

**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 August 15, 2024 at 9:00 a.m. via zoom conference.
- ATTENDANCE** Directors present included Fred Duhring, Denene Holbrook, Brett Moshofsky, and Ernie Taylor. Staff members present from Eagle Crest Management (ECM) included Marrison Rainey, Debbie Hahn, Curt Heimuller, Kacy Hjeresen, and Tori Swearingen. Karen Smith with Resort Resources, Inc. (RRI) was 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 9:00 a.m. Marrison noted the reserve study is not yet ready for approval, but a draft has been provided for director review, and requested the agenda be amended as such. Denene motioned to approve the agenda with that amendment, Brett seconded the motion, and all board members consented to the agenda as amended.
- PRIOR MINUTES** Reading of the prior meeting minutes dated May 31, 2024 was waived and Brett moved to accept the prior meeting minutes as presented. Denene seconded the motion, which passed unanimously. Ernie opened the discussion of business items.
- UNFINISHED BUSINESS**
- DECK PROJECT LOAN UPDATE** Marrison referred directors to her memo titled “Deck Replacement Project – AAB Loan Q&A” (“Attachment 1”), noting the report is informational only with no action requested. For directors having additional questions, Marrison offered to put individual directors in touch with the Alliance Bank representative.
- In response to a director question regarding potential use of reserve funds allocated to the decking and railing assets, Karen Smith answered there aren’t funds available to use in that manner. Karen explained the reserve funding concept of “percent-funded” to the Board, noting because the fund is under 50% funded at this time and with significant expenses planned in the next ten years, the current picture indicates there is no available funding for accelerated replacement of the decking and railing assets.
- DECK PROJECT PERMITTING, SCHEDULING & MATERIALS** Kacy summarized the memo titled “Deck Replacement Project – Permitting, Scheduling & Materials” (“Attachment 2”). Kacy further noted he is working to determine how Deschutes County will require permits to be issued, whether by individual unit, building, or project, noting this will affect overall permit costs.
- NEW BUSINESS**
- 2024 RESERVE STUDY** A draft of the Association Reserve Study (“Attachment 3”) was provided for Director review. After discussion, the following was noted:
- Karen confirmed a future study will include in-service dates for the decks and railings once completed.
  - Regarding the bark asset, Karen will unfund the asset and add a note as to the reasoning.
  - Karen indicated she will add an asset for deck substructure with an in-service

date of 2025, leaving the asset unfunded at this time as the life is expected to exceed 30 years. Funding can begin once the life is less than 30 years.

Karen Smith left the meeting at 9:30 a.m.

Marrissa noted funds will be needed prior to the loan funding to pay for permits, currently estimated at \$25,000, as well as other pre-construction expenses including what is currently owed to the architect (approximately \$13,000).

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

**RESOLVED, that the President be authorized to approve pre-construction expenses up to \$40,000, with funds for the pre-construction expenses to be borrowed from the Association’s reserve fund, with repayment to be from loan proceeds or Association dues within 18 months.**

*Resolution 2024.08.15-01*

**UNFINISHED  
BUSINESS (CONT'D)**

**DECK PROJECT  
LEGAL REVIEW OF  
COMMUNICATIONS**

Marrissa noted some owners are posing complex questions that may require legal review and/or response. She suggested the Board consider engaging an attorney to assist in reviewing these questions and assisting with responses. The Board did not approve engaging an attorney at this time, rather requesting Ernie and Marrissa work together on responses and if needed, request input for the other directors.

**ECM HOT TUB  
REPLACEMENT  
UPDATE**

Kacy provided a verbal update regarding hot tub replacements on fractional units as it relates to the deck replacement project. Eagle Crest Management will work closely with the contractor to remove hot tubs prior to a unit’s deck work and install new tubs in a timely manner following deck completion.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:43 a.m.

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Secretary to the Association