

Deschutes River Recreation Homesites Unit 6, Part 1 and 2

Homeowner's Association Board Meeting

November 6, 2014

Attendance

Board members: Mark Perez (Vice-president), Katie Rowlett (President), Mary Buckman (Secretary), Mary Cronkhite (Communications Officer, non-voting), Camilla Emmons (Treasurer, non-voting)

Homeowners: Mel Mills, Sharon Webster, Clint Springer, Alli Schaal, Jane Hayhurst,, Jim Mariana, Bob and Diana Leith, Pam Maxwell

President Katie Rowlett called the meeting to order at 6:05 at the home of Mark Perez and Sharon Webster.

Each person introduced themselves. We distributed copies of the minutes of Sept 5 and Sept 7, 2014 to those in attendance and noted they were also posted on the web site. Katie noted she was happy to see folks at the meeting and spoke of the importance of openness on the Board and including people in the Board meetings.

Minutes: The minutes of the September 5, 2014 Board meeting were approved unanimously. The minutes of the September 7, 2014 Emergency Board meeting were approved unanimously.

Treasurers Report: Camilla Emmons presented the Treasurers Report. Assessments have been coming in and we have \$3748.04 in the bank. She noted that the stop-payment check for \$2000 had been returned to the account.

Board Elections: Katie talked about the elections process for Board members and stated that we discussed the three current Board members had discussed this election prior to the meeting. Dennis Hijman, Jane Bidwell, Vern Eastburn, Jeff Little, and Alli Schaal had expressed interest in the Board positions.

Mel Mills expressed concern that this was not a legitimate way to select Board members as it is not described in the Bylaws and he thought that an election should be done by mailing to the members of the HOA. Camilla asked what that would accomplish. He noted that in the last several meetings, a quorum was not established prior to the votes so the Boards may not have been legally elected. For the responsibilities entrusted to the Board, he felt it is important to run it by the book to safeguard the Association from legal issues. In the past, there have been only five people interested in the Board, the minimum number needed to fill Board positions. We had a discussion of pros and cons of electing Board members in different ways, noting this circumstance of empty positions is not addressed in the Bylaws.

Jane Hayhurst suggested we mail the new Board members names to the 120 names on the email list and ask for objections. It was noted that we cannot undo past problems and can only do our best to rectify them for future elections. Mary B stated that both Robert's Rules of Order and the ORS regarding Homeowners Associations state that existing Board members select new members for unexpected vacancies. It was noted that we plan to make the Bylaws more clear and that the Board does not expect to take on any large, new initiatives before the August membership meeting.

Mary Buckman nominated Alli Schaal and Jane Hayhurst to serve on the Board through the end of this term in August. Katie Rowlett seconded the motion and it was approved 3-0.

Mark Perez resigned as Vice-President. Mary Buckman nominated Alli Schall as Vice President. Jane Hayhurst seconded the nomination and it was approved 5-0.

The DRRH Uni6 6, 1&2 Board through August 2015 is Katie Rowlett, President; Alli Schaal, Vice-President; Mary Buckman, Secretary; Jane Hayhurst and Mark Perez, Members-at-Large. Camilla Emmons continues as Treasurer and Mary Cronkhite as Communications Officer, both non-voting Board positions.

Board Priorities and Direction: Katie introduced some statements she put together about mission and responsibilities of the Board (see attached). She felt these provide the Board and the HOA members with a sense of what we hope to accomplish by coming together as a Board and an Association. It was noted that communication and participation are an important part of a well-functioning organization. A regular, consistent time for Board meetings would make it easier to attend.

After discussion of the utility of regularly scheduled Board meetings, it was moved, seconded and approved to plan Board meeting for evenings on the second Tuesday of November, January, March and June and immediately after the membership meeting in August. It is hoped that by putting these dates on the calendar, we can have greater participation in the meetings. It was noted that in the past we have varied times and days of the week to give people with varying schedules the opportunity to attend,

People shared opinions about expectations of the Board and discussion came back around to two main topics: enforcement of CC and Rs and collection of past-due assessments. We discussed whether the CC and Rs are enforceable by the Board or by individual homeowners. Enforcement is in civil court and likely requires an attorney. The question the Board must ask themselves is what we gain for how much we would need to spend.

Former President Nadine Ruth contacted the County about situations that violate county code. We have not heard back on those that have been presented to the County. Camilla expressed some frustration with her contact of the County regarding an apparently abandoned trailer and the County said it was not illegal. In some cases, the Board's role is as the anonymous go-between so complaints do not generate animosity or retaliation among neighbors.

Discussion turned to updating the CC and Rs because some of the terms are out-of-date and/or undefined. It was stated that if we cannot enforce the current CC and Rs, what is the point of updating them. Jane said that the voting requirement to change the CC and Rs is very high – something like 60% of the members need to vote.

We discussed updating the Bylaws and Mel said he was interested in that effort. Pam asked about the mission statement and whether it should be part of the Bylaws. Mel wants the Bylaws to clarify the questions about Board elections and filling vacancies. It was thought approving updated Bylaws requires 5% of the membership.

We talked about collecting past assessments. Mary B calculations showed that since 2010 close to 50% of the assessments are outstanding. That is not fair to the people that pay their assessments and those funds could be used for neighborhood improvements. One option is to turn the collection over to a collection agency, although they charge a percentage for their service. We need some financial consequence for late payment. Mary B volunteered to do some research and present a proposed collection plan at the next Board meeting.

Discussion returned to the aspirational statements Katie distributed. There was general agreement among those present that these are good statements that help define why and how the Board and the neighborhood work together. To give folks time to carefully read them, they will be on the

agenda for the next Board meeting. In the meantime, please get comments to Katie. Once approved, Mary C will post them prominently on the web.

Upper Deschutes River Coalition: Mary B. read an email from Nadine Ruth requesting a donation to the Upper Deschutes River Coalition (UDRC). Among other things, the UDRC has coordinated and conducted the woody debris pick-up in the spring. Jane move and Alli seconded that we donate \$250 to the UDRC. It was approved unanimously. Camilla will write a check when we find where to mail it.

