

**MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS
OF THE
EAGLE CREST MASTER ASSOCIATION**

CALL TO ORDER Pursuant to call by the President of the Association, the first quarter meeting of the Board of Directors was held on February 28, 2020, at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.

ATTENDANCE Directors present included Mike Bessonette (Residential Director), Hank Cavender (Residential Director), Mark Hunt (VROA Director), Chris Earnest (Commercial Director), and Bill Neumann (VROA Director). Management company staff members present included Robin Dowty, Curt Heimuller, Hannah Henson, Mark Owings, and Kelsey Rook. Brett Limbeck and Tim Tillery attended representing Oregon Water Utilities. Geoff Roemelt and Kristi Ross attended representing Eagle Crest Acquisition Group. Karen Smith, consultant with Resort Resources, Inc., was also in attendance. Several members of the Association were present at the meeting. Bill Neumann, President, presided at the meeting, and Kelsey Rook recorded the minutes on behalf of the Secretary.

CONSENT TO AGENDA The meeting was called to order at 9:05 a.m. Mark moved to accept the agenda as presented and Mike seconded the motion. The motion passed unanimously.

PRIOR MINUTES Reading of the prior meeting minutes dated November 21, 2019 was waived and Chris moved to approve the minutes as presented. Hank seconded the motion and it passed unanimously.

OLD BUSINESS None pending.

**MANAGEMENT AND
COMMITTEE
REPORTS**

FINANCIAL REPORT Robin Dowty announced that Eagle Crest Management’s controller, Brenda Tompkins, left the company and introduced the company’s new controller, Mark Owings. Robin provided the financial report, which included the financial summary (“Attachment 1”) and internally prepared year-end 2019 financial statements (“Attachment 2”).

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

RESOLVED, that the financial report submitted by Robin Dowty including “Attachment 1” and “Attachment 2” be hereby approved subject to audit.

Resolution 2020-02.28-01

UTILITY SYSTEMS REPORT Brett Limbeck, representing Oregon Water Utilities—the contracted utility system service provider— introduced Tim Tillery, Safety and Security Manager for Southwest Water Utility, the parent company of Oregon Water Utilities. Brett reviewed the written utilities report (“Attachment 3”) including the compiled fats oils, and greases test results as requested by the Board at their fourth-quarter 2019 meeting. Mark asked whether the café at the Resort Sports Center, named Gretchen’s Gourmet Dogs, should be tested for fats, oils, and greases. Brett noted that while Gretchen’s Gourmet Dogs is not included in the locations governed by the OWU-ECMA Sewer Services and Easement Agreement for FOG testing, it would be a good idea for the protection of the ECMA treatment system. The

Board directed management to have a test performed at Gretchen's Gourmet Dogs the beginning and end of their operational season. Tim extended OWU services to contact the River Run Event Center operator to determine whether food is being prepared on site and if so, offer an onsite inspection to determine whether grease traps on site are adequate for building usage.

**JOINT USE SYSTEMS
EVALUATION
COMMITTEE**

Directors unanimously agreed to amend the agenda, moving next to the Joint Use Systems Evaluation (JUSE) Committee to accommodate Eagle Crest Acquisition Group representative and JUSE committee member Geoff Roemelt, Eagle Crest General Manager. Geoff presented a slideshow summarizing proposed revisions to the Resort Sports Center policies for access and use ("Attachment 4"). There was no action requested of or taken by the Board.

**BACKFLOW
INSTALLATION
UPDATE**

Hannah Henson provided Directors with a status update on the installation of residential backflow prevention devices. No further action was requested of or taken by Directors.

**OPERATIONS
REPORT**

Hannah Henson presented the written operations report ("Attachment 5") and front entry landscape revitalization plan ("Attachment 6"). The Board directed management to ensure that evacuation route directional signage and "no pets" sports field signs are covered in the resort-wide sign replacement project prior to committing the balance remaining for the proposed front entry sign refurbishing. President Bill Neumann directed management to work with WorldMark to ensure any exterior signage they install is reviewed and approved in advance by the Environmental Control Committee.

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

RESOLVED, that the front entry revitalization proposal submitted by Management be approved, including the recommendation to allocate the Facilities reserve fund positive variance designated for directional sign replacements in 2019 to the refurbishment of the front entry monument sign.

Resolution 2020-02.28-02

Kelsey Rook reviewed the insurance claim report ("Attachment 7") noting that while the general liability claim remains open according to the insurance brokers, no payment has been made to the claimant.

**RESERVE EXPENSE
REPORT – 2019
CLOSEOUT**

Karen Smith, reporting for Resort Resources, Inc., presented the Evaluation of Reserve Account Expenditures vs. Budget per 2019 Reserve Study ("Attachment 8") noting there are two variances requiring Board approval.

