

**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 2, 2022, 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 Debbie Hahn, Curt Heimuller, Mark Owings, and Marrissa Rainey. Also attending were Brett Limbeck of Oregon Water Utilities, Chris Richie of Edward Jones Investments, and Craig Letz of Tamarack Wildfire Consulting. Karen Smith, consultant with Resort Resources, Inc. was also in attendance. Attendance by Mark Hunt and Craig Letz was accommodated by telephone. 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 9:13 a.m. following an owner comment period. Chris moved to accept the agenda as presented. Mike seconded the motion. The motion passed unanimously.

PRIOR MINUTES Reading of the prior meeting minutes dated May 25, 2022 was waived and Brett moved to accept the minutes as presented. Mark seconded the motion and it passed unanimously.

**MANAGEMENT AND
COMMITTEE
REPORTS**

FINANCIAL REPORT Chris Richie of Edward Jones Investments provided the Association's investment income analysis report ("Attachment 1"). Chris confirmed the provided report covers only those investments held at Edward Jones, not including investments being held at First Interstate Bank Trust Department following the Oregon Planned Community Act change in 2011. Directors requested future investment reports include a summary of investments at all institutions rather than just what is held at Edward Jones.

Mark provided an update on the annual audit of Association 2021 financial statements, noting the audit is currently underway and is again being performed remotely.

Mark briefly reviewed the revised 12/31/21 financial statements ("Attachment 2"), noting the revised statements reflect an additional \$7,000 being transferred from the facilities operating fund to the golf reserve fund as directed by the Board during the first quarter meeting.

Mark reviewed the items highlighted in the financial summary ("Attachment 3") and the internally prepared first quarter 2022 financial statements ("Attachment 4").

Following discussion and upon motion duly made (MH) and seconded (MB), 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 2022.06.02-01

**UTILITY SYSTEMS
REPORT**

Brett Limbeck, Field Superintendent of the contracted utility system service provider Oregon Water Utilities, presented the written utilities report (“Attachment 5”), adding there was a water leak on Mountain Quail Drive last week which was repaired the same day. Regarding the survey of the existing septic drain field infrastructure, Brett commented there is potential for additional expenses above the approved amount to fully complete the project. The vendor has not confirmed the total increase because there are many unknowns that will not be found until the vendor progresses through the survey. Directors acknowledged the prior resolution for expense approval was contingent upon the vendor achieving 100% completion of the project and recognized this may not be possible for the vendor to achieve.

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

RESOLVED, to authorize up to \$21,500 for the survey of existing septic drain field infrastructure.

Resolution 2022.06.02-02

**OPERATIONS
REPORT**

Marrissa Rainey presented the written operations report (“Attachment 6”). Marrissa noted the pool/spa filter change from sand to a cartridge system was approved via consent resolution and confirmed the product has been ordered. Karen reported that the Vacation Resort Owners Association’s (“VROA”) Ownership Enhancement Committee recently met and discussed potential uses for ECMA’s equestrian building. Karen explained the committee’s focus is to keep the Eagle Crest Resort experience relevant for a new generation of owners. The committee provides recommendations to the VROA Board, which then may pass along suggestions to ECMA. Karen confirmed the committee’s ideas have not been reviewed by the VROA Board and, therefore, should not be considered recommendations.

Marrissa reviewed the Insurance Claims Report (“Attachment 7”) noting there has been no change since the prior quarterly report.

**RESERVE EXPENSE
REPORT**

Karen Smith, reporting for Resort Resources, Inc., reviewed the Evaluation of Reserve Account Budget vs. Expenditures per 2022 Reserve Study (“Attachment 8”), noting there are no variances requiring director approval.

**GOLF OVERSIGHT
COMMITTEE**

Mike Bessonette stated the Golf Oversight Committee hasn’t met since the first quarter meeting; they plan to meet again in late-June. The main focus at that time will be the recovery effort on sections of the course that have been affected by pump issues and extreme heat in prior years. The areas have been seeded and the expectation is later this summer the areas will have returned to good condition.

**ENVIRONMENTAL
CONTROL
COMMITTEE**

Marrissa Rainey reported on behalf of the committee, noting one application was approved since the last meeting, and one application is currently pending review.

**COVENANT
COMPLIANCE
COMMITTEE**

No activity.

**UTILITIES SYSTEMS
PLANNING
COMMITTEE**

Marrissa confirmed appointments were made to the committee at the first quarter meeting, and the first meeting needs to be scheduled. Mike, Karen, and Curt agreed to meet in late-June to plan the first meeting agenda.

**SCHEDULED 2nd
QUARTER BUSINESS**

**ANNUAL MEETING
PLANNING**

Marrissa noted the two-year terms of Vacation Resort Project Directors Mark Hunt and Bill Neumann end this fall and confirmed the annual meeting date of September 24, 2022. She added that the VROA governing documents direct how Vacation Resort Project Directors are nominated and elected.

**UNFINISHED
BUSINESS**

None pending

NEW BUSINESS

**BASE CAMP
ADVENTURES
CONTRACT**

Marrissa summarized the Base Camp Adventures Agreement Renewal (“Attachment 9”) noting the agreement currently in effect allows three annual extensions under the same terms and conditions with mutual agreement of both parties.

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

RESOLVED, that the agreement with Base Camp Adventures be extended for the 2022 calendar year.

Resolution 2022.06.02-03

**INSURANCE RISK
LETTER**

Marrissa briefly summarized the risk evaluation completed by the Association’s insurance company, including management company responses (“Attachment 10”). There was no action requested of or taken by the Board.

**TAMARACK
WILDFIRE
CONSULTING – FIRE
RISK ASSESSMENT &
WILDFIRE
PREPAREDNESS
PLAN**

Marrissa introduced Craig Letz of Tamarack Wildfire Consulting and briefly summarized the Eagle Crest Master Association Wildfire Risk Assessment and Preparedness Plan (“Attachment 11”). Craig noted the primary area recommended for treatment is the canyon along the Deschutes River, recommending spacing between mature trees and reducing brush. Craig noted he and Marrissa had a productive meeting with the Redmond Fire Department and the Deschutes County Sheriff regarding wildfire evacuation planning.

Marrissa confirmed management will be requesting bids for wildfire risk reduction work along the canyon. The work would be planned for fall, as it’s too late in the season now for this type of work. Most contractors that do this type of work are already assigned to fires in other areas of the country. Bids will assist in proper budgeting for future years’ work as well.

Additional discussion included making the recommendation to ECMA sub-associations regarding the removal of bark mulch within five feet of structures.

**OTHER NEW
BUSINESS**

The Board confirmed the third quarter board meeting on September 22, 2022 at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:46 a.m.

Secretary to the Association