County-Owned Property: Jane has a concern about the future of lots owned by Deschutes County through foreclosures. Both she and Mel have approached the County about buying them and were turned down. They have over thirty lots and this represents a lot of voting power and/or unknown rights to access. She is concerned that at some point the County may change how they are allowing these lots to be used and this can impact the residents by allowing those that are not local property owners to use the lots. Bob Leith pointed out that the number of county-owned lots may increase as additional lots are identified as wetlands, reducing development potential and making the property of limited value to the owners. Pam stated Deschutes County Parks and Rec are seeking to make a trail along the river and also access points for kayak route. It was noted that the County has been paying their assessments but that they do little regarding fire control on the lots.

Jane suggested we investigate through a land-use attorney what can happen with the County properties. She suggested we talk with Tom Tongue, a local property owner who is an attorney, to organize our thoughts and questions, then talk to our attorney of record – Win Francis. The HOA wants to gain or maintain control over what happens on these lots.

It was moved, seconded and approved unanimously to spend up to \$500 to talk to that attorney. This contact with our attorney will be initiated only after conversation with Tom Tongue to

query him on what we might gain from an attorney visit and to formulate questions. Jane stated that Tom will be here over Thanksgiving and she will get contact information to Katie and make Tom aware that Katie will be contacting him. Katie will report back at the January meeting.

Shooting: Jane and others noted there was some shooting in the neighborhood recently. Jane called State Police and according to their map there is an area where people can hunt. Our area had been designated a no-shooting area by the County Commissioners in the past and it shows on the county map as a no-shooting zone. After some investigation, the State Police concurred. The concern is that there are erroneous maps in circulation so people hunting here do not know they are in violation. Jim suggested checking the ODFW site. Jane will check back with Tom Berg, the county map person, on ways to be sure the correct maps are being distributed to hunters and others.

Web page and communication: Jane suggested we have a discussion area on the web page and that the Board get the ball rolling by posting comments. Mel asked that the status of property owner's payments be posted on the web, at least by address or tax id. Mary B suggested that people contact her if they have questions about the status of their assessment payment. Mary C asked if email to the Board through the web site should go through her first and all concurred that it was working fine that way. Katie noted that it is important to use the BCC for the mass emails but asked that Board members show all participants so we know who had received what information.

The next meeting will be January 13 at 6PM. The meeting adjourned at 8:17.

Submitted by Mary Buckman, Treasurer

To promote a sense of community, enhance the livability, safety, welfare, and interests of the owners. To preserve and enhance

property values and the quality of life through the prudent use of resources for the benefit of all who live, visit, or work in our Community. To provide responsible management and use of community assets that benefits all owners. To provide amicable development of the community by the adherence of the covenants, conditions, restrictions and easements, and pursuant to such purposes conduct any business and engage in any activity compliant to non-profit corporations under the laws of the State of Oregon, for the benefit of the property and the owners.

#### Core Board of Director Objectives:

Encourage collaborative participation that includes an involved membership.

Listen to the concerns of the community.

Satisfy the community's support requirements relating to property values, legal, and safety issues.

Recognize our interdependence and build community relationships.

Use available best practices and look for improvement opportunities.

Adhere to and help enforce existing covenants, to help implement revisions in areas where covenants are flawed, ineffective or non-existent that limits Association exposure.

Seek continuous improvements in financial oversight, budgeting, and spending of our funds dedicated to the operations of the common areas owned by the HOA.

To support general community interests such as issues with the City/County efforts designed to increase property values, and other long term goals.

To reserve the right to challenge actions that are deemed not to be in the best interests of the majority or challengeable as interpreted that could result in litigation, and to work for change where change is needed.

Member Objectives:

Good Neighbors – We are neighbors first, Association members second. There is no better substitute than to resolve issues as neighbors. Not all issues will have Association implication.

Volunteerism – We highly value volunteers who go beyond the normal commitment(s) of being a resident.

Property Maintenance – Each home/property owner will maintain the Association common areas and their respective property in a manner that complements the Association and doesn't detract from the value of our properties or common areas.

Common Good – We will evaluate all issues on their merit to the Association, and the Mission Statement and not with regard to any particular interest group.

Continually Improving – We will endeavor to evolve as an Association to the ever-changing times in the policies and decisions we make, always referring to the original Declarations, Covenants, Articles, and By-laws for the spirit in design of our Community

Guiding Principles for the DRRH 6 HOA Board:

- 1) Utilize the experience of The Board members to make and implement responsible decisions and to be good stewards regarding the use of funds and assets belonging to the Association. Conduct business with transparency, providing regular financial statements including statements of receivables and expenses on a periodic basis.



- 2) Uphold the Covenants, Conditions and Restrictions (CCR's) and policies of the Homeowners Association by taking a fair, ethical and objective approach in representing the interest of all homeowners to ensure that all additions/changes to lots, homes, and property in the subdivision will preserve and/or enhance the value of our properties as a whole.
  
- 3) Treat every issue which comes before the Board with respect. Work with residents in a professional, objective, ethical manner and resolve or respond to requests in a timely manner. Resolutions and responses will be clearly communicated to affected parties. In the event of a denial of a homeowner's request, a reason for the denial will be provided, and where possible, suggestions to resubmit for consideration will be included.
  
- 4) Protect and enhance the value of our neighborhood by maintaining all common areas.
  
- 5) Communicate with homeowners in a timely manner through appropriate mediums, and facilitate opportunities for subdivision activities and committees promoting a close-knit neighborly community that works together for the good of all.

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September 7, 2014

Deschutes River Recreation Homesites Unit 6, Parts 1 and 2

Emergency Board Meeting regarding installation of mailbox lighting.

President Bonny Bowens called the meeting to order at 1:03 at her home.

Present: Bonny Bowens, Terry Mero, Mary Buckman, Katie Rowlett, Mary Cronkhite, Mark Perez, Camilla Emmons, Nadine Ruth, John Bowens (as solar consultant)

The purpose of this meeting is to bring a common understanding of actions regarding purchase of solar lights at the mailbox area and agreement on how to move forward. Bonny passed out copies of quotes and invoices from Startronics Solar, Inc and past minutes regarding lighting. She asked that we start at the beginning and take a fresh look at this subject.

