

BOARD OF DIRECTORS MEETING AGENDA

Tuesday, January 9, 2018

6:30 pm, Clubhouse Banquet Room

- I. CALL TO ORDER
- II. ROLL CALL OF DIRECTORS
- III. OPEN FORUM: Please use provided open forum sign-up sheet in advance.
- IV. SECRETARY:
 - a. Approval of Minutes
 - i. Board & Pool Committee Meetings: 12/8/17; 12/15/17; and, 12/22/17
 - ii. Board of Director Meeting: 12/12/17
- V. TREASURER
- VI. PRESIDENT: No report for this meeting.
- VII. COMMITTEE REPORTS & VERIFY MEMBERS FOR 2018
 - a. Finance Committee
 - b. Greens Committee (on hiatus until March)
 - c. LARC Committee
 - d. House Committee
 - e. Hello Neighbors/Social Committee - announce January 11th Meeting.
 - f. Pool Committee (on hiatus until pool completed)
 - g. Pool Construction *ad hoc* Committee
 - h. Pool Fundraising *ad hoc* Committee
- VIII. ADMINISTRATOR: Request for surplus 2017 operating funds rolled forward to 2018; if used to fund reserve, request earmark consideration for potential amenity projects in 2018.
- IX. BOARD ACTIONS
 - a. Unfinished Business:
 - i. From 12/12/17 Meeting: The President reported that club members will be expected to set-up, take-down and clean rooms they use; clarify this relates to all 2018 amenity use.

Second version; meeting handout. The first version of this Agenda was posted on 01/02/18, 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.

- ii. From 12/12/17 Meeting: No action had been taken relating to 2018 fees and rules for clubs and member amenity use, as well as rental to outside groups; decide on these for 2018 amenity reservations.
 - iii. From 12/05/17 Meeting: Consider specifying times for meetings of KCCA committees to accommodate attendance of members, e.g., 8:00 am; take action if decided.
 - b. New Business: 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: Directors' comments, observations or announcements [no formal action or vote takes place].
 - XI. EXECUTIVE SESSION: Discussion of personnel issues.
 - XII. RECONVENE OPEN MEETING: Take any action or vote following the Executive Session.
 - XIII. ADJOURNMENT OF MEETING

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. 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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*** AMENDED ***

KCCA BOARD OF DIRECTORS MEETING MINUTES

Tuesday, January 9, 2018

6:30 p.m. at the Clubhouse Banquet Room

- I. CALL TO ORDER by President Terry Pittsley at 6:30 p.m.
- II. ROLL CALL: Directors: Present – Paul Downing, Terry Pittsley, Diana Platika, Valerie Schuyler, Joe Wilson, Marty Williams; Absent – Blair Wyatt. Administrator: present – Ronnda Zezula
- III. OPEN FORUM
 - A. Jerry Dusenberry – Proposed revision of KCCA governing documents
 - B. Billie Reynolds – Room rental fee for some regularly scheduled clubs/events
 - C. Diane Tyhurst – Requesting permission for Art Club to re-hang art in the Crown Center; permission was granted.
 - D. Brad Vandermark: Suggestion that the needed dump truck be sought at Government Services Auctions.
- IV. SECRETARY’S REPORT – SCHUYLER
 - A. Approval of minutes
 1. **Motion:** Approve minutes of Joint Meetings of the Board of Directors & Pool Construction Committee of 12/8/2107, 12/15/2017 and 12/22/2017. Moved by Wilson, seconded by Pittsley. Motion passed unanimously.
 2. **Motion:** Approve the minutes of the Board of Directors meeting of 12/12/2017. Moved by Pittsley, seconded by Wilson. Motion passed unanimously.
 - a. Later in the meeting Platika asked that the minutes of this meeting be amended to include the following: “Wilson left early” and “Lusk will be asked by Pittsley to provide his information earlier in the week”. These changes will be made in the minutes.
 - B. Introduction of 2018 Board of Directors Book. The official book will hold minutes of all Agendas & Board Meetings with associated handouts; monthly financial reports; and minutes of all committee meetings.
 - C. Committee chairs will be asked to provide missing minutes from meetings held in 2017.
- V. TREASURER’S REPORT - PLATIKA
 - A. Recommendation that KCCA carry the Operations surplus of \$59,427.46 from the 2017 year to the 2018 budget and use the funds to purchase software and technology. There is no line item in the approved 2018 budget for these purchases since the



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Administrator who is recommending these improvements was not yet on staff. Platika advised she confirmed with the KCCA CPA that carrying over 2017 Operations funds into the 2018 Operating account would not be taxable to the Corporation and was an acceptable accounting practice.

- B. Current accounting software is TOPS, a program that has changed to software in the cloud for which there is a fee of over \$1000/month to use. Administration will change to the use of QuickBooks, a program with which more bookkeepers are familiar.
- C. Two handouts, "Golf Reserve Expenditures Sheet" and a history of "Transfer Fees" were distributed.
- D. The Treasurer noted that the projected cost of the Aquatic Center does not include attorney fees.

VI. PRESIDENT'S REPORT - PITTSLEY

- A. Pittsley requested that all committee chairs provide a list of committee members and that all clubs provide a list of contacts to the Administrator by the end of January.

VIII. COMMITTEE REPORTS

A. Finance Committee – Platika

- 1. **Motion:** KCCA carry the Operations surplus of \$59,427.46 from the 2017 year to the 2018 Operations account and use those funds to purchase software and technology; creating a new line item in the 2018 Operating Budget. Moved by Platika, seconded by Downing. Motion passed unanimously.

Motion: KCCA contract with CPA Schwindt to generate KCCA's 2017 tax return. Moved by Downing, seconded by Platika. Passed unanimously.

