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

## **Board of Directors Workshop Meeting Minutes**

Tuesday, October 3, 2017

10:00 a.m. in the Clubhouse Meeting Room

Pledge of Allegiance to the Flag

1. Call to order by President Pittsley at 10:00 a.m.
  - A. Roll Call: Present: Terry Pittsley, Valerie Schuyler, Diana Platika, Blair Wyatt, Paul Downing, Joe Wilson, Marty Williams
2. President's discussion items: None.
3. Treasurer's Discussion items: Platika
  - a. KKLA will put in a fiberglass exit door with push rod and new jamb in the Crown Center meeting room.
  - b. Non-minimum wage employees received a state-mandated wage increase in July 2017 and will get another raise in July 2018. Board members agreed that it is fair to give non-minimum wage employees a raise starting in January, 2018.
  - c. Change in printing companies for KCCA Newsletter to Tigard Times will not result in any charges to KCCA as they get income from the sale of ads.
  - d. Emergency exit door in Living Room was being installed as we met.
  - e. Jeff Halfman, golf course superintendent, reported he cannot find a used dump truck for the \$15,000 approved and asked for approval to spend up to \$25,000. Pittsley reminded the Board that environmental regulations regarding diesel engines change in 2018 and that non-conforming used trucks may be on the market so we need to avoid those.
  - f. Joy, the ProShop manager suggested a new fee schedule for golfers as follows:
    - 1) Eliminate the summer (June – August) pass
    - 2) Raise the annual pass fee from \$399 to \$439
    - 3) Raise the seasonal (March – October) pass from \$299 to \$339
    - 4) Implement two new youth (18 years or younger) passes for March – September:  
non-golf team youth = \$149; golf team youth = \$119Downing recommended eliminating the summer pass and approving the two types of youth passes but does not support raises in the annual pass fees, concerned that would reduce the number sold.
- f. A decision about the 2018 annual fee for residents was deferred until the costs of maintenance and rebates for the new Aquatic Center the Energy Trust of Oregon are determined.

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- g. Jaime Fender, chair of the King City Community Foundation requested that KCCA contribute \$500 to the cost of putting on the King City July 4<sup>th</sup>, 2018 event.
  - h. Platika noted that a CD worth \$48,652 had matured in August 2017 and that the funds had been transferred to the Operating Account. It is her opinion that the funds should be removed from the Operating Account and reinvested in a 12 month CD to be used for emergencies. Platika will research CD interest rates and inquire if the CD can be in the name of KCCA rather than residents who may not be available at the time of maturity.
  - h. Platika said that \$1.53 million is the estimated cost of the finished Aquatic Center so KCCA needs \$330,000 - \$350,000 above the \$1,200,000 allocated from the loan and the Reserve Fund. Three options for funding the balance of the building were posed: 1) Increase the amount of the loan; 2) Pay out of the Reserve fund; 3) Take a portion the amount needed in a loan and the balance out of the Reserve Fund. Platika expressed her opinion that the Board cannot take more than \$100,000 out of the Reserve Fund. Pittsley and Downing will meet with NW Bank to find out how KCCA's loan payments would change with an additional loan of \$200,000, \$300,000 or \$400,000.
  - i. Board members discussed charging for the fob that will allow entry to the Aquatic Center and possibly the outdoor pool as one way to defray maintenance costs. Decision deferred until maintenance costs are determined. Williams noted that as residents are accustomed to accessing the pools at no cost, if a fee is assessed a public relations issue about the change will have to be addressed.
  - j. The issue of how transfer fees should be handled when a resident sells a property in KCCA and purchases another property in KCCA within six (6) months was discussed. In these cases the Administrator will be directed to respond to the Escrow companies "Demand Letter", which asks how much the buyer must pay to move in, that NO transfer fee will be charged.
4. Secretary's Discussion items: Schuyler
- Distribution of minutes: Schuyler will email the **draft** of minutes to the Board, Administrator and Assistant Administrator who will mark them "draft", post them, put them on the website and put a hard copy in Board boxes. Board members are asked to notify the secretary of changes to the draft and bring their copy to the Board meeting.
5. Committee Discussion items
- A. Finance Committee: Platika: see Treasurer's report above
  - B. Greens Committee: Wilson reported the committee has not yet met this month and stated that Ray Humphrey from the Shuffleboard Club will put forward as a new member of the Greens Committee.

