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Board of Directors Meeting Minutes

Tuesday, September 27, 2022

6:30 pm, KCCA Clubhouse

- A. **Call to Order:** at 6:34 by Secretary Melanie Sagebear. (President Famarz Khozouiee passed presiding officer duties to Secretary temporarily)
- B. **Roll Call of Directors:** Khozouiee, Daum, Sagebear, Delamater, Enyart, Minor Absent: Davis
- a. **Secretary**
- i. **Approval of the Agenda for 09/27/2022 Board of Directors Meeting**
Motion: I move the board approve the agenda for September 27, 2022 Board of Directors Meeting.
Moved by Sagebear, seconded by Delamater.
- Motion:** I move to amend the agenda for September 27, 2022 Board of Directors Meeting to remove all New Business items from Gary Davis scheduled remarks except for item i per his request.
- Moved** by Delamater, seconded by Minor.
Motion passed unanimously.
- ii. **Approval of the Minutes of 09/13/2022 Board of Directors Meeting**
Motion: I move the board approve the minutes of the September 13, 2022 BOD meeting as presented.
Moved by Sagebear, seconded by Minor.
- Motion:** I move the board approve the minutes of the September 13, 2022 Board of Directors Meeting as amended, to correct resolution of a motion and expand on the Treasurer report audit remarks.
Moved by Delamater, seconded by Minor. Motion passed unanimously.
- C. **President address: Executive Session Update:**
- a. **Policy: The KCCA Board/Office Staff Reporting and Communications Policy:**
KCCA is a homeowners association governed by an elected Board of Directors. The KCCA Administrators reports to the KCCA Board President. All other office staff reports to the KCCA Administrator. The KCCA Administrator and other office staff will not attend the Board of Directors Meetings until further notice.



D. Old Business

Sagebear reminder read and sign Code of Ethics and Business Code of Ethics.

E. News Business

a. Special members meeting schedule

Motion: I move that the special meeting of members for the purpose of holding a special election to remove Gary Davis from the Board of Directors be held on October 21, 2022 at 6:30 PM. In the KCCA Clubhouse

Moved by Sagebear, seconded by Khozouiee.

Motion: I move to amend the motion to have the meeting on Friday the 28th of October at 2022.

Moved by Minor, seconded by Daum.

In favor: Minor, Enyart, Daum. Opposed: Delamater, Sagebear, Khozouiee. Amended motion failed, original motion is back on the floor.

Vote: re-vote on original Motion

In favor: Delamater, Sagebear, Khozouiee, Minor, Daum. Opposed: Enyart Original motion passed 5-1: Special members meeting is scheduled for October 21, 2022, at 6:30pm.

b. Outdoor pool closing

Motion: I move to keep the outdoor pool open until further notice, pending decision of Pool committee chair Bryan Daum.

Moved by Daum, seconded by Enyart

Motion: I move to amend the motion to keep the outdoor pool open for now and revisit at every board meeting, considering staff availability and member cooperation.

Moved by Khozouiee, seconded by Delamater.

Motion passed unanimously.

c. Gary Davis

Presented K Griffith vice chair of Finance/Budget committee in place of Gary Davis. I want to schedule the annual members meeting for 11/22/2022.

Timeline not in compliance with bylaws Article 6 Section 8; ORS94.645.

d. Compliance with Oregon Senate Bill 2534

Motion: I move that we talk to attorney Chris Tingey to review our documents and amend the documents to bring us into compliance with Oregon Senate Bill 2534 by end of the year 2022

Moved by Minor, seconded by Enyart. **Motion** passed unanimously.

e. Change the CC&Rs: ARTICLE V, Section 3A

Motion: I move that we start the process of having the Attorney review and revise CC&Rs: ARTICLE V, Section 3A. (Reads: A Board shall establish the Regular Assessments and notify the members at least thirty (30) days prior to the beginning of the fiscal year. ~~Regular Assessments shall be due on the first day of the fiscal year and become delinquent thirty (30) days after they are due.~~ **Regular Assessment shall be due on the first day of the fiscal year by electing and adhering to one of the following methods of payment.**



- 1) One-time annual payment
- 2) Quarterly payment
- 3) Ten monthly payments

With this change will affect resolutions 2012-302 and 2012-304. All text changes to be reviewed by the attorney for Oregon Bill 2534.

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

f. **ARTICLE V. Section 7:**

Delinquent Assessments, Assessments are the personal obligation of the Owner-member against whose Unit or Lot they are assessed and are delinquent depending on the method of payment.

Annual payment – Delinquent on February 1

Quarterly payment – Delinquent 15 days after payment due. January 1, April 1, June 1 and September 1.

10 monthly payments – Delinquency 11 days after payment due. January 1, February 1, March 1, April 1, May 1, June 1, July 1, August 1, September 1, October 1,

g. **Change Bylaws Article V, Section 5**

Motion: (Reads: On matters dealing with personnel issues, litigation in which the Association is or may become involved and violations of Association rules or documents, the Board may hold meetings closed to the Members.) This was discussed with attorney to bring our document in line with Oregon statutes. Change while documents are being reviewed which would be a cost saving.

Moved by Minor, seconded by Khozouiee.

Motion passed unanimously.

h. **Correct the AMENDED stamp on page 6 of the CC&Rs**

Motion: I move that we correct the AMENDED stamp on page 6 of the CC&Rs. AMENDED stamp reads: AMENDED Please refer to 02015-078548 Change to read to: AMENDED Please refer to 02015-78548 The administrative assistant has the necessary Adobe software to make the change. The change would allow readers to find the correct amendment as listed in Washington county records. Change to be filed with other approved motions to reduce cost.

Moved by Minor, seconded by Sagebear.

Motion passed unanimously.

i. **Add a list of tabled motions to the agenda**

Motion: I move that we add a list of tabled motions to the meeting agenda.

Moved by Minor, seconded by Daum

Motion: I move that we amend the motion to add a list of tabled motions to the board packet.

Moved by Khozouiee, seconded by Delamater. Amended motion passed unanimously.



- j. **Administrators Reports**
 - Kamind Contract Cancellation**
\$203.50 to cancel previously entered a 3-year contract.

Mail Chimp

Fee Schedule presented. Waiting for board approval

Past Due Assessments

In collections

Websites

Redevelopment in process with previous contractor

Newsletter

TBA

Directory Update

Complete and up to date.

Virtual meeting

Will continue to test.

F. Committee Reports

a. **Greens committee**

Motion: I move the board accept the 2023 Golf Rate schedule as presented. Moved by Enyart, seconded by Minor. Motion passed unanimously.

b. **LARC**

Chair estimated 90% compliance in sidewalk parking. Second notice will be formal
Estimated 90% compliance with weeds.
Chair thank residents for prompt compliance

G. Adjourn

Motion: I move the board adjourn.

Moved by Minor, seconded by Daum motion passed unanimously

NOTES TO KCCA MEMBERS:

This Agenda is drafted in accordance with KCCA Resolution 2012-305 and is subject to changes that may take place during the ordinary course of the meeting. All Members of KCCA are welcome to attend and observe the deliberations of the Board.

Board Meetings are business meetings of the Board of Directors. With the only exception being the Open Forum; KCCA Resolution 2012-305, and its associated authorities, govern Member attendance rights and not Member participation rights. The right of Member attendance does not include the right to offer testimony or comment during the conduct of Board business, unless specifically recognized by the Presiding Officer.

Minutes of Board Meetings reflect the actions taken by the Board and do not contain a record of the discussions leading up to actions taken. Minutes are posted only after the Board approves them as final.