executive session to elect officers. By unanimous vote, the officers of the Association will continue to be Terry Glenn-Chair, John Warren-Secretary (and Vice Chair), and Joe Wonderlick-Treasurer.

**Summary of Committee Members**

Board	Ad Hoc Financial Assurance	Budget Committee	Ad Hoc Pool Committee
Terry Glenn, Chair	Joe Wonderlick, Chair	Joe Wonderlick, Chair	Roberto deCastro, Chair
John Warren, Sec	Anders Wick	Anders Wick	Bob Arnold
Joe Wonderlick, Treas	Andy Klein	Bob Arnold	Jenny Masengil
Steve Mahoney		Penny Austin	Jacqueline Devries
Roberto deCastro		Doug Smith	

October 27, 2022

Board of Directors  
Association of Unit Owners of Ranch Cabins  
18160 Cottonwood Road, #165  
Sunriver, OR 97707-0548

**RE: Agreed Upon Procedures Report on Test of Internal Controls during 2021-2022**

The Ad Hoc Financial Assurance Committee has performed the procedures described below, which were selected from list of recommended procedures put forward by the Association of Unit Owners of Ranch Cabins (AUO) Ad Hoc Financial Assurance Committee (the Committee) to assist in verifying the operations of the AUO's internal control procedures.

**The Ad Hoc Financial Assurance Committee**

The Committee was formed in response to concerns raised by an owner at the Fall 2018 board meeting regarding the AUO's compliance with state law that requires an audit or a review by a certified public accountant for homeowner associations of the AUO's size. The Committee was tasked with developing a scope of work and locating a qualified professional work. Upon further investigation, the Committee learned that the Oregon Revised Statute cited by the owner was only applicable to an original developer prior to exiting a project upon completion of the development. In the 2019 annual meeting, the membership and board recommended that the Committee remain active and develop a set of tests that could be applied annually on a rotating basis by members of the Committee.

At the 2021 annual meeting, owners Andy Klein and Anders Wick, along with Treasurer Joe Wonderlick agreed to make up the Financial Assurance Committee tasked with testing policies and reporting at the 2022 annual meeting. Joe Wonderlick, as Treasurer, facilitated, but did not perform actual procedures. Terry Glenn, who is both the association's President and bookkeeper, was not involved with the supervision over the procedures, but was helpful with timely responses to queries from Committee members.

**Scope of Work**

The scope of work consisted of observing (testing) the operations of selected internal controls based on existing and proposed internal control policies. The specific internal control policies, related tests, and observations are detailed in the following Agreed-Upon Procedures and Results of Observations section of this report. The Committee's intention is to select different procedures from the list with a goal of carrying out all the procedures on a three year rotating cycle. Some controls may be selected more than once in the three year cycle. The Committee may also consider different tests and propose additional policies over time.

### **Detail of Activities and Summaries of Findings**

Details of the Committee's observations and summaries of its findings are noted in the Agreed-Upon Procedures and Results of Observations section of this report and are an integral part of the agreed-upon procedures.

We did not conduct an examination, the objective of which would be to express an opinion on the design and/or operations of the AUO's internal controls over financial activity. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. We have no responsibility to update this report for events and circumstances occurring after the date of this report. Because sampling techniques were utilized, there is the risk that the sample does not reflect the true characteristics of the population (sampling risk). Sampling risk arises from the possibility that the sample conclusion may be different from the conclusion that would be reached if the entire population were subjected to the same procedures. There are two types of sampling risk'

- the risk of an incorrect finding — the risk that a negative finding is identified, when in fact the items tested are not representative of the population of transactions.
- the risk of incorrect lack of a finding — the risk that negative finding is not identified, when in fact the items tested are not representative of the population of transactions.

This report is intended solely for the information and use of Board members and owners of the AUO and is not intended to be, and should not be, used by anyone other than these specified parties.

For the Financial Assurance Ad Hoc Committee,

**Andrew Klein**

Andrew Klein  
Owner, Ranch Cabin 35

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October 2022  
(See Accompanying Transmittal Letter)

**Agreed-Upon Procedures and Results of Observations**

**Cash & Accounts Receivable**

- 1) Policy: Bank accounts are reconciled monthly and reviewed by Treasurer

Test: Select three months during the test period. Review the bank reconciliation and related bank statement. Report on reconciling differences of note. Observe evidence of review and approval by treasurer.

