

**KING CITY CIVIC ASSOCIATION
RESOLUTIONS**

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INTRODUCTION KING CITY CIVIC ASSOCIATION (KCCA) RESOLUTIONS

A resolution is a document adopted by a vote of the Board of Directors which, when distributed to Members by whatever method the Board determines appropriate, is then binding. It is passed at a properly noticed Board meeting, noted in the minutes of the meeting in which adopted, and placed in the Association's Resolution Book. Before adoption a resolution must be determined to be necessary, reasonable, practical, and enforceable. It can be supplemental to, or an expansion of, the Association's recorded governing documents; or to fill in gaps, to interpret or expand on the Board's authority to grant exceptions, as permitted in its governing documents. The type and purpose of a resolution can vary and affect different aspects of the Association. Some are administrative policies, committee guidelines, financial procedures, or use restrictions affecting Member's units or Association facilities. Besides providing transparency in governance by the Board, resolutions serve as a means to foster community pride and responsibility through compatibility and compliance of the Association regulations. Resolutions are not recorded and cannot change, conflict with, or violate the hierarchy of documents listed below.

For all homeowners associations the following hierarchy of documents takes precedence in the event of question or conflict:

- United States Constitution
- Federal Law
- Oregon State Constitution
- Oregon State Statutes
- KCCA's Plat
- Washington County/City of King City Ordinances
- KCCA's hierarchy of documents:
 - CC&Rs and Amendments (recorded)
 - Deed (recorded)
 - Articles of Incorporation (recorded)
 - Bylaws (recorded)
 - Adopted resolutions (not recorded)

In June 2011 an *ad hoc* Legal Committee was commissioned by the Board to research existing resolutions. The Committee reviewed all minutes from 2004 through 2011 and began the task of comparing the accumulated documents to KCCA's resolutions, recorded and amended documents, and Oregon statutes. In August the Board approved the committee proceeding with replacing the previous resolutions and completing a new set for distribution to Members.

Categories and a numerical identification system were adopted to provide easier tracking and historical reference within a new matrix format. The Committee cited the Authority given to the Board which applied to each resolution. The Board's general authorization to adopt resolutions is stated in the Bylaws, CC&Rs or ORS. Some resolutions required specific authorization contained directly within the subject section to which the resolution applied. A history of the resolution's origination and any previous review and re-adoption was noted in each footnote.

One of the goals of the Committee was to be as concise, clear, and comprehensive as possible. The Committee met with, and had the cooperation and support of, the Association's standing committees (LARC, Finance, Greens). References to "Town Hall" were changed to reflect the official 2008 name change to "Clubhouse". The definition for "LARC" was also changed. Finally, these new resolutions were drafted and referred to the Board of Directors. After several meetings and Board's review, discussion and approval, the result was a complete new set of resolutions. At a Board meeting the Board rescinded all previous resolutions and adopted this 2012 Book of Resolutions; copies of which were then distributed to all Owners/Members.

In addition to copies of the 2012 Book of Resolutions, each Owner/Member should have the most current recorded documents of the Association which are:

- Articles of Incorporation filed with the Oregon Secretary of State, January 15, 1999
- Restated Bylaws dated October 24, 2001
- Restated Declaration (CC&Rs) recorded December 14, 2001
- Amendment recorded April 4, 2006
- Amendment recorded April 24, 2006
- Amendment recorded May 11, 2007

Note: A 2001 Landscape and Architectural Review Committee (LARC) Manual is no longer in use and the 2008 Members' Manual may be amended after passage of these resolutions.

Subsequent additions or changes to these resolutions will be distributed to Members as they are adopted by the Board of Directors.

Maxine Van Dyke, Chair
02/14/2012

Ad Hoc Legal Committee Members:

- Sandra Curtis (Member)**
- Barbara Millington (Member)**
- Terry Shane (Board President)**
- Maxine Van Dyke (Chair, Board Secretary)**
- J. Patrick Moore (Administrator)**

ACRONYMS USED IN THESE RESOLUTIONS:

CC&Rs	Covenants, Conditions and Restrictions of Record (aka "Declarations")
CDARS	Certificate of Deposit Account Registry Service
CERT	Community Emergency Response Team (City of King City)
FDIC	Federal Deposit Insurance Corporation
FLSA	Fair Labor Standards Act
HOA	Homeowners' Association
KCCA	King City Civic Association ("the Association")
LARC	Landscape, Architectural Review and Compliance (new 2012)
OLCC	Oregon Liquor Control Commission
ONCA	Oregon Nonprofit Corporation Act
ORS	Oregon Revised Statutes
TVF&R	Tualatin Valley Fire & Rescue

King City Civic Association Resolution:

Use Restrictions-Property/LARC 2012-101

Purpose: PROCESS FOR APPROVAL OF EXTERIOR CHANGES

Authority: CC&Rs Article VI, Section 2.E; Bylaws Article VII

As provided for in the Bylaws, Article VII, and in the "Complaint Response Procedure" Resolution, the Board hereby grants the Landscape, Architectural Review and Compliance (LARC) Committee, the authority to review and approve/disapprove exterior changes to Lots and Units in the King City Civic Association.

1. An application form requesting authorization for change in a yard or building, including the addition of yard objects or erection of a new structure such as shed, sunroom or gazebo, must first be obtained from the Association office. Failure to apply for authorization is a violation of the CC&Rs and may result in a fine.
2. The completed application form is to be returned to the Association office and will be reviewed by the LARC Chair within 15 business days. Written approval must be obtained prior to beginning a project.
3. The project shall be reviewed by the LARC Chair with a recommendation to approve, approve with conditions, or deny the application, and given to the Association Administrator for authorization of the project. If a project is conditionally approved or denied, a letter of explanation must be written to the applicant.
4. If the Administrator or LARC Chair is unavailable for an extended period of time, an Officer of the Board of Directors may substitute to authorize the project.
5. Preliminary conditional approval may be granted by the Association for some projects that require additional approval by the City of King City, City of Tigard, Washington County, or other governmental entities. In such cases, the applicant must return the Association application to the Association with the approval signoffs from those entities before beginning the project.
6. It is the Owner or Owner's agent's responsibility to submit applications for review, as well as to fulfill any governmental review or obtain building permits.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____
Terry Shane, President

By _____
Maxine Van Dyke, Secretary

Purpose: ARCHITECTURE AND LANDSCAPING

Authority: CC&Rs Article VII, Section 2.E

The CC&Rs on Architecture and Landscaping cover a broad spectrum of subjects. Below are listed some of the design guidelines Owners should consider before undertaking yard or structural projects. For complete rules see CC&R Article VII and its Amendment. For information on pre-approval of projects, see Resolution Use Restrictions – Property/LARC 2012-101, “Process for Approval of Exterior Changes.” Also, City ordinances governing property restrictions may apply.

The following changes require written approval from the Landscape, Architectural Review and Compliance (LARC) Committee:

1. **Paint and exterior walls.** Color samples must be submitted, even if repainting with the same color as before. A Unit must be maintained in good repair. Chipped or faded paint and rotted wood are not allowed.
2. **Arbors.** May be constructed on a Property, but are not permitted in a front yard. An arbor must be anchored securely, with general dimensions of 7 feet tall, 5 feet wide and 3 feet long.
3. **Artificial yard objects.** Those visible from the street or golf course shall not detract from the appearance of the neighborhood. (Seasonal decorations shall be exempt from this ruling but must be removed within 30 days after the holiday.)
4. **Gazebos.** Subject to size and location restrictions.
5. **Landscaping changes.** Require the submission of a written landscape plan for addition, alteration or removal of lawn areas, shrubbery, trees or flower beds. Dead trees and vegetation must be removed. A written opinion from a licensed arborist may be required before the removal of a tree. New tree and shrub applications will be considered based on the proposed location, adjacent properties, and size at maturity.
6. **Fences and retaining walls.** Must conform to governmental regulations as well as those contained in the CC&Rs and amendments.
7. **Roofing.** Should include the manufacturer's name, product name, type of material, and color.
8. **Rooftop solar installations.** Should be visually integrated with the structure of the house and minimize visibility from the street.

The following changes do not require LARC approval, but have criteria.

1. **Antennas and satellite dishes** (up to 1 meter diameter). Where multiple locations are available to supply an adequate signal, the Association requests placement in the least visually obtrusive location, i.e., above eye level, below the roof line, and away from street elevations.
2. **Artificial flowers.** Must look fresh and “live”.
3. **Flags and banners.** Must have a pole that is supported in a bracket that is attached to the building. Federal rules governing the flying of the American Flag must be observed.
4. **Lava rock, gravel or bark dust as groundcover.** Barriers must be placed to prevent loose materials from spreading onto sidewalks or streets when they are used on a Lot.

