

KCCA Board of Directors Meeting Agenda

Tuesday, March 13, 2018

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

- I. Call to Order**
- II. Roll Call of Directors**
- III. Secretary**
 - a. Approval of Agenda
 - b. Approval of Minutes
 - i. Board & Pool Committee Meeting: 3/2/18 & 3/9/18
 - ii. Board of Directors Meeting: 2/27/18
- IV. Treasurer**
- V. President**
 - a. Process while Finance and House Committees on hiatus
 - b. Operating Budget discussion
- VI. Committee Reports**
 - a. Finance Committee (on hiatus)
 - b. House Committee (on hiatus)
 - c. Pool Construction *ad hoc* Committee
 - i. KKLA approval & funding discussion
 - d. Pool Fundraising *ad hoc* Committee
 - e. Pool Committee (on hiatus until pool completed)
 - f. LARC Committee
 - g. Greens Committee
 - h. Hello Neighbors/Social Committee
 - i. Elections Committee
 - i. Approve members

ii. Electronic voting update

j. Nominating Committee

VII. Administrator - absent, no report

VIII. Board Actions

a. Unfinished Business

i. Technology & networking approvals

ii. Club fees, amenity use and setup/takedown status

b. New Business

i. Janitorial / maintenance crew approvals

ii. Transfer fee refund approval

IX. Director's Comments

X. Open Forum [moved for scheduling reasons]

XI. 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.

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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KCCA BOARD OF DIRECTORS MEETING MINUTES

Tuesday, March 13, 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 of Directors: Present – Paul Downing, Terry Pittsley, Diana Platika, Valerie Schuyler, Marty Williams, Joe Wilson, Blair Wyatt
- III. President’s Report – Pittsley
 - a. **Motion:** Approve the process defined on March 13, 2013 to be followed by the Administrator while the Finance and House Committees are on hiatus. Moved by Pittsley; seconded by Wilson. **Motion passed unanimously.**
 - b. **Motion:** Approve the revised Budget for 2018 as proposed on March 12, 2018. **Motion tabled until a Special Board Meeting on March 20, 2018 at 10:00 a.m.**
 - c. **Motion:** Approve the Administrator to authorize up to \$35,000 in Technology and related expenses under the operating budget until such time as a revised Budget is adopted. Moved by Wyatt; seconded by Williams. **Motion passed.**
 - d. **Motion:** Approve payment of KKLA’s invoice #12, less \$2,755 for over-excavation of the lap pool not in the building plan, leaving a total of \$97,853. Moved by Williams; seconded by Schuyler. In favor – Downing, Pittsley, Schuyler, Wilson, Wyatt; Opposed – Platika, Williams. **Motion passed.**
 - e. **Motion:** Approve payment of Cascade invoice 42425-6 for \$54,048 and withhold payment until March 22, 2018 if prescribed work is completed by that date. Moved by Downing; seconded by Wyatt. In favor – Downing, Pittsley, Schuyler, Wilson, Wyatt; Opposed – Platika, Williams. **Motion passed.**
 - f. **Motion:** Borrow \$250,000 from NW Bank to complete funding the cost of construction of the Aquatic Center. Moved by Downing; seconded by Wyatt. In favor – Downing, Pittsley, Schuyler, Wilson, Wyatt; Opposed – Platika; Abstain – Williams. **Motion passed.**
 - g. **Motion:** Authorize Theresa Pittsley, Valerie Schuyler and Diana Platika to enter in to an agreement with Northwest Bank to borrow additional monies under the existing loan and to sign the Corporate Resolution to Borrow / Grant Collateral as required by the bank. Moved by Schuyler; seconded by Wyatt. In favor – Downing, Pittsley, Schuyler, Wilson, Wyatt; Opposed – Platika, Williams. **Motion passed.**
- IV. Board Actions
 - a. Unfinished Business
 - 1) New technology & networking approvals
 - a) **Motion:** Approve purchase and installation of the cloud-based technology and subscription service software systems as proposed to the Board by the Administrator. Moved by Wyatt; seconded by Downing. **Motion passed unanimously.**

