

Board of Directors Meeting Agenda
Tuesday, August 14, 2018
6:30 pm, Clubhouse Banquet Room

- I. Call to Order**
- II. Roll Call of Directors**
- III. Open Forum**
- IV. Secretary**
 - a. Approval of Agenda
 - b. Approval of Minutes
 - i. 7/24/18 Board of Directors Meeting.
- V. President**
- VI. Treasurer**
- VII. Committee Reports**
 - a. House Committee
 - i. Select bid for Clubhouse front door wheelchair accessibility after hours.
 - ii. Schedule budgeted parking lot sealing and striping, if done in 2018.
 - iii. Purchase of coffee urns for coffee time group, not budgeted.
 - b. Pool Construction ad hoc Committee
 - i. Status of opening.
 - c. Pool Committee
 - i. Outdoor pool closure date; day after Labor Day weekend or extend due to hotter than usual weather.
 - ii. Shade (awning) and picnic table at outdoor pool.
 - iii. Lift(s) at pool(s).
 - d. Greens Committee
 - i. Golf rate discounts.
 - ii. Purchase of budgeted gators, marshall cart and greens mower.
 - e. Club & Amenities Committee
 - i. Appoint new Chair.

- f. Budget Committee
 - i. Approve members.
 - ii. Set date and time for Annual Members' Budget Forum (first week of November, before November Board meeting).
 - iii. Set dates/times for Committee to meet and develop budgets, starting in September.

VIII. Board Actions

- a. Old Business
 - i. Netting for stray golf balls.
 - ii. Music Club request to have KCCA pay contractor M. Hickman, retroactively starting 8/6, \$20 per time, for setup and takedown services.
- b. New Business
 - i. Decide on scheduling reserve study with Schwindt & Co. for winter 2019.

IX. Director's Comments

X. 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. Minutes are posted only after the Board approves them.

Board of Directors Meeting Minutes
Tuesday, August 14, 2018
6:30 pm, Clubhouse Banquet Room

- I. Call to Order by President Paul Downing at 6:32 p.m.
- II. Roll Call of Directors: Present - Paul Downing, Rob Cavasher, Steve Garner, Carolyn Griffith, Diana Platika, Valerie Schuyler
- III. Open Forum
 - A. Barbara Parks – Inspections during construction of Aquatic Center (see ad hoc Pool Construction Committee report)
 - B. Jerry Larsen – Music Club (see Old Business)
 - C. Rita Christian – Golf course (see Old Business)
 - D. Janet Craig – Women’s locker room at ProShop (see House Committee report)
 - E. Donna Lane – Safety near pool (will ask Pool Committee)
 - F. Marie VanderWeele – Kiln for Ceramics room (see Old Business)
- IV. Secretary – Schuyler
 - A. **Motion:** Approve the agenda of the meeting of August 14, 2018 with the addition of discussion of kiln in Ceramics room under Old Business.
Moved by Platika; Seconded by Downing. Revised motion passed unanimously.
 - B. **Motion:** Approve the Minutes of the July 24, 2018 Board of Directors Meeting.
Moved by Platika; Seconded by Garner. Motion passed unanimously
 - C. Re: Draft Minute of August 10, 2018: In section V.C., add the words at the end of the motion “for purposes of a work session.”
Motion: Approve the Minutes of the August 10, 2018 Board of Directors Special Meeting as modified.
Moved by Platika; Seconded by Schuyler. Motion passed unanimously.
 - D. Schuyler called on Griffith to describe the process under which resident members can apply to fill the current Board vacancy. Applications due September 14, 2018; Board of Directors will appoint selected applicant at a Special Board of Directors meeting on September 21, 2018.
- V. President – Downing
 - A. Downing reported that completion of the Aquatic Center is dependent on inspection reports and completion of any issues identified by inspections. See Pool Construction ad hoc Committee report.
- VI. Treasurer – Garner
 - A. Financials will be presented at the Board meetings that fall on the fourth Tuesdays of the month.

- B. The Administrator is overseeing the transition from the TOPS bookkeeping system to QuickBooks.

VII. Committee Reports

A. House Committee

1. **Motion:** Table selection of a bid for Clubhouse front door wheelchair accessibility after hours so more investigation of the three bids submitted can be done.
Moved by Schuyler; Seconded by Griffith. Motion passed unanimously.
2. **Motion:** Get bids for parking lot sealing and striping and, if a bid is selected, schedule the work for 2019.
Moved by Downing; Seconded by Garner. Motion passed unanimously.
3. Spending \$140 to purchase coffee urns for coffee time group was previously approved.
4. Downing responded to request presented during Open Forum with his intent to work on improving the Women's Locker Room at the ProShop when the Aquatic Center is completed.

