

**ESTATE HOMESITE OWNERS' ASSOCIATION  
BOARD MEETING MINUTES  
TUESDAY, SEPTEMBER 24, 2020  
RIVER RUN CENTER, 1:00 PM**

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

Approximately 20 homeowners attended this meeting.

**OPEN FORUM**

**CALL TO ORDER AND CONSENT TO AGENDA**

The meeting was called to order by Paul Rodby at 1pm.

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

**CHANGE TO MEETING MINUTES FROM FEBRUARY 24, 2020**

**We need to revise the previously approved Meeting Minutes from February 24, 2020, Lawsuit Update, to the following:**

As it stands today, the appeal was filed and once the appellate record from the trial court was finalized, plaintiff filed an opening appeal brief and the next step will be for EHOA to file its response brief (in September). The Plaintiff will have an opportunity to file a reply brief. Once all the briefs are filed, the Court will schedule oral argument (in all likelihood remotely). The Court then considers the briefs and the argument and will issue its decision thereafter (either "affirm without written opinion" or it will make a written decision describing why it is affirming or reversing the trial court decision). Timing is unpredictable as to when EHOA can expect a decision.

**A motion was made by Mike Bessonette and seconded by Cliff George to approve the above change to the board meeting minutes, Lawsuit Update section, for the February 24, 2020 meeting. Motion passed unanimously.**

**APPROVE PRIOR MEETING MINUTES FROM JUNE 9, 2020**

**A motion was made by Paul Rodby and seconded by Jackie Martini-Roberts to approve the board meeting minutes for the June 9, 2020 meeting (with Santoro addition/without Santoro addition). Motion passed unanimously.**

**FINANCIALS**

May, June, July and August 2020 Financials were included in the Board Packet.

**A motion was made by Don Barber and seconded by Jacques Martini-Roberts to accept the May, June, July and August 2020 financials, subject to review. Motion passed unanimously.**

Jacque Martini-Roberts and Michelle Wainwright presented current budget versus actual status. All line items are currently on budget, and some have excess funds. The board will discuss under new business where to allocate the excess funds at year end. The reserve is fully funded for 2020.

**ANNUAL REVIEW:**

The CPA completed the 2019 annual review in August. Statements are included in the Board Packet.

**A motion was made by Mike Bessonette and seconded by Cliff George to accept the annual review. Motion passed unanimously.**

**COMMITTEE REPORTS:**

**Management Report:**

**Michelle Wainwright**

**August Financials:**

Attached are the August financials for review.

We are on track according to budget and do not anticipate going over budget depending on the winter snowplow season. Brick House continues to follow up with owners on arrears for both EHOA and for the ECMA.

**2021 Budget Preparation:**

Attached you will also find a 2021 budget worksheet. Jacque has met with Brick House to start the 2021 budget process. We have received most service contracts to determine next year's costs. The board plans to have a special meeting to go over the proposed budget in detail.

**Financial Review:**

The financial review is complete and paid in full.

**Annual Meeting:**

Brick House will prepare the ballot and proxy once the annual meeting date is decided. It will go out by email and mail to those without email.

**ARC:**

The ARC continues to review applications and approve them on an "as needed" basis. During the COVID-19 pandemic, the ARC is making decisions remotely as a team. One new construction build is in the que.

**Compliance:**

Brick House continues to send friendly reminders on a regular basis or as complaints come in.

**Landscaping:**

Antonio will prepare to wrap up the season for the next 6 weeks.

Please note: Antonio's estimate for the 2021 season will include annual maintenance of the common manicured areas as well as all of the natural common areas. This is something that has not been handled annually. We usually spend 10k every 5 years to clean up the natural areas and this will now void the need for that in the reserve study.

**Pickle Ball/Tennis:**

Dan Hanks' crew attempted to do a temporary repair to the Pickle Ball court, but there was some question as to whether the work was done correctly according to our request and direction. The decision was made not to have him install the permanent posts/nets at this time and save those funds to put future repairs.

The Pool/Courts Committee is currently looking toward various options to extend the life of the courts.

**Roads:**

Central Oregon Asphalt completed all slurry and crack seal on the 2020 maintenance plan. The 2021 reserve study will identify the areas to address in 2021.

**Firewise:**

Homeowner forms are still being collected. In October Brick House will submit all information to Firewise for approval.

