

**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 third quarter meeting of the Board of Directors was held on October 19, 2023, at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon and via Zoom conference.
- 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, Mark Owings, Marrassa Rainey, and Tori Swearingen. Brett Limbeck and Mackay Burcher, representing Oregon Water Utilities, 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 9:47 a.m. following a pre-meeting owner comment period. Mark H. moved to approve the agenda as amended. Mike seconded the motion and it passed unanimously.
- PRIOR MINUTES** Reading of the prior meeting minutes dated August 29, 2023, was waived and Mike moved to approve the minutes as presented. Mark H. seconded the motion and it passed unanimously.
- MANAGEMENT AND COMMITTEE REPORTS**
- FINANCIAL REPORT** Mark Owings provided the financial report, which included the financial summary (“Attachment 1”) and the internally prepared second quarter 2023 financial statements (“Attachment 2”).
- Mark O. noted the association’s tax return was filed prior to the deadline, and the draft version of the audited 2023 financial statements are expected to be received from the auditors any day, after which he will distribute to directors for review.
- Following discussion and upon motion duly made (MB) and seconded (MH), the following resolution was unanimously approved:
- RESOLVED, that the financial report submitted by Mark Owings including “Attachment 1” and “Attachment 2” be hereby approved subject to audit.**
- Resolution 2023.10.19-01*
- UTILITY SYSTEMS REPORT** Brett Limbeck, reporting for Oregon Water Utilities (OWU), the contracted utility system service provider, reviewed the written utilities report (“Attachment 3”). The Board directed management to incorporate Hardiplank siding replacement of the well 2 building into the reserve study as a 2024 project. Karen noted the well drilling project is awaiting scheduling, with the goal for the project to start in November.
- OPERATIONS REPORT** Marrassa Rainey presented the written operations report (“Attachment 4”). Following discussion about the front entry monument signs, Marrassa was directed to bring design options for Board review during the fourth quarter board meeting.
- Following discussion and upon motion duly made (MH) and seconded (MB), the following resolution was unanimously approved:

RESOLVED, to approve crack sealing on Falcon Crest Drive, Mountain Quail Drive, and Robin Court to the pro shop entrance, per the bid received from Tri-County Paving at a cost of 90 cents per linear foot, to be funded by the reserve fund and to be completed before winter if scheduling allows.

Resolution 2023.10.19-02

Marrissa noted 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 5”), including the highlighted variances presented for approval. Karen recommended the maintenance building parking area asphalt be added to the Facilities reserve study, shifting out of the golf reserve study. Directors agreed.

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

RESOLVED, that the Budget vs. Expenditures per 2023 Reserve Study (“Attachment 5”) be approved, including the variances as noted in highlighting on the report.

Resolution 2023.10.19-03

**GOLF OVERSIGHT
COMMITTEE**

Committee Chair Mike Bessonette provided a verbal report advising the irrigation master plan analysis was completed. The report indicates full system replacement would cost in excess of \$4 million. The committee discussed an alternative to repair irrigation on a hole-by-hole basis at a cost of approximately \$100,000 per hole. Mike listed five (5) holes that would be prioritized for irrigation repairs; however, the committee is not prepared to submit a recommendation on these projects at this time.

Mike recommended that terms be established for the members of the Committee. Following discussion and upon motion duly made (MB) and seconded (MH), the following resolution was unanimously approved:

RESOLVED, to establish a 3-year term for the ECMA appointed members of the Golf Oversight Committee, effective January 1, 2024, with initial expiration dates staggered as follows:

Mike Bessonette, term expires 12/31/2026

Jay Bakewell, term expires 12/31/2025

Hank Cavender, term expires 12/31/2024

Resolution 2023.10.19-04

**ENVIRONMENTAL
CONTROL
COMMITTEE**

Marrissa provided a verbal report on behalf of the Environmental Control Committee, noting the committee has a few pending applications that are nearing finalization. Marrissa is working with Karen to prepare a draft policy of committee procedures to present to the board for approval at the upcoming fourth quarter meeting.

**COVENANT
COMPLIANCE
COMMITTEE**

No activity.

**UTILITY SYSTEM
PLANNING
COMMITTEE**

Karen Smith provided a verbal update, advising the committee has not met since February pending completion of the water system and sewer system master plans. Karen added she had reviewed an initial draft of both master plans and expects the final drafts to be delivered within a day or two. On receipt, master plan drafts will be distributed to committee members and a committee meeting will be scheduled for November.

**SCHEDULED 3RD
QUARTER
BUSINESS**

**ANNUAL MEETING
PLANNING**

Marrissa reported that a quorum for the ECMA annual meeting on October 21, 2023 has been met by the absentee ballots and proxies received to date, and noted the new online voting platform offered to residential owners has been well received. The meeting will be held in a virtual format as noticed to the membership.

**PRELIMINARY 2024
BUDGET
ASSUMPTIONS**

Marrissa summarized the preliminary 2024 Association budget assumptions (“Attachment 6”) and confirmed discussions from today’s meeting will also be incorporated into the budget study session.

**GOLF COURSE 5-
YEAR CAPITAL
PLAN**

Golf Operations Committee Chair Mike Bessonette presented the “Resort Golf Course 5-Year Capital Plan” (“Attachment 7”), summarizing the 2024 planned projects.

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

RESOLVED, that the updated “Resort Golf Course 5-Year Capital Plan” (“Attachment 7”) be hereby approved as presented.

Resolution 2023.10.19-05

**UNFINISHED
BUSINESS**

None pending.

**RESORT SPORTS
CENTER
FOUNDATION
ISSUE
NEW BUSINESS**

Marrissa reported she has sent information on the observed issues and possible repair approaches to two engineering firms with a request for proposal to evaluate and provide engineered solutions. Neither firm has responded yet.

**PICKLEBALL
USAGE POLICY
REVIEW**

Marrissa presented the Pickleball Usage Policy Review (“Attachment 8”) and summarized the current policy.

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

RESOLVED, to direct management to update the pickleball usage policy with the goal of creating a balance between tennis and pickleball usage, and present for Board consideration at the fourth quarter meeting.

Resolution 2023.10.19-06

**OTHER NEW
BUSINESS**

Directors confirmed the budget study session on Thursday, October 26th at 9:00 a.m. and the fourth quarter meeting on Wednesday, November 15th at 9:00 a.m.

**EXECUTIVE
SESSION**

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

RESOLVED, that the Board adjourns to executive session to discuss legal advice on draft license agreements.

Resolution 2023.10.19-07

The directors estimated 15 – 30 minutes for the executive session, confirming that action, if any, would be taken in open session. Management company staff members and consultant, Karen Smith, were asked to attend the executive session.

After reconvening in open session, following discussion and upon motion duly made (MB) and seconded (BM), the following resolution was unanimously approved:

RESOLVED, to approve a task order with Resort Resources, Inc. for license agreement preparation in the amount of \$10,000 with an update on the progress to be provided at the fourth quarter meeting.

Resolution 2023.10.19-08

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:55 a.m.

Secretary to the Association