The following changes are prohibited:

1. **Painting/asphalting of concrete driveways** is not allowed. Concrete driveways previously painted must be restored to concrete once paint begins to peel or noticeably degrades. (Due to the developer’s design the Garden Villas are exempt from the provision regarding asphalt.)
2. **Window guards** on the exterior of a Unit are not allowed; but are allowed on the interior of the windows.

IT IS RESOLVED this ____ day of February 2012, by a majority vote of the Board of Directors and effective upon distribution of the Association’s March 2012 Newsletter.

King City Civic Association

By _____
Terry Shane, President

Maxine Van Dyke, Secretary

Purpose: COMPLAINT RESPONSE PROCEDURE

**Authority: CC&Rs Article VI, Section 2.E; Article VII, Section 2; Article VIII;
Bylaws Article VII; ORS 94.630(1)(a) and (1)(n)(B); ORS 94.777**

The primary objective of the Association is to obtain compliance with the landscape, architectural design, and use restrictions of the Association's governing documents, and not to penalize the Owners or Members of the Association or collect penalties and fines. However, if an Owner or Member, after being notified of an infraction of such documents persists in an infraction without remedy, the Association has the responsibility and authority to direct the Owner to correct the infraction and/or be subject to fines.

Further, the Association's Board of Directors in Bylaws, Article VII, has the authority and hereby establishes the Landscape, Architectural Review and Compliance (LARC) Committee, and grants this Committee the limited authority to enforce the Association's CC&Rs Article VII, Sections 1 through 8, and any amendments and resolutions related thereto. The Board further grants the LARC Committee the authority to assess fines and penalties, as provided in the Association's governing documents, and subject to the right to a hearing before the Board.

All complaints and alleged violations of the governing documents shall be investigated and resolved through the following procedures:

1. Complaints will be referred to the appropriate person(s) for resolution.

- Complaints dealing with landscape issues, architectural issues, parking, signs, garbage and refuse containers, and property maintenance, plus certain other types of complaints, will normally be referred to the LARC Committee for response and/or resolution. A complaint may also be initiated by the LARC Committee while the Committee performs property inspections.
- Complaints dealing with issues of residence, rental units, and other similar types of complaints, will normally be referred to the Administrator for response and/or resolution.
- Complaints involving nuisance or pet issues may be referred to the LARC Committee, the Administrator, or referred to the Police Department, depending on the nature of the situation.
- When a complaint results from behaviors or situations that are beyond the scope of the governing documents and the Oregon Planned Community Act, the complainant will be notified that they need to pursue other avenues to have their complaint resolved. No advice regarding which avenues might be pursued will be offered.

2. Complaints referred to the LARC Committee will normally be investigated by the Committee Chair. If a violation exists, (s)he will communicate informally with the Resident to attempt correction of the violation. If informal attempts to resolve the problem are not successful, a letter will be sent to address the situation, as outlined below. Serious problems may be accelerated directly to the written process.

3. Complaints involving residence and rentals, certain nuisance complaints, and some other types of complaints, will be investigated by the Administrator. When it is determined that a violation exists, a letter will be sent to address the situation, as outlined below.

4. The letter will state the nature of the alleged violation, and cite the governing documents, a timeframe for remedying the violation, and invite the alleged violator to contact the Office to discuss the situation, if desired. A copy of the letter will be inserted into the property file of the Owner/Resident. If there is a known rental situation, notice will be sent to the Owner with a copy to the Resident.

5. When instances arise whereby an alleged violation is not corrected within the timeframe stated in the initial letter, a second letter will be sent. This letter will include a reference to the first letter, the nature of the alleged violation, cite the governing documents, offer a timeframe for bringing the situation into compliance, and the opportunity to request a hearing before the Board of Directors within 10 business days of the date of the letter. It will also outline the fines that may be assessed if the violation is not corrected, and a request to contact the Office once the alleged violation is corrected, so that compliance may be verified. This letter will be sent both First Class and Certified mail.

6. If an Owner requests a hearing before the Board of Directors, the Board may hold a hearing during a Board Work Session, or at the end of the Open Forum portion of a Regular Board Meeting. If a hearing is held at a Board Work Session, no decision will be made at that time, but a decision will normally be made at the following Regular Board Meeting; however, the Board reserves the right to table a matter until a subsequent Board Meeting. When there is no request, the Board will hold a default hearing.

7. In instances where an Owner is not able to be present, the Owner may appoint a personal representative or agent to address the Board on his/her behalf. If an Owner intends to appoint a lawyer as personal representative, or bring a lawyer to a hearing, the Owner must inform the Association at least 10 days in advance, to give the Association the opportunity to have the Association's lawyer present. In such instances, the Association reserves the right to delay or reschedule a hearing if the Association's lawyer is unavailable at the scheduled hearing time.

8. After the Board renders a decision, the Owner will be notified of the decision by written letter, sent not more than 10 business days after the decision. If the Board has decided to uphold a fine, the fine may commence according to the original schedule communicated in the second letter, or it may initiate the fine subsequent to the decision, depending on the nature of the violation. When a fine is levied, the letter will include a request that the Owner contact the Office once the violation has been remedied, so that compliance may be verified. Once compliance has been verified, the Owner will be sent an invoice for the amount of fine accrued. The amount will be considered due immediately and considered late if not paid within 30 days.

9. In instances where a Lot is not brought into compliance on a timely basis, monthly billing of the amount due in fines will be sent. If fine amounts owing are not paid within 75 days, and the amount of fines exceeds \$300.00, the Board may send the file to collections. Additionally, the Board may refer a Lot which is not brought into compliance, for legal action. However, before filing a lawsuit, the Board must offer a Washington County dispute resolution program to the offending party.

10. Individual Lot/Unit Owners are responsible for assuring that the Association has current Owner contact information, including (but not limited to) phone numbers, mailing addresses, email addresses, and alternative contact information. Successful notification is based on the date of the telephone call or First Class mailing of the notice, whether or not the Lot/Unit Owner's phone number and address are correct in the Association's records.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

King City Civic Association Resolution: Use Restrictions–Rental/Custodial 2012-104

Purpose: RENTAL TO IMMEDIATE FAMILY

Authority: CC&Rs Article VI, Section 2.E

Units purchased after June 2, 1995 may be occupied by a member of the immediate family, fifty-five (55) years of age or older. When occupancy by the family member is terminated, the Owner must do one of the following within one (1) year of such termination:

1. Occupy the Unit personally if over fifty-five (55) years of age.
2. Provide another immediate family member over fifty-five (55) years of age with occupancy of the Unit.
3. Sell the Unit.
4. Maintain the unoccupied Unit and its yard in a clean and tidy manner in accordance with Association regulations and be current in all assessments to the Association.

“Immediate family” shall mean the Owner’s spouse, children, brothers, sisters, parents or grandparents.

IT IS RESOLVED this ____ day of February, 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association’s March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

**Purpose: RENTAL RESTRICTIONS AND TEMPORARY CUSTODIAN EXCEPTION
(A re-formatting of adopted Resolution 07/15/08)**

Authority: CC&Rs Article VII, Section 9.C.

The purpose of this Resolution is to provide King City Civic Association (“KCCA”) owners with some guidance about how the Board of Directors interprets certain exceptions to the rental restrictions contained in the KCCA Declaration of Covenants, Conditions and Restrictions (“Declaration of CC&Rs”).

Article VII, Section 9, of the KCCA Declaration of CC&Rs prohibits most rentals of units within KCCA. Subsection B of Section 9 allows the owner of a unit to appoint a “temporary custodian” of a KCCA unit for a period not to exceed one (1) year, subject to the prior written approval of the Board of Directors. The Board of Directors has recently received requests from several KCCA owners whose units are listed for sale, but which units, due to the downturn in the housing market, have not yet sold. Several of those owners have requested permission to rent their units under the temporary custodian exception.

Certain other owners have requested permission to rent their units under the Board’s general authority to exempt an owner from the rental restriction under subsection C of Section 9, due to “special circumstances.”

The KCCA Board of Directors has considered and discussed these requests. While having real sympathy for owners who have vacated their homes but are unable to achieve a sale of their property, the Directors have concluded that [it] is in the best interest of owners in general to continue to enforce the rental prohibitions as written, and not to construe broadly either the temporary custodian exception or the special circumstances exception. It is beyond the scope of this Resolution for the Board to try to imagine and document every circumstance that might properly fall within the temporary custodian or special circumstances exceptions to the rental prohibition, but the Board hereby resolves that the inability to achieve a sale of a KCCA home during a general softening of the real estate market is not within either such exception.

