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**Board of Directors Meeting Minutes  
Tuesday September 26, 2023  
6:30 PM IN THE CLUBHOUSE**

**NOTE: The Agenda and a Notice was posted in the Clubhouse, the Library, the Crown Center, and the Pro Shop. This is in compliance with Bylaws Article V, Section 3.**

**Executive Session 5:30 in the Board Office**

**CALL TO ORDER: Called to order by President Chris Walbridge at 5:40: pm.**

**ROLL CALL OF DIRECTORS:**

**Michelle Faber, Jim Minor, Bryan Daum, Cherie Gilmore Forczak, Melanie Sagebear, Chris Walbridge. Absent Mike Ceccanti.**

**EXECUTIVE SESSION. I move the Board go into Executive Session, moved by Melanie Sagebear, Seconded by Cherie Gilmore- Forczak. Passed by directors present. 5:44 pm.**

**RETURN FROM EXECUTIVE SESSION: 6:37.**

**No action or motions to report.**

**PLEDGE OF ALLEGIANCE:**

**SECRETARY:**

**MOTION: Melanie Sagebear- I move the Board to Approve the agenda for September 26, 2023.**

**Seconded by Chris Walbridge.**

**MOTION: Michelle Faber- I move the Board to amend the agenda to reflect and include all motions on AMENDMENT OF AGENDA pages passed out to Directors. Seconded by Chris Walbridge**

**VOTE: Chris Walbridge yes, Michelle faber yes, Cherie Gilmore- Forczak yes, Melanie Sagebear yes, Bryan Daum no, Jim Minor no. VOTE passes 4 to 2.**

**MOTION: Melanie Sagebear- I move the Board to approve the minutes from July 25, 2023, Board of Directors Meeting. Seconded by Chris Walbridge.**

**VOTE: Michelle Faber yes, Chris Walbridge yes, Cherie Gilmore- Forczak yes, Melanie Sagebear yes, Bryan Daum no, Jim Minor no. VOTE: PASSES 4 to 2.**

**MOTION: Melanie Sagebear- I move the Board to approve the minutes from the Board of Directors Meeting August 28, 2023. Seconded by Michelle Faber.**

**VOTE: Michelle faber yes, Cherie Gilmore-Forczak yes, Melanie Sagebear yes, Bryan Daum yes, Chris Walbridge yes, Jim Minor. VOTE PASSES 5 to 1.**

**MOTION: Melanie Sagebear- I move the Board to give direction to staff to post ALL minutes Previously approved 08-28-2023.**

**ACTION: HELD, For 24 hours to legality of minutes.**

**MOTION: Melanie Sagebear- I move the Board to approve the minutes from Board of Directors Meeting 09-12-2023, and 09-14-2023 as presented. Seconded by Chris Walbridge.**

**VOTE: Bryan Daum yes, Chris Walbridge yes, Michelle faber, yes, Cherie Gilmore- Forczak yes, Melanie Sagebear yes, Jim Minor no. VOTE PASSES 5 to 1.**

**AMENDMENTS TO RESOLUTIONS:**

- 1. Resend the Resolution 2012-403 resending all signatory authorization for the Administrator, Office Staff and the President. There is to be no Purchases by Credit/Debit Card, without the written approval by the Treasurer and the President. This includes requests for purchase orders and invoices. The Board of Directors will be informed of all monthly transactions by the Treasurer in the "Monthly Financial Report".**

**VOTE: Chris Walbridge yes Michelle Faber yes, Cherie Gilmore-Forczak yes, Melanie Sagebear yes, Bryan Daum no, Jim Minor no. VOTE PASSES 4 to 2.**

- 2. All Checks are to be Signed by the Treasurer and the President; The Secretary may sign if either is unavailable. CAP may also be sign by C.A.P.s Ed Hamilton.**

**VOTE: Chris Walbridge yes, Michelle Faber yes, Cherie Gilmore-Forczak yes, Melanie Sagebear yes, Jim Minor no, Bryan Daum no. VOTE Passes 4 to 2.**

- 3. Should an Administrator be hired, they will not sign checks, purchase orders, check requests and invoices or authorize Debit/Credit card purchases: until the probationary period has passed.**

**cpThe 7-member Board of Directors will determine the amount of time for the probationary period.**

**VOTE: Chris Walbridge yes, Michelle Faber yes, Cherie Gilmore-Forczak yes, Jim Minor no, Melanie s Sagebear yes, Bryan Daum no. VOTE PASSES 5 to 1.**

**4. All office Staff are prohibited from making ANY Debit/Credit card purchases, signing checks, authorizing purchase orders or invoices. ALL requests must be approved by the Treasurer and the President. The Board will be informed of all transactions by the Treasurer in the "Monthly Financial Report" VOTE: Bryan Daum yes, Jim Minor no, Cherie G. Forczak yes, Michelle Faber yes, Chris Walbridge yes, Melanie Sagebear yes. VOTE PASSES 5 to 1.**

