

**ESTATE HOMESITE OWNERS' ASSOCIATION  
BOARD MEETING MINUTES  
TUESDAY, JUNE 9, 2020  
RIVER RUN CENTER, 10:00 AM**

**Present:** Paul Rodby, Mike Bessonette, Cliff George, Don Barber, Jacque Martini-Roberts, Michelle Wainwright, Traci Villeneuve (Brick House Property Management)

Approximately 12 homeowners attended this meeting.

**OPEN FORUM**

**CALL TO ORDER AND CONSENT TO AGENDA:**

The meeting was called to order by Paul Rodby at 10:15 am.

**A motion was made by Cliff George and seconded by Don Barber to consent to the agenda. Motion passed unanimously.**

**APPROVE PRIOR MEETING MINUTES FROM FEBRUARY 24, 2020:**

**A motion was made by Don Barber and seconded by Cliff George to approve the board meeting minutes for the February 24, 2020 meeting date. Motion passed unanimously.**

**FINANCIALS:**

February, March and April 2020 Financials were included in the Board Packet.

**A motion was made by Don Barber and seconded by Mike Bessonette to accept the February, March and April 2020 financials, subject to review. Motion passed unanimously.**

Jacque Martini-Roberts presented current budget versus actual status. All line items are currently in order, and some have excess funds. The board will discuss under new business where to allocate the excess funds.

**POOL UPDATE AND PRESENTATION:**

Arron Curtis, our new pool contractor, came to the meeting at the request of Paul Rodby to discuss the technical aspects of our current equipment and systems, as well as his proposal to purchase a new heater and a new automated system for cleaning the pool and meeting state testing regulations. Here are key points:

- Our 2 current heaters (one for pool and one for spa) were originally purchased in 2003 (pool) and 2004 (2004) and have long out-lived their warranty period. Both were not working properly at the time of inspection.
- Arron was able to repair the pool heater, but not the spa heater, so we need to purchase a new one. Cost is approximately \$3,300.
- Arron also recommended purchasing an automated technology system in order to ensure proper controls and the ability to meet state testing regulations. This would allow remote testing and ensures testing is performed on schedule throughout the day as required by the state. Otherwise, it requires manual testing and would be cost-prohibitive. Also, it allows for accurate dosing, which will prolong the resurfacing and not be as corrosive. The cost for the new automated technology is approximately \$15,000.
- Arron also recommended having the pool maintained off-season in order to ensure efficiency and less damage to equipment.

Don Barber stated that we've invested a lot in the pool and will continue needing to do so due the aging status of the pool.

Paul Rodby recommended allocating \$20,000 from the reserves to cover the cost, and asked whether there was enough in the reserves in order to do so.

Michelle Wainwright indicated the reserve study for the pool has been on track, and there are funds, but not the full \$20,000. The annual Reserve study will automatically recalculate the line items to adjust for the overage in cost. The board will look at the reserve study at the end of the year to review its status.

It was also noted that we are saving approximately \$2,000/year by utilizing Arron vs. the previous pool contractor.

**A motion was made by Mike Bessonette and seconded by Jacque Martini-Roberts to use \$20,000 from the reserves to cover the cost of the new spa heater and for upgrading our technology to an automated system. Motion passed unanimously.**

## **COMMITTEE REPORTS:**

### **Pool/Tennis Courts Committee**

**(Provided by new Chairs Sue Emmons and Georgie Scott – Karen Nelson Resigned)**

#### **Pool:**

The committee is in the process of getting the pool ready to re-open but need to interpret and prepare the necessary rules and systems in order to ensure we are meeting current Phase II guidelines. Here are their recommendations:

- Produce and post necessary signage (Brick House assisting with this)
- 25 max in the pool area
- 10 max in the pool

- 15 additional max within the pool enclosure area
- Eliminate pool chairs/loungers and require everyone to bring their own.
- 1 family at a time in the restroom
- Washing hands with soap/sanitizer required before re-entering pool area.
- 1 family at a time in the spa.
- Adult (18 and over) Swim is 8:00am-10:00am daily.
- Order additional soap/sanitizer for the restroom

In addition, there is a state requirement for a “pool monitor”. There was a discussion as to whether we need an actual physical monitor to sit at the pool all day or whether we just come up with specific rules and guidelines, announce and post those guidelines, and assume people will follow them. This “pool monitor” requirement applies to “businesses”, but it was noted that our pool is privately owned and not a business. Paul Rodby asked the pool committee to form a pool monitoring committee and meet and research the issue further before proceeding with a decision.

