

**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 second quarter meeting of the Board of Directors was held on May 29, 2020 at 7555 Falcon Crest Drive in Redmond, Oregon.

ATTENDANCE Directors present included Mike Bessonette (Residential Director), Hank Cavender (Residential Director), Chris Earnest (Commercial Director), Mark Hunt (VROA Director), and Bill Neumann (VROA Director). Attendance by Hank was accommodated via teleconference call. Management company staff members present included Robin Dowty, Curt Heimuller, Hannah Henson, Kelsey Rook, and Mark Owings. Also attending via teleconference were Brett Limbeck and Craig Gott of Oregon Water Utilities and Chris Richie of Edward Jones Investments. Karen Smith, consultant with Resort Resources, Inc. was also in attendance. 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 9:09 a.m. Mark moved to accept the agenda as presented. Mike seconded the motion. The motion passed unanimously.

PRIOR MINUTES Reading of the prior meeting minutes dated February 28, 2020 was waived and Mike moved to accept the minutes as amended. Hank seconded the motion and it passed unanimously. Bill opened the discussion of business items.

OLD BUSINESS None pending.

**MANAGEMENT AND
COMMITTEE
REPORTS**

FINANCIAL REPORT Robin Dowty noted that due to COVID-19-related workplace safety measures, the annual audit of Association financials was not completed in April as planned and was postponed to August. Robin then introduced Chris Richie of Edward Jones Investments who provided the Association’s investment income analysis report (“Attachment 1”).

Robin next reviewed the financial report, which included items highlighted in the financial summary (“Attachment 2”) and further detailed in the internally prepared first quarter 2020 financial statements (“Attachment 3”).

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

RESOLVED, that the financial report submitted by Robin Dowty including “Attachment 2” and “Attachment 3” be hereby approved subject to audit.

Resolution 2020-05.29-01

UTILITY SYSTEMS REPORT Brett Limbeck and Craig Gott, Field Superintendent and President of the contracted utility system service provider Oregon Water Utilities, presented the written utilities report (“Attachment 4”). There were no actions requested of or taken by the Board.

**BACKFLOW DEVICE
INSTALLATION
UPDATE**

Hannah Henson verbally reported that since the writing of the Utilities Report, all residential backflows have been installed.

**OPERATIONS
REPORT**

Hannah Henson presented the written operations report (“Attachment 5”), noting that the Ridge Hawk Pool automatic chemical feeder will be installed next week. Mike informed his fellow directors that following the first quarter board meeting, the Estate Homesites Owner Association has banned short-term rentals, with a grace period for current rentals extending to August 2021.

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

RESOLVED, that the repair and replacement of exterior building assets at the equestrian building be approved, with costs to be paid from the Facilities reserve fund.

Resolution 2020-05.29-02

COVID-19 MEMO

Hannah Henson presented her memo summarizing the Resort’s response to the COVID-19 pandemic (“Attachment 6”). Hannah read a letter from the River Run Event Center Operator requesting a refund of association dues. The Board directed management to deny the request and noted that there could be small-business loans or other government assistance available.

INSURANCE REPORT

Kelsey Rook reviewed the insurance claim report (“Attachment 7”) noting that one general liability claim was paid and closed in the current policy period.

**RESERVE EXPENSE
REPORT – 2020
EXPENDITURES**

Karen Smith, reporting for Resort Resources, Inc., reviewed the Evaluation of Reserve Account Expenditures vs. Budget per 2020 Reserve Study (“Attachment 8”), noting that there are no new variances requiring director approval included on the report.

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

RESOLVED, that the Evaluation of Reserve Account Expenditures vs. Budget per 2019 Reserve Study (“Attachment 8”) be approved.

Resolution 2020-05.29-03

**GOLF OVERSIGHT
COMMITTEE**

Mike provided his Golf Oversight Committee written report (“Attachment 9”). The Board directed the committee to develop a scope of work for space planning at the pro shop, to include restroom enhancements and a pavilion addition for group events, and solicit a bid proposal from the ECM Construction Manager. A content resolution or special board meeting could be called to determine budget and scope of facility upgrades at the Resort Golf Course prior to the third quarter meeting.

**ENVIRONMENTAL
CONTROL
COMMITTEE**

Hannah Henson provided an update on behalf of committee chairperson Jim Madison, who reported no new applications were received by the committee.

**COVENANT
COMPLIANCE
COMMITTEE**

Hank reported no new activity from the committee.

**CONTRACTS
MANAGEMENT
COMMITTEE**

Kelsey Rook reported no new activity from the committee.

**JOINT USE SYSTEMS
EVALUATION
COMMITTEE**

Kelsey Rook provided a written report providing a status update on the Joint Use Systems Evaluation Committee (“Attachment 10”). There was no action requested of or taken by Directors.

**SCHEDULED 2nd
QUARTER BUSINESS**

**ANNUAL MEETING
PLANNING**

Hannah Henson reviewed the nomination process per the ECMA Bylaws, noting that the two-year terms of VROA directors Mark Hunt and Bill Neumann expire this fall. Hannah also confirmed the annual meeting date of September 19, 2020. There were no actions requested of or taken by the Board.

**UNFINISHED
BUSINESS**

**RESORT SPORTS
CENTER POLICY
UPDATE**

Kelsey Rook presented the ECMA Draft Policies for Access to Resort Recreation Facilities (“Attachment 11”), which were reviewed by board consultant Karen Smith. The Board directed Karen to engage Association attorney Michelle Da Rose for review of the revised policies.

NEW BUSINESS

**UTILITY SYSTEMS
LONG-RANGE
PLANNING**

Bill Neumann introduced discussion by directors on the future of the Association-owned utility systems. The Board directed management to develop a draft purpose statement for a new committee, to be comprised of Directors and resident homeowners, for consideration at the third quarter board meeting.

**NEXT MEETING
DATE**

The Board confirmed the third quarter board meeting on September 18, 2020 at 9:00 a.m. at 7555 Falcon Crest Drive in Redmond, Oregon.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:51 a.m.

Secretary to the Association