



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.

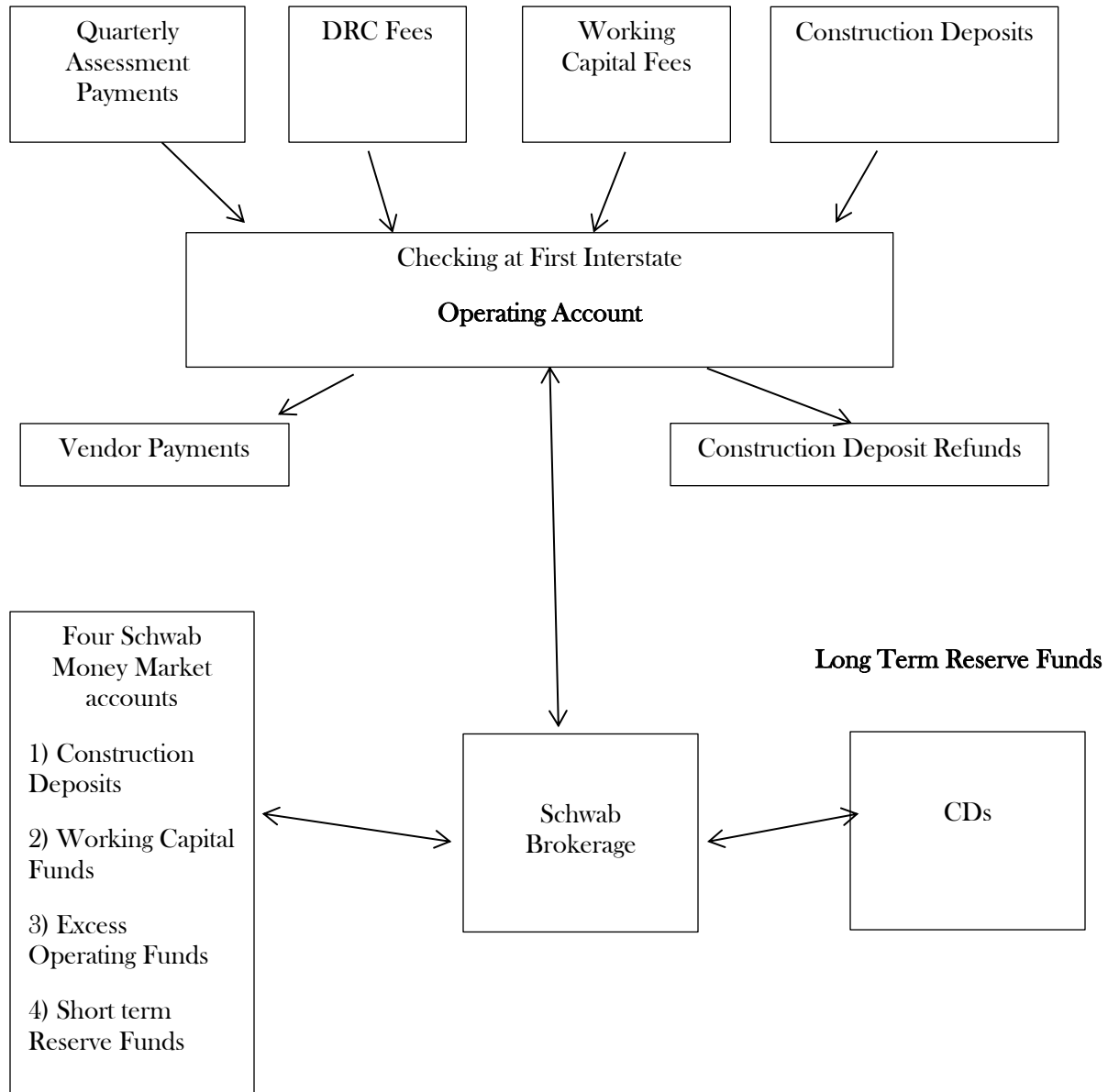


OWNERS' ASSOCIATION INC.

