

**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, a special meeting of the Board of Directors was held on October 29, 2024 at 11:00 a.m. via Zoom conference.

**ATTENDANCE** Directors present included Fred Duhring, Paul Fujimoto, Denene Holbrook, Collet Morgan-Gresham, and Brett Moshofsky. Staff members present from Eagle Crest Management (ECM) included Marrissa Rainey, Debbie Hahn, Curt Heimuller, and Kacy Hjeresen. The association’s legal counsel, Michelle Da Rosa, was also in attendance. Brett Moshofsky, Vice 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 11:00 a.m. Paul moved to approve the agenda as presented. Denene seconded the motion, and it passed unanimously.

**PRIOR MINUTES** Reading of the prior meeting minutes dated September 27, 2024 was waived and Denene moved to accept the prior meeting minutes as presented. Paul seconded the motion, which passed unanimously. Brett opened the discussion of business items.

**EXECUTIVE SESSION** Following discussion and upon motion duly made (PF) and seconded (DH), the following resolution was unanimously approved:

**RESOLVED, that the Board adjourns to executive session to discuss legal advice.**

*Resolution 2024.10.29-01*

Brett confirmed that action, if any, would be taken in open session. Management company staff members and Michelle Darosa, association legal counsel, were asked to attend the executive session.

Brett reconvened the meeting in open session at 12:44 p.m. and summarized the executive session, noting counsel recommends proceeding with a vote of the owners regarding the deck project. The Board will organize relevant information, prepare a ballot, and set a timeline as it is realized that time is of the essence.

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

**RESOLVED, to distribute an informational packet and ballot regarding the deck project to the members of the Association, then hold a special meeting for the purpose of information exchange with the Association members, to be followed by a vote of the ownership for the approval or disapproval of the assessment for the deck project, with dates to be determined.**

*Resolution 2024.10.29-02*

**UNFINISHED  
BUSINESS**

**DECK PROJECT** Directors reiterated the resolution passed earlier includes providing a detailed information packet to the membership regarding all aspects of the deck project prior to

holding a special meeting to answer any additional questions the members may have. The vote will follow the special meeting.

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

**RESOLVED, that the voting for the deck project assessment be conducted via a paper ballot as has been the practice for all meetings of members to date, with completed ballots to be mailed or emailed back to Eagle Crest Management; no online voting options will be offered.**

*Resolution 2024.10.29-03*

Paul stated he and Fred will continue working on the informational packet to be distributed to members in advance of the meeting, a PowerPoint presentation to be shared at the meeting, as well as a draft ballot. Drafts of all items will be presented to the Board for review and input. A special board meeting was suggested in order to review the documents and either continue with edits at that time, or finalize them. Directors agreed they would like to have Karen Smith of Resort Resources and legal counsel Michelle Da Rosa review the information packet, presentation, and ballot after the Board has provided their input on the draft versions.

A special board meeting was scheduled for Tuesday, November 5, 2024 at 10 a.m.

Regarding permitting for the deck project, Marrison confirmed permits have been issued for the single building containing units 13 and 14. The other permits are currently on hold until the project status is determined. Marrison will contact Deschutes County to confirm how long the permits can remain paused. Marrison noted the loan approval is valid through February 22, 2025. If the loan is not closed by that date, it will need to go through underwriting again and additional fees will be incurred.

## **NEW BUSINESS**

### **DISTRIBUTION OF ASSOCIATION INFORMATION**

Marrison discussed options for sharing of information with the Association members. Directors agreed with the suggested approach of using management's AppFolio software for sharing confidential Association documents with owners, as the owner portal requires an account be setup for each property to access the information. If it's decided a more robust website is desired in the future, those options can be vetted out at that time. Marrison will begin to share those documents in the owner portal and will provide a demo to directors soon.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:46 p.m.

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Secretary to the Association