

**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 March 9, 2023, at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon and via zoom conference.
- ATTENDANCE** Directors present included Mike Bessonette (Residential Director), Mark Hunt (VROA Director), and Brett Moshofsky (Residential Director). Management company staff members present included Marrissa Rainey, Curt Heimuller, Debbie Hahn, and Mark Owings. Brett Limbeck and Mackay Burcher attended representing Oregon Water Utilities. Karen Smith, consultant with Resort Resources, Inc., and Hank Cavender, Environmental Committee Chairperson, were also in attendance. Mark Hunt, Vice 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 9:00 a.m. Mike requested moving the Utility Systems Report and Utility System Planning Committee Report to the beginning of the meeting and moved to accept the agenda with this amendment. Brett seconded the motion and the motion passed unanimously.
- PRIOR MINUTES** Reading of the prior meeting minutes dated December 28, 2022 was waived and Brett moved to approve the minutes as presented. Mike seconded the motion and it passed unanimously.
- OLD BUSINESS** None pending.
- MANAGEMENT AND COMMITTEE REPORTS**
- UTILITY SYSTEMS REPORT** Mackay Burcher introduced himself as a representative of Oregon Water Utilities, the contracted utility system service provider, noting he was attending to learn more about the ECMA systems. Brett Limbeck, also representing Oregon Water Utilities, reviewed the written Utilities Report (“Attachment 1”). Brett confirmed OWU recently began pulling individual samples for nitrate testing on wells #2a and #2b rather than sampling a blend of water from the wells.
- UTILITY SYSTEM PLANNING COMMITTEE** Karen referred to the Utility Systems Planning Committee Quarterly Report (“Attachment 2”) noting the committee recommends the ECMA Board of Directors proceed with planning, budgeting, and approval to drill a new well and abandon well #2a. Karen clarified the best time for drilling is in the fall, and because well drillers are in high demand, the Board would need to make a decision by late-April or early-May to be able to contract with a well driller for a fall project. Once final cost estimates are received for the project, a special meeting would be requested. Karen stated the Utility Reserve Fund is considered well-funded and would be the funding source for this project.
- FINANCIAL REPORT** Mark Owings provided the financial report, which included the financial summary (“Attachment 3”) and internally prepared year-end 2022 financial statements (“Attachment 4”). Mark noted management will be transitioning to a new software system, which includes the option for electronic billing. The plan is to be operating on the new system mid-year.

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

RESOLVED, that the financial report submitted by Mark Owings including “Attachment 3” and “Attachment 4” be hereby approved subject to audit.

Resolution 2023.03.09-01

**OPERATIONS
REPORT**

Marrissa Rainey presented the written Operations Report (“Attachment 5”), additionally noting the following:

- The pool opening date for Spring Break period is a week later than noted in the report.
- While the Redtail Hawk pool water quality is being checked regularly with the automated systems currently in place, the County is requiring visual inspection and water quality tests every two hours. Following discussion, management was directed to confirm whether the County considers the Redtail Hawk pool a public or private facility as there are different rules for each type. Karen noted the Redtail Hawk pool should be considered private as it is only available to association members.
- Repairs are needed related to blocked airflow in the hot tub at the Sports Center following the 2022 resurfacing project. Marrissa confirmed there would be no additional expense to ECMA or VROA related to these repairs.

**RESERVE EXPENSE
REPORT**

Karen Smith, reporting for Resort Resources, Inc., presented the Evaluation of Reserve Account Expenditures vs. Budget per 2022 Reserve Study Close Out Report (“Attachment 6”) noting there are no variances requiring approval. 2022 projects with balances will carry forward and be included in the 2023 expense report.

**GOLF OVERSIGHT
COMMITTEE**

Mike Bessonette reviewed the Golf Oversight Committee Meeting Notes (“Attachment 7”) and Golf Oversight Committee Update (“Attachment 8”), providing additional information on the needed HVAC system replacement for the pro shop. Mike suggested transferring funds from the facilities operating fund, specifically the positive variance between the actual year end fund balance and the amount forecasted for budget purposes. Directors recognized similar transfers had been approved in past years.

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

RESOLVED, that a transfer of \$4,000 from the facilities operating fund to the golf course reserve fund be hereby approved.

Resolution 2023.03.09-02

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

RESOLVED, to approve the quote from Professional Heating and Cooling in the amount of \$12,371 for replacement of the Resort Course Pro Shop HVAC system, with funding to be from the golf course reserve fund.

Resolution 2023.03.09-03

**ENVIRONMENTAL
CONTROL
COMMITTEE**

Marrissa reviewed the Environmental Control Committee Update (“Attachment 9”), noting Hank Cavender has agreed to serve an additional term. Marrissa summarized the applications currently active with the committee. Committee member Hank Cavender led additional discussion which included the following:

- Hank noted the Environmental Control Committee (“ECC”) policy documents are in need of general administrative updates, suggesting Karen Smith be engaged to review the documents and suggest relevant updates. Hank recommended including funds in the 2024 budget for such work.
- Hank stated a breakdown of communication between the ECC and EHOA’s Architectural Review Committee has occurred over the years. Maura Carlson of EHOA was recently appointed to the ECC and is also the chair of EHOA’s ARC, so there is now a direct connection between the two groups.
- There have been repeated owner requests for tree topping to restore view corridors. Karen confirmed the golf lease allows the golf course operator to manage golf course leased property and that would include trees. If trees are on ECMA common area, the ECC would receive the application. As the requesting owners are EHOA owners, Mike offered to speak with the requesting parties and ask them to provide details as to where the specific trees are located so their request can be appropriately reviewed and a final decision made.

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

RESOLVED, that Hank Cavender be reappointed to the Environmental Control Committee, with a 3-year term expiring March 2026.

Resolution 2023.03.09-04

**COVENANT
COMPLIANCE
COMMITTEE**

No activity.

**SCHEDULED 1st
QUARTER BUSINESS**

**2023 RESERVE
EXPENDITURES**

Karen Smith, reporting for Resort Resources, Inc., provided the Budget vs. Expenditures per 2023 Reserve Study (“Attachment 10”) with the identification of proposed planned expenses indicated by bold font.

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

RESOLVED, that the 2023 reserve fund expenses identified as “planned” in the Budget vs. Expenditures per 2023 Reserve Study (“Attachment 10”) be hereby approved.

Resolution 2023.03.09-05

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

RESOLVED, that the expense variance for the well #2a/b building heater and water main minor-water infrastructure expense as noted in highlighting on the report be hereby approved.

Resolution 2023.03.09-06

**UNFINISHED
BUSINESS**

NEW BUSINESS

**OTHER NEW
BUSINESS**

The Board confirmed the second quarter board meeting on June 8th at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:57 a.m.

Secretary to the Association