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- C. LARC Committee: Downing reported that the committee is sending out notices of non-compliance, has scheduled some meetings with residents who received a notice and will levy fines on residents who do not follow through with needed changes.
- D. House Committee: Downing was asked to finish the adaptive restroom in the Arts & Crafts building, install the already purchased light in the Clubhouse parking lot, get carpeting for the Administrator's office and get 3 bids for painting the outside of the Aquatic Center and Crown Center.
- E. Hello Neighbors/Social Committee: Williams announced the KCCA BYOB Halloween/costumes welcome on October 12<sup>th</sup>, 5:00 p.m. and the Trunk or Treat Event sponsored by King City Foundation from 2-4 on Saturday October 28 outside the former Pacific Pointe building.
- F. Pool Committee: the committee is not meeting during pool construction.
- G. Pool Construction Ad Hoc Committee: see discussion re: funding under "Treasurer" above.
- H. Pool Fundraising Committee: Schuyler reported that the October 1, 2017 Tour of KCCA Remodeled Homes brought in \$1,300; she passed out a handout showing income of \$12,328.12 from Pool Fundraising Committee activities and contributors to date.
- I. Budget Committee: Platika reported the committee is getting final numbers to complete the budget in time for the Membership Budget meeting on November 2<sup>nd</sup>.
- J. Administrator Search Committee: Schuyler announced that the candidate for Administrator who was offered the job, Ronnda Zezula, had a satisfactory background check and has accepted the position. She will start part-time on October 9<sup>th</sup> and full-time on October 16<sup>th</sup>. Schedule for week of 10/9:
- Monday – Pittsley will take Ronnda on a tour of facilities
  - Tuesday – Board members can schedule a 30 minute meeting with Ronnda between 10:15 – 2 p.m. Attend 6:30 Board of Directors Meeting
  - Wednesday & Thursday – Julie will orient Ronnda to office functions and activities
  - Friday – Meet with Board/Pool committee representative about Aquatic Center status and financials

#### **ACTION ITEMS FOR OCTOBER 10, 2017 BOARD MEETING**

**Motion:** Approve giving KCCA non-minimum wage employees a 5% increase in wages as of January 1, 2018.

**Motion:** Approve the expenditure of up to \$25,000 (an increase of \$10,000 over the amount previously approved) to purchase a used dump truck that will conform to new 2018 environmental regulations.

**Motion:** Approve a KCCA contribution of \$500 to the King City Community Foundation toward the cost of putting on the King City July 4<sup>th</sup>, 2018 event.

**Motion:** Approve changes to Golf Course fees as follows:

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- a. Eliminate the summer (June – August) pass
- b. Implement two new youth (18 years or younger) passes for March – September: non-golf team youth = \$149; golf team youth = \$119

**Motion:** Approve changes to Golf Course fees as follows:

- a. Raise the annual pass fee from \$399 to \$439
- b. Raise the seasonal (March – October) pass from \$299 to \$339

**Motion:** Transfer \$48,652 from a matured CD in August 2017 that was put into the Operating Account back into a 12 month CD for emergencies.

**Motion:** Approve Ray Humphrey from the Shuffleboard Club as a new member of the Greens Committee.

**Motion:** Authorize Downing to finish the adaptive restroom in the Arts & Crafts building, have the already purchased light installed in the Clubhouse parking lot, install carpeting in the Administrator's office, and get 3 bids for painting the outside of the Aquatic Center and Crown Center.

Motion to adjourn moved by Schuyler, seconded by Williams; Passed. Adjournment at 11:55 a.m.

Approved November 14, 2017