This test was not selected in 2022.

- 2) Policy: A hard copy of all deposit slips is kept on file for future reference.

Test: Select three bank deposits for the year. Ask the bookkeeper to produce copies of the associated deposit slips and support documentation.

Observation: The first three deposits after June 15, 2022 were requested. One deposit was a paper check (which included a scanned image and deposit slip) in the amount of \$1156.39, the other two were online payments (\$1155.35 and \$918.77) through our merchant account which lack a "paper" copy, however the electronic account records were provided from Intuit Quickbooks which included dates, amounts and showed an approved response (i.e. deposit).

Conclusion – This test was confirmed and passed.

Recommendation – Revise the Policy wording as follows: "All deposits are documented with the source of payment and evidence showing the individual owner accounts credited (if owner payments) or general ledger account credited (if third party payments)."

- 3) Policy: Late fees are charged, owner statements generated and sent for all past due owner assessments.

Test: Select 3 months during the test year and review the owner aging reports. Select two overdue aging balances. Determine if an appropriate late fee has been assessed and obtain evidence that owner statements were generated and sent to the homeowner.

This test was not selected in 2022.

- 4) Policy: Accounts receivables are posted timely to owner accounts.

Test: Send letter authored by AUO Board President to all members, requesting a reply directed to auditor. The letter will inquire about difficulties experienced in the past three years regarding timely posting of owner assessments or related late fees. Report on any owner concerns.

This test was not selected in 2022.

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**Accounts Payable & Disbursements**

- 5) Policy: Checks/Disbursements are written or executed only by treasurer or president.

Test: Select the 3 largest expenditures during the year, plus three additional random transactions and review the check copy or EFT support showing the initiator of the transaction.

Review activities: On 9/29/22 the 3 largest expenditures during the year, plus the first, fifth and seventh disbursements after June 15, 2022, were reviewed in the documentation provided.

Comments: The check copy or EFT were reviewed for these six expenditures, and all of these were clearly executed by the treasurer or the president. It is noted that only the treasurer and president are signors on the bank accounts and thus only they can make disbursements from these accounts.

Conclusion: This test is confirmed and passed.

- 6) Policy: All disbursements shall be approved by the treasurer or the president.

Test: Review the above selected transactions for evidence of officer approval, even if the officer did not initiate the transaction.

Review activities: On 9/29/22 the 3 largest expenditures during the year, plus the first, fifth and seventh disbursements after June 15, 2022, were reviewed in the documentation provided.

Comments: This review confirms that these disbursements were indeed approved by the treasurer or the president.

Conclusion: This test is confirmed and passed.

- 7) Policy: Large expenditures should be responsibly sourced and supported by obtaining competitive bids on a regular basis.

Test: For the following expenditure areas, obtain copies of the most recent competitive proposals. Obtain written narrative from the manager that offers explanations for decisions to not pursue current proposals or to purchase from a more expensive vendor:

- a) Landscaping
- b) Painting
- c) Pool Maintenance
- d) One additional area of large expenditure selected by auditor



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This test was not selected in 2022.

- 8) Policy: Treasurer maintains a dated record of checks signed.

Test: Obtain the dated record and tie the balances for three month-ends to the bank statement for any discrepancies other than reasonable outstanding reconciling items.

Observations: Requested records for the months of September of 2021, March of 2022 and July of 2022. For each selected month, the bookkeeper provided bank statements, copies of related "Cash Expenditure Detail Reports for Treasurer," approval emails from the Treasurer, and copies of scanned copies of checks.

Checks are issued in two methods – in paper form signed by the treasurer and via Online Bill Pay in which the bank issues a check. The Online Bill Pay checks lack a physical signature due to the nature of the processing, however there are records for each which satisfied the intent of the policy in question.

There were no checks cleared in September of 2021.

March of 2022 had checks #3486 (\$23.31) and #995070 (\$50.00) cleared. A signed record of #3486 was maintained, #995070 was an Online Bill Pay and a record was maintained.