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

RESOLVED, that the Evaluation of Reserve Account Expenditures vs. Budget per 2019 Reserve Study ("Attachment 8") be approved, including the variances as noted in highlighting on the report.

Resolution 2020-02.28-03

**GOLF OVERSIGHT
COMMITTEE**

Mike Bessonette provided a verbal report on the committee's most recent meeting, noting that the group is developing ideas for capital improvement projects. Mike

added he recognizes the importance of identifying funds for critical mechanical equipment replacement.

**ENVIRONMENTAL
CONTROL
COMMITTEE**

Jim Madison, committee chair, reported approval of two new applications, one being the front entrance landscape plan presented by management and the other being a storage building to house the chemical feeder equipment for the Redtail Hawk Pool. Kelsey noted that Hank's term is up this year.

Following discussion and upon motion made (MB) and seconded (CE), the following resolution was unanimously approved:

RESOLVED, that Hank Cavender be reappointed to the Environmental Control Committee, with a 3-year term expiring March 2022.

Resolution 2020-02.28-04

**COVENANT
COMPLIANCE
COMMITTEE**

Hank Cavender, committee chair, reported no new activity from the committee.

**CONTRACTS
MANAGEMENT
COMMITTEE**

Kelsey Rook reviewed the memo "ECMA Contracts Management Committee Applicants" (Attachment 9") with Directors.

Following discussion and upon motion made (MB) and seconded (CE), the following resolution was unanimously approved:

RESOLVED, that the members of the Contracts Management Committee will be as follows:

**Mike Bessonette (EHOA)
Hank Cavender (FVE)
John Duval (FVE)
Arron Curtis (EHC)
George Kurtz (VROA)
Bill Neumann (VROA)
Carol Tracy (RVVE)**

Resolution 2020-02.28-05

**SCHEDULED 1st
QUARTER BUSINESS**

**2020 RESERVE
EXPENSES**

Karen Smith, reporting for Resort Resources, Inc., provided the Evaluation of Reserve Account Expenditures vs. Budget per 2019 Reserve Study ("Attachment 10") with the identification of proposed planned expenses as indicated by the letter "P". The Board directed management to remove the "P" planned identifier from the "Sign, Main Entry, Refurbish" as that cost is replaced with the full sign refurbishment included in the front entry revitalization project. Directors also agreed to remove the "P" planned indicator for all equestrian building expenditures, directing management to develop a proposal for the usage of that area with input from the VROA Ownership Enhancement Focus Group.

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

RESOLVED, that the 2020 reserve fund expenses identified as "planned" in the Evaluation of Reserve Account Expenditures vs.

Budget per 2020 Reserve Study (“Attachment 10”), adjusted to remove “Sign, Main Entry, Refurbish” and all equestrian building assets, be approved; and further, that the expense variances noted in highlighting on the report also be approved.

Resolution 2020-02.28-06

**UNFINISHED
BUSINESS**

**WHEEL FUN RENTAL
CONTRACT**

Karen Smith presented an update on the Wheel Fun Rental contract (“Attachment 11”) reviewed by Association attorney, Michelle Da Rosa. Karen added that the contract draft provided to directors is pending final review with the sports center manager to confirm the business content and shared responsibilities. Following that review, she advised that Ms. DaRosa may need to make clarifying amendments. Karen requested approval to finalize the contract draft subject to this final business review and associated DaRosa changes.

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

RESOLVED, that the President be authorized to consummate the Wheel Fun Rental contract incorporating the final business and legal adjustments provided by Eagle Crest Management, Resort Resources, and attorney DaRosa.

Resolution 2020-02.28-07

**GOLF RESERVE
STUDY**

Karen Smith presented the 2020 ECMA Golf Reserve Study (“Attachment 12”).

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

RESOLVED, that the 2020 updates to the Association’s Golf Reserve Study (“Attachment 12”) be approved as submitted.

Resolution 2020-02.28-08

NEW BUSINESS

**POOLSIDE GRILL
LEASE RENEWAL**

Hannah Henson presented the updated Sports Center Poolside Grill Sublease (“Attachment 13”), noting that the same food service vendor is returning for the 2020 season.

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

RESOLVED, that the poolside grill lease renewal be approved as presented, and that the Board President be authorized to sign on behalf of the ECMA Board.

Resolution 2020-02.28-09

**RESERVE FUND
INVESTMENTS**

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

RESOLVED, that the Board adopts the reserve fund investment policy and authorizes Robin Dowty, Chris Earnest, and Curt

Heimuller to conduct analysis and placement of Eagle Crest Master Association reserve funds, effective for calendar year 2020.

Resolution 2020-02.29-10

**OTHER NEW
BUSINESS**

The Board confirmed the second quarter board meeting on May 29th at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:34 a.m.

Secretary to the Association