The Board’s general approach to the temporary custodian exception envisions something other than a financial transaction such as a typical lease agreement. Instead, an owner wishing to avoid leaving his unit vacant and uncared for while on a temporary assignment overseas, for example, or perhaps while on an extended medical leave, seems to be what was intended for this exception. The Board would prefer to leave determination of what constitutes special circumstances to a case-by-case decision, but the Board does not think that special circumstances were intended to include generally applicable circumstances such as a softening of the real estate market that may affect all properties in an area or region.

IN WITNESS WHEREOF, the undersigned Chairman [sic] and Secretary of King City Civic Association hereby certify that the foregoing Resolution is adopted effective as of 7/15, [sic] 2008.

/s/ Bill Wells
Chairman [sic] [President]

/s/ Jim Armour
Secretary

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors that the foregoing Resolution dated July 15, 2008 be re-adopted effective upon distribution of the Association’s March 2012 Newsletter,

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

Purpose: **RESIDENTIAL AND ASSOCIATION PROPERTY PARKING**

Authority: **CC&Rs Article VII, Section 3**

The Board of Directors hereby adopts the following resolution regarding parking on Residential and Association property. This resolution supplements existing parking restrictions stated within the CC&Rs listed above.

Residential Property

1. Motor vehicle parking on Lots shall be restricted to concrete driveway surfaces or within an enclosed garage. No recreational vehicles, boats, utility trailers or camping trailers shall be parked on any residential Lot for more than 48 hours unless housed within a garage structure. Permission of the LARC Committee must be sought when expanding impervious driveway areas, must conform to local ordinances, and building permits may be required by the city.
2. Golf carts shall not be parked anywhere in the front of a residential structure except on the driveway or on a cart pad designed for the cart and approved by the Association.
3. Recreational vehicles parked for 48 hours on a residential property may not re-park on that same residential property for a period of 30 days. The Association Administrator may grant exceptions if requested in advance.
4. Vehicles parked on residential property must have current state registration and be in mechanically operable condition.
5. All Portable On Demand (POD) storage units or similar type units are considered temporary storage units and shall be registered with the Association Administrator prior to delivery onto the residential property. There shall be no POD parking for more than 15 days on any Residential property.

Association Property

1. Recreational vehicles may park a maximum of 48 hours on Association parking lots unless additional time is authorized by the Board of Directors.
2. No boats, utility trailers or camping trailers shall be parked on any Association parking lots for more than 48 hours.
3. No long-term parking authorized in any Association parking lot without Administrator's approval.

IT IS RESOLVED this ____ day of February, 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

Purpose: EVENT ALCOHOL POLICY

Authority: CC&Rs Article VI, Section 2.E

The Board of Directors hereby adopts the following Resolution regarding alcohol use and consumption for events held on Association property. This Resolution covers situations not stated within the CC&Rs and incorporates OLCC guidelines.

1. All persons, clubs and groups reserving an Association facility for an event must declare whether or not alcohol will be served or allowed during the event.
2. If alcohol is either served or allowed at any event the person, club or group must fill out the Association's "Application for Room Rental" form and identify a "site manager" who will be responsible for compliance with rules 4 through 6 of this Resolution. The "site manager" must provide a written statement acknowledging that rules 4 through 6 of this Resolution shall be met during the scheduled event. This written statement is required at the time of registration for the scheduled event.
3. No alcohol shall be sold without proper OLCC licensing. A copy of said license shall be provided to the Association at the time of the event registration.
4. No person under the age of 21 shall be served alcoholic beverages on Association property.
5. No visibly intoxicated person shall be served alcoholic beverages on Association property.
6. Food must also be served whenever alcohol is served in the presence of persons under the age of twenty-one.
7. The Association shall maintain liquor liability certification insurance. Private parties must maintain their own liability insurance, and provide the Association with a certificate naming the Association as an additional insured.
8. All catering businesses serving alcohol on Association property must have the appropriate OLCC license.
9. The Board of Directors reserves the right to deny permission to any person, club or group to serve or allow alcohol at any event held on Association property.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

Purpose: GOLF COURSE POLICIES, PROCEDURES AND REGULATIONS

Authority: Bylaws Article III; CC&Rs Article VI Section 1, 2.E. and 3.A.

The King City Golf Course is a public, nine-hole course which is owned and operated by the Association. The policies, operational procedures and regulations concerning the course shall be determined by the Board of Directors.

The golf course and Pro Shop shall be:

- Open every day during daylight hours, subject to weather conditions
 - Open until 3:00 p.m. Thanksgiving Day and New Years Day
 - Closed Christmas
1. All golfers shall register and pay appropriate fees at the Pro Shop prior to beginning play.
 2. Play shall not begin before the Pro Shop opens or after it closes, and shall begin at the first hole.
 3. Every golfer shall have a set of clubs.
 4. Children under 10 years of age must play with an adult.
 5. Non-golfers are not allowed on the golf course. Exceptions may be granted by the Pro Shop Manager and/or the Administrator.
 6. Golf cart paths shall be for golfer's use only.
 7. No outside alcoholic beverages shall be brought onto the golf course.

Golf Fees and Rebate Policies

1. The Board of Directors shall set all fees related to the golf course.
2. Association resident golfers over 90 years of age may play golf without paying greens fees.
3. Association Members and non-members purchasing annual golf fees for the first time only shall be charged on a monthly pro rata basis, including the month of purchase. The total annual golf fee shall be charged for all successive annual golf fee purchases.
4. Annual golf fees are not transferrable for golfers who paid but cease to play for whatever cause prior to the end of the year for which the fee was paid, unless approved by the Board.

Golf Clubs and Activities

The Pro Shop Manager in conjunction with the Greens Committee shall establish the annual club events master calendar by December 15 each calendar year.

Golf Carts

1. Motorized carts shall be permitted on the golf course upon payment of annual golf cart registration fees. A display sticker shall be issued to annual fee purchasers. A fee shall be assessed for each nine holes of occasional private cart use.
2. A golf cart operator must be 18 years of age.

Club Storage

1. Golfers may store their clubs at the Pro Shop upon payment of an annual storage fee.
2. The Association is not liable for loss or damage to items in storage.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

Purpose: POLICY FOR USE OF ASSOCIATION FACILITIES

Authority: CC&Rs Article VI, Section 1 and 2.E.

The purpose of the Association's facilities is to provide recreational activities, socialization opportunities, and enrichment occasion for its Members and their guests. Association Members may use Association facilities for approved activities upon payment of rental fees established by the Board. The Board, or Administrator, may restrict, surcharge or deny the use of Association facilities for any activity deemed inappropriate or likely to cause damage, excessive wear, or which would adversely affect the availability of such facilities for other Membership activities.

1. Rental of Association facilities for wedding receptions, anniversaries, birthdays, memorial services or similar events shall be limited to honoring Association Members or their immediate families (spouse, parents, children, brothers, sisters or grandparents.) Rental of Association facilities for all other activities where a majority of the participants would not be Association Members must be pre-approved by the Administrator.
2. All requests must be made through the Association Office by submitting a "KCCA Room Rental/Club Event/Service Request Form".
3. The room capacity notice posted by Tualatin Valley Fire & Rescue shall be strictly enforced.
4. All non-Association Members must be accompanied by an Association Member, unless exempt by the Board or Administrator. The Association Member **must not give up the Member's key** access to a non-Association Member.
5. Association Members who reserve Association facilities are responsible for any damage done, or damage resulting from negligence in the use of the building or failing to secure the building during or after the event. At the Administrator's discretion, the Association reserves the right to assess additional charges to the sponsor of the event for cleaning or repair costs in excess of the deposit and/or for items that require replacement.
6. Smoking is prohibited in all Association buildings, and must occur ten feet from the Association building pursuant to State laws.
7. The Administrator may cancel a reservation to make the facilities available for a program or event which is of general interest to a large number of Association Members.
8. The Administrator may allow community organizations use of the Association facilities, but shall advise the Board of the decision and of such organization's purpose and schedule.
9. At the discretion of the Administrator, Members renting facilities may need to pay an additional deposit, sufficient to cover the cost of having an employee on-site during the total time of the rental.
10. If alcohol is brought onto the premises, it shall be stated in the Rental Form Agreement, and the Association's "Event Alcohol Policy" shall be strictly enforced.
11. Rental of a facility does not include permission to use other Association facilities such as the swimming pool, bowling green or golf course. Members and their guests are prohibited from using facilities outside the rented facility.

12. If event will include musicians and require access to the Grand Piano, the piano key must be checked out during normal Office business hours by the party responsible for the event.

FACILITIES MUST BE LEFT CLEAN AND IN ORDER:

1. Furniture must be returned to its original place.
2. Extra tables and chairs must be folded and put away.
3. Carpets and floors must be swept or vacuumed, as needed.
4. Spills must be wiped up.
5. Tables, counter tops, ovens and stove tops must be wiped clean.
6. Cups, glasses, dishes, utensils, coffee makers, etc. must be washed with soap, rinsed clean, dried, and returned to the proper storage area.
7. Refrigerator and dishwasher must be left clean and empty.
8. Garbage can must be emptied and relined.

