

## **Board of Directors Meeting Agenda**

**Tuesday, September 25, 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: 9/11/18 Board of Directors Meeting
- V. President**
- VI. Treasurer**
- VII. Committee Reports**
  - a. House Committee
    - i. After-hours emergency contact process for pool building.
    - ii. Purchase of smart / push-to-talk phones and data plan.
  - b. Pool Construction ad hoc Committee
    - i. Status of opening.
  - c. Pool Committee
  - d. Greens Committee
  - e. Hello Neighbors Social Committee
  - f. Club & Amenities Committee
    - i. Appoint new Chair.
  - g. Budget Committee
- VIII. Board Actions**
  - a. Old Business
    - i. Format for the first Board meeting of the month.
  - b. New Business
- IX. Director's Comments**
- X. Adjournment of Meeting**

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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. 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.

## Minutes - Board of Directors Meeting

Tuesday, September 25, 2018

6:30 pm, Clubhouse Banquet Room

- I. **Call to Order** by President Paul Downing at 6:31 p.m.
- II. **Roll Call**
  - A. Directors: Present – Paul Downing, Rob Cavasher, Sandi Fuhrman, Steve Garner, Valerie Schuyler; Absent – Carolyn Griffith, Diana Platika.
  - B. Administrator: Present – Ronnda Zezula
- III. **Open Forum**

President’s announcement: Comments will be limited to 2 minutes. If more than one person has signed up to speak on a topic, when possible, select one person to speak.

  - A. Denny Gelfand – volunteered to work with Budget committee on labor control during the budgeting process.
  - B. Rita Christian – Golf course netting. Rita was asked to write down her complaint and suggestions for resolution and submit to the KCCA office.
  - C. Marilyn Mason – Issue of confrontation with a contentious resident in the pool; her perception that the article in September newsletter authored by Office staff and entitled “Member Services Window” was condescending and redundant.
  - D. Theresa Upshaw – repair of golf cart path. KCCA has a bid of \$34,000 and is seeking more bids; the budget committee is considering how to handle repair since money paid for that has been deposited in the Operating budget rather than in the Reserve budget for many past years.
  - E. Katherine Griffith – failure of Carolyn Griffith to include in her application to fill a vacancy on the Board of Directors the fact that she is the mother-in-law of the KCCA Administrator; need for Carolyn to recuse herself from any Board discussion related to the Administrator.
  - F. Thom Bailie – will talk to Rob Cavasher about his concern.
- IV. **Secretary - Schuyler**
  - A. **Motion:** Approve the meeting agenda. Moved by Garner; Seconded by Cavasher. Vote of members present: The motion passed unanimously.
  - B. **Motion:** Approve the Minutes of the Board of Directors Meeting on September 11, 2018. Moved by Garner; Seconded by Schuyler. Vote: Yes - Downing, Garner, Schuyler; Did not vote – Cavasher (not present at the meeting of 9-11-18); Fuhrman (not yet on Board for the meeting of 9-11-18). The motion passed.
  - C. **Motion:** Approve the Minutes of the Board of Directors’ Special Meeting on September 21, 2018. Moved by Cavasher; Seconded by Garner. Vote of members present: Yes - Downing, Cavasher, Garner, Schuyler; Did not vote: Fuhrman (not a Board member for entire meeting). The motion passed.

- D. Request from Fuhrman that the minutes of August 28, 2018 reflect that the Protec bill for \$75 was for a monitoring system, not an alarm system, since the Aquatic Center does not have an alarm system.

