

**MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS  
OF THE  
EAGLE CREST MASTER ASSOCIATION**

- CALL TO ORDER** Pursuant to call by the President of the Association, the first quarter meeting of the Board of Directors was held on March 11, 2021, at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.
- ATTENDANCE** Directors present included Mike Bessonette (Residential Director), Hank Cavender (Residential Director), Mark Hunt (VROA Director), Chris Earnest (Commercial Director), and Bill Neumann (VROA Director). Attendance by Mike Bessonette was accommodated by telephone. Management company staff members present included Curt Heimuller, Hannah Henson, and Mark Owings. Brett Limbeck, Craig Gott, and Greg Galindo attended by telephone representing Oregon Water Utilities. Karen Smith, consultant with Resort Resources, Inc., was also in attendance. Bill Neumann, President, presided at the meeting, and Hannah Henson recorded the minutes on behalf of the Secretary.
- CONSENT TO AGENDA** The meeting was called to order at 9:00 a.m. Chris moved to accept the agenda as presented and Hank seconded the motion. The motion passed unanimously.
- PRIOR MINUTES** There were no prior meeting minutes presented for approval.
- OLD BUSINESS** None pending.
- MANAGEMENT AND COMMITTEE REPORTS**
- FINANCIAL REPORT** Mark Owings provided the financial report, which included the financial summary (“Attachment 1”) and internally prepared year-end 2020 financial statements (“Attachment 2”). Directors discussed the idea of establishing a snow removal contingency to be tracked on the balance sheet as “restricted cash”. Directors agreed to discuss the idea further during the 2022 budget planning work session and requested management be prepared to provide a recommendation at that time.
- Following discussion and upon motion duly made (MB) and seconded (MH), the following resolution was unanimously approved:
- RESOLVED, that a transfer of \$15,000 from the facilities operating fund to the golf reserve fund to be reflected in the 2020 year-end financial statements be hereby approved.**
- Resolution 2021-03.11-01*
- Following discussion and upon motion duly made (CE) and seconded (BN), the following resolution was unanimously approved:
- RESOLVED, that the financial report submitted by Mark Owings including “Attachment 1” and “Attachment 2” be hereby approved subject to audit.**
- Resolution 2021-03.11-02*
- UTILITY SYSTEMS REPORT** Brett Limbeck, representing Oregon Water Utilities reviewed the written Utilities Report (“Attachment 3”). Regarding the EHOA service connections, Mike Bessonette noted the new home construction in EHOA was delayed but is still planned for 2021. Mark Hunt asked for clarification as to why the estimate for the new services is higher than the cost for locating the services, and Brett clarified

that the estimate includes establishing both water and sewer connections, not just locating.

Brett confirmed that water is shut-off at the one Fairway Vista unit that has not yet installed the required backflow device.

Following discussion of nitrate levels, OWU was asked to research if there is an agency that tests river water nitrate levels, and if so, to have that agency test prior to OWU testing the river water and incurring costs for the Association.

## **OPERATIONS REPORT**

Hannah Henson presented the written Operations Report (“Attachment 4”). The Board requested management share RECOA’s evacuation plan with ECMA directors. The Board did not authorize making a call for ECMA member involvement in RECOA’s proposed Emergency Evacuation Plan Committee until there are more details available.

The Board requested management prepare a cost benefit analysis including water conservation information before moving forward with a conversion to in-ground irrigation for the pastures.

Following discussion and upon motion duly made (MH) and seconded (HC), the following resolution was unanimously approved:

**RESOLVED, that management is authorized to purchase the radar speed sign for installation along Falcon Crest Drive as proposed by management at a cost of \$3,000.**

*Resolution 2021-03.11-03*

Curt Heimuller reviewed the Resort Sports Center Operations Report (“Attachment 5”) providing additional information on the proposed chemical automation system for the pool, wader pool, and hot tub. Curt noted the proposed system would provide more frequent data and chemical adjustments, providing better water quality. Curt confirmed the automated system meets Deschutes County requirements for water quality monitoring. The Board requested management prepare a proposal showing cost comparisons of the current and proposed systems for consideration at a future meeting.

Curt indicated research is underway on the gutter repair and tennis court stairwell drains as noted in the report, with additional information and costs to be provided when available.

## **RESERVE EXPENSE REPORT – 2020 CLOSEOUT**

Karen Smith, reporting for Resort Resources, Inc., presented the Evaluation of Reserve Account Expenditures vs. Budget per 2020 Reserve Study Close out report (“Attachment 6”) noting there are no variances requiring Board approval.

## **GOLF OVERSIGHT COMMITTEE**

Mike Bessonette provided a verbal report on the committee’s most recent meeting, noting that the tenant is planning to have trees removed that are negatively affecting irrigation and will improve water conservation. Mike noted the tenant had concerns earlier in the year with having adequate water for irrigation needs this summer, but the snowpack has drastically improved since that time, so it is now expected to be a non-issue. At the Q2 meeting, the committee will have recommendations on capital improvement projects.