FACILITIES MUST BE LEFT SECURE:

1. All doors, including sliders, must be checked and locked. If doors are left open or unsecured, the entire deposit may be forfeited, as determined by the Administrator.
2. Lights must be turned off.
3. Thermostats are on timers and shall not be overridden by changing to a "hold" position.

ANY DAMAGE TO ANY AREA MUST BE IMMEDIATELY REPORTED TO THE ASSOCIATION OFFICE.

ASSOCIATION CONTACTS FOR EMERGENCIES MUST BE LEFT POSTED ON THE RESERVED ROOM.

IT IS RESOLVED this ____ day of February, 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

King City Civic Association Resolution:

Association Facilities 2012-205

Purpose: KING CITY CIVIC ASSOCIATION CLUBS

Authority: CC&Rs Article VI, Section 2.E.

Association Members may establish social, recreational and service clubs which use Association facilities. Such clubs are independent entities responsible for their own membership, officers, and activities, and may include people who are not Resident-Members of the Association.

Association Club membership is required for the use of some specialized facilities for safety and security reasons and to assure the proper use of equipment.

ASSOCIATION CLUB USAGE REQUIREMENTS:

Clubs wishing to reserve Association facilities for their use on a regular basis must comply with the following:

1. Register annually with the Association by completing the "Annual Club Registration Form".
2. Pay the annual registration fee established by the Board.
3. Reserve the dates and times of facility usage at the Association Office.
4. Appoint an Association Member for liaison with the Association.
5. Association Members have priority to attend if club participation in an event will exceed Tualatin Valley Fire & Rescue's (TVF&R) posted "Room Capacity" notice.
6. If clubs require facilities other than those reserved for regular meetings, an additional fee may be charged.
7. Receive and adhere to the "Event Alcohol Policy" of the Association, whenever applicable.

WHETHER A REGULAR OR SPECIAL EVENT, NO CLUB MAY EXCEED THE TVF&R "CAPACITY NOTICE" POSTED IN THE FACILITY'S ROOM.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

King City Civic Association Resolution:

Association Facilities 2012-206

Purpose: SOLICITATION ON ASSOCIATION PROPERTY

Authority: CC&Rs Article VI, Section 2.E.

No person shall use the Association common areas for the purpose of engaging in political, commercial, or other solicitation, demonstration, or other similar activities, ***EXCEPT FOR KING CITY CIVIC ASSOCIATION RELATED ACTIVITIES***. Meeting rooms in the Association facilities are available for rent, and, in some cases, for reservation without fee, for these purposes. Subject to the prior approval of the Association Administrator, the Association will allow posting a notice of such an event or activity on its community bulletin boards.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

King City Civic Association Resolution:

Association Facilities 2012-207

Purpose: EMERGENCY ACCESS PROVISION TO CITY OF KING CITY

Authority: CC&Rs Article VI, Section 2.E.

By a vote of the Board of Directors at its March 16, 2010 meeting, a motion passed to provide the City of King City Chief of Police with a key and access to Association facilities in case of local emergency which may include non-Association citizens. This also allows the City of King City to have access to Association equipment in case of such emergency. The Board further will work with and support the City's "Community Emergency Response Team" (CERT) plan in the event of a major catastrophe or local emergency. The Association may develop its own emergency plan to accommodate its Association members, without conflicting with or overriding the City's CERT program.

The City is responsible for maintaining the Association facilities' key(s) and will advise the Administrator where and by whom the key is being held at City Hall.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

Purpose: EDUCATION POLICY

Authority: CC&Rs Article VI, Section 2.A; Bylaws Article X.1; ORS 94.630

Education Policy

The Administrator, Golf Superintendant and members of the Board of Directors may attend professional conferences which enhance education and information related to their responsibilities, upon the following conditions:

The request shall be made in writing to the Board, a minimum of 30 days prior to the event.

The request shall contain the following data:

1. Name, description of the event and curriculum to be attached.
2. How attendance will benefit the Association.
3. Location, date and length of the event.
4. Cost of the event, including registration fee, travel, housing and meals. (Note: Spouses or guests shall attend at their own expense.)

The approved attendee shall present receipts related to the event to the Administrator and request reimbursement within the month of the event.

The Board may authorize other Association personnel to attend an event which directly benefits his/her job.

Local educational events are exempt from this policy, but must be approved by the Administrator prior to the event.

All authorizations are subject to budget guidelines for education and information, and subject to the approval by the Board of Directors.

The Budget Committee shall make provisions for anticipated educational expenses in its annual budget.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
 Terry Shane, President Maxine Van Dyke, Secretary

King City Civic Association Resolution:

Administration 2012-302

Purpose: ASSESSMENTS AND REBATES

**Authority: CC&Rs, Article V, Section 3; Article VI, Section 3.C; Article VIII
ORS 94.630(1)(b)**

All Residents shall pay an annual assessment to the Association. The fiscal year is January 1 to December 31, and payments shall be due on January 1st. Late charges shall be levied if delinquent after 30 days.

Assessments

- **Pro Rata:** Partial year assessments shall be paid and rebated on a monthly basis. A partial month is considered a whole month in computing assessments.
- **Resident Member:** Any person residing in a Unit for more than 60 days in a consecutive 12-month period is considered a permanent Resident on the 61st day of occupancy. A pro rata annual assessment shall begin the first of the month in which the 61st day occurred.
- **Vacant Units:** The Owner shall pay one assessment per year during the period of the vacancy.

Rebates

- **Departure:** If a Unit is occupied by two or more people and one leaves permanently, a pro rata amount of the assessment, excluding the month of departure, shall be rebated to the person who paid the assessment.
- **Death:** If a Resident dies, a pro rata amount of the assessment, excluding the month of death, shall be rebated to the surviving Resident.
- **Tenant:** If a tenant made the full payment, the rebated amount may be reimbursed to the tenant.
- **Sale of Property:** If the seller is delinquent in payment of any assessments to the Association, the Association shall deduct the amount owed from the rebate.

This resolution addresses only a portion of the subject of assessments. Complete coverage is found in the CC&Rs and ORS as listed above.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

King City Civic Association Resolution:

Administration 2012-303

Purpose: PERSONNEL PERFORMANCE REVIEWS

Authority: Bylaws Article III; Article VIII

All personnel of the Association shall undergo a confidential, annual performance review. All employees shall receive a written performance evaluation, and acknowledge receipt by signing the evaluation. The evaluator shall also sign the review as completed and place a copy in the employee's file.

The reviews shall be completed by the second week of October.

1. The Association Administrator shall be reviewed by the Board of Directors.
2. The administrative assistant, bookkeeper and custodian shall be reviewed by the Administrator.
3. The Golf Course Superintendent shall be reviewed by the Administrator.
4. The maintenance crew shall be reviewed by the Golf Course Superintendent.
5. The Pro Shop Manager shall be reviewed by the Administrator.
6. Pro Shop clerks shall be reviewed by the Pro Shop Manager.

Based on the performance reviews and input from the supervisor, a salary review shall be conducted by the Board prior to completion of the budget.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____
Terry Shane, President

By _____
Maxine Van Dyke, Secretary

King City Civic Association Resolution:

Administration 2012-304

Purpose: **COLLECTION OF UNPAID CHARGES (Reformatted Resolution adopted May 24, 2005. No words have been change. Exhibit "A" is unknown and not attached.)**
Authority: **CC&Rs Article VI, Section 3.B and 3.F.; Article VIII, Section 2.B.
ORS 94.630(1); ORS 94.777; ORS 94.780**

WHEREAS, "Declaration" is the Restated Declaration of Covenants, Conditions, and Restrictions of King City Civic Association, "Bylaws" is Restated Bylaws of the King City Civic Association, "Act" is the Oregon Planned Community Act, ORS 94.550 – 94.783 and "Association" is King City Civic Association;

WHEREAS, "assessments," as used in this Resolution, includes all amounts validly assessed against a Lot or Unit Owner ("Owner") pursuant to the Declaration, the Association's Bylaws, Rules and Regulations, and any Board of Director Resolution, including, but not limited to common expenses, interest, fees, fines, attorney fees and all collection costs;

WHEREAS, Article VI, Section 2(E) of the Declaration allows the Association to adopt rules and enforce compliance with the Declaration, Bylaws, and administrative rules and regulations;

WHEREAS, Article VI, Section 3(B) and Article VIII, Section (C) of the Declaration authorize the Board to enforce provisions of the Declaration, Bylaws and Rules and Regulations, including action to collect unpaid assessments;

