

**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 January 12, 2024 at 1:00 p.m. via zoom conference.

ATTENDANCE Directors present included Paul Fujimoto, Brett Moshofsky, and Ernie Taylor. Staff members from Eagle Crest Management (ECM) present included Marrissa Rainey, Debbie Hahn, Curt Heimuller, Kacy Hjeresen, and Tori Swearingen. Karen Smith with Resort Resources, Inc. (RRI) and Arron Curtis with Eagle Crest Project Management (ECPM) were also in attendance. Ernie Taylor, President, presided at the meeting, and Debbie Hahn recorded the minutes.

CONSENT TO AGENDA The meeting was called to order at 1:03 p.m. and all board members consented to the agenda as written.

PRIOR MINUTES Reading of the prior meeting minutes dated November 17, 2023 was waived and Brett moved to accept the prior meeting minutes as presented. Paul seconded the motion, which passed unanimously. Ernie opened the discussion of business items.

**UNFINISHED
BUSINESS**

DECK DESIGN REVIEW Arron Curtis of ECPM presented his memo titled “RFI Submittals/Budget Update” (“Attachment 1”), directing focus to those items with a status of “open” and “awaiting direction”. Arron also provided deck rail design concepts (“Attachment 2”). A summary of the discussion is detailed below.

- Items 1/41: Directors requested details on the evaluation criteria being used to determine that the 6’ x 6’ column posts are safe to reuse.
- Item 2: Directors instructed Arron to side-mount the deck rails. Arron will investigate using bolts vs. lag screws.
- Item 12: Director consensus was to upgrade to marine-grade plywood, understanding this will add approximately \$6,000 to the project budget.
- Items 13/14: Directors requested Arron increase the space from the edge of the deck to the hot tub location from 16” to 24”.
- Item 15: Directors requested a sample photo of how two railing panels abutting each other will be joined together, as well as additional details on the powder coating and railing warranty.
- Items 19/25: The owner’s representative is to be defined as Arron Curtis, Eagle Crest Project Management. The RVVE contact is to be defined as Ernie Taylor, RVVE President.
- Items 40/91: All 3-bedroom fractionally-owned units are to have a hot tub platform regardless if the unit currently has a hot tub. Unit 59 is a 2-bedroom fractional unit that has a small hot tub, currently non-functioning. Marrissa and Kacy will investigate this and determine if the plan is to continue with a hot tub at unit 59. For whole-owned units, Arron will work with management to identify which units have a hot tub, and if they do not have a hot tub, inquire whether they would like a platform.

- Item 46: All issues submitted by the contractor are to be routed through Arron, and that Arron be copied on all communication between the contractor and the architect.
- Item 49: As the height of the decks have all been field verified, the comment is no longer relevant.

Regarding the three (3) alternate options listed on the cover memo budget, the directors decided the following:

- Alternate 1 (skirting): Include the full amount for the skirting in the budget, understanding the plan is to leave the existing skirting in place as much as possible, replacing skirting only in areas that are damaged or otherwise require replacement.
- Alternate 2 (Butyl tape): Do not proceed with the addition of Butyl tape.
- Alternate 3 (60-year seismic base): Do not proceed with upgrading to a 60-year seismic base.

**DECK
CLASSIFICATIONS**

Karen Smith summarized the memo she authored titled “Deck Replacement Project-Unit Classes” (“Attachment 3”) and referred to the draft resolution to create unit classes.

- Management was directed to insert the unit assignments into the draft resolution, then distribute for approval via unanimous consent resolution.

EXECUTIVE SESSION

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

RESOLVED, that the Board adjourns to executive session to discuss contract negotiations and legal advice.

Resolution 2024.01.12-01

The directors estimated 60 minutes for the executive session, confirming that action, if any, would be taken in open session.

After reconvening in open session, the following tasks were identified:

- Arron is to update the project budget to include the decisions on the three (3) alternatives noted earlier in the meeting, and to double the contingency to \$60,000.
- As noted earlier in the meeting, management was directed to prepare a consent resolution to establish unit classes.
- Management was directed to prepare a consent resolution that would establish a project construction budget for the purposes of loan negotiations.
- Management was directed to prepare a consent resolution to authorize management to begin the loan negotiation process with AAB.
- Management was directed to pursue information on the collections program offered by Vial Fotheringham and to work with Karen Smith on preparation of a collection policy for the Association.
- Management was directed to request a task order proposal from Resort Resources, Inc. for preparation of the Association’s 2024 reserve study update.

Marrissa confirmed information regarding the current project status and potential loan will be included in the upcoming budget communication to the owners.

NEW BUSINESS

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:08 p.m.

Secretary to the Association