

**King City Highlands Homeowners Association  
Board of Directors Regular Meeting  
May 27, 2020**

**Minutes of the King City Highlands Homeowners Association Board of Directors Meeting held on May 27, 2020 at 6:30 p.m. via a conference call with Board Members. Under Oregon Governor Brown's statewide order open meetings were limited to 10 people or less due to the Coronavirus outbreak. Residents had opportunity to participate in the Town Hall and then listen to the Board Meeting via Zoom meeting software (via video or phone-in).**

**KCHOA is an Oregon Planned Community restricted to residents fifty-five (55) years of age or older.**

**Present for Board Meeting via Zoom video:**

**Mike Dahlstrom, President**

**Judith Baese, Secretary**

**Cherie Stanley, Treasurer**

**Mark Braverman, Director**

**Dave Platt, Director**

**Jerry Crane, Clubhouse Maintenance Chairman**

**Rob Mustard, ALC Chairman**

**Gordon Keeney, Community Member**

- I. Call to Order:** The meeting was called to order at 6:30 p.m. by president Mike Dahlstrom via Zoom video and call-in software.
- II. Establish Quorum:** A quorum was established.
- III. Approval or Amendment of the Agenda:** **AGREED:** Platt/Braverman moved and Stanley seconded to approve the amendment to the agenda to add one additional ALC proposal request. Passed without objection.
- IV. Approval of Feb. 26, Mar. 25, and Apr. 22, 2020 Board Minutes.** **AGREED:** Braverman moved and Platt seconded to accept last three months minutes. Passed without objection.
- V. Treasurer's Report:** Stanley reported that there is **\$269,583.73** in Operating Assets and **\$347,491.99