

Board of Directors Meeting Agenda

Tuesday, **December 11, 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: 11/27/18 Board of Directors Meeting
- V. President**
- VI. Treasurer**
- VII. Committee Reports**
 - a. Finance | Budget Committee
 - i. Approval of format; 2019 Reserve Budget
 - ii. Disband 2019 Budget Committee
 - b. House Committee
 - c. LARC Committee
 - d. Pool Committee
 - e. Greens Committee
 - f. Club & Amenities Committee
 - i. Discussion; rules for clubs requesting to post banners or signs on the exterior of KCCA amenity buildings, whether Board approval required
 - g. Hello Neighbors Social Committee

VIII. Board Actions

- a. Old Business
 - i. Review online voting vendor bids
- b. New Business
 - i. Platika - 12-month Reserve funds CD

IX. Director's Comments

X. 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.

Minutes - Board of Directors Meeting
Tuesday, December 11, 2018
6:30 pm, Clubhouse Banquet Room

- I. Call to Order by President Paul Downing at 6:32 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 - Ronda Zezula
- III. Open Forum
 - A. Darryl Pape – Use of KCCA parking lot by customers of a business across the street.
- IV. Secretary – Schuyler
 - A. **Motion:** Approve the Agenda of today’s meeting. Moved by Platika; Seconded by Cavasher. Motion passed unanimously.
 - B. **Motion:** Approve the minutes of the Board of Directors Meeting on November 27, 2018. Moved by Fuhrman; Seconded by Griffith. In favor – Downing, Cavasher, Fuhrman, Garner, Griffith, Schuyler; Opposed – Platika. Motion passed.
- V. President – Downing (see House Committee report)
- VI. Treasurer – Garner
 - A. Discussion of charging residents a convenience fee of \$7 to use a credit or debit card to pay their annual assessment. The question was raised of what the charged is to use ACH, in which a member signs up to have a specific amount paid from his/her checking account each month. Garner will ask Zezula what that amount would be.
- VII. Committee Reports
 - A. Finance/Budget Committee - Garner
 1. Directors reviewed a reformatted version of the 2019 Reserve Budget that separated out “Non-Discretionary” items/projects already approved by the Board. Items/projects not yet voted on were classified as either “Discretionary (2018 Priority per Board discussions)” or “Discretionary (2019 Proposed)”. Directors accepted the reformatted version which had the same line items and amounts as in the Reserve Budget that was approved at the Board meeting of November 27, 2018.
 2. **Motion:** Disband the 2019 Budget Committee. Moved by Griffith; Seconded by Platika. Motion passed unanimously.
 - B. House Committee – Downing
 1. Downing asked that Parrish Enterprises be added to KCCA’s list of preferred contractors.
 2. **Motion:** Approve the bid of \$10,800 from Parrish Enterprises to replace the roof on the Crown Center. Moved by Downing; Seconded by Schuyler. During discussion Directors agreed to ask Downing to bring to the Finance Committee a plan with bids for all changes to be made at the Crown Center so the cost of the entire remodel project could be evaluated. No vote was taken on the motion so **the motion did not pass.**

3. **Motion:** Approve the Parrish Enterprises bid of \$15,300 to replace the plastic roof and siding of the Shuffleboard Court building, inspect the framing for rot and haul away old materials. Moved by Cavasher; Seconded by Platika. Motion passed unanimously.
- C. LARC Committee – Cavasher
 1. Cavasher reported that the committee is working on updating the LARC manual so it can be distributed at New Member meetings and distributed to residents on request.
- D. Pool Committee – Fuhrman
 1. The following items will be installed at the Aquatic Center in the near future: cement blocks at the head of each parking space; outside lights for the parking lot and outdoor camera and alarm. Fuhrman asked Downing (House Committee) to follow up with Zezula about the installation of the camera on the crown center - Halfman is to mount one of the cameras from the previous facility on the corner of the Crown Center facing the parking lot.
 2. Fuhrman asked Downing to ask Zezula to post a sign in the Aquatic Center saying that licenses for the pools are available in the KCCA office.
 3. Downing will ask Zezula if she has warranties for the equipment installed in the Aquatic Center.
 4. Fuhrman asked Downing to request Paulson's to repair the failing grout in the shower areas at the Aquatic Center.
- E. Greens Committee – Platika. No report
- F. Clubs & Amenities Committee – Schuyler
 1. **Motion:** Require Board approval of any banner or sign (except for signs related to same day activity), including location, duration of display and person/organization responsible for placement and removal, before it is attached to the exterior of any KCCA building/property. Moved by Schuyler; Seconded by Platika. In favor - Cavasher, Fuhrman, Garner, Griffith, Platika, Schuyler; Opposed – Downing. The motion passed.
 2. **Motion:** Approve KCCA's Lawn Bowling Club attachment of a 12' x 3' Lawn Bowling sign to the back of the Clubhouse from March to September. Moved by Schuyler; Seconded by Garner. In favor – Downing, Cavasher, Fuhrman, Garner, Platika, Schuyler; Opposed – Griffith. The motion passed.
- G. Hello Neighbors Social Committee – Griffith
 1. The Holiday BYOB was very successful despite having to change the date because of a conflict on the original date.

VIII. Board Actions

- A. Old Business
 1. **Motion:** Approve the contract from SimplyVoting in the amount of \$2,230 to provide online voting for the KCCA May 2019 election, including counting of written ballots. Moved by Fuhrman; Seconded by Downing. Downing, Cavasher, Fuhrman, Garner, Griffith, Platika, Schuyler. The motion passed unanimously.

B. New Business

1. **Motion:** Purchase a 12-month CD for \$100,000 from, and to remain in, the Reserve Fund for the sole purpose of making the annual payment for the pool loan should KCCA be short of funds in the future. Moved by Platika; Seconded by Garner. Motion passed unanimously.

VIX. Director's Comments

- A. Schuyler – Recruit KCCA member/members to be responsible for raising and lowering the flag on the Clubhouse. Diane Wilson said that Joe Wilson has volunteered to do so when needed.

- X. **Motion:** Adjourn the Board Meeting at 8:28 p.m. Moved by Schuyler; Seconded by Cavasher. Motion passed unanimously.

Valerie Schuyler
Secretary, Board of Directors

APPROVED