



15245 SW 116<sup>th</sup> Ave., King City, OR 97224 • (503) 639-6565 • www.mykcca.com

---

## **Board of Directors Meeting Minutes**

**Tuesday , February 13, 2024**

**KCCA Clubhouse**

**6:30 p.m. Regular Session**

- A. Call to Order:** 6:30 pm by President Chris Walbridge
- B. Roll Call of Directors:** President Chris Walbridge, Vice President Bryan Daum, Treasurer Rob Peters, Secretary Cherie Gilmore-Forczak, Director Mike Ceccanti (Secretary and Treasurer approved below) All present, along with Administrator Michelle Lee
- C. Open Forum:** Three members wrote their questions on the forms provided by the BOD and their concerns/questions were addressed by the President and Administrator.
- D. Approve Agenda:** Mike Cecanti made a motion to approve the Agenda for 2-13-2024, seconded by Rob Peters. Approved 5/0.
- E. Approve Minutes:** Mike Ceccanti made motions to approve the minutes for 1-23-2024 and 1-29-2024. Rob Peters seconded them. Both approved 5/0.
- F. Nominating and Election Committee Chairs:** Mike Ceccanti made a motion to appoint Bryan Daum as the Chair of the Nominating Committee, seconded by Rob Peters. Approved 5/0. Rob Peters made a motion to appoint Mike Ceccanti and Cherie Gilmore-Forczak as co-chairs of the Election Committee, seconded by Bryan Daum. Approved 5/0.
- G. Annual Members Meeting Date:** A motion was made by Cherie Gilmore-Forczak to hold the meeting on June 1, 2024, seconded by Mike Ceccanti. This election date motion was tabled until we have a firm election timeline.
- H. Timeline for Candidates Nomination:** This was also tabled.
- I. Treasurer position:** Mike Ceccanti made a motion to approve Rob Peters as the BOD Treasurer, seconded by Bryan Daum. Approved 5/0.

- J. Secretary position:** Mike Ceccanti made a motion to approve Cherie Gilmore-Forczak as the BOD secretary, seconded by Bryan Daum. Approved 5/0.
- K. Treasurer's Report:** the following items were reported on by the Administrator, Michelle Lee. She can provide details.
- a. 2022 Financial Review has been completed.
  - b. 2023 Financial Review process. KCCA uses both Caps and Schwindt to help us with our financials. Michelle Lee should have all necessary information reported to Schwindt by mid-March.
  - c. The December financials have been approved.
  - d. Update on 2024 Assessment collection. 1,425 residents (not including the apartments) have made their payments.
  - e. Michelle Lee has been working to collect late assessments from 84 residents. Late fees will be imposed as of March 1<sup>st</sup> and delinquent accounts will be sent to our attorney for collection.
  - f. Reserves funding. Michelle emphasized that it is important to add a little bit to the fund each year. We need to make sure that the projects are funded for our aging properties. She suggested that we conduct a line-by-line study of our Reserves account to see what changes we might be able to make.
- L. Financial Report:** We have \$500,000 in a CDAR account at 4% interest. It expires in June 2024. We have two Sweep accounts, one for operations and one for reserves. Both are insured up to \$1 million dollars. Mike Ceccanti moved that we accept the financial report, seconded by Bryan Daum. Approved 5/0.
- M. Old Business:** Mike Ceccanti reminded everyone that the BOD needs to fill two positions. If anyone is interested, interviews will be held soon.
- N. New Business:**
- a. Rob Peters reported that we have cancelled our software contract with Frontsteps/Caliber. It is no longer needed. This should give us savings of \$11,400.
  - b. Mike Ceccanti reported on our new Pro Shop point-of-sale contract. We chose Clover as our provider. There is zero cost up front for equipment and software. The monthly fee is \$55.

- c. Chris Walbridge proposed changes to our bylaws Article IV Sections 4&5. Mike Ciccanti moved that we table this, seconded by Bryan Daum.

**O. Committee Reports:**

- a. **Budget and Finance** See information above. Also, if you are interested, they are looking for a new committee member.

- b. **Clubs and Amenities**

1. Please don't leave dirty dishes in the dishwashers. If it is just a few things, please hand wash them. Let the office know if dish soap is running low.
2. We have asked Jeff for better signage at the Crown Center, a number or letter on the door to the outside garbage can room and a sign to help people find the front door from the parking lot.
3. Our attorney is still tracking OLCC to try and pin them down on a BYOB policy. We will follow best practices and continue with our latest policy. The appropriate forms are available at the office.
4. Beware of crazy emails requesting your help in purchasing gift cards. They are going around our community and seem very real. Verify the sender's email address.
5. The committee is reviewing Resolution 2012-206, dealing with what kinds of activities are within the parameters of this Resolution when we rent our rooms. This deals with presentations to our members and community residents.

- c. **Greens**

1. The first 2024 meeting will be held on March 7<sup>th</sup>.
2. The committee is investigating Interactive Golf as a revenue source.
3. Jeff purchased a new Torro to replace the Cushman that was beyond repair (can't get parts) and was able to sell the old one for \$1,000.
4. An outside group is renting our lawn bowling space to hold a croquet tournament April 3<sup>rd</sup> – 7<sup>th</sup>. A \$750 donation is being made and placed in a special fund.
5. A new black and white printer was purchased for the Pro Shop.

- d. **Hello Neighbors**

1. Chris Walbridge will be the BOD member on this committee.
2. 130 Val-A-Grams were sold.

**e. HOUSE**

1. Our Clubhouse is considered residential property so we will qualify for an Energy Trust rebate when we purchase the new windows for the banquet room and office. Various companies are being considered.
2. A sub-committee is moving forward with plans for the remodeling of the living room.
3. We have new blinds in the meeting room.
4. Decisions are being made on how to proceed with the Pro Shop restroom floors, removing them and replacing them.
5. The committee meets on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 10.

**f. LARC** The committee is looking for new members.

**g. Pool** The committee continues to gather information on our two pools.

**P. Adjournment**

Bryan Daum moved to adjourn the meeting at 8:05, seconded by Mike Ceccanti. Approved 5/0.