**Caldera Springs Owners' Association**

**Revised Cash Flow Investment Chart**

**Approved on February 24, 2023 by the Board of Directors**





OWNERS' ASSOCIATION, INC.

## **OWNER CARD POLICY**

**REVISED FEBRUARY 24, 2023**

The purpose of Owner Cards is to identify Owners and other individuals at Caldera Springs who are eligible to make use of Caldera Springs Owners Association (CSOA) facilities and privileges.

- 1.** The Deeded Owner is defined as the Owner of record as described on the deed of record for a property in Caldera Springs.
- 2.** Household is defined as one or more individuals living together, sharing household responsibilities and activities which may include sharing expenses, etc.
- 3.** A maximum of eight (8) photo ID Owner Cards may be issued per lot for deeded Owners and their Household members.
- 4.** Properties with multiple deeded Owners that would exceed the eight-card limit, may purchase rental home cards, but such rental home card users will only have privileges allowed for rental guests and will not have full Owner privileges.
- 5.** Card holders must have an active card and must present that card to use CSOA facilities.
- 6.** Abuse of the facilities, neglect of the community rules and/or unpaid assessments carry the possibility of having use privileges revoked by the Association.



OWNERS' ASSOCIATION, INC.

## **GATE ACCESS TAG POLICY**

**REVISED FEBRUARY 24, 2023**

The purpose of a Gate Access Tag is to provide Caldera Springs Owners convenient entry to the community via the gates at Trailmere Circle, Dancing Rock Loop, Harper Road and Elk Run Drive.

1. The Deeded Owner is defined as the Owner of record as described on the deed of record for a property in Caldera Springs.
2. Household is defined as one or more individuals living together, sharing household responsibilities and activities which may include sharing expenses, etc.
3. Two (2) gate access tags will be issued per completed lot. Any additional gate access tags or replacement tags must be purchased separately.
4. A maximum of four (4) gate access tags will be issued per lot for deeded Owners. Two (2) complimentary tags and two (2) purchased tags totaling four (4).
5. Additional gate access tags may be purchased by Deeded Owners at a cost of \$75.00 per gate access tag. Section 4 limitations apply.
6. Gate access tags must be assigned to a specific lot.
7. Properties with multiple deeded Owners, that would exceed the four (4) gate access tag limit will have the option of accessing the community gates with a personalized PIN number.
8. Owners are responsible for notifying the Caldera Springs Owners' Association immediately in the case of a gate access tag being lost, stolen, or sold with a vehicle.
9. Upon receiving notice of property sale, the Caldera Springs Owners' Association will deactivate any gate access tags or personalized pins, associated with the sold lot.



OWNERS' ASSOCIATION, INC.

**POLICIES AND PROCEDURES**  
**QUARRY POOL AND FITNESS CENTER RULES AND REGULATIONS**  
**REVISED FEBRUARY 24, 2023**

1. The Quarry Pool and Fitness Center is available exclusively to Caldera Springs Property Owners and their Guests.
2. Owner access to the Quarry is available to Owners only upon presentation of an Owner ID card; and Guests with passes who are accompanied by the Owner. Each property will be entitled to 20 complimentary guest visits per calendar year. Guest cards will be available at the Owners' Association office prior to Memorial Day. Thereafter, Owners may purchase additional Guest Passes for \$10 per visit that will be billed to the Owner's account. The pool and pool deck area are not available for private events.
3. All Guests must be accounted for at the time of entry. Signing in at the front desk will be required by an Owner and guest usage is tallied and recorded at the Front Desk.
4. The Fitness Center locker rooms and the outdoor Spas are open daily from 6 a.m. to 8 p.m. The swimming pool will be open daily, between Memorial Day and the end of September (weather dependent), from 10 a.m. to 8 p.m. Staffed hours vary by the season. Unstaffed hours are monitored by security cameras and the entry codes at the main door.
5. All children under 14 years of age shall be accompanied by a responsible adult observer when using the pool or spas.
6. \*\*Use all equipment in the Fitness Center and the pool and spas, is at your own risk, as there are inherent risks with using these facilities. \*\*
7. Swimmers who are not toilet trained must wear waterproof swim diapers or swim pants.
8. No pets are allowed in the pool.
9. Glass is never allowed in the pool area.
10. The Fitness Center is a dry area. No swim attire is allowed, and only athletic attire and closed shoes are allowed.



