

## **Board of Directors Meeting Agenda**

**Tuesday, August 28, 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 - 8/14/18 Board of Directors Meeting
  - c. Reminder - the next Board meeting will be at 10:00 am
- V. President**
  - a. Staff use of KCCA amenities
  - b. Marketing and advertising
  - c. Cancel December 25, 2018 Board meeting
- VI. Treasurer**
  - a. Financial reports - June & July 2018
- VII. Committee Reports**
  - a. Budget Committee
    - i. Budgeting schedule and Annual Members' Budget Forum date
  - b. House Committee
    - i. Netting for stray golf balls
    - ii. Select bid for Clubhouse front door wheelchair accessibility after hours
    - iii. Select bid for parking lot sealing and striping (if three received in time)
  - c. LARC Committee - no report (Chair absent)
  - d. Pool Construction ad hoc Committee
    - i. Status of opening
  - e. Pool Committee
    - i. Lift(s) at pool(s)
    - ii. Aquatic Center key card sales and card ordering

- f. Greens Committee
- g. Hello Neighbors Social Committee
- h. Club & Amenities Committee (on hiatus until appointment of new Chair)

**VIII. Board Actions**

- a. Old Business
- b. New Business

**IX. Executive Session** - continued discussion of confidential employment matters

**X. Director's Comments**

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

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 the Executive Session.

**MINUTES - BOARD OF DIRECTORS MEETING**  
**Tuesday, August 28, 2018**  
**6:30 pm, Clubhouse Banquet Room**

- I. **Call to Order** by President Paul Downing at 6:30 pm.
- II. **Roll Call of Directors:** Present: Paul Downing, Steve Garner, Carolyn Griffith, Diana Platika, Valerie Schuyler; Absent - Rob Cavasher  
Administrator Ronnda Zezula was not present at the meeting.
- III. **Open Forum**
  - Kathy Sievers – problems with disruptive, under-age neighbors
  - Nancy Hayes – 1<sup>st</sup> Sunday
  - Judy Holmes – 1<sup>st</sup> Sunday; key fob (key card)
  - H. Harper – Key fobs (key card)
  - Lou Travis – Key fobs (key card)
  - Jo Kitchen – Community meeting
  - Peggy Trees - no topic listed
  - Barbara Davis – Pool timeline
  - Mary Delamater – 1<sup>st</sup> Sunday
- IV. **Secretary - Schuyler**
  - A. **Motion:** Approve the Agenda of the August 28, 2018 Board of Directors Meeting. Moved by Platika; Seconded by Garner. Motion passed unanimously.
  - B. **Motion:** Approve the Minutes of the August 14, 2018 Board of Directors Meeting. Moved by Garner; Seconded by Platika. Motion passed unanimously.
  - C. **Reminder:** The next Board meeting will be on Tuesday, September 11, at 10:00 in the Clubhouse meeting room.
- V. **President - Downing**
  - A. Staff cannot be allowed to use KCCA amenities since only KCCA members can use KCCA's private facilities.
  - B. Marketing and advertising: Schuyler raised the subject of updating some of the materials about KCCA that are distributed in the 1<sup>st</sup> Sunday folder. Schuyler and Griffith will generate ideas for new materials and bring them to the Board for approval.
  - C. The Board of Directors meeting that would fall on December 25, 2018 is **cancelled**.
- VI. **Treasurer – Garner**
  - A. Financial reports for June & July 2018 were distributed.
- VII. **Committee Reports**
  - A. Budget Committee – Garner
    1. The Budgeting schedule is set.

2. The Annual Members' Budget Forum will be held on Tuesday, November 6, 2018.
- B. House Committee – Downing
  1. KCCA will not provide netting for properties impacted by stray golf balls. Owners can contact fencing companies to install netting with the approval of LARC and at their own expense.
  2. **Motion:** Hire NW Entrances, Inc. to replace one of the existing double doors on the Clubhouse with a single door/sidelight that allows wheel chair accessibility after hours. Moved by Schuyler; Seconded by Griffith. Motion passed unanimously.
  3. **Motion:** Hire Hal's Construction, Inc. to clean, seal and stripe all three main parking lots (Clubhouse, Arts & Crafts building and ProShop, a total of 80,005 sq. ft.) including painting curbs and parking bumpers for \$21,150. Moved by Schuyler; Seconded by Griffith. Motion passed unanimously.
- C. LARC – no report (Chair absent)
- D. Pool Construction ad hoc Committee: Sandi Fuhrman reported that the Aquatic Center has passed all inspections except for meeting a code new as of 1/1/18 related to storage of chemicals. The engineer will redesign the building and resubmit the plan to the City. Once approved, KCCA will gain occupancy and will contact Washington County for approval of the pools. Best guess for use is the end of September, 2018.
- E. Pool Committee - Schuyler
  1. Lifts(s) at pool(s): An employee of Cascade Pools inspected the Aquatic Center building and confirmed that there is not sufficient space for lifts to be placed at the pools/spa.
  2. **Motion:** Approve the purchase of 300 additional key cards from ProTech at the cost of \$6.50 each, to be sold to residents for \$5.00. Moved by Schuyler; Seconded by Downing. In favor – Downing, Garner, Schuyler; Opposed - Griffith, Platika. Motion passed.
  3. **Motion:** Pay Protec \$75 for invoice submitted 6/1/18 for three months of monitoring services. Moved by Schuyler; Seconded by Downing. Motion passed unanimously.
- F. Greens Committee – Platika. No report
- G. Hello Neighbors Social Committee – Griffith
  1. The next meeting of the committee is September 7<sup>th</sup> at 10:00 am. There is an event on September 16<sup>th</sup>.
- H. Club & Amenities Committee (on hiatus until appointment of new Board Member and Chair)

VIII. **Board Actions**

- A. Old Business – none
- B. New Business – none

IX. **Executive Session**

- A. **Motion:** Suspend regular Board meeting to go into Executive Session at 8:12 pm. to continue discussion of confidential employment matters. Moved by Downing; Seconded by Platika. Motion passed unanimously
- B. **Motion:** End Executive Session at 9:15 pm and reconvene regular Board meeting. Moved by Griffith; Seconded by Garner. Motion passed unanimously.
- C. **Motion:** Reconvene regular Board meeting at 9:17 pm. Moved by Schuyler; Seconded by Downing. Motion passed unanimously.
1. **Motion:** Authorize Administrator Ronnda Zezula to determine staffing needs for the front office and hire employees to fill those needs. Moved by Garner; Seconded by Griffith. Motion passed unanimously.
  2. **Motion:** Authorize Paul Downing, Board President, to execute the Employment Agreement for a managerial employee, with attorney revisions as discussed in Executive Session. Moved by Garner; Seconded by Platika. In favor – Downing, Garner, Platika, Schuyler; Recused – Griffith. Motion passed.

X. **Director's Comments** – none

- XI. **Motion:** Adjourn Board meeting at 9:23 pm. Moved by Garner; Seconded by Platika. Motion passed unanimously.

Valerie Schuyler  
Secretary, Board of Directors

APPROVED