Bonny reviewed the minutes where the lighting was first mentioned. At the Annual Meeting 2013 the group talked about solar lights for additional security around the mailbox area. On March 10, 2014 the Board met and discussed Startronics quotes #808 and #809 for \$1008 and \$1596, respectively, both dated Feb 18, 2014. Quote #808 included one overhead light and quote #809 added 2 high, caged floodlights. Installation was not included in either of these quotes. No action was taken at that meeting.

Bonny reviewed the minutes of the June 5, 2014 Board meeting in which Terry reported further on bids and described what they include. The minutes stated that at this meeting, the Board approved a motion to replace the current mailbox cover structure with a larger cover. A second motion was approved to pursue purchasing lights for about \$1600 with consideration that the bid might change because the structure was now larger and noting that we did not have enough money and the lights would require a special assessment. Later in that same meeting it was approved to have a \$25 assessment for lighting and administrative activities. These discussions were based on bids #808 and #809 from Startronics Solar.

Back to today, we discussed whether 'pursue' meant actually purchase or continue to review alternatives. Current and past board members stated that their intent was to go forward with the purchase. We noted that the bid did not include

installation. After much discussion, we agreed that Board minutes reflect that we would pay \$1600 for 2 floodlights and an overhead light at the mailbox and that it required an assessment to complete that task. It was noted that it is understood the associated fixtures and assembly in quotes #809 and #808 are included as part of the lighting purchases. Terry concurred that this is how he saw the June 5 vote as well.

Having reviewed the minutes, the Board returned to review of the quotes. Terry began a discussion by referring us to quote #809 and that he told the company that we would use them and to get ready to start ordering the parts at some point after June 5. We did not have assessment money yet and Nadine stated it was early to start ordering.

Terry described a new quote (#828, dated 8/13/14) was generated by Startronics. It was developed after we enlarged the building, is for considerably more money and does not include floodlights. This quote was shown at the Annual Meeting and Nadine reported she told him twice that the new quote would have to be voted on by the Board because it was entirely different and much higher priced than what was originally approved. Terry acknowledged that Nadine and Mark told him this.

Bonny then discussed the events of last Friday, September 5, 2014. She and Camilla went to the bank and added Bonny, as President, to the bank account. While in the car, Bonny spoke on her phone with Stan of Startronics Solar and after talking for some time he agreed to the price of \$2000 and agreed to meet at the mailboxes at about 4:45 to get a check. Bonny stated she had looked up the company and he has no complaints. She talked herself blue in the face to get him down to \$2000, with Katie's family helping with the installation, which he will oversee. At that time Bonny instructed Camilla write a check to Startronics for \$2000. Camilla asked if the expense was approved and Camilla told the group that Bonny implied to her that the expense was

approved. Bonny stated she felt this action was in the best interest of the HOA and she wanted to protect the association from liability for failure to come through on our order.

Bonny proposed that she contact the bank to stop payment on the check to Startronics and she and Terry resign from the Board. Camilla noted the Startronics person seemed anxious to get the check and is likely cashed already. Katie said that if we do not have a signed contract, the law is on our side if we refuse to pay. Nadine stated it was very strange to ask for 100% of the cost up front.

Mark said he would feel okay if they stepped down and that trust regarding future actions was jeopardized. He also noted there were a number of other issues regarding communications since September 5 that were not shared among all Board members. He feels the neighborhood will have questions and concerns about what took place and that there should be repercussions to those acting beyond their Board authority. He will have problems working with these Board members, particularly in positions of President or Vice President. Resigning is a small price when the HOA is stuck with dealing with this \$2000 expense.

Katie feels that we should support each other as a Board. She was concerned about the voting that was done without knowing who was included in the discussion, either because emails were sent to individuals or using blind carbon copies. Katie feels that the actions were not done maliciously.

We discussed email votes and Board approval of spending. Nadine stated that her method was to circulate any request for payment to the entire Board at the same time she sent it to Camilla. It provides a good system of checks and balances. Camilla noted that we have gotten a bit lax with this process and some expenses in the recent past were submitted and paid without this happening.

Discussion turned back to actions at the September 5 Board meeting and Camilla feels Terry should have been more up front at the meeting, telling the Board that he had already told the company to make purchases. Mark agreed.

Mark brought up the question that Bonny had told him she wrote an \$800 check out of her pocket to the contractor. Bonny absolutely said she did not say this and that he must have misunderstood. She noted the phone connection was not good and that she said she negotiated him down \$800. Mark stated that his wife heard the conversation. Mark stated the problem with all these actions is concealing things from the Board.

We talked again about checks and sharing information about expenses with the whole Board for their approval. Mary C asked about whether a check for mailboxes approved by Bonny was appropriate and asked whether she should have sent it to all Board members. It was agreed to err on the side of openness, although for that particular expense we had just approved that dollar amount at the Board meeting on September 5, 2014.

Katie stated that perception is reality. The root of the problem is the contractor was erroneously told to proceed. Decision-making was flawed and it reflects on the character of the Board as a whole.

Bonny was asked when she knew of Terry's commitment to the Sales Order #3207. She said they discussed it at length and Mary B asked when. She stated it was after the Sept 5 meeting but then restated that she was not sure when the discussion took place. Mark asked Terry when it happened and he said it was before the meeting on Sept 5. Mark said this did not sound like they were being open with the Board and repeated he would have a difficult time working with them because of trust issues.

Bonny asked how would the Board react if she paid the monetary difference and it was thought this was not appropriate. Katie asked, as a newcomer, what is the mission of the Board. Camilla described that the Board was reinvigorated in 2003 and since then Boards have been much more open and accountable.

Mark stated he will not be able to work with these two people. He feels it extends beyond mismanaging funds and thinks they should resign. Mary C recognizes the extreme difficulty of this situation. She understands Mark's point of view and that this has been a hard learning experience. Nadine stated that two people mismanaged HOA funds and compromised Camilla in her position as Treasurer. Mary B and Katie stated that they did not feel resignation is the only option to maintain a functioning Board and that these actions were not done maliciously.

