

**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 22, 2019, at 3:00 p.m. at the meeting room at 7555 Falcon Crest Drive in Redmond, Oregon.
- ATTENDANCE** Directors present included Shirley Braunstein, Fred Duhring, Brett Moshofsky, Steve Sansone, and Ernie Taylor. Attendance by Fred was accommodated via teleconference call. Also present were staff members Robin Dowty, Debbie Hahn, Hannah Henson, Audra Loehner, Kelsey Rook and Brenda Tompkins. Steve Sansone, 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 3:06 p.m. and Directors unanimously consented to the agenda as presented.
- APPROVE PRIOR MEETING MINUTES** Reading of the prior meeting minutes dated September 20, 2019 was waived and Brett requested an addition to the Operations Report to include his suggestion that additional signage be added to the garbage enclosures directing owners to nearby enclosures if theirs is full. Ernie moved to approve the minutes as amended. Fred seconded the motion and it passed unanimously.
- OLD BUSINESS** None pending.
- NEW BUSINESS**
- FINANCIAL REPORT** Brenda Tompkins provided the financial report, which included the financial summary (“Attachment 1”) and internally prepared third-quarter 2019 financial statements (“Attachment 2”). Brenda reviewed the material variances as outlined in the financial summary.
- Following discussion and upon motion duly made (FD) and seconded (BM), 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 review.**
- Resolution 2019-11.22-01*
- RESERVE EXPENSES** Debbie Hahn presented the Evaluation of Reserve Account Expenditures vs. Budget per 2019 Reserve Study (“Attachment 3”) noting there are no variances requiring approval. There were no actions requested of or taken by the Board.
- OPERATIONS REPORT** Debbie Hahn presented the written operations report (“Attachment 4”). Brett suggested that during the peak occupancy summer months, dumpster pickup should be increased to twice weekly.
- ELECTION OF OFFICERS** Following nominations by directors, and upon motion duly made (FD) 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 2019, and until their respective successors shall be elected and qualified:**

**Steve Sansone – President**

**Ernie Taylor – Vice President**

**Hannah Henson – Secretary**

**Fred Duhring – Treasurer**

*Resolution 2019-11.22-02*

**TRAVEL/LODGING  
EXPENSE POLICY**

Directors reviewed and affirmed the current expense policy for the 2019/2020 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 (ET) and seconded (BM), the following resolution was unanimously approved:

**RESOLVED, that the 2019/2020 Travel/Lodging Expense Policy be hereby approved.**

*Resolution 2019-11.22-03*

**2020 ASSOCIATION  
BUDGET**

Debbie Hahn presented the 2020 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.

Robin Dowty reviewed the budget summary and proposed 2020 Association Budget (“Attachment 6”), reviewing individual line items with directors. Several adjustments were made to the budget during the meeting and directors agreed on a final draft budget.

Next, Debbie presented the 2020 Association Reserve Study (“Attachment 7”), including the proposed list of planned annual expenditures for 2020.

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

**RESOLVED, that the landscaping and snow removal contracts with Eagle Crest Management Landscaping (“Attachment 5”) be approved for a one-year period; and**

**BE IT FURTHER RESOLVED, that the River View Vista Estates 2020 Association Budget (“Attachment 6”) be approved as presented; and**

**BE IT FURTHER RESOLVED that the 2020 Reserve Study (“Attachment 7”), including the proposed 2020 expenditure schedule, be hereby approved.**

**OTHER NEW  
BUSINESS**

Directors set the following dates for 2020 regular meetings:

1st Quarter – Friday, March 6, 2020, 3:00 p.m. via teleconference

2nd Quarter – Friday, June 5, 2020, 3:00 p.m. at 7555 Falcon Crest Drive

3rd Quarter – Friday, September 18, 2020, 4:00 p.m. at 7555 Falcon Crest Drive

2020 Annual Meeting – Saturday, September 19, 2019 at 7555 Falcon Crest Drive

4th Quarter – Friday, November 20, 2020, 3:00 p.m. at 7555 Falcon Crest Drive

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:27 p.m.

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Secretary to the Association