

**SUNRIVER OWNERS ASSOCIATION  
BOARD OF DIRECTORS WORK SESSION  
SROA BOARD ROOM  
NOVEMBER 14, 2025**

**DIRECTORS PRESENT:** Keith Mobley, Bill Burke, Pam Hays, Dale Harrison, Linda Beard, Clark Pederson, Randy Schneider and Veronica Jacknow.

**DIRECTOR VIA ZOOM:** Brad Banta

**STAFF:** James Lewis, Keith Kessar, Susan Berger, Joe Healy, Patti Gentiluomo, Gary Seifert, Richie Villagrana, Kellie Allen & Becki Sylvester

The meeting was called to order at 9:00 a.m.

**OWNERS IN ATTENDANCE (not including Board members): 3**

GM Lewis took a moment to recognize Executive Assistant Becki Sylvester who is celebrating her 30<sup>th</sup> year at SROA tomorrow. GM Lewis and President Burke, on behalf of the Board, thanked Ms. Sylvester for her dedication to SROA and her assistance with the many requests and questions that come her way. Ms. Sylvester was completely surprised and thanked everyone for their kind wishes.

**OWNERS FORUM**

**Bill Weymer, 10 Aquila Lodge**, commented about fire safety. Mr. Weymer believes that some trees are too close to homes and pose a safety concern from fire, falling branches, etc. Mr. Weymer believes that such trees and their proximity to homes can affect home safety for multiple reasons. Mr. Weymer cited a State Fire Marshal's brochure and requested that such standards be implemented in Sunriver. Mr. Weymer is also in support of creating a standing wildfire protection group or committee.

**Gwen Gamble, 34 Fremont Crossing** requested that the Petanque court at Mary McCallum Park be dedicated/named for Sunriver resident Gary Bigham who was instrumental in establishing the pétanque courts and the Sunriver Pétanque Club. Mr. Bigham has sold his home and is moving to be closer to family and this would be a wonderful way to recognize Bigham's efforts.

GM Lewis had two letters to read into the record.

The first letter was from **Paul Conte, 7 & 8 McKenzie Lane** commenting on the October 14 meeting of the Rules & Regulations Task Force.

The second letter was from **Kathy Brown, 9 Quelah Lane** requesting that all SROA Board and committee meetings be conducted in a hybrid format, offering both in-person and online attendance options.

**ADMISSIONS MODEL WORKGROUP UPDATE**

Assistant GM Kessarar reminded the Board that he has, at their request, shifted to a one-page report, which started last month.

Assistant GM Kessarar reported that Member Preference Card (MPP) sales are down by 498 or 7% when compared to this same time last year and the Recreation Plus Program is up by 12 homes when compared to the same time last year. The MPP is at 92.6% and the RPP is at 101.9% of their respective budgeted amounts for 2025.

Overall attendance at SHARC is very similar to last year, even though it showed us down by 4,400 we know that some of that is due to some software data tracking issues earlier in the year that caused some of the data to be inaccurate. Gate admissions are currently sitting at 100.02% of the budgeted amount of \$650,100 and we still have the Thanksgiving and Christmas holidays that should boost that some more.

Café revenue is up \$10k year-to-date to \$117k (19% margin), confirming strong attendance despite no increase in pricing and some software reporting issues.

Events-based rentals are currently down approximately \$28k when compared to budget. That said, the Events Team reports they already have \$80k of business booked for SHARC in 2026 which is \$30k ahead of where we were on the following years bookings last year at this time.

Tennis and pickleball have wrapped up for the season and nets have been taken down with the exception of the lower courts by the playground at Fort Rock Park. Those nets will stay up all winter.

Assistant GM Kessarar noted that the Admissions Model Workgroup, which includes four of the board members, starts in September of each year, working on the Fees for Services for the following year. Meetings were held in September, October and November where the group analyzes every single department in regard to proposed changes for the following year. Assistant GM Kessarar reports they are recommending very few changes for 2026.

The work group is recommending increasing the Member Preference Program (MPP) cards from \$85 to \$90, gate fees from \$30 to \$32, Recreation Plus Program cards from \$340 to \$345, extended household from \$200 to \$210 and the reintroduction of the off-season aquatic pass that we have not had since 2015 at a cost of \$225. Those passes can only be used for recreation swimming and are applicable post Labor Day until Memorial Day.

