

**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 9, 2025 at 3:00 p.m. via Zoom conference.
- ATTENDANCE** Directors present included Fred Duhring, Paul Fujimoto, Denene Holbrook, and Brett Moshofsky. Staff members present from Eagle Crest Management (ECM) included Marrissa Rainey, Debbie Hahn, and Tori Swearingen. Brett Moshofsky, 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 3:07 p.m. Denene moved to approve the agenda as presented. Fred seconded the motion, and it passed unanimously.
- PRIOR MINUTES** Reading of the prior meeting minutes dated December 4, 2024 was waived. Fred moved to accept the prior meeting 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**

A draft version of the ballot (“Attachment 1”), the voting pamphlet previously distributed to Association members (“Attachment 2”), and a draft of a Q&A document (“Attachment 3”) were reviewed by Directors. Directors edited the ballot live during the meeting, resulting in a final ballot which is included as “Attachment 4”. Directors instructed management to send the 2-page voting pamphlet and a return envelope along with the ballot. Marrissa suggested also including a cover letter detailing options of how to return the completed ballot promptly, and the Directors agreed.

Directors and management discussed various email reminders and a potential phone call campaign to assist in getting votes returned prior to the deadline. Directors instructed Marrissa to remove Board contact information from the owner website and post only in the AppFolio owner portal.

The Board acknowledged the video from the recent townhall meeting was too large of a file size to post online. The Directors in attendance agreed to each work on a section of the written transcript from the townhall meeting to make it more readable. Once complete, the information will be made available online for members to reference during the voting process.

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

**RESOLVED, that Eagle Crest Management will provide the link to the
January 7, 2025 townhall meeting video to any interested Association
member requesting.**

Resolution 2025.01.09-01

- ADJOURNMENT** There being no further business, the meeting was adjourned at 4:58 p.m.

Secretary to the Association