



OWNERS' ASSOCIATION INC.

September 7, 2021 BOARD OF DIRECTORS' MEETING MINUTES

The Caldera Springs Owners' Association, Inc. (CSOA) Board of Directors' Meeting was called to order by the President, Tom Sidley at 9:05a.m. at the Lake House in Caldera Springs. Owners were invited to attend in-person and by telephone.

ROLL CALL

Directors Present: Owners Carol Scherman, Vice-President; Tom Sidley, President; and Joel Witmer, Treasurer attended in-person. Alan Dinger, Director and President of the Caldera Cabins Owners' Sub-Association; and Krista Miller, Director and the Golf Course Representative, attended telephonically.

Other Association Representatives Present: Catherine Smith, CSOA Association Manager.

QUORUM AND PROOF OF NOTICE

Catherine noted that proper notice of the meeting had been sent electronically on August 28, 2021 and a quorum was present with all five directors present.

APPROVAL OF MEETING MINUTES FROM JULY 6, 2021 BOARD MEETING

Upon a motion duly made by Joel Witmer and seconded by Carol Scherman and unanimously approved, it was:

RESOLVED, that the meeting minutes from July 6, 2021 are approved as presented.

OPEN OWNER FORUM

Owners were invited to present their concerns to the Board of Directors in writing prior to the meeting or in-person at the meeting.

Owner, Walt Pfannenstiel, asked the Board to look into the MLS listing for the Eastern Expansion, as it was showing the entire expansion area for sale. Krista noted that she was working with Sunriver Realty on this issue but assured Walt and the owners that the Eastern Expansion was not for sale.

The other written owner concerns were addressed later in the meeting.

OPERATIONS UPDATE

Catherine presented the operations update to the Board. This same update was presented at the August 10, 2021 Working Session. (Attached as Exhibit A.)

Catherine then presented the Board with a revised contract for the Association's consulting architect, Paul Marshall, for the Design Review Committee (DRC). The DRC Chairman, Dan Stockel had presented the contract ahead of the meeting and requested the Board approve an increase in the hourly fee paid to the architect. The fee has remained the same for the past 5 years. Catherine noted that even with the increase, the fee was below market from other architects.

Caldera Springs Owners' Association Board of Directors Meeting September 7, 2021

Upon a motion duly made by Tom Sidley and seconded by Joel Witmer and unanimously approved, it was:

RESOLVED, to approve the revised 2021 contract with Paul Marshall, consulting architect to the Design Review Committee.

FINANCIAL UPDATE

Catherine then presented the June 30, 2021 Financial Summary update to the Board:

Summary: The Association remains in a stable cash position, showing a negative net variance to budget of \$2,307 as of June 30, 2021. This will change as items that are over and under budget fall into place. Overall, after the first 6 months of the year, the Association is forecasted to be under budget in revenues by \$19, 000; while expenses should overall fall into place with the budget, creating a forecasted shortfall to budget of 1.5% for 2021.

ENVIRONMENTAL AND LANDSCAPE COMMITTEE CHARTER

Tom Sidley presented the Board with a draft Charter for consideration of an Environmental and Landscape Committee to assist the Board of Directors with the management of the common area lakes and forests in the Association. The Committee would also help with reviewing the common area landscaping contract and the approvals for any requests to remove trees on private properties. Tom noted that the Board would be seeking 3-5 volunteers for this committee. Tom asked for a motion from the board.

Upon a motion duly made by Joel Witmer and seconded by Carol Scherman and unanimously approved, it was:

RESOLVED, to approve the Environmental and Landscape Committee Charter and seek out volunteers.

(Approved Charter Attached as Exhibit B)

DISCUSS OWNER CONCERNS

Catherine then presented the Board with a consolidated list of owner concerns that she had received since the beginning of the year. Tom asked that she read the concerns to the Board and owners. Tom also requested that she send this list out to the ownership with the drafted meeting minutes, after the Board has reviewed them. The Board members noted that based on the Board's authority within the CC&R's, the Destination Resort approvals for Caldera Springs, and current staffing, they will prioritize how to address each of the list of concerns.

(2021 Owner Concerns document Attached as Exhibit C.)

