

Board of Directors Meeting Agenda

Tuesday, **February 12, 2019**

6:30 pm, Clubhouse Banquet Room

- I. Call to Order**
- II. Roll Call of Directors**
- III. Secretary**
 - a. Approval of Agenda
 - b. Approval of Minutes: 1/22/19 Board of Directors Meeting
 - c. Proposal to restructure format of second monthly Board meeting
- IV. President**
 - a. Guest: CPA, David Schwindt, overview on reading KCCA financial reports
 - b. Status of bids for Clubhouse kitchen and Pro Shop women's restroom
 - c. Election Committee co-Chair
 - d. Nominating Committee Chair
- V. Treasurer**
 - a. Status of two-year plan for improved future reserve project planning, based on the 2016 Reserve Study.
- VI. Committee Reports**
 - a. Finance Committee
 - b. House Committee
 - c. LARC Committee
 - d. Pool Committee
 - e. Greens Committee
 - f. Club & Amenities Committee
 - g. Hello Neighbors Social Committee

- VII. Adjourn to Executive Session** - discussion of personnel matters
- VIII. Reconvene Open Meeting**
- IX. Board Actions**
 - a. Old Business
 - b. New Business
- X. Board Director's Comments**
- XI. 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.

Board of Directors Meeting Minutes
Tuesday, February 12, 2019
6:30 pm, Clubhouse Banquet Room

- I. The meeting was called 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: Present - Ronnda Zezula
- III. Secretary – Schuyler
 - A. **Motion:** Approve the Agenda of this meeting. Moved by Platika; Seconded by Griffith. Motion passed unanimously.
- IV. Guest: CPA, David Schwindt, overview on reading KCCA financial reports.
- V. Executive Session
 - A. **Motion:** Suspend open meeting at 7:10 pm and go into Executive Session to discuss personnel and legal matters. Moved by Downing; Seconded by Schuyler. Motion passed unanimously.
 - B. Executive Session at was adjourned at 8:27 pm.
- VI. Reconvene Open Meeting at 8:29 pm
- VII. Secretary - Schuyler
 - A. **Motion:** Approve the minutes of the January 22, 2019 Board of Directors Meeting. Moved by Griffith; Seconded by Platika. In favor - Downing, Cavasher, Garner, Griffith, Platika, Schuyler; Abstain – Fuhrman (absent on 1/22/2019). Motion passed.
 - B. Discussion of the following motion was tabled until the Board meeting on February 26, 2019. **Motion:** Restructure the format of the second monthly Board meeting to allow time for Board discussion of pending issues. Minutes of the previous meeting will be put up for approval, as will the meeting agenda. There will be no Open Forum, Officer reports or committee reports except as they relate to a pending issue. Votes will be taken if there is a need for a decision before the next Board meeting; otherwise, voting on issues will be deferred to the next meeting.
- VIII. President - Downing
 - A. Status of bids for Clubhouse kitchen and Pro Shop women’s restroom:
 1. Downing examined the appliances in the Clubhouse kitchen, determined that they are all working and that there is no need to spend money on them now.
 2. Bids for the Pro Shop women’s restroom were not yet available.
 - B. Election Committee – Cavasher
 1. Cavasher is still looking for a co-chair and will announce his choice at the next meeting.
 - C. Nominating Committee
 1. **Motion:** Fuhrman will chair the Nominating Committee. Moved by Schuyler, Seconded by Garner. Motion passed unanimously.

- IX. Treasurer - Garner
- A. Garner deferred his report on the status of a two-year plan for improved planning of future reserve projects, based on the 2016 Reserve Study, until the next meeting when he will be able to include newly acquired information.
 - B. Dump truck
 1. A used GM diesel dump truck was purchased for \$27,000 for use by the Greens staff.
 2. **Motion:** Authorize Jeff Halfman, Greens Supervisor, to sell the old dump truck. Moved by Schuyler; Seconded by Griffith. Motion passed unanimously.
 3. Zezula will ask NW bank where to deposit money from the sale of the old dump truck.
- X. Committee Reports
- A. Finance Committee – Garner: No report
 - B. House Committee – Downing
 1. The following items, approved for purchase at the Board meeting on 1/22/2019, have been purchased and delivered: shed for golf course/greens roller and chairs and drapes for the multi-purpose room; a ping pong table was purchased and delivered.
 - C. LARC Committee – Cavasher
 1. Committee continues to work on the LARC manual update.
 - D. Pool Committee – Fuhrman
 1. **Motion:** Provide a multiple listing lockbox on the exterior of the Aquatic Center for use by realtors who want to show the amenity to prospective buyers. Realtors will agree to follow the procedures for showing the facility as proposed by the Pool Committee. Moved by Downing; Seconded by Fuhrman. Motion passed unanimously.
 2. **Motion:** Accept the bid of \$2,826 from Listen Acoustics for investigation/measurements and acoustic analysis and recommendations study of the pools area in the Aquatic Center; bill to be paid out of the operating budget. Moved by Downing; Seconded by Fuhrman. In favor – Downing, Cavasher, Fuhrman, Griffith, Garner, Platika; Opposed – Schuyler. Motion passed.
 3. Cascade Pools will remove old rails and install two pre-existing pool hand rails in the outdoor pool for \$550. KCCA will need to hire an electrician to do electrical bonding of the rails.
 4. Fuhrman proposed changes to the KCCA Aquatic Center Pool Facility rules to clarify when resident members need to sign in. She will bring the new verbiage to the next meeting.
 - E. Greens Committee – Platika
 1. Directors confirmed that Halfman may schedule work to be done on the cart path within the budgeted amount.

- F. Clubs & Amenities Committee – Schuyler
 - 1. Because of the late hour, Schuyler asked Directors to read her report when it appears in the March Newsletter.
- G. Hello Neighbors Social Committee – Griffith
 - 1. Promoted the Grilled Cheese contest to be held on 2/16 and the Pies of March to be held on 3/17.
- XI. Board Actions
 - A. Old Business - None
 - B. New Business
 - 1. **Motion:** The KCCA Administrator is empowered to authorize and manage expenditures within the bounds of the Board approved operating budget, including staffing new or existing positions and managing personnel expenses. Moved by Downing; Seconded by Garner. Motion passed unanimously.
- XII. Board Directors' Comments - None
- XIII. Adjournment of Board Meeting
 - A. **Motion:** Adjourn Board meeting at 9:35 pm. Moved by Platika; Seconded by Garner. Motion passed unanimously.

Valerie Schuyler
Secretary, Board of Directors