



**EAGLE CREST MASTER ASSOCIATION**

**2024 ANNUAL MEETING**

**VOTING PAMPHLET**

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# Agenda

## EAGLE CREST MASTER ASSOCIATION 2024 Annual Meeting of Members

December 7, 2024  
10:00 AM to 10:45 AM  
Eagle Crest Resort

**Type of meeting:** Annual Meeting of Members

**Attendance information:** Member attendance is virtual and pre-registration is required.  
Visit [www.eaglecrestowners.com](http://www.eaglecrestowners.com) and navigate to Associations > ECMA for registration information.

### Agenda topics

- |                         |   |
|-------------------------|---|
| <b>10:00 - 10:05 AM</b> | Call meeting to order, establish quorum, approve minutes  |
| <b>10:05 - 10:10 AM</b> | Director Election – Vacation Resort Project Directors (2) |
| <b>10:10 - 10:15 AM</b> | IRS Resolution ①  |
| <b>10:15 - 10:20 AM</b> | President’s Report  |
| <b>10:20 - 10:25 AM</b> | Resort Operations Report                                  |
| <b>10:25 - 10:45 AM</b> | Questions & Answers                                       |
| <b>10:45 AM</b>         | Adjourn meeting   |

① Proposed IRS resolution

IRS Revenue Ruling 70-604 allows current year surplus funds, if any, to be applied to future operating expenses of the Association, provided such an election is made by the Association members. If this election is not made, any surplus funds may be subject to taxation. Based on the recommendation of the Association’s CPA’s, the following resolution is recommended for passage:

“RESOLVED, that any excess membership income over membership expenses for the year ended December 31, 2024 shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604”.

**EAGLE CREST MASTER ASSOCIATION  
ANNUAL MEETING OF MEMBERS  
OCTOBER 21, 2023**

- DATE & TIME** Pursuant to Section 2, Article II of the Bylaws of the Eagle Crest Master Association, a regular annual meeting of members was held on Saturday, October 21, 2023, at 11:00 a.m. via Zoom teleconference.
- CALL TO ORDER** Bill Neumann, President, called the meeting to order at 11:00 a.m. Debbie Hahn recorded the minutes on behalf of the Secretary. Bill introduced directors, officers, management staff, and consultants present at the meeting.
- QUORUM** Bill Neumann confirmed that a quorum was present by proxy.
- MINUTES** Minutes from the annual meeting of members held on September 24, 2022 were made available for member review prior to the meeting by posting on the owner website. Reading of minutes was waived and Bill announced the minutes were approved by a majority of proxy votes received.
- ELECTION OF DIRECTORS** Bill clarified that the ECMA Board consists of three types of directors: Vacation Resort (two Directors), Residential Projects (two Directors) and Commercial Projects (one Director). Bill advised that the term of the Commercial Director, Chris Earnest, and the Residential Project Directors, Mike Bessonette and Brett Moshofsky, expire this year.
- Bill confirmed that only Residential Project members may vote for Residential Project directors, and that only Commercial Lot owners may vote for the Commercial Project director.
- Bill reported that proxy votes were counted for the Residential Project Directors, results verified, and Mike Bessonette and Denene Holbrook were elected to serve two-year terms, expiring in 2025. Bill also advised that Commercial Director, Chris Earnest, was re-elected by proxy vote of Commercial Lots.
- IRS RESOLUTION** The following resolution was passed by a majority of the Association members present at the meeting by proxy vote:
- RESOLVED, that any excess membership income over membership expenses for the year ended December 31, 2023, shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.**
- Resolution 2023.10.21-01*
- PRESIDENT'S REPORT** President Neumann provided the President's Report detailing the activities of the Association during the past year, noting:
- ECMA is responsible for maintaining the roadways and open space common areas, including fields and the river trail, the water and sewer utility systems, the Resort Sports Center, and the pool facility on Redtail Hawk Drive. ECMA owns the golf course but leases it to a golf course operator on a long-term lease, while still controlling the capital improvement decisions and providing input on course maintenance and improvement through its Golf Oversight Committee.

