

Eagle Crest Master Association Board Meeting Agenda

November 15, 2024
9:00 A.M
7555 Falcon Crest Drive
Redmond, OR

Meeting called by: President, Bill Neumann Facilitator: Bill Neumann
Type of meeting: Fourth quarter regular meeting Minutes: Debbie Hahn
Attendees: Directors and staff
Please read: Packet of materials including: (see package Table of Contents)

Owner Comment Opportunity (*guidelines for participation below*) Bill Neumann, President

Agenda

<u>AGENDA ITEM</u>	<u>RESPONSIBLE PARTY</u>	<u>ACTION</u>
I. CALL TO ORDER	Bill Neumann, President	
II. CONSENT TO AGENDA	Bill Neumann, President	YES
III. APPROVE PRIOR MEETING MINUTES	Bill Neumann, President	YES
IV. MANAGEMENT AND COMMITTEE REPORTS		
A. Financial Report	Mark Owings, Eagle Crest Management (ECM)	YES
1. Review 2023 draft audited financial statements		
2. Review 9/30/24 third quarter financial statements		
3. Discussion and questions		
4. Motion to approve 2023 audited financial statements		
5. Motion to approve Q3 financial statements subject to audit		
B. Utility Systems Report	Brett Limbeck, Oregon Water Utilities	NO
1. General systems report		
C. Operations Reports	Marrissa Rainey, ECM	YES
1. General operations report		
2. Insurance claims report – <i>no activity</i>		
3. Motion(s), if/as applicable		
D. Reserve Expense Report	Karen Smith, Resort Resources, Inc. (RRI)	YES
1. Expense status report for YTD 2024		
2. Discussion and questions		
3. Motion to approve variances, if/as applicable		
E. Committee Reports		
1. Golf Oversight Committee	Mike Bessonette, Chair	NO
a. Resort Pro Shop Project Update		
2. Environmental Control Committee	Marrissa Rainey, ECM	NO
a. Status Update		
3. Covenant Compliance Committee	Marrissa Rainey, ECM	NO
a. Status Update – <i>no activity</i>		
4. Utility System Planning Committee	Karen Smith, RRI	NO
a. Well #2C project update		

V. SCHEDULED 4th QTR BUSINESS

A. Election of Officers *

Bill Neumann, President YES

Current officers: President: Bill Neumann
Vice President: Mike Bessonette
Secretary: Denene Holbrook
Treasurer: Chris Earnest

B. Travel/Lodging Expense Policy

Bill Neumann, President YES

1. Review current policy**
2. Motion to adopt policy for 2024 – 2025

C. ECMA Collection Policy Delegation - 2025

Marrissa Rainey, ECM YES

1. Review 2025 Collection Policy Delegation Draft
2. Motion to adopt 2025 Collection Policy Delegation

D. Golf Course 5-year capital plan

Mike Bessonette, GOC YES
Committee Member

1. 2025 Capital Expenses – GOC Recommendation
2. Discussion and questions
3. Motion(s), if/as applicable

E. 2025 Association Budget

Bill Neumann, President YES

1. Review association operating budgets for 2025
 - a. Facilities budget
 - b. Utility systems budget
 - c. Sports center budget
2. Review/approve reserve studies and contributions for 2025
 - a. Facilities Reserve Study
 - b. Utility Reserve Study
 - c. Water System Infrastructure Repair Estimation Plan Reserve Study
3. Motions to approve budgets, reserve studies, and set dues, sports center fees, and utility rates for 2025

