

**MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS
OF THE
RIVERVIEW VISTA ESTATES OWNERS 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 5, 2021 at 2:00 p.m. at the Eagle Crest Management Office in Redmond, Oregon and via Zoom conference.
- ATTENDANCE** Directors present included Shirley Braunstein, Fred Duhring, Steve Sansone and Ernie Taylor. Staff members present included Hannah Henson and Mark Owings. All attended via Zoom conference. Steve Sansone, President, presided at the meeting, and Hannah Henson recorded the minutes.
- CONSENT TO AGENDA** The meeting was called to order at 2:05 p.m. Steve noted an addition to the agenda under “2021 Association Plans” to review a proposal by the Association auditors to continue the annual financial statement review. All board members consented to the agenda as amended.
- PRIOR MINUTES** Reading of the prior meeting minutes dated November 20, 2020 was waived and Ernie moved to accept the prior meeting minutes as presented. Fred seconded the motion, which passed unanimously. Steve opened the discussion of business items.
- OLD BUSINESS** None pending.
- NEW BUSINESS**
- FINANCIAL REPORT** Treasurer Mark Owings provided the financial report, which included the financial summary (“Attachment 1”) and internally prepared year-end 2020 financial statements (“Attachment 2”) which had been revised since distribution of the packet of meeting materials. Mark noted a formula error was found in the previously distributed financial statements, resulting in member assessments being increased by \$7,406 to \$323,487. Mark confirmed he will email copies of the revised statements to directors following the meeting.
- Following discussion and upon motion made (FD) and seconded (ET), the following resolution was unanimously approved:
- RESOLVED, that the revised financial report submitted by Mark Owings including “Attachment 1” and “Attachment 2” be hereby approved subject to review.**
- Resolution 2021-03.05-01*
- RESERVE EXPENSE REPORT** Hannah Henson reviewed the Evaluation of Reserve Account Expenditures vs. Budget 2020 (“Attachment 3”) noting there are no variances requiring approval. Hannah clarified all the projects planned for 2020 will roll forward into 2021.
- Hannah next reviewed the Evaluation of Reserve Account Expenditures vs. Budget 2021 (“Attachment 4”) noting there are no variances requiring approval. The 2021 projects were approved by directors at the fourth quarter board meeting in 2020.
- OPERATIONS REPORT** Hannah Henson reviewed items included in the written Operations Report (“Attachment 5”).
- Hannah noted at the fourth quarter meeting there was discussion on satellite dishes installed on the unit exteriors, and requested the Board determine if the location of the dish installed on unit two is approved. Hannah provided the FCC

Consumer Guide for Installing Consumer-Owned Antennas and Satellite Dishes (“Attachment 6”) which stipulate that in most cases, requirements to get approval before installing an antenna/dish are prohibited. She noted the satellite dish is not currently in violation of Association documents. The board agreed with management that the location of the satellite dish on unit two is reasonable.

Hannah clarified that although requirements to get approval for satellite dishes are prohibited by the FCC, there can be association policies adopted as to where the satellite dishes can be located. The Board directed management to prepare a process for owners to submit notice of satellite dish installations and provide the details along with a sample application to the Board for approval at the second quarter board meeting.

Hannah reviewed information compiled following review of unit decks, noting she previously provided the Board online access to view pictures of the decks. Hannah noted the deterioration of the Trex boards is aesthetic but does not appear to be of any impact structurally. The Board agreed with Hannah’s recommendation to open a warranty claim on the Trex material. The Board requested management to provide a status update on the decks at the second quarter meeting in June.

2021 ASSOCIATION PLANS

Hannah presented the 2021 landscaping maintenance and snow removal contract submitted by Eagle Crest Management Landscaping (“Attachment 7”), noting the proposed contract does not include any changes to the scope of work. Hannah noted the fee for landscaping maintenance is included in the approved 2021 budget, and the snow removal rates did not increase over the prior year.

Mark presented an engagement letter from Association auditors Hudspeth and Company (“Attachment 8”) to continue providing an annual review of financial statements for a period of three years.

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

RESOLVED, that the landscaping and snow removal contracts with Eagle Crest Management Landscaping (“Attachment 7”) be approved for a one-year period and the President be authorized to sign the contract on behalf of the Association; and

BE IT FURTHER RESOLVED, that the Association shall engage Hudspeth and Company for a period of three years to conduct annual reviews of financial statements, as detailed in their engagement letter (“Attachment 8”), and the President be authorized to sign the document on behalf of the Association.

Resolution 2021-03.05-02

OTHER NEW BUSINESS

Hannah noted she is gathering information on property insurance for the Association and will provide additional information at the second quarter meeting.

Directors confirmed the second quarter meeting on Friday, June 4, 2021 at 2:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 2:47 p.m.

Secretary to the Association