- 2. Platika called on Judy Holmes, member of the Finance Committee, to present a handout Platika and Holmes had created listing costs of the Aquatic Center.

B. Greens Committee (on hiatus until March) – Wilson

- 1. New maple trees are being planted on King George Drive at the edge of the golf course.

C. LARC Committee – Downing

- 1. Committee members have looked at properties that need attention; have had success getting one roof, long covered with a blue tarp, re-roofed.

D. House Committee – Downing

- 1. A new furnace and hot water heater have been installed in the Crown Center.
- 2. Gas and phone lines have been installed
- 3. Outside lights at the Crown Center have been turned on.

E. Hello Neighbors Social Committee – Williams

- 1. Committee members are rethinking the committee's mission. They are holding a meeting on the evening of 1/11/18 to seek ideas for events that better serve community members.

F. Pool Committee (on hiatus until Aquatic Center is completed)

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G. Pool Construction Committee – Sandi Fuhrman

1. Fuhrman noted that the figures presented in the Platika/Holmes handout did not coincide with the items/figures she has been tracking and stated that the amount they estimated will be needed to complete the project was not accurate (see #4 below).
2. Fuhrman described features of the exterior of the Aquatic Center, including a fob/card system for entry that allows the building to be shut down for cleaning or as needed. ProTech, providers of the system, can provide similar entry for other KCCA buildings.
3. The current projected cost of the Aquatic Center is \$1,646,478 which includes change orders in the amount of \$31,955 approved in December and January. Based on what has already been paid in contracts and change orders and factoring in open change orders and the amount allowed for contingencies, Fuhrman projects that \$398,000 is needed to complete payment of the Aquatic Center.
4. Fuhrman said the average residential sale in King City is \$248/sq.ft. and commercial property averages \$400/sq.ft. for the building alone. The current projected cost of the Aquatic Center is \$271/sq.ft., fully equipped.

VIII. ADMINISTRATOR'S REPORT - ZEZULA

- A. Zezula advocated for a fob/card and security (camera) system for all KCCA buildings, saying that the front door to the clubhouse has had to be repaired twice in the past 3 months. The clubhouse doors are often left unlocked as well, after office hours, and a system like this would allow us to control who had access to the buildings. This is the same system as in the Aquatic Center, so all buildings would be controlled and monitored by the same system. The cost would be in the neighborhood of \$45,000.
- B. A company came in to assess the sound system in the Clubhouse Banquet Room and gave KCCA a quote for less than \$5,300 to install 8 JBL 6" recessed in-ceiling speakers throughout the space for uniform sound coverage, new audio equipment (if needed), in-wall volume controls for wireless mic, lectern mic, handheld mic, music inputs for audio and RCA (to permit connection of CD player, phone or other stand-alone audio source), replace non-working mic jack in the lectern
- C. Software:
 1. Zezula has asked more than three companies to give her bids for software and technology, including software/technology that would enable sharing the membership database among all computers in the office.
 2. New equipment that would make booking tee times online possible will be purchased for the Pro Shop at some point.
- D. The phone system, installed by Frontier, is still not working. Zezula recommended installing an entire new phone system starting with the office; which could require wireless router upgrades. A side benefit of wireless router upgrades is better access from areas of the Clubhouse that do not currently have access.



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X. BOARD ACTIONS

A. Unfinished business

1. From 12/12/17 meeting: Clarify expectation that all clubs will have the responsibility to set-up, take-down and clean rooms they use. The question of liability in case a resident incurs an injury during these processes was raised. Discussion followed, including the possibility of hiring a part time staff person, including one or more residents, to do this. Pittsley and Zezula will work on resolving this issue.
2. From 12/12/17 meeting: No decision was made regarding fees for use of rooms by KCCA sponsored clubs/events. The statement was made that no persons/groups outside the KCCA membership are currently allowed to book rooms; except for events KCCA sponsors for the benefit of members or special requests from the City.
3. From 12/05/17 meeting: Consider specifying times for KCCA committees that will accommodate attendance by members. The primary reason for the Finance Committee meeting being held at 7:30 a.m. was described by Platika as being so the Pro Shop manager and Superintendent could attend. The point was made that they could come to a meeting held at a later time for just the amount of time needed to discuss items related to their responsibilities.

B. New business: None raised.

X. DIRECTORS' COMMENTS

A. Schuyler relayed information/concerns from the Thursday morning coffee group: Need for hosts for events; cleaning furniture/carpets; who fixes broken furniture; who can install sliders on the bottoms of heavy furniture. Ginny Jones and Nancy Hayes will create instructions for using the television in the Clubhouse living room.

1. Residents seeing broken furniture should report same in writing to the office; the information will be passed to the chair of the House Committee.

XI. Executive Session

A. **Motion:** Go into executive session at 8:40 p.m. to discuss personnel matters. Moved by Schuyler, seconded by Downing. Motion passed unanimously.

B. **Motion:** Adjourn executive session at 9:30 p.m. Moved by Platika, seconded by Williams. Motion passed unanimously.

XII. Reconvene Open Meeting.

A. **Motion:** Reconvene open meeting at 9:35 p.m. Moved by Downing, seconded by Pittsley. Motion passed unanimously.

B. **Motion:** Adopt the Employee Manual with revision of section 3.4 to better define use of the word "required." Moved by Downing, seconded by Pittsley. Motion passed unanimously.



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XIII. Adjourn Meeting

- A. **Motion:** Adjourn meeting at 9:45 p.m. Moved by Williams, seconded by Platika.
Motion passed unanimously.

Valerie Schuyler
Vice President/Secretary

APPROVED