WHEREAS, Article VIII, Section 2(A) and Article V, Section 7(A) of the Declaration and ORS 94.630(1)(n) authorize the Board to establish late charges and fines;

WHEREAS, Article V, Section 8 of the Declaration provides that all assessments, together with interest, attorney fees and costs of collection shall be a continuing lien upon the unit against which each such assessment is made;

WHEREAS, Article V, Section 8 and Article VIII, Section 2(B) of the Declaration authorizes the Board, on behalf of the Association, to bring suit to foreclose the lien against the unit and/or to bring an action to obtain a money judgment against an Owner for damages and/or for unpaid assessments;

WHEREAS, Article V, Section 7(B) of the Declaration provides that Owners shall be obligated to pay reasonable fees and costs including, but not limited to, attorney fees incurred in connection with efforts to collect delinquent and unpaid assessments, regardless of whether suit or action is commenced, and/or to enforce the provisions of the Declaration, Bylaws, rules and regulations or the Act;

WHEREAS, assessments are currently due and payable annually in January of each year;

WHEREAS, from time to time Owners become delinquent in the payments of their assessments and fail to respond to the demands from the Board to bring their accounts current, and it is imperative assessment payments are timely received;

WHEREAS, the Board deems it in the Association's best interest to adopt a uniform and systematic procedure for the collection of unpaid assessments in a timely manner, and further believes it to be in the Association's best interest to refer these accounts promptly to an attorney for collection so as to minimize the Association's loss of assessment revenue.

NOW, THEREFORE, IT IS RESOLVED, that pursuant to the authority of the Association as set forth in Article V, Sections 3(B) and 7 of the Declaration and ORS 94.630(1)(n), there is hereby levied a late fee against any assessment account for any assessment which is not paid in full within thirty (30) days of the date such assessment is due; and such late fee shall be ten dollars (\$10.00) for each 30-day period thereafter;

NOW, BE IT FURTHER RESOLVED, that the following steps be adopted to provide for the uniform and systematic procedure for the collection of unpaid assessments:

1. If any assessment remains unpaid by an Owner for more than thirty (30) days from the due date for its payment, the Board shall send a notice to the Owner indicating the amount due, including notice of the late fees, and demand for immediate payment thereof. See Exhibit "A" attached hereto.
2. If any assessment remains unpaid by the Owner for more than sixty (60) days from the due date for its payment, the Board shall turn over collection to the Association's attorney ("Attorney"), who shall (a) send a written demand for payment and any notice as required by the federal Fair Debt Collection Practices Act, if applicable; (b) prepare and record a lien against the Owner's unit; (c) notify the Owner within twenty (20) days of recording that the lien has been recorded; and (d) may notify any first mortgage or trust deed holder of the Owner's default; if applicable. The lien amount shall include all collection costs to date, including attorney's fees and the cost of preparing and/or recording the lien, any notice of lien required by law, and any notice to a first Mortgage holder, if applicable. The demand for payment shall notify the Owner of the Owner's liability for payment of charges imposed by Attorney to cover fees and costs associated with all collection efforts. The demand for payment shall include all collection costs to date.
3. If any assessment remains unpaid by the Owner thirty (30) days after the date of Attorney's demand, Attorney shall send Owner a ten (10) day demand letter for payment notifying the Owner that if full payment is not received within 10 days of the date of the letter the Association intends to file suit to either obtain a money judgment or foreclose on the lien. The demand shall include the updated amount owing, including all collection costs to date.
4. If any assessment remains unpaid by the Owner ten (10) days after the attorney's ten-day demand letter/notice of intent to file suit, the Attorney shall file suit for a money judgment, unless he Board, after recommendation by Attorney, determines that lien foreclosure is advisable under the circumstances. In such cases, the attorney may file a lawsuit for a money judgment, for foreclosure, or for both a money judgment and foreclosure, as permitted by applicable law.
5. If the Association is successful in obtaining a money judgment, Attorney shall collect on the judgment in this order, unless the attorney determines other actions or another order of collection is appropriate under the circumstances: (1) file and send a ten (10) day demand to pay judgment; (2) garnish accounts, wages and/or rents; (3) levy against any personal and real property; and (4) levy against the unit. Additional steps may be necessary to determine the availability and location of the judgment debtor's assets. If the Association is successful in a suit to foreclose on the lien, Attorney shall proceed as necessary to complete the foreclosure unless otherwise directed by the Board.

NOW, BE IT FURTHER RESOLVED, that all legal fees and costs incurred in the collection of a delinquent account shall be assessed against the delinquent Owner and shall be collected as an assessment as provided in the Bylaws and the Declaration.

NOW, BE IT FURTHER RESOLVED, that all contacts and/or contracts with the delinquent Owner shall be through Attorney. Neither the Board nor any of its agents shall discuss the collection of the account directly with the Owner after it has been turned over to Attorney, unless one of the attorneys is present or has consented to the contact and/or contract.

NOW, BE IT FURTHER RESOLVED, that Attorney shall have the discretion to enter into an installment payment plan with a delinquent Owner in appropriate circumstances. In all cases in which a law suit has been filed, any such plan must be secured by a Stipulated Judgment. Any payment plan providing for a down payment of less than the greater of one-third (1/3) of the delinquent balance or twice the current annual assessment, or a duration in excess of twelve (12) months shall require approval of the Board president.

NOW, BE IT FURTHER RESOLVED, that Attorney, in its initial demand notice, shall communicate to Owner that the account has been turned over to it for collection, and that all payments are to be made to Attorney until the account has been brought current. The Association hereby grants to Attorney its limited power of attorney to endorse for deposit checks made payable to the Association (or its agent management company, if any) in satisfaction of accounts sent to Attorney for collection. Attorney shall deposit all payments in its trust account. All amounts collected shall be disbursed by Attorney according to the provisions of the Association and Attorney representation agreement.

NOW, BE IT FURTHER RESOLVED, that nothing in this Resolution precludes the Board from taking further action in the collection of unpaid assessments permitted by the Association's governing documents or applicable law, including, but not limited to, adopting or enforcing rules regarding the termination of utility services paid for out of assessments of the association and access to and use of recreational and service facilities available to owners and, after giving notice and an opportunity to be heard, terminate the rights of any owners to receive such benefits or services until the correction of any violation covered by such rule has occurred.

NOW, BE IT FURTHER RESOLVED, that a copy of this resolution shall be published in the Association newsletter that is sent to all Owners at their last known address.

ATTEST:

/s/ Stephen J. McShane
Chairman (President), Board of Directors
King City Civic Association

/s/ Shirley A. Moore
Secretary, Board of Directors
King City Civic Association

Date: 5/24/05

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors that the foregoing Resolution dated May 24, 2005 be re-adopted effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____
Terry Shane, President

By _____
Maxine Van Dyke, Secretary

Purpose: BOARD OF DIRECTORS' MEETINGS AND MINUTES

Authority: Association Bylaws Article V; Article VI, Section 7; Article VII
ORS 96.640(7) through (11); ORS 94.655; ORS 94.641; ORS 65.771.

This Resolution enhances requirements contained in Association Bylaws Article V, Sections 1 through 6 for **Board of Directors' meetings**. Its purpose is to incorporate Oregon statutes where KCCA Association documents are silent. (**This Resolution Does Not Contain Criteria For Membership Meetings.**)

Under the Oregon Corporation Act, anytime a quorum of Board of Directors is present where matters relating to Association business are discussed, a meeting is taking place. The meeting and notice requirements may not be circumvented by chance or social meetings or by any other means. All meetings (Regular, Special, Emergency*, and Work Session) require proper noticing, recorded minutes, and are open to Members' attendance.

Regular meetings: Set, periodic meeting times, including Board Work Sessions (which are Board discussion-preparation meetings only.) Posted notice of time, place and agenda, as well as minutes are required, including for the Board Work Session. At the **Board Work Session** no Board decisions are made; however, a straw poll may occur to determine if further discussion is needed to achieve the Board's decision by vote at the Regular or Special Board of Directors meeting. Only Emergency Meetings* can waive the notice, agenda and voting requirements of the Board.

Special meetings: Called for a specific purpose by the President or any three Directors (this is not an Executive Session). Posted notice of time, place agenda, and minutes are required. Only specific items listed for the Special Meeting may be discussed or acted on at the Special Meeting.

