

**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 19, 2021, at 2:00 p.m. at the meeting room at 8300 Coopers Hawk Drive in Redmond, Oregon and via web conference.
- ATTENDANCE** Directors present included Shirley Braunstein, Fred Duhring, Paul Fujimoto, Brett Moshofsky, and Ernie Taylor. Attendance by Shirley, Fred, Brett and Paul was accommodated via Zoom conference. Also present were staff members Mark Owings, MARRISSA Rainey and Debbie Hahn. Jeff Hinman, Association Legal Counsel, joined the meeting via teleconference for the Executive Session topic only. Ernie Taylor, 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 2:00 p.m. MARRISSA Rainey requested an edit to the agenda to add the Association landscaping contract during the budget section of the agenda, and Directors unanimously consented to the agenda as amended.
- APPROVE PRIOR MEETING MINUTES** Reading of the prior meeting minutes dated September 17, 2021 was waived and Brett moved to approve the minutes as presented. Fred seconded the motion and it passed unanimously.
- OLD BUSINESS** None pending.
- EXECUTIVE SESSION** Following discussion and upon motion duly made (PF) and seconded (BM), the following resolution was unanimously approved:
- RESOLVED, that the Board adjourns to executive session to discuss advice from legal counsel.**
- Resolution 2021-11.21-01*
- The Board reconvened in open session at 2:29pm; no action was taken.
- UNFINISHED BUSINESS**
- UNIT PROPERTY INSURANCE COVERAGE UPDATE** MARRISSA Rainey reviewed a summary of unit property insurance (“Attachment 1”) and an overview received from the insurance broker (“Attachment 2”), noting while the property coverage is not part of the RVVE Association budget and no action is requested, it is being provided for informational purposes only. MARRISSA additionally noted management is moving forward as previously directed by the Board to engage an attorney to acquire legal advice regarding insurance coverage options moving forward.
- DECKING/RAILING** MARRISSA Rainey reviewed the “RV Trex Decking and Railing Update” (“Attachment 3”) noting the adjuster for the Trex warranty claim is currently onsite inspecting all unit decks. The inspection report will be shared with Directors once received. MARRISSA then summarized her memo titled “RV Deck Reconfiguration for Hot Tub Replacements” (Attachment 4”)
- NEW BUSINESS**

FINANCIAL REPORT

Mark Owings referred directors to the draft CPA reviewed 2020 financial statements (“Attachment 5”), advising the review had been completed remotely due to the COVID-19 pandemic.

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

RESOLVED, that the Board of Directors approves the 2020 Reviewed Financial Statements in the draft form (“Attachment 5”) and further authorizes the Treasurer of the Association to sign the management representation letter and CPA adjusting journal entries included with the draft statements.

Resolution 2021.11.21-02

Mark Owings provided the financial report, which included the financial summary (“Attachment 6”) and internally prepared third-quarter 2021 financial statements (“Attachment 7”). Mark reviewed the material variances as outlined in the financial summary.

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

RESOLVED, that the financial report submitted by Mark Owings including “Attachment 6” and “Attachment 7” be hereby approved subject to review.

Resolution 2021-11.21-03

RESERVE EXPENSES

Marrissa presented the Evaluation of Reserve Account Expenditures vs. Budget per 2021 Reserve Study (“Attachment 8”) noting there are no variances requiring approval. There were no actions requested of or taken by the Board.

OPERATIONS REPORT

Marrissa presented the written operations report (“Attachment 9”). Management was directed to gather additional information regarding the proposed drainage work at the storage unit and report back to the directors at the next meeting.

ELECTION OF OFFICERS

Following nominations by directors, and upon motion duly made (FD) and seconded (PF), 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 2022, and until their respective successors shall be elected and qualified:

Ernie Taylor – President

Brett Moshofsky – Vice President

Marrissa Rainey – Secretary

Fred Duhring – Treasurer

Resolution 2021-11.21-04

TRAVEL/LODGING EXPENSE POLICY

Directors reviewed and affirmed the current expense policy for the 2021/2022 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 (BM) and seconded (FD), the following resolution was unanimously approved:

RESOLVED, that the 2021/2022 Travel/Lodging Expense Policy be hereby approved.

Resolution 2021-11.21-05

**2022 ASSOCIATION
BUDGET**

Marrissa then presented the 2022 landscaping maintenance and snow removal contract submitted by Eagle Crest Management Landscaping (“Attachment 10”), noting the proposed contract does not include any changes to the scope of work. Marrissa noted the fee for landscaping maintenance is included in the proposed 2022 budget, and the snow removal hourly rates increased slightly over the prior year. Directors requested the scope of work be amended to include checking the drains around the storage units in the Association and reporting to management if any work is deemed necessary.

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

RESOLVED, that the landscaping and snow removal contract with Eagle Crest Management Landscaping (“Attachment 10”) be approved for a one-year period as amended to include periodic inspection of trench drains in the Association and the President be authorized to sign the contract on behalf of the Association.

Resolution 2021-11.21-06

Mark Owings electronically reviewed the proposed 2022 association budget with directors with edits made as they were discussed. The final budget was provided to directors (“Attachment 11”).

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

RESOLVED, that the River View Vista Estates 2022 Association Budget (“Attachment 11”) be approved as presented.

Resolution 2021-11.21-07

Marrissa noted the 2022 Reserve Study and proposed expenditures would be presented for approval at the Q1 board meeting.

**OTHER NEW
BUSINESS**

The Board agreed to have Marrissa will provide directors with meeting dates for 2022 via email within the next few weeks.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:55 p.m.

Secretary to the Association