After further discussion, Bonny Bowens and Terry Mero resigned from the Board. Terry apologized for the problems this was causing and for not stating up front that he told the contractor to order the parts.

It was pointed out we did not have a plan for action on the lights.

The meeting was adjourned at approximately 2:45PM.

Submitted by Mary Buckman, Secretary

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September 7, 2014

Deschutes River Recreation Homesites Unit 6, Parts 1 and 2  
(DRRH6)

Emergency Board Meeting regarding installation of mailbox lighting (continued) and filling Board positions.

At approximately 3:00 PM the DRRH6 Board (Mary Buckman, Mark Perez and Katie Rowlett) reconvened at the park picnic table with Nadine Ruth and Mary Cronkhite in attendance.

New Board Members: Two board members have resigned and we need to try to fill the Board. It was agreed that the Board should appoint new members to fill out this term. Mary C will circulate an email from the drrh612 email address to the current email list. We discussed content of the email. It should state that two Board members have resigned, that we are looking for volunteers in the community to serve on the Board through next August and to please get back to us within the next several weeks. If we get no responses, we will have to start soliciting people. We talked about people who might be willing to be Board members and noted that it has been the practice not to have more than one member of a family on the Board.

Startronics Follow-up: Katie will follow up with Startronics, stating that the Board did not approve the purchase and we want to be refunded the \$2000. She will also check with Camilla regarding possibly stopping payment on the check.

Mark wondered whether we need legal advice and we decided it was not necessary at this point. This Board will have an uphill battle to instill credibility.

Officer Elections: Katie Rowlett was nominated to be President by Mary B and seconded by Mark. It was approved unanimously. Katie Rowlett nominated Mark Perez as Vice President. Mary B seconded it and it was approved unanimously.

Code Violations: We had a brief discussion of code violations and Nadine stated, based on her contact with the county, that the only code violation is on Mule Deer. Mary C stated there is

another lot on Mountain Sheep with three pipes into the ground. Nadine suggested checking on DIAL regarding their septic approvals. There is a lot on Big Buck that is used as a campground. We did not act further on violations at this meeting.

Future Meetings: The next meeting is currently scheduled Nov 6 at 6PM. We postponed the Sept 29 meeting about the Bylaw and CC & R update until we have a full Board.

We also stated that all expenses are to be shared with the entire Board for approval.

The meeting ended at approximately 4:15PM.

Submitted by Mary Buckman, Secretary

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Board Meeting – Deschutes River Recreation Homesites HOA

Sept 5, 2014

Attendance: Bonny Bowens, Terry Mero, Mary Buckman, Katie Rowlett, Mark Perez, Nadine Ruth, John Bowens, Mary Cronkhite, Camilla Emmons, Jim Mariani

Nadine Ruth called the meeting at 10:08 at the home of Katie Rowlett. Mary Buckman read the minutes of the June 5, 2014 meeting. It was moved and seconded to accept the minutes as read.

Treasurer’s Report: Camilla Emmons presented the information from an audit held on Aug 26 by Mark Perez and Walt Fuhrman. The audit showed financial records were in order. Camilla distributed information on cash deposits and expenses. Camilla and Bonny will go to the bank to add an



authorized signer. Payment to Mary Buckman for stamps and supplies for the annual meeting was approved.

We discussed the procedure to approve Board member expenses. According to the Bylaws, the Board has to approve all expenses. Nadine would send an email to all Board members when she sent a reimbursement request to Camilla.

Election of officers: Mary Buckman was nominated and elected Secretary. Terry Mero was nominated and elected to the position of Vice President. Bonny Bowens was nominated and elected to the position of President.

Bonny Bowens presented Nadine Ruth with a thank-you gift for her service on the Board.

Other Board members: Nadine Ruth moved and it was seconded that the two non-voting Board positions of Treasurer and Chief Communications Officer (CCO) are not elected but are appointed by the Board. The motion was approved unanimously.

Mary Buckman moved and it was seconded to appoint Camilla Emmons as Treasurer and Mary Cronkhite as CCO. The motion was approved unanimously.

Review of past and current assessments: Mary Buckman provided some background on delinquent assessments, using records back to 2010. Since then, including 2015, the Board has assessed \$25 four times. Based on rough calculations, the 48% of the assessments are behind, excluding 2015 which is not due until February 28, 2015. This amounts to about \$17,000. After much discussion, it was agreed that it is worthwhile to pursue past assessments from 2010 forward. We should include in a letter that we are only going back to 2010, that the HOA can file a lien and charge all associated costs, and a bit of background on the HOA. The Board needs to be willing to follow through potentially filing property liens, which will incur some costs that should be recouped. The

filing fee is Deschutes County is \$37. It was opined that we should meet with an attorney. Mary noted that many liens include attorney fees but many do not. The HOA attorney of record is Win Francis and Bonny will call him and see what he will tell us without charging. Katie also suggested calling a title company. Bonny will make those calls. It was moved by Terry Mero and seconded that Mary will draft a first letter and we will begin moving forward with sending a notice to homeowners who are late in paying assessments. The motion passed unanimously.

Mailbox lighting: Bonny turned the floor over to Terry Mero for a discussion on lighting the mailboxes and he presented a new quote for \$2823.50 for 4 lights under the roof and no floodlights, including installation and a warranty. Nadine opined that we do not need a light to see to unlock a mailbox and that the original bid was considerably less and was for floodlights for safety and security. Bonny said she wanted the lights for security. We discussed the desire to have a new mailbox cluster. Bonny reviewed the financial statement from Camilla and noted that we do not have funds for these lights and for a new mailbox cluster, which is \$1350. Terry made a motion to install lights as per the Aug 18, 2014 bid from Startronics Solar Lighting but it died for lack of a second. Katie Rowlett feels we should do the mailboxes rather than lighting and she will follow up with the lighting contractor if needed. She feels we do not need additional security for the new secure mailboxes. Mark does not feel the lighting is a priority. Nadine thinks floodlights are most important. Mary B. thinks floodlights are what we agreed to in the past. Bonny proposed two lights on either end of the structure. Terry does not wish to follow-up because we have asked too much of the contractors already. The two issues are lights for using the mailboxes and lights for security. Nadine said the person from US Mail boxes sells these all over the country and there have been no break-ins. There was also concern about vandalism on the lights and solar panels. The board chose to not move on the new light bid. Bonny suggested that we stick with the original bid and that we include labor and there was general agreement. She will follow up with Startronics Solar.