Catherine then presented two additional individual owner concerns to the Board for discussion. The first was to discuss a request made by an owner to place a "Private Residence" sign on the bottom of their address sign, to identify their home as not a rental. On different occasions, folks have walked up to their home to peek in the windows, as they thought all the homes were rentals and they wanted to "peek" inside. The owner felt the sign was a good solution. Other owners had brought this same request to the Board in July. The DRC must approve any sign requests and had stated they would not approve a sign being placed on the address sign but would approve them being placed in the front and back windows of homes. After additional discussion and

Upon a motion duly made by Joel Witmer and seconded by Tom Sidley and unanimously approved, it was:

RESOLVED, that the Association provide an approved sign template (5"x10" rectangle) matching the current address signs, to a local sign company. These signs could then be ordered and purchased by owners who chose to do so, and place them in their preferred windows, noting only one sign in the front and one in the back.

Catherine then noted an owner had requested to have the Association replace a few trees that were removed in the common area behind their home, during the annual Ladder Fuel Reduction in 2020 as they felt too many trees were removed that year. Tom and Catherine had reviewed the area and felt the area should have some Ponderosa seedlings

Caldera Springs Owners' Association Board of Directors Meeting September 7, 2021

planted there, as well as in other common areas where hazard and diseased trees have been removed over the past few years, but nothing has been done to replace them. Tom thought that with the help of the newly formed Environmental and Landscape Committee this could be accomplished next Spring and Owners could help with this project and possibly help keep the trees behind their homes watered for the first couple of years to ensure a good success rate. The other board members agreed. Cathy will contact this one owner directly, to let them know of this plan.

DISCUSS UPCOMING SURVEY

Carol then discussed the upcoming survey to be sent to the ownership, noting that she hoped it could be sent to the ownership by the end of September. She thought the Board would need another working session to finalize the survey questions so it could be placed in a "Survey Monkey" format to the ownership. She asked the owners in attendance to please help get the word out to the neighbors that owner participation in answering the survey was going to be key in providing the Board with feedback from the owners to continue working on a strategic plan for the community.

SET MEETING DATE AND TIME FOR NEXT BOARD MEETING

Catherine suggested a Doodle poll be sent to the Board to schedule a working session in the next week to finalize the owner survey and noted that a Board meeting would need to take place in mid-November to approve the 2022 budget. The Board discussed possibly holding a working session in December or January to discuss how to address the provided owner concerns.

EASTERN EXPANSION DEVELOPMENT UPDATE

Krista provided an update to the Board on the development of the Eastern Expansion. She noted that the general timeline is posted on the Caldera Springs website, located under the Owners Association tab, and clicking on the Expansion information tab. She noted the Master Plan had been approved in August and reservations were now being accepted for lots. She stated that the developer was hopeful to receive approval of the tentative plat, to plat 86 lots in the first phase of the expansion by late fall of 2021. These lots would then start paying assessments to the Association.

The owners in attendance asked if the developer would consider having all traffic from the Expansion area, come in and out of Vandevent Road until the core area construction is completed to avoid contractors using the Trailmere or Harper gates to exit the Expansion area. Krista noted that all construction traffic would come off Vandevent Road. It was suggested that perhaps a temporary gate be installed, to ensure the Expansion contractors do not exit the community via the Trailmere or Harper Gates, once the Trailmere extension is completed. Krista stated she would bring this request to the development team.

There being no further discussion, the meeting was adjourned by President Tom Sidley at 10:42a.m.

Respectfully submitted by Catherine Smith, Secretary

Exhibit A

Operations Update

Security & Compliance

o Security currently is working 5 hours per day. They average one parking issue a day, with some nights with no violations and some nights with two or three. Violations are mainly 5 cars or a trailer in the driveway. Two time this summer they have asked folks to leave the pool area, after hours and once they asked a late-night party to shut down after 10:00p.m.

Caldera Springs Owners' Association Board of Directors Meeting September 7, 2021

- o Owners have requested more security coverage to address golf carts on bike paths, dogs off leashes, and occasional trespasser fishing in the lake. The Board will need to decide if more security services are desirable.
- o Many owners have requested that the gates be closed during daytime hours and the Board should discuss this.