11. All users of the fitness equipment must review and follow the guidance in the user manuals, provided in the binder near the towel station, prior to using the equipment and should seek the advice of a physician before starting any fitness program.
12. There is a 30-minute maximum on all cardio equipment.
13. Subject to reasonable accommodations, no pets are allowed in the fitness facility.
14. No outside alcohol permitted on premises due to OLCC regulations.
15. Caldera Springs is a non-smoking community and smoking is never allowed in or around the Quarry Pool and Fitness Center.
16. Lifeguards are not present at the pool; users are responsible for their own safety.
17. Failure to abide by the above rules may result in the deactivation of your Owner ID card and the privileges that go with that card. Reactivation will require approval by the Board of Directors.



*We hope you have an extraordinary stay while you are here with us at Caldera Springs. In an effort to ensure the safety and enjoyment of all our owners and guests, the Caldera Springs Owners' Association would like to remind you of the following rules and regulations that apply to all owners and their guests staying at Caldera Springs:*

## **IMPORTANT REMINDERS FOR OUR RENTAL GUESTS**

**Occupancy Restrictions:** Occupancy of residences is limited to a maximum overnight occupancy of two persons per bedroom or sleeping loft, plus two additional persons.

**Parking Restrictions:** Parking of vehicles on and along streets within the community is prohibited. No more than four (4) vehicles may be parked in the driveway at any time; violators may be fined or towed.

**Motor Homes, Boats, Trailers, Tents:** No campers, boats, boat trailers, recreational vehicles, commercial vehicles, or other types of non-passenger vehicles or accessories may be stored in a driveway for more than 24 hours. This allotted time frame is intended for loading or unloading purposes only. No temporary structures including trailers, tents, or motor homes may be occupied in Caldera Springs at any time.

Excess vehicles or non-passenger vehicles may be temporarily parked in the Quarry Pool and Fitness Center parking lot. When utilized, the vehicles/trailers/accessories must be registered with the Association Office by calling (541) 593-4850 to provide name, phone number, Caldera Springs address, type of vehicle/trailer/accessory and requested duration (7-night maximum).

**Fire Safety:** Outdoor wood-burning fire pits are prohibited in Caldera Springs. All fire pits are restricted to permanently gas fueled fires only. Outdoor barbeques must have flames fully contained and not visible outside of the barbeque. Ash from barbeques must be disposed in a fire safe manner, as hot embers may remain in the ash. Smoking of cigarettes, cigars and pipes is not permitted on community common area properties, which would include roads and pathways. Smoking on private properties must be done with great caution, with burnt materials disposed of in a fireproof receptacle. **The use of fireworks of any kind are prohibited in Caldera Springs.**

**Caldera Springs is located in a forest and the summers are considered "fire season". In the event of a wildfire, the community may be evacuated. Please have an evacuation plan in place for you and your family during your stay.**

**Discharge of Weapons:** The discharge of any weapon is strictly prohibited. This restriction includes BB guns, pellet guns and archery weapons.

**Noise Restrictions:** Guests shall not engage in any action which is disturbing to others; including pets who create excessive noise, playing loud radios, stereos, televisions or musical instruments, loud conversing, or other activities that could disturb the enjoyment of other residents and guests. Any activities that may potentially create noise or disturbance to neighbors, in any way, shall cease by 10:00 P.M.

**Pets in the Community:** Pets must always be under control within the property in which you are staying, and pets must be always on a leash when off the property in which you are staying. If you wish to exercise your pet off leash, you may do so at Ponderosa Park, located in the core area near the Caldera Links Golf Course.