

**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 second quarter meeting of the Board of Directors was held on June 7, 2024, at 7555 Falcon Crest Drive in Redmond, Oregon and via Zoom conference.

**ATTENDANCE** Directors present included Mike Bessonette (Residential Director), Chris Earnest (Commercial Director), Denene Holbrook (Residential Director), Lori Heironimus (VROA Director), and Bill Neumann (VROA Director). Management company staff members present included Debbie Hahn, Curt Heimuller, Mark Owings, and Marrison Rainey. Brett Limbeck, representing Oregon Water Utilities, and Karen Smith, consultant with Resort Resources, Inc., were also in attendance. Bill Neumann, President, presided at the meeting, and Debbie Hahn recorded the minutes on behalf of the Secretary.

**CONSENT TO AGENDA** The meeting was called to order at 9:14 a.m. following an owner comment period. Lori Heironimus moved to accept the agenda as presented. Mike Bessonette seconded the motion and the motion passed unanimously.

**PRIOR MINUTES** Reading of the prior meeting minutes dated March 25, 2024 was waived and Mike Bessonette moved to accept the minutes as presented. Chris Earnest seconded the motion and it passed unanimously.

**MANAGEMENT AND  
COMMITTEE  
REPORTS**

**FINANCIAL REPORT** Mark Owings provided the Association’s investment income analysis reports from Edward Jones Investments (“Attachment 1”) and First Interstate Bank (“Attachment 2”). Mark noted most investments are held at the First Interstate Bank Trust Department following the Oregon Planned Community Act change in 2011. Mark reported Chris Richie, the Association’s investment advisor with Edward Jones Investments, has advised the Association to leave investments static at this time, re-evaluating investment strategy when interest rates begin to change.

Mark provided an update on the annual audit of Association 2023 financial statements, noting the audit is currently underway and is primarily being performed remotely. Mark noted he expects draft statements to be available by the end of July.

Mark reviewed the items highlighted in the financial summary (“Attachment 3”) and the internally prepared first quarter 2024 financial statements (“Attachment 4”). Mark reported at the Board’s direction, the association operating funds held at Northwest Bank were invested in laddered certificates of deposit, so those funds are now earning interest.

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

**RESOLVED, that the financial report submitted by Mark Owings including “Attachment 3” and “Attachment 4” be hereby approved**

**subject to audit.**

***Resolution 2024.06.07-01***

**UTILITY SYSTEMS  
REPORT**

Brett Limbeck, Field Superintendent of the contracted utility system service provider Oregon Water Utilities, presented the written utilities report (“Attachment 5”). In reference to recent elevated levels of fats, oils, and grease (“FOG”) at the hotel, Brett noted the screen at the hotel was plugged and has since been cleaned, which will likely result in reduced levels at the time of the next test. If the FOG levels continue to be high, Oregon Water Utilities will investigate further.

**OPERATIONS  
REPORT**

Marrissa Rainey presented the written operations report (“Attachment 6”), noting a sign designer will soon be providing options for the front entry signage. Renderings will be prepared and provided for Board consideration at the third quarter meeting.

**RESERVE EXPENSE  
REPORT**

Karen Smith, reporting for Resort Resources, Inc., reviewed the Evaluation of Reserve Account Expenditures vs. Budget per 2024 Reserve Study (“Attachment 7”), noting variances requiring director approval are highlighted on the report.

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

**RESOLVED, that the Evaluation of Reserve Account Expenditures vs. Budget per 2024 Reserve Study (“Attachment 7”) be approved, including the variances as noted in highlighting on the report.**

***Resolution 2024.06.07-02***

**GOLF OVERSIGHT  
COMMITTEE**

Mike Bessonette, committee chair, referenced the written Pro Shop improvement project summary (“Attachment 8”) along with the preliminary project budget (“Attachment 9”), plan set and concept drawings (“Attachment 10”). Mike reported a term sheet is expected from Northwest Bank in the next week, and a term sheet will also be requested from Alliance Association Bank. Mike acknowledged the requirement of receiving project approval from the Environmental Control Committee prior to construction commencing.

