

Board of Directors Meeting Agenda

Tuesday, May 14, 2019

6:30 pm, Clubhouse Banquet Room

- I. Call to Order**
- II. Roll Call of Directors**
- III. Open Forum** - there is no open forum at this meeting
- IV. Secretary**
 - a. Approval of Agenda
 - b. Approval of Minutes: 4/23/19 Board of Directors Meeting
- V. President**
 - a. Complaint re exterior paint color of KCCA residence
 - b. Office window coverage 5/20-6/7
- VI. Treasurer** - no report
- VII. Committee Reports** - no report unless indicated
 - a. Finance Committee
 - i. Audit, initial recommendations
 - b. House Committee
 - i. Aquatic Center, pool list status & outdoor pool cover
 - c. LARC Committee
 - d. Pool Committee
 - e. Greens Committee
 - f. Club & Amenities Committee
 - i. Amenity rental proposal
 - g. Hello Neighbors Social Committee
 - h. Election Committee
 - i. Nominating Committee

VIII. Board Actions

a. Old Business

- i. Prioritization of items remaining on the Discretionary section of the 2019 Reserve Budget and clarification of \$100,000 Reserve Fund CD purpose - Garner
- ii. Discuss process for Resolution revisions - Schuyler

b. New Business

- i. Member Directory, 2019 supplement and 2020

IX. Board 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.

Board of Directors Meeting Minutes

Tuesday, May 14, 2019

6:30 pm, 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: Present - Ronnda Zezula.
- III. **Open Forum** - there was no open forum at this meeting.
- IV. **Secretary** - Schuyler
 - A. **Motion:** Approve the Agenda of this meeting as amended to include hearing from the President of the KCCA Lion's Club, and to remove the Nominating Committee, which has been disbanded, from the Committee Reports section. Moved by Schuyler; Seconded by Cavasher. Motion passed unanimously.
 - B. **Motion:** Insert a presentation from Fuhrman on Pool Committee and House Committee charters prior to Downing's House Committee Report. Moved by Fuhrman; Seconded by Schuyler. Vote: In favor - Cavasher, Fuhrman, Schuyler; Opposed - Downing, Garner, Griffith, Platika. Motion failed.
 - C. **Motion:** Approve the Minutes of the April 23, 2019 Board of Directors Meeting. Moved by Schuyler; Seconded by Garner. Motion passed unanimously.
 - D. Lions Club President Cindy Nemecc
 1. Ms. Nemecc spoke about the stuffing of the Regal Courier on April 25, 2019, at which a group of non-Lions Club volunteers refused to stuff a flyer for a candidate for KCCA Board of Directors. Ms. Nemecc explained that the candidate would have paid \$100 for this service, as have candidates in the past, and that this is one way the Lions Club raises money for their services to the community, including KKCA. She said the Lions Club has no political or religious affiliations and the flyer provided should have been stuffed. Ms. Nemecc said she is consulting with their attorney to determine if volunteers need to sign an agreement to abide by stuffing requirements as established by the Lions Club.
 2. Lions Club member Mary Thibert reported that the maintenance shed built by the Lions Club, in which the Club has previously reserved a part for storage, has now been deeded over in its entirety to KCCA.
- V. **President** - Downing
 - A. The issue raised by residents about the exterior paint colors of a house in their neighborhood will be handled by the LARC.
 - B. Office window coverage will be handled by Judy in Edith's absence from May 20 – June 7, 2018.
- VI. **Treasurer** - no report
- VII. **Committee Reports** - no report unless indicated
 - A. Finance Committee - Garner
 1. A draft of Financial Process recommendations was proposed by the Schwindt & Co. auditor in the 2018 annual audit process. The recommendations have been

reviewed by the KCCA Administrator, the KCCA Finance Committee and again by the KCCA Administrator. The draft was provided to Board members prior to this meeting. It will be submitted to the Board for adoption at the Board meeting on May 28, 2019.

