



OWNERS' ASSOCIATION INC.

## February 24, 2023 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 10:01 A.M. at the Lake House in Caldera Springs. Owners were invited to attend in-person and by telephone.

### ROLL CALL

*Directors Present in person:* President Tom Sidley; Vice President Carol Scherman.

*Directors Present via zoom:* Director Dan Taylor; Director and President of the Caldera Cabins Owners' Sub-Association, Alan Dinger.

*Director Absent:* Krista Miller.

*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 February 6<sup>th</sup>, 2023, and February 20<sup>th</sup>, 2023, and a quorum was present with four of the five directors present.

### OPEN OWNER FORUM

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

Catherine read an email from an owner who wanted all rental units to be required to have two trash receptacles to ensure they are not overflowing and creating a mess on the property, as well as being accessible by wildlife. Catherine noted there was an issue with Republic Services, whereby the Association had a limit of only one can per property. This has since been resolved; two receptacles are allowed per property. The property that was an issue last summer now has two receptacles. Catherine also noted that she will suggest two receptacles to any property owner where trash overflow is an issue.

Catherine read an email from an owner who felt the deadline to remove holiday lighting should be reconsidered. The contractors that offer these services may not be able/willing to do the work safely while weather remains an issue. The owner also requested that some flags on properties be considered, such as college flags for sports game days, in order to create some fun neighborhood rivalry.

Catherine read an email from an owner about the issue of off-leash dogs in the community both on the trails and bike paths. The owner said that it is unsafe and difficult to enjoy the paths and trails when there is a fear of a dog being loose. It was discussed by Catherine that the rules of off-leash dogs are enforced as much as they can be, noting when off-leash dogs are reported, the Association follows up and addresses the issue with the proper notices. Carol Scherman added that the Association has put a lot of time and effort into reviewing these rules (per the CC&R's) and offering Ponderosa Park as an off-leash area for dogs.

An Owner in the audience asked about the DRC (Design Review Committee) and how members are elected. Catherine discussed that the DRC is still operated by the Declarant and is made up of Dan Stockel, Tom O'Shea, Thomas Samwel, and owner, Jim Merrilees. The Committee is looking for another owner to join; anyone interested may apply for the position.

There were no other comments/suggestions/concerns presented by the ownership.

**Approval of Meeting Minutes from November 28, 2022 Board Meeting**

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

***RESOLVED, that the meeting minutes from November 28<sup>th</sup>, 2022 are approved as presented.***

**DISCUSS AND APPROVE INSURANCE INCREASES AND ADDITIONAL COVERAGE**

Catherine stated the Finance Committee is working on a full review of the insurance for the Association owned property, which includes liability insurance for the property, Directors and Officers coverage (which also covers committee members) as well as property insurance for CSOA property such as the Quarry Pool and Fitness Center Building. The Association currently carries a \$5 million umbrella policy over the liability. The Finance Committee is requesting an additional umbrella policy to increase the coverage from \$5 million to \$10 million. The Finance Committee is also working on adding a cyber policy in the case of crime/theft of information and/or money.

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

***RESOLVED, to approve the funding for adding Cyber Insurance coverage for the Association and funds to increase the Umbrella Liability Coverage as recommended by the Finance Committee.***

**DISCUSS AND APPROVE WORKING CAPITAL FUND EXPENSES**

Catherine noted the maintenance team has requested a Buffalo Blower attachment for the Kubota so that pathways can be cleared efficiently. The Association has been borrowing one from the Crosswater Golf Course. The bid is \$11,000. This is a new piece of equipment and would need to be funded from the Working Capital Fund.

Catherine then requested approval of the funds for the additional 2023 ladder fuel reduction project. The Board has discussed this project and approved it in theory, but the actual funding needs to be approved. There are approximately 300 dead and dying trees that need to come down, which were identified and marked by the Environmental and Landscape Committee. Also, the Oregon Department of Forestry has requested a 20-foot fire break area that would assist them in stopping a fire from getting to homes. Catherine requested up to \$75,000 to get the project completed this Spring. This project is not included in the current operating or reserve budgets and would need to be funded from the Working Capital Fund. Catherine noted she has applied for a Grant through the State Fire Marshall's office, on behalf of the Association, in an amount up to \$117,000, but we will not know if any funding from this Grant will be available until later in the calendar year.