July of 2022 had checks #995087 (\$3514.80), #995090 (\$500.38) and #995089 (\$400.00) cleared via Online Bill Pay. Records for each were provided.

Conclusion: All online checks and manual checks for the selected months appeared on Treasurer-approved copies of the "Cash Expenditure Detail Report for Treasurer".

- 9) Policy: Form 1099's should be issued for non-employee vendors.

Test: Review Quickbooks lists of expenditures by vendor sorted from high to low, and compare to Quickbooks print file of 1099's. Identify any vendors that do not appear on the 1099 list that appear to qualify and investigate them.

This test was not selected in 2022.

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- 10) Policy: Check stock is maintained in secure storage with the bookkeeper.

Test: Review check storage procedures, discuss the whereabouts of blank checks if they are in alternative locations and report on findings.

This test was not selected in 2022.

- 11) Policy: Debit cards and account passwords are secured, bank accounts and Quickbooks carry redundancy provisions for succession or emergency access.

Test: Determine through bank and officer inquiry how many authorized users are active on the system and inquire about account security performed by each cardholder and whether access has been successfully tested in the past 12 months.

This test was not selected in 2022.

### **Reserve Accounting**

- 12) Policy: Reserves are designed to replace major infrastructure items through the collection of dedicated funds over time.

Test: Review reserve accounting schedules at December 31, 2021. Test footing and time value of money and stated depreciation assumptions for clerical accuracy.

Review activities: On 9/29/22 reviewed the RC Reserve Budget 2020 spreadsheet provided (file name: RC Reserve Budget 2020.xls) and documentation provided.

Comments: In the provided documents concerning this test, it is stated that "The Reserve Budget is in the process of being updated, a process targeted for completion by the Annual Meeting, or at latest before the Budget Committee begins its work in mid-Nov."

It is not possible to determine the last time that the Reserve Budget spreadsheet file was updated, other than the "2020" included in the spreadsheet title. An update of this budget spreadsheet will be welcomed and should be reviewed after the Budget Committee and Board complete their activities (after the Annual Meeting). The existing Reserve Budget spreadsheet appears to have been developed during the budgeting process during 2019. This appears to be the case as no expenditures appear to have been included in CY2020 and mostly round number values are included in CY2021 (Siding replacement: \$30,000; Chimneys - metal flue: \$20,000), except for Pool pump: \$903 and Pool filter: \$1,214. A review of the ledger of the Reserve Budget shows that there were indeed no expenditures during 2021 or to date in 2022. It also

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demonstrates that there were appropriate contributions to the Reserves, repayment of a loan from the Reserves to the Operating Account for 2019 and an appropriate amount of interest earned. Again, the update of the Reserve Budget spreadsheet is necessary, and the activities of the Budget Committee will be welcomed.

The Beginning and Ending Reserve Fund Balances for 2021 appear to be calculated correctly with the projected expenditures and a 3% Interest on the Average Fund Balance.

Conclusion: The clerical accuracy of this test is confirmed, but the Reserve Budget needs to be updated.

### **Reporting and Authority**

13) Policy: General Ledger is reconciled to subsidiary sources

Test: For September and one other month, test the following:

- a) Trace the cash balance of the balance sheet to bank statement/cash reconciliation
- b) Tie the GL AR balance to the detailed Accounts Receivable Aging
- c) Tie the AP balance on the A/P Report to the balance sheet
- d) Confirm that traditional balance sheet and income elements balance and tie to each other

This test was not selected in 2022.

14) Policy: Bookkeeper provides a report that identifies significant YTD variances from budget.

Test: For 3 months during the test year, review bookkeeper budget variance analyses. Report on completeness and adequacy of the explanations. Seek out evidence of board review and approval of the variance report.

This test was not selected in 2022.

15) Policy: Annual Corporation license (name?), federal tax form 1120-H and state tax form 20 should be filed timely.

Test: Review copies of specified filings and check registers for evidence of timely filing and payment.

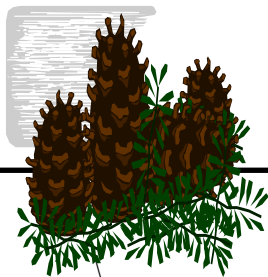
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Observation: Requested documentation that supports this policy requirement. Was provided the 2020 Federal Tax Form 1120-H, a 2020 Federal Tax Form 1120-H stating "Tax Exempt Oregon HOA" and a State of Oregon Application for Registration.