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

**RESOLVED, to approve the concept design and plan set for the remodel and addition at the Resort Course pro shop as shown in “Attachment 10”.**

***Resolution 2024.06.07-03***

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

**RESOLVED, to approve the project timeline and contractor selection process, including:**

- **Keeton King as general contractor**
- **Bargreens as supplier for restaurant equipment purchases**
- **Neal Huston & Associates Architect as architect and project management**
- **Construction to begin November 2024, contingent on permitting and financing**

*Resolution 2024.06.07-04*

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

**RESOLVED, to approve the preliminary project budget (“Attachment 9”) and pre-construction expenses of \$45,000, with funds for the pre-construction expenses to be borrowed from the Association’s reserve fund, with repayment to be from loan proceeds.**

*Resolution 2024.06.07-05*

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

**RESOLVED, that Mike Bessonette be appointed to represent ECMA as project coordinator.**

*Resolution 2024.06.07-06*

Regarding the golf course easement project, Mike reported the licensing process for the easements continues, with one category complete and two categories remaining. Karen noted a simple termination of easement may be appropriate in select areas and has requested the Association’s legal counsel provide a recommendation on such termination.

**ENVIRONMENTAL  
CONTROL  
COMMITTEE**

Marrissa Rainey reviewed the written Environmental Control Committee update (“Attachment 11”), adding the Estate Homesite Owners Association (“EHOA”) has updated their Architectural Review Committee guidelines and will be providing them to the ECMA Board for approval. Regarding the amount of detail the Board would like to receive in future reports, Marrissa was directed to provide a high-level verbal report at each quarterly meeting.

**COVENANT  
COMPLIANCE  
COMMITTEE**

No activity.

**UTILITY SYSTEM  
PLANNING  
COMMITTEE**

Karen reported there has been no official committee activity since the first quarter meeting. Karen then reviewed an email update received from Jim Newton of Cascade Geoengineering (“Attachment 12”) regarding the well #2C project. Karen confirmed quotes have been requested for the well equipment, and the Board consented to the President approving the purchase of the well equipment once quotes have been received and evaluated.

**SCHEDULED 2<sup>nd</sup>  
QUARTER BUSINESS**

**ANNUAL MEETING  
PLANNING**

Marrissa noted the two-year terms of Vacation Resort Project Directors Lori Heironimus and Bill Neumann expire this fall and confirmed the annual meeting date of September 28, 2024. The VROA governing documents direct how Vacation Resort Project Directors are nominated and elected.

**UNFINISHED  
BUSINESS**

**RESORT SPORTS  
CENTER  
FOUNDATION ISSUE**

Marrissa provided a verbal update on the foundation issue at the Resort Sports Center, noting a report was received from the engineer at 4:55pm yesterday so management has not had the opportunity to complete a thorough review. The engineer did state there is no visual indication of structural issues and agrees the issue is cosmetic in nature. Marrissa noted the report will be thoroughly reviewed by management with more information provided at a future meeting.

**SPORTS CENTER  
JUEA – RENEWAL  
PROCESS**

Bill stated every three years the Joint Use Easement Agreement (“JUEA”) renews and representatives from each party meet to discuss renewal terms.

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

**RESOLVED, that Bill Neumann and Mike Bessonette be appointed to represent ECMA in Joint Use Easement Agreement renewal negotiations.**

*Resolution 2024.06.07-07*

**NEW BUSINESS**

**BASE CAMP  
ADVENTURES  
AGREEMENT  
RENEWAL**

Marrissa summarized the Base Camp Adventures Agreement Renewal (“Attachment 13”) noting the agreement currently in effect allows three annual extensions under the same terms and conditions with mutual agreement of both parties. 2024 would be the third annual extension under the current agreement.

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

**RESOLVED, that the agreement with Base Camp Adventures be extended for the 2024 calendar year and the President be authorized to sign the agreement on behalf of ECMA.**

*Resolution 2024.06.07-08*

**OTHER NEW  
BUSINESS**

The Board confirmed the third quarter board meeting on September 20, 2024 at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:13 a.m.

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Secretary to the Association