

**King City Highlands Homeowners Association
Board of Directors Regular Meeting
March 25, 2020**

Minutes of the King City Highlands Homeowners Association Board of Directors meeting held on March 25, 2020 at 3:00 p.m. via a conference call with Board Members. Oregon governor Kate Brown issued a statewide order to suspend open meetings due to the Coronavirus outbreak. KCHHOA is an Oregon Planned Community restricted to residents fifty-five (55) years of age or older.

Present at Conference Call: Mike Dahlstrom, President
Judith Baese, Secretary
Cherie Stanley, Treasurer
Mark Braverman, Director
Cave Platt, Director

- I. **Call to Order:** The meeting was called to order at 3:00 p.m. via conference call per order of Oregon governor Kate Brown to suspend open meetings because of Coronavirus outbreak.
- II. **Establish Quorum:** A quorum was established.
- III. **Approval or Amendment of the Agenda:** **AGREED:** Braverman moved and Stanley seconded to approve agenda. Passed without objection.
- IV. **Approval of Feb. 26, 2020 Board Minutes:** **AGREED:** Stanley moved and Platt seconded to approve Feb. 26, 2020 Board Minutes. Passed without objection.
- V. **Treasurer's Report:** Treasurer's Report was suspended until April Board meeting.
- VI. **Unfinished Business:**
 - a. **Finalization of Clubhouse Use Guidelines and Complete Approved Resolution** was held over until the April Board meeting.
- VII. **New Business:**

a. **Late Fee Waiver for Property Owner**. Community resident sent HOA payment to CMI which was received late and CMI issued a late fee. CMI will not waive the late fee. CMI has asked the HOA if we are willing to waive ½ of the late fee which will be \$17.50. Resident will also pay other half of \$17.50.

b. **ALC Proposal Review and Request Approval**: Rob Mustard, chairman of the ALC requested approval of three projects.

ALC – 010: Removal of Linden Tree at resident on SW Bexley Ln. Tree has lifted one sidewalk panel and potential to damage foundation of residence. Halstead’s presented a proposal of \$675.00 which would be paid from line item #20-7705.

AGREED: Platt moved and Stanley seconded to pay ALC-010. Passed without objection.

ALC-011: Pressure washing of HOA property. Pro Maintenance presented an estimate of \$1,875.00 which would come out of Operating Budget 10-7690. **AGREED**: Dahlstrom moved and Platt seconded to pay ALC-011. Passed without objection.

ALC-012: Pruning of 109 HOA trees that have not been pruned in 2 - 3 years. Halstead’s presented a proposal of \$4850.00 which would be paid from line item #20-7676. An overage of \$85.00 will exceed line item. **AGREED**: Braverman moved and Platt seconded to pay ALC-012. Passed without objection.

c. **Clubhouse Maintenance Proposal Review**:

Jerry Crane, Clubhouse Maintenance presented proposal from Vanair to replace 3rd. furnace and air conditioner unit. Vanair has replaced two of Clubhouse furnaces and A/C units. Vanair presented a proposal of \$8,735.00 which would be paid from General Ledger #20-6555. **AGREED**: Stanley moved and Platt seconded to move forward with this project. Passed without objection.

Regular session stopped at 3:45 p.m. so Board could move to an Executive Session.

AGREED: Braverman moved and Platt seconded to begin Executive Session. Passed without objection. **AGREED**: Dahlstrom moved and Baese seconded that the Board will enact the actions agreed to in Executive Session. Passed without objection.

Regular Board session resumed at 4:48 p.m.

VIII. Next Board meeting will be on April 22, 2020. Town Hall will begin at 6:30 p.m. with Board Meeting to start when Town Hall is finished.

IX: Board meeting adjourned at 4:50 p.m.