Executive Sessions and Closed Meetings. In addition to Bylaws V, Section 5, ("Board Meetings Not Open to Members"), ORS 94.640(7)(b) provides that, except in case of an emergency, the Board of Directors of the Association shall vote in a properly noticed, open meeting whether to break and enter into an Executive Session. The Presiding Officer shall state the general nature of the action to be considered and, as precisely as possible, when and under what circumstances the deliberations can be disclosed to Members. The statement, motion or decision to meet in Executive Session must be included in the minutes of the meeting, including in Emergency Meeting minutes. In addition to the closed meeting issues listed in Bylaws V, Section 5, Oregon statute provides the Board may close meetings to discuss negotiations of contracts with third parties, or for collection of unpaid assessments. (ORS 94.640(7)(a)(B)(i thru iii). No action or vote may be taken in an Executive Session but shall be taken once the Board has reconvened and returned to the open Board meeting.

Emergency Meetings: ORS 94.640(8)(b) and (c) provides that Emergency Meetings may be held without notice to owners, if the reason for the *bone fide* emergency is stated in the minutes of the meeting; and only Emergency Meetings may be conducted by telephonic communication that allows all Directors to participate. Owners may attend. Directors participating in a meeting by telephonic means are deemed to be present in person at the meeting, and thus quorum rules apply. Only the matter of the emergency shall be discussed at an Emergency Meeting. A vote may be taken, even though it may not be an openly noticed meeting; except that the Directors may break into an Executive Session, without notice to Members, if the emergency falls under the criteria for a Closed Meeting.

Voting by Board: Except when officers of the Board are being elected, no vote may be taken by secret ballot or by proxy by a Director. (ORS 94.641.)

Abstention Votes: An abstention to vote is a refusal to vote, and therefore not a “no vote”.

Director Conflict of Interest: If a Director has a direct or indirect interest in a matter, the action is not voidable because of the interest, but the Director’s interest must be disclosed or made known to the Board prior to discussion on the matter. The Director shall perform his/her duty according to the Standards of Ethical Conduct set forth in ONCA Bylaws, Article X, Section 2, and ORS 65.361; 94.641.

Notice and Agenda: For all Board Meetings, including Work Sessions, but excepting Emergency Meetings, the President or Administrator shall prepare an agenda, containing notice of location, date and time of such meeting and updated, as necessary, and shall be posted at the Association’s Clubhouse, Library, Pro Shop, Crown Center bulletin boards, and on the Association’s website. The regular Work Session and Board Meetings will also be noted in the monthly Association Newsletter. Other timing of notices shall be in accordance with Bylaws Article V, Sections 1 and 2. **Note:** Any meeting held without proper notice is an illegal meeting, resulting in voiding of all actions of the Board, and any motions passed are non-enforceable.

Board Packets: For all Board of Director Work Sessions and Regular Board Meetings, the Administrator shall prepare a packet of materials prior to each Work Session or Meeting, and distribute the packet via email or printed copy to each Director at least three days preceding the Work Session or Meeting. The packet shall contain references to governing documents as a basis for decision-making and any additional information relevant to educating the Directors on matters to be discussed. Directors shall review the packet prior to the meeting and come prepared to discuss the items listed on the agenda.

Schedule of Board Meetings: The Board of Directors shall set and publish a regular, set, monthly day and time for its Work Sessions and Regular Board Meetings. In the event the date is a national holiday, the Board will notify Members of an alternative date, and give proper notice according to Bylaw requirements, and, if time permits, in the Association Newsletter.

Format for Meetings: Prior to opening the meeting, Members will sign in and indicate any topic on which they wish to speak. The procedure for the Board meeting shall include the following:

- Convene the meeting
- Roll call of Directors; establish quorum
- Open Forum (at the discretion of the Presiding Officer)**
- Secretary’s request for approval of previous minutes
- Treasurer’s report
- President’s report
- Committees’ reports
- Administrator’s report
- Board action(s)
 - Unfinished Business
 - New Business
- Director’s comments
- Adjournment of meeting

While not a part of the official minutes, suggestions, comments, or questions during the Open Forum may be recorded for the Board's consideration and follow-up.

****Open Forums:** The purpose of an Open Forum at a Board meeting is to allow Members to address the Board regarding any topic on the agenda or other concerns to the Member. If several people wish to address a specific topic, the Presiding Officer may limit the time allotted each speaker, or ask for one representative to speak for them all. Although Board Work Sessions are open to Members, there is no Open Forum at a Work Session. The Presiding Officer may request specific Members to provide the Board with relevant information.

Adopting a Resolution: At a properly noticed open meeting the Board shall pass a motion to create a resolution which will either be drafted at the meeting or sent to an *ad hoc* committee to draft and distribute to all Board Members for review. (Board Members cannot meet in numbers which establishes a quorum to discuss or comment on the proposed resolution.) At another properly noticed open meeting of the Board, the resolution shall be placed on the agenda, discussed, and voted on by the Directors. The original resolution shall be drawn up in the established format set out in the 2012 Resolution Book. Upon passage it shall be dated, signed by the President and Secretary, and the original kept in the Association's Resolution Book. A resolution is effective upon distribution to all Association Members/Owners by whatever method the Board deems reasonable for publication.

Minutes. Minutes of Board meetings must be an accurate, succinct summary of the conduct of the meeting and include only those motions made and seconded, (but not the discussion prior to vote), and the total vote (not individual votes) by Directors. However, a Director may request to go on record with a specific comment regarding the vote. The minutes of a Regular Board Meeting shall be prepared within 5 business days of the meeting and include the agenda as the cover which will indicate the time, place and items to be discussed, with any Board actions anticipated to be highlighted in bold letters for easy identification of the minute's contents. The footnote of the agenda shall contain the publication date(s) and place(s) constituting legal notice information. Work Session minutes may contain only a summary of the agenda items discussed in preparation for Board action at a subsequent Regular Board Meeting. Any resolution passed by the Board at its Meeting shall have a copy of the resolution attached to the minutes in which the resolution was adopted. Records of all Board meetings shall be kept permanently in accordance with ORS 65.771(1); 670(1), and Bylaws Article VI, Section 7.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

King City Civic Association Resolution:

Administration 2012-306

Purpose: DOCUMENT RETENTION AND DESTRUCTION POLICY

Authority: CC&Rs Article VI, Section 3. J; ORS 94.670; ORS 65.771 (1), (2) & (5)

The Administrator shall be responsible for management of the records **retention system** to ensure that records are kept in an organized manner and according to the following approved Retention Schedule. The Administrator shall also be responsible for preparing a schedule and record of **destruction of documents** on an annual basis: when, who, and method of destruction, and description of record destroyed. This shall be kept in a permanent Association "Document Destruction Log".

Type of Record	Years To Retain	Authority	Comment
I. FINANCIAL & ACCOUNTING			
Bank Deposit Slips	3	AD	
Bank Reconciliations	P	ORS	
Bank Statements	P	ORS	
Bank Signature Cards	5	AD	
Budgets	P	ORS	
Check Register (Cash Disbursements Journal)	3	ORS	Computer Backup
Depreciation Schedules	P	ORS	
Expense Reports	3	AD	
Financial Statements: Interim - monthly	5	AD	*3 years availability
Financial Statements: Year End	P	ORS	*3 years availability
Annual Audit or Review	P	ORS	*3 years availability
General Ledgers	P	ORS	Computer Backup
A/P Paid Vendor Invoices, Operating bank acct	P	ORS	
Petty Cash Records	3	ORS	
Office Equipment Records –PP Tax Report	P	ORS	
Insurance Records: Policies	10	AD	
Insurance Records: Claims Paid	10	AD	
Tax Returns – Year End	P	ORS	
Tax Bills & Statements	P	ORS	
II. RESERVES			
Reserve Studies	P	ORS	
Paid Invoices: Reserve Items + bank acct Contracts for Work Performed	P	AD	
Bids rejected	3	AD	
Bid Accepted for Common Area Work – Maintenance & Repair Records w/paid invoice	P	AD	

III. ADMINISTRATIVE			
Correspondence, General	5	AD	Computer/Pre2008-office
Correspondence, Legal; Litigation Matters	P	ORS/AD	Computer/office files
Forms (Rental, Clubs Registration, etc)	Current	AD	Computer
Phone Directories	2	AD	Computer
Member Listings	Current	ORS	
Articles of Incorporation	P	AD	ORS requires current only
CC&Rs & Amendments	P	AD	ORS requires current only
Bylaws	P	AD	ORS requires current only
Resolutions	P	AD	ORS requires current only
Election Records – Proxies & Ballots	1	ORS	*Retain at front office
Minutes – Board of Directors & Committee	P	ORS	*10 years at front office
Document Destruction Log	P	ORS/AD	
Deeds	P	AD	Residents' files
Emergency Plan	Current	AD	
IV. LABOR RECORDS			
Personnel Files After Termination	5	FLSA	Confidential
Payroll Registers + timesheets	5	FLSA	Confidential
Applications	5	FLSA	
Attendance Records	7	FLSA	Confidential
Conflict of Interest Disclosure Statements	P	FLSA	
Employee Changes & Termination	5	FLSA	Confidential
Employee Contracts – Personnel Record	5	FLSA	Confidential
Garnishment – Personnel Record	5	FLSA	Confidential
Job Description/Desk Manual	Current	FLSA	
V. OPERATIONS			
Assessments Collections Records	3	AD	Confidential
Miscellaneous Records	10	ORS	

CODES: AD = Administrative Decision; FLSA = Fair Labor Standards Act; P = Permanent;
 ORS = Oregon Revised Statutes
 *Retain previous number of years for availability and inspection at front desk.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
 Terry Shane, President Maxine Van Dyke, Secretary

Purpose: INSPECTION OF RECORDS POLICY

Authority: Bylaws Article XI; CC&Rs Article VI, Section 3.J; ORS 94.670(8-12)

The Board hereby adopts rules establishing the frequency, time, location, notice and manner of examination and duplication of Association records, and for requiring a reasonable fee for furnishing copies of any documents, information, or records which apply to Association records.