### **2026 BUDGET UPDATE**

Controller Healy reported the Finance Committee met again yesterday to review the most recent draft of the budget. The committee, which includes four board members, held significant discussions on next year's budget and Mr. Healy noted his appreciation for this very engaged committee, who provide a variety of opinions, conversations, and differences yet are eventually able to come to general consensus. The committee did vote yesterday to approve the operating and reserves budgets that the Board will see today and that are being recommended to the Board for approval.

Controller Healy noted that 59% of SROA's revenues come from maintenance fees, 38% come from program revenue, and 3% from miscellaneous income such as interest income, TDS fees and some late fees and fines.

\$8.87 million is generated by assessments of which \$4.83 million or 46% goes into the Reserve Fund and 54% covers all the other expenses. As with many companies, personnel at \$6.8 million is our biggest expense which covers salaries, benefits, and burden. Material and services are \$3.08 million.

Non-departmental expenses are approximately \$1 million and the majority of that, \$770k is budgeted for insurance and legal expenses.

Revenues are being recommended to increase by \$636k in 2026, an increase of 4.4% over the current year and necessitating a 4.5% increase in maintenance fees. Program revenue is projected to increase by \$245k in 2026 and some of that relates to what Assistant GM Kessarar talked about in his Admissions Model Workgroup report. Controller Healy noted there has been significant discussion about pricing for the MPP and RPP programs, gate pricing and what the appropriate levels are for those going forward to next year and beyond.

Operating expenses are being recommended at \$624k more than in 2025 and material and services are to increase by \$142k. Controller Healy commented that considerable discussion has been held at the Finance Committee level regarding material and services and from an SROA position, that covers things such as utilities, pool chemicals, sanding cinders, and contract services that are necessary to operate. Non-departmental expenses are being recommended at \$70k higher than in 2025 and that is primarily related to insurance increases. Legal expenses for 2026 have been lowered by approximately half based on 2025 actuals, but it was noted that this a line item where there are always unknowns and as such that projection could change.

Referencing the Reserve Budget, Controller Healy reported there is \$2.83 million being recommended in replacement items, the majority of which is related to roads, pathways, and another tunnel replacement. The River Road tunnel, the one scheduled for replacement in 2026, involves a number of complexities which will add an additional \$54k to the cost. \$502k is being recommended for Ladder Fuel Reduction (LFR) efforts in 2026.

New capital items being recommended include shade structures at the pickleball courts at Fort Rock Park, riverfront pathway expansion, and SHARC cabanas at a total cost of \$407k. SHARC reserve expenditures being recommended at \$338k include pool heaters and the controller spray pad among other items.

Controller Healy noted that when SHARC was built owners had four options of how they could pay the special purpose assessment. The last two of those options, the fifteen year options, will expire in 2026 meaning there will no longer be a separate fund for SHARC reserve replacements as there will no longer be any monies coming in to fund that. It will be rolled into the regular replacement reserves starting in 2027. There is approximately \$1.5 million in the Recreation Emergency Reserve account which we continue to hope we do not have to use. This account was put in place when the SHARC facility was built to fund SHARC operations in the event of a prolonged emergency.

One of the new capital projects for 2026 that Controller Healy highlighted is that five cabanas will be installed at SHARC that will be rented on a daily basis. These cabanas are projected to bring in up to \$67k in new revenue offsetting the initial cost of \$60k in the first year. Other departmental revenue was reviewed including interest income which is being budgeted at \$205k for 2026.

The proposed budget for 2026 includes the hiring of a ¾ time compliance officer starting on April 1. The Finance Committee held significant discussion about this position, what metrics would be utilized to establish performance and the value of that to the community. It was pointed out that one of the highest items in the recently completed 2030 Strategic Plan was compliance and having this person will assist both Natural Resources and Community Development while also providing a more proactive approach to some of the other rules and complaints that staff hears from owners that are not necessarily administered by Community Development or Natural Resources. Additionally, this person would be the staff liaison to the Pathway Ambassador program, and the position will be closely monitored to gauge the effectiveness of their efforts.

Director Jacknow commented she has concerns about finding the right person for this job given it is not a full-time position, noting this individual needs to be amenable to a fluctuating schedule and have the ability to successfully work for multiple departments. Beyond that Director Jacknow has consternation over hiring that person in 2026 given the other budget constraints and priorities.

HR Director Kellie Allen, at the request of President Burke, added she believes we can find a person to fill this position without much problem and the fact that this position would include benefits makes it attractive to applicants. In answer to a question from Director Banta, GM Lewis commented that this position would report to GM Lewis and Assistant GM Kessararis.

