



## **MAY 27, 2022 BOARD OF DIRECTORS' MEETING MINUTES**

The Caldera Springs Owners Association, Inc. (CSOA) Board of Directors' Meeting was called to order by President, Tom Sidley, at 8:03A.M. at the Lake House in Caldera Springs. Owners were invited to attend in-person and by telephone.

### **ROLL CALL**

*Directors Present:* President; Tom Sidley, President; Vice President Carol Scherman, Director Dan Taylor; Alan Dinger, Director and President of the Caldera Cabins Owners' Sub-Association; and Krista Miller, Director and the Golf Course Representative.

*Other Association Representatives Present:* Cathy Smith, CSOA Association Manager, Sybil Brown, CSOA Administrator.

### **QUORUM AND PROOF OF NOTICE**

Cathy noted that proper notice of the meeting had been sent electronically on May 11, 2022 and May 24<sup>th</sup>, 2022 and a quorum was present with all five directors present.

### **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, Carol Berg read a statement to the Board of Directors that they do not want a temporary dog park as the Board is considering. She felt that fines for dogs are unbalanced from owners to renters. (Clarification: If a renter's dog is off leash, the owner of the property would be fined.) As there have not been any past issues with owner's exercising their dogs in Ponderosa Park, she felt the rules should remain the same as they have been in the past. She also stated her concern that the contractors and Sunriver Resort vans are driving through the community at 40 mph and it is very dangerous.

Owner, Greg Pitman asked with the new staff, who do owners call with questions. Cathy stated if it is regarding Association polices, to please call her. And to please call Nkonye Williams for DRC related items and Sybil Brown for day to day and operational questions (owner/rental cards, how to pay assessments etc.) Greg also asked who to contact if they see renters breaking the rules. Cathy noted that owners should email Cathy or call the HOA office at (541) 593-4850. The HOA office is open Monday through Saturday from 9:00AM to 4:00PM.

There were other comments and concerns about contractor parking and speeding and a contractor bringing a dog on-site. Cathy asked that owners contact Nkonye Williams, the DRC Administrator with any concerns about contractor compliance.

Cathy then read three emails that were sent in advance of the meeting from owners who were unable to attend. The first one, from Mark Baldwin, noted his concerns of non-compliant exterior lighting on homes. Cathy stated that the rules on lighting are that it must shine downwards, not upwards or outwards, and may not be visible from off the property. She noted she is beginning to work with owners of the properties that are very visibly out of compliance. Another concern was the clearing of the ladder fuels on vacant lots, but Cathy noted that all vacant lots were being mowed this year.

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The second email from Don Larson, was regarding the proposed landscaping changes and how much funding is being considered for this project. Cathy noted that the Board had not approved any funds at this time, but today they are reviewing the proposed RFP from the Environmental and Landscape Committee (ELC) and are considering some initial funding for design work, but no other costs are being considered at this time.

The third email was from Nathan Marks regarding the installation of solar panels on homes. Cathy noted that solar panels are allowed but only approved on a case-by-case basis and with specific criteria. Nathan also asked about the installation of concrete block retaining walls, as these have been denied in the past, but he had seen one on Fireglass Loop. Cathy stated that the Design Guidelines revised in 2021 now allow these on a case-by-case basis. There are many lots in the expansion area, with steeper slopes, and some walls are being approved, with specific screening requirements, that previously may not have been approved.

At this time, it was noted that the callers on the phone were not connected to the call. The call was reconnected.

Jack Folliard, on the phone, asked about the paving of the bike paths and was this a Sunriver Resort responsibility. Cathy stated that the cracks had been sealed this year. They had considered a product for the bike paths, that would better fill the cracks, rather than just sealing the cracks, but the cost was more than double what was in the budget, so the same product that has been used in the past was used again this year.

She also noted that the Sunriver Resort, as the owner of the golf course, pays 5% of all operating and reserve expenses of the Association. Tom Sidley noted that there were some areas on the paved bike path that weren't sealed well enough and that the asphalt company was coming back to redo these areas. Dan Taylor suggested that we consider the product that fills the cracks for the one mile stretch of the paved pathway along South Century in the future, where there are more obvious, larger cracks.

There were no other comments/concerns raised from the ownership.

### CONSENT AGENDA APPROVAL

#### Approval of Meeting Minutes from April 1, 2022 and April 9, 2022 Board Meetings

*Upon a motion duly made by Dan Taylor and seconded by Alan Dinger and unanimously approved, it was:*

***RESOLVED, that the meeting minutes from April 1, 2022 and April 9, 2022 are approved as presented.***

### SURVEY RESULTS FROM OWNER SURVEY REGARDING CC&R CHANGES

Cathy stated that the survey results from the ownership showed that 66.63% of owners responded, with 3% stating they would not want the Board to move forward with the expense to change the CC&R's and 63% stating they would support the expense. There were 150 owners that did not respond at all. It was agreed to discuss this issue at the next working session.

