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BOARD OF DIRECTORS MEETING MINUTES

TUESDAY, DECEMBER 10, 2024

6:30 PM @ KCCA CLUBHOUSE BANQUET ROOM

CALL TO ORDER: at 6:30pm by President Mike Ceccanti.

PLEDGE OF ALLEGIANCE

ROLL CALL: President Mike Ceccanti, Vice President Bryan Daum, Secretary Cherie Gilmore-Forczak, Treasurer Rob Peters, Directors Lono Waiwaiole, Mark Ward and Cindi McCollough. Also present were Administrator Michelle Lee and Assistant to the Administrator Yvette Curiel.

PRESIDENT COMMENTS: Mike Ceccanti addressed the members, letting them know that he had stepped back for a short time due to a stroke. He thanked the BOD for their support. The meeting was turned over to the Vice President, Bryan Daum.

OPEN FORUM: The only question was related to the cost for using a card at the Office to pay their Assessment. The answer was \$5 per transaction.

PRESIDENT:

- a. Approve Agenda of December 10, 2024. Cherie Gilmore-Forczak made a motion to amend the Agenda, to move the New Business item c. Clubhouse and Crown Center Rental Policy, to the next BOD work session, seconded by Cindi McCollough. Approved 7/0. Cherie Gilmore-Forczak made a motion to approve the amended Agenda, seconded by Cindi McCollough. Approved 7/0.
- b. Approve the Work Session Meeting Minutes of November 12, 2024. Cherie Gilmore-Forczak made a motion to approve these minutes, seconded by Mike Ceccanti. Approved 7/0.
- c. Approve the regular Board Meeting Minutes of November 12, 2024. Cherie Gilmore-Forczak made a motion to approve these minutes, seconded by Cindi McCollough. Approved 7/0.

OLD BUSINESS:

- a. Newsletter development and printing. Cindi McCollough made a motion to allow \$300 per month to cover these costs, seconded by Lono Waiwaiole. Approved 7/0.

SECRETARY

- Aquatic Center Pool Repair Update. Cherie Gilmore-Forczak reported that at this time the Pool Repair Liaison Committee is pausing, to make sure that we have done our due diligence and listen to our attorney on contract negotiation issues. This applies to the Aquatic Center dressing rooms only. The dehumidifier side is moving along.

TREASURER'S REPORT:

- Mature the US Bank CD. Rob Peters made a motion that we mature our US Bank CD in the amount of \$20,000 and add it to the pool settlement funds, to be used for repairs, seconded by Mike Ceccanti. Approved 7/0.
- Approve October Financials. Rob Peters made a motion to approve the October Financials, seconded by Cherie Gilmore-Forczak. Approved 7/0.
- Rob Peters made a motion to approve the \$1,450 expenditure to have Frahler Electric add 3 electrical outlets in the Shuffleboard room, seconded by Lono Waiwaiole. Approved 7/0. Frahler Electric evaluated the electrical needs of the Shuffleboard Room at no expense to us.
- The new equipment shed being built near the maintenance shop will be a little over the 10% allowed on the BOD approved \$30,000 budget. Rob Peters made a motion that we approve the over-budget amount of \$755, to come out of Reserves, seconded by Cherie Gilmore-Forczak. Approved 7/0.

NEW BUSINESS

- a. Yearly Board Timelines. Yvette Curiel presented the BOD with a YEARLY KEY BOARD TIMELINES, to help track BOD responsibilities and actions needed by month. Cherie Gilmore-Forczak made a motion to accept the Timeline, seconded by Rob Peters. Approved 7/0.
- b. Election Process, Lono Waiwaiole proposal. Lono proposed that we no longer rely on an outside company to provide ballots and election results in our annual BOD election. He said that for years KCCA handled their own voting process.

After some conversation it was determined that we do not have an ongoing contract with Yes Elections. Lono Waiwaiole made a motion that we return to our traditional voting in-house, seconded by Mark Ward. Approved 4/3, with Cherie Gilmore-Forczak, Mike Ceccanti and Cindi McCollough voting no.

COMMITTEE REPORTS

BUDGET & FINANCE no meeting/no report.

CLUBS & AMMENITIES We need to consider a policy for political and religious groups wanting to rent space in our facilities. The first thought is to think about it if/when it happens. The topic can be discussed at the next BOD Work Session.

GREENS on hiatus

HELLO NEIGHBORS Beautiful Christmas decorations have been installed in our Living Room, Banquet Room, Lobby and at the Crown Center. The Strolling Carolers holiday event held on December 8th was a hug success. Sweets and songs were enjoyed by our community. A reminder to buy your New Year's Eve party tickets.

HOUSE The office has been painted. Work has been completed on the soffits in the Banquet Room.

LARC Members are following up on complaints and yard problems, as well as final editing of forms. The committee will meet just once per month until March.

EXECUTIVE SESSION

At 7:40, Cherie Gilmore-Forczak made a motion to enter into Executive Session, seconded by Mike Ceccanti. Approved 7/0.

At 09:30 Cherie Gilmore-Forczak made a motion to adjourn Executive Session, seconded by Mike Ceccanti. Approved 7/0.

BOARD OF DIRECTOS MEETING RECONVENED

Cherie Gilmore-Forczak made a motion to approve Yvette Curiel as KCCA's Administrator, effective January 1, 2025, seconded by Lono Waiwaiole. Approved 7/0.

Chere Gilmore-Forczak made a motion to give Yvette Curiel Bank Signature Authority, seconded by Cindi McCollough. Approved 7/0.

Cindi McCollough made a motion that Michelle Lee's new title is Administrative Consultant. seconded by Cherie Gilmore-Forczak. Approved 7/0.

Cherie Gilmore-Forczak made a motion to approve Michelle Lee as Administrative Consultant as of January 1, 2025, to report to the Board of Directors, seconded by Cindi McCollough. Approved 7/0.

Cherie Gilmore-Forczak made a motion to give Yvette Curiel Bank Signature Authority to spend up to \$500, seconded by Cindi McCollough. Approved 7/0.

Cherie Gilmore-Forczak made a motion for Michelle Lee to retain her Bank Signature Authority with a spending limit of \$500, seconded by Cindi McCollough. Approved 7/0

ADJOURNMENT Cherie Gilmore-Forczak made a motion to adjourn the meeting at 9:02pm, seconded by Cindi McCollough. Approved 7/0.

APPROVED