



♦ 15245 SW 116th Ave., King City, OR 97224 ♦ 503.639.6565 phone ♦ www.mykcca.com ♦

**Minutes of KCCA Board of Directors Meeting
Tuesday, September 12, 2017
6:30 p.m. in the Clubhouse Banquet Room**

Pledge of Allegiance to the Flag

Call to Order by President Terry Pittsley at 6:30 p.m.

Roll Call - Present: Blair Wyatt, Joe Wilson, Marty Williams, Diana Platika, Terry Pittsley, Paul Downing, Valerie Schuyler

Open Forum

- Katherine Griffith: See attachment Re: lease of golf carts
- J. Alexander: Wanted to know when the gym in the Crown Center would open. Pittsley will talk about it in her report.
- Marie VanDerWheele: Wanted to know when the outside pool, now closed temporarily, will be open again. It will be cleaned on Wednesday and opened on Thursday. Jeff Halfman said the pool will be closed for the season on Monday 9/18 because the weather is getting colder. Marie asked if the pool can be kept open as long as the weather is warm since it is the only pool now. Pittsley will talk to Jeff.
- Joy Franken: Rumor that dues/assessments will be raised. When will residents be notified? At the members meeting on November 2, 2017
- Alice Lemon: a. Is there anything in the Bylaws that says by what percentage assessments can be raised each year or is that dependent on the budget? It's dependent on the budget.
b. A rumor: That people come to KCCA to die. She did not come here for that reason and is concerned about her property value.
- Maria Frederickson: What is the remedy for unsightly yards/landscapes? Downing, chair of LARC, said letters are sent out that include the schedule of fines if owners don't address the out-of-compliance issue. Melanie Sagebear announced that she is willing to help people unable to care for or pay for yard care. Pittsley said owners can notify the office they need help with their yards, computers, Smart Phones, etc. and the Tigard High School Key Club will be contacted to help.
- Larry Mills: a. Wants each Board member to have their own microphone; b. Asks that the time of the Finance Committee be changed from 7:30 a.m. to 10:00 a.m. or 6:30 p.m. to make it more convenient for residents to attend.



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- Dee Burkey: She is putting on a dance to raise money for the new Aquatic Center on Saturday, November 11th from 7 – 10 p.m. She asked that people who attend bring snacks. A DJ will play – people with requests should contact Dee (she is in the Directory).

1. President's discussion items

- a. **Motion to hire Jim Main for a 4 hour workshop for the Board of Directors to increase productivity.** Moved/seconded by Williams/Wilson. Motion passed 4-3.
- b. Forward Press contract ends 11-30-17 and will not be renewed; Tigard Life will print KCCA newsletters starting 12-1-17.
- c. **Motion to return golf fee totaling \$374 to Deana McGeever for a season pass of \$299 and a golf cart pass of \$75 due to death of husband.** Moved/seconded by Wilson/Williams. Motion passed.
- d. Discussion about holding more than one meeting a month for business. A mid-month Workshop will be held if agenda items are submitted one week in advance. Proposed workshops will occur on Tues 9/26 at 8:00 a.m. with agenda items due to Terry by 9/19, and on Tuesday 10/24 at 8 a.m. with agenda items due to Terry by 10/17. If no agenda items are submitted, no meeting will be held. Notice of meetings will be given after the deadline for submission of items has passed.
- e. **Motion to change the KCCA credit card to NW Bank.** Signators to be determined. Moved/seconded by Schuyler/Platika. Motion passed. It was noted that the credit card is used infrequently.
- f. Contract for Golf Carts—3 year lease of 6 golf carts with Yamaha Motor Finance Corp. Contract was signed in July without a vote of the Board. There was a trade-in of 6 KCCA-owned carts. Lease payments are \$571.85/mo for 8 months a year. After 3 years KCCA can purchase the carts for \$1 each. We need a vote to make it legal. **Motion to approve the contract to lease 6 used golf carts from Yamaha Motor Finance Corp.** Motion/seconded by Downing/Platika. Motion passed. The company will pay for replacement of batteries and other maintenance issues.
- g. An employee of the golf course resigned September 1, 2017. Jeff Halfman, golf course and greens manager will interview and hire a replacement employee.
- h. 2018 Budget Meetings:
 - Special Meeting on Thursday, **November 2, 2017 at 6:30 p.m.** in the Banquet Room to present the proposed 2018 budget to the Board of Directors and members.
 - The 2018 proposed budget will be discussed at the Board Workshop on Tuesday, **November 7th at 10:00 a.m.**