Another request for funds is for the landscaping of the entryway into Caldera Springs. Springtime Irrigation and Landscaping presented a bid for \$6,000 to create the new design. The Board had already approved up to \$15,000 for this work, but the bid and contract from Springtime Landscaping came in lower than was previously approved.

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

***RESOLVED, that the Working Capital expenses for the Buffalo Blower for \$11,000; up to \$75,000 for the additional 2023 Ladder Fuel Project; and \$6,000 to design the plan for the landscaping at the entrance to Caldera Springs are approved as presented.***

## Caldera Springs Owners' Association Board of Directors Meeting February 24, 2023

### **Approve Revised Policies**

At the February 10, 2023 Board Working Session, the Board discussed the current policies and changes that needed to be made as a result of the State of Oregon's approved House Bill 2534, as well as a request from the Finance Committee.

### **Revised Cash Flow for Finance Committee**

The Finance Committee requested some small changes to the currently approved Cash Flow Policy, for the purpose of getting the best interest rates for the Association's funds. (Approved policy is attached to these minutes as Exhibit A.)

### **2023 Owner Card Policy**

This policy previously had age restrictions and defined a family by ages. Due to Oregon House Bill 2534, there cannot be any restrictions on protected classes, therefore, the Association cannot define a family by age. The definition was changed to define a "household" as "one or more individuals living together, and sharing household responsibilities and activities, which may include sharing expenses, etc." Anyone in the Owner's household may have an Owner Card, with a maximum of 8 Owner Cards per lot. The Board eliminated the extended family cards. 20 free Quarry guest passes are also provided to every property each year and can be used for any owner guests. Owners may purchase additional Quarry guest passes for \$10 each. (Approved policy is attached to these minutes as Exhibit B.)

### **2023 Gate Tag Policy**

The same changes were made to remove age restrictions and defining a "household" as were made to the Owner Card Policy. (Approved policy is attached to these minutes as Exhibit C.)

### **2023 Quarry Pool and Fitness Center Policy**

All age restrictions have been removed, except for the pool, as state law requires that children under 14 must be supervised by a responsible observer; this restriction will remain in the policy. (Approved policy is attached to these minutes as Exhibit D.)

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

***RESOLVED, that the policy changes are approved as presented; attached hereto as Exhibits A, B, C and D.***

### **APPROVE HOLIDAY LIGHTING AND FLAG DISPLAY POLICY**

Tom Sidley suggested that with the owner concerns brought to the Board at the beginning of the meeting, and several things to still consider, it would be best to table the holiday lighting and flag display discussion until another working session takes place so that the policies may be discussed further.

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

***RESOLVED, that the Holiday Lighting and Flag Display Policies' discussion be tabled.***

### **APPROVE RENTAL HOME REQUIRED COMMUNICATION**

The Board discussed this policy last year and again at the February 10, 2023, Board Working Session.

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

***RESOLVED, that the Rental Home communication is approved as presented and is required to be sent to each guest before they arrive in Caldera Springs and displayed in all rental homes.*** (Approved policy is attached to these minutes as Exhibit E.)

**Caldera Springs Owners' Association Board of Directors Meeting February 24, 2023**

Tom asked Catherine to briefly discuss the upcoming Annual Meeting. There will not be any outside presenters at this year's Annual Meeting, but since the Association is required to have a Firewise meeting every year, there will be a Firewise presentation. There will be reports by the Board and the Committee Chairs and lunch will be served afterwards for everyone to join.

Tom noted that there are two Director positions up for election at the meeting. Both Tom Sidley and Carol Scherman will re-run, but it is open for anyone else to run for election, and Tom encouraged others to do so. We are required by the Bylaws to ask for nominations at the Annual Meeting so voting cannot take place until after the Annual Meeting is completed. Applications to run for election will be sent to the owners in an upcoming electronic communication and are also available from the Owners' Association Office.

There being no further discussion, the meeting was adjourned by President, Tom Sidley, at 11:04 AM.

DRAFT