

Minutes - Board of Directors Meeting

Tuesday, November 12, 2019

6:30 pm, Clubhouse Banquet Room

- I. **Call to Order** by President Rob Cavasher at 6:30p.m.
- II. **Roll Call of Directors**
 - A. Directors: Present -Rob Cavasher, Laurie Petrie, Sandi Fuhrman, Helen Harper, Jim Trees, Blair Wyatt, Larry Mills
 - B. Administrator: None
- III. **Executive Session**
 - A. **Motion:** Suspend the regular session to go into Executive Session to discuss personnel matters at 6:35pm. Moved by Cavasher; Seconded by Petrie. Motion passed unanimously.
 - B. Executive Session was adjourned at 7:20pm.
- IV. **Open Forum**
 - A. No open forum at this meeting
- V. **Secretary**
 - A. **Motion:** Approve the Agenda of November 12, 2019 as presented. Moved by Fuhrman; Seconded by Petrie. Motion passed unanimously.
 - C. **Motion:** Approve the minutes of the October 22, 2019 Board of Directors Meeting. Moved by Petrie; Seconded by Trees. Motion passed unanimously.
- VI. **President**
 - A. Board agreed to hold the regularly scheduled Board meeting of 11/26/19 although some board members will be absent due to the holiday. At this time the board will meet the quorum requirement.
 - B. Board agreed to move the December 24th Board meeting to December 23rd due to the holiday.
 - C. For the benefit of the new Board members the Rules of Etiquette as agreed upon by the Board in June 2019, were reviewed.
 - D. For the benefit of the entire Board, the motion procedures were reviewed as a reminder to consistently follow motion procedures.
- VII. **Treasurer**
 - A. **Motion:** To approve the convenience fee of \$7 per submission when choosing the “pay with card” and \$3 convenience fee when choosing “pay with bank account” option when paying HOA fees online for 2020. Moved by Harper; Seconded by Petrie. Motion passed unanimously.

VIII. Committee Reports

A. Finance Committee

- i. Review of Resolution 2012-404 rescinded 5/28/19, i.e. the use of local banks. Columbia Bank moved out of King City; current accounts moved to the Tigard branch. NW Bank required HOA to move accounts there based on Aquatic Center loan. ProShop funds will still be held at US Bank, King City. CC&R's, page 11, subtitle H, states "To deposit all funds collected by the Association in interest bearing accounts, if available and practicable, with a bank or savings institution in the state of Oregon insured under the FDIC.
- i. **Motion:** To accept the Finance Committee's recommendation to continue with Schwindt & Co. as the KCCA auditor for 2019 financials. Moved by Harper; Seconded by Fuhrman. Motion passed unanimously.
- ii. **Motion:** To accept the Finance Committee's recommendation to sign a 36 month/1000 Minute Communication term plan with Zultys, locking in the fees for 36 months. Moved by Harper; Seconded by Petrie. Motion passed unanimously.

B. Budget Committee

- i. **Motion:** To accept the Budget Committee's proposed 2020 Reserve and Operation budgets and assessment recommendation as presented to the Board. Moved by Harper; Seconded by Mills. Motion passed unanimously.
- ii. **Motion:** Accept the 2020 assessment letter format as presented to the Board. Moved by Harper; Seconded by Fuhrman. Motion passed unanimously.

C. House Committee

- i. **Motion:** Accept the House Committee Charter as presented to the Board. Moved by Petrie; Seconded by Mills. Motion passed unanimously.
- ii. **Motion:** Add Larry Mills as a member of the House Committee. Moved by Petrie; Seconded by Harper. Motion passed unanimously.
- iii. **Motion:** Remove Peg Beckwith and Charlie Morgan as members of the House Committee. Moved by Petrie; Seconded by Fuhrman. Motion passed unanimously.
- iv. **Motion:** House Committee recommends the removal and disposal of the orange sofa currently in the living room due to a safety concern. Moved by Petrie; Seconded by Cavasher. Motion passed unanimously.

D. LARC Committee

- i. **Motion:** To add Melanie Sagebear and Katherine Griffith to the LARC Committee. Moved by Wyatt; Seconded by Cavasher. Motion passed unanimously.

E. Pool Committee

- i. **Motion:** Accept the Pool Committee Charter as presented to the Board. Moved by Fuhrman; Seconded by Petrie. Motion passed unanimously.
- ii. Aquatic Center Building Envelope Inspection update not provided.

F. Greens Committee

- i. **Motion:** Accept the Greens Committee Charter as presented to the Board. Moved by Trees; Seconded by Petrie. Motion passed unanimously.

G. Clubs & Amenities Committee

- i. **Motion:** Accept the Clubs & Amenities Committee Charter as presented to the Board. Moved by Petrie; Seconded by Mills. Motion passed unanimously.

H. Hello Neighbors Social Committee

- i. **Motion:** To add the following members to the Hello Neighbors Social Committee: Louie Martinez, Pam Garner, Steve Garner, Terri Johnson. Moved by Trees; Seconded by Harper. Motion passed unanimously.
- ii. **Motion:** Remove Jeannie Alexander and Helen Harper as members of the Hello Neighbors Social Committee. Moved by Trees; Seconded by Fuhrman. Motion passed unanimously.
- iii. **Motion:** Replace current wall mount TV in living room with new 85" flat screen. Mounting brackets and installation of 85" TV will be completed by the same professional installers used to mount the previous TV. Arrangements for installation and all associated costs will be donated by Elaine Simms of Ken Miller Realty. Moved by Trees; Seconded by Petrie. Motion passed unanimously.

IX. Board Actions

A. Old Business

- i. Board approved picture #4 as submitted to the Board by the Camera Club, for the cover of the 2020 KCCA Directory.
- ii. Petrie announced the parking lot updates are now completed except the painting of the bumpers, which isn't part of the parking lot inspection.
- iii. Petrie announced the parking lot tow signs will be mounted in the KCCA parking lots by the end of this week and the surrounding businesses were sent a 30-day notice, per the approved Board motion of 8/27/19.

B. New Business

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

- i. **Motion:** Purchase 5 new Vostro 3000 desktop computers to replace failing computers which are utilizing 2007 operating systems and will no longer be supported as of January 1st. To be replaced are the three (3) office computers, the Maintenance Superintendent and the ProShop front desk computers, at a cost of \$649 each plus installation. Moved by Petrie; Seconded by Fuhrman. Motion passed unanimously.
- ii. Petrie advised the missing no smoking signs previously posted in all KCCA buildings will be replaced within the next week. The no smoking signs will follow the Oregon No Smoking statute.
- iii. Fuhrman reminded Board Chairs to notify the Board when adding and resigning Committee Members.

X. Board Director's Comments

XI. Adjournment of Board Meeting

- A. **Motion:** Adjourn the Board Meeting at 8:18pm. Moved by Cavasher; Seconded by Wyatt. Motion passed unanimously.

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.