

**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 3, 2022, at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.

ATTENDANCE Directors present included Mike Bessonette (Residential Director), Chris Earnest (Commercial Director), Mark Hunt (VROA Director), Brett Moshofsky (Residential Director), and Bill Neumann (VROA Director). Management company staff members present included Marrison Rainey, Curt Heimuller, Debbie Hahn, Mark Owings, and Toni Ulam. Brett Limbeck and Greg Galindo attended representing Oregon Water Utilities. Karen Smith, consultant with Resort Resources, Inc., was also in attendance. One member of the Association was present at the meeting. Attendance by Mark Hunt and Greg Galindo 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 9:17 a.m. Brett moved to accept the agenda as presented and Chris seconded the motion. The motion passed unanimously.

PRIOR MINUTES Reading of the prior meeting minutes dated November 18, 2021 was waived and Chris moved to approve the minutes as presented. Mark seconded the motion and it passed unanimously.

OLD BUSINESS None pending.

**MANAGEMENT AND
COMMITTEE
REPORTS**

FINANCIAL REPORT Mark provided the financial report, which included the financial summary (“Attachment 1”) and internally prepared year-end 2021 financial statements (“Attachment 2”). Directors discussed moving some of the facilities operating fund surplus to the golf reserve fund.

Mark reported he recently received details of express pass revenue from Sports Center management and verbally detailed the report for the group. Mark noted net income during 2021 as defined by the latest Joint Use Easement Agreement, was estimated at \$33,000 which is to be split equally amongst the three parties of the agreement. This will result in approximately \$11,000 of Sports Center income for ECMA, which has been accrued into 2021 revenue. Karen noted a full accounting is required to be provided to the parties of the agreement. Marrison noted a special meeting will be needed prior to Q2 to approve a final agreement for the poolside grill operation, so the final express pass accounting could be added to that special meeting as well.

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

RESOLVED, that a transfer of \$7,000 from the facilities operating fund to the golf reserve fund, to be reflected in the 2021 year-end financial statements, be hereby approved.

Resolution 2022.03.03-01

Following discussion and upon motion duly made (CE) and seconded (MH), 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 2022.03.03-02

UTILITY SYSTEMS REPORT

Brett Limbeck, representing Oregon Water Utilities—the contracted utility system service provider—reviewed the written Utilities Report (“Attachment 3”). Brett detailed recent challenges with locating service connections on Condor Court, which resulted in expenses above what was initially estimated. The Board acknowledged the emergency nature of the repairs and related expenses. Greg Galindo, also representing Oregon Water Utilities, provided additional information regarding the bypass line that may be needed at the location of the valve and pipe maintenance in the drain field beds. Marrisona noted the variance approval for the project will be addressed during the reserve expense report section of the agenda.

OPERATIONS REPORT

Marrisona Rainey presented the written Operations Report (“Attachment 4”). Regarding future board meeting format, the Board indicated a preference of returning to the pre-COVID format where directors and staff can attend via telephone when necessary, but the option for Association members would be limited to in-person.

Marrisona reported the new vendor for the poolside grill at the Resort Sports Center is requesting authorization to allow beer and wine service, noting the vendor already has the necessary OLCC licenses to provide the service. The Board was in favor of this proposal and directed management to contact the Association’s insurance company for recommendations on lease content, and if the insurance broker suggestions warrant, to send to Association legal counsel for additional review. Management was also directed to work with Karen on preparing a lease. Marrisona noted a special meeting will need to be held prior to the Q2 meeting to approve the lease agreement to allow adequate time for the vendor to ramp up and be prepared for the season.

Marrisona reviewed the Insurance Claims Report (“Attachment 5”) noting there has been no change since the prior quarterly report.

Regarding unauthorized dumping in the recycling area, Curt and Bill offered to visit the site and provide suggestions.

RESERVE EXPENSE REPORT

Karen Smith, reporting for Resort Resources, Inc., presented the Evaluation of Reserve Account Expenditures vs. Budget per 2021 Reserve Study Close Out Report (“Attachment 6”) noting there are two variances for which Board approval is requested.

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

RESOLVED, that the Evaluation of Reserve Account Expenditures vs. Budget per 2021 Reserve Study Close Out Report (“Attachment 6”) be approved, including the variances as noted in highlighting on the report.

Resolution 2022.03.03-03

**GOLF OVERSIGHT
COMMITTEE**

The Golf Oversight Committee Meeting Notes (“Attachment 7”) and Golf Course 2022 Update and Plans (“Attachment 8”) were provided to directors. There was no action requested of or taken by the Board.

**ENVIRONMENTAL
CONTROL
COMMITTEE**

Marrissa Rainey reported on behalf of the committee, noting one application was reviewed since the last meeting. Marrissa noted there is one vacancy on the committee.

**COVENANT
COMPLIANCE
COMMITTEE**

No activity.

**SCHEDULED 1st
QUARTER BUSINESS**

**2022 RESERVE
EXPENDITURES**

Karen Smith, reporting for Resort Resources, Inc., provided the Budget vs. Expenditures per 2022 Reserve Study (“Attachment 9”) with the identification of proposed planned expenses indicated by bold font. Karen noted the backfield fencing at the soccer field was marked as planned in error. Directors discussed removing all gate, fence and septic tank items at the Equestrian Center from planned expenditures.

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

**RESOLVED, that the 2022 reserve fund expenses identified as “planned” in the Budget vs. Expenditures per 2022 Reserve Study (“Attachment 9”), adjusted to remove Soccer Field Backstop Fencing, Equestrian Center gate, fence and septic tank items, be approved; and
BE IT FURTHER RESOLVED, that the expense variance for the Drainfield Beds, Valve and Pipe Maintenance Phase 7 noted in highlighting on the report be approved.**

Resolution 2022.03.03-04

**UNFINISHED
BUSINESS**

**ECMA UTILITIES
SYSTEMS PLANNING
COMMITTEE**

Marrissa reviewed the Utility Systems Planning Committee Membership Recommendations (“Attachment 10”), which included a summary of the membership section of the committee charter and bios of potential appointees.

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

RESOLVED, to modify the Utility Systems Planning Committee charter to note that the ECMA board members would not count toward the two member maximum per association.

Resolution 2022.03.03-05

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

**RESOLVED, to appoint the following members to the Utility Systems Planning Committee to serve at the pleasure of the Board:
Mike Bessonette (ECMA director member)
Mark Hunt (ECMA director member)**

Curt Heimuller (EHC)
John Duval (FVE)
Rob Thompson (EHOA)
Jayne Gallenson (EHOA)

Resolution 2022.03.03-06

**2022 RESERVE
STUDIES**

The Board was provided with abbreviated versions of 2022 Reserve Studies for Facilities (“Attachment 11”), Utility System (“Attachment 12”) and Water System Infrastructure Repair Estimation Plan (“Attachment 13”); full versions were previously provided to directors for the Q4 2021 board meeting. Karen noted contribution amounts have already been approved in conjunction with the 2022 budget approval and the current request of the Board would be to accept the three (3) reserve studies.

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

RESOLVED, that the 2022 updates to the Association Facilities Reserve Study (“Attachment 11”), Utility Reserve Study (“Attachment 12”), and Water System Infrastructure Repair Estimation Plan Reserve Study (“Attachment 13”) be approved as submitted with the financial assumptions and contributions as recommended.

Resolution 2022.03.03-07

NEW BUSINESS

**OTHER NEW
BUSINESS**

The Board confirmed the second quarter board meeting on June 2nd at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:37 a.m.

Secretary to the Association