

**King City Highlands Homeowners Association  
Board of Directors Regular Meeting  
January 23, 2020**

**Minutes of the King City Highlands Homeowners Association Board of Directors meeting held on January 23, 2020 at 4:15 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 4:15 PM.
- II. **Establish Quorum:** A quorum was established.
- III. **Approval of Agenda:** **AGREED:** Platt moved and Stanley seconded to accept agenda. Passed without objection.
- IV. **Approval of Minutes:** **AGREED:** Platt moved and Braverman seconded to accept minutes from the December 19, 2019 Board meeting. Passed without objection.
- V. **Treasurer's Report:** Stanley reported that there is **\$268,919.30** in current Operating assets and **\$343,202.27** in Reserve Fund for a total of **\$612,121.57**. **AGREED:** Braverman moved and Platt seconded to accept current treasurer report. Passed without objection.
- VI. **Unfinished Business:**
  - a. **Volunteer List:** A volunteer list has been generated for each committee to comply with request from HOA insurance company, AMTrust regarding insurance coverage for volunteers. A Board vote was not needed as this was for Board information.
  - b. **Clubhouse Rental Agreement Revisions:** **AGREED:** Baese moved and Platt seconded to accept the Clubhouse Rental Agreement Revisions. **Discussion:** Braverman suggested putting a version date of Jan. 23, 2020 at the bottom of the last page. Baese will put date on last page of application. Passed without objection.
  - c. **HiNet Guidelines and Communications Channels Document DRAFT Revision:** **AGREED:** Platt moved and Stanley seconded to accept the guidelines as presented to the Board. Passed without objection. Dahlstrom will put version date on document.

VII. **New Business:**

- a. **Flood Insurance Renewal or Cancellation:** *Discussion:* Board discussed handout information with maps showing the Tualatin River floodplain and its impact on the King City area if there were to be a massive flood. Looking at the maps the Board came to the conclusion that the HOA Clubhouse does not sit in the Tualatin River floodplain. Occurrences such as leaking or broken pipes and toilet overflows are covered under our causality insurance. **AGREED:** Platt moved and Braverman seconded not to renew the flood insurance. Passed without objection
- b. **Schwindt CPA Tax Preparation 1 or 3 year Renewal:** *Discussion:* Dahlstrom presented information on a 1 year virus a 3 year renewal.  
1 yr. \$2350.00 with tax preparation charge of \$275.00  
3 yr. \$2300.00 with tax preparation charge of \$275.00  
Schwindt works with over 300 associations. Working with his company we have met all state standards and requirements. If we felt that we needed an audit, Schwindt is required to contact CMI first. Platt suggested asking for a better reduction in charges if we go with a 3 year contract. **AGREED:** Platt moved and Braverman seconded to sign a 1 year renewal contract with Schwindt. Passed without objection.
- c. **Insurance Committee Formation:** *Discussion:* Dahlstrom stated that the Board has the authority to form such a committee under Article 5 Section 2 of our governing documents. Stanley and Braverman each stated that this was a good idea to create a committee, authorized by the Board to act on behalf of the HOA to communicate with insurance providers, to review policy contents, costs and amendments. Jerry Crane is currently overseeing insurance issues without help of a committee. He stated a committee would oversee procedures and make sure premiums are paid on time. They would also report annually to the Board on the state of our insurance . **AGREED:** Braverman moved and Stanley seconded to form an Insurance Committee to oversee insurance premiums and to make sure HOA has proper insurance coverage. Passed without objection.
- d. **Understanding Amendments to Governing Documents:** Dahlstrom stated that to amend our Governing Documents is a lengthy and costly undertaking since attorneys need to be involved. Board did not need to take action since there are no amendments at this time to be considered.
- e. **Board Meeting Date Change:** Because of a conflict with Board members Dahlstrom requested to move the Board meeting date to the 4<sup>th</sup> Wednesday of each month. October – March the Townhall will start at 3:00 pm with the Board meeting to follow. April – September the Townhall and Board meeting will start at a later time to be determined at the February Board meeting. **AGREED:** Baese moved and Stanley seconded to move the Townhall and Board meeting to the 4<sup>th</sup> Wednesday of the month. Passed without objection.

**VIII:**            **Next Meeting:** The next regular Board meeting is scheduled for Wednesday, February 26, 2020 at 3:00 pm

**IX:**            **Adjournment:** The meeting was adjourned at 5:15 pm

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Judith Baese-Secretary