

**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 fourth quarter meeting of the Board of Directors was held on November 15, 2023, at 8:00 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), and Bill Neumann (VROA Director). Management company staff members present included Debbie Hahn, Mark Owings, TJ Paskewich, and Tori Swearingen. Brett Limbeck, representing Oregon Water Utilities-Cline Butte, Karen Smith, consultant with Resort Resources, Inc., and several members of the Association 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 8:06 a.m. Mike Bessonette requested a revision to the agenda to move the Tennis/Pickleball Usage Policy Review immediately following Committee Reports and moved to accept the agenda as amended. Chris Earnest seconded the motion and the motion passed unanimously.

**PRIOR MINUTES** Reading of the prior meeting minutes dated October 19, 2023 was waived and Mike moved to approve the minutes as presented. Chris seconded the motion and it passed unanimously.

**MANAGEMENT AND  
COMMITTEE  
REPORTS**

**FINANCIAL REPORT** Mark Owings provided the 2022 draft audited financial statements (“Attachment 1”). Karen stated she requested the auditor correct a comment regarding reserve studies to clarify the Golf Reserve Study was not updated for 2022, and Mark Hunt noted there were a few typographical errors to correct as well.

A motion was made (MH) and seconded (CE), to accept the 2022 draft audited financial statements with the referenced minor corrections. During discussion of the motion, Mark Hunt questioned certain entries on the balance sheet as well as out of balance issues. Following discussion and prior to calling for the question, the motion was withdrawn.

Karen offered to contact the CPA regarding the balance sheet issues and report back to the Board. Directors agreed revised statements could be approved by unanimous written consent resolution.

Mark then presented the financial report, which included the financial summary (“Attachment 2”) and internally prepared third-quarter 2023 financial statements (“Attachment 3”), noting the 2023 beginning fund balance was updated to reflect the 2022 ending fund balance in the draft audited statements.

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

**RESOLVED, that the financial report submitted by Mark Owings including “Attachment 2” and “Attachment 3” be hereby approved subject to audit.**

*Resolution 2023.11.15-01*

**UTILITY SYSTEMS  
REPORT**

Brett Limbeck, reporting for Oregon Water Utilities (“OWU”)—the contracted utility system service provider—reviewed the written Utilities Report and related test results (“Attachment 4”). There was no action requested of or taken by directors.

**OPERATIONS  
REPORT**

Karen Smith briefly reviewed the written Operations Report on behalf of Marrison Rainey (“Attachment 5”). Karen noted she and Marrison have coordinated on reserve project status in connection with the 2024 reserve study update. Crack sealing was being completed this week and the cost of just over \$15,000 will need to be deducted from the projected beginning balance for the 2024 reserve study. Karen also noted ECM is working to acquire pricing for the concrete work at the Redtail Hawk pool, which will be an offseason project.

Mark Hunt noted some of the recent roadway striping does not appear to be holding up and requested management investigate and consult with the vendor as necessary.

There are no insurance claims to report.

**RESERVE EXPENSE  
REPORT**

Karen Smith, reporting for Resort Resources, Inc., reviewed the Budget vs. Expenditures per 2023 Reserve Study (“Attachment 6”), including the highlighted variances presented for approval.

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

**RESOLVED, that the Budget vs. Expenditures per 2023 Reserve Study (“Attachment 6”) be approved, including the variances as noted in highlighting on the report.**

*Resolution 2023.11.15-02*

**GOLF OVERSIGHT  
COMMITTEE**

Mike Bessonette, committee chair, reported the committee continues working on a potential renovation project for the Resort Course Pro Shop and to gather more information on retrofitting irrigation on a hole-by-hole basis, with five holes prioritized for repairs. Mike noted the committee is not prepared to submit a recommendation on either project at this time.

Mike also discussed the current lack of food and beverage operation at the Resort Golf Course, noting the lessee recently stopped staffing for the service. Mike suggested the Board send a letter with these concerns to all parties involved in golf course operations including KDG, Aimbridge, and Troon. TJ Paskewich suggested Mike first discuss the concerns with Curt Heimuller of Eagle Crest Management, acknowledging he is not directly in charge of this area of operation. Directors agreed to this approach. Karen indicated she will review the Golf Course Lease to determine whether the lease speaks to food and beverage operation.