Speeding: Terry Mero initiated a discussion on ways to address neighborhood speeding. He noted the speed limit on Foster is 55mph or whatever speed is safe. Terry read a draft letter that identifies speeding as a problem, asks that people identify the driver and/or vehicle and contact the Board or the Sheriff. Board members felt that it is useful to give information on how to contact the Sheriff and what information to provide but did not want the Board in the middle. Mark moved that we approve sending a letter from the Board via email that lets people know that speeding is a problem in the neighborhood and provides information on the steps to take to contact the Sheriff's office for follow-up but keeps the Board out of it. Mary B seconded. The motion was approved unanimously. Bonny will redraft the letter, post it on the bulletin board and email to the email list.

Old mailbox cover as bus shelter: John Sanna built the new mailbox structure and we considered the old cover might be built into a bus shelter. Mark will follow up on with the BLM on whether it is allowed and where and if so, ask John for a ballpark cost. John is willing to store the cover for now.

Database for HOA: Mary C., Mary B, Bonny and Nadine all keep email and/or address lists for various purposes. Bonny would like to have a master list. She got a file from Deschutes County but Mary B. noted they have separate lines for each property so owners with multiple properties are duplicated. Mary C. has a list of email addresses. It has 106 names and 14 that bounce. Nadine noted that she assured people that addresses would be used only HOA business. She described using the blind carbon copy (BCC) feature on email to keep addresses private. Nadine asked that the new email addresses be passed on to her to work with the Forest Service on fire management in the neighborhood and the Board agreed. After discussion, it was agreed that Mary B will maintain the database because she keeps the records of HOA assessment payments.

Facebook update: Katie has a page ready to go but asked whether it should be public or private (people have to be invited to be able to look at the page). Katie feels we should have a public page as there is little that is not on the public web page. After discussion, the Board agreed. Katie will put a notice up on the bulletin board saying we are now in Facebook.

Boat Ramp: Bonny has not heard from Bill Powell who volunteered to look into making river put-in and take-out safer and easier on the HOA park property. The area is used in the summer by a variety of people, some of whom are not related to the HOA, but it stays remarkably trash-free. Bonny proposed we speak with the appropriate authorities so see what can be done to taper the bank and make a beach, considering that there used to be a beach there. She noted it is also a hazard in its current state.

Updating the CC and Rs and bylaws: Bonny and Terry have reviewed the Bylaws and Conditions, Covenants and Restrictions (CC & Rs) extensively and they are in need of updating. The CC & Rs were written in 1965 and have not been changed, The Bylaws had a minor update in 2003. Bonny suggested we need a meeting to discuss this topic and the group agreed on September 29 at 10AM at Bonny's home. Mary B. cannot be there. Bonny asked that everyone go through and highlight areas that need to be updated.

New mailbox cluster: There appears reasonable likelihood that we will need new cubbies in the near future. Bonny moved and Terry seconded that we purchase new mailboxes for the price of \$1350 installed, making the cost of each new box \$85. It was approved unanimously.

The Board okayed Mary C. sending a letter to those with apparently abandoned standing boxes. Mary C. will check if there are any legal restrictions on removing someone else's mailbox.

CC & R Violations: Nadine updated the group on a couple CC&R issues. A property on Cub near Silver Fox is for sale and listed to make it sound like little cabins but legally they are storage buildings. Nadine called the realtor and told her of our concern and the realtor said she “got the drift”. Nadine also got a letter from Michael Soto who said he was planning to build a shed around his porta-potty but had an injury. She asked whether we want to pursue these.

Bonny Bowens noted that she, Katie, Terry and Mary C did a drive-around on August 27 to investigate properties for CC&R violations. They walked onto several properties and took photos of violations. Mark stated he is opposed to us driving around inspecting lots. In the past the Board has tried to respond to complaints from neighborhood members but not seek out violations if they were not bothering anyone. Bonny stated their goal was to familiarize themselves with the neighborhood. Mark agreed with following through on the egregious violations.

We reviewed a number of properties that appear to have violations. Bonny presented photos of a number of the problems. She will follow up on those that appear to be in violation of county codes.

Mark noted that neighbor that is a rental has a very large greenhouse growing medical marijuana. We discussed how we feel about this in the neighborhood and what restrictions might apply. It generates a lot of traffic. Katie said similar activities take place near her house.

Letterhead: The Board reviewed the draft letterhead Bonny prepared. It was suggested she add ‘Unit’ 6. We will look into what it takes to get a simpler email address. Steve Carlson set up the web page and may have insight. The Board decided we did not want personal Board member information on the letterhead, just names. It will have the drrh612 email address that is checked by Mary C and she forwards things to the appropriate Board member.

Other Business: Mary B queried the group on whether it was necessary to read the minutes at each meeting. After discussion, it was decided this time-consuming exercise was not necessary and we will try a different method: Mary will send a draft around for review shortly after a meeting for corrections so it can be posted on the web for HOA members. Then when Bonny sends the meeting agenda, she will attach the draft minutes for review prior to the meeting. Mary B. will bring several copies to the meeting. It was moved, seconded and approved that minutes be read outside the meeting with approval at the meeting, Mary C asked that a copy be sent to the drrh612 address.

The next meeting was set for November 6 at 6PM.

The meeting was adjourned at 1:15PM.

Submitted by Mary Buckman, Secretary

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### Draft minutes of the Annual Meeting

Deschutes River Recreation Homesites Homeowners  
Association, Unit 6, #1 and 2 August 16, 2014

President Nadine Ruth called the meeting to order at 10:05AM at the home of Mark and Sharon Perez. She asked that those present share their email address so we can better communicate with the neighborhood and stated it is ONLY used for neighborhood issues.

