



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

## BOARD OF DIRECTORS MEETING AGENDA

Tuesday, December 5, 2017

10:00 am, Clubhouse Meeting Room

- I. CALL TO ORDER
- II. ROLL CALL OF DIRECTORS
- III. OPEN FORUM: None at this meeting
- IV. SECRETARY:
  - a. Approval of Agenda
  - b. Approval of Minutes
- V. TREASURER: No report for this meeting
- VI. PRESIDENT: No report for this meeting
- VII. COMMITTEE REPORTS: None for this meeting
- VIII. ADMINISTRATOR:
  - a. Discussion: Changes to common area reservations & use
  - b. Discussion: Technology; including email, accounting and point of sale systems
  - c. Discussion: Clarify administrator signing authority
  - d. Announcements: December office hours changes & severe weather closure policy
- IX. BOARD ACTIONS:
  - a. Unfinished Business
    - i. Garden Villas Service Association: siding removal timing and LARC discussion
    - ii. Clubhouse parking fees for non-KCCA vehicles, or prohibit and enforce
  - b. New Business [note: the Director requesting discussion of new business is responsible to bring eight copies of any handouts for the Board and Administrator]
- X. DIRECTOR'S COMMENTS: Time for Directors to offer comments, observations or announcements [without making formal motions, no vote takes place].
- XI. EXECUTIVE SESSION: Discussion of personnel, legal and debt collection issues
- XII. RECONVENE OPEN MEETING: Take any action or vote following the Executive Session
- XIII. ADJOURNMENT OF MEETING

*See other side*

This Agenda was posted on 11/28/17, on: the Bulletin Boards located at the KCCA: Clubhouse, Pro Shop, Crown Center, Library; and on the KCCA Website. Minutes from this meeting will be posted at the KCCA Clubhouse and on the KCCA Website *after* they are reviewed and adopted by the Board of Directors.



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## NOTES TO KCCA MEMBERS:

This Agenda is drafted in accordance with KCCA Resolution 2012-305, and is subject to changes that may take place during the ordinary course of the meeting per Robert's Rules of Order Article 11-A (65).

The Board may meet in Executive Session to discuss: legal issues / debt collection, contracts and personnel matters. Executive Sessions are closed to Members. Any decisions made by "straw vote" will be voted on subsequently in an open Board Meeting. There are no Minutes taken during Executive Session.

Executive Sessions may include Owner Hearings (which are both legal and debt collection issues), if scheduled by the Board, relating to alleged violation(s) of KCCA rules and regulations. If an Owner does not attend the Hearing, a default decision will be discussed in the Executive Session. Subsequently, the Board will vote in an open Board Meeting (referring only to property address) whether to take further action according to KCCA rules and regulations. The affected Owner will be notified of the Board's decision within thirty (30) days following the meeting; the details of which will not be reflected in the Minutes.

All Members of KCCA are welcome to attend and observe the deliberations of the Board. Board Meetings are business meetings of the Board of Directors. With the only exception being the Open Forum; KCCA Resolution 2012-305, and its associated authorities, govern Member attendance rights and *not* Member participation rights. The right of Member attendance does not include the right to offer testimony or comment during the conduct of Board business, unless specifically recognized by the Presiding Officer. Minutes of Board Meetings reflect the actions taken by the Board and do not contain a record of the discussions leading up to actions taken.

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MINUTES OF MEETING OF BOARD OF DIRECTORS  
TUESDAY, DECEMBER 5, 2017  
10:00 a.m. Clubhouse Meeting Room

- I. The meeting was convened by President Terry Pittsley at 10:00 a.m.
- II. Roll call of Directors: Present – Paul Downing, Terry Pittsley, Diana Platika, Valerie Schuyler, Marty Williams, Joe Wilson, Blair Wyatt.  
Also present: Administrator Ronnda Zezula
- III. Open Forum: not held
- IV. Secretary:
  - A. Approval of Agenda: moved by Wyatt, seconded by Downing. Motion passed.
  - B. Approval of meeting minutes
    1. Motion made by Wyatt, seconded by Schuyler: Correct the minutes of the Board meeting of November 7, 2017 to read that the ad hoc Pool Fundraising Committee had raised \$13,947 to date rather than the \$20,087 reported. The minutes were approved as corrected. Motion passed.
    2. Motion made by Schuyler, seconded by Wyatt: Approve the minutes of the Board and Pool Construction Committee meeting of November 10, 2017. Motion passed.
    3. Motion made by Schuyler, seconded by Wyatt: Approve the minutes of the Board meeting of November 14, 2017. Motion passed.
    4. Motion made by Wilson, seconded by Schuyler: Approve the minutes of the Board and Pool Construction Committee meeting of November 17, 2017. Motion passed.
  - C. Schuyler questioned the validity of the website address [www.kingcityowners.com](http://www.kingcityowners.com) as printed on the KCCA letterhead. Zezula will investigate use of this address and others that may be in use.
- V. Treasurer: No report for this meeting.
- VI. President: No report for this meeting.
- VII. Committee Reports: None for this meeting.
- VIII. Administrator
  - A. Re: Reservations and use of KCCA common areas (Resolutions 2012-202, 2012-204 & 202-205 et al.). Zezula proposed that KCCA limit reservations to those currently in place until relevant policies are reviewed and updated, if needed.
    1. KCCA's liability insurance covers events at which alcohol is served when only KCCA residents/members are present.
    2. A volunteer Board member is contacting current clubs and committees to determine their space/date/time needs in December; while fees, rules and forms are in the Board review and approval process.
  - B. Re: Technology. Change phones, email, calendar, database, document management, accounting and Pro Shop point of sale and cash handling / inventory systems.
    1. Currently have many different accounts with different service providers and using many different types and versions of software.
    2. Current desktop accounting program, TOPS, is not supported for fixes or upgrades. Desktop version is moving to cloud version, it is not affordable, but we are charged monthly maintenance for working through issues that won't be fixed on desktop due to phase out.