B. Pool Construction ad hoc Committee – Downing

1. Downing reported the following: All but two of the required inspections have been completed. The engineer is working on his report. The Clair Co. inspector will do the last of several inspections of the building itself. A Washington County inspector will determine if the building meets all codes for safety and if it does, give KCCA an annual license to operate the pools.

C. Pool Committee – Schuyler

1. Outdoor pool closure date is usually the day after Labor Day weekend but that date can be extended if the weather is still hot. Jeff will need two weeks lead time if the pool closure will occur after the usual date.
2. New umbrellas, umbrella stands and tables were installed in the pool and on the patio between the ProShop and outdoor pool in response to a request by a resident for more shade. The patio was improved; staff is asked to paint the edges of the stairs created by patio blocks with yellow paint to make them more visible.
3. The issue of lift(s) at pool(s) will be addressed in the KCCA September Newsletter.
4. The initial sale of Aquatic Center Key Cards will occur on Sunday, August 19th, 10:00 am. – 2:00 pm in the Clubhouse. Key Cards will be available in the KCCA office starting August 21st.

D. Greens Committee – Platika

1. **Motion:** Approve the following as members of the Greens Committee: Diana Pliler, Joy Olmstead, Bob Olmstead, Jeff Halfman, Jack Croll.
Moved by Downing; Seconded by Griffith. Motion passed unanimously.

2. **Motion:** Approve purchase in the amount of \$7557 for a Cushman Hauler-800-G Marshall Cart.
Moved by Griffith; Seconded by Cavasher. Motion passed unanimously.
 3. **Motion:** Approve purchase in the amount of \$12,641 for a JD Cater HPX.
Moved by Platika; Seconded by Griffith. Motion passed unanimously.
 4. **Motion:** Approve purchase in the amount of \$35,864 for a Greenmaster 3150-Q mower and accessories.
Moved by Platika; Seconded by Griffith. Motion passed unanimously.
 5. **Motion:** Approve purchase in the amount of \$10,505 for a John Deere TX Turf gator.
Moved by Downing; Seconded by Platika. Motion passed unanimously.
 6. **Motion:** Authorize the ProShop to offer a special rate of \$10 per round of golf to active duty service men and women and to veterans.
Moved by Platika; Seconded by Garner. Motion passed unanimously.
 7. **Motion:** Authorize the ProShop to lower greens fees for youth 18 years and younger with student ID to \$10 per round of golf.
Moved by Schuyler; Seconded by Platika. Motion passed unanimously.
 8. **Motion:** Authorize the ProShop to offer residents of The City of King City the KCCA resident greens fee rate of \$12 per person per round of golf.
Moved by Downing; Seconded by Griffith. Motion passed unanimously.
- E. Club & Amenities Committee - Downing
1. **Motion:** Table the appointment of a new Chair of the Club and Amenities Committee until the seventh Board member is selected.
Moved by Downing; Seconded by Schuyler. Motion passed unanimously.
- F. Budget Committee - Garner
1. **Motion:** Appoint the following residents to the Committee that will generate the 2019 KCCA Budget: Steve Garner, Chair; Linda Burke, Bev Downing, Katherine Griffith, Blair Wyatt.
Moved by Garner; Seconded by Cavasher. Motion passed unanimously.
 2. Garner will set the date and time for Annual Members' Budget Forum (first week of November, before November Board meeting).
 3. The Committee will meet and develop budgets, starting in September.
- G. Hello Neighbors Social Committee - Griffith
1. **Motion:** Approve the addition of the following residents to the Committee: Marylou Russ, Jo Kitchen, Marsha Schauer.
Moved by Griffith; Seconded by Platika. Motion passed unanimously.

VIII. Board Actions

- A. Old Business
1. Netting for stray golf balls. No resolution reached. Further research needed.
 2. Discussion of the Music Club's request to have KCCA pay contractor M. Hickman, \$20 per time, for setup and takedown services for their monthly performance

was tabled. Jerry Larsen will talk with Ms. Hickman about liability insurance she may have and the Board will do further research on the subject of liability for outside contractors.

3. **Motion:** KCCA will pay up to \$5000 to purchase and install a new kiln and vent, if necessary, and to dismantle and dispose of the current kiln.
Moved by Downing; Seconded by Platika. In favor – Downing, Cavasher, Garner, Schuyler; Opposed – Griffith, Platika. Motion passed.

B. New Business

1. **Motion:** Schedule a Level 2 Reserve Study with Schwindt & Co to be conducted in 2019.
Moved by Platika; Seconded by Garner. Motion passed unanimously.

IX. **Director's Comments** - None

X. **Adjournment of Meeting**

Motion: Adjourn the meeting at 8:44 p.m.
Moved by Downing; Seconded by Cavasher. Motion passed unanimously

Approved