Present at the meeting were Nadine Ruth, Mary Buckman, Bonny Bowens, Mark Perez, Terry Mero, Katie Rowlett, Mel and Eileen Mills, Kathy Weigel, Walt Fuhrmann, Nancy and Jeff Little, Tom Tongue, Mary Cronkhite, Larry and Peggy Linville, Don Mitchell, Debbie Wolf, Paul Fortino, Diana and Bob Leith,

Mark and Nina Dille, Jim and Lorelei Mariana, Duane and Linda Brolin and Eddy Okulove.

Minutes of the August 24, 2013 meeting were read and accepted as read. Mary Cronkhite presented the treasurer's report for Treasurer Camilla Emmons. Nadine Ruth described the checks and balances between the Treasurer and the Board President on the bank account. There was a question about the foreclosure fee in March, 2014.

Mike Supkis, LaPine Fire Chief, presented information about fire prevention, rural assessments and healthy forests. Results of an assessment can be reviewed online at [oregonrsg.org](http://oregonrsg.org). He talked about the Oregon Department of Forestry certification process and the potential consequences of not complying. Mr. Supkis distributed an informative handout about vegetation management. Members asked numerous questions.

Old Business:

Mailboxes: Nadine gave a mailbox update. We did not get permission from the BLM to move the mailboxes. The move would have required an Environmental Impact Statement (EIS). We replaced the boxes in their current location and added a new cover. The old boxes were not approved by the post office and the new boxes, provided by US Mailboxes, are approved and are built to be more secure.

Nadine read a story from Jane Hayhurst about the history of our previous mailboxes. She noted there are new boxes available for \$75 and when a new cluster goes in they will likely be more expensive. The next step is to add security lighting in the fall.

Violations of County Codes and Covenants, Conditions and Restrictions (CC&Rs): Nadine noted that we sent out letters in the past, owners responded that they would address the complaint, but no one follow through. She recently sent out an additional round of letters. The biggest issue is latrines. The

County handles sanitary issues such as dumping sewage directly into the ground. Nadine asked those present to report violations either directly to the County or to the Board. They need to see the violation take place. Further questions followed about barking dogs and lights that shine onto neighbors.

Bonny Bowens and her crew installed the neighborhood lending library and are maintaining the park.

New Business:

Neighborhood Speeding: Terry Mero talked about speeding in the neighborhood. He talked to Eric Outter and Bryan Husband, law enforcement personnel in the area. Terry stated that if you know who the speeder is, let the board know and we will send a letter. People can also get a description of the vehicle and report it to the LaPine Sherriff's Office at 541 536 1758. Questions ensued about legal speed limits on various roads that are not posted. Terry will check it out.

Outstanding Assessments: Mary Buckman reported that roughly 52% of the assessments of \$25 for 2010, 2012 and 2013 have been paid. That is about \$17,000 that is in arrears. We discussed appropriate follow-up action.

FEMA Grant: Nadine Ruth gave a report on the Federal Emergency Management Agency (FEMA) grant money available to help make the neighborhood more fire safe. She is retiring from the Board and will be focusing energy on this project. We are one of the 12 neighborhoods selected to reduce wild fire danger. The grants generally require matching funds that can be cash or can be sweat equity or in-kind contributions from the neighborhood. There were questions about fish and wildlife habitat and how much tree removal is allowed. Some lots appear to have been nearly clear-cut and, while it reduced fire danger, it has negative environmental and aesthetic consequences.



Tom Tongue reported he has young Ponderosa pines to transplant.

Board Elections: Nominations were accepted from the floor and Mary Buckman, Katie Rowlett, Mark Perez, Bonny Bowens and Terry Mero were nominated. They were elected unanimously as the 2014-2015 Board

Nadine Ruth noted there are two non-voting Board positions appointed by the Board. They are Treasurer, currently held by Camilla Emmons, and Mailbox Manager, currently held by Mary Cronkhite.

Thank You: Tom Tongue moved and it was seconded to thank and congratulate Nadine Ruth for her years of dedicated service to the HOA Board. It was approved unanimously.

The meeting was adjourned at 11:45. Submitted by Mary Buckman, Secretary

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June 5, 2014

Board Meeting Minutes (approved 9/05/14)

The meeting was called to order at 6:05 PM at the home of Terry Mero.

Attendance: Board Members Nadine Ruth, Terry Mero, Mark Perez, Bonny Bowens, and Mary Buckman; Treasurer Camilla Emmons; Homeowners Katie Rowlett, Sharon Webster, Mary Cronkhite. Clint Springer, Duane Brolin

Minutes: The minutes of the March 10, 2014 meeting were approved as read after some minor corrections. Mary B. will correct them and send the approved minutes to Mary Cronkhite for the website.

Minutes of the mailbox meeting of April 16 were summarized and are on the website. Mary will bring a copy to approve at the next meeting.

Treasurers Report: Camilla Emmons passed out the Treasurer's report. Our coffers are considerably depleted with spending for new mailboxes. She reported we have not had an audit yet because schedules did not match. She will continue to pursue the audit, as schedules permit. The Board approved the purchase by Camilla of a new cartridge for approximately \$30. She sent Diebold, the company who looked at the mailboxes and charged us excessively, a check \$93.80. We discussed this at the last meeting. They cashed the check and we have heard nothing else. Unfinished Business

Mailbox lighting: Terry Mero reported on the bids for lighting the mailbox area. The bids are just for the purchase of the lights and installation is up to the HOA. Installation does not require an electrician and the company would advise us. The bids include a solar panel on the roof, a power box and two levels of lighting – one is for lighting under the shelter (\$1008) and the second bid (\$~1600) adds two flood lights. All lights are motion activated.

Mailbox cover structure: Five new clusters of boxes were installed for about \$5600 during the past month with space left for one more cluster of 16. Nadine has been emailing a fellow in the neighborhood to get an estimate to rebuild the structure over the mailboxes. Builders noted that the posts should go into the ground rather than attached to a concrete slab so we do not have to extend the slab now. Nadine has a bid for \$1965 to tear down the existing structure and replace it with a larger one that offers better cover while collecting mail and extends the length to accommodate future boxes. There was a concern that the bid on the lighting might change if the structure is larger.