**Emergency protocol:**

The community has an emergency exit map but no clear instructions on fire safety. The Ridge has very strict fire guidelines that we are looking into. Sharing some of their procedures they have already in place. The association needs a representative to take on this new task. Brick House will distribute any approved new protocols.

There is a lot of conversations regarding common areas and private property responsibilities. Brick House has suggested using the community map and highlighting the specific areas that are common. Antonio adding the natural area maintenance into the annual scope of work will eliminate a lot of the questions and complaints regarding fire fuel reduction that is the responsibility of the HOA.

**Communications Committee:**

Jacque Martini-Roberts reported the Welcome Committee meeting went well – more information will be in the next Community Newsletter.

**Directory:**

Brick House is currently in the process of customizing the EHOA Directory in a more user friendly and aesthetically pleasing format. This will be updated to the EHOA website once completed.

**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 software is \$1,700 every 3 years 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 to update the study with annual reserve expenses.

Brick House recommends that EHOA purchase the software and annual review in order to have this process completed by an experienced specialist rather performing this task manually, due to the potential for oversight and errors.

**A motion was made by Paul Rodby and seconded by Jacque Martini-Roberts to purchase the Smart Properties reserve study software.**

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

**Sue Emmons and Georgie Scott**

This year has seen substantial changes to our community's normal operating procedures due to the pandemic COVID-19.

The committee had a change in chairmanship to co-chairs Georgie Scott and Sue Emmons. A new Pool and Courts Committee has been formed. The committee has met a number of times to discuss the reopening of the pool and courts during the pandemic.

#### **Pool:**

The guidance and rules for reopening pools during Phase 2 of the pandemic were received from the Oregon Healthy Authority. After a significant amount of research into just exactly what the rules meant and how we could apply them to our pool, a game plan was devised. Required signage was posted with help from Brickhouse Property Management's Tracy Villeneuve. We also provided a sign-in sheet and clipboard complete with sanitizing wipes and clean pens to follow the contact tracing requirements of the OHA guidelines. Most residents and guests have been compliant with the requirement and have done their best to ensure that their party respects social distancing within the pool enclosure as is the requirement. Hand sanitizing stations were mounted outside the restrooms by Eagle Crest Pools and Spas ordered by Brickhouse Property Management. The committee voted to add an adult swim time daily from 8:00am to 10:00am that has been appreciated and used by many residents. The committee also voted to chain up the lounge chairs and tables and chairs due to inability to guarantee sanitizing. The pool opened officially June 18, 2020. Due to the warm weather we have experienced in July and August, the pool has seen a lot of usage. At the last EHOA Board meeting, Arron Curtis of Eagle Crest Pools and Spas presented to the Board and homeowners the need to replace the spa heater and add an automated chemical dispenser to both the pool and spa. The Board voted unanimously to proceed with these recommendations. The spa heater and the automated chemical dispensers have now been installed. Both improvements will prolong the life of the resurfacing that we had done last year. We have had some incidents of after-hours pool use. Bruce Dorsey volunteered to chain the gate shut every night and remind swimmers that 9:00pm is the closing time of the pool. Cheryle and Russ Clark have substituted for the Dorsey's when they have been out of town. Thank you to the Dorsey's and the Clarks for stepping up and volunteering!

#### **Courts:**

At the last EHOA Board meeting, the Board voted to support the Pool and Courts Committee's recommendation to install permanent pickleball posts and nets on the two pickleball courts. Dan Hanks, of Custom Courts was to do the job after repairing the cracks and dead spots on the courts post resurfacing and painting last year. A small sub-committee of the Pool and Courts Committee was formed consisting of Georgie Scott, Sue Emmons, and Wally McKenzie to map the cracks and dead spots

on the two courts to help Dan's work force repair the courts. Dan's company agreed to repair the courts at no cost the HOA. Wally McKenzie was appointed to oversee the work because of his experience in the resurfacing of the pickleball courts in Palm Desert where the McKenzie's have a winter home. It was discovered during this process that the courts may not be able to be repaired to the extent that the dead spots would be eliminated. The sub-committee then made the recommendation to not install the permanent posts and nets until the court has been redone in the future. The HOA will then save that money to put towards redoing the courts.

