



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 Board Meeting Minutes Saturday, October 5, 2024 at 9:00am Meeting Location: Sunriver Board Room, Admin Bldg

Call meeting to Order - Chair Terry Glenn called meeting to order at 9:20am

Determination of a Quorum – All 5 Board members present. 2 owners observed

Open Meeting Certification – Owners were advised of this board meeting by email on 9/28/24 and 10/4/24.

Approval of Board Meeting Minutes (Spring 2023) – Terry made several revisions from the original draft to itemize past actions and clarify wording. John moved, Joe seconded, Approved.

Approval of Zoom Meeting Minutes (12/21/23, 1/15/24, 4/9/24, 5/15/24, 7/15/24, 9/3/24) – Terry had explained Minutes for these meetings were compiled from notes and emails. Board had been provided drafts for review prior to this meeting. John moved to accept, Roberto seconded, Approved.

Ratify Board Actions – John moved, Roberto seconded the ratification of all 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 woodshed – approve A/C unit with enclosure set further from cabin to accommodate existing utilities, approved 2 ft deck extension per guidelines, approved woodshed of RC design with sliding doors. (8/20/24)
8. Design Review RC 27 Woodshed – approved woodshed 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 – regarding 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 and update to online payment section, and addition of informational paint colors.
15. Rejected Scott Harrin supplemental invoice for \$900. (later resolved and withdrawn)

Old Business

Pool Replacement Project – Roberto updated the status of the Pool Project, noting the cement vessel had been installed the prior Wednesday, and the Contractor’s intention that all aspects of the pool itself including flatwork be completed before the snow flies. Fencing is scheduled for Nov 4. Landscaping may be started once flatwork is completed. Roberto reported the Pool budget would be inadequate primarily due to \$33,000 increase in the pool contract cost originally, and some unexpected costs such as rock under the pool, and the addition of a storage shed to the project. After discussion it was concluded an additional \$55,321 was needed. See 2024 Annual Meeting Minutes for more information.

Reserve Fund Study – Joe updated on the Reserve Fund Study and the conclusion the current Reserve Fund Contribution from Assessments was adequate for future funding, provide that amount was paced with inflation. Terry objected to inclusion of Roofs in the Reserve budget because they are not a Common Element and therefore the Association does not have authority to collect funds for them. (Roofs are a unit owner responsibly) Owner Doug Smith provided references from the governing docs which confirmed this conclusion. In light of recent seal coat bid, it was felt the Paving line item should be increased. It was concluded that removal of Roofs and adjustment to Paving and a couple other line items would not change the bottom-line conclusion. Final Reserve Budget to be ratified with the 2025 Operating Budget in December.

Roof Replacement Fund – included in above agenda item. No discussion on a voluntary roof reserving option.

New Business

Meeting Protocol Review and Approval - earlier in Sept, a unit owner brought to the Board’s attention the open meeting provisions of ORS 100.420. A proposed Meeting Protocol resolution had been drafted and reviewed. John moved to accept the Resolution, Roberto seconded, Approved. (Resolution is attached to these minutes)

Discussion of updating Bylaws – the same unit owner noted the Bylaws specify an August Annual Meeting. This has been discussed many times before, always concluding a Fall date is unanimously preferred. Terry noted any Bylaw change must be approved by the Real Estate Board for which a fee is charged and must be recorded on all 39 unit deeds plus the pool parcel. It was noted there are other housekeeping revisions to the Bylaws that are likely desirable, but no bandwidth exists for that project at this time. Joe moved to acknowledge the deviation from the Bylaws at the Annual Meeting, Roberto seconded, Approved

Meeting Adjourned at 11:03am

10/5/2024

Resolution of the Board of Directors, AUO of Ranch Cabins

Subject: Board Meeting Protocols

The Ranch Cabin Board of Directors hereby adopts the following meeting protocols to assure compliance with ORS 100.420:

Background – the Board consists of 5 unit owners who volunteer their time to oversee the affairs of the Association. Their available time is constrained by work, family, and other obligations. Topics needing Board action or establishment of consensus often arise abruptly.

Spring Board Meeting – Notice shall be sent by email to all Unit Owners not less than 10 days prior to the meeting date, and shall include the general location and time of the meeting and a tentative agenda. The exact location of the meeting and exact time may be communicated at a later date as necessary. Owners are encouraged to participate in discussions, subject to reasonable limits in the interest of time.

Virtual and Other Board Meetings – Notice shall be sent by email to all Unit Owners as soon as a meeting is organized, typically 5 to 1 day prior to the meeting and shall contain the necessary information to attend the meeting. Owners may observe but typically will not be invited to participate if the meeting is predominately a work session.

Email Discussion – Email discussions amongst Board members are not “meetings” under the definition of ORS 100.420 (7) since a quorum does not exist. Hereafter, consensus reached by email will require ratification at the next “meeting”. Design Review applications may be delayed until the next meeting if a clear consensus is not reached.

Executive Sessions shall be limited to the topics allowed by ORS 100.420 (2):

- Consult with legal counsel
- Personnel matters
- Negotiation of contracts with third parties, which shall include confidential management of contractors
- Collection of unpaid assessments
- Emergency

Action taken in Executive Session must be ratified in a duly noticed open meeting with reasonable identification and recorded in the Minutes of that meeting.