

**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 third quarter meeting of the Board of Directors was held on September 23, 2021, at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.

**ATTENDANCE** Directors present included Hank Cavender (Residential Director), Chris Earnest (Commercial Director), Mark Hunt (VROA Director), and Bill Neumann (VROA Director). Management company staff members present included Debbie Hahn, Curt Heimuller, Mark Owings, and Marrison Rainey. Brett Limbeck and Greg Galindo attended representing Oregon Water Utilities. Rob Johns, Association Insurance Broker with Alliant Insurance Services was in attendance as well as Karen Smith, consultant with Resort Resources, Inc. Attendance by Greg Galindo and Rob Johns was accommodated via teleconference. 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 9:00 a.m. Mark Hunt suggested adjustments to the agenda. Under scheduled third-quarter business, the insurance proposal was moved up in the meeting prior to the Utilities Report to accommodate attendance by Rob Johns. Under new business, select utility system discussion topics were moved up in the agenda following the Utilities Report to accommodate attendance by Brett Limbeck and Greg Galindo. Mark moved to approve the agenda as amended. Hank seconded the motion and it passed unanimously.

**PRIOR MINUTES** Reading of the prior meeting minutes dated June 10, 2021, was waived and Mark moved to approve the minutes as presented. Bill seconded the motion and it passed unanimously.

**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 second quarter 2021 financial statements (“Attachment 2”). Mark O. reviewed the material variances as outlined in the financial summary. Mark O. noted the 2020 audit remains in progress, therefore the fund balances for the year may be adjusted once the audited year-end financial statements are received from the auditors.

Directors requested information on Sports Center Guest Fee revenue, questioning detail on the revenue related to the modified guest fees approved in March as a part of the new Sports Center access policies. Mark O. advised he will research and advise. Direction was also given to Mark to re-class the pressure washer purchase to Repair and Maintenance in the Sports Center income statement.

Following discussion and upon motion duly made (MH) and seconded (HC), 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 2021.09.23-01*

**SCHEDULED 3<sup>RD</sup>**  
**QUARTER**  
**BUSINESS**  
**INSURANCE**  
**POLICY RENEWAL**

Rob Johns, First Vice President at insurance brokerage firm Alliant Insurance Services, informed the Board that due to updated wildfire zoning rating of the buildings on the Association's property schedule, the current property and liability carrier issued a non-renewal notice. To allow time to market to additional carriers, the current carrier is offering an extension through 10/29/21 for a cost of \$4,267. Rob noted extreme increases in property insurance premiums or policy cancellations are a widespread problem throughout the west following multiple years of catastrophic wildfires. Assuming other carriers provide a proposal to the Association, Marrisona noted a special meeting will need to be held prior to 10/29 to review the proposals.

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

**RESOLVED, to approve extension of the current Association insurance package policy through October 29, 2021 at a prorated premium of \$4,267.**

*Resolution 2021.09.23-02*

**MANAGEMENT**  
**AND COMMITTEE**  
**REPORTS (cont'd)**  
**UTILITY SYSTEMS**  
**REPORT**

Brett Limbeck, reporting for Oregon Water Utilities (OWU), the contracted utility system service provider, reviewed the written utilities report ("Attachment 3"). Greg Galindo added comments regarding FOG testing, specifically noting any locations testing over 100ppm are required to pump their tank within 14 days, and any location with a running annual average exceeding 130ppm requires additional treatment action.

**NEW BUSINESS**  
**UTILITY SYSTEMS**  
**DISCUSSION**

Greg Galindo of Oregon Water Utilities (OWU) reviewed the proposal received from Cascade Geoengineering to study the ECMA wells relative to elevated nitrates shown in recent water sampling ("Attachment 4"). Greg noted the recommendation is to have a professional collect and evaluate all information available to research what may be influencing the high nitrate levels. Directors discussed availability of utility operating funds to cover the professional fees.

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

**RESOLVED, that the professional services agreement provided by Cascade Geoengineering ("Attachment 4") be hereby approved and the President be authorized to sign the agreement on behalf of the Association.**

*Resolution 2021.09.23-03*

Marrisona Rainey noted an OWU contractor was observed accessing an ECMA hydrant for water which was not an approved activity. Brett Limbeck noted OWU has an agreement with said contractor to purchase water from OWU system hydrants located at The Ridge at Eagle Crest and the contractor drew water from the ECMA

hydrant in error. This has been discussed with the contractor, corrected, and not expected to happen again.

