



## Association of Unit Owners of Ranch Cabins

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

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### **Ranch Cabins Association of Unit Owners Fall Annual Meeting Minutes Saturday 10:00 A.M. October 5, 2024 Meeting Location: SROA Admin Board Room**

**Call to Order** - Chair Terry Glenn called meeting to order at 11:10am

**Certify Quorum** - Secretary John Warren determined a 50% quorum was present in person or by proxy as follows:

In Person (11)	By Proxy (11)
RC 8 Jenny Masengil & Mike Landaker	RC 1 Jacqueline Devries
RC 9 Steve Mahoney (Director)	RC 5 Pat Lampton
RC 11 Doug and Linda Smith	RC 6 Anders Wick
RC 13 Bob and Jayne Arnold	RC 10 Lynne Angel
RC 14 Gordon & Gail Culbertson, Chris Culbertson	RC 12 Brad Parker
RC 19 Terry Glenn (Director)	RC 15 Summer Browner
RC 23 Randi Wolfe	RC 20 Doug Brown
RC 32 Marcia Kurtz	RC 22 Terry Carter
RC 33 Roberto deCastro (Director)	RC 23 Mike Hasson
RC 38 Joe and Sheryl Wonderlick (Director)	RC 26 Don Stow
RC 39 John Warren (Director)	RC 35 Andy and Tracy Klein

**Approval of Fall 2023 Annual Meeting Minutes** – Gordon moved, Roberto seconded, Approved

**Treasurer's Report** – Treasurer Joe Wonderlick reported Assessment Income was as budgeted through Sept 30 and Operating expenses were less than budgeted. The Association has \$360,738.33 in total cash bank deposits (which includes pool funds and Reserves). Joe reported preliminary year-end projections suggest a \$20,000 Operating surplus, mostly due to having budgeted (and assessed) for a partial year of pool operations that didn't occur. Motion to accept the Treasurer's Report made by Doug, Jenny seconded, Approved

**Approval of Board Actions** – Motion by Doug, Seconded by Bob to accept the actions of the Board of Directors including the attached detailed list. Approved

**Managers' Report** - Mark Nein reported receipt of two crack seal and seal coating bids with a third expected. He was in the process of inspecting porch posts and walk light posts (with intent to replace those in need). He had replaced a light in the RC 17-21 cul-de-sac earlier in the summer that had rotted off.

### **Old Business**

**Ad Hoc Financial Assurance Committee Report and Recommendation** – Joe Wonderlick reported the Financial Assurance Committee consisting of Andy Klein (RC35), Jacqueline Devries & Freddy Casillo (RC1) and himself had completed selected tests intended to evaluate internal control procedures. Minor recommendations were made. See full report. Committee recommends waiver of the Accounting Review for 2023.

**Waiver of Accounting Review** – Joe explained a debated interpretation of Statute suggests HOAs are required to either have an Accounting Review (a lesser form of a full audit), or vote to waive the requirement. Even a Review by a CPA would cost near \$10k. John moved, and Roberto seconded a motion to waive the Accounting Review requirement for 2023, Approved.

**Reserve Study** – Joe presented the extensive work of the Reserve Study team. Some revisions were to be made based decisions of the Board meeting immediately prior to this meeting (see Oct Board Minutes). Bottomline is that current Reserve Contributions of approximately \$23,000/yr appear adequate for our Reserve funding needs.

**Pool Replacement Project / Status** – Roberto reported the cement pool vessel had been installed Wed 10/2/2024. Tile and coping will be installed in the next couple weeks (tan tile, contoured coping), followed by demolition of existing pool decking and pouring of new flatwork. It is expected the pool itself will be complete except for the white plaster interior coating before the snow flies. The plaster will be done in the Spring aiming for full completion by May 1. Fencing and some landscaping will also be completed yet this Fall. Some discussion ensued regarding delays. Terry theorized the ice block in the old pool which delayed demolition started a domino effect when Central Pools move to another project while awaiting our demo. Coupled with delays getting County Health Dept approval, the original hope of a mid-summer opening quickly faded. It was then determined we should not paster until Spring as the curing paster must be brushed daily, a pool service that would be routine in the Spring but added expense in late Fall, and the plaster is vulnerable to stains from leaves and needles while mothballed over winter. Additionally, Terry noted that with a Spring completion, our warranty period would begin with summer use of the pool equipment, whereas a Fall completion would have the warranty period clock ticking over a winter of non-use.