Ranch Cabins is not incorporated; hence an annual corporate license would not be required. However, the assumed business name is registered, and the documentation supported a timely filing of September 30, 2021.

Federal Tax forms were filed on 10/11/2021 for the 2020 tax period after receiving an extension. This suggests timely filing with \$0.00 taxes owed resulting in no payment required. Federal Tax forms were filed on 10/07/2022 for the 2021 tax period after receiving an extension. This suggests timely filing with \$0.00 taxes owed resulting in no payment required.

Conclusion – Federal tax forms and annual business registration is filed in a timely fashion. This test was confirmed and passed.



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### **Board Meeting Minutes October 30, 2022, 11:00am Ranch Cabin Pool**

**Call to Order** – Terry Glenn, chair, called the meeting to order at 11:00am

**Quorum** – John Warren, Joe Wonderlick, Steve Mahoney, Roberto deCastro and Terry Glenn present in person. All five Board members being present, a quorum was established.

**Notice of Meeting** – With all five Board Members present, notice of meeting was waived.

**Rules and Regulations** – Board members reviewed various edits suggested by membership at the Annual meeting the prior day and subsequently incorporated in the final draft, along with a couple Board member suggestions. It was moved, seconded, and passed unanimously to adopt and implement the Rules and Regulations of Ranch Cabins as attached.

**Letter to RC 7 Concerning Excessive Fireplace Fires** – Board had reviewed and edited draft letter and unanimously approved its final form. Letter to be sent.

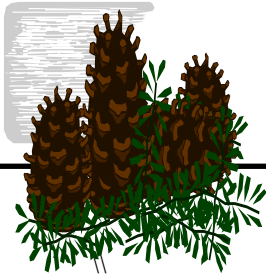
**Pool Coating** – the Board discussed the condition of the drained pool and concluded the floor of the pool should be repainted prior to next season. Robert Daggett to be advised via Gerry. This would be a Reserve expenditure.

**Pool Leak** - it was discussed in general for a greater understanding of potential repairs depending upon where the leak is discovered. It is expected leak repair would be a Reserve expenditure.

**Pool Enhancement** – it was discussed with several Board members believing Unit Owners should be offered several Phased proposals at different cost levels.

**Spring Board Meeting Date** – tentatively revised to May 20, 2023 due to a conflict on the originally selected date.

**Adjourned** – Meeting adjourned approximately 11:15am



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### Rules and Regulations of Ranch Cabins

#### Section 1 - Authority

1.1 These Rules and Regulations are authorized and governed by Bylaws of the Association of Unit Owners of Ranch Cabins, Article VII, Item 5.(b) which states; “...the Board of Directors from time to time may adapt, modify, or revoke such rules and regulations governing the conduct of persons and the operation and use of the units and common elements as it may deem necessary or appropriate in order to assure the peaceful and orderly use and enjoyment of the condominium property.”

1.2 The Bylaws further specify these Rules and Regulations “...may be modified by vote of not less than seventy percent (70%) of unit owners present in person or by proxy, at a meeting, the notice of which shall have stated that such modification or revocation of rules and regulations will be under consideration.”

1.3 The Sunriver Rules and Regulations of the Sunriver Homeowners Assoc (SROA) are applicable to Ranch Cabins, and by this reference is incorporated into these Rules. Ranch Cabins may enforce SROA Rules whether or not the rule is repeated herein.

#### Section 2 - Enforcement

2.1 The Board of Directors has the sole authority to enforce these Rules and Regulations. It may delegate courtesy and warning letters, but monetary fines and other enforcement actions must be approved by a Board majority vote. Such Board action shall generally be in Executive Session, by any means deemed acceptable by all Board members, including email, teleconference, or other remote meeting method.

2.2 First Violation – A letter shall be sent to the owner of record by email, 1<sup>st</sup> Class US Mail, or both, which identifies the specific rule or regulation being violated, describes the violation in sufficient detail, and specifies the corrective action necessary or expected, and the time period allowed for compliance, which may be immediate when appropriate.