1. The following Association records are NOT available for examination or duplication:
 - a. Personnel matters relating to specific identified person or person’s medical records;
 - b. Contracts, leases, and other business transactions under negotiations.
 - c. Communications with legal counsel relating to (a) and (b), above.
 - d. Disclosure which would be in violation of federal or State laws.
 - e. Documents compiled for or considered by Board for Executive Session.
 - f. Files of individual Owners.
2. All other records must be reasonably available for inspection (refer to Document Retention Policy).
 - a. Members must provide at least 2 business days notice in writing of records to be inspected.
 - b. Requests for review shall be fulfilled not more than 5 business days from request.
 - c. A Director may have immediate access to all Association records, except those excluded by law.
 - d. Duplication of records
 - e. Request must be in writing.
 - f. Request must be in “good faith” and for a proper purpose described with reasonable particularity and directly connected with the stated purpose.
3. Duplicated records must be furnished within 10 business days of request.
4. A reasonable fee established by the Board shall include personnel and material costs for furnishing documents; especially if records will require time to retrieve from storage.
 - a. The charge may not exceed an estimated cost of production or reproduction of records.
 - b. If duplication cost is estimated to run over \$10.00 a reasonable total cost to duplicate will be collected and deposited by the Association until completion of duplication and final tally of costs.

NO ASSOCIATION RECORDS SHALL BE REMOVED FROM ASSOCIATION FACILITIES, except by the express written authorization of the Board of Directors or Administrator and only for the specific purpose authorized.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association’s March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

King City Civic Association Resolution:

Administration 2012-308

Purpose: SCHEDULE OF FINES FOR VIOLATIONS

Authority: CC&Rs Article VIII Section 2.A; ORS 94.630(1)(n)

The Board of Directors hereby adopts the following enforcement fee schedule for violation or infraction of the provisions of rules or regulations of the Association for landscape and architecture. The fines shall be assessed for violation when a Resident-Member or Owner-Member of the Association has been duly notified that they are in violation of one or more items as set out in the CC&Rs or any amendments or resolutions thereto. Said notice of violation shall be delivered in writing to the last known address of the Resident-Member or Owner-Member, citing the infraction, and remedy or remedies required to correct said violation(s). Violator has a right to be heard (see **Complaint Response Procedure 2012-103.**)

VIOLATION CATEGORY	CC&R/AMENDMENT/RESOLUTION	DAILY FEE
1. Signs	Article VII, Section 4	\$ 10.00
2. Vehicle Parking	Article VII, Section 3/Res. 2012-201	\$ 10.00
3. Animals	Article VII, Section 5	\$ 10.00
4. Use of Property	Article VII, Section 1 thru 8	\$ 10.00
5. Garbage and Refuse Removal	Amendment recorded 2007-052767	\$ 10.00
6. Fences or Walls	Amendment recorded 2007-052767	\$ 10.00
7. Slope or Drainage Violations	Article VII, Section 8	\$ 10.00
8. Architecture and Landscape	Amendment recorded 2007-052767/Res. 2012-102	\$ 10.00
9. Yard Maintenance; Patio Decorations	Article VII, Section 8/Res. 2012-102	\$ 10.00
10. Building Alterations/Additions	Amendment, recorded 2007-052767/Res. 2012-101, 102	\$ 10.00
11. Failure to Apply for Permit	Article VII, Sec 7, Amended 2007-052767/Res. 101	\$ 10.00
12. Roof or Exterior Paint	Article VII, Section 8/Res. 2012-102	\$ 10.00
13. Delinquent Assessments/Fines*	Article VIII, Section 2.A,B,C/Res. 2012-304	(Collection Attorneys)
14. Any violation not set forth above	Article III, Section 2A	from \$10.00-\$100.00

Fees may be assessed for each violation and/or any repeat violation and shall be cumulative. Fines in excess of \$10.00 per day may be assessed on a graduated schedule. Unpaid fines of more than \$300.00 may be sent for collections.

**Note: For criteria of unpaid assessments, see CC&Rs Article VIII, Section 2A,B,C; ORS 94.630(1)(n), and Resolution 2012-304, "Collection of Unpaid Charges."*

IT IS RESOLVED this ____ day of February 2012, by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

Purpose: ABSENTEE QUALIFICATIONS AND PROCEDURES

Authority: Bylaws Article IV, Section 6 & 7; ORS 94.647, 94.660

ABSENTEE QUALIFICATIONS

Absentee ballots shall be available at the Association Office not less than 10, nor more than 20, days prior to the election. Absentee ballots must be requested no later than the day before the election.

Proxies are not allowed. State laws provide an Absentee Ballot may be canceled and returned and the voter may cast a ballot in person, subject to proper documentation in Election Records.

Absentee ballots may be cast only by Resident-Members or Owner-Members unable to vote in person on election day for these reasons:

1. Out of Town. The Member must personally come to the Association Office and request an absentee ballot. A form must be signed attesting that the Member will be out of town on election day.
2. Physically Disabled. A Member who is disabled must call the Association Office and request an absentee ballot. The Association Administrative Assistant will mail the ballot, along with a form attesting that the Member is physically unable to come to the Clubhouse for the election.
3. Conflict of Working Hours. A Member who is unable to vote in person on election day because of a conflict in work and voting hours may obtain an absentee ballot from the Association Office and must sign a form attesting to the work conflict.

Absentee ballots are to be printed on colored paper.

INSTRUCTIONS TO VOTER:

- Complete ballot and seal inside Secrecy Envelope.
- Place the sealed Secrecy Envelope inside the envelope labeled "Absentee Ballot" and seal.
- Voter must sign and date on back of outer envelope where indicated.
- Ballot must be received by Elections representative by established closing hour of elections on Election Day; **no exceptions.**

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

Purpose: COMMITTEES SERVING THE BOARD OF DIRECTORS

Authority: Bylaws Article VII, ORS 94.670; 65.771

The purpose of this resolution is to define Association Bylaws Article VII which allows the Board to establish committees and sub-committees and expand on their duties to keep records (including minutes) of their proceedings in accordance with the Bylaws and "Document Retention and Destruction Policy" (Resolution 2012-306.)

COMMITTEE MINUTES AND REPORTS

- All committees must prepare minutes of their meetings and must be in the Association Office within 3 business days following each meeting.
- Committee minutes must be approved by the committee Chair before distribution.
- Minutes must be distributed to the Board either by email or hard copy; with a copy posted on the Clubhouse Meeting Room bulletin board.
- Copies of minutes shall be kept in each committee's "Minute Book".

STANDING COMMITTEES

- Each standing committee must be chaired by a Director. The Director chairing a standing committee shall recommend members to serve on the committee. Committee members must be approved by the Board.
- Standing committees may appoint sub-committees whose responsibilities are subordinate to the standing committee and which may be called upon only on an "as needed" basis.

TEMPORARY AD HOC COMMITTEES

- The Board may establish temporary *ad hoc* committees to deal with specific projects that are not the responsibility of a standing committee or a sub-committee.
- The *ad hoc* committee must be chaired by a Director. All committee members must be approved by the Board.
- *Ad hoc* committee tasks shall be specific and conform to established goals and/or timelines. If necessary, timelines may be extended by the Board.
- *Ad hoc* committees are dissolved upon termination/completion of their assignment.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

King City Civic Association Resolution:

Finance 2012-401

Purpose: ANNUAL BUDGETING SCHEDULE

Authority: Bylaws Article VI, Section 8; ORS 94.645

The Budget Committee shall be chaired by the Board Treasurer.

Budget preparation and notice-related matters shall follow this schedule:

August

Board appoints Budget Committee and sets date and time for Annual Members' Budget Forum (some time the first week of November, prior to November Board meeting).