B. House Committee - Downing

1. Downing passed out to Board directors a bid from Alegis Construction for renovation of the Pro Shop Women's restroom. The base bid totaled \$96,643 with additional costs for potential work that may be needed.
2. Downing distributed photos of digital displays showing pool temperatures and humidity levels that could be used in the Aquatic Center. The question of installing digital displays was referred to the Pool Committee for review.
3. Work at and outside the Aquatic Center
 - a. Downing will talk with Paulson's again about replacing the failing grout in the Aquatic Center with silicone caulk. KCLA subbed out this job to Paulson's; KCCA has not received a warrantee for the work from KCLA. The alternative is to pay Mott \$6,000 to install silicone caulk after KCCA maintenance staff has cleaned out the existing grout.
 - b. The #1 water heater was re-vented, which caused the #2 heater to stop working.
 - c. Lap pool lane/end of pool markings were installed. Members who back-stroke have requested that the ceiling be marked near both ends of lap pool. The issue was referred to the Pool Committee for review.
 - d. Parking lot curb blocks were re-painted.
 - e. The flooding outside the emergency exit gate was fixed, as was the problem of lifting roof shingles.

C. LARC Committee – no report

D. Pool Committee – Fuhrman

1. Fuhrman distributed to Directors copies of the Charters for both the Pool Committee and House Committee. She pointed out that, according to the Charters, the House Committee is not charged with monitoring the condition and use of the KCCA's pools and that the purpose of the Pool Committee is providing advisory input and recommendations regarding the condition and use of both indoor and outdoor pools.
2. **Motion:** Order a cover for the outdoor pool from Cascade Pools at a cost of \$4,517. Moved by Fuhrman; Seconded by Platika. Motion passed unanimously.
3. The Pool Committee was authorized to get bids for having the probable algae growing in various places in the Aquatic Center analyzed.
4. The acoustic analysis in the pools room has been completed but no costs for strategies to lower noise levels have been received.
5. **Motion:** Place the House Committee on hiatus until the new Board of Directors is seated in June, 2019 and a House Chair is appointed. Moved by Fuhrman; Seconded by Schuyler. Vote: In favor – Cavasher, Fuhrman, Schuyler; Opposed – Downing, Garner, Griffith, Platika. Motion failed.

E. Greens Committee – no report

- F. Club & Amenities Committee - Schuyler
 - 1. Schuyler summarized the three-part proposal re: Rental of KCCA rooms for special events, as submitted by the Clubs & Amenities Committee. This proposal had been distributed to the Board in advance of the meeting and will be voted on at the May 28, 2019 Board meeting.
- G. Hello Neighbors Social Committee – Griffith
 - 1. Griffith cited the HNSC sponsored social events that are noted in the Newsletter calendar.
- H. Election Committee – Cavasher
 - 1. Cavasher repeated the instructions regarding mail-in and online voting on the ballots for election of directors to the KCCA Board of Directors.

VIII. Board Actions

- A. Old Business
 - 1. Garner - Prioritization of items remaining on the Discretionary section of the 2019 Reserve Budget and clarification of \$100,000 Reserve Fund CD purpose. This action was deferred to the May 28, 2019 Board meeting.
 - 2. Schuyler - reported that suggestions for the Resolutions revision process had been received from herself and Griffith. The two of them will meet to combine their efforts for presentation of a single draft to the Board at the meeting on May 28, 2019.
- B. New Business
 - 1. Zezula reported that the publisher of the Tigard Times, who prints the KCCA newsletter, has offered to print a supplement to the 2019 Member Directory at no cost, with the hope that he could be hired to print the KCCA Directory for 2020. Zezula was authorized to proceed with the printing of the supplement at no cost, after which a decision about the 2020 Directory could be made.

IX. Board Director's Comments

- A. Fuhrman presented her response to the comments from a resident and a Board director in previous meetings regarding actions she took as Chair of the Nominating Committee.

- X. **Motion:** Adjourn the Board meeting at 8:50 p.m. Moved by Downing; Seconded by Platika. Motion passed unanimously.

Valerie Schuyler
Secretary, Board of Directors