2.3 Failure to Comply, Continued or Repeat Violation – Fine A, as designated in Section 9, shall be assessed upon the unit. An invoice of such assessment shall be sent by 1<sup>st</sup> Class US Mail along with a notice which identifies the specific rule or regulation being violated, describes the violation in sufficient detail, and specifies the corrective action necessary or expected, and the time period allowed for compliance. If the violation is promptly addressed to the satisfaction of the Board, the Board may, but is not obligated to waive the fine.

2.4 Third Violation, Failure to Comply or Continued Violation beyond time specified for compliance in first fine assessment – Fine B (designated in Section 9) shall be assessed upon the unit. An invoice of such assessment shall be sent by 1<sup>st</sup> Class US Mail along with a notice which identifies the specific rule or regulation being violated, describes the violation in sufficient detail, and specifies the corrective action necessary or expected, and the time period allowed for compliance.

2.5 Fourth and Subsequent Violations – the fine for a fourth violation shall be Fine C. The maximum fine shall double thereafter such that the fifth violation will up to twice Fine C, the sixth up to four times Fine C, and so on.

2.6 Such fines, if unpaid, shall double each 30 days they remain unpaid. If such fines remain unpaid, the Board may pursue foreclosure to collect unpaid assessments.

27 Appeal – an owner may appeal a violation by giving written notice to the Board of Directors within the time specified by the Board for compliance. At the owner’s discretion, the appeal may be made in written form, or by a meeting. If by meeting, the Board at its discretion may chose an in-person or virtual format, so long as all parties may view and hear all other parties (such as Zoom or Team meetings). The Board shall hear and rule on such appeal as expediently as possible, and shall not require payment of fines until such appeal is decided.

### **Section 3 - Parking and Vehicles**

3.1 Parking and operation of vehicles shall be only on paved surfaces to avoid damage to non-paved areas. (SROA 2.02A). Parking areas are designed for head-in or back-in use, as opposed to parallel style parking.

3.2 No Reserved Parking – no parking space may be reserved for the exclusive use of a cabin. Courtesy suggests utilizing available spaces nearest your cabin and avoid spaces which would be logically convenient to other cabin units.

3.3 RVs/Utility/Inoperable Vehicles – no recreational vehicle, utility vehicle, trailer of any type, boat, commercial vehicle, or inoperable vehicle may be parked within Ranch Cabins for a period exceeding 48 hours in a seven (7) day period in accordance with SROA 2.02 E, F, and G. For purpose of this Rule, “Inoperable Vehicle” shall be any vehicle which has a mechanical defect which prevents operation, or is not displaying current license tabs, or has not moved for a period of twenty-one (21) days. Camper vans and pick-up campers which do not exceed 24 ft in overall length shall not be treated as an RV for purpose of this Rule, so long as its use is exclusively as transportation (in place of a car) and not as a sleeping accommodation.

### **Section 4 - Use of Common Areas**

4.1 Common Areas – all grounds outside of the foundation lines of cabin and decks are considered common areas for the enjoyment of all Ranch Cabin Owners.

4.2 Tents –Use of tents and camping is also prohibited by SROA 4.07.

### **Section 5 - Pool**

5.1 Pool Use – the pool is for the exclusive use of Unit Owners and guests. Guests generally include renters while occupying a Ranch Cabin, but not guests of guests staying elsewhere.

5.2 Hours – the pool is generally open Memorial Day through Labor Day approximately 10am to 9pm. However, the pool may be closed or restricted without notice for conditions related to equipment failures, sanitation, safety, health regulations, or other judgement of the Board of Directors, Property Manager, or Pool Contractor.

5.3 Overlock – The overlock or means of “closing” the pool may not be removed except by a Board Member, Property Manager, or Pool Contractor, or their delegates who are provided the code, key, or other means of properly removing the overlock.

5.4 Gate Code –Disclosure of pool gate code to unauthorized persons may result in interruption or suspension of pool access. Do not open the pool gate for persons who do not have their own keypad code.

5.5 Posted Pool Rules – owners and their guests must comply with all posted pool rules, including but not limited to supervision of children, prohibitions on glass within pool area, and diapering of infants.