Mike Bessonette left the meeting at 11:00 a.m.

## **ENVIRONMENTAL CONTROL**

Hannah Henson, on behalf of committee chair, Jim Madison, reported three (3) applications were approved by the Environmental Control Committee since the

## COMMITTEE

last meeting:

1. A food truck parking area with picnic tables at the River Run Event Center at the front/left of the building.
2. Replacement of the shake roof at the River Run Event Center with composite roofing.
3. New trash can style on the river trail.

## COVENANT COMPLIANCE COMMITTEE

Hank Cavender, committee chair, reported no new activity from the committee. Hank shared concerns about publishing pet leash rules when CC&Rs restrict pets to an owner's lot in the sub-associations. He renewed his suggestion to update the governing documents. Karen provided information about the required process to make changes to the Association's CC&Rs and stressed the importance of making the reason for the change very clear and to allow enough time to secure the required votes. Karen will request an opinion from Association Attorney Michelle Darosa on whether the Board can adopt and enforce polices that are interpreted as allowing pets off the lots when leashed since the CC&R restriction has not been enforced for many years.

## CONTRACTS MANAGEMENT COMMITTEE

Hannah noted at the prior quarterly meeting, directors were asked to consider if they felt the Contracts Management Committee was still necessary, noting even if the committee is dissolved, an RFP could still be requested when necessary. The charter of the Contracts Management Committee ("Attachment 7") was provided to directors.

Following discussion and upon motion made (HC) and seconded (MH), the following resolution was unanimously approved:

**RESOLVED, that the Contracts Management Committee be hereby dissolved.**

*Resolution 2021-03.11-04*

## SCHEDULED 1st QUARTER BUSINESS

### 2021 RESERVE EXPENSES

Karen reviewed the Evaluation of Reserve Account Expenditures vs. Budget per 2021 Reserve Study provided by Resort Resources, Inc. ("Attachment 8") noting the identification of proposed planned expenses as indicated by bold font.

Following discussion and upon motion duly made (MH) and seconded (CE), the following resolution was unanimously approved:

**RESOLVED, that the 2021 reserve fund expenses identified as "planned" in the Evaluation of Reserve Account Expenditures vs. Budget per 2021 Reserve Study ("Attachment 8") be hereby approved.**

*Resolution 2021-03.11-05*

## UNFINISHED BUSINESS

**ECMA UTILITIES  
SYSTEM PLANNING  
COMMITTEE**

Karen reminded directors she and Curt Heimuller had been directed to review the purpose of the Utilities System Planning Committee and provide recommended updates to the charter and membership requirements. Karen presented an updated Utility Systems Planning Committee Charter (“Attachment 9”) for director review. Karen noted a budget would need to be approved to fund related work with Parametrix, DEQ, and/or legal resources. Management is to work on committee membership recommendations, and Karen confirmed committee membership could be accomplished by consent agenda if desired prior to a future board meeting.

Following discussion and upon motion duly made (MH) and seconded (BN), the following resolution was unanimously approved:

**RESOLVED, that the updated charter for the Utility Systems Planning committee (“Attachment 9”) be hereby approved.**

*Resolution 2021-03.11-06*

**2021 GOLF RESERVE  
STUDY**

Karen Smith presented the 2021 ECMA Golf Reserve Study (“Attachment 10”).

Following discussion and upon motion duly made (CE) and seconded (MH), the following resolution was unanimously approved:

**RESOLVED, to accept the Association’s 2021 Golf Reserve Study (“Attachment 10”) specifically for purposes of confirming the 2021 contribution.**

*Resolution 2021-03.11-07*

**NEW BUSINESS**

**RESORT SPORTS  
CENTER POOLSIDE  
GRILL SUBLEASE  
RENEWAL**

Hannah Henson presented the updated Sports Center Poolside Grill Sublease (“Attachment 11”), noting that the same food service vendor is returning for the 2020 season. Directors requested the verbiage in section 2 “extended term” be edited from “a one (1) year period” to “one (1) operating season”.

Following discussion, and upon motion duly made (ME) and seconded (CE), the following resolution was unanimously approved:

**RESOLVED, that the poolside grill sublease renewal be approved as amended, and that the Board President be authorized to sign on behalf of the ECMA Board.**

*Resolution 2021-03.11-08*

**RESERVE FUND  
INVESTMENTS**

Following discussion, and upon motion duly made (BN) and seconded (HC), the following resolution was unanimously approved:

**RESOLVED, that the Board authorizes Mark Owings, Chris Earnest, and Curt Heimuller to conduct analysis and placement of Eagle Crest Master Association reserve funds, effective for calendar year 2021.**

*Resolution 2021-03.11-09*

**OTHER NEW  
BUSINESS**

The Board confirmed the second quarter board meeting on June 10<sup>th</sup> at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:20 p.m.

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Secretary to the Association