

Ranch Cabin Association of Unit Owners
Annual Meeting Minutes
September 28, 2019 at 10:00 a.m.
Located at the Deschutes County Library Meeting Room
(These minutes to be approved at the next Annual Meeting in 2020)

Un-Approved

Call Meeting to Order: Terry Glenn called the meeting to order at 10:03 a.m. All owners in attendance introduced themselves and which unit they represented. Terry explained that the Annual Meeting is for all owners and welcomed their participation.

Establish Quorum: Owners in attendance were 01 Pellitier; 08 Miller; 09 Mahoney; 11 Smith; 14 Brown/Culbertson/Rugg; 16 Reuttinger/Waid; 19 Glenn; 23 Hasson; 24 Piper; 25 Wolfe/Witte; 32 Kurtz; 34 Sutton; 38 Wonderlick; and 39 Warren. Owners represented by proxy were 04 Wantanabe; 07 Slade; 13 Vogler; 20 Brown; 21 Cottonwood Legacy LLC; 22 Carter; 31 Barcheck; 33 de Castro; 36 Ainsworth III; and 37 Sears. With 24 owners represented in person and/or proxy a quorum was established for this meeting.

Approve 2018 Annual Meeting Minutes: Michelle Pelletier made a motion to approve the minutes of the 2018 Annual Meeting Minutes dated October 20, 2018 as presented. Doug Smith seconded. Motion carried.

Treasurer's Report: Steve Mahoney presented the Balance Sheet and Profit/Loss Reports. As of August 31, 2019 there was \$17,621 in operational cash and \$126,982 set aside in reserve for future replacements. Accounts Receivable has a prepaid balance of \$12,896. There is one owner currently delinquent. Total income is higher than budget due to unused prepaid accounts. Over budget line items are snow and tree removal caused by extreme storms during February. Doug Smith made a motion to accept the Treasurer's Report as presented. Joe Kurtz seconded. Motion carried.

Manager's Report: Gerry gave a report of work performed this year.

Painting Update: The paint project was completed on September 16th. This year the association awarded the paint project to Precise Painting Inc. Their quote was favorable and they performed the work well and professionally. Owners shared their appreciation for the great job they did and how they kept the owners informed of the schedule and what they were doing. The cost was \$11,905 which covered paint work on 13 units. Painting the concrete pad at the restroom doors will be completed this year, weather and temperature permitting, otherwise it will be deferred to 2020.

Roof Damage: Units 10, 13, 25, and 35 experienced roof damage during the February storms. Some units also experienced fascia damage. Costs for roof repairs came in at \$3670. Repairs of the roof fascias amounted to \$1,870. Total roof and fascia costs were \$5440.

Unit 11 owner (Doug Smith) mentioned that he still needs some panels replaced. Doug asked Gerry to provide him a piece of the existing roof metal. He will research whether other roofing companies can create our roof profile or if we can obtain our own set of dies that can be provided to a roofer when creating the roofing panels.

A discussion took place as to ordering prefab panels and placing them in an off-site storage area providing an available inventory for future needs. If we are unable to reliably create the current roof profile, an option discussed was to re-roof the entire side of a condo with a similar, but industry standard profile.

Chimney Repairs: Two new chimney T-Tops were installed along with two new crickets, support braces were straightened and replaced, and a bracing bar was added. Total cost of repairs was \$1,972. Units affected were 2, 10, 13, 25, 29, and 36. Bend Heating and Sheet Metal performed this work.

New Business:

Potential Pool Leaks: Robert Daggett is in the process of trouble shooting why the pool continues to lose water. All surface skimmers appear to be working normally. Additional tests will require the pool to be drained. Mr. Daggett suspects the leak is in the drain accessible through the grill at the bottom of the pool. In order to test his suspicion a contractor must be hired that specializes in pressurization of drainage systems. All piping will be tested at this time. There is a possibility that concrete removal will be required for repairs if the leak is found to be under the concrete. The weather will dictate a repair date.

Bats: Bats invading the Ranch Cabin units are commonplace. This is not an association issue because there is no structural cause. The Association will not be responsible for bat removal.