**Owner vote for additional Pool Project funding** – Roberto reported the \$237,000 Pool Project funding approved by Owners last Fall contemplated a bid by Emerald Pools who later added \$33,000 of travel costs (from Eugene) to their bid. The Board switched to Central Pools of Oregon, having negotiated a similar price. An unexpected rock under the pool, a change in the pool steps, and addition of a storage shed to the pool project (rather than seek separate approval) among other things results in a Pool Budget shortfall of \$55,321 as detailed below. Terry explained the Bylaws require an affirmative Owner vote for capital expenditures over \$2,000 and this project clearly includes capital improvements. Terry moved to approve \$55,321 of additional funding (\$292,321 total Pool Budget), seconded, approved by unanimous vote. (Proxies held by the Board voted with the majority)

## Pool Overage Analysis (September 30, 2024 Estimate)

Incurred Expenses	Purpose	Actual	Budget	Above (Below)	Comment
Central Pool	Primary Vendor	\$ 168,015	\$ 135,000	\$ (33,015)	Emerald Pool (original vendor) excluded travel from original bid
Central Pool	Change Order: Add Steps	2,000		(2,000)	
Harrin Design	Demolition and Hauling	24,875	24,875	-	
Harrin Design	Extra rock chipping	6,353		(6,353)	
Mike's Fencing	iron link fence; relocate chain	29,462	29,462	-	
Mike's Fencing	Change Order for shed	2,000		(2,000)	
Mike's Fencing	CO to meet SROA "spike" rules	2,150		(2,150)	
Harrin Design	cement with 800 ft deck	20,000	10,800	(9,200)	Bid @800 sq/ft. Final is 1500 sq/ft.
Tuff Shed	Storage shed	3,911		(3,911)	Will store chairs etc. Eliminates offsite storage expense = \$60/mo
Precise Painting	Shed Paint	200		(200)	
SROA	Design Fees	250	250	-	
Landscaping	Irrigation and sod only	15,800	15,800	-	
Klaver	Snow removal for constr	200		(200)	Booked to 2023, books closed
	Bathroom Remodel	1,000		(1,000)	Estimate
	Pool Furniture	5,000		(5,000)	
	ADALift			-	
Various	Materials for pump house	1,105		(1,105)	
Contingency		10,000	20,813	10,813	
		\$ 292,321	\$ 237,000	\$ (55,321)	
Shortfall:		\$ 55,321			

## New Business

**Discussion of Board Meeting protocols** – Terry reported an owner had brought to the Board's attention ORS 100.420 which requires all meetings of the Board to be open to all owners. The statute does not require allowing owners to participate. For the past two years, the Board had held Zoom Meetings roughly every other month, originally just as a means to stay caught up. Since all owners were not invited, the validity of any decision made at a non-compliant meeting could be questioned. That was cured at the Board Meeting proceeding this meeting by ratifying each decision. Decisions by email have always required ratification at a meeting since email does not establish quorum. While that has been done, the agenda/minutes tended to be a general reference rather than itemizing the specific decisions. While not strictly a violation, it is not best practice.

Terry presented a new Board Meeting Protocol to assure compliance with ORS 100.420 in which all Owners will be given notice of Board Zoom Meetings by email along with instructions to join the online meeting as an observer. Minutes will be maintained and posted to the website in the same manner as done with in-person meetings. Emails decisions will be itemized in Minutes with sufficient detail to identify the item. While a significant additional workload, the documentation and easy reference on the website will be beneficial.

**Budget Committee** – Joe requested volunteers to develop the 2025 Operating Budget which needs to be completed by early December. Jenny Masingil (RC 8) and Jacqueline Devries & Freddy Casillo (RC1) volunteered.

## Other Business

**Election of Board Members** – Terry requested nominations from the floor. Being none, called for a vote on the ballot of incumbents Steve Mahoney, John Warren, and Roberto deCastro. All present, all directed proxies voted for this slate of candidates. General proxies were voted with the majority. All three were elected to a two year term.

**Annual Meeting Date** – The Board acknowledged the Bylaws specify the Annual Meeting be held in August. Discussion ensued with consensus a Fall meeting was preferred by all. Bob moved and John seconded acknowledging the deviation from the Bylaws.