Controller Healy then reviewed the expense budget for 2026, provided a historical look at owner assessments over the years, and reviewed the Resort/Commercial assessments and the reserve accounts in further detail.

Treasurer Pederson expressed his thanks and appreciation to all of the Finance Committee members who spent considerable time going over this budget, asking tough questions, and helping work it down to this point. Treasurer Pederson noted that considerable time was spent talking about the recommended 4.5% increase in maintenance fees. While a 4% increase would have been ideal, that half a percent is what will fund the compliance officer position. Based on both the directive from the Strategic Plan and the owner comments received on a regular basis regarding compliance over the last several years, the majority of the committee felt funding that position is important.

Vice President Hays commented that while she commends staff and the committee for establishing a break even budget, she is somewhat concerned about the fact that there is not a “rainy day” or “slush” fund if something unexpected comes up and that is something she would like to be considered in future budgets. Treasurer Pederson commented that our give and take generally comes in the form of unfilled positions or interest income.

Controller Healy concluded by noting this budget proposal and the maintenance fee approval are on the Board’s agenda for action at tomorrow’s meeting. GM Lewis added his thanks to the Board and the Finance Committee for their involvement and input throughout this process, to the staff for

their continued commitment to keeping costs low while providing exceptional customer service to our owners and guests, and lastly to Controller Healy for ensuring that it all comes together as it should.

### **IT STRATEGIC PLAN TASK FORCE UPDATE**

IT Director Gary Seifert reported the task force has met multiple times already working to develop a three-year IT road map. The task force has split up into four sub-groups which include security, GIS, infrastructure, and overall application. The task force plans to have a draft completed in early December and will present to the Board in January or February of 2026.

### **RULES & REGULATIONS TASK FORCE UPDATE**

GM Lewis reported the task force continues their work in the rewrite of the Rules & Regulations into a codified, logical format having held three meetings to date. Subgroups are evaluating the existing document in a way that it will correspond to the Strategic Plan. A full draft is expected by the end February 2026 for Covenants Committee review. The draft will also be made available to owners for their comments/input and a Sunriver You forum will also be held. The task force will meet again on December 9.

### **MEADOW HOUSE EASEMENT UPDATE**

GM Lewis commented that this easement is necessary to refine the alignment for the long-contemplated pathway between Circles 2 & 3 that crosses Meadow House North (MHN) commons. Surveys have been completed; the alignment has been laid out to allow the owners of those properties the opportunity to visualize where the pathway would be situated and they are good with the layout.

Staff has been working with the MHN Association Board on this easement agreement and while there are no dollars out of pocket to obtain this easement there are some provisions. SROA will remove a problematic pathway stub on the Skyline Condo side of River Road that cause huge problems for MHN owners as bikers cross from the Skyline side and it leads them into the MHN parking lot where there have been a number of near misses. This stub was left from old pathway that was decommissioned a long time ago and in fact PW staff, in the past few weeks have already taken care of removing this pathway stub.

Additionally, on the west side of the MHN property is another pathway section SROA has agreed to remove which was built to serve the MHN owners but feeds into the primary pathway along the golf course. This causes the same problem as the aforementioned pathway stub with people entering an area where vehicles are coming and going, often times backing out of a garage or parking space and where it is dangerous for bikes and/or walkers to be passing through.

Having this easement in place will give the Association the ability (if and/or when the Board approves going forward) to construct that badly needed pathway. The pathway will be built to the same specifications as the rest of the pathway system. SROA will also construct a four foot berm along the condominium side of the pathway, together with the one rail fencing we use along pathways in different areas of Sunriver.

If approved by the Board tomorrow, the agreement will be signed by SROA and the MHN Board President and recorded at the County.

Vice President Hays questioned the easement's indemnification clause noting it is unlimited, creating uncapped liability for SROA and asked for Director Mobley's input. Director Mobley commented he was impressed with the thoroughness of the easement. He is comfortable with the language as it currently reads and feels it is low risk.

GM Lewis responded that the easement went through our legal counsel who did not express any concerns but if the Board is uncomfortable with it, he can take it back to the MHN Board, who will meet again in February after which it would come back to this Board again. Vice President Hays commented she will drop the concern if our legal, including Director Mobley, feel comfortable with the language the way it is. In the future Vice President Hays would encourage when we negotiate this type of agreement it would be a good idea to look at a cap on liability.

GM Lewis concluded that the Board could provide him with the direction they want to go at tomorrow's meeting and if it gets pushed off for a few months, we can adjust.

