

**Eagle Crest Master Association
Annual Meeting of Members
September 19, 2020**

- DATE & TIME** Pursuant to Section 2, Article II of the Bylaws of the Eagle Crest Master Association, a regular annual meeting of members was held on Saturday, September 19, 2020, at 11:30 a.m., at 7555 Falcon Crest Drive in Redmond, Oregon and via zoom teleconference.
- CALL TO ORDER** Mark Hunt, Vice President, called the meeting to order at 11:30 a.m. Hannah Henson recorded the minutes on behalf of the Secretary. Mark introduced directors, officers, management staff, and consultants present at the meeting.
- QUORUM** Mark Hunt confirmed that a quorum was present in person and by proxy.
- MINUTES** Minutes from the annual meeting of members held on September 21, 2019 were made available for member review prior to the meeting by posting on the owner website. Reading of minutes was waived; a motion was made, seconded, and unanimously approved to accept the minutes as written.
- ELECTION OF DIRECTORS** Mark clarified that the ECMA Board consists of three types of directors: Vacation Resort Project (two Directors), Residential Projects (two Directors) and Commercial Projects (one Director). Mark advised that the terms of Vacation Resort Owners Association directors Mark Hunt and Bill Neumann expire this year.
- Vacation Resort bylaws dictate how the Vacation Resort Project directors are elected. Qualification to be a nominee is to be a board member of VROA. Hannah Henson noted proxy votes cast by members were counted for the Vacation Resort Project Directors, results verified, and Mark Hunt and Bill Neumann have been elected to serve two-year terms, expiring in 2022.
- IRS RESOLUTION** Following discussion, and after motion duly made and seconded, the following resolution was passed by a majority of the Association members present at the meeting by proxy vote:
- RESOLVED, that any excess membership income over membership expenses for the year ended December 31, 2020, shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.**
- PRESIDENT'S REPORT** Mark provided a report on the activities of the Association Board during the past year, noting:
- ECMA is responsible for maintaining the roadways and open space common areas, including fields and the river trail, the water and sewer utility systems, the Resort Sports Center, and the pool facility on Redtail Hawk Drive. ECMA owns the golf course but leases it to a golf course operator on a long-term lease, while still controlling the capital improvement decisions and providing input to course maintenance and improvement through its Golf Oversight Committee.
 - The Association Board of Directors meets for regular business on a quarterly basis. The Board has operated for about four years under the

Standard Operating Procedures (SOPs) adopted in June 2016. While much of the SOPs confirm the historic way of operating, these policies help standardize Board actions, such as how meeting agendas are prepared and approved, how authorized signers are reviewed and appointed, approval authority for unbudgeted expenses, and confirming how business is conducted.

- Established in June 2017, the Contracts Management Committee met throughout the year to evaluate the measurable deliverables of annual service contracts over \$10,000. Activity this year included reviewing a possible renewal of the safety services contract whose 3-year contract is set to expire in December 2020.
- The Joint Use Systems Evaluation Committee (“JUSE”) was established in December 2018 and is responsible to review and recommend policies for guest use and related fees, and to review the system of ownership, use and access to the Sports Centers. JUSE Committee reports to all three parties of the joint use agreement (ECMA, Ridge at Eagle Crest Owners Association, and Eagle Crest Acquisition Group). Additional active committees of the Association not previously mentioned include:
 - Environmental Control Committee
 - Covenants Control Committee
- ECMA continues to operate the Resort Sports Center in accordance with its lease with the facility owner, the Vacation Resort Owners Association (VROA). All Resort and Ridge owners have access to the Resort Sports Center as well as Ridge and Lakeside Sports Centers through a joint use agreement. Staff and management continue to monitor the applicable state and local COVID restrictions and adjust operations as needed, while striving to provide owners the best possible experience.
- Besides the golf course, the utility systems are the primary Association asset. Reserve funds are collected for the water system source assets (wells, pumps, control panels) and sewage treatment systems (tanks, pumps, drain field beds). The Association has established a fund to plan for water system infrastructure replacement (hydrants, valves, distribution lines), and these funds are used to repair water line breaks when they occur.
- Capital projects for the Utility this year included adding battery back-ups to the water and sewer SCADA system and upgrading well #4’s electrical panel to allow connection to an emergency generator.
- ECMA budgets for routine and ongoing ladder fuel reduction work on its common areas and understands sub-associations may also have policies for their common areas, or requirements for private properties.
- The street, trail, and directional signs throughout ECMA property have been updated over the course of the past year, with evacuation signage and an upgrade to the front entrance monument sign planned as future projects.
- The Board has discussed general parameters and assumptions for the 2021 budget and will adopt a 2021 budget at the quarterly meeting in November.

**RESORT
OPERATIONS
REPORT**

The Board is planning to keep the Resort Sports Center and Redtail Hawk pool budgets as seasonal operations.

- The 2019 audited financial reports will be posted on the owner website at www.eaglecrestowners.com when available. The 2019 audit was completed remotely and delayed due to COVID.

Hannah Henson, HOA Manager for Eagle Crest Management (“ECM”), reported on the following resort operations activities:

- Closure of the outdoor pools during the winter months is planned to continue. The indoor pool at the Ridge Sports Center will be available during these winter months if COVID restrictions in place at that time allow.
- In the spring, the Redtail Hawk pool and spa were resurfaced, and new flooring was added in that facility’s restrooms.
- ECM will continue to follow state and local guidelines for safety in this era of COVID. Hannah noted management has received great feedback from owners who appreciate all that is being done to make Eagle Crest safe and welcoming.
- The Greenside Café at the Ridge pro shop is undergoing renovation of both the inside space and outside patio area. This work is planned to be completed before spring 2021.
- An exciting upcoming project is the revitalization of the front entrance signs. The landscaping has already been completed in that area, but there is more work to do in the coming year.
- Remember to visit the website for updates and information about what’s happening on the Resort – www.eaglecrestowners.com.

**QUESTIONS &
COMMENTS**

Mark opened the floor for questions and comments.

- Mark Bortnem commended the ECMA for doing a great job for residents and vacationers during the pandemic.

There were no further questions related to Association business that had not previously been addressed.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Secretary to the Association