



Annual Meeting Minutes

Sisters Library Community Meeting Room

110 N. Cedar St. Sisters, OR 97759

November 1, 2025

Meeting called to order: Meeting brought to order at 1:05 pm November 1, 2025

Board Members in attendance: Steven Huillet President, Francie

Peterson Treasure, Ryan Roy, Holly Lange, Terri Rood

Absent: Chris Brophy

Others present: (see sign in sheet)

Administrative items:

- Approve minutes from May 3, 2025: Ryan Roy made motion to approve minutes; Holly Lange seconded the motion approved unanimously.
- Approved Revised Minutes from July 27, 2025: Terri Rood made motion to approve minutes; Francie Peterson seconded the motion approval unanimously, with the attached amendment. Ryan Roy opened discussion about language in the CC&R's that gives the ARC full discretion on making guidelines without Board approval, possibly changing the CC&R's to require the ARC to get Board approval before guidelines can be change or updated. Removed discussion about moving to the Cloud, since this was not an agenda item. Our attorney recommended not moving files to the Cloud. Also removed the vote for the political sign standards. Also exclude the Lot # from complaints from homeowners during open discussion.
- Treasurer's Report: Expenses through October, Insurance may go up so we are looking raising the budget up to \$2,000.00, we spent \$2,500.00 for repairing one road corner. All bills are paid in full. Expenses have been very low this past year. Ryan Roy made motion to approve the Budget report; Terri Rood seconded the motion approval unanimously.

- **Architect Committee Report:** We received 13 applications as of October 28th, all were approved this year. 10 were tree removal, one fencing, one was painting a house, and one was a small shed. Average time for approval was about 5 days. Adopted the resolution dealing with the standards for Firewise item, political signs. We will send out an email to all homeowners with a link to the new ARC guidelines. Steven Huillet made motion to approve ARC report; Ryan Roy seconded the motion approved unanimously.

Action Items:

- **Snow Plowing Contract:** Steven Huillet submitted the new Snow plowing Contract for approval for 2026 year. Francie Peterson made motion to approve Snow plowing Contract; Ryan Roy seconded the motion approved unanimously.
- **Transfer Funds to Road Maintenance Account:** Steven Huillet suggested moving \$10,000.00 to the road account, also look at getting bids for having a chip seal for the roads. Ryan Roy made motion to approve Transfer \$10,000.00 to the road account; Terri Rood seconded the motion approved unanimously.
- **Approval of 2025 Budget:** Need to approve the 2026 budget with the addition of increasing the Insurance to \$2,000.00 and transferring \$10,000.00 to the road reserve account. We had a discussion about eh homeowners who live on the west side of Pine St, and use our roads and benefit the road repairs and snow removal, but do not pay anything for road maintenance. Ryan Roy made motion to approve Transfer \$10,000.00 to the road account; Terri Rood seconded the motion approved unanimously.
- **Set 2026 Dues:** Steven Huillet recommends keeping the Dues at the same as last year. Steven Huillet made motion to approve 2026 dues to stay the same; Holly Lange seconded the motion approved unanimously. Holly Lange brought up an email from a homeowner questioning if the Board for following all the rules required for budgeting. We are following all the rules required for a HOA. **Note:** Also verified with Attorney that Sage Woods HOA is in compliance with all budget and financial records.
- **Approve letter from Attorney:** Receive letter from our Attorney about the lack of interest of homeowners to volunteer to be board members. Steven Huillet recommends sending this letter out to all homeowners to help with recruiting of board members. Terri Rood and Holly Lange volunteered to write a cover letter to be attached to the Attorney letter Ryan Roy made motion to approve sending out this letter with a cover letter; Terri Rood seconded the motion approved unanimously. Also we had discussion about how many meeting are required for the Board to have each year.
- **By-Laws:** Steven Huillet found in some old files received form Scott Matheson a signed and approved newer set of By-Laws that can be registered and posted on the website. These were approved in 1997. Steven Huillet made a motion to approve have these sent to the Attorney to be registered with Deschutes County. Holly Lange seconded the motion approved unanimously.
- **Open Ballots for new Board Members term 2026-2027:** Ballots were opened and counted. Terri Buchholz received 3 votes, Marlene Dumas received 1 vote. Our new Board members are Terri Buchholz and Marlene Dumas for the 2026-

2027. Since we did not receive enough people to fill all the open positions, Steven Huillet volunteered to continue as President until the next election in 2026.

Information Items:

- **Firewise & Grant update:** It's time to renew our application. **Update;** Steven Huillet has completed the application for renewing Firewise, which we have received approval for another 5 years.
- Thank Board Members leaving the Board for their service.

Good of the Order:

- Public comment (3 minutes each)
- One homeowner wanted to thank all the Board members for all they do.

Adjournment: Adjourned at 2:35 pm November 1, 2025