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Board of Directors Meeting Minutes

Tuesday, January 11, 2022

6:30 pm via GoToWebinar

- A. Call to order by President Mary Delamater**
- B. Roll call of directors: Delamater, Khozouiee, Lee, Minor, Petrie, Smith, Wilson**
- C. Secretary**
- a. Approval of Agenda for 1/11/2022 Board of Directors Meeting**
Motion: I move the board approve the agenda of January 11, 2022, as presented. Moved by Smith, seconded by Minor. Motion passed by unanimous consent.
- Amended to change Old Business item iii to item i. Moved by Lee, seconded by Minor. Motion passed by unanimous consent.
- b. Approval of minutes of 12/14/2021 Board of Directors Meeting**
Motion: I move the board approve the minutes of December 14, 2021; BOD meeting as presented. Moved by Smith, seconded by Minor, Motion passed by unanimous consent.
- D. President**
Motion: I move the board accept Mary Delamater's resignation as President, due to family health issues, effective 1/11/2022. Mary will continue to serve as a Director on the KCCA Board of Directors. Moved by Petrie, seconded by Minor. In favor: Delamater, Khozouiee, Lee, Minor, Petrie, Smith, Wilson Opposed: None. Motion passed.
- E. After the resignation of Mary Delamater, the Vice President, Laurie Petrie, took over as chair of the meeting.**
- F. Motion:** I move the board approve Catherine Lee as President effective immediately, 1/11/2022. Moved by Smith, seconded by Minor. Motion passed by unanimous consent.
- G. New President Catherine Lee takes over.**
- H. Treasurer**
- a. Hardship consideration**
Motion: I move the board approves the grace period for payment of the annual assessment be extended to 180 days (6 months). Moved by Khozouiee, seconded by Delamater.
Amended Motion: I move that the Board create an Ad-hoc Committee to investigate the legal and economic implications of amending our CC&Rs regarding Assessments and Collections. Committee members to be determined by the Board President. The committee's task will be to look at amendment options, including extending the grace period to 6 months (180 days).



All possible options will be presented to the Board for discussion.

Moved by Petrie, seconded by Minor. In favor: Delamater, Lee, Minor, Petrie, Smith, Wilson.

Opposed: Khozouiee. Amended motion passed.

Alternative to CAP credit card fee charges

Motion: I move the board approves members to pay the annual assessment at the clubhouse by credit card and honor last year's fee of \$7.00 per member. Moved by Khozouiee, seconded by Delamater. In Favor: Khozouiee. Opposed: Delamater, Lee, Minor, Petrie, Smith, Wilson.

Motion failed

b. Utilizing DDM for Operation checking account

Motion: I move the board approves the operation checking account balance to be moved to a separate DDM account. Moved by Khozouiee, seconded by Minor. Motion passed by unanimous consent

I. Committee reports

a. House

Motion: I move that the Board hire Dick's Evergreen Fence to replace the wood fence at the Maintenance Shop in 2022. The new fence will be a galvanized chain link fence with green privacy slats. Fence cost will be \$8690 and paid from budgeted reserve funds. Moved by Petrie, seconded by Delamater.

Amended Motion: I move that the Board accept the proposal from Dick's Evergreen Fence to replace the wood fence at the Maintenance Shop in 2022, pending approval of final contract by the board. The new fence will be a galvanized chain link fence with green privacy slats.

Fence cost will be \$8690 and paid from budgeted reserve funds. Moved by Lee, seconded by Minor. In favor: Delamater, Khozouiee, Lee, Minor, Petrie, Smith. Opposed: Wilson. Amended motion passed

Motion: I move that the Board accept the proposal from Parrish Enterprises to reroof the Pump Station in 2022. The proposed cost will be \$3650 and paid from budgeted reserve funds. Moved by Petrie, seconded by Khozouiee.

Amended Motion: I move that the Board accept the proposal from Parrish Enterprises to reroof the Pump Station in 2022, pending approval of final contract by the board. The proposed cost will be \$3650 and paid from budgeted reserve funds.

Moved by Lee, seconded by Minor. Amended motion passed by unanimous consent.

Motion: I move that the Board hire Parrish Enterprises to paint the Maintenance Shop in 2022. The proposed cost will be \$3700 and paid from budgeted reserve funds. Moved by Petrie, seconded by Minor.

Amended Motion: I move that the Board accept the proposal from Parrish Enterprises to paint the Maintenance Shop in 2022, pending review and approval of an amended scope of work as necessary and final contract by the board. The proposed cost will be \$3700 and paid from



budgeted reserve funds. Moved by Lee, seconded by Minor. Amended motion passed by unanimous consent.

b. Finance

Motion: I move the board approve Julianne Strand and Gordon Sheets as new members of the Finance committee. Moved by Khozouiee, seconded by Petrie.

In favor: Delamater, Khozouiee, Minor, Petrie, Smith, Wilson. Opposed: Lee. Motion passed

c. Clubs & Amenities

Motion: I move the board approve Kathy Dahlstrom and Sherry Steffens as new members of the Clubs & Amenities committee. Moved by Petrie, seconded by Minor. Motion passed by unanimous consent

J. Board actions

a. Old business

i. Level I reserve study

Motion: I move that the Board accept the proposal from Forensic Building Solutions to prepare a Level I Reserve Study in 2022 for Budget year 2023. Study cost to be \$4340 and paid from budgeted reserve funds. Moved by Petrie, seconded by Delamater

Motion: I move that this motion be tabled. Moved by Lee, seconded by Minor. Motion to table passed by unanimous consent.

ii. Update approved budget documents

Motion: I move that the Board accept the revised format for the Reserve Budget which includes income, expenditures, and balance as the new format. Correction of typos in 2022 version requested.

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

b. New Business - None

K. Board director's comments

L. Adjourn board meeting

Motion: I move that we adjourn this meeting at 9:38 pm.

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

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.