**V. President – Downing**

- A. Read a statement from Carolyn Griffith in which she protested that the vote in the Board meeting of 9-21-18 to fill a vacancy on the Board did not include discussion. Board members present stated that discussion was not allowed by President Downing because of the derogatory statements made about candidates/applicants in previous elections.
- B. Read “Assent of director to board action”: “A director of a homeowner’s association who is present at a meeting of the board of directors at which action is taken on any association matter is presumed to have assented to the action unless the director votes against the action or abstains from voting on the action because the director claims a conflict of interest. (2017 ORS Legal Glossary)

**V. Treasurer – Garner**

- A. Referenced financials as of August 31, 2018 available to members in attendance.
- B. Reported that the balance in the 2018 Operating Account is adequate to cover expenses through the end of 2018 and that there will be funds left over. Also reported on the balances in the general Reserve and the pool Reserve accounts and listed known pending reserve payments, again showing that there are adequate funds in both Reserve accounts to cover known pending reserve payments.

**VI. Committee Reports**

- A. House Committee – Downing listed projects being worked on
  - 1. Women’s bathroom in the ProShop – committee is forming to design changes
  - 2. Plexiglas sides on Shuffleboard Court – have 1 bid; seeking 2 more
  - 3. Crown Center – have approval from NW Bank to use balance of Pool loan for improvements to the Crown Center
  - 4. Arts & Crafts Building – new flooring in hallway
- B. Pool Construction ad hoc Committee - Downing
  - 1. Status of opening – plans for meeting code for the shed that houses chemicals at the Aquatic Center have been received and work will start soon.
  - 2. Second batch of key cards has been received and will be entered into the data base so they can be sold (\$5/person) to members on waiting list and other members.
- C. Pool Committee – Downing
  - 1. **Motion:** Approve Sandi Fuhrman as Chair of the Pool Committee. Moved by Downing; Seconded by Cavasher. Vote of members present: The motion passed unanimously.
  - 2. At the request of the Board, the Pool Committee will create a protocol for handling emergency situations regarding equipment and pool sanitation at the Aquatic Center or Outdoor pool when staff is not available.

3. Resident Larry Mills volunteered to work with Greens/Pool Supervisor Jeff Halfman on a manual for operating equipment in the Aquatic Center.
- D. Greens Committee – Platika absent, no report
- E. Hello Neighbors Social Committee – Griffith absent, no report
- F. Club & Amenities Committee – Downing  
**Motion:** Appoint Valerie Schuyler as Chair of the Clubs & Amenities Committee. Moved by Downing; Seconded by Cavasher. Vote of members present: The motion passed unanimously.
- G. Budget Committee – Garner
  1. Committee has met with Greens/Pool Supervisor and ProShop Supervisor Joy Olmstead and will continue to meet on Thursdays at 2:00 p.m. in the Crown Center to develop the Operating Budget.

## VII. Board Actions

- A. Old Business
  1. Format for the first Board meeting of the month.
    - a. **Motion:** Revoke the motion of August 10, 2018 which reads: Starting in September, 2018, change the time of the 6:30 p.m. Board meeting held on the second Tuesday of the month to 10:00 a.m. on that same second Tuesday for purposes of a work session. Moved by Downing; Seconded by Garner. Vote of members present – The motion passed unanimously
    - b. **Motion:** Reinstate the time of the Board meeting held on the second Tuesday of the month to 6:30 p.m., to be held as a regular Board meeting in which decisions can be made by the Board. Moved by Schuyler; Seconded by Cavasher. Vote of members present: The motion passed unanimously
  2. Zezula has been authorized to purchase 3 smart phones to monitor emergency conditions in the Aquatic Center and 7 push-to-talk phones (walkie-talkies) for communication among golf course and pool staff.
- B. New Business - None

## VIII. Director's Comments

- A. Garner advised members to go to the KCCA website – [www.mykcca.com](http://www.mykcca.com) – for information about KCCA's governing document.
- B. Cavasher requested that the Board schedule an Executive Session at the next Board meeting to discuss adopting Code of Ethics and Conflict of Interest documents for Board members.

- IX. Motion:** Adjourn the meeting at 8:02 p.m. Moved by Downing; Seconded by Schuyler. Vote of members present: The motion passed unanimously.

Valerie Schuyler  
Secretary, Board of Directors