Wally McKenzie and Mike Larson (lives on the Ridge side of Eagle Crest) then used two of the old pickleball temporary nets and reworked them into a barrier between one of the pickleball courts and the existing tennis court. The cost was about \$200, and the labor was free. Thank you, Wally, and Mike! The courts reopened during the pandemic sometime in May. Brickhouse Property Management provided laminated COVID-19 signage to be posted at the courts, along with a hand sanitizing station. Sue and Gene Emmons donated 2 dry erase sign-up boards for residents to sign up for court time on both the pickleball courts and the tennis court. Thank you, Sue, and Gene!

There have been some incidents of residents and/or guests climbing the court enclosure. The committee requests that all residents and guests use their keys to enter. We do not want people risking a potential fall in climbing over the fence.

#### **Repair of Pickleball Courts and adding Bocce Ball Court:**

**Wally McKenzie**

Wally reported that since the time the Court committee has spent time getting bids from asphalt companies and talking to outfits that paint courts, only to find an approximate price for redoing the pickleball courts. In addition, we have solicited information on the possibility of putting in a community bocce ball court. There are a number of private courts and the sport is gaining popularity. Many in our community who don't swim, play tennis or pickleball, could participate in a match of bocce ball.

We would like the board to begin reserving money for replacement of the existing pickleball courts in sections. It is estimated that we would need:

1. \$10,000.00 to paint 2 pickleball courts
2. \$25,000 for removal of the pickleball asphalt and placement of 4 inches of new asphalt estimates will be forwarded to Brick House Property Mgmt and the Board soon.

The exact planning how best to address the repair/replacement can be made while the money is being reserved. Addressing the replacement of our well-used infrastructure will take consensus and good information. We have begun that process and will continue upon the direction of the board.

We are also of the opinion we as a community can build and install a bocce ball court that would meet the needs of beginning players. In having received bids of \$20,000 to \$30,000 for a professionally installed court, we realized alternatives might be our best option. It is our opinion that a court would cost less than \$3,000 with volunteer labor and with guidance from our contractor friends and neighbors. We would like the board to authorize continued planning and execution of a plan to build a court not to exceed \$3,000 for materials and possible rental of needed equipment.

A bike lock has been purchased to secure the poorly designed lock on the south end of the courts. The committee has also spent about \$200 for the construction for court barriers that seem to be doing an effective job.

The pickleball courts have seen exceptional use over the summer and have proven to be a wonder asset. The tennis court continues to have minimal use. Hopefully with eyes to the future, we can maintain and improve these assets.

**Architectural Review Committee:****Jon Thompson**

The ARC continues to review applications and approve them on an “as needed” basis. During the COVID-19 pandemic, the ARC is making decisions remotely as a team. This has been 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 homeowner violations.

**Communications/Welcome Committee: Sue Emmons (presented by Jacque Martini-Roberts)**

The Communications Committee met on August 4, 2020 at Chairman Susan Emmons’ home in the backyard with social distancing due to COVID-19. Members present were Lori Grassman, Alisa Tran, Margie Hickey, Kathy Rodby, Susan Emmons. Jacque Roberts was absent.

**Wildfire/Emergency Preparedness:****Boyd Turner**

The Firewise committee - in August Boyd began attending the Zoom meetings of the County Project Wildfire group. He has also been writing informational pieces for the EHOA newsletter. In addition, Boyd has been working with Brick House providing them several email notices to send to all homeowners in September encouraging them to get their Firewise work done and reported. There was discussion regarding Boyd’s dislike and recommendation of bark due to the characteristics that it can assist with fuel to a fire, the locks on the emergency gates, codes and keys to those gates, better signage to identify the gates and to direct traffic, what would happen in an emergency evacuation, and EHOA having a protocol in place so all residence in the Community are informed. Brick House has been asked to distribute information obtained from EHOA and CMCA as well as assist with putting together a map showing clarification of the responsibilities of each HOA’s common areas within the Community. This will assist with keeping them clear and maintained appropriately. Brick House will be sending out a highlighted map of those areas as soon as they have a protocol from the Firewise committee.

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

September 24 ECMA Report

Highlights from the 3rd Quarter ECMA Board Meeting are as follows:

1. The 2019 audit was completed and accepted with no significant variations.
2. 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. The hot summer and irrigation issues have taken a toll on the course and there are several bad spots, especially on the back nine. The golf course maintenance crew will address some of this and the board has approved upgrades to the irrigation system through the capital reserves fund which should help the irrigation system function at a much better level.

The Golf Oversight Committee continued 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 goal is to make a presentation at the 4th quarter board meeting.

