

**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 President of the Association, the fourth quarter meeting of the Board of Directors was held on November 18, 2022, at 2:00 p.m. at the meeting room at 8300 Coopers Hawk Drive in Redmond, Oregon and via web conference.
- ATTENDANCE** Directors present included Fred Duhring, Paul Fujimoto, Denene Holbrook, Brett Moshofsky, and Ernie Taylor. Also present were staff members Mark Owings, Marrissa Rainey, and Debbie Hahn. One member was in attendance. Ernie Taylor, 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. Marrissa Rainey requested an addition to the agenda under Other New Business regarding recently passed Oregon legislation requiring a review of governing documents. Brett Moshofsky moved to accept the agenda as amended. Denene Holbrook seconded the motion and the motion passed unanimously.
- APPROVE PRIOR MEETING MINUTES UNFINISHED BUSINESS**
- DECK REPLACEMENT PROJECT – PROJECT MANAGEMENT** No prior meeting minutes were submitted for approval.
- UNIT PROPERTY INSURANCE COVERAGE UPDATE** Marrissa referred to the special meeting held on November 16, 2022 when project management for the deck replacement project was discussed. Marrissa confirmed once a plan is in place, she will prepare a communication to the association members.
- NEW BUSINESS**
- FINANCIAL REPORT** Marrissa provided a verbal update on the property insurance coverage pertaining to fractional unit information coverage, noting the topic is informational only, as it is not a topic under Board authority. Marrissa noted coverage has been bound for the current policy year.
- Mark Owings provided the CPA reviewed 2021 financial statements (“Attachment 1”), advising the review had again been completed remotely.
- Mark then provided the financial report, which included the financial summary (“Attachment 2”) and internally prepared third-quarter 2022 financial statements (“Attachment 3”). Mark reviewed the material variances as outlined in the financial summary.
- Following discussion and upon motion duly made (DH) and seconded (BM), the following resolution was unanimously approved:
- RESOLVED, that the financial report submitted by Mark Owings including “Attachment 2” and “Attachment 3” be hereby approved subject to review.**
- Resolution 2022-11.18-01*
- RESERVE EXPENSES** Marrissa noted there has been no reserve expense activity since the last meeting.
- OPERATIONS REPORT** Marrissa presented the written operations report (“Attachment 4”). Management was directed to gather additional information regarding the Firewise program and

available grant requirements and provide at the Q1 meeting. Ernie offered to provide input as he is involved with Firewise in another HOA.

Marrissa noted there is no insurance claim activity to report.

## **ELECTION OF OFFICERS**

Following nominations by directors, and upon motion duly made (DH) and seconded (BM), 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 2023, and until their respective successors shall be elected and qualified:**

**Ernie Taylor – President**

**Brett Moshofsky – Vice President**

**Marrissa Rainey – Secretary**

**Fred Duhring – Treasurer**

*Resolution 2022-11.18-02*

## **TRAVEL/LODGING EXPENSE POLICY**

Directors reviewed and affirmed the current expense policy for the 2022/2023 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 (FD) and seconded (BM), the following resolution was unanimously approved:

**RESOLVED, that the 2022/2023 Travel/Lodging Expense Policy be hereby approved.**

*Resolution 2022-11.18-03*

## **2023 ASSOCIATION BUDGET**

Marrissa then presented the 2023 landscaping maintenance and snow removal contract submitted by Eagle Crest Management Landscaping (“Attachment 5”), 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 2023 budget, and the snow removal hourly rates increased slightly over the prior year. Marrissa noted the scope of work will be amended to include periodic inspection of trench drains around the storage units in the Association and reporting to management if any work is deemed necessary.

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

**RESOLVED, that the landscaping and snow removal contract with Eagle Crest Management Landscaping (“Attachment 5”) be approved for a one-year period as amended to include periodic inspection of trench drains in the Association and the President be authorized to sign the contract on behalf of the Association.**

*Resolution 2022-11.18-04*

Mark Owings electronically reviewed the proposed 2023 association budget with directors with edits made as they were discussed, with the final budget included as “Attachment 6”.

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

**RESOLVED, that the River View Vista Estates 2023 Association Budget (“Attachment 6”) be approved as presented.**

*Resolution 2022-11.18-05*

Marrissa noted the 2023 Reserve Study and proposed expenditures would be presented for approval at the Q1 board meeting.

**OTHER NEW  
BUSINESS**

Marrissa noted the Oregon legislature recently passed House Bill 2534, which requires planned communities to review their governing documents for any discriminatory language. The bill requires to amend each document to remove all discriminatory language or to execute and record a declaration stating the association has reviewed the governing documents and they do not contain any discriminatory language by December 31, 2022. Marrissa recommended Karen Smith of Resort Resources, Inc. to complete the document review, noting Karen has worked with an attorney on a couple of other HOA reviews and understands the bill intent and items for which to look.

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

**RESOLVED, to designate Karen Smith of Resort Resources, Inc. to review the documents referenced in House Bill 2534 and make recommendations for any modifications, with any necessary action to be approved via consent resolution.**

*Resolution 2022.11.18-06*

Marrissa provided a list of proposed meeting dates for board consideration (“Attachment 7”). Directors set the following dates for 2023 regular meetings:

1st Quarter – Thursday, March 2, 2023, 1:00 p.m.

2nd Quarter – Thursday, June 1, 2023, 1:00 p.m.

3rd Quarter – Thursday, September 14, 2023, 1:00 p.m.

2023 Annual Meeting – Saturday, September 15, 2023, Noon

4th Quarter – Friday, November 17, 2023, 1:00 p.m.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:04 p.m.

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Secretary to the Association