



## CALDERA CABINS OWNERS' SUB-ASSOCIATION, INC.

### BOARD OF DIRECTOR'S MEETING MINUTES

**November 10, 2025**

The Annual Budget Meeting of the Caldera Cabins Owners' Sub-Association, Inc. (CCOA) Board of Directors was called to order by Board President, Alan Dinger, at 10:03 AM.

#### **ROLL CALL**

**DIRECTORS & OFFICERS PRESENT:** Alan Dinger, Director and CCOA President (Owner, Cabin 19), Peter Marsh, Director and CCOA Vice-President (Owner, Cabin 17), and John McQuaig, Director and CCOA Treasurer and Secretary (Owner Cabins 11, 44 & 45) all attended via Zoom.

**OWNERS PRESENT:** No other owners were present.

**OTHERS PRESENT:** Catherine (Cathy) Smith, Caldera Cabins Owners' Sub-Association Manager and Benjamin Russell, Caldera Springs Association Administrator as recording secretary.

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

Cathy noted that Notice of the Meeting had been sent to the ownership on November 1, 2025. A quorum was present with all three board members present.

#### **APPROVAL OF MINUTES**

The minutes from the Board Meeting held May 12, 2025 were offered for consideration.

*Upon a motion duly made by John McQuaig, seconded by Peter Marsh and unanimously approved, it was:*

***RESOLVED, that the Minutes from the Board of Director's Meeting held May 12, 2025, are accepted as presented.***

#### **MANAGEMENT REPORT**

Catherine Smith then provided the 2025 management report to the Board. **Attached as Exhibit A**

The Board reviewed the landscaping contractor work from 2025. Cathy reported that the aging irrigation system requires increasing repairs and that several flagged heads were not fixed before winter blowout. She estimates about 10 heads per Cabin—up to 450 total—may need replacement and will obtain two upgrade bids before Spring.

The Board also discussed the inconsistent paint and stain colors on the Cabins. They agreed to offer owners the two-color scheme currently used on Cabin 19 or the single-color scheme on Cabins 44 and 45.

Sunriver Resort Property Management has arranged for Spring River Tree Service (SRTS) to clear snow from the nearest exit door to the hot tub for the Cabins they manage, and SRTS will bill the Resort directly. Owners not renting through the Resort may contact SRTS directly if they want the same service.

## **Caldera Cabins Owners' Sub-Association Annual Meeting November 10, 2025**

Cathy presented the financials through September 30, 2025. As in the past three years, new lots being platted reduced the Cabin owners' portion of Master Association costs, saving the Association about \$5,000 in 2025.

The Board then reviewed a major tree and limb removal project. Cathy had toured the property with Board members earlier in the Fall and noted that no significant tree work has been done previously. Many hazard trees are now present—those likely to fall, uproot, or break during storms and potentially damage homes, driveways, or roads.

Insurance requirements also now call for removing flammable materials within five feet of homes, an area where most Cabins have multiple trees. Additional trees have branches over roofs or need thinning for overall forest health.

Spring River Tree Service marked removal trees with green tape, with pink tape used for trees close to Cabins that require individual owner approval. Their bid is not to exceed \$42,000. The Board agreed to use Working Capital Funds (collected with each Cabin resale) for the project, as has been done previously for storm cleanup and unexpected snow removal. Work is weather dependent and expected in spring 2026. Stump grinding (about \$1,500) will not be included, but owners may choose to pay for it individually.

### **APPROVAL OF TREE PROJECT**

*Upon a motion duly made by Peter Marsh, seconded by John McQuaig and unanimously approved, it was:*

***RESOLVED, to approve the Tree Project, not to exceed \$30,000 from the Working Capital Funds and \$7,500 from the Operating Fund for a total of \$37,500.***

Cathy presented the proposed contracts for 2026. The RAMS contract providing maintenance and emergency response by Sunriver Resort staff, was proposed to go up 3%; the 2025-2026 snow removal contract from Spring River Tree Service, with no increases over 2024-2025 pricing; the Rexius Landscaping and Irrigation contract for 2026, also with no increase over 2025; the pest removal contract with GopherBusters that had been reduced by \$250 over the 2025 contract; and the contracts for Schwindt & Co to prepare the 2025 taxes and financial review and the contract with Capstone Accounting will both remain the same, with no increases for 2026.

Cathy then discussed the proposed management contract for 2026. She noted that CSOA had proposed that the Association keep the management contract with Catherine Smith Consulting, for the first 6 months of 2026, when it would be turned over to the Caldera Springs Owners' Association. She asked that the Association provide 60 days' notice before the change took place. John McQuaig asked if she was willing to stay on for the whole year, which she was as she continues to work part-time. She also noted that the fees from either party would be very similar, and comparable to the past several years.

### **REVIEW 2026 DRAFT RESERVE BUDGET**

The Board then reviewed the 2026 Draft Reserve Budget.

Cathy reminded the Board that in 2030 the Cabin Owners will begin funding the Reserve fund again, as the majority of the current funding is coming from a refund provide to the Association in 2021 by the Master Association. This will increase the annual assessments by approximately \$100 per quarter, per Cabin.

**Caldera Cabins Owners' Sub-Association Annual Meeting  
November 10, 2025**

**REVIEW 2026 DRAFT OPERATING BUDGET**

Cathy presented the draft 2026 Operating budget. She noted that the proposed budget showed 2026 assessments decreasing by \$5 per month, when compared to 2025. The Board decided to fund \$7,500 of the tree project from the operating fund and to keep assessments flat, at \$640 per month.