**VOTE PASSES 5 to 1**

**5. All King City Civic Association Credit/Debit cards will be kept in the safe in the Administrators office. Only the President, Treasurer and Jeff Halfman will have the combination. VOTE: Bryan Daum yes, Michelle Faber yes, Cherie Gilmore-Forczak yes, Chris Walbridge yes, Melanie Sagebear yes, Jim Minor no. VOTE PASSES 5 to 1.**

#### **FINANCIAL REPORT:**

#### **MOTIONS:**

**Michelle Faber- I move the Board to approve the August Financial, as presented. Seconded by Melanie Sagebear. Passed by directors present.**

**Michelle Faber- I move the Board to approve the Presented revised Reserve Budget Recommendation by C.P.A. David Schwindt. (In the Boards Packet). Seconded by Melanie Sagebear. Passed by directors present.**

**Michelle Faber- I move the Board to approve the Forensic study level 3 for \$1.700. Seconded by Chris Walbridge. Passed by directors present.**

**Michelle Faber- I move the Board to authorize ONLY the Treasurer to Transfer funds from the Operating account to the Reserve account. Seconded by Melanie Sagebear. Passed by directors present.**

#### **BOARD ACTIONS:**

- a. Lions Club Agreement. This agreement has been a long time coming. We have just been given approval for the agreement KCCA made with the Lions Club. Lions Club International in**

Chicago has authorized us to proceed with this agreement. This agreement has been signed by the KCCA Board liaison Melanie Sagebear Board Secretary and by the President of our local Lions Club Rick Castle, dated 08-18-2023. We will maintain a working file in the Board office.

- b. Computers for the Board Secretary and the Treasurer were unanimously agreed upon By the Board. The Board president will get with our IT department to Facilitate this ASAP.

**MOTION:** Michelle faber- I move the Board to approve NTE \$1.000 to build a wall to separate the poker room from the Board Office. Seconded by Melanie Sagebear. Passed by directors present.

**COMMITTEE REPORTS:**

**BUDGET/FINANCE:** Aged accounts recoverable through collections are being worked on at present.

**CLUBS and AMENITIES:** The Board recognizes Chris Walbridge has resigned the Chair and is asking for nominations for the Chair of clubs and Amenities. Melanie Sagebear nominated Cherie Gilmore-Forczak. None opposed. Cherie Gilmore-Forczak is now the Chair.

**HELLO NEIGHBORS:** Jim Minor will be asking the Budget/Finance Committee for money so they may continue to provide the community with the events scheduled for the rest of the year.

**HOUSE:** Megan Rutz gave the update in Mike Ceccanti's absence. The recently completed projects in the Crown Center is first the bi-folding door, is gone. There is new artwork hanging, the window tinting is completed, and the light fixture that was damaged will be replaced next week. Entryway painting will commence soon.

Pro Shop restrooms are a big project and a heavy cost. The House Committee is looking for Recruits to help clean, paint and restore the area. The carpets will also be deep cleaned. Anyone wanting to volunteer please contact House Committee Chair Mike Ceccanti via email [mceccanti@mykcca.com](mailto:mceccanti@mykcca.com).

Parking Lot Directional exit and entrance painting of the Clubhouse parking lot. Mike is working on getting together with the City of King City to see if we can split the cost. Th striping of the parking lot is scheduled for 2024.

The House Committee would like to acknowledge and thank the people who contributed their time and expertise to help our community. Keith Walbridge Dave Smith, Jackie Ceccanti, Jody Sanders, Steve Gearheart and Sharon Niemczyk. Thank you all.

**LARC:** WE are still waiting for the official complaints to be returned. We need to follow up on

derelict property, tree trespass, and residential complaints.

**POOL:** Bryan Daum told us the outdoor pool has been closed for the Summer and hoped all had enjoyed it while it was open. We hope to have some news on the indoor pool soon.

**DIRECTOR COMMENTS:**

Jim Minor requested the floor and was granted the opportunity to address the community. Jim Minor has formerly resigned from the Board of Directors as of 09/26/2023. He thanked the community for the privilege of serving them. The Board recognized the resignation and accepted it by all directors present. **VOTE: PASSED**

**ADJOURNMENT:**

**MOTION:** Bryan Daum-I move the Board to Adjourn. Seconded Melanie Sagebear. Passed by directors present. 8:30 pm.

**NOTE:** The minutes are recorded and are prepared by The King City Board of Directors Secretary, Melanie Sagebear. Once they are prepared and brought to the Board of Directors for approval, they will be posted.

Approved