5.6 In the sole discretion of the Board, violation of rules under this Pool section may result in denial of pool access in addition to or in place of fines outlined in the Enforcement section.

## **Section 6 – Firewood & Fireplace Use**

6.1 Prohibited Storage during Wildfire Season - In compliance with SROA Ladder Fuel Reduction Plan Section 3.1.15, firewood may not be stored within 20 feet of a cabin from June 1<sup>st</sup> to Nov 1<sup>st</sup> unless fully enclosed within a structure. During such period, owners may neatly stack firewood in places periodically designated by the Board; currently between the north pool fence and the Circle 4 rail fence, and along the Circle 4 rail fence north of RC 23. Violation of this rule may result in immediate removal and disposal of the fire wood, in addition or in place of other enforcement action.

6.2 Maximum Volume - Maximum is One Half Cord of wood which is 64 cubic feet and commonly referenced as 4 ft high x 4 ft deep x 4 ft long. However, firewood suitable for Ranch Cabin fireplaces is typically 16 inches long. Other dimensions of a half cord are:

4' x 6' x 2 rows of 16" pieces

5' x 5' x 2 rows of 16" pieces

Maximum Volume does not include wood stored entirely enclosed and out of sight.

Violation of this rule may result in excess volume being removed and disposed of, in addition or in place of other enforcement action.

6.3 Wood Rack Required - Wood must be stored in a rack with sturdy metal up-rights. A cover is not required, but if used, must be a made-for-purpose fitted cover rather than a tarp.

6.4 Frequency of Use - Wood burning fireplace, woodstove, pellet stove, or similar appliance shall be used occasionally for aesthetic enjoyment only. Use as a primary heat source, or any other use which is more than occasional is prohibited due to the adverse impact of frequent wood smoke on neighboring cabins.

Generally speaking, fire burning shall be consistent in frequency and duration to that of other cabins. For purposes of this rule, burning of fires for greater than 10 hours in a 24 hour period on consecutive days, or more than 8 out of any 14 day period shall not be considered "consistent in frequency and duration" and may, at the Board's discretion, be deemed a violation of this rule.

Fire burning is prohibited on any day which the temperature is forecasted or reaches 90 degrees or higher, as reported by the National Weather Service (NOAA) for zip code 97707.

6.5 Chimney Cleaning – Owners are responsible for routine cleaning of the fireplace chimney. The Board may request evidence of chimney cleaning on a periodic basis.

## **Section 7 - Design Review**

7.1 When Design Review Is Required – any exterior change requires approval of the Board of Directors through the Design Review process. Exterior changes include but are not limited to change as minor as a light fixture or as major as a structure addition. There are no "pre-approved" exterior changes, although there are several consistent standards the Board will apply in most situations.

7.2 General Approach: there are 39 cabins in 6 floorplans arranged on a 6 acre site. The cabins were built to have a similarity of appearance. Maintaining that similarity of appearance is the overwhelming top consideration in design review, followed by analysis of the impact on neighboring cabins, if any, and whether an undesirable precedent would be established or if a past precedent had been established. Each decision must be able to be applied fairly to all, yet accommodate each unique situation.

7.3 Decks – generally speaking, the Board will approve rear deck extensions of up to 24 inches beyond the foundation line in each direction. Composite, plastic, "Trex" or similar non-wood materials have been routinely rejected. Cedar, fir, and redwood are the preferred decking materials. Stain is not required, but if used is typically approved if a natural or clear tone.



7.4 Use of Commons – the sum of all expansions of decks, sheds, patios, and other private uses beyond the original footprint of the cabin shall be limited to 144 square feet. Use of Commons in excess of the 144 square feet will require compensation to other owners in an amount determined by the Board, if it is considered at all.

7.5 Windows – the original craftsmen windows consist of a wood frame and molding which hold a replaceable glass pane or thermos-pane unit. The Board has approved wood-frame and metal frame replacements which mimic the frame dimensions and color of the original windows, and to the extent possible, the casement opening style. Every project is considered on its own merits and circumstances. The commonly used criterion is consistency of appearance to the original.

7.6 Patio Doors – the original sliding patio doors have a bronzed metal frame. Doors with the same appearance are readily available on the market. A wood-framed sliding door which had very similar frame width dimension to the original sliding doors has been approved before.

