

**The Ridge Condominium Owner's Association**  
**Minutes of the Board of Director's Meeting**  
**Saturday, May 15, 2021**  
**Sunriver, Oregon**

**A. Call to Order**

1. Kevin Veleke, chairperson, called the meeting to order at 9:57 am. Kevin, Will Del Plato, board member at large, Aaron Eglund, Treasurer, Carol Viydo, Secretary, John Hawley, board member at large, and Devin Miller, Community Alliance, and Gary Bell, Community Alliance, attended the meeting via Zoom. This meeting is being conducted via Zoom. The board passed a resolution at the January 23, 2021, board meeting to be able to conduct board meetings remotely until Covid restrictions have been lifted. Since we are still in restricted times, Kevin entered into the minutes that resolution once again. Aaron Eglund explained to members how to participate in this meeting via Zoom.
2. Owners in attendance via Zoom were: Jim Foster-Unit 5, Larry Lindsey-Unit 46, Mount Brice-Unit 10, Julie Meisner-Unit 30, Toby Vial-Unit 4, Nicole Shuba-Unit 32, Mike Warr-Unit 2, Sandy Coila-Unit 1, Joel Passke-Unit 9, and Lauren Cline-Unit 15

**B. Review of Agenda**

1. Kevin stated that the Manager's Report will include all the on-going Ridge operations to include pool and spa, Covid protocols, activities, and exterior projects.
2. Kevin asked if there were any additions or changes to agenda; there were none.

**C. Review & Approve Previous Meeting Minutes**

1. John made a motion to accept the January 23, 2021 Board meeting minutes and Will seconded the motion. Motion was passed.

**D. Owners Correspondence/Comments**

1. The board received two owners' correspondence that will be discussed in Executive Session.

**E. Staff/Committee Reports**

**1. Treasurer's Report**

- a. Aaron reported on Survey Monkey results. The latest Survey Monkey results are attached. The Ridge received 4.7 out of 5 stars. Currently, there are 251 members on the Facebook page.
- b. Cash is at \$276,000 and there is nothing alarming on the budget to discuss.

**2. Managing Agent**

- a. Devin reported on the new accounting system. A few bumps along the way, but nothing that caused a problem. Still using both QuickBooks and Sage accounting systems and feeling more confident with their functions.
- b. Aaron had requested that fractional ownership share be shown on monthly invoices. This cannot be done with the Sage software. The "qty" on the invoice will be deleted.
- c. Covid protocols: Plan is to have the security company continue to secure the property after the pool closes at a cost of \$24/day. Memorial weekend the pool will open. The pool company will open the pool in the morning. For an additional \$19/day the security company would do a chemical check. Board at suggestion of Managing Agent decided to forgo that at this time. Pool will run the same as last year; open 11 – 7 and sectioned off diagonally. The pool temperature will increase and there will be no hot tub usage at this time. Covid monitors have been hired for the

summer. We will operate the pool/Covid protocols on a two-week rolling schedule; i.e., will keep up with the changes made by the Governor.

- d. Office operations: Devin is working with Aaron in preparing all Ridge policies, rules, and procedures to post to Board Member Only website. An evaluation will take place as to which policies should be posted. Also, what policies, rules, and procedures to include in newsletter and owners' website.
- e. Emergency situations: What do the police and fire dept. request of us in case of emergency. Apparently, 911 had an incorrect address for The Ridge; i.e., Beaver Dr. not Beaver Loop. Subsequently, this was corrected through Century Link.
- f. Interior:
  - a. Owners are notified when their unit gets deep cleaned.
  - b. Interior improvements in 16, 27, and 45 occurred.
  - c. Weatherstripping will be inspected in each unit's front door.
  - d. Patio furniture examples are attached. Will the board make the decision for new patio furniture or will each individual owner make decision? Gary stated that this a budgetary decision for this year and the furniture purchased next year. This is an interior expense that needs to be budgeted. Kevin would like the board to provide several choices and guidance so that there's some consistency in outdoor patio furniture. We will discuss further at the next board meeting.
  - e. Two units have not had their gas lines checked and coordination of this is happening. No major issues were found. A couple of valves were replaced and this needs to be tested yearly as The Ridge is an aging property.
  - f. Plumbing hoses have been replaced in 38 units and the rest to be completed by Memorial Day weekend.
  - g. Unit evaluations are being worked on by Kristi, weekend office assistance. Kevin would like to see updates on the unit evaluation forms; i.e., when new carpet was laid, when new counter tops were put in, etc.