Stump Grinding: There are 40+ stumps on the property that need to be removed. Grinding the stumps will simplify lawn maintenance and is estimated to cost \$5,000. This subject started an owner discussion on prioritizing our landscape budget. The consensus of the owners was the following steps: 1) hire a professional arborist to evaluate the overall tree health and 2) identify and recommend the removal of dangerous trees and limbs. Further discussion took place to prepare a plan to replant trees as stump grinding takes place. Deanna will place a cost of \$6,500 in the 2020 budget for tree management.

Post Light at Pool: Within the pool enclosure the post light needs to be replaced. The acquired bid for replacement came in at \$850. The board will see if the work can be done in-house rather than contracted.

Other Business:

Bylaw Discussion: In 2008 the Association went from a lease-hold to a fee simple structure when the association purchased the land. After that date Terry Glenn worked closely with the attorneys to rewrite the Bylaws/Declarations and bring them up to date as well as updating the titles to each unit address. Charlie Piper recently went to Deschutes County for a copy of the updated Bylaws, but could not locate a current recording. A copy of Charlie's handout is attached to these minutes as **Addendum A**. In his handout he has presented a two page list of suspected violations by the association. Terry Glenn will email a copy of the current By-laws to all owners having an email address on file by December 1, 2019.

Financial Review: Michelle Pellitier made a motion to form an Ad Hoc committee consisting of Joe Kurtz, John Warren, and Scot Sutton to research and recommend to the Board a qualified firm or person to perform a financial review or an agreed upon procedure by Spring of 2020. Doug Smith seconded. Motion carried. When the Board receives their recommendations the Board will review and determine their choice by vote.

Annual Meeting Minute Procedures: Deanna Knox will prepare a first draft of the annual meeting minutes within 1-10 days of the meeting. She will then send them to Gerry Stearns for his review and input. Gerry will then send his copy with any revisions to Doug Smith. Doug will review in the same manner and send back to Deanna. She will then transmit a final draft to all owners. The goal is to provide the minutes to the owners via email within a 30-day period.

Nominations and Elections: At the end of this meeting Michelle Pellitier and Terry Glenn's two-year board terms will expire. Terry Glenn opened the floor for nominations. Michelle Pellitier gave notice that she would not seek another term. The owners from the floor nominated Charlie Piper and Scot Sutton. Both accepted their nominations. Since the ballots already received by mail did not have the new slate of nominees, a new election mailing will be sent inviting input from owners who might wish to nominate someone (please be sure they are willing to accept the nomination).

Each nominee is asked to submit a short biography to let the voting owners know a little about the nominee's background and experience. Feel free to email your form and biography back to elitesrvs@gmail.com. A second mailing will be sent by November 1, 2019 with an official Notice of Special Election Meeting with a proxy. The owners will need to make sure that the ballot be sent back within 2 weeks of receipt. The Special Meeting date will be December 1, 2019, 10:00 a.m. at Ranch Cabin #19 to tally the ballots.

May Board Meeting Date: The next regular Board Meeting will date will be held on May 30, 2020 at 10:00 a.m. in the SROA Board Room. Scot Sutton made a motion to approve the actions of the Board for the past year. Randi Wolfe seconded. Motion carried. With no further business to discuss, Terry Glenn adjourned the meeting at 12:40 p.m. A brief Board meeting was held after this meeting.

Board of Directors meeting called to order at 12:50 p.m.

Present: Steve, Terry, Michelle, Joe, Doug, Gerry

Discussed Design Review Submission by RC #33 which requested approval to replace existing 13 x 15 deck with the same size deck of like kind and quality. There was immediate consensus the current extended deck configuration was too large to be compatible with other Cabins and adversely impacted view lines of the neighboring cabin's living room windows. It was also agreed approval of this extension would be inconsistent with past demands that other cabin owners remove large deck extensions. Discussion followed about a reasonable alternative that lead to consensus the "24 inches past the foundation lines" in each direction that had been given to other unit owners. Motion made, seconded and passed unanimously to reject the proposed replacement of a 13x15 deck, but provide approval for a deck fitting the 24 inch rule.

Given that election of new Board Members had been tabled for a future Special Meeting, the Board agreed to retain existing Officers (Chair, Sec, and Treas) until such time the election of new board members was complete. Therefore, no Executive Session was called.

Board Meeting was adjourned.