



♦ 15245 SW 116th Ave., King City, OR 97224 ♦ 503.639.6565 phone ♦ 503.639.8815 fax ♦

Board of Directors – Meeting Minutes
Tuesday, July 11, 2017
6:30 – 8:30 p.m., Banquet Room – Clubhouse

Pledge of Allegiance to the Flag

- I. President Terry Pittsley called the meeting to order at 6:30 p.m.
- II. Roll call: Present: Terry Pittsley, Paul Downing, Joe Wilson, Blair Wyatt, Marty Williams, Diana Platika, Valerie Schuyler
- III. Open Forum - 2 minutes per speaker
 - Name: Rob Cavasher topic: Volunteered to serve on LARC Committee
 - Name: Gretchen Buehnel topic: Ethics re Treasurer chairing Finance Committee; balance required in reserve account
 - Name: Valerie Sparks topic: outdoor pool evening usage during water aerobics
 - Name: Brad Vandermark topic: LARC, giving neighbor a waiver on a shrub
- IV. **MOTION:** Approve Minutes of 6-13-17 Board of Directors meeting
Moved by Platika; seconded by Williams
Discussion: Error in date re: New Member Orientation. Should be July 15, not June 15
Motion passed as corrected.
- IV. President's Discussion Items
 - A. **MOTION: Authorize expenditure of \$250 to join Vial Fotheringham Cash Flow Enhancement Program**
Moved by Schuyler/seconded by Platika
Discussion: President Pittsley said KCCA has accumulated \$44,000 in outstanding assessments over the past few years. She described the collections program offered by Vial Fotheringham (KCCA's legal firm) and proposed that KCCA use this program to collect unpaid assessments. A handout describing the set-up and collection process was provided to members in attendance.
Motion passed.
 - B. **MOTION: Adopt the following Board of Directors' Mission Statement:**
Moved by Williams/seconded by Platika
Discussion: The mission was read aloud: "The Board's mission is to enhance and preserve the quality of life and sense of community in KCCA through effective and efficient management of the Association, enforcement of rules and covenants to preserve property values, and support the activities and capital improvements that benefit the greater good of the community."
Motion passed.
 - C. Donations to KCCA: Described the need to know how a donation of \$5,000 from a previous resident, now deceased, was used to support the activities she enjoyed while at KCCA. Dave Matthew, President of the Lawn Bowling Club said he has submitted a list of how they could use some of the funds. The library and shuffleboard court are also potential recipients of funds. Joe Wilson will contact the letter writer. Marty Williams volunteered to develop a process for handling donations and responding to heirs.



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V. Treasurer's Discussion Items: Diana Platika went over the Balance Sheet and Income/Expense Statement as of June 30, 2017. She noted less income than budgeted and higher expenses than budgeted:

- Income for the month of June was \$6,704.15 under the amount budgeted and year to date was \$23,556.52 under the amount budgeted.
- Total of all expenses for the month of June was \$6,243.81 over budget and year to date expenses are \$15,705.59.

Diana urged that future spending on operations be carefully monitored.

VI. Secretary's Discussion Items: Valerie Schuyler announced there were none.

VII. Committee Discussion Items

A. Finance Committee / Greens Committee

1. **MOTION: Spend \$4,000 to remove/prune problem trees, including the pine tree in the Pro Shop parking lot.**

Made by Wilson/seconded by Wyatt

Discussion: The number and location of problem trees that will be addressed were described.

Motion passed.

2. **MOTION: Purchase a new fairway mower at the cost of \$61,482.**

Made by Wilson/seconded by Downing

Discussion: Concern about the price was expressed; a resident in attendance questioned if a less expensive option had been sought. Joe Wilson reported that the grounds manager prefers using John Deere equipment since some of the parts are interchangeable so money on repairs is saved down the road.

Motion passed with members Pittsley and Wyatt in opposition

C. LARC Committee – Blair Wyatt reported that the committee is working to keep yards clean.

D. House Committee – Paul Downing had no report

E. Hello Neighbors Social Committee- Nancy Hayes reported that New Member Orientation will take place on Saturday July 15th. August's BYOB will have a Hawaiian theme

F. Pool Committee: Terry Pittsley reported that the last meeting was a potluck. No further report

G. Ad Hoc Pool Fundraising Committee: Valerie Schuyler reported that the Small Treasures Sale brought in \$3,800 with the help of many residents. The total raised by the Committee to date by Spring Fling Dance, LuLaRoe Fashion Show, Small Treasures Sale and mugs sale is approximately \$9,400. The resident fundraising campaign will begin soon.

F. Ad Hoc Pool Construction Committee: Committee member Sandi Fuhrman reported that 1/3 of the project is completed and 1/3 of the budget has been spent.

G. Ad Hoc Technology Committee: Committee member Katherine Griffith reported that the committee will be disbanded at the end of the month, having finished work on their main focus, the KCCA website. Mark Mehall will train new office staff on maintenance of the site.

H. Ad Hoc Administrator Search Committee:

1. **MOTION: Hire a search firm to identify candidates for the administrator position.**

Made by Pittsley/seconded by Platika



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Discussion: Valerie Schuyler described the efforts the committee has made to reach potential candidates with little success. The committee has interviewed several search firms and will select one in the near future.

Motion passed.

2. The issue of changing the current policy of providing full time benefits only to employees working 35 or more hours per week was raised. Given that KCCA cannot offer high salaries, availability of benefits becomes important in attracting qualified candidates. The question of the impact of this change on current employees was raised. Terry Pittsley will review and revise the Employee Handbook as necessary and bring changes to the Board for approval.

MOTION TO ADJOURN AT 8:20 p.m.

Made by Williams/seconded by Platika

Motion passed.

Submitted by

Valerie Schuyler, Vice President/Secretary

APPROVED