There was a discussion as to a re-opening date of the pool, and it was decided that Monday, June 15 would be the goal, pending the “pool monitor” issue indicated above and to whether Arron can have the necessary repairs and installations done by then.

#### **Tennis/Pickle Ball Courts:**

The pickle ball courts have been used daily since the Phase I reopening.

There are new cracks on the courts, which are due to continued pressure from the shrinkage of the underlying asphalt. Dan Hanks, last year’s contractor, came out and took a look and was quite surprised to see the cracks that have occurred over the past year to the courts. He agreed to repair at no cost (under warranty).

The pickle ball nets currently in use at the courts are badly worn and not of good quality. They were donated by residents in the community, thus saving the HOA additional money at the time. The committee met with Dan Hanks and recommends permanent nets and posts as opposed to temporary portable nets and posts. The cost for permanent nets and posts would be \$3,800.

The question came up as to whether the replacement of the posts and nets should be considered a reserve expense as we would be replacing an asset of the HOA (regardless of the fact that they were donated to the HOA). Michelle Wainwright indicated the initial purchase would come out of the operating budget, but would then become an asset and part of the reserve budget going forward.

In addition, Paul Rodby indicated he was waiting on a formal quote from Arron Curtis for other repairs that need to be done, including reinforcing the fence and guide wires, but it was expected to be around \$1,000.

Mike Bessonette indicated we had excess operating line items totaling \$19,800 to cover the cost.

**A motion was made by Don Barber and seconded by Mike Bessonette to use \$5,000 from excess operating line items to cover the upgrades and enhancements to the tennis and pickle ball court. Motion passed unanimously.**

**ECMA Report****Mike Bessonette**

Highlights from the 2nd Quarter ECMA Board Meeting are as follows:

- The Joint Use Committee has finalized the usage and guest policies for the sports centers. These are being reviewed by counsel. Staff is looking for software to implement the new system. The timing has been delayed due to the pandemic. Education and implementation will hopefully begin later this year.
- Pandemic impact on the resort includes loss of revenue for the sports center, golf course, hotel and restaurants. These venues are slowly opening up under Phase I guidelines. More facility use such as the swimming pools will happen if Deschutes County is approved to move to Phase II.
- The Golf Course capital project to overlay all the cart paths was completed this spring. Now it will be a matter of maintaining via crack seal and seal coat which is much less expensive. Some new trees were planted and annual irrigation upgrades are in process. Play has been up for locals but down for hotel guests and groups.
  - o The committee has start the process of visioning for the future of the course with a focus on improving the restroom facilities, gathering area such as a pavilion, remodel for more efficient use of the golf shop and changes in course layout to improve playability of the course. The board gave the committee approval to pursue this process.
- The board is going to form a committee to do long range planning for our utility system (water and sewer). Topics include possible sale of the system to reduce risk, possibility of state mandated sewer treatment and water metering. The membership of the committee will include ECMA board members and association residents.
- The next meeting is Friday, September 18 2020 at 9am.

**Management Report****Michelle Wainwright****Financial Review:**

This is still in process and expected to be complete within the next 2 weeks.

**Signature Cards:**

The decision was made to have 3 Board signers (President, VP and Treasurer) on the signature card for the operating, ARC, and reserve account since many board members travel and are often out of town and unavailable.

**A motion was made by Don Barber and seconded by Cliff George to accept adding the President, VP and Treasurer to the account signature cards. Motion passed unanimously.**

**ARC:**

See ARC Committee Report section of the Minutes.

**Landscaping:**

Antonio continues to maintain the pool and back common grass area on Thrush Court. He has fertilized and completed his spring clean-up.

Multiple natural common areas need attention. Antonio has been made aware of these areas, including the area around the tennis courts, Condor Drive, and the common area belts throughout the association. Dead limbs, debris, and cheat grass will be addressed to meet Firewise precautionary standards.

The Thrush Court sprinklers have been replaced.

Cascade Vegetation will be spraying roadside and common area cheat grass next week.

**Pool:**

See Pool/Tennis Committee Report section and New Business section of the Minutes

**Pickle Ball/Tennis:**

See Pool/Tennis Committee Report section of the Minutes.

**Roads:**

Central Oregon Asphalt was contracted to sweep the streets and completed the task. COAS will be in the association during the month of June or July. They will address overlay areas and crack seal throughout. Here is the estimate, which was previously approved by the Board via email:

The estimate includes crack seal on all roads. \$6,950

Re-striping: \$1,775

Reserve funds as part of slurry sealing process on the main roads.

