

King City Highlands Homeowners Association
Board of Directors Regular Meeting
December 19, 2019
(revised date changed due to holidays)

Minutes of the King City Highlands Homeowners Association Board of Directors special meeting held on December 19, 2019 at 4:45 PM in the KCHHOA Clubhouse at King City Highlands located at 12930 SW Peachvale Street, King City, Oregon. An Oregon Planned Community restricted to residents fifty-five (55) years of age or older.

Present: Mike Dahlstrom, President
Judith Baese, Secretary
Cherie Stanley, Treasurer
Mark Braverman, Director
Dave Platt, Director

- I. Call to Order: The meeting was called to order at 4:45 PM**
- II. Establish Quorum: A quorum was established**
- III. Approval of Agenda: **AGREED:** Platt moved and Braverman seconded to accept agenda. Passed without objection**
- IV. Approval of Minutes: **AGREED:** Baese moved and Stanley seconded that the minutes from the November 21, 2019 Board meeting be accepted. Passed without objection.**
- V. Treasurer's Report: Stanley reported that there is \$333,610.86 in current assets and \$95,044.38 in Reserve fund for a total of \$428,655.24. **AGREED:** Braverman moved and Platt seconded to accept current treasurer' report. Passed without objection**
- VI. Unfinished Business:**
 - a. Landscape Contract: Rob Mustard, A&L Chair presented report on contract with new landscapers, East/West Landscaping. He met on 12-18-2019 with James Ambule and Steve Stewart representing East/West. All provisions were resolved and East/West agreed to HOA requirements.
AGREED: Platt moved and Braverman seconded to accept new three-year contract from East/West Landscaping. Passed without objection.**
 - b. Clubhouse Rental Agreement: Judy Baese presented background on revision of existing rental agreement. Discussion about rental fees and perhaps overuse of facility was discussed. Three corrections were addressed.**

- **Pg. 1.** Correct \$100.00 rental to **26** – 50 guests
- **Pg. 2** Usage of TV/Audio Equipment, strike out **by the Clubhouse Maintenance Chairperson** and put a **period** after provided.
- **Pg. 4** **Insert Board HOA staff** in front of Committee Member Signature.

AGREED: Platt moved and Stanley seconded to accept revised Clubhouse Application Form with the three corrections. Passed without objection

VII. New Business:

- a. **Map/Neighborhood Request for Funds:** Lucianne Phillips presented request for \$150.00 to purchase Emergency Management booklets for each resident in the Highlands which will provide detailed instructions for what to do in a major emergency.

AGREED: Dahlstrom moved and Platt seconded to purchase neighbor emergency booklets for \$150.00 from Operational Budget Line Item #6585 - Clubhouse Funds. Passed without objection.

- b. **Holiday Decoration Request for Funds:** Gordon Keeney gave update on expenditures.

- Bobby Gang hung the two wreaths on clocktower for amount of
- HOA gives a \$25.00 gift certificate to condo owner on corner of Dickson/131st. for use of electricity for lights on brick wall.

Committee is asking for an additional \$60.00 to replace burned out candy cane ornament on clocktower wall.

AGREED: Braverman moved and Stanley seconded to spend \$60.00 from Operational Budget Line Item #8470 to replace lights. Passed without objection.

- c. Jerry Crane gave a report on HOA Insurance. HOA must review insurance coverage annually. Clubhouse value is raised annually about 10%. All contractors working for HOA must fill out Certificate of Insurance form. The HOA provides accident coverage for volunteers. A list needs to be made of committee members who would be working on HOA approved projects. The premium for volunteers in 2020 is \$542.00. The 2020 premium for the HOA is \$14,619.19. **Action Item:** Dahlstrom is compiling a list of all volunteers working on HOA committees on behalf of the community.

d. Architecture/Landscape:

- **Leslie Elliott's name was submitted as new ALC member.**

AGREED: Platt moved and Braverman seconded to accept Leslie Elliott as new ALC member. Passed without objection.

Rob Mustard, ALC Chair submitted invoices from the following;

- **Charter Construction Concrete Work** for sum of \$4,047.00 for materials and labor to repair 3 areas.

1. Location #4: area on walking path	\$1,102.00
2. Location #5: a home entryway/driveway	\$1,973.00
3. Location #6: home sidewalk repair	<u>\$1,022.00</u>

Total Invoice: \$4,047.00

Invoice to be paid from Reserve Budget Line Item #6390 – Concrete Work.

AGREED: Baese moved and Stanley seconded to pay invoice from Charter Construction for \$4,047.00. Passed without objection.

- **Ramsey Signs** for new sign on corner of SW Dickson St and SW 131st for \$2,524.00. This estimate is valid thru March 1, 2020.

AGREED: Braverman moved and Platt seconded to have Ramsey signs manufacture and install new sign at above mentioned location. Work to begin in January 2020. Sign will be paid from Reserve Budget Line Item #6780 – Entrance Sign. Passed without objection.

e. Hi-Net Guidelines:

Discussion was held and it was determined that Commercial advertising on Hi-Net for business profit and sales opportunity should not be allowed. Advertising items for sale from homeowners should be allowed to continue. **Action Item:** Dahlstrom will amend the Hi-Net Guidelines regarding commercial advertising and present at next Board meeting.

VIII. Next Meeting: The next regular Board Meeting is scheduled for Thursday, January 23, 2020 at 3:00 pm.

IX: Adjournment: The meeting was adjourned at 6:45 pm.