**Spring Board Meeting Date-** May 10, 2025 was selected as the tentative next in person Board Meeting. The next Board Zoom meeting is tentatively scheduled for Nov 21, 2024 at 7pm.

**Election of Executive Officers** – amongst themselves, the Board members nominated and voted unanimously to appoint Terry Glenn as Chair, John Warren as Secretary, and Joe Wonderlick as Treasurer. (Note that Secretary also serves in the capacity as Vice Chair)

**Adjourn** – Meeting was adjourned at 12:50pm

Motion to approve the actions of the Board for the past year include:

Spring (4/20/24) Board Meeting Actions per Minutes:

Approved Vendor selection policy (see minutes)

Actions by email and Zoom ratified at Spring Board meeting:

- Klaver Landscape Contract Renewal – Board reviewed hourly rate and after discussion concluded the potential of finding a lower rate was slim, and any savings would not be offset by the inherent inefficiency of a new contractor learning the sprinkler system, efficient mowing pattern, etc. Board was happy with the current service subject to requesting (1) additional needle removal and (2) earlier Spring clean-up (which had been done).
- Design Review RC 2 A/C Unit not approved due to decibel level being above guidelines.
- Design Review RC 12 a/c Unit – reviewed and approved heat pump. Noted this Bosch unit was significantly quieter stand-alone a/c units.
- Special Assessment Payment Plan approved by email with these criteria:
  - 7% Interest
  - Full payment not later than the end of this year (12/31/24) but preference would be to break into 2-3 payments.
  - Agreed payment plan to be on Autopay online.
  - Alternative to allow payment by credit card with pass-thru of merchant services fee
- Decisions outlined in Zoom Meeting Minutes of Dec 21, 2023 including:
  - Acceptance of Central Pools of Oregon bid of \$158,015
  - Acceptance of Scott Harrin Design & Construction bid for \$24,875 for pool demo
  - Acceptance of Scott Harrin Design & Construction bid for \$10,800 for flatwork
  - Acceptance of Mike's Fence Center bid for \$29,462 for fence
  - Ratify 2024 Budget approved by email
- Decisions outlined in Zoom Meeting Minutes of Jan 15, 2024:
  - First Violation notice for design review violation for RC 7 and 12 approved by email.
  - Agreed to submit Woodshed design to SROA and pay review fee.

October 5, 2024 Board Meeting actions:

Ratify Board Actions by Email and Zoom Meetings since April 20, 2024 including:

1. Design Review – amended max rated decibel level to 71 dB from 70 dB after new info.
2. Design Review RC 7 A/C Unit – approved “split” a/c unit on May 30, 2024
3. Design Review RC 12 A/C Unit – approved A/C unit retrospectively and approved enclosure
4. Design Review RC 13 – approved a/c unit enclosure
5. Design Review RC 2 A/C Unit – approved “split” A/C unit and enclosure no larger than necessary.
6. Design Review RC 15 A/C Unit – approved A/C unit and enclosure (7/15/24)
7. Design Review RC 14 A/C Unit, deck extension, and wood shed – approve A/C unit with enclosure set further from cabin to accommodate existing utilities, approved 2 ft deck extension per guidelines, approved wood shed of RC design with sliding doors. (8/20/24)
8. Design Review RC 27 Woodshed – approved wood shed of RC design (8/13/24)
9. Design Review RC 1 A/C Unit – approved A/C unit and enclosure
10. Agreed to pool fence alignment to follow same plane as rear of pool house to north property line (7/15/24)
11. Scott Harrin supplemental payment for rock encountered in pool excavation - \$6,352.50.
12. Insurance Renewal approved May 30, 2024 for June 14 renewal date, minimal increase.
13. Pest Extermination – with regard to request from RC 3, confirmed the Assoc is not responsible for dealing with pests including, but not limited to, bats, rats, mice, ants, insects, etc.
14. Ratify amendment of Rules & Regs that publishes guidelines already in use for a/c units and exterior utilities.
15. Rejected Scott Harrin supplemental invoice for \$900. (later resolved and withdrawn)

Approve Reserve Fund Study for presentation at (this) Annual Meeting

Approve handling of Reserve funding for roofs, if at all, for presentation at (this) Annual Meeting

Approve Meeting Protocol Resolution to comply with ORS 100.420 for presentation at this Annual Meeting

Handling of recently received Seal Coat bids