September

Committee begins developing operating and reserve budgets by September 1.

October

Committee and Treasurer update the Board on the progress and content of the budget review.

November

Treasurer conducts Annual Members' Budget Forum. The following week the Board adopts the budget.

December

Budget distributed to Members and the annual assessment announced by December 1.

IT IS RESOLVED this ____ day of February 2012, by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

**Purpose: DISPOSITION OF ASSOCIATION MATERIALS AND PROPERTY
(Excluding Real Property)**

Authority: CC&Rs Article VI, Section 2.E.

Excess materials and properties to be disposed of shall be traded in, sold or scrapped unless there is little or no value to the Association or cost disposition exceeds the value of the material.

Materials and properties that are deemed to have little or no trade-in or salvage value to the Association may be given to employees or members of the Association for disposition.

For dispositions valued at under \$250.00, the Administrator shall determine if such action is the least expense alternative to the Association.

For dispositions valued above \$250.00 any variation from the general policy shall be at the discretion of the Board of Directors.

To maintain an accounting of such actions, the Administrator shall provide the recipient with a written authorization to remove the material from the Association's property.

The recipient shall provide the Association with a written description of the item(s), its origination and proposed disposition. A receipt for the disposition of such item(s) that are sold will be provided to the Administrator within 30 days of the approval to remove the material.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

Purpose: EXPENSE MANAGEMENT PROCEDURES POLICY

Authority: CC&Rs Article VI, Section 1 thru 4; Bylaws Article III; ORS 94.630; 94.595

General Expense Management

All purchases require a requisition. Prior to all purchases, a requisition shall be completed and approved at the appropriate signature level. The items purchased must match the items on the original requisition.

All receipts for approved purchases made by employees must be turned in for reimbursement before the end of the month of purchase.

If the Association has any debit cards, the cards will be stored in the Administrator's office and checked out and in by employees. All expenditures must have a printed receipt submitted at the time of the return of the card. No personal use of a debit card is allowed. The Administrator will keep track of the amounts spent and available on such accounts.

Office, cleaning and pool supplies and laundry items are to be purchased through purchase agreements with the supplier qualified to provide the best value to the Association.

Heating/cooling and pest control maintenance agreements are to be established with well-qualified suppliers who provide the best value to the Association.

All checks are to be signed by the Treasurer and the Administrator. If either is not available within a reasonable time, the President, Vice President or Secretary may sign.

All checks must have supporting documentation including an invoice and signed requisition (when one is required).

Each month the Administrator will explain to the Finance Committee and the Board all income and expense items that are 5% plus or minus their budgeted amounts.

The Administrator will recommend corrective action to bring the actual income and expenses into line if at any time during the year the income/expense statement shows a loss.

Signature Authority for Operating Expenses

The Administrator has a \$500 signature authority. Payroll, utilities and other related items are excluded. All requisitions exceeding \$500 are to be reviewed and approved by the Treasurer prior to purchase. If the Treasurer is not available within a reasonable time, the President, Vice President or Secretary may sign.

The Greens Superintendent has purchase authority for all operating budget items related to turf management and a \$200 signature authority for items related to facilities maintenance. The Superintendent must keep the Administrator informed of purchase decisions. All requisitions in excess of \$200 are to be reviewed by the Administrator prior to purchase.

The Pro Shop Manager does not have purchase signature authority. All Pro Shop requisitions are to be reviewed and approved by the Administrator.

Reserve Management and Expenditures

All reserve projects and funding required must be approved by the Board.

The Finance Committee will review all project proposals and recommend Board action.

The Administrator and the Treasurer are authorized to approve project expenditures exceeding the amount approved by the Board up to 10%.

All project expenditures expected to be greater than 10% over the original amount approved will be returned to the Board for approval or denial.

Each month the Administrator will provide a detailed status report of the reserve fund to the Finance Committee. The status report will include the current fund balance, funds expended year-to-date by project, funds approved but not expended by project, expected completion dates of project in process, year-to-date funds received and pending escrows.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
Terry Shane, President Maxine Van Dyke, Secretary

Purpose: SECURED FUNDS POLICY AND PROCEDURE

Authority: CC&Rs Article VI Sections 1 and 3.H; ORS 94.670; ORS 94.595;

Policy

The Association shall maintain and manage all operating and reserve funds through well-established, bank/s with local (King City) branches. Long-term relationships are a priority.

To ensure all funds are FDIC insured and meet the requirements of ORS 94.670 (2) (a), Certificate of Deposit Account Registry Service (CDARS) agreements shall be maintained. There shall be one for operating funds and one for reserve funds.

CDARS is a registered service of Promontory Interfinancial Network, LLC. The service is provided through a network of participating banks throughout the country. Through a participating bank, funds exceeding the FDIC insurance limit of \$250,000 (now permanent) are placed in CD's issued by other banks in the CDARS network in dollar increments below the FDIC insurance limit. There is a wide variety of maturities available from 4 weeks to 5 years. The entity owning the funds is able to work with only one bank and have access to multi-million dollar FDIC insurance coverage. CDARS also qualifies in Oregon for use with public funds.

Security and timely availability of funds takes precedence over interest rates.

All CD interest is to be paid to the principal during the maturity period.

Procedures

The CDARS agreement shall be executed by the President, Treasurer and Administrator.

The operating money market and reserve money market funds shall be maintained at a level not to exceed \$100,000.

Operating fund CD's shall be purchased through the CDARS program in amounts and maturities that meet the cash flow needs of the Association throughout the year. The amounts and maturities will be determined and executed by the Administrator with consultation of the Treasurer and Finance Committee.

Reserve fund CD's shall be purchased through the CDARS program in amounts and maturities that meet the needs of the reserve projects planned for the fiscal year. The reserve money market account shall be reviewed as transfer fee deposits are made to determine when additional CD's should be purchased through the CDARS program. The amounts and maturities shall be determined and executed by the Administrator with consultation of the Treasurer and Finance Committee.

Any changes to CDARS agreements and/or the service provider must be thoroughly investigated and approved by the Finance Committee and the Board.

Criteria for such an investigation shall include identifying that the service provider has:

- Established a history of financial strength
- Met the regulatory definition of "well capitalized"
- Exceeded liquidity regulatory requirements
- Demonstrated that the CDARS accounts are managed directly through a local branch
- Verified that there are no fees or hidden costs
- Confirmed statements will be provided at month-end detailing the CD amounts and maturity dates held at each bank. amounts held at each bank

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association's March 2012 Newsletter.

King City Civic Association

By _____ By _____
 Terry Shane, President Maxine Van Dyke, Secretary

Purpose: FACILITIES MAINTENANCE AND PROJECT POLICY

Authority: CC&Rs Article VI, Section 2.E and Section 3.A

All Association facilities and grounds maintenance shall be overseen by the Administrator and Greens Superintendent. Inspection tours shall be conducted on a regular basis. All items found to need maintenance or repair shall be classified and scheduled for completion. The signature authority policy shall apply to all projects where contractors are utilized.

Routine Maintenance and Minor Repair Projects

- These projects do not require a licensed contractor and shall be paid from operating funds.
- Projects shall be within the capabilities of the maintenance crew as judged by the Administrator and Greens Superintendent and do not require bids.

Small Maintenance, Upgrades and Repair Projects

- Costs are usually \$1,000 or less and shall be paid from operating funds.
- If a project qualifies for reserve funding, the large project policy shall be in force.
- Only contractors registered with the State of Oregon shall be used.
- The Administrator and Greens Superintendent shall develop a list of reputable licensed and bonded contractors in the various disciplines required; e.g., electrical and plumbing. These contractors shall be the contractors of choice.

Large Maintenance, Repair and Renovation Projects

- Costs are usually in excess of \$1,000 and shall be paid from reserve funds.
- All projects require a written Request-for-Proposal (RFP) and should be let out to at least three contractors for bids. The bid selected shall provide the best quality and value. The three bid rule may be waived under certain circumstances as determined by the Administrator and approved by the Board.
- The Finance Committee shall review all project bids and recommend action to the Board.
- The Board shall approve or deny the Finance Committee’s recommendations.
- Only contractors registered with the State of Oregon shall be used.
- The Administrator shall ensure that the contractors selected to provide bids are familiar with state and local ordinances that may affect the projects, and the contractors shall have the ability to obtain all permits that may be required prior to project start.
- The Administrator shall award the winning bid upon approval by the Board and shall oversee the contractor’s work through completion.
- The Administrator shall report monthly on the progress and costs of any active project.

IT IS RESOLVED this ____ day of February 2012 by a majority vote of the Board of Directors and effective upon distribution of the Association’s March 2012 Newsletter.

King City Civic Association

By _____
Terry Shane, President

By _____
Maxine Van Dyke, Secretary