### QUARRY POOL SPLASH PAD

Cathy shared that the Splash Pad has been non-operational for two years, due to COVID, but when trying to bring it back online it needed repairs to the control box. They had received an estimate to repair it but it was dependent on when the parts could be received, but it would not be done until at least August for a cost between \$3,500-\$5,000. The estimate also noted that other parts may need to be repaired. The pool company suggested just replacing the entire control box for around \$12,000 but they did not have a hard estimate or timing yet. Due to the timing of the repairs, and access to parts, it was noted that the Splash Pad will not be running again this year.

### ENVIRONMENTAL AND LANDSCAPE COMMITTEE REQUEST FOR FUNDING

The Environmental and Landscape Committee (ELC) requested the Board approve funding for a Landscape Designer to redesign the front entrance and the lake edge as you enter the community and the three gate entrances. The Designers they had already met with requested that a Topo map survey for front entrance be created as well. (All old records were reviewed but no plans were located.) The committee presented an RFP to the Board, that showed the ideas for the entrance that the ELC was considering. (RFP attached as **Exhibit A** to these minutes.)

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*Upon a motion duly made by Dan Taylor and seconded by Tom Sidley and unanimously approved it was:*

**RESOLVED**, that the RFP document is approved as submitted and the Board approves the ELC spending up to \$10,000 to complete the landscape design and up to \$3,000 for the topographical map, with the funds coming from the Working Capital Fund.

### COMMUNITY AMBASSADOR COMMITTEE FUNDING REQUEST

Cathy stated that the Community Ambassador Committee members were working on welcome packets and welcome baskets for each new owner, and they were going to solicit donations from local businesses as gifts. Cathy noted that the Working Capital Funds, three months assessments, collected at the closing of each property, are to help off-set the costs of ownership changes in the Association and suggested that \$25 from each closing be set aside for the Committee to utilize for the welcome gifts.

*Upon a motion duly made by Carol Sherman and seconded by Alan Dinger and unanimously approved it was:*

**RESOLVED**, that the Environmental and Landscape Committee may utilize up to \$25.00 per new property owner towards welcome gifts.

### DISCUSS MANAGEMENT OFFICE/MEETING SPACE AND ASSOCIATION CONTRIBUTION

Cathy noted that since the hiring of new staff, she no longer has an office space to work from in Caldera Springs. It has also been difficult to hold the Design Review Committee meetings, currently being held virtually, when there were two staff persons in the HOA office. She also noted that during the winter the Association had been able to utilize Zeppa for the other Committee meetings, or meetings with individual owners, but there was no space for these meetings to be held during the summer season. Cathy has been looking for a small office space to lease in the Sunriver Business Park. She had found a month-to-month lease for a small cubical space for \$250.00 a month but had also found a 200 Sqft office space with a year lease, for \$700.00 a month. She felt that the larger space would also accommodate a space where the various Committees could hold their meetings (currently being held outdoors or in a private homes) and would provide a more private area for Cathy to meet with owners, staff and Board members. She asked the Board if they would consider contributing financially to the space.

*Upon a motion duly made by Tom Sidley and seconded by Dan Taylor and unanimously approved it was:*

**RESOLVED**, that the Association will contribute \$500.00 a month to Catherine Smith for the office space in the Business Park for a 1- or 2-year lease for the Association Manager and Association Committees to utilize, starting in June. \$250.00 will be expensed to the Design Review Committee expense line and \$250.00 will be expensed to the Management/Admin expense line.

### BIRD GARD INSTALLATION AT THE QUARRY POOL

Cathy presented the Board with a possible solution to the damage to the buildings and facilities due to birds (Woodpecker damage, Geese and Swallow nesting and droppings; etc.) The system is comprised of speakers placed on the outside of the building that play predatory bird sounds. It is \$2,500 for a system that should cover the Quarry Pool and Fitness Center building and pool area. Tom Sidley has the authority to approve this type of expense, but Cathy wanted the other Board members to be aware of it. It has 100% satisfaction guarantee for one-year, so if it is ineffective or not compatible, it can be returned.

### OWNER CARD POLICY RECOMMENDED CHANGES

Cathy noted that she and Board members, Carol Scherman and Krista Miller had been tasked with reviewing the Owner Card and Rental Card Policies to bring the Board any suggested changes. After lengthy discussions, they had decided that more research was needed and that their recommendation at this time was to keep the current policies in place for 2022.

