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Board of Directors Meeting Minutes

Tuesday, August 9, 2022

Executive Session: 6:00 pm, KCCA Clubhouse

Regular Session: 7:00 pm, KCCA Clubhouse

Call to Order: at 6:01 by President Faramarz Khozouiee.

Pledge of Allegiance

Roll Call of Directors:

Present: Khozouiee, Daum, Davis, Sagebear, Delamater, Enyart, Minor

Absent: None

A. Executive Session

Motion: I move that the Board go into executive session for legal discussion and consultation with the attorney.

Moved by Khozouiee, seconded by Minor. Passed by unanimous consent.

Returned to open meeting at 7:12pm.

B. Secretary

a. Approval of the Agenda for 08/09/2022 Board of Directors Meeting

Motion: I move the board approve the agenda for August 9, 2022 BOD meeting.

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

b. Approval of the Minutes of 07/26/2022 Board of Directors Meeting

Motion: I move the board approve the minutes of the July 26, 2022 BOD meeting as presented.

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

C. President address:

KCCA attorney Chris Tingey gave an update on the pool litigation. Repairs of the dehumidifier will be starting this week. Possibility of mediation postponed as well as trial date, to be announced later. Moving forward with other repairs may affect litigation so no changes to the building or its design will be made until litigation is complete. A community member asked a question regarding whether a City Inspector had overseen the building but not the installation or efficacy of the dehumidifier. This means the City is not a source of recovery for the community in regard to the pool construction.

President introduced the new administrative assistant, Teri Jensen and informed the community that she would be working to assist the new Interim Administrative Manager and ultimately would be helping to assist the Administrative Coordinator, Melva Hausserman. Barbara Saunders, was selected as the new Interim Administrative Manager and will start Monday, August 15, 2022. Barbara will oversee the office and staff while



determining the association's needs, helping in development of the website, attending board meetings, composing and/or updating job description for various level of the organization, and collecting information for the management company's evaluation and selection. A comprehensive search was done, through an employment agency, to fill both positions and candidates were selected based on merit.

D. Financial reports:

a. June 2022 financials

Motion: I move the board approve the June 2022 financial statement as was distributed to the board members several times.

Moved by Sagebear, seconded by Minor. Passed by unanimous consent.

b. **Motion:** I move the board approve the redacted version of the same statements for publication on the website.

Moved by Sagebear, seconded by Minor.

Motion: table pending clarification of document.

Moved by Sagebear, seconded by Minor. Motion to table passed by unanimous consent.

c. Summarized financials for newsletter

Motion: I move the board approve publication of the summarized financial information as provided to be published in September newsletter.

Moved by Khozouiee, seconded by Sagebear. Motion passed unanimously.

E. Committee Reports

a. **Greens:** has posted Greens committee meeting minutes on the bulletin board.

b. **Hello Neighbors:** no report

c. **Clubs & Amenities:** will update new members next meeting

d. **House**

Motion: I move the board to approve the following members for House committee: Kathie Leonetti, Jim Gorman, and Sherrye Steffens.

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

e. **LARC:** discussed governing documents and the procedures for giving notices on residential property infractions. Volunteers will not deliver notices to residents. The Chair will do this in order to avoid conflict.

f. **Pool**

Motion: I move the board to approve the following members for Pool committee: Chris Walbridge, Terry Pittsley, Marcia Leanna, Dana Garretson, Sharon Niemdyche, Marilyn Mason, and Jackie Wild.

Moved by Daum, seconded by Sagebear. Motion passed by unanimous consent.

g. **Board Advisory Committee**

Motion: I move the board to approve the Board Advisory Committee charter as presented.

Motion: I move the board table this motion pending clarification of language, including handling of confidential information.

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



h. **Ad hoc Website committee**

Motion: I move the board disband the ad hoc Website committee.

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

F. **Board Actions**

a. **Old Business**

i. **Contacting Association attorney and other paid professionals**

Motion: I move the board adopt the following policy:

1. Email inquiries to paid professionals (KCCA attorney, CPA, etc) must be sent by the board President with a cc to the board Secretary.
2. The board Secretary will compile all inquiries and responses in the shared drive that's available to all board Directors.
3. Before sending an inquiry, the board President will ensure that the Director requesting the inquiry has reviewed the shared drive to see if we've already addressed the issue.
4. Professionals doing business with KCCA will be informed that the Association will only pay for inquiries that are sent by the board President.
5. Payment for inquiries from other Directors, committee members, KCCA residents, outside entities, etc, will not be paid by the Association. Payment for these will be a matter for the inquirer and the professional to resolve.

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

b. **New Business**

i. **Motion:** I move the board review and adopt the Code of Ethics/Conduct as provided. Including holding each of Board member accountable for their actions.

Moved by Sagebear, seconded by Minor.

Motion: I move the board table this motion pending clarification of language, including how accountability/enforcement will work.

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

G. **Adjourn board meeting**

Motion: I move to adjourn this meeting. (8:37pm)

Moved by Minor, seconded by Daum.



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 8-23-2022