

**MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS  
OF THE  
RIVER VIEW VISTA ESTATES OWNERS ASSOCIATION**

**CALL TO ORDER** Pursuant to call by the Vice President of the Association, the fourth quarter meeting of the Board of Directors was held on November 22, 2024, at 2:00 p.m. at 8300 Coopers Hawk Drive in Redmond, Oregon and via Zoom conference.

**ATTENDANCE** Directors present included Fred Duhring, Paul Fujimoto, Denene Holbrook, Brett Moshofsky, and Collet Morgan-Gresham. Management company staff members present included Marrissa Rainey, Debbie Hahn, Curt Heimuller, Kacy Hjeresen, Mark Owings, and Tori Swearingen. Karen Smith, consultant with Resort Resources, Inc., 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 2:00 p.m. Paul moved to approve the agenda as presented. Denene seconded the motion and it passed unanimously.

**APPROVE PRIOR MEETING MINUTES** Reading of the prior meeting minutes dated November 5, 2024 was waived. Denene moved to approve the minutes as presented, and Paul seconded the motion. The motion passed unanimously, and Brett opened the discussion of business items.

**UNFINISHED  
BUSINESS**

**DECK  
REPLACEMENT  
PROJECT**

Karen Smith summarized the email she provided to directors regarding her input on the owner vote materials and voting plan (“Attachment 1”), and also provided a proposed ballot (“Attachment 2”) and proposed explanation of ballot (“Attachment 3”).

Following discussion and upon motion duly made (CMG) and seconded (BM), the following resolution failed by a vote of two (2) in favor (CMG, BM) and three (3) opposed (PF, FD, DH).

Motion: That a section be added to the ballot to detail what happens if there is a disapproval.

Following significant discussion, the below action items were identified:

- Arron Curtis to provide the “worst case” skirting cost for each of the six (6) deck classes.
- Marrissa will provide details to Paul of how owners will access information on the AppFolio owner portal.
- Paul will update the explanation of ballot and the voters pamphlet.

Directors scheduled a special meeting for December 3<sup>rd</sup> at 8:30 a.m. to address the revised documents.

Arron Curtis referenced his memo titled “RVVE Deck Replacement – ECPM Update” (“Attachment 4”), detailing the process followed and the Association’s cost exposure to date should the project not proceed and the project management contract require termination.

Marrissa reviewed the memo titled “Project Costs” (“Attachment 5”) and confirmed permit fees do have to be paid to Deschutes County for all buildings as they have already completed the necessary work to issue the permits.

## **NEW BUSINESS**

### **FINANCIAL REPORT**

Mark provided the financial report, which included the financial summary (“Attachment 6”) and internally prepared third-quarter 2024 financial statements (“Attachment 7”). Mark noted the beginning balances reflect the audit adjustments made on the reserve fund; there were no adjustments for the operating fund. Mark reviewed the material variances as outlined in the financial summary.

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

**RESOLVED, that the financial report submitted by Mark Owings including “Attachment 6” and “Attachment 7” be hereby approved subject to review.**

*Resolution 2024.11.22-01*

### **RESERVE EXPENSES**

Marrissa presented the Evaluation of Reserve Account Expenditures - 2024 Budget vs. Expenditures (“Attachment 8”) noting there are no variances to report, and therefore no action is needed.

### **OPERATIONS REPORT**

Marrissa reviewed the written operations report (“Attachment 9”). There was no action requested of or taken by directors.

### **ELECTION OF OFFICERS**

Following nominations by directors, and upon motion duly made (DH) and seconded (FD), 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 2025, and until their respective successors shall be elected and qualified:**

**Brett Moshofsky – President  
Paul Fujimoto – Vice President  
Denene Holbrook – Secretary  
Fred Duhring – Treasurer**

*Resolution 2024.11.22-02*

### **TRAVEL/LODGING EXPENSE POLICY**

Directors reviewed and affirmed the current expense policy for the 2024/2025 board year. The current policy was read, and 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. In addition, communication costs will be reimbursed to directors at cost upon receipt of a bill.”*

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

**RESOLVED, that the 2024/2025 Travel/Lodging Expense Policy be hereby approved.**

*Resolution 2024.11.22-03*

**2025 ASSOCIATION  
BUDGET**

Marrissa referenced the 2025 landscaping maintenance and snow removal contract submitted by Eagle Crest Management Landscaping (“Attachment 10”), noting the proposed contract does not include any changes to the scope of work. Marrissa noted the fee for landscaping maintenance is included in the proposed 2025 budget. Brett requested Marrissa inquire if adding mushroom management to the scope of work would result in additional fees.

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

**RESOLVED, that the landscaping and snow removal contract with Eagle Crest Management Landscaping (“Attachment 10”) be approved for a one-year period and the President be authorized to sign the contract on behalf of the Association.**

*Resolution 2024.11.22-04*

Mark Owings electronically reviewed the proposed 2025 association budget, making edits as they were discussed. The final budget is included as “Attachment 11”.

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

**RESOLVED, that the River View Vista Estates 2025 Association Budget (“Attachment 11”) be approved as presented.**

*Resolution 2024.11.22-05*

**OTHER NEW  
BUSINESS**

Directors set the following dates for 2025 regular meetings:

1st Quarter – Friday, March 7, 2025, 9:00 a.m.

2nd Quarter – Friday, June 6, 2025, 9:00 a.m.

3rd Quarter – Friday, September 19, 2025, 9:00 a.m.

2025 Annual Meeting – Friday, September 19, 2025 12:00 p.m.

Budget Study Session – Thursday, October 30, 2025, 9:00 a.m.

4th Quarter – Friday, November 21, 2025, 9:00 a.m.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:40 p.m.

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Secretary to the Association