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Upon a motion duly made by Carol Sherman and seconded by Tim Sidley and unanimously approved it was:

**RESOLVED, to table this discussion until a future meeting.**

**DOG LEASH POLICY**

There was much discussion by the Board regarding the Deschutes County imposed CC&R requirements for dogs to be on a leash to protect the wildlife in Caldera Springs. The Board had also discussed this at length at the April 9<sup>th</sup> Board meeting.

*Upon a motion duly made by Dan Taylor and seconded by Alan Dinger and unanimously approved it was:*

**RESOLVED, that the Associations Fine Policy Resolution Fine Schedule will state that dogs must be always on a leash, in all common areas, excluding Ponderosa Park where dogs may be exercised.**

**ASSOCIATION’S FINE POLICY RESOLUTION AND FINE SCHEDULE- FINAL DRAFT TO BE SENT TO THE OWNERS, PRIOR TO FINAL APPROVAL**

*Upon a motion duly made by Tom Sidley and seconded by Carol Sherman and unanimously approved it was:*

**RESOLVED, that the Policy wording revisions to the latest document will be changed as follows:**

- **The use of any Fireworks will be classified as a Class A offense**
- **Owners’ dogs off leash will be classified as a Class C**
- **Dogs “harassing wildlife” will be changed to “intentional harassment of big game and predators”**
- **Any mailed notice, that is returned will be sent to the address listed for the property on Deschutes County DIAL**

**COMMON AREA WAIVER FOR OWNERS**

Upon a motion duly made by Alan Dinger and seconded by Carol Sherman and unanimously approved it was:

**RESOLVED, use of the attorney drafted waiver for liability of owners who want to help in common ground is approved.**

There being no further discussion, the meeting was adjourned by President, Tom Sidley, at 9:41 AM

**EXHIBIT A**

**LANDSCAPE ARCHITECTURAL SERVICES PROPOSAL-RFP**

**A. Landscape Architecture: Schematic Design Work** to include the preparation of all the project’s schematic designs for approval by the Environmental & Landscaping Committee (ELC) and the Board of Directors.

This phase of work is to determine the project’s: general scope, preliminary design, scale and relationships among the components of the project. Specifically, the work will include:

1. Complete a site visit to review with ELC the project’s critical success factors.
2. Review Caldera’s Springs Design Review Guidelines regarding landscaping.
3. Gather and review data files and base mapping.

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4. Complete conceptual design alternative(s) (hand rendered) for review by the ELC. For all four entry points and the project's potential gathering area (minor park).
5. Complete one (1) conceptual design review meeting with ELC.
6. Complete minor modifications per the project team's direction to the preferred conceptual designs.

Products • Hand rendered, annotated schematic level landscape/site plan, sections and precedent images.

**B. Landscape Architecture: Design Development Work** includes the preparation of all the project's design development documents for approval by the ELC and Board of Directors. This phase of work will focus on the project's material selections, surface treatments, and topographical layout. Specifically, the work will include:

1. Complete conceptual landscape plan(s) inclusive of: sections and details showing the project's landscape elements. Specifically, these plans will include the following items:

a. Design development documents:

1. Site Plan sheet(s)
2. Construction details/ sections
3. Grading sheet(s), if deemed necessary.
4. Planting sheet(s)
5. Planting details / Sections

2. Complete one (1) conceptual design review meeting with representatives from the Board of Directors and the Design Review Committee (DRC).

3. Complete minor edits to the conceptual plans and provide responses to the review comments as necessary.

### Products

- Design development level plan sheets, details and sections.

**C. Landscape Architecture: Construction Documents Work** includes the preparation of all the project's construction documents for approval by the DRC and Board of Directors. This phase of work is to create drawings and specifications which communicate the project's design intent to contractors. These documents will be suitable for bidding and the ultimate construction of the project. Specifically, the work will include:

1. Utilizing the approved design development documents prepare a construction plan set.
2. Attend one (1) design review meeting with the DRC.
3. Utilizing comments received from the design team make modifications or adjustments to the proposed designs.
4. Prepare construction document package. Specifically, these plans will include the following items:

a. Final construction document package:

1. Site Plan sheet(s)
2. Construction details, sections

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3. Grading and Drainage sheet (s), if deemed necessary.
4. Grading and Drainage details, sections, if deemed necessary.
5. Planting sheet(s)
6. Planting details, sections

Note: It is assumed the irrigation system will be design build by the landscape contractor.