### **3. Exterior Committee.**

- a. Gary reported that plan was to have a rubberized product to be used for leaking upper decks. After many attempts, a redesign and bid were submitted by Kortay. Aaron suggested that just one deck be fixed with the new product this summer and make sure it works before we move forward with other decks. Gary will find a unit to be fixed during their maintenance week, the cost and date when this will happen. Need answers ASAP.
- ~~b.~~ Bike storage update: Bid to replace bike doors was \$25,000 for Units 5/6, & 31-34. This is \$5,000 over budget; however, siding, etc. came in lower at \$4,000 for a savings of \$8,000.
- c. Rafter tails to be cut to agreed upon design above bike storage areas that will be repaired/replaced.
- d. Stair cases to be replaced for Units 23 and 24. Unit 14 stairs need to be redone.
- e. Stain on Unit 19: Unit 19 owner requested to stain his front and back deck. Power washing needs to be done first before staining is done and it will be required upkeep/maintenance each year. Gary suggested cleaning it up by power washing and not staining. Kevin suggested we use Unit 19 as a test and see how it goes. Board suggested we stain Unit 19 and select another deck to do power washing only method.
- f. Landscaping: Replaced irrigation heads around the property. All should be adjusted, tested and operable. General pruning was discussed with landscaper. Bushes in front of windows have been pruned back and Gary feels it's a great job and looks clean.
- g. Per SROA request to take down trees, a bid from Pro-Tree company was \$10,000. SROA was told this is unbudgeted item. Board decided to have the project done this year rather than requesting SROA to do it over half this year and the remainder next year.

They would ask that The Ridge mark trees to be done this year and then next year the rest done. June 3 -6 is the scheduled date for tree removal.

- h. Steps: Two and a half weeks out to place blocks on lower decks with gates.
- i. Garbage enclosures: Gary met with Dan; at this point new concrete need to be laid in area that supports the receptacles. Project would take place in the fall. Walkway to this should be asphalt. Discussion to follow at next board meeting.

#### **F. Unfinished Business**

- 1. Consent to change attorneys: Current attorneys, Landye Bennett Blumstein (LBB), will no longer handle home owner association work. Karna Gustafson, who was with LBB, is moving to the law firm of Vial Fotheringham and will handle our affairs. Will moved and John seconded to approve the consent to change attorneys.

#### **G. New Business**

- 1. Policies, Procedures and Rules -
  - a. Bonus Week – Policy has been reworked. Will believes the wording on this policy should be reworked. Kevin and other board members believe policy as it was reworded is OK. Kevin wants to go with the policy and revisit this next year to see how it's working. John made a motion to approve the policy as written and Aaron seconded. Motion passed.
  - b. Right to Access – intent of this policy is to access units that are 100% owned by one person in case there is an interior problem. Aaron made a motion to approve the policy as written; John seconded. Motion passed.
  - c. Unit Coordinator/Job Description – intent of policy was to identify the job of the Unit Coordinator. Top part of second page needs a preamble to owners. Board is not ready to adopt this document as presented. A guideline for expenditures needs to be added. Gary will work on changes and get to us by next week so we can get out to owners Owner's website page.
  - d. Unit Voting Procedures – Discussion was held as to whether voting procedures should be included in the Unit Coordinator potion. Kevin entertained a motion to adopt procedures as presented. Aaron made motion to accept, John seconded. Motion was passed.
  - e. Pet Policy – Kevin and Gary will work to tightened up the policy and then send to our attorney for recommendation. Community Alliance will continue to enforce policy as is. Will made a motion to send the Ridges' draft Pet Policy to our attorney for review; John seconded. Motion passed.
- 2. Condo Unit Sales Process – Community Alliance will make sure all paperwork is in compliance. Any share that has sold, Community Alliance will work to get to the new owner the paperwork to sign. A welcome letter to new owners needs to be drafted and we will revisit this in September.

#### **H. Executive Session**

The board was called into Executive Session at 12:54 pm. Aaron moved and John seconded the motion to move into Executive Session. Motion passed.

John moved and Will seconded the motion to move out of Executive Session and reconvene to Open Meeting.

#### **I. Reconvene to Open Meeting**

- 1. Kevin called the board back into Open Meeting at 2:12 pm.
- 2. Regarding Accounts Receivables – Community Alliance to pay \$938 for outstanding cleaning fees associated with RCI. Whatever they collect over that, Community Alliance will keep. Will motioned and John seconded. Motion passed.

3. Legal action regarding two Units in foreclosure – As for unit “code” 051521A and unit “code” 051521B, John moved to place a price of \$13,999 for unit 051521B’s 1/8 share and to place a price of \$19,999 for unit 051521A’s ¼ share.-Will seconded the motion. Motion passed. Board directed Community Alliance to inform the attorney as such.
4. Unit 30 issues regarding purchases – board sends back to Community Alliance to communicate that this is an interior issue not a board issue.
5. State Farm condo unit policy – for the July renewal it was discussed to increase the building and loss assessment limits for the State Farm condo unit owners’ policies. Aaron moved and Will seconded to increase the building limit on all State Farm policies to \$30,000 and likewise increase the loss assessment to \$25,000 on all policies. Motion passed. Community Alliance directed to inform State Farm agent to make the changes.
6. Complaint from an owner that another unit had over six people staying will received. Board gave directive to Community Alliance to take action when occupancy in a unit is over six. Post the ordinance in the newsletter.
7. Next board meeting is Friday, September 17, at 4:00 pm and September 18 at 10:00 am for the annual meeting.

**J. Adjournment**

Motion by Carol and second by Aaron to adjourn the board meeting. Motion passed. Meeting was adjourned at 2:28 pm.