Karen Smith, RRI YES

F. Signature authorizations

Mark Owings, ECM YES

1. Review current policy (ECMA Board Operating Procedures section II-C-1**)
2. Motion(s) if/as applicable

G. Reserve fund investments

Mark Owings, ECM YES

1. Review current policy (ECMA Board Operating Procedures section II-D-3**)
2. Motion(s) if/as applicable

VI. UNFINISHED BUSINESS

A. Resort Sports Center Foundation Issue

Marrissa Rainey, ECM NO

1. Status Update – verbal update

B. Tennis / Pickleball Usage Policy Review

Marrissa Rainey, ECM YES

1. Discussion and Questions
2. Motion(s), if/as applicable

VII. NEW BUSINESS		
A. Resort Resources, Inc. 2025 Task Orders	Karen Smith, RRI	YES
1. Review task orders		
2. Motion(s), if/as applicable		
B. Other new business	Bill Neumann, President	YES
1. Set 2025 meeting dates		
VIII. EXECUTIVE SESSION		
1. Motion to adjourn to executive session **	Graham Sweitzer, ECMA	
2. Brief statement in open session re: business being considered (Legal Advice & Contract Negotiations)	Attorney; Bill Neumann, President; Karen Smith, RRI	YES
3. Reconvene in open session		
a. Motion(s) if/as applicable		
IX. ADJOURN	Bill Neumann, President	YES

Additional Information

Observers:

Open meeting conducted in accordance with RRO. The Board welcomes member attendance at Board meetings to observe business matters involving the Association.

While the Board meeting is in session, there is no owner participation unless invited by the Chair. The Board meeting is a meeting of the Directors of the Association. Management and committee reports are given as requested and recognized by the Board. Business matters come before the Board when a motion is made and seconded, followed by a discussion period, before a vote is taken. This discussion is to take place only between the Board members (with management, if needed).

To provide an opportunity for members to address the Board, a time for owner comments will be set aside preceding the board meeting.

Please respect the following participation guidelines:

- Please raise your hand to be recognized by the Board President.
- Once recognized, state your comment or concern in clear and simple terms and please limit it to three minutes. If someone else has already stated the same concern, please only comment if you have something new to add.
- **Please understand that the Board will not offer an immediate response/decision at this time.**

Any member unable to attend a Board meeting is always welcome to send a comment or concern in writing to the Board via the management company by fax, mail, or email. Submitting your comment in writing is encouraged.

Special Notes:

Agenda Item V-A, Election of Officers: ECMA Bylaws state *“Any person may hold more than one office, provided that neither the Secretary nor the Chief Financial Officer may serve concurrently as the President. The President, Vice-President and Secretary shall be members of the Board. The Chief Financial Officer may be, but need not be a member of the Board.”*

Agenda Item V-B, Travel and Lodging Expense Policy: Policy adopted in 2022
“Transportation costs are allowed based on the most prudent mode of travel as determined by each director. If driving, a mileage rate will be paid at the then current IRS mileage rate. Air travel will be reimbursed at cost. Lodging, as needed to accommodate for the meeting schedules (1-2 nights), will be provided by the Association at the resort property. Directors may be reimbursed for meal expense up to \$50 per day, only if lodged in the hotel, upon delivery of receipts for meal expenses. In addition, communication costs will be reimbursed to directors at cost upon receipt of a bill.”

Agenda Item V-F, Signature authorizations: ECMA Board Operating Procedures state *“At least annually the Board of Directors will adopt a resolution identifying authorized signers, under Bylaws Article IX, Section 1.”*

- *Current Authorized Signers: Chris Earnest and Curt Heimuller*

Agenda Item V-G, Reserve fund investments: ECMA Board Operating Procedures state *“Determination of reserve fund placement will be based on analysis of the reserve fund balances and the Board-adopted Association reserve studies, updated annually, that project near and longer term estimated contributions and expenses. At least annually, the Board of Directors will adopt a resolution identifying authorized officer(s) and/or agent(s) to conduct this analysis and make the resulting fund placements.”*

- *Current Authorized Signers: Chris Earnest, Curt Heimuller and Mark Owings*

****MOTION** to adjourn to executive session: **[I] move that the Board adjourns to executive session to discuss legal advice and contract negotiations.**

Resource Persons: Staff