



**CALDERA CABIN OWNERS' SUB-ASSOCIATION, INC.**

## **ANNUAL MEETING MINUTES**

**FEBRUARY 20, 2021**

The Annual Caldera Cabin Owners' Sub-Association, Inc. (CCOA) Meeting was called to order virtually, on Zoom, by Board President, Alan Dinger, at 1:09 p.m.

### **ROLL CALL**

**DIRECTORS & OFFICERS PRESENT:** Alan Dinger, CCOA President (Owner, Cabin 19), and Peter Marsh, CCOA Vice-President, (Owner, Cabin 17), Macy Lawrence CCOA Secretary (Owner, Cabin 43).

**OWNERS PRESENT:** John McQuaig (Owner Cabins 11, 44 & 45); Steve Dilbeck (Owner Cabin 13); Doug Matthew (Owner Cabin 14); Jack Folliard (Owner Cabin 32); Bob Richmond (Owner Cabin 34); and Dick Ammerman (Owner Cabin 35).

### **OWNERS BY PROXY:**

Caldera Cabins 6, 10, 18, 23, 24, 31, 40, 42, and 43

**OTHERS PRESENT:** Catherine Smith, Caldera Cabin Owners' Sub-Association Manager; Kelly Doohan, Caldera Springs Community Services.

### **QUORUM AND NOTICE OF MEETING**

Alan Dinger noted that Notice of the Meeting had been sent on January 26, 2021, followed by the zoom registration links and Annual meeting packet on February 9, 2021. There was a quorum with 44% of the ownership present in person or by proxy.

### **APPROVAL OF MINUTES**

The minutes from the Annual Meeting held February 17, 2020 were offered for consideration and upon a motion duly made by Alan Dinger, seconded by Dick Ammerman and unanimously approved, it was:

**RESOLVED**, that the Minutes from the Annual Meeting held February 17, 2020 be accepted as presented.

### **ASSOCIATION MANAGER'S REPORT**

Catherine Smith discussed her role as the Association Manager, noting she reports directly to the Cabin Board of Directors. She noted that she works under a contract with the Association and oversees all of the Association's other outside contractors (snow, landscaping, maintenance etc.) to ensure compliance with their contracts. She is the contact for all owners, including any concerns or compliance issues and she performs a monthly inspection of the entire Cabin

## **Caldera Cabin Owners' Sub-Association Annual Meeting**

**February 20, 2020**

Page 2 of 3

complex, reviews the monthly financials and sends reports to the Board quarterly. She does not oversee any of the property rental management, but works with these property managers.

Cathy then reviewed the projects completed in 2020. The grounds maintenance team finished the ladder fuel reduction at the front of Cabins 1 to 23 removing the Bitterbrush and also performed the ladder fuel reduction from the fronts and backs of Cabins 24 to 45 removing nearly 75 yards of flammable material.

The grounds maintenance staff also removed brush and willows from the lakeshore to improve views of lake, behind Cabins 11-23 and rebarked the soft path around lake. There had also been a large wind event that required cleanup from damaged trees and brush removal.

As part of their regular maintenance they performed repairs where needed to the pavers/snap edges, completed their regular quarterly Cabin checklists, blew off paths and driveways when needed between the landscapers visits and during the winter, and they perform litter patrol and snow pole replacement as needed throughout the winter.

### **FINANCIAL REVIEW**

Cathy presented the 2020 preliminary financial summary as the CPA's financial review has not yet been completed. The preliminary financials show the Association ended 2020 with a positive variance to budget for revenues compared to expenses of \$1,765.

### **APPROVAL OF IRS RULING 70-604**

Cathy presented the IRS ruling 70-604 noting that the ownership must approve that any excess membership income be applied to the next tax year's assessments.

Alan offered the 70-604 for consideration and upon a motion duly made by Peter Marsh and seconded by Macy Lawrence, and unanimously approved, it was:

**RESOLVED**, that the IRS Ruling 70-604 is approved for the 2020 tax year.

### **DIRECTOR ELECTION**

On February 9th, a ballot and request for director nominations was emailed to CCOA membership noting that Macy Lawrence, Cabin 43 had agreed to run for a second term. Macy had since accepted an offer on his Cabin and is anticipated to close in Mid-March. The Board agreed to table the election until all owners can be notified that there is now an opening and other nominees can be sought from the owners.

### **NEW BUSINESS**

Cathy noted that the Master Association Bylaw Amendment regarding the make up of the Master Association Board members had passed. This clarifies that the Cabin Association President has a permanent spot on the Master Association Board of Directors when it turns over from Developer control in May.

## **Caldera Cabin Owners' Sub-Association Annual Meeting**

**February 20, 2020**

Page 3 of 3

Peter Marsh brought up the Destination Resort Reporting requirement for the Cabins noting that owners should report the days their units were available to rent, rather than just relying on just what their property management company provides, to ensure it reflects an accurate picture of the unit's availability.

There was discussion about asking Sunriver Resort to extend the winter hours of the Lake House and facility, when reopened after COVID-19 restrictions are removed.

### **OPEN DISCUSSION**

There was open discussion amongst the ownership about a few items, but mostly it was just getting to know each other. The Board approved management sending out a directory of just the Cabin Owner's contact information to the Cabin Owners.

### **ADJOURNMENT**

There being no further business to come before the meeting by a motion duly made by Dick Ammerman, seconded by Alan Dinger and unanimously approved, it was:

**RESOLVED:** to adjourn this meeting of the Caldera Cabin Owners' Sub-Association Manager at 2:13 p.m.

Respectfully Submitted,

Catherine Smith, Caldera Cabin Owners' Sub-Association Manager