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Board of Directors Meeting Minutes

Tuesday, February 14, 2023 6:30 pm,
Virtual via Zoom

A. **Call to Order:** at 6:40pm by President Jim Minor

B. **Roll Call of Directors:** Jim Minor, Bryan Daum, Melanie Sagebear, Mary Delamater, Faramarz Khozouiee, Bill Enyart, and Pete Carey.

C. President

President Jim Minor asked Faramarz Khozouiee if he would chair the Election committee; he agreed.

D. Secretary

a. **Motion:** I move the Board approve the agenda for 02/14/2023. Moved by Melanie Sagebear, seconded by Faramarz Khozouiee. Motion passed unanimously.

b. **Motion:** I move the Board approve the minutes for 01/27/2023. Moved by Melanie Sagebear, seconded by Bill Enyart. Motion passed unanimously.

c. **Motion:** I move the Board approve the minutes for 01/24/2023. Moved by Melanie Sagebear, seconded by Jim Minor. Motion passed unanimously.

E. Financial Reports

a. **Motion:** I move the board approve Faramarz Khozouiee as co-Treasurer to assist Treasurer in overseeing financials, and to be the main contact with CAP and our CPA. Moved by Mary Delamater, seconded by Bill Enyart. Motion passed unanimously.

b. Financial reports for December were distributed to the board by CAP after agenda was posted, not in time for approval at this meeting. Faramarz will review, as will Finance committee at our next meeting, with goal of being able to recommend for approval at the 2/28/2023 BOD meeting. We will need to review closely as

these financials contain the adjusting entries from the 2021 audit. Once approved, they can go to the CPA to finalize that audit.

F. Old Business:

a. Review plan to engage community manager

i. Motion: I move that the Board expand the current recruitment plan for an Administrator/Community Manager to include engaging a new management company for financials. Moved by Mary Delamater, seconded by Melanie Sagebear. Yes – Bryan Daum, Bill Enyart, Jim Minor. No – Mary Delamater, Melanie Sagebear, Pete Carey, Faramarz Khozouiee.

Motion failed 3-4.

b. New website – contractor is working on a mockup website, needs guidance from us re: how long we want old minutes/financial documents to go back, also do we want everything that's currently public to remain public or move to member only section. For now, our guidance is to leave everything as-is; go back as far as the current website does, have what's public now stay public. We can revisit when we have a test site to look at.

c. Yes Elections update

i. Motion: I move the board approve renewal of the Yes Elections contract for a 3 year period, at the following cost:

Election Management: \$3,304.79

Print and mail: \$970.00

Total cost of election services: \$4,274.79

Moved by Melanie Sagebear, seconded by Bill Enyart.

Motion: I move to table the motion pending further information re: whether the above costs are for each year of the contract or will be updated each year. Moved by Mary Delamater, seconded by Melanie Sagebear. Motion to table passed unanimously.

G. New Business:

a. BAC workshop

Motion: I move that the Board accept the Community Manager Recruitment Plan as presented in the board packet. Moved by Melanie Sagebear, seconded by Bill Enyart. Yes – Faramarz Khozouiee, Bill Enyart, Bryan Daum, Jim Minor. No – Mary Delamater, Melanie Sagebear, Pete Carey.

Motion passed 4-3.

Motion: I move to change the Administrator title to Community Manager. Moved by Famarz Khozouiee, seconded by Mary Delamater. Motion passed unanimously.

b. Review Zoom contract

Motion: I move to table the discussion of the Zoom contract pending gathering of contract documentation. Moved by Melanie Sagebear, seconded by Jim Minor. Motion passed unanimously.

c. Temporary Bookkeeper: Melanie gave update on progress toward replacing the bookkeeper. Interviews should be able to start next week. We are working with several staffing companies, looking for a temporary-to-hire candidate.

H. Committee Reports:

- a. LARC.** Will be handing out pamphlets from the City of King City re: parking rules. Will be turning over enforcement of some tree issues to attorney.
- b. Clubs and Amenities:** Committee members worked with office to restore calendar info lost in a computer malfunction.
- c. Finance / Budget:** Charter is ready for board review – will submit for next BOD meeting. Will work on December financials at next meeting, and are working on reviewing insurance companies for upcoming April renewal. Melanie is helping with this and will attend next Finance committee meeting.
- d. Greens:** 7th tee reconstruction update: we are waiting for contractor to start.
- e. Hello Neighbors:** Valengram program for Valentine's Day was a big success! Spring Fling is coming up, will be a big to-do with a band. Details coming soon.
- f. Pool:** Pool committee on hiatus for now, waiting for info re Aquatic Center and outdoor pool. Updates will follow as applicable.
- g. House:**
 - i. Crown Center update:** work continues, insurance company and contractor working to finalize what needs to be done.
 - ii. Banquet room closet update:** contractor didn't remove all

that we expected them to. We are in discussions with contractor to remove defunct pipes/electrical boxes – they may come back with another bid. Also working with Jeff to see if our crew can possibly handle it, since mold/asbestos no longer an issue. It's possible that we might be able to get some salvage money for the copper in the pipes if we do it ourselves

iii. Roof repair: Motion: I move the Board approve the proposal to repair the roof outside the library, selecting the bid of \$2,250 from Parish Enterprises. Moved by Pete Carey, seconded by Bryan Daum. Motion passed unanimously.

h. Pool: met with attorney, things are moving along, waiting on some testing, but will need some new HVAC equipment to allow for proper ventilation before we can do that testing.

Motion: I move the Board approve the purchase of the needed HVAC equipment at a cost of approx \$6,000. Moved by Bryan Daum, seconded by Jim Minor. Motion passed unanimously. With new part, hope to do some testing in the next 60 days.

I. Board of Directors Comments:

a. Motion: I move that the board *not* refund the assessment as requested by member SS. Moved by Melanie Sagebear, seconded by Jim Minor. Motion passed unanimously.

b. Motion: I move the board appoint Faramarz Khozouiee and Mary Delamater as co-chairs of the 2023 Election Committee. Moved by Melanie Sagebear, seconded by Jim Minor. Motion passed unanimously.

J. Adjourn the Meeting: I move the Board to adjourn the meeting. Moved by Bill Enyart, seconded by Melanie Sagebear. Meeting adjourned at 8:46pm.