GM Lewis reported there are still two easement agreements that staff is working on, one with the Mountain View Lodges and one with the Resort.

### **VIRTUAL MEETINGS**

GM Lewis reported this comes from an owner requesting that all committee meetings of the SROA allow owners to watch and have the capability to participate virtually. The Board meetings are already set up so owners can watch the work session or board meeting from where they choose, and they can request to participate during the owners forum. IT staff can unmute that owner, allow them to speak and mute them once they are finished. While legally required to provide this option for board meetings, there is no requirement to do the same with committee or task force meetings.

YouTube recording does not currently happen with the committee meetings although we do have some committee meetings, such as Design Committee meetings where members do participate virtually. As we do not currently broadcast or record those meetings, the question to the Board is should we allow participation virtually at all of those meetings and should they all be recorded and posted to the website and/or YouTube. While technically possible, it could require modifying some licensing issues and there would be some staffing ramifications if IT staff is going to be needed to help facilitate all the different meetings.

Things to be considered include does it become cumbersome at the meetings to have essentially what could effectively be an owners forum for all committee meetings and does it affect committee members willingness to participate, etc.

Action is not required today and after further discussion, staff will discuss with the committees and develop a proposal for a limited virtual model (no YouTube) with very clear parameters for committee meetings to be reviewed in January.

### **ADJOURN TO EXECUTIVE SESSION**

President Burke asked for a motion to adjourn the public meeting and move into executive session.

Director Mobley moved to close the public meeting to owners and reconvene in an Executive Session under the authority given in the SROA Bylaws, Article IV, Section 11 to discuss contractual, personnel, and legal matters that may be subject to a claim of privilege. Seconded by Director Hays, motion passed unanimously.

The public meeting recessed at 11:10 a.m.

The public meeting reconvened at 2:08 p.m.

### **BOARD EFFICIENCY**

President Burke clarified that his request to GM Lewis to be looking for efficiencies is not something that needs to be automatically included on the agenda every month and will be an as needed agenda item.

Some modifications have already been put in place such as the shortening of the Admissions Model Workgroup report, eliminating the review of the Saturday agenda at the Friday work sessions, and recapping the work session at the Saturday board meeting. While it is great that the Board is experimenting with new ideas, the Board also needs to be mindful of what problem are they trying to solve and what new problems might be created as a result of changes.

To frame today's topic of the board minutes, President Burke asked the rest of the Board and the general manager for their input.

Director Banta felt the November minutes captured the meetings adequately.

GM Lewis noted it took considerably longer for the minutes to be completed relying on Fathom as the full transcript first had to be unscrambled, which required watching the entire YouTube video of the board meeting to determine who was speaking and then adding that persons name to what they had said to the transcript, which is extremely time consuming. One way to avoid this would be to have all board members and staff utilize a laptop during the meetings so the Zoom and Fathom would then be able recognize them by name. This begs the question, how big is the problem versus what could be done and what are the associated costs?

Additionally, there were some instances where the Fathom transcript completely missed what a speaker was saying all together, so Becki did not feel it was the best choice for the "historical" transcript of the meeting.

Director Mobley suggested looking at some of the other products that are out there as some may perform better than Fathom.

The Board held further discussion on what minutes mean to each of them and the importance of ensuring content, context, intent, financial information, etc. is adequately captured in the minutes.

**OTHER BUSINESS**  
**NAMING OF PETANQUE COURTS**

The Board heard a request earlier today from owner Gwen Gamble and also received a written request from owner Paul Brennan requesting that the pétanque courts at Mary McCallum Park be named in honor of past owner and board member Gary Bigham – who was the driving force and founder of the Sunriver Petanque Club.

As the Bigham's are selling their Sunriver home and moving to Washington to be closer to family, the club would like to honor Mr. Bigham's contributions by naming the courts after him and having a small sign erected at the courts.

President Burke abstained from this discussion as he is a member of the Sunriver Pétanque Club and felt it was a conflict of interest.

GM Lewis, while agreeing that this would be a wonderful way to recognize Bigham's contribution to the community, cautioned that if the request is granted, be mindful that other requests may follow. The Board was overall supportive of this request although they felt that the look of the sign should be reworked to better match the current signage in place, something that GM Lewis noted can be coordinated with our Public Works Department.

There being no other business, President Burke asked for a motion to adjourn the meeting.

Director Mobley moved to adjourn the meeting. Seconded by Director Beard, motion passed unanimously.

The meeting adjourned at 2:38 P.M.

Respectfully submitted,

Keith Mobley, Secretary