- The Association Board of Directors meets for regular business on a quarterly basis. The Board operates under the adopted Standard Operating Procedures (SOPs). While much of the SOPs confirm the historic way of operating, these policies help standardize Board actions and confirm how Association business is conducted.
- Active committees of the Association include:
  - Environmental Control Committee (ECC) – The ECC has the responsibility to approve/deny requests for modifications or improvements within the community. Activity in 2023 was minimal with no significant approvals; however, ECMA is working to update the ECC policies in order to streamline the process with all of the sub-associations.
  - Covenants Control Committee (CCC) – The CCC is the compliance arm of ECMA and is responsible to determine compliance with the Association’s governing documents. There has been no significant activity in the past year.
  - Golf Oversight Committee (GOC) – The GOC is responsible to review the standards of operation and maintenance of the Resort Golf Course. The Committee is currently working with the Board on an updated 5-year capital improvement plan which could include such projects as pro shop and restroom renovations, general course renovations, updating out of bounds markers, irrigation master planning, and additional easement surveying.
  - Utilities System Planning Committee (USPC) – The purpose of the USPC is to explore the future of the ECMA utility (water and sewer) as it relates to system longevity, external and internal risks associated with operations and ownership, and options and alternatives for system ownership. The committee had been tasked with reviewing the possible factors contributing to the seasonal increased nitrate levels in Well 2A. While the levels remain under the threshold of regulatory concern, the Board proceeded with a geoengineering study and after careful considerations, committee members understood the reporting from an outside geoengineering firm to conclude and recommend proceeding with planning, budgeting, and approving the drilling of a new well and abandoning the old, original well 2A. The Board approved their recommendation and are working on the details, planning to schedule for either late 2023 or early 2024. In addition to this recommendation, the committee recommended, and the Board approved, updating the 2012 master plans for both the water and sewer systems. The committee will be in the process of reviewing and evaluating the master plans this Fall and into Q1 2024.
- Resort Sports Center Operations:
  - ECMA continues to operate the Resort Sports Center in accordance with its lease with the facility owner, the Vacation Resort Owners Association (VROA).

- Several pieces of exercise equipment were replaced in the first quarter of 2023 including a cross trainer, recumbent bike, two treadmills, and an adjustable decline bench.
- The front panels of the racquetball courts were replaced.
- A lease was approved in 2022 with the owner of Niblicks and Greenes to operate the Sports Center’s seasonal food and beverage outlet. Now called “Mulligans”, they offer a new menu including a small beer and wine selection. Now closed for the season, Mulligans will reopen for summer operations in 2024.
- Currently all Resort and Ridge owners have access to the Resort Sports Center as well as the Ridge and Lakeside Sports Centers per a joint use agreement. The agreement expires at the end of 2024.
- Besides the golf course, the utility systems are the primary Association asset. Reserve funds are collected for the water system source assets (wells, pumps, control panels) and sewage treatment systems (tanks, pumps, drain field beds). The Association has established a fund to plan for water system infrastructure replacement (hydrants, valves, distribution lines), and these funds are used to repair water line breaks when they occur.
- ECMA budgets for routine and ongoing ladder fuel reduction work on its common areas and understands sub-associations may also have policies for their commonly managed land areas, or requirements for private properties. Additional funds were budgeted in 2023 to continue these ladder fuel reduction efforts across all ECMA common areas.
- ECMA is working to establish easement encroachment license agreements for homes located on the Resort Golf Course that have made improvements within the golf course easement. This project is underway with completion anticipated in early 2024.
- The Board has discussed general parameters and assumptions for the 2024 budget and final budgets are adopted annually in November. The Association was advised that the Ridge Sports Center pool will continue to be open year-round. The Resort Sports Center and Redtail Hawk pool budgets will assume these pools remain as seasonal operations.
- The 2022 audited financial reports will be posted on the owner website at [www.eaglecrestowners.com](http://www.eaglecrestowners.com) when available.

**RESORT  
OPERATIONS  
REPORT**

Marrissa Rainey, HOA Manager for Eagle Crest Management (“ECM”), reported on the following resort operations activities:

- Closure of the outdoor pools during the winter months is planned to continue, with openings around holiday periods, weather permitting. The indoor pool at the Ridge Sports Center remains open year-round.
- Activity at the Golf Courses over the past year includes:
  - Cart path overlays were completed at the Ridge and Challenge courses.
  - Renovations of the restroom interiors at the Ridge Pro Shop and on the Ridge and Challenge courses were completed.