**MANAGEMENT  
AND COMMITTEE  
REPORTS (cont'd)**

**OPERATIONS  
REPORT**

Marrissa Rainey presented the written operations report (“Attachment 5”). Directors discussed and agreed that any cost savings associated with in-ground irrigation for the front pasture would not justify the high cost, commenting this idea and updated pricing could be revisited every few years.

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

**RESOLVED, to approve \$2,475 for installation of the radar speed sign to be paid from the Facilities Operating account.**

*Resolution 2021.09.23-04*

Marrissa reviewed the insurance claim report (“Attachment 6”), noting there is one active claim.

**RESERVE EXPENSE  
REPORT**

Karen Smith, reporting for Resort Resources, Inc., reviewed the Budget vs. Expenditures per 2021 Reserve Study (“Attachment 7”), noting that there is one variance requiring director approval.

**RESOLVED, that the Budget vs. Expenditures per 2021 Reserve Study (“Attachment 7”) be approved, including the variance as noted in highlighting on the report.**

*Resolution 2021.09.23-05*

**GOLF OVERSIGHT  
COMMITTEE**

Hank Cavender, committee member, reviewed the committee’s meeting notes from August 31<sup>st</sup> (“Attachment 8”). The Board directed management to send information to EHOA’s management company to assist in educating their members on the golf course easement and encroachment issues.

**ENVIRONMENTAL  
CONTROL  
COMMITTEE**

Marrissa Rainey reviewed the memo titled “Environmental Control Committee Vacancy” (“Attachment 9”). No action was taken.

**COVENANT  
COMPLIANCE  
COMMITTEE**

Hank Cavender, committee chair, reported Karen Smith assisted with developing a draft pet policy as requested by the Board at the Q2 2021 board meeting. General discussion of governing documents followed, without any specific direction on policy drafting. No action was taken.

**SCHEDULED 3<sup>RD</sup>  
QUARTER  
BUSINESS (cont'd)**

**ANNUAL MEETING**

Marrissa reported that a quorum for the ECMA annual meeting on September 25, 2021 has been met by the proxies received to date. The meeting will be held in a virtual format on Zoom at 9:30 a.m. as noticed to the membership.

**PRELIMINARY 2022  
BUDGET  
ASSUMPTIONS**

Marrissa summarized her memo “2022 Budget Assumptions” (“Attachment 10”). The Board indicated they did not wish for management to get bids for a camera

system at this time. There were no additional actions requested of or direction given to management by the Board.

**RESORT GOLF  
COURSE 5-YEAR  
CAPITAL PLAN**

Hank Cavender, presented the “Resort Golf Course 5-Year Capital Plan” (“Attachment 11”) noting there were some additional edits needed to the plan before the Board considers approval. The Board directed management to work with the Committee Chair regarding the needed edits and to add approval of the 5-year capital plan to a special meeting agenda planned for late October.

**UNFINISHED  
BUSINESS**

None pending.

**NEW BUSINESS  
(cont’d)**

**VROA REQUEST  
FOR USE OF ECMA  
COMMON AREA**

Marrissa reviewed a request by Vacation Resort Owners Association (VROA) for use of ECMA common area (“Attachment 12”).

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

**RESOLVED, that the Board approves the request for temporary common area use and authorizes the ECMA President to sign an agreement documenting the permission for VROA to use ECMA Lot 15, Block 2, Eagle Crest plat recorded June 24, 1985, from January 1, 2022 through April 15, 2022, with VROA to provide ECMA a certificate of insurance for liability coverage and indemnification of ECMA.**

*Resolution 2021.09.23-06*

**JOINT USE  
EASEMENT  
AGREEMENT  
RENEWAL**

Karen Smith reviewed a memo describing the Joint Use Easement Agreement renewal process (“Attachment 13”), requesting the Board decide on its negotiation plan. The Board directed management to work in conjunction with Karen Smith to develop a purpose statement and goals for a negotiation committee and present for approval via a consent resolution or at a special meeting.

**UTILITY SYSTEMS  
DISCUSSION  
(cont’d)**

Marrissa presented the Utility Systems Planning Committee membership recommendation (“Attachment 14”). The Board directed management to acquire information on additional interested parties representing River View Vista Estates and Fairway Vista Estates before the Board addresses committee appointments.

**OTHER NEW  
BUSINESS**

Directors confirmed the budget study session on Thursday, October 21<sup>st</sup> at 9:00 a.m. and the fourth quarter meeting on Thursday, November 18<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 12:47 p.m.

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Secretary to the Association