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Board of Directors Meeting Minutes

Tuesday, March 14, 2023 6:30 pm,
KCCA Clubhouse

- A. **Call to Order:** at 6:30pm by President Jim Minor
- B. **Roll Call of Directors:** Jim Minor, Bryan Daum, Melanie Sagebear, Mary Delamater, Famarz Khozouiee, Bill Enyart, and Pete Carey.
- C. **Secretary**
- a. **Motion:** I move the Board to approve the agenda for 03/14/2023. Moved by Melanie Sagebear, seconded by Mary Delamater.
Amended motion: I move the agenda be amended as follows: New business – replace heat exchanger for \$4,500; House committee report – message from Pete. Moved by Jim Minor, seconded by Mary Delamater. Amended motion passed unanimously.
 - b. **Motion:** I move the Board to approve the minutes for 02/28/2023. Moved by Melanie Sagebear, seconded by Bill Enyart.
Amended motion: I move the minutes be changed to reflect that Famarz Khozouiee voted no on the motion to approve a prepaid Amazon gift card for the library. Moved by Famarz Khozouiee, seconded by Pete Carey. Amended motion passed unanimously.
- D. **Financial Reports**
- a. **Motion:** I move the Board to approve the financials for January 2023. Moved by Mary Delamater, seconded by Melanie Sagebear. Motion passed unanimously.
 - b. **Motion:** I move the Board to approve the January 2023 financial distribution report for posting to the KCCA website. Moved by Mary Delamater, seconded by Melanie Sagebear. Motion passed unanimously.
 - c. **Motion:** I move the Board to approve the final audit report for 2021. Moved by Mary Delamater, seconded by Melanie Sagebear.

Motion passed unanimously.

- d. Motion:** I move the Board authorize the Treasurer and co-Treasurer to sign all documentation required by CPA Schwindt & Co to begin the audit for 2022. Moved by Famararz Khozouiee, seconded by Bill Enyart. Motion passed unanimously.

E. Old Business:

a. Board discretion managerial (title change)

Motion: I move the Board to be in charge of hiring and firing managerial staff. Moved by Melanie Sagebear, seconded by Bryan Daum.

- b. Amended motion:** I move that the Board change the title of Administrative Assistant to Assistant Community Manager. Moved by Melanie Sagebear, seconded by Mary Delamater.

Withdrawal: I withdraw the motion currently on the floor. Melanie Sagebear

Motion: I move to clarify that there must be a 2/3 vote of the board to let go employees in any of the following positions: Community Manager, Golf Supervisor, Pro Shop Manager, Administrative Assistant. Moved by Mary Delamater, seconded by Melanie Sagebear. In favor: Jim Minor, Bryan Daum, Melanie Sagebear, Mary Delamater, Bill Enyart, Pete Carey. Opposed: Famararz Khozouiee. Motion passed 6-1.

F. New Business

- a. Review Zoom contract:** I move that we table this discussion pending the Zoom contract being sent to all board members. Moved by Bryan Daum, seconded by Melanie Sagebear. Motion to table passed unanimously.

b. Training board candidates:

Motion: I move that we conduct Board training with the attorney for the 2023 board candidates shortly after the candidates are announced on April 11, so that the candidates can have a clear idea of the role they are running for. Moved by Mary Delamater, seconded by Pete Carey.

Withdrawal: I withdraw the motion currently on the floor in order to consult with our attorney and draft an improved motion – Mary Delamater.

c. Heat exchanger:

Motion: I move the Board to approve the purchase for a new heat exchanger in the Aquatic Center for \$4,500. Moved by Jim Minor,

seconded by Bill Enyart. Motion passed unanimously.

d. Pet resolution:

Motion: I move the Board to adopt a resolution that any service animal in any KCCA amenities must be on a leash and controlled by their owner at all times. Moved by Melanie Sagebear, seconded by Bryan Daum.

Motion to table: I move that we table this motion pending clarification of language with the attorney. Moved by Jim Minor, seconded by Melanie Sagebear. Approved unanimously.

e. Job listings for Community Manager:

Motion: I move that the board authorize up to \$4,000 to be spent for posting of job listings on various employment websites. Spending to be monitored by the chair of the Board Advisory Committee. Moved by Jim Minor, seconded by Mary Delamater. In favor: Jim Minor, Bryan Daum, Faramarz Khozouiee, Mary Delamater, Bill Enyart, Pete Carey. Opposed: Melanie Sagebear. Motion passed 6-1.

G. Committee Reports:

a. LARC. Dealing with unapproved work.

b. Clubs and Amenities: Working to clean up issues from losing calendar data, will also discuss recent issues of residents of the City of King City wanting to rent a room – committee will discuss if this is something we want to recommend to the board.

c. Finance / Budget: No report

d. Nomination: Anyone interested in running can get packets from the office.

e. Election: Approved timeline sent to Yes Elections, next meeting will be after the slate of candidates is announced at the April 11 BOD meeting.

f. Greens:

Motion: I move to remove Jim Trees and Joy Hirl from the Greens Committee. Moved by Bill Enyart, seconded Melanie Sagebear. Motion passed unanimously.

g. Hello Neighbors: Spring Fling and Cinco de Mayo coming up.

h. House: Roof repair is done, Crown Center work is progressing.
Announcement: Pete Carey must resign as Director due to family issues / moving out of KCCA.

Motion: I move the Board to accept Pete Carey's resignation effective 3/14/2023. Moved by Mary Delamater, seconded by Melanie Sagebear. Motion passed unanimously.

Motion: I move the Board to appoint Mike Ceccanti to serve the remainder of Pete Carey's term. Moved by Bill Enyart, seconded by Melanie Sagebear. Motion passed unanimously.

i. Pool: Are back from hiatus. Pool chair working on engineering study.

H. Board of Directors Comments:

- a.** Due to Treasurer error, Monthly Musical was paid their 2023 budgeted amount in advance, and was overpaid by \$600. The Treasurer recommends that we not ask Monthly Musical to pay back the over budget amount, and will work with the office and Monthly Musical on a documentation procedure to (**a.** make sure 2023 expenditures are tracked, and **b.** have a procedure in place for 2024 so this doesn't happen again.
- b.** Reminder that if background checks for employees are needed, we will contract that out – no board director will attempt to implement background checks.

I. Adjourn the Meeting: I move the Board to adjourn the meeting. Moved by Mary Delamater, seconded by Bill Enyart. Meeting adjourned at 8:25pm.