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3. Replacing these with technologies and equipment that will work together (G-Suite for email and document management, will train Board members in use). Zezula is familiar with administering these programs. Have asked the Finance Committee for an amount available in the 2017 Operating Budget that can be used to do work in December.
- C. December office hours
1. Administrative Assistant Julie Chappelle will be out of the office December 20<sup>th</sup>-31<sup>st</sup>.
  2. During Chappelle's absence, office hours will be 9:30-11:00 a.m. Board members are invited to sign up to person the office during these dates/times. Zezula will be present, working on making the changes in B. above. Right now, office hours are 9:30-11:00 a.m. and 3:30-4:30 p.m., in preparation for making these changes.
- D. Clarify Administrator's check signing authority (Resolutions 2012-403 & 2012-404 et al). Current verbiage specifies the administrator's authority is to sign checks for payroll and utilities and "other related items." Zezula requested that the Board clarify the phrase "other related items." The Board's clarification was; the phrase "other related items" means: "items included in the current budget as approved by the Board of Directors". Such items do not need to be approved by the Finance Committee unless the cost exceeds that in the current budget.
- E. The policy regarding severe weather closures and employees is that when the Tigard-Tualatin School District is closed, employees are not required to report to work. Those who can report to work safely may. The Board will consider a policy relating to the availability of the KCCA Clubhouse during these events.
- IX. Board Actions
- A. Unfinished business
1. Garden Villa
    - a. Siding: Garden Villa Directors will make a decision on hiring a contractor in January, along with determining the scope of the project. The Board indicated moving the siding or buying a different colored tarp is not required in this light.
    - b. LARC: Discussion of Garden Villa and other sub-associations having their own LARC committee. Garden Villa is different from the condo sub-associations in the respect that Garden Villa residents own the land under their townhouses and must maintain their property to the middle of alleys. Zezula will coordinate a meeting between the KCCA LARC committee and the Garden Villa Directors to decide the appropriate assignment of LARC responsibility.
  2. Parking in Clubhouse lot
    - a. Discussion about charging fees for parking spaces for outside businesses' customers. Issues of how compliance would be monitored and question of whether KCCA's liability insurance would cover injury or damage were raised.
    - b. Decision was made to do nothing except post signs saying "Parking for KCCA residents only".
- B. New Business
1. Consider changing the days of the Board of Director meetings starting in January 2018, Board suggestions as follows: Maintain the second Tuesday of the month as an evening meeting. Change the first Tuesday of the month to the fourth Tuesday of the month. Poll the membership attending the next Board meeting as to time (morning, afternoon, evening) of this meeting.

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2. Consider specifying times for meetings of KCCA committees to accommodate attendance of members, e.g., 8:00 a.m.
  3. Motion made by Downing, seconded by Wyatt: Pay Stoner Electric/KKLA \$11,122 to purchase and install emergency interior egress lighting. Motion passed.
  4. Downing reported that the heating system in the Crown Center needs work. Motion: made by Schuyler, seconded by Wilson: Authorize up to \$5000 to purchase and install a new hot water heater and heating duct work in the Crown Center, the work to be supervised by Downing. In favor – Schuyler, Wilson, Pittsley, Wyatt, Downing. Opposed – Platika. Abstain - Williams. Motion passed.
  5. Motion made by Wilson, seconded by Wyatt: Authorize \$4,800 to Fowler Electric for installation of new conduits for outside lighting at the Crown Center. In favor: Wilson, Downing, Wyatt, Pittsley, Schuyler. Opposed: Platika. Abstain - Williams. Motion passed.
  6. Schuyler brought up the email from resident Paul Hailey regarding use of KCCA facilities on holidays. The email was given to Zezula to consider when scheduling.
- X. Directors' Comments
- A. Wyatt asked about regulations related to having a recreational vehicle parked in a resident's driveway for a long period.
- XI. Executive Session
- A. Motion made by Wilson, seconded by Wyatt to suspend the open Board meeting at 11:37 a.m. so the Board could meet in Executive Session to discuss personnel and legal issues. Motion passed.
  - B. Motion made by Wilson, seconded by Platika to adjourn the Executive Session at 12:17 p.m. Motion passed.
  - C. Motion made by Schuyler, seconded by Platika to reconvene the open Board meeting at 12:19 p.m. Motion passed.
- XII. Reconvene Open meeting
- A. Motion made by Platika, seconded by Wyatt: Refer to Vial Fotheringham law firm overdue assessments for collection and write off remainder as bad debt. Motion passed.
  - B. Motion made by Wilson, seconded by Wyatt: Refer to Vial Fotheringham law firm two properties in KCCA for collection of unpaid fines. Motion passed.
  - C. Motion made by Platika, seconded by Wyatt: Authorize Administrator Zezula to handle an employee vacation issue. Motion passed.
- XIII. Motion made by Wilson, seconded by Wyatt: Adjourn the Board meeting at 12:21 p.m. Motion passed.

Valerie Schuyler  
Vice President/Secretary

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