- Irrigation upgrades continued on the Resort course with replacement of sprinklers and satellite controllers.
- Maintenance equipment was updated, and two (2) full rail cars of bunker sand were installed.
- As mentioned earlier, the operator of Niblicks and Greens continues to provide a food and beverage option at the Resort Sports Center pool, aptly named Mulligan's Poolside Grill. This summer season marked their second year, and we are happy to report it was a huge success. They are slated to reopen for summer operations again next year.
- The spa at Eagle Crest, located at the Ridge Sports Center, has recently reopened. The spa will be offering a wide variety of services including massages, waxing and facials. More information can be found at [www.eagle-crest.com](http://www.eagle-crest.com).
- The Sports Centers implemented a new access system with access cards available at the Resort or Ridge Sports Centers. Resurfacing of the outdoor basketball court near the Lakeside Sports Center was recently completed.
- The indoor restroom facilities at the soccer field and Redtail Hawk pools have been updated with a fresh new look.
- We're excited to share that Starfest, the holiday light display, will continue this year. Installation of the displays begins in late-October.
- Remember to visit the owner website for updates and information – [www.eaglecrestowners.com](http://www.eaglecrestowners.com).

**QUESTIONS & COMMENTS**

Bill opened the floor for questions and comments; there were none.

There were no further questions related to Association business that had not previously been addressed.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

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Secretary to the Association

## **DIRECTOR ELECTION GENERAL INFORMATION**

At the Master Association annual meeting, the election of two Vacation Resort Project Directors will be held in accordance with the Bylaws of the Master Association.

Nominations and the election of the Vacation Resort Project Directors will be voted on only by Members of the Vacation Resort Owners Association in attendance at this meeting in person or by proxy.

Members of the Residential Projects do not vote in the election of the Vacation Resort Project Directors.

## **IRS REVENUE RULING 70-604 RESOLUTION**

This business item is a vote on a resolution which makes an election under IRS Revenue Ruling 70-604 to ensure that the excess membership income, if any, is not taxed by applying any excess income to subsequent year member assessments.

Membership approval of the resolution has been recommended by the CPA firm engaged by the Association. A majority of Members will be needed to approve the resolution.

Based on the recommendation of the Association's CPA's, the following resolution is recommended for passage:

**“RESOLVED, that any excess membership income over membership expenses for the year ended December 31, 2024 shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.”**



# **EAGLE CREST MASTER ASSOCIATION**

(Residential Projects)

## **NOTICE OF ANNUAL MEETING**

This notice is given to advise you of the annual meeting of Members of the Eagle Crest Master Association ("Association") to be held at **10:00 A.M. on December 7, 2024.** Attendance at the 2024 Annual Meeting will be via Zoom virtual meeting link. Attendance options include telephone or via internet. You will find connection instructions at [www.eaglecrestowners.com](http://www.eaglecrestowners.com) (select "ECMA"); pre-registration is required. The Record Date for the meeting is November 12, 2024.

At the Master Association annual meeting, the election of two Vacation Resort Project Directors will be held in accordance with the Bylaws of the Master Association. Nominations and the election of the Vacation Resort Project Directors will be voted on ONLY by the members of the Vacation Resort Owners Association. The Members may also transact such other business of the Master Association requiring Member action as may properly come before them at this annual meeting.

Members will also be asked to vote on a resolution which makes an election under IRS Revenue Ruling 70-604 to ensure that excess membership income, if any, is not taxed by applying any excess income to subsequent year member assessments. This is a routine Association election recommended by tax preparers to be approved annually. Membership approval of the resolution is recommended by the CPA firm representing the Association, and by the Board of Directors. A majority of Members present at the meeting, in person or by proxy, will be needed to approve the resolution.

You can find the IRS Revenue Ruling information and prior meeting minutes in a Voting Pamphlet at [www.eaglecrestowners.com](http://www.eaglecrestowners.com) (select "ECMA"). If you do not have internet access, please call 541-548-9315 to request paper copies.

Denene Holbrook, Secretary to the  
Eagle Crest Master Association