**ENVIRONMENTAL  
CONTROL  
COMMITTEE**

There is no new activity to report since the third quarter meeting.

**COVENANT  
COMPLIANCE  
COMMITTEE**

No activity.

**UTILITY SYSTEM  
PLANNING  
COMMITTEE**

Karen Smith reported the water system and sewer system master plans have been distributed to committee members for input and the committee is scheduled to meet in early December.

**UNFINISHED  
BUSINESS**

**TENNIS/PICKLEBALL  
USAGE POLICY  
REVIEW**

The Pickleball Usage Policy Review memo authored by Marrison Rainey (“Attachment 7”), which included a proposed revision to the policy, was provided for director review.

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

**RESOLVED, to adopt the revised Pickleball Usage Policy effective 11/15/23 with the following amendments:**

- **One locker will be provided in each locker room for storage, and storage of an assembled net will be allowed behind the curtain in the courts.**
- **The last two bullets are to be removed and replaced with “Players are required to follow facility rules.”**
- **The following sentence is to be removed: “Sports Center Management may from time to time change these policies at their sole discretion.”**

*Resolution 2023.11.15-03*

**SCHEDULED 4<sup>TH</sup>  
QUARTER BUSINESS**

**ELECTION OF  
OFFICERS**

A motion was made (MB) and seconded (CE) to appoint the current officers to remain in the same positions. During discussion, Mark Hunt expressed concern his availability may not allow him to serve in the Vice President position. Following discussion and prior to calling for the question, the motion was withdrawn.

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

**RESOLVED, that the following persons are elected to the corporate offices set forth opposite their respective names, to serve until the next meeting of directors following the members’ annual meeting in 2023, and until their respective successors shall be elected and qualified:**

**Bill Neumann – President**  
**Mike Bessonette – Vice President**  
**Denene Holbrook – Secretary**  
**Chris Earnest – Treasurer**

*Resolution 2023.11.15-04*

**TRAVEL/LODGING  
EXPENSE POLICY**

Directors reviewed and affirmed the current expense policy for the 2023/2024 board year. The current policy is copied here for reference purposes:

*“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.”*

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

**RESOLVED, that the 2023/2024 Travel/Lodging Expense Policy be hereby approved.**

*Resolution 2023.11.15-05*

**ECMA COLLECTION  
POLICY  
DELEGATION**

Directors reviewed the memo “Annual Sub-association Billing Delegation; ECMA-JUEA Fees Collection” (“Attachment 8”), and proposed ECMA Collection Policies for 2024 (“Attachment 9”). The proposed fee increased from \$13 to \$14.

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

**RESOLVED, that ECMA adopts the Collection Policies for 2023 (“Attachment 9”) and delegates the responsibility for collecting ECMA Dues, Utility Fees, and JUEA Fees in 2024 to those Sub-Associations listed in the adopted policy; and**

**BE IT FURTHER RESOLVED, that ECMA approves a 2024 Billing Fee equal to \$14 to be added to each invoice generated by its management company for ECMA Dues, Utility Fees, and JUEA Fees to include invoices to Sub-Associations collecting these dues and fees on behalf of ECMA as well as invoices to individual owners; and**

**BE IT FURTHER RESOLVED, that ECMA authorizes payment to its management company on a quarterly schedule equal to the total invoiced Billing Fees.**

*Resolution 2023.11.15-06*

**CONTRACT  
RENEWALS**

Directors were provided the Safety Services Agreement Renewal memo (“Attachment 10”) and the Supplemental Agreement to Amended and Restated Management Agreement (“Attachment 11”) which details the safety services contract between ECMA and Eagle Crest Management.

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

**RESOLVED, that the Board approves the Supplemental Agreement to Amended and Restated Management Agreement (“Attachment 11”) with the Eagle Crest Management Safety Services division for a period of three years effective January 1, 2024, and authorizes the Board President to sign said agreement on behalf of the ECMA Board.**

*Resolution 2023.11.15-07*

**2024 ASSOCIATION  
BUDGET**

Mark Owings reviewed the proposed 2024 association budgets dated 11/7/23 (“Attachment 12”) noting the only changes made since the budget study session were:

- Property tax expense was updated to reflect actual amounts for July 1 2023 - 2024 after receiving the property tax statements, affecting both the 2023 forecast and 2024 budget.
- Forecasted actual expenses were updated through 9/30/23.