We discussed whether we needed a new structure or could manage with the existing one. A new structure would be larger

to accommodate expansion and would be an upgrade. It was noted that we currently have space for additional mailboxes and do not know when and if more boxes are needed. Some of the people with freestanding boxes have elected to use the clusters, but it is likely we will continue to have some free-standing boxes. The new mailboxes are deeper so the current structure does not offer much protection from the elements. Some thought the existing structure is not sturdy and is unattractive. Others thought we should upgrade the lighting first and rebuild the structure when it is needed.

After some discussion, it was moved and seconded to replace the existing mailbox structure with a longer, deeper one and make a special assessment to do the lighting in the future. We had further discussion about pros and cons of re-doing the structure. The motion passed 4 to 1.

It was noted that it might be smart to add the last cluster of mailboxes now while we can still get the same style and color.

It was moved and seconded to pursue purchasing lights as the next phase of the mailbox project for about \$1600. This is for a ceiling fixture for the cluster boxes and two flood lights. This will require an assessment. Terry is willing to coordinate the lighting. Katie Rowlett volunteered her family to assist with installation.

Nadine suggested we need boulders or something to prevent people from hitting the posts.

The mailboxes are not secured. The bolts need to be bent or spot-welded to secure them to the concrete. Bonny will see that this happens.

CC and R violations: Nadine sent an email to attorney and local homeowner Tom Tongue regarding violations and he suggested we send another letter first and not threaten them with legal proceedings. Will Francis is our attorney of record. Nadine has been in contact with the County Code

Enforcement Officer and sent letters to the County regarding four properties – the horse trailer on Silver Fox, the bright yellow outhouse on Silver Fox, another outhouse on Silver Fox, and the property on Mule Deer. It was noted that one location has a septic permit but the county officer said they need a permit to connect to the septic tank. Nadine will keep in contact with the county at appropriate intervals. The letters were just sent last week.

Mark commented that we should think of the CC & Rs as guidelines. The question he asks himself is whether violations are doing damage to the environment. Sharon feels that unless actions are doing harm or damage, these different choices are the nature of a rural neighborhood. We are not Sunriver. There was concern that if we do not follow up on the outhouses, a violation of the CC&Rs, the problem will multiply. It was opined that we should not seek out violations but respond to homeowner complaints. One role of the Board is to allow owners to remain somewhat anonymous.

New Business:

Liability for mailbox coordinator: Mary C. is concerned that she manages the mailboxes and distributes mailbox keys, giving her access to the mailboxes. She wonders whether she is covered by board insurance. Nadine will check.

Drive Slow signs: Nadine initiated discussion about adding another sign under the 15 MPH signs to get people to slow down to prevent dust. She presented an example of a 9'x12' additional sign with something along the lines of 'Please Slow Down to Prevent Dust', stated politely. It was noted this has a lot of words and might be hard to read.

Terry suggested that we do what Eagle Crest does, which is to give people authority to issue citations. The reasoning is that signs are ignored and/or destroyed and the only way to get people's attention is to have a penalty. At Eagle Crest, a homeowner can initiate a warning for violator. Then the

second time they get a ticket. For a citizen's arrest to work, one would have to appear in court. Terry will contact Larry from Eagle Crest to get us in touch with someone to describe the Eagle Crest process.

We discussed whether it is a speeding issue and/or a dust issue. Nadine noted the difference between 15 and 20 mph for dust. Maybe a sign should just say DUST ZONE. Signs cost about \$20 each. For now, we will hold off on signs until we learn about the citizen enforcement option. We will pursue him coming as a speaker at the annual meeting.

Improving the park: Bonny reported she is trying to make the park more user-friendly. A summer outhouse was not supported except when there is an event. Bonny had a picnic on Memorial Day with 12-30 people and noted how many people used the park. The park was not designed like a city park to have functions. It provides a spot for homeowners to relax and put-in and take-out of the river. It is unlikely an improved boat ramp will be allowed. The nearby home makes it a little awkward and Katie noted she thought the picnic shelter belonged to the homeowner until she saw the new sign posted. Bonny stated there was not much interest in horseshoe pits. She planted some Ponderosa pines.

The HOA owns a number of lots throughout the area. The county owns lots on the river, according to a local homeowner, who suggested the HOA may want to consider purchasing some of them.

Communication: Bonny suggested we need a Facebook page, with pictures, minutes, notices and such. We had a discussion of the pros and cons of Facebook. Katie Rowlett and Clint Springer described how Facebook works and they volunteered to work on it for the HOA. It was moved, seconded and approved to start a Facebook page with access limited to homeowners. Katie and Clint said they would get it going.

Annual meeting: The meeting is scheduled for August 16, 2014. Where should we have it? The park is too hot and dusty. Mary C. is going to ask Don and Deena Teela on Bear Lane. Mark and Sharon offered to be a fall back. We agreed to begin at 10AM. Terry will pursue a speaker with information regarding Eagle Crest speed enforcement as a topic. The presentation should be just 20 minutes. Bonny suggested the LaPine Fire Chief as an alternative. Mark volunteered to bring pastries – 2 dozen. We will need some fruit and coffee and tea for 20-40 people.

Assessment: Nadine proposed we have a \$25 assessment for the mailbox lighting and other administrative and maintenance expenses. The Treasurer's report shows with that with approved projects and our ongoing expenses, we need to replenish our funds. It was moved, seconded and approved that we assess each lot \$25 for reasons stated above. Notice will go out with the meeting notice in mid-July.

We selected July 19 at 10AM to stuff and address envelopes. Mary will ask Bonnie Wilkins to see about getting mailing labels. Nadine will make the letters. Mary will get the envelopes and stamps. We need about 300. Bonny Bowens offered her house.

The meeting was adjourned at 8:43 P

Submitted by Mary Buckman, Secretary

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Minutes of Special Board Meeting April 16,2014 and subsequent email follow up with all board members.  
The meeting was held for the purpose of finalizing decisions for the secure mailbox area.  
In attendance were Nadine Ruth, Mark Perez and Terry Merro.

Decisions made at this meeting and subsequent email follow up with all board members are as follows.

