

Board of Directors Meeting Agenda

Tuesday, November 13, 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: 10/29/18 Board of Directors Special Meeting
- V. President**
- VI. Treasurer**
- VII. Committee Reports**
 - a. Finance | Budget Committee
 - i. Addition of insurance deductible reserve fund
 - ii. Presentation of 2019 Budget for adoption
 - b. House Committee
 - c. LARC Committee
 - d. Pool Committee
 - e. Greens Committee
 - i. Disposition of marshal cart
 - f. Club & Amenities Committee
 - g. Hello Neighbors Social Committee
- VIII. Adjourn to Executive Session** - discussion of contract and legal issues
- IX. Reconvene Open Meeting**
- X. Board Actions**
 - a. Old Business
 - b. New Business
- XI. Director's Comments**
- XII. Adjournment of Board 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.



15245 SW 116th Avenue, King City, OR 97224 ♦ 503.639.6565 phone ♦ 503.639.8815 fax ♦ www.mykcca.com

**Minutes - Board of Directors Meeting
Tuesday, November 13, 2018
6:30 p.m., Clubhouse Banquet Room**

- I. Call to order by President Paul Downing at 6:30 p.m.
- II. Roll Call
 - A. Directors: Present - Paul Downing, Rob Cavasher, Sandi Fuhrman, Steve Garner, Carolyn Griffith, Diana Platika, Valerie Schuyler.
 - B. Administrator: Absent - Ronnda Zezula
- III. Open Forum
 - A. Rita Christian – Suggested solutions for errant golf balls damaging property
 - B. Dennis Gelfand – Budget
 - C. Judy Holmes – Budget
 - D. Mary Delamater – Format of KCCA governing documents on KCCA website
- IV. Secretary – Schuyler
 - A. **Motion:** Approve the meeting agenda as amended to include discussion/vote on bids for work at the Aquatic Center submitted by Protech and Mott. Moved by Platika; Seconded by Garner. Motion passed unanimously
 - B. **Motion:** Approve the amended minutes of the Board of Directors Special Meeting on October 29, 2018 to replace the motion in V.A . to read as follows: Recommend a proposed employee expense package to the Budget Committee for inclusion in the 2019 Operating Budget. Moved by Platika; Seconded by Garner. In favor - Downing, Cavasher, Fuhrman, Garner, Schuyler; Abstain (not present at meeting) - Griffith, Platika. The motion passed.
- V. President – Downing
 - A. Downing announced that the Aquatic Center passed inspection by the Clare Company following the installation of approved storage for pool chemicals! Downing will contact Washington County for inspection that will lead to licensure of all three pools. Once licenses are obtained, the Aquatic Center can be opened for use (applause).
- VI. Treasurer – Garner (see Budget Committee report below).
- VII. Committee Reports
 - A. Finance/Budget Committee - Garner
 1. Addition to 2019 Budget of insurance deductible reserve fund. Was not discussed.
 2. **Motion:** Adopt the 2019 Operating Budget as proposed by the Budget Committee. Moved by Garner; Seconded by Platika. In Favor – Downing, Cavasher, Garner, Griffith, Platika, Schuyler. Opposed – Fuhrman. The motion passed.

3. **Motion:** Table approval of the 2019 Reserve Budget until the Board meeting of November 27, 2018 to allow further review by the Budget Committee and Board directors. Moved by Griffith; Seconded by Schuyler. Motion passed unanimously.
- B. House Committee – Downing
- C. LARC Committee – Cavasher
 1. **Motion:** Appoint Therese Upshaw, Diane Wilson and Peg Beckwith as members of the LARC Committee. Moved by Cavasher; Seconded by Garner. Motion passed unanimously.
- D. Pool Committee – Fuhrman
 1. **Motion:** Approve bid from Mott of \$975 to caulk the saw cut joints in the lobby and three dressing rooms to prevent water from intruding under the walls. Moved by Fuhrman; Seconded by Cavasher. Motion passed unanimously.
 2. **Motion:** Approve bid from Protech for \$5,823 (with discount of \$600) to include:
 - a. 2 exterior cameras, one above the equipment room aimed at the external sheds and one on the front of the building at the equipment room end aimed at the front door = \$2,750; = \$2,750;
 - b. Alarms (to phones) when shed and equipment room doors are opened = \$1,328;
 - c. Re-wiring of handicapped door so it works with the Protech system = \$1,143;
 - d. Card reader lockout button = \$912Moved by Fuhrman; Seconded by Cavasher. Motion passed unanimously.
- E. Greens Committee – Platika
 1. **Motion:** Allow the Pro Shop to sell the old marshal cart for \$1,000 or more. Moved by Schuyler; Seconded by Downing. Motion passed unanimously.
- F. Clubs & Amenities Committee – Schuyler
- G. Hello Neighbors Social Committee – Griffith
 1. Reminded members of the Holiday BYOB on December 1, 5 – 7 p.m. at the Clubhouse.
- VIII. **Motion:** Adjourn Open Meeting to go into Executive Session for discussion of contract and legal issues at 8:43 p.m. Moved by Cavasher; Seconded by Downing. Motion passed unanimously,
- IX. **Motion:** Adjourn Executive Session at 9:13 p.m. Moved by Griffith; Seconded by Fuhrman. Motion passed unanimously.
- X. **Motion:** Reconvene Open Meeting at 9:14 p.m. Moved by Schuyler; Seconded by Garner. Motion passed unanimously.
- XI. Board Actions
 - A. Old Business – none
 - B. New Business - none
- XII. Directors’ Comments



15245 SW 116th Avenue, King City, OR 97224 ♦ 503.639.6565 phone ♦ 503.639.8815 fax ♦ www.mykcca.com

- A. Griffith asked about the status of allowing the USPS mailbox and ballot box to be placed on KCCA property. Downing reported he had talked with the King City City Manager and suggested no decision be made until the county had made proposed changes to 116th St in front of the KCCA parking lot.
- XIII. **Motion:** Adjourn Board meeting at 9:16 p.m. Moved by Platika; Seconded by Griffith. Motion passed unanimously.

Valerie Schuyler
Secretary, Board of Directors

APPROVED