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b) **Motion:** Approve networking of Clubhouse, Arts/Library Building, ProShop, Aquatic and Crown Centers and repair/upgrade of Clubhouse Banquet Room sound system based on bids acquired by the Administrator and reviewed by the Board. The approved total cost of these projects will not exceed \$30,000 without prior Board approval. This expense will be paid from the Reserve Budget. Moved by Wyatt; seconded by Downing. In favor – Downing, Pittsley, Schuyler, Wilson, Wyatt; Opposed – Platika; Abstain – Williams. **Motion passed.**

ii. Club fees, amenity use and setup/takedown status.

a) **Motion:** Because the House Committee is now on hiatus, the Board assigns three members – Pittsley, Williams and Wilson – to review the issue with the Administrator and Greens Superintendent prior to the March 27th Board meeting to compile both an immediate recommendation for Board vote and a long term goal. Moved by Pittsley; seconded by Wyatt. **Motion passed unanimously.**

b. New Business

1) Janitorial / maintenance crew approvals.

a) **Motion:** Approve hiring of janitorial service to clean Aquatic Center four days a week at a cost of \$1,250 per month. Moved by Wyatt; seconded by Downing. In favor – Downing, Pittsley, Schuyler, Williams, Wilson, Wyatt; Opposed – Platika. **Motion passed.**

b) **Motion:** Approve hiring FT maintenance/golf crew employee at budgeted rate; who will work in multiple departments (including the Aquatic Center, golf course and Clubhouse) as determined by the Administrator and Greens Superintendent. Moved by Wilson; seconded by Platika. **Motion passed unanimously.**

2) Transfer fee refund approval.

Motion: Approve refund of \$4,168.50 transfer fee for move from SW King Charles to SW Par 4. Moved by Schuyler; seconded by Wilson. **Motion passed unanimously.**

V. Secretary: Schuyler

a. Approval of Agenda.

1) **Motion:** Approve the Agenda handed-out at the Board meeting on March 13, 2018. Moved by Pittsley; seconded by Wyatt. **Motion passed.**

b. Approval of Minutes

i. Board & Pool Committee Meeting: 3/2/18.

Motion: Approve the minutes of the Board and Pool Committee meeting of March 2, 2018. Moved by Wyatt; seconded by Pittsley. **Motion passed unanimously.**

ii. Board & Pool Committee Meeting: 3/9/18.

Motion: Approve the minutes of the Board and Pool Committee meeting of March 9, 2018. Moved by Williams; seconded by Platika. **Motion passed unanimously.**

iii. Board of Directors Meeting: 2/27/18.

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Motion: Approve the minutes of the Board meeting of February 27, 2018 with change to add the word "Motion" prior to each. Moved by Platika; seconded by Williams. **Motion passed unanimously.**

VI. Treasurer: Platika

VII. Committee Reports

- a. Finance Committee (on hiatus)
- b. House Committee (on hiatus)
- c. Pool Construction *ad hoc* Committee: Sandi Fuhrman
- d. Pool Fundraising *ad hoc* Committee: Schuyler
- e. Pool Committee (on hiatus until pool completed)
- f. LARC Committee: Wyatt
- g. Greens Committee: Wilson
- h. Hello Neighbors/Social Committee: Williams
- i. Elections Committee: Williams

Motion: Approve Cherree Weeks, Marsha Schauer, Nancy Hayes, Joe Wilson as members of the Election Committee that is chaired by Marty Williams. Moved by Downing; seconded by Wyatt. **Motion passed unanimously.**

- j. Nominating Committee: Wyatt

VI. Administrator - absent, no report

VII. Director's Comments

VIII. Open Forum

IX. **Motion:** Adjourn meeting at 8:11 p.m. Moved by Wilson, seconded by Wyatt. **Passed unanimously.**

Valerie Schuyler
Vice President/Secretary