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

**RESOLVED, that the 2024 Eagle Crest Master Association budgets for Facilities, Utility operations, and Sports Center operation (“Attachment 12”), be approved as submitted; and**

**BE IT FURTHER RESOLVED, that the 2024 Association dues shall be assessed at \$95.00 per month, per assessment unit; and**

**BE IT FURTHER RESOLVED, that the 2024 Association water and sewer rates shall be assessed at \$84.00 per month, per connection; and**

**BE IT FURTHER RESOLVED, that the Sports Center annual Unit Fee be increased to \$436.20 per Unit and the annual Owner Fee remain at \$25 per Owner, as those terms are defined in the Sports Center Lease; and**

**BE IT FURTHER RESOLVED, that the Sports Center annual Unit Fee for Ridge at Eagle Crest Owners be increased to \$167.29 per Unit and the annual Owner Fee remain at \$11.30 per Owner, as those terms are defined in the Joint Use Easement Agreement.**

*Resolution 2023.11.15-08*

Karen Smith referred to the draft 2024 Association Reserve Studies for Facilities (“Attachment 13”), Utilities (“Attachment 14”), and the Water System Infrastructure Repair Estimation Plan or “WIREP” (“Attachment 15”) which were

recently delivered to directors electronically. Karen confirmed the suggested reserve fund contributions were included in the 2024 budgets. Karen noted the beginning balance for the Facilities study will be reduced by just over \$15,000 to account for the recent expense for crack sealing. Approval of planned 2024 expenditures will be requested at the first quarter board meeting, continuing the process by which pre-approval is obtained for planned reserve expenditures.

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

**RESOLVED, that the 2024 updates to the Association’s Facilities Reserve Study (“Attachment 13”), Utility Reserve Study (“Attachment 14”), and WIREP Reserve Study (“Attachment 15”) be approved as submitted, with one amendment to reduce the beginning balance of the facilities fund by \$15,000, with the financial assumptions and contributions as recommended.**

*Resolution 2023.11.15-09*

**SIGNATURE  
AUTHORIZATIONS**

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

**RESOLVED, that Chris Earnest and Curt Heimuller be appointed as authorized signers for the Eagle Crest Master Association, effective for calendar year 2024.**

*Resolution 2023.11.15-10*

**RESERVE FUND  
INVESTMENTS**

The 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.”

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

**RESOLVED, that the Board adopts the reserve fund investment policy and authorizes Chris Earnest, Curt Heimuller and Mark Owings to conduct analysis and placement of Eagle Crest Master Association reserve funds, effective for calendar year 2024.**

*Resolution 2023.11.15-11*

**UNFINISHED  
BUSINESS (cont’d)**

**RESORT SPORTS  
CENTER  
FOUNDATION ISSUE**

Karen reported that Marrison has reached out to two different engineering firms requesting them to comment on ECM’s identification of the problem with the Sports Center foundation, evaluation of two potential fixes, and recommendation of a possible fix. Neither has responded yet and ECM will continue to solicit a response.

**NEW BUSINESS**

**RESORT RESOURCES,  
INC. 2024 TASK  
ORDERS**

Karen noted the Resort Resources, Inc. 2024 task orders will be similar to 2023 and will be provided for approval via consent resolution within the next few weeks.

**OTHER NEW  
BUSINESS**

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

**RESOLVED, that the dates for the 2024 regular meetings will be as follows:**

**1st Quarter – Friday, March 15, 2024**

**2nd Quarter – Friday, June 7, 2024**

**3rd Quarter – Friday, September 20, 2024**

**2024 Annual Meeting – Saturday, September 28, 2024**

**Annual Budget Study Session – Friday, October 25, 2024**

**4th Quarter – Friday, November 15, 2024**

*Resolution 2023.11.15-12*

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:55 a.m.

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Secretary to the Association