Grounds & Maintenance

- o The Grounds maintenance staff has done well this year, with the trails and common areas being maintained.
- o The Irrigation system has been dialed in this year, to deal with the extreme heat and dry areas.
- o The Landscaping contractor, Springtime Irrigation, had a rough time with staffing this year, overall short by 16 staff members this season.) They addressed most issues after being reminded but have not had the manpower to address "special projects" as they have in the past, like detailing the entrance landscaping or mowing the cheat grass along the road and trail edges.
- o The weed contractor has sprayed twice this year and will be back in the fall to spray the cheat grass again. Many homes landscape and vacant lots have knapweed and cheat grass in them. This will be hard to get under control due to the current conditions.
- o There are some grounds maintenance items that will need attention this fall. The water valve at Discovery Park only works intermittently and will need to be repaired this fall. There is a large amount of water behind the front entrance berm, that we are working to locate the source of. The staff has been working on a solution to saving the Settler's Cabin near the head waters. This area is also very overgrown along the stream edges.
- o The Lakes will be treated for Duckweed, but Cattail removal will need to be performed in the next few months (may need an outside contractor, with specialized equipment to perform this work.)
- o The Zone 1 Ladder Fuel removal has been nearly completed, though the berm along South Century, South of the entrance has not. Spring River Tree Service is providing a bid for additional dead tree removal and additional bitter brush removal in many places throughout the community. The Board may want to consider rezoning the zone maps to every 4 years, rather than every 5.

The Quarry Pool and Fitness Center

- o Has been busy on the weekends, but slower during the week than in year's past.
- o Currently Spa A is closed due to a leak. The plumbers are coming out to camera scope the pipes to identify the source of the leak.
- o All weight room equipment has been serviced with some replacement parts.
- o Exterior Building Envelope Inspections will need to be performed in the near future, to inspect roofing/siding/rockery etc.
- o The pool decks were sealed in the spring and the faux rocks painted.

Exhibit B

Environmental and Landscape Committee Charter September 2021

There is established herein a standing committee to be known as the Caldera Springs Environmental and Landscape Committee (hereafter referred to as the Committee) to function under the authority and guidance of the Board of Directors (hereafter referred to as "the Board") of the Caldera Springs Owners' Association, Inc. (hereafter referred to as "CSOA".)

Purpose

The Committee shall assist and advise the Board of Directors in its efforts to provide for the maintenance, protection and enhancement of the environmental quality of Caldera Springs.

The Committee shall assist and advise the Board of Directors in its efforts to provide for the maintenance of the common area landscaping in Caldera Springs.

Caldera Springs Owners' Association Board of Directors Meeting September 7, 2021

The Committee shall act in an advisory capacity to the Caldera Springs Association Manager and work closely with management on projects requested by the Board.

Organization

The Committee shall be comprised of no fewer than three (3) and nor more than five (5) CSOA owners appointed by the Board of Directors. Terms of the Committee members shall be for a period of two years beginning the January following appointment.

The chairperson of the Committee shall be selected by the Committee and approved by the Board for a term of one year and shall be eligible to serve more than one term. The Committee may utilize the resources of the Sunriver Nature Center, the Sunriver Owners' Association or other local environmental groups of other CSOA members who possess special knowledge, qualifications or abilities relating to the Committee's purpose.

Functions and Responsibilities

1. The Committee shall study environmental issues and concerns, develop projects and make recommendations to the Board of Directors and assist the Association Manager relating to:

- a. Ladder fuels reduction
- b. Roadside, pathway and common area appearance and maintenance
- c. Noxious weed control and native plant re-establishment
- d. Lake bank restoration
- e. Forest health oversight
- f. Wildlife and aquatic habitat and human interface
- g. Other environmental issues affecting the health, welfare and beauty of CSOA.

2. The Committee shall also:

- a. Perform site evaluations and approve tree removal permits for private property
- b. Plan and implement owner environmental education programs
- c. Sponsor community participation projects relating to environmental issues

3. The committee may accomplish other tasks as assigned or approved the Board of Directors.