7.7 Front Door - original doors are metal clad and painted brown. Doors with a large window have been approved in the past and future approvals will seek consistent appearance and frame dimension with those already in place. Non-glass portions of the door would necessarily need to be painted brown to match others.

7.8 Sheds – sheds are considered on a case by case basis.

7.9 Exterior Colors – the exterior paint colors shall be as determined by the Board subject to a pattern which seeks a roughly even distribution of the three cabin colors and minimize duplication of the same color on adjacent cabins. Trim and door colors shall be as determined by the Board. Exterior changes which require repaint or touch-up are the responsibility of the owner and must be completed in a timely manner.

## **Section 8 - Financial and Communications**

8.1 Assessments are due quarterly on January 1st, April 1st, July 1st, and October 1st . Assessments are due whether or not the Association has provided an Invoice, Statement, or other notification.

8.2 A 3% Discount may be taken for payment of the full calendar year's assessments by January 15th.

8.3 Delinquency: A Late Fee of \$25 plus 1.5% of the outstanding balance will be applied on the 15th day of delinquency and each subsequent month or portion thereof until paid in full.

8.4 Additional penalty for Chronic Delinquency: If the same owner falls into the category (60 days past due) more than once in a two year period, they will be charged \$100 for the second offense, \$200 for the 3rd offence and the fee will increase by \$100 for each additional offense. Once the account has had no 60 day delinquencies for a 24 month period the penalty will revert back to \$100, and begin again as described. That is, upon the second incident of a 60 day delinquency (or a single delinquency extending 120 days), a penalty fee of \$100 shall apply. For each subsequent 60 day delinquency or continuation of the same delinquency an additional penalty of \$200 shall apply, and increase by \$100 for each additional 60 day period of delinquency or continuation of delinquency. The amount of the fee shall be calculated in this manner whether or not previous penalties had been assessed.

8.5 Lien and Foreclosure: If assessments are not paid when due, the Association may pursue foreclosure and sale of the unit. This involves recording of the lien provided by ORS 100 on the deed of the unit, and ultimately a sale by the Sheriff to the highest bidder. The process is conducted by the Association's attorney with all costs being charged to the unit owner, and/or deducted from the sale proceeds in addition to the fees described above. Foreclosure may be initiated for any dollar amount and as soon as the first day of delinquency.

8.6 Online Payment – online payment utilizing a checking account transfer (no credit/debit card payments) is available for a \$10 fee, which is invoiced and payable with the next assessment due. The fee is waived for Annual payments made prior to Jan 15<sup>th</sup>. Online payments post the same day and can be a means to avoid a late fee.

8.7 Transfer Fee – a fee of \$200 shall apply to any transfer of unit ownership to cover administrative costs.

8.8 Website – [www.RanchCabins.org](http://www.RanchCabins.org) is maintained on behalf of the Board of Directors and seeks to provide relevant information to unit owners, prospective buyers, and to a lesser degree, the general public.

8.9 Email – [SRRanchCabins@gmail.com](mailto:SRRanchCabins@gmail.com) is the official email address of the Association. Most communications are conducted by email, including invoices, meeting notices, and general communications.

8.10 Address – 18160 Cottonwood PMB 165, Sunriver, OR 97707 is the official address of the Association.

## **Section 9 - Summary of Fees**

### **9.1 Summary of Fees and Charges**

Assessments – refer to separate communication (typically annually in December)

2.2 Fine A – up to \$100 (Failure to Comply/Second Violation)

2.3 Fine B – up to \$500 (Failure to Comply/Third Violation)

2.4 Fine C – up to \$1,000 (Failure to Comply/Fourth Violation) Subsequent violations double prior fine.

8.2 Discount for Annual Payment of Assessments by Jan 15 – 3%

8.3 Late Fee for Assessment unpaid 15 days after due date - \$25 + 1.5% each month delinquent

8.4 Chronic Delinquency - \$100 each offense, increasing by \$100 each delinquency

8.6 Online Payment Fee - \$10

8.8 Transfer Fee (transfer of ownership/sale) - \$200

Enacted by the Board of Directors 10/30/2022