



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

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**BOARD OF DIRECTORS WORK SESSION MINUTES**  
**TUESDAY, JANUARY 14, 2025**  
**5:30 PM AT KCCA CLUBHOUSE BANQUET ROOM**  
**& VIRTUALLY VIA YOU TUBE**

**CALL TO ORDER:** President Mike Ceccanti called the meeting to order at 5:30.

**PLEDGE OFF ALLEGIANCE**

**ROLL CALL OF DIRECTORS:** President Mike Ceccanti, Secretary Cherie Gilmore-Forczak, Treasurer Rob Peters, Directors Lono Waiwaiole and Cindi McCollough were present along with our Administrator Yvette Curiel and Administrator Consultant Michelle Lee.

Vice President Bryan Daum arrived shortly after Roll Call and Director Mark Ward arrived at 5:45.

**PRESIDENT**

Cherie Gilmore-Forczak made a motion to amend and approve the Agenda to include an item under New Business: LARC – Revised Forms Review, seconded by Lono Waiwaiole. Approved 6/0.

- a. Board Books and Board Training: Yvette Curiel presented each BOD member with their newly revised Board Book. Everything that wasn't necessary was removed and all important information was organized under new tabs. The BOD thanked Yvette for all her hard work on our behalf.
- b. Governing Documents Overview: Yvette told the BOD that she and Michelle have been going through our Bylaws, Resolutions and past Minutes. They have found conflicting motions from BODs over the years

that were never incorporated into the Bylaws and that date themselves and do not conform with current process in 2025. They do not have the appropriate signatures and it is unknown if they were properly released to the community for record. In 2022, during the review for HB 2534 (State Mandated Review for Discriminatory Language within Gov Docs), files were found titled unapproved and unauthorized. The BOD discussed the necessity for rectifying our documents, having the Administrative staff continue with this project and consult our attorney when necessary.

**OLD BUSINESS:**

- a. 2025 Election Process: At the last BOD Meeting we approved handling our next election in-house, rather than using a company for electronic/paper ballot voting. Concerns were raised that there may not be enough time to plan for this. One suggestion was to use the outsourced process we used last year, perhaps with a different company and have the Election Committee come up with a specific plan and cost analysis for an in-house voting process for the following year. It was pointed out that voting was done in-house for years with no issues and that the Election Committee has a month to figure it out and that should be enough time.
- b. Clubhouse and Crown Center Rental Policy: It was agreed to put this topic off until the next work session, due to time constraints.

**NEW BUSINESS:**

LARC – Revised Forms Review: Cindi McCollough presented BOD members with the forms and requested that we look them over and get back to her in a couple of days.

**ADJOURNMENT:** Bryan Daum made a motion to adjourn the meeting at 6:27, seconded by Cherie Gilmore-Forczak. Approved 7/0