

**The Ridge Condominium Owner's Association
Minutes of the Board of Director's Meeting
Saturday, January 23, 2021
Sunriver, Oregon**

A. Call to Order

1. Kevin Veleke, chairperson, called the meeting to order at 10:02 am. Kevin, Will Del Plato, board member at large, Aaron Eglund, Treasurer, and Carol Viydo, Secretary attended the meeting via Zoom. In attendance at The Ridge were John Hawley, board member at large, and Gary Bell, Community Alliance. Zoom protocols were explained by Aaron. A motion was needed to pass the Resolution of Conducting A Meeting via Zoom. Will motioned and Aaron seconded the motion. Motion was passed.
2. Owners in attendance via Zoom were: Jim Becker (Unit 23), Ty Bettis (Unit 17), Mount Brice (Unit 10), Valerie Camacho (Real Estate Agent), Michael Coffman (Unit 3), Robert Hammond, Larry Lindsey (Unit 46), Julie Meisner (Unit 30), Marci Oswald (Unit 6), Joel Paaske (Unit 9), Paul Simas, Toby Vial (Unit 4).

B. Review of Agenda

1. Accounting Practices, Check Signing and Backup Files, Documents, etc., under New Business, were moved to the Managing Agent's report.

C. Review & Approve Previous Meeting Minutes

1. John made a motion to accept the November 23, 2020 Board Meeting Minutes and Aaron seconded the motion. Motion was passed.

D. Owners Correspondence/Comments

1. Steve Town, Unit 24, sent an email regarding the degradation with the unit's LP siding. Attached to these minutes please find Steve's email and Kevin's response to him.
2. Emily McGuire, Unit 19, sent an email regarding bonus week policy. Attached is Emily's email.
3. Mount Brice, Unit 10, was given an assignment from the previous board chair to prepare a job description for the unit coordinator position. Devin will ensure that the information is included with The Ridge information now in the three ring binders in the units.

E. Staff/Committee Reports

1. Treasurer's Report
 - a. We were under budget by \$15,000 in operating costs. We ended the year with \$229,000 in assets. Owner monthly dues were kept down and we stayed fiscally responsible.
 - b. Continuing with issuing Survey Monkey to owners/guests after their stay. Latest Survey Monkey results are attached. Aaron and Devin Miller worked on "cleaning" up The Ridge Facebook page. Currently have 239 members and the Facebook page works well for trading weeks and communication among owners. Community Alliance (CA) is the administrator of The Ridge Facebook page.
2. Managing Agent
 - a. Gary's report is attached. Highlights include: Upper deck replacement for Units 24, 26, 32 & 34 will take place this year as well as bike door and privacy screens replaced for Units 23-26 and Units 32-34.
 - b. Vendor contracts have been renewed.
 - c. Ridge insurance policies were renewed December 12, 2020.
 - d. Community Alliance will be transitioning over to a new accounting packing in March. New accounting system is called Sage.
 - e. All RCI and Mountain Resort Rentals' cleaning fees were raised to \$125. This keeps the owner cleaning fee at \$90

- f. During the winter months, Community Alliance periodically checks the units for broken pipes, making sure the heat is functioning properly, etc.
 - g. Kevin, as chairperson, will be added to the signature line for check signing. A resolution was adopted that adds Kevin to the signature line. Kevin asked for a motion. Will motioned and John seconded it. Motion was passed.
 - h. Plastic water source hose replacements with steel braid to start January 28, 2021.
 - i. Inspection of gas lines to start January 28, 2021
3. Exterior Committee
- a. John, Kevin and Gary are working together to get projects scheduled for 2021. Discussed that new decks shouldn't be started until we know that all the new decks done in 2019 and 2020 do not have leaks.

F. Unfinished Business

- 1. Association Insurance Renewal – The Ridge insurance policies, property, liability, umbrella, Directors & Officers, and fidelity, were renewed December 12, 2020.

G. New Business

- 1. The first three items listed on the agenda were covered in the Managing Agent's report.
- 2. Mt. Resort Rental Agent discussion took place. Mt. Resort manages the vacation rentals for Community Alliance. Before Community Alliance hired Mt. Resort, it required Community Alliance to have two software programs. By hiring Mt. Resort, it became much easier for Community Alliance to manage vacation rentals.
- 3. Policies, Procedures, Rules:

- a. A draft of the Pet Policy was proposed (see attached). A condensed form of the policy is on a placard in each unit. The policy that is in place will stay until the draft pet policy is revised and approved. The complete policy will be included in the three-ring binder in the unit.
- b. Requesting Use of Bonus Time (see attached) discussion was held that a call or email to the office must be made at 9:00 am or after. No calls prior to 9:00 am will be accepted. It was discussed that an owner can only get one bonus week a year, but no decision was made at this meeting. Kevin will reword the draft and share with Gary and Devin. This will be revisited at the next board meeting.
- c. Facebook rules policy (draft attached) was discussed. Aaron adopted The Ridge Facebook rules from the rules listed on the Facebook website. Edits were made and Kevin asked for a motion to adopt the Facebook rules as presented. John made the motion and Aaron seconded it. Motion was passed.
- d. Vehicle restrictions (see attached). This policy from both the Ridge bylaws and SROA will be presented as a rule and posted on the Facebook page and placed in the three-ring binder in the unit. Kevin asked for a motion. Will motioned and John seconded. Motion was passed.
- e. Alterations to condo unit draft was accepted (see attached). John made a motion to adopt and Will seconded. Motion was passed.
- f. Contractor and service providers doing work at The Ridge draft was presented (see attached). John made a motion to adopt the policy. Motion seconded by Will. Motion passed.

4. Unit Coordinator – Will and Devin did an excellent job in researching what the duties of a Unit Coordinator could be. (Report attached). It was suggested that Will reach out to 1 or 2 current unit coordinators for their input. Devin is to provide Will two names. Via Zoom messaging, Larry Lindsey (Unit 46) volunteered. With the assistance of the two volunteers, it was requested that a one page

job description be developed. The unit coordinator position will be revisited at the next board meeting.

5.Covid protocols – discussion held on Mt. Resort’s practices as well as RCI. Currently, the spa is still closed and CA is encouraging a six day stay instead of 7. CA is currently accepting RCI guests.

H. Executive Session

The board was called into Executive Session at 1:00 pm to discuss past due account. Motion by John and second by Will. Motion passed.

Motion by Will and second by Will to move from Executive Session back to Open Board Meeting. Motion passed.

I. Reconvene to Open Meeting

1. Kevin called the Board back into Open Meeting at 1:58 pm.
2. Next board meeting dates: Saturday, May 15, at 9:00 am; Friday, September 17, at 4:00 pm and September 18 at 10:00 am for the annual meeting.

J. Adjournment

Motion by John and second by Aaron to adjourn the board meeting. Motion passed. Meeting was adjourned at 2:02 pm.