3. ECMA is working with the Deschutes County Fire Adapted Communities Coordinator to plan and sign evacuation routes throughout ECMA property. They will be working with Brickhouse on this project.
4. The program to improve use of the Sport’s Centers and provide new owner cards is on hold due to the pandemic.
5. ECMA is beginning the budget process. The assumptions are a budget similar to the 2019 budget.

6. The board approved a five-year lease extension for the use of the Sport's Center with VROA. This is the second of 3 lease extensions in the current contract.

7. The next meeting is Friday, Friday November 13th at 9:00 A.M.

\*\*Mike also noted if anyone in the community sees any sprinklers from the golf course not working properly or over spraying, owners should call the pro shop and have the sprinkler issue reported to the grounds/maintenance superintendent. (Vic Phillips). If this isn't effective, contact a member of the Golf Oversight Committee, Mike Bessonette, Jay Bakewell or Hank Cavender.

**STR Committee:**

**Karla Beesley**

There was discussion of concern that one of the STR properties was recently sold without notification to the new homeowners that the STR benefits do not transfer. The STR committee was to confirm which property it is so further investigation could be followed up regarding the concern.

**Lawsuit Update:**

This is a statement by the office of EHOA's attorney, Lynch Conger: "As is stands today, the appeal was filed and once the appellate record from the trial court was finalized, plaintiff filed an opening appeal brief and the next step will be for EHOA to file its response brief (in September). The Plaintiff will have an opportunity to file a reply brief. Once all briefs are filed, the court will schedule oral argument (in all likelihood remotely). The Court then considers the briefs and the argument and will issue its decisions thereafter (either "affirm without written opinion" or it will make a written decision describing why it is affirming or reversing the trial court decision). Timing is unpredictable as to when EHOA can expect a decision.

**At our next meeting, We need add to the Agenda to note for the Minutes of the June 9, 2020 Board Meeting, to be revised to read, "Appeal of the Judge's decision by the plaintiff is still pending".**

**NEW BUSINESS:**

**Bocce Ball Court:**

Wally McKenzie requested \$35,000 for reserve for the courts next year. He gave a breakdown of costs and procedures according to the estimates he received. He also provided a drawing sketch of the placement of a bocce ball court. He asked the EHOA to fund \$3000 of the court and would raise the additional monies needed to complete the court. The board suggested that they meet with Wally at the courts to better determine placement and needs. They also asked Wally to put together a budget with solid costs and a break down of those costs. It was also suggested a potential alternative location. Wally will be gathering all the information requested and report back to the board at a later date.

**Committee Selections:**

Karla Beesley requested clarification of the committee selection process. The Board will be reviewing the committee policies, ask for any adjustments, then send out the policies for committee selections to the Community.

**Board Vacancies:**

There are 2 Board position vacancies expiring in 2020: Mike Bessonette and Don Barber. Mike will be running again for another 2-year term, but Don will not. An email was sent out to owners on August 21 asking if there was any interest in running for a Board position. If interested, owners needed to submit their bio information by September 11 in order to be placed on the ballot.

We received interest from the following owners:

- Mike Bessonette
- Phillip Terry Kingsfather
- Randy Barcus
- Maura Carlson

A Ballot will be prepared and sent to all owners one month prior to the Annual Meeting. Decisions will be announced at the 2020 Annual Meeting, Date November 6, 2020.

**Schedule Future Board and Annual Meetings: (TBD at a later date)**

**Annual 2020 Meeting – The meeting will be held at River Run Center, November 6<sup>th</sup>, 2020 at 4pm.**

The following are the guidelines for the meeting:

- 100 attendees max – it will be a first come, first serve RSVP meeting upon receipt of ballots being returned to Brick House Property Mgmt.
- Masks must be worn at all times, except for when someone is speaking to the group
- Social distancing is required with both seating arrangements and walking through out the room
- There will not be a social hour or food.

**EXECUTIVE SESSION:** Implement an evaluation process yearly of the HOA management company contract

**A motion was made by Paul Rodby and seconded by Don Barber to enter the executive session at 3:05pm. Motion passed unanimously.**

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

**A motion was made by Mike Bessonette and seconded by Jacque Martini-Roberts to adjourn the executive session and return to the open board meeting at 3:35pm. Motion passed unanimously.**

**A motion was made by Mike Bessonette and seconded by Jacque Martini-Roberts to return to adjourn the open board meeting at 3:37pm. Motion passed unanimously.**

**DRAFT**