*Upon a motion duly made by Peter Marsh and seconded by John McQuaig and unanimously approved, it was:*

***RESOLVED, that 2026 Reserve Budget is approved as presented, the Operating Budget is approved as amended, and all noted Service Contracts are approved as submitted, with the exception of the 2026 management contract.***

**EXECUTIVE SESSION**

*Upon a motion duly made by Alan Dinger and seconded by John McQuaig and unanimously approved, the Board meeting adjourned into Executive Session to discuss the 2026 management contract.*

*Upon a motion duly made by Alan Dinger and seconded by Peter Marsh and unanimously approved, the Board adjourned the Executive Session and came back into the Board meeting.*

*Upon a motion duly made by John McQuaig and seconded by Peter Marsh and unanimously approved, the Board approved the 2026 Management Contract with Catherine Smith Consulting for the full year.*

**ADJOURNMENT**

There being no further business to come before the meeting, President, Alan Dinger adjourned the meeting of the Caldera Cabins Owners' Sub-Association at 11:30 AM.

Respectfully Submitted, Catherine Smith, Caldera Cabins Owners' Sub-Association Manager

**Exhibit A: 2025 Management Report**



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

**BOARD OF DIRECTORS' MEETING**

**2025 MANAGEMENT REPORT**

**November 10, 2025**

**Landscape Maintenance**

## **Caldera Cabins Owners' Sub-Association Annual Meeting November 10, 2025**

Landscape maintenance is typically the primary concern among homeowners; however, this year only a minimal number of complaints were received, and all were promptly addressed. The current landscape manager has been onsite for two years, which has contributed to noticeable improvements in overall maintenance. Enhanced attention to weed and aspen shoot removal, as well as consistent mowing of the common areas, has resulted in a more well-kept appearance throughout the community.

Several areas of bare soil remain around some homes and should be composted to support weed control and soil health. Communication will be sent to the individual homeowners responsible for these areas, requesting that this work be completed in the Spring.

### **Irrigation System**

The community's irrigation system is aging and will likely require upgrades in the near future, including the replacement of both irrigation clocks and several older sprinkler heads. While the replacement of individual heads has been funded through the operating budget, the Reserve Study allocates only \$3,639.33 in 2030 for "Irrigation System Upgrades/Repairs," which may be insufficient given current conditions.

During recent site walks, approximately a dozen flagged sprinkler heads were identified as unrepaired from last year. It is recommended that Rexus's irrigation team provide a proposal for a comprehensive system upgrade. The proposal should include the replacement of up to 450 sprinkler heads (approximately 10 per home) and both irrigation clocks to assess whether existing funding levels are adequate.

### **Tree Removal Report**

I've walked the Cabin complex with Alan Dinger, Peter Marsh, and then with Brent from Spring River Tree Service. Brent provided the treatment specs below for the Board's approval. Unfortunately, the "not to exceed" amount provided for this project is over \$42,000 and the Association Working Capital fund only has \$60,000. The Board needs to discuss this project and possible funding models when reviewing the 2026 budget.

***Treatment Standard:*** Remove trees around cabin areas with either green or pink ribbon marked around trunks. Trees with pink ribbons to be confirmed with cabin owners prior to removal. Pruning for ladder fuels to include limbs within 5' of structure from remaining pine trees only (not nonnative conifer trees unless specifically requested). Pruning excluded for now on landscape non-native planted trees such as spruce, hemlock due to the likelihood of having to remove the entire landscape tree if most or all the foliage is within 5' of the structure. Some ornamental tree pruning (nonflammable deciduous trees with leaves) will occur for maintenance purposes when limbs are laying on or touching the roof or structure. Heavy pruning of cherry and some aspen limbs is anticipated and included in this estimate in the area between Cabin #30/29. Stump grinding is included in the estimate in the areas where we can get access with our Carlton Ox machine that is approximately 57" inches wide x 120" inches long.

### **Paint and Stain Colors**

Providing homeowners with the correct paint and stain colors has been challenging, as many homes have been repainted over the years using a variety of body and trim colors. Currently, homeowners are advised to have their painters match the existing colors on their homes; however, this approach has resulted in some noticeable variations in tone, with certain homes appearing significantly darker or lighter than others.

## **Caldera Cabins Owners' Sub-Association Annual Meeting November 10, 2025**

Paint samples for Cabins 19, 44, and 45 are available and appear to be the most accurate representations of the original color scheme. It is recommended that these samples be adopted as the standard reference for future repainting projects.

### **Snow Removal**

The 2025-2026 snow removal will be provided by Spring River Tree Service. They do not plan to increase their rates in 2025-2026. As a side note, they are also planning to shovel the Cabin walkways to the hot tubs for any home managed by Sunriver Resort. They will be billing the Resort separately for this time.

### **Discuss Proposed 2026 Contracts**

- RAMS, maintenance-3% increase
- Spring River Tree Service, snow removal- no increase in fees for 2026
- Rexus, landscaping- no increase in fees for 2026
- GopherBusters, pest control- slight decrease in 2026
- Schwindt & Co 2025 Tax Preparation and Financial Review- no increase in fees for 2026
- Financial Provider- Capstone CPA- no increase in 2026
- Management- CSOA/Catherine Smith Consulting

Respectfully Submitted, Catherine Smith, Caldera Cabins Owners' Sub-Association Manager