Remove existing cluster units and replace with upgraded more secure units. This decision was based on the following:

#### CLUSTER BOXES

The old units are no longer approved by the postal service and therefore the vandal damage cannot be repaired or the backs replaced.

Currently there is only one available box. Adding just one of the new cluster units would require an additional concrete pad and new roof structure to cover the extension. In addition the newer unit looks nothing like the old units creating a very cluttered appearance.

The new units are placed back to back which allows for 6 cluster units on the existing concrete pad. We will add 5 units now and have room for a sixth unit as the demand arises and more funds are available.

#### SECURITY LIGHTING

Terry Merro will get more details on the motion sensor lighting and the board will address this at a later date.

#### ROOF STRUCTURE

It was decided to extend the sides of the existing roof so box owners will be covered in inclement weather. Currently box owners can stand under the roof. The depth of the new back to back units will not leave enough room to stand under the roof. We will get bids on this project. It was decided not to replace the entire roof structure at this time, but to work with what we have if possible

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\*\*\*Deschutes River Recreation Homesites, Unit 6, Parts 1 & 2  
March 10, 2014  
Minutes Approved: 6/05/2014

The meeting was called to order at 6:05 PM at the home of Nadine Ruth.

Attendance: Board Members Nadine Ruth, Mark Perez, Bonny Bowens and Mary Buckman; Treasurer Camilla Emmons; Homeowners Bob and Diana Leith, Mary Cronkhite, Walt and Susan Fuhrman and Bill Emmons.

Minutes: The minutes of the November 13, 2013 meeting were approved as read after some minor corrections. Mary B. will correct them and send the approved minutes to Mary Cronkhite for the website.

Treasurers Report: Camilla Emmons presented the Treasurer report. The bank statement was not sent to her and she had to correct that with US Bank. She suggested it was time for another audit. Last year Walt and Mark did the audit and they offered to do it again.

#### Unfinished Business

Lighting at the mailbox: Bonny Bowens reported that Terry Mero got estimates from StarTronics Solar Lighting for lighting at the mailboxes. They are motion sensitive, battery operated lights, installed by this company in many areas. The quote is \$1596 for two lights and about \$1008 for one light. They would be up high and caged. There was discussion whether they would be tripped for everyone driving down Foster. There are no cameras on these lights and the Board expressed interest in what it would take to add cameras.

Other mailbox issues: There are a number of issues with the mailboxes – security, landscaping, beefing them up, developing a school bus shelter, etc. Nadine will work with the Board to organize a separate meeting about the mailboxes with the Board and interested members.



Unoccupied mailboxes: A number of mailboxes appear not to be used. Nadine sent letters to the mailbox owners, to the mailbox and/or their 'home' address. She got a couple responses that they do not want mailboxes, some returned unopened, and still others had no response. The bottom line is there appear to be several available mailboxes. This will also be included in the mailbox meeting.

CC and R violations: CC and R violations identified in the past were sent letters a while back and little or nothing has changed. The primary problem is outhouses. They are not allowed except on a temporary basis during construction. There appear to be two issues – self-contained outhouses and people dumping sewage into the ground. The latter can be addressed with the County Health Department, but the first is up to us to resolve. We discussed options but agreed we should have a plan of action if they do not respond to a second letter, perhaps being prepared to take legal action. Before we start sending letters, Camilla suggested we consult an attorney to investigate our legal options. Tom Tongue, a member of the community, and Mr. Francis (helped develop the Bylaws) were suggested. We might ask an attorney to write the letters because people tend to respond better to letters from an attorney. Nadine will contact Tom Tongue as a first step to investigate our legal options and responsibilities.

Updates: Bonny reported the Library Box is constructed and installed in the park area. The signs for the gazebo and the bench are ready and will be mounted when weather permits.

Bonny is retyping the CC and Rs to make them more readable. Camilla will work with her, assisting with typing and proof reading. They will be notarized to verify their accuracy.

Park landscaping is progressing and as soon as she gets compost, Bonny will put it in front of the railing and plant local wildflowers. She will also install a few native trees and shrubs that do not require a lot of care, taking care not to block the neighbor's (Mel) view. She wants to put at least one tree in

the west area of the part and perhaps more wildflowers. The Board agreed to reimburse Mark Perez for the posts and wires used to support the trees if they are not returned to him. We discussed the boat ramp, noting that regulations prevent us from doing construction that might impact the river so the current conditions are unlikely to change. Bonny will let people know when she is having a workday for park landscaping.

#### New Business:

Paving the mailbox area: Bonny asked that we consider paving the area around the mailbox. It was noted that a couple years ago it was graveled. This is another item for the mailbox committee. It was noted that snow melts quickly off asphalt and concrete does not do well here – it peels and crumbles.

Mailbox bill: Nadine contacted Diebold, who used to contract with the mailboxes, to look at replacing the backs of the mailboxes. They said they do not do that, and he installed a new lock. Nadine got a bill for \$270 plus the \$18.80 for the lock. She contacted the company and they reduced the bill by \$50. It was discussed and agreed to send them \$18.80 for the lock and \$75 for labor.

Communication: Terry Mero, via Bonny Bowens, asked for a better way to communicate with the owners. It was noted we have an email distribution list and the website. We will bring this back up when he is here.

#### Other Business:

Nadine Ruth is definitely leaving the Board when her term expires. She has several priorities. She wants to pursue obtaining good signs about slowing down to reduce dust – ‘Dust Zone Thank You For Driving Slow’. She queried whether they could be posted on the 15 MPH signs. It was also noted that some neighbors want signs for their yard. Nadine will investigate metal signs for HOA use and a less expensive

version for homeowners to post. She will send information around and perhaps get approval by email. She also wants to follow up on the CC and R violations and mailbox area improvements.

Mary Cronkhite asked for names to include under the Resources heading on the website. These would be companies and individuals used by homeowners such as plumbers, electricians, snow plowers, utility companies and the like.

Nadine reported there is no brush pickup this year – that was the Upper Deschutes River Coalition and they do not have the funds this year.

April 16 is being considered for a mailbox meeting.

The meeting was adjourned at 7:45 PM.

Submitted by Mary Buckman, Secretary