

**King City Highlands Homeowners Association  
Board of Directors Regular Meeting  
February 26, 2020**

**Minutes of the King City Highlands Homeowners Association Board of Directors meeting held on February 26, 2020 at 3:53 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 3:53 p.m.
- II. **Establish Quorum:** A Quorum was established.
- III. **Approval of Agenda:** **AGREED:** Platt moved and Baese seconded to accept agenda. Passed without Objection.
- IV. **Approval of Minutes:** **AGREED:** Stanley moved and Braverman seconded to accept the January 23, 2020 Board Minutes. Passed without objection.
- V. **Treasurer's Report:** Stanley reported that there is **\$356,029.06** in current Operating assets and **\$344,266.25** in Reserve Fund for a total of **\$700,295.31**. **AGREED:** Braverman moved and Platt seconded to accept the treasurer's report. Passed without objection.
- VI. **Acknowledgement of Condo Association Board:** Dahlstrom recognized the new Condo Board. They are: Sherry Kilpatrick, Chairperson, Pat Barcroft, Secretary, Wayne Staley, Treasurer, Ron Laande, Director and Zoe Allen, Director.
- VII: **Unfinished Business:**
  - a. **Draft Resolution #2020-1 Clubhouse Rental Agreement Revisions. Action Taken:**  
Corrections to bullet #5 under Terms/Conditions to read arrangements must be made with Board Member, HOA Staff or Committee Member Signature. Correction under Rules for Use of the Clubhouse/ Signage will be changed to approval from the Board, HOA Staff or Committee Member Signature. **AGREED:** Stanley moved and Braverman seconded to accept resolution with changes. Passed without objection.

- b. **Draft Resolution #2020-2 Creating Insurance Review Committee.** **Discussion:** once resolution is approved, the Board can appoint a chairman. **AGREED:** Braverman moved and Platt seconded to adopt policy concerning adoption of Resolution 2020-2. Passed without objection. Jerry Crane was asked if he would head the committee. Mr. Crane agreed and the Board thereby appointed Crane the Insurance Review Committee Chair.
- c. **Draft Resolution #2020-3 Memorialize HiNet Guidelines.** **Action Taken:** Platt moved and Baese seconded to accept Resolution 2020-3 regarding HiNet Guidelines and Community Communications. Passed without objection.
- d. **Review Legal Counsel Response re: Governing document Hierarchy Regarding Flood Insurance Decision.** **Discussion:** Braverman suggested we revoke previous decision to not have flood insurance and follow attorney's advice to carry flood insurance until the By-Laws can be amended. Jerry Crane stated that the current policy would have an approx. \$1,000.00 deductible. **AGREED:** Dahlstrom moved to continue with the non-renewal of flood insurance. Platt seconded. **Discussion:** Platt suggested Board start process to amend the By-Laws regarding this matter. Braverman again suggested we follow attorney's advice. Vote taken was 4-1 in favor of non-renewal of flood insurance policy. Passed without objection.

**VIII: NEW BUSINESS:**

- a. **Clubhouse Lighting Proposal Review and Decision:** **Board Action:** Jerry Crane presented reasons why Clubhouse lights need to be replaced. Many of them are broken and unsafe and the boxes are loose. Milestone Electric presented an original estimate of \$5,004.00 to replace all lights. Each area of the Clubhouse would get different lumens, some with dimmers. The new lights would be LED which are more efficient. The actual cost will be \$5950. \$5004 of this task will be paid out of item # 20-7317 Clubhouse Interior Lighting and the additional \$946.00 will be charged against item # 20-7316. Ballroom Acoustics. **AGREED:** Braverman moved and Stanley seconded to approve the provided estimate to replace lights in the Clubhouse.. Passed without objection.
- b. **ALC Proposal Review and Decision:** Rob Mustard, ALC Chair presented the following for Board approval.
  - 001:** Drainage project near Fir Grove, **\$8495.00** from line item #20-6435.
  - 002:** Grinding of Concrete Panels, **\$1075,00** from line item #20-6390.
  - 003:** Spraying/treating moss on asphalt pathways, **\$304.00** from line item #20-7690.
  - 004:** Replacement of Arborvitae along Beef Bend Rd. **\$148.00** from line item #20-7750.
  - 005:** Trimming of Clubhouse Arborvitae, **\$280.00** from line item #20-7750.
 Halsteads: Removal of 2 street trees that are damaging sidewalks, **\$1,100.00** from line item # 20-7705. **AGREED:** Stanley moved and Platt seconded to accept items 001 - 005 plus Halsteads for a total of \$11,402.00. Passed without objection.

c. **Proposal for Sanitary Hand Wash Stations: Discussion:** Original idea was to have two stations, one in the front entry hall and the other near the kitchen. Braverman suggested we do some research on the toxicity of the solution used in sanitizers. Dahlstrom suggested that this concern be brought up at the March 2020 Town Hall. If proposal is approved, cost would come out of Clubhouse General Supplies # 6585. Proposal was not voted on.

d. **Board Meeting Times:** Dahlstrom suggested that beginning in April – Sept. Town Hall meeting begin at 6:30 to allow those who work to be able to come and participate. This matter was discussed at both the November, 2019 and today’s Town Halls with community input.

**IX: NEXT MEETING:** Next Board Meeting will be on Wednesday, March 25, 2020 immediately following the 3:00 pm Town Hall.

X: **ADJOURNMENT:** The Board Meeting was adjourned at 5:20 p.m.