



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

Board of Directors Meeting Minutes

Tuesday, December 14, 2021

6:30pm, Clubhouse

A. Call to order: at 6:35pm

B. Roll call of directors:

Present: Delamater, Khozouiee, Lee, Minor, Petrie, Wilson

Absent: Smith

C. Executive session – to discuss 3rd party contracts and employee issues.

Motion: I move the board go into executive session to discuss 3rd party contracts and employee issues.

Moved by Delamater, seconded by Minor. Motion passed by unanimous consent.

D. Secretary

a. Approval of Agenda for **12/14/2021** Board of Directors Meeting

Motion: I move the board approve the agenda of December 14, 2021, as presented.

Moved by Delamater, seconded by Wilson.

In Favor: Delamater, Khozouiee, Minor, Petrie, Wilson

Opposed: Lee

Motion passed.

b. Approval of minutes of **11/16/2021** Board of Directors Meeting

Motion: I move the board approve the minutes of November 16, 2021, BOD meeting as presented.

Moved by Delamater, seconded by Minor.

In Favor: Delamater, Khozouiee, Minor, Petrie, Wilson

Opposed: Lee

Motion passed.

E. Treasurer report

a. Approval of financial statements.

Motion: I move the board approve KCCA's September 2021 financial statements prepared by the management company CAP.

Moved by Khozouiee, seconded by Minor. Motion passed by unanimous consent.



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Motion: I move the board approve KCCA's October 2021 financial statements prepared by the management company CAP.

Moved by Khozouiee, seconded by Minor. Motion passed by unanimous consent.

c. Banking update

Motion: I move that, after the CDARS account ending in #7617, balance sheet GL account #1021, matures on January 6, 2022, the board transfer the money in that account to Account 100060673 KCCA DDM CHKG checking account, open a new DDM account, and link the new DDM account to this account. The cash will be swept into the DDM account with the interest rate 0.15%. This action will double the rate of return and eliminate the need for annual board review and action.

Moved by Khozouie, seconded by Minor

In Favor: Delamater, Khozouiee, Lee, Minor, Petrie, Wilson.

Opposed: None

Motion passed.

Motion: I move that the board move the reserve balance from checking, where it is not earning interest, into Account 100060673 KCCA DDM CHKG checking account, where it will earn interest.

Moved by Khozouie, seconded by Minor

In Favor: Delamater, Khozouiee, Lee, Minor, Petrie, Wilson.

Opposed: None

Motion passed.

d. Method of assessment payment.

Motion: I move the board approve the member's assessment fee to be paid in ten installments with a 3% fee.

Moved by Khozouiee, seconded by Lee.

Motion: I move the board table this motion pending further research.

Moved by Petrie, seconded by Wilson.

In Favor: Delamater, Petrie, Wilson

Opposed: Khozouiee, Lee, Minor

Motion failed.

Original motion back on floor; withdrawn by Khozouiee – will research late fee options and re-address in Jan 11, 2022 BOD meeting.

e. KCCA 2021 County Personal Property Tax return.

Motion: I move the board allow Treasurer Famarz Khozouiee to sign a letter of engagement with Schwindt & Co for preparation of KCCA's 2021 County Personal Property Tax return and associated audit.

Moved by Khozouiee, seconded by Delamater. Motion passed by unanimous consent.



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- f. Change from accrual to modified cash basis.

Motion: I move the board approve adoption of the Modified Cash method for record keeping.

Moved by Khozouiee, seconded by Lee. Motion passed by unanimous consent.

Motion: I move the board allow Treasurer Faramarz Khozouiee to sign a letter of engagement with Schwindt & Co for preparation of conversion to modified cash basis for year ending December 31, 2021.

Moved by Khozouiee, seconded by Minor. Motion passed by unanimous consent.

F. Board actions

- a. New Business

- i. **Motion:** I move that the Board meeting scheduled for December 28, 2021, be cancelled due to the Christmas holiday.

Moved by Delamater, seconded by Lee. Motion passed by unanimous consent.

G. Recess board meeting

Motion: I move that we recess this meeting at 9:41 pm until Friday, December 17, 2021, at 10am, at which time we'll go into executive session with the attorney and pool experts to discuss indoor pool litigation and repairs.

Moved by Delamater, seconded by Petrie. Motion passed by unanimous consent.

Meeting re-convened on Friday, December 17, 2021, at 10am via GoToMeeting.

Motion: I move the board go into executive session to discuss indoor pool litigation and repairs.

Moved by Delamater, seconded by Minor. Motion passed by unanimous consent.

Executive session and meeting ended on December 17, 2021, at 12:30pm.



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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 as final.

APPROVED