Slurry Seal Condor & Osprey: \$19,225

Reserve allocation for Slurry Seal on these roads: \$20,736.50

**Firewise:**

No report submitted by Boyd Turner.

**Communications Committee:**

See Communications Committee section of the Minutes.

**ECMA:**

See ECMA Committee section of the Minutes.

**STR Ban/Rules-Procedures:**

See New Business section of the Minutes.

**Gates:**

See New Business section of the Minutes.

**Reserve Study:**

The software that EHOA has been using for its reserve study is no longer being offered through property managers. Therefore, EHOA will either need to purchase its own software or perform its reserve manually.

The Smart Properties software is \$1,700 every 3 years (starting in 2021) to provide a comprehensive study done on-site to verify assets, which includes detailed pictures, pricing and lifespans. There is also a \$700 fee every year (starting in 2020) to update the stud with annual reserve expenses.

Brick House recommends that EHOA use their sophisticated technical systems rather than performing this task manually, due to the potential for oversight and errors.

This process would allow for more visibility of assets, as well as a better foundation for making budget decisions at the end of the year. There is also the potential for capturing additional assets than would be the case manually.

**Note: The Board requested a presentation of the Smart Properties program at the next Board Meeting, so a motion for a decision will be tabled until then.**

#### **Architectural Review Committee**

**Michelle Wainwright (for Jon Thompson)**

The ARC continues to review applications and approve them on an “as needed” basis. During the COIVD-19 pandemic, the ARC is making decisions remotely as a team. This is the ARC’s busiest season, and many homeowners are undertaking various modifications and upgrades. Brick House continues to drive through the EHOA neighborhood on a bi-monthly basis to monitor the common areas and home owner violations.

It was noted by several homeowners and by Brick House that the ARC has been very responsive and quick about approving these requests, which is much appreciated.

Paul Rodby also let the group know that according to our current HOA guidelines, the Board would like to serve as another set of eyes when fines are issued by the ARC due to the potential for lawsuits. They are not trying to exert power over the ARC, but just want to ensure everything is documented and in order before issuing the fine.

We have a vacancy by Bruce Bassitt as of June. We have a new ARC volunteer replacement for the Board’s consideration, Dennis Snodgrass. Dennis previously served on the Broken Top HOA ARC. His bio was sent to the ARC committee, and we had 3 votes in favor of his selection.

#### **Approval of new ARC Member**

**A motion was made by Mike Bessonette and seconded by Don Barber to select Dennis Snodgrass to the ARC for a term of 3 years. Motion passed unanimously.**

#### **Communications Committee**

**Sue Emmons**

The Communications Committee did not meet in 2020 due to COVID-19. Two new reporters were added to the committee: Alisa Tran and Margie Hickey (a long-term renter). Margie Hickey was unable to complete her articles due to being sequestered in California when the stay-at-home order came for COVID-19. The newsletter articles were approved by email. Sue Emmons formatted the newsletter and

the newsletter was distributed the last week in March 2020. No assignments were made due to the lack of committee members present. The committee is now down to 4 members: Sue Emmons; Lori Grassman; Boyd Turner, Firewise and Deborah Medlar, Master Gardener. Deborah Medlar has not submitted an article for some time. Lori Grassman has announced that she will resign from the committee in October when she returns to Arizona for the winter. Sue Emmons has that she will be resigning at the same time. Sue has been the chairman since 2015. Lori Grassman has been a member for 3- or 4-years providing editing of the articles. The Welcome Committee has been equally decimated by members moving and illness. We can no longer make our welcome visits due to COVID-19.

The Newsletter Committee made the decision to not publish a July issue as everything is still closed down due to COVID-19. The committee will try to have enough articles to publish one more newsletter in September-October 2020. It is regrettable that the community cannot step up to participate in this committee. We have had many comments that residents enjoy the newsletter and the welcome visits. Paul Rodby thanked Sue Emmons and the committee for all of their hard work on the newsletters, as owners really seem to enjoy them. He asked Brick House to send out a communication asking for volunteers as one last attempt at saving the newsletter. Brick House will work with Sue on drafting the communication.

#### **EHOA Wildfire/Emergency Preparedness**

**Boyd Turner**

No report submitted.

#### **PREVIOUS ITEMS UNRESOLVED:**

##### **STR: Certification, Approval, Recording, Added to CCRs**

**Michelle Wainwright**

The STR Ban Amendment was approved and certified by the Board on February 24, 2020, and recorded on May 4, 2020. The amendment was incorporated into the CCRs and distributed to owners via email (and sent via regular mail if no email). This will also be updated to the EHOA website shortly.