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- The 2018 budget will be adopted at the Board of Directors meeting on **Tuesday, November 14th at 6:30 p.m.**
- i. Volunteers are sought to clean the gym and living room of the Crown Center on Thursday, 9/14 so the gym and then the living room can be opened once the cleaning is done. The lock will be changed back to accommodate the original key held by residents once the living room is cleaned.
- 2. Secretary's Discussion items
 - a. Forum for Vail-Farthingham Law Firm set and tickets requested for all Board members for Oct. 7th in Wilsonville.
 - b. CAI Oregon events—Homeowner Roundtable Evening Program on Sept. 20. – notice posted 9/8/17.
- 3. Committee Discussion items
 - a. **Finance Committee:** Platika
 - 1) The minimum wage in Oregon was raised on July 1, 2017 from \$9.75 to \$11.25, a 16% increase. The state has a five year plan to continue increasing the minimum wage annually. KCCA employs four minimum wage employees who received raises as of July 1st. Employees earning more than the minimum wage did not get raises at that time so the need to compensate them fairly in the future will be taken into consideration in the 2018 budget.
 - 2) Platika referred to the handout on the use of Reserve Funds. She said an outside group did a study of KCCA assets to determine what needs to be repaired/replaced and when and an estimated cost. Each year lists of non-discretionary repairs/replacement and discretionary repairs/replacements is created, guiding the use of Reserve funds. Sandi Fuhrman noted that repairs on the outdoor pool do not appear on either list and asked that it be added. Once again the appearance that most Reserve Funds go to golf course maintenance/equipment was explained: Golf course expenses shown on Reserve Fund lists and in the budget and Income/Expense Statement cover all outdoor green spaces in the community in addition to the golf course.
 - 3) The following financial documents dated 8/31/17 were provided to members: Balance Sheet, Income/Expense Statement, Reserve Account Analysis, 2017 Transfer Fees received to date, and Reserve Study covering 2016 – 2019.
 - b. **Greens Committee:** Wilson reported on year-to-date golf ticket sales as follows: Annual tickets: \$16,811; Seasonal tickets: \$40,602; Summer tickets: \$4,600; Trail fees: \$4,000. August sales surpassed last year's by \$4,000. There will be a coupon worth \$4 off a golf ticket in the October Regal Courier. The Mayor has requested that King City hold an



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Invitational golf event on the KCCA course but no details at this time. The golf course will be closed at 11:00 a.m. on Thanksgiving Day.

- c. **LARC & House Committees:** Downing said to clean up your yard or be fined and that the fire door will be installed in the Clubhouse living room.
 - d. **Hello Neighbors/Social Committee:** Williams said thanks for attending the successful Eclipse event and plan to come to the BYOB on Thursday October 5th.
 - e. **Pool Committee:** on hiatus
 - f. **Pool Construction Ad Hoc Committee:** Sandi Furman reported on unforeseen conditions and events that have caused the projected pool budget to be exceeded. See the October newsletter for her report. The Board will consider how to finance and manage the pool budget overruns at the October Workshop.
 - g. **Pool Fundraising Committee:** Resident Marilyn Mason reported on the Tour of Remodeled Homes that will take place in KCCA on Sunday, October 1, 2017. Marilyn is heading up the tour and identifying residents who want to have their house, condo or townhouse on the tour. Tickets will be \$10.
 - h. **Administrator Search Committee:** Michelle Faber and Marty Williams resigned. **Motion to approve new committee members Julie Strand and Patricia Day.** Moved/seconded by Schuyler/Platika. Motion passed. The Board was unable to hire an administrator from the three candidates presented recently. The committee is now undertaking Round Two and is vetting two candidates who, if they meet qualifications after phone interviews and reference checks, will meet with the Board for interviews.
4. Other business
- a. Employee Manual: The committee needs comment/changes back from Board members so the manual can be edited and formatted before it goes to the Attorney for review.
 - b. Administrator Office modifications: Williams is leading the effort to create an appropriate office for the Administrator. **Motion to permit non-Board members Chris Walbridge and Nancy Hays to work in the office on this task.** Moved/seconded by Schuyler/Platika. Motion passed.
 - c. New phone system currently has no answering or forwarding of calls services. Still working to implement complete services.
 - d. Coordination of notices to Residents on arrears in paying assessments: New administrator will oversee the process to make sure proper notice is made to residents and fines are collected as stated.

Motion to adjourn at 8:30 p.m. Moved/seconded by Downing, Wyatt. Motion passed.

Valerie Schuyler
Vice President/Secretary