**Products** • Construction document package.

**D. Landscape Architecture: Construction Administration Work** includes construction administration services. This phase of work is to ensure the work being completed by the contractor is in accordance with the project's contract documents. Specifically, the work will include:

1. Assist with answering bidding questions.
2. Assist the ELC and Contractor with the review of the construction plans, clarifications or interpretations of the intent of the designs, and review of existing conditions that may impact the landscape designs.
3. Complete site visits ((3) three total), at the request of the ELC, to review existing conditions, construction progress, and deviations or adjustments that may be necessary.
4. Prepare construction plan revisions, if necessary and at the request of the ELC, to accommodate necessary adjustments in the landscape designs to address unforeseen changes due to existing conditions, existing utilities, or other circumstances.
5. Complete field visits ((1) one total) with the ELC and Contractor, to review the substantially complete project, and develop a construction punch list for completion of construction items.

### **Products**

- Documentation of approved landscape submittals
- Field reports documenting observations during each site visit and of the final site visit.
- Final landscape planting list

### **Extra Details:**

- Provision of topographic, and if required, geotechnical is by the Caldera Springs Owners' Association.
- Structural designs or calculations for site elements; such as, walls, fences, etc. may be at additional costs.
- Minor revisions may be necessary with each successive stage of the work as it progresses. If, however, major revisions are necessary to work previously executed and submitted as the result of a change in program, budget, or other decisions the extra work will be compensated through an Additional Service agreement.

### **Overview of RFP Projects:**

**PROJECT 1 – Landscape design for the main entrance in to Caldera Springs.** The first project identified is a redesign for the main entrance into Caldera Springs. The goals of this projects are to:

1. Clean up the overgrown entrance and create a cohesive look for the Caldera Springs Community based on our existing native look with a focus on highlighting the existing focal elements (waterfall, lake and bridge, etc.) and creating new natural focal elements.
2. Revamp the existing entrance sign on the southside to have lit letters for better visibility at night and

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create a matching sign on the northside of the entrance. The intent is for safer entry into the community at night while maintaining dark sky requirements. (See Images Attached.)

3. Keep existing trees but replace and reduce plantings.
4. Add lighting in the existing waterfall to highlight this beautiful existing design element. Place on a timer to minimize electrical costs. (See Images Attached.)
5. Add additional seating around the waterfall gathering area.
6. At the four corners of the main entrance, create focal points within each quadrant with stone, rock or tree and minimal low growing plants to create a symmetrical look and cohesive feel to the main entrance. Being mindful of the traffic patterns and drifting of vehicles and trailers onto corners. (See Images Attached.)

**PROJECT 2 – Prepare a Landscape Design for the gated entrances at Trailmere Circle, Dancing Rock Loop and Harper Road.** The second project identified is a redesign for the three gated entrances at Trailmere Circle, Dancing Rock Loop and Harper Road. The intent of this project is to:

1. Clean up the overgrown entrances and create a cohesive look for the Caldera Springs Community based on the existing.
2. Keep existing trees or replace if needed.
3. Reduce the number of overgrown plantings on the berms, replacing overgrown existing plantings with lower growing plants and ground cover plants.
4. Create areas that require less maintenance yet keep the Caldera Springs native feel.

**Project 3 – Create New Gathering Area on Southside of Lake near Bridge.** The third project is a new gathering area on the southside of the lake where pedestrians walking the trails can stop, enjoy the lake and rest for a bit. This area has historical issues of not being able to sustain plant growth due to the hard soil from being a staging area. The purpose of this gathering area is to make the most of a gorgeous piece of Caldera Springs that is currently unable to sustain plantings.

1. Create a beach entrance to the lake, like the launching area near Lakehouse. (See Images Attached.)
2. Plant a cluster of trees or large tree for shade with circular bench around for pedestrian seating. (See Images Attached.)
3. Create a wood planked walkway from trail to the gathering area, like the expansion gathering area design. (See Images Attached.)
4. Possibly design a children’s play area feature. (See Images Attached.)

**Project Image Representations:**

Bench ideas for waterfall/gathering area



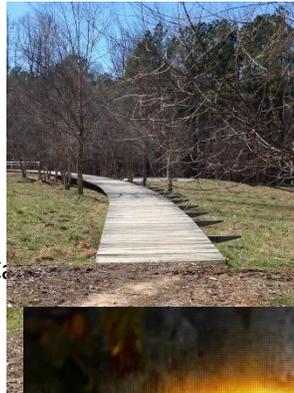
Light Letter idea



Children's play area for Gathering Area



Wood plank pathway



Waterfall Lighting