The STR Rules-Procedures Draft was distributed to owners along with the Draft Minutes after the February 24, 2020 board meeting and again on May 29, 2020. This needs to be approved at the current meeting (under New Business).

A permanent standing Short-Term Rental Committee will also be appointed at the next meeting. Karla Beesley will check with the former temporary STR committee to see if there is any interest in participating in the permanent committee.

#### **Lawsuit Update**

**Don Barber**

We will not receive any further court updates or see any potential money until 2021.

#### **NEW BUSINESS:**

##### **Approval of STR Rules-Procedures**

**A motion was made by Jacque Martini-Roberts and seconded by Don Barber to approve the current Draft STR Rules-Procedures. Motion passed unanimously.**

##### **Appointment of Short-Term Rental Committee**

This was tabled until the next Board Meeting. Karla Beesley to follow up with members of the temporary STR Committee to see if there is any interest in participating on standing STR Committee.

**Approval of Eagle Crest Pool & Spa Contract**

Our budget this year is \$18,560, which includes chemical costs. The estimate is \$15,123 including normal routine chemicals.

Arron at Eagle Crest is also recommending off-season maintenance to avoid costly maintenance and repairs upon the annual openings. The off-season maintenance is an annual cost of \$1,800.

Please let us know if you are ok to approve these contract services and if you would like to add the extra service. This would bring the overall cost to \$16,923.

Please remember that we just resurfaced the pool and spa and went over the estimated costs in the reserve study. The additional maintenance would most likely help extend the lifespan of the new finishes.

**A motion was made by Don Barber and seconded by Jacque Martini-Roberts to approve the new Eagle Crest Pool & Spa Contract, including off-season maintenance. Motion passed unanimously.**

**Gate Operations**

Michelle and Mike met with Rob from Mike's Fence about the gates on June 2. The current ones are more than 20 years old and there is potential for continuing issues both with the pads and the wiring underground which is the same age. The new key pads would involve removing the current ones and their posts and installing a new post and a cut in the blacktop for the wiring to the control panel (the Thunderbird Gate would not require a new post). He has provided an estimate of \$6,575. The expense would be a reserve expense. He will also provide an estimate for an annual service contract which would provide some maintenance for the gates and its parts to hopefully prevent some of the breakdowns we encounter. This would be an operating budget expense. Estimate to come.

**Approval of Gate Estimate**

**A motion was made by Mike Bessonette and seconded by Cliff George to approve the Mike's Fence estimate for the gate improvements. Motion passed unanimously.**

**Schedule Future Board Meetings:****The next 2 meetings have been scheduled:**

- Tuesday, July 28, 2020, 10:00am, River Run Event Center
- Tuesday, September 15, 2020, 10:00am, River Run Event Center

**ADJOURNMENT:**

**A motion was made by Don Barber and seconded by Cliff George to adjourn the meeting. Motion passed unanimously.**

The meeting was adjourned at 12:30pm.



## **ACTION ITEMS-EHOA-JUNE 9, 2020 MEETING**

### **Brick House:**

- 1. Produce Phase 2 Pool Signs (Traci)**
- 2. Work with Pool Committee regarding establishing a "Pool Monitor" system (Traci)**
- 3. Completion of Financial Review (Michelle)**
- 4. Set up Reserve Study presentation for the Board (Michelle)**
- 5. Let Arron Curtis know of contract approval and give the go-ahead on purchasing new pool heater and automated system and let him know about June 15 re-opening date (Traci)**
- 6. Let Rob Eckman know to proceed with gate re-wiring (Traci)**
- 7. Let Dan Hanks know to proceed with pickle ball repairs and posts/nets (TBD)**
- 8. Let Arron Curtis know to proceed with other court repairs (TBD)**
- 9. Obtain bark estimate from Antonio (Michelle)**
- 10. Send out communication regarding St Charles Heaven Can Wait Virtual Race (Traci)**
- 11. Work with Sue Emmons to send out communication to solicit more members and chair for Communications Committee (Traci)**
- 12. Send out communication regarding garbage cans - should be about a foot back from the road, and landscape and other contractor trucks need cones around them while parked (Traci)**
- 13. Update Website (Traci)**
- 14. Update Directory (Michelle)**
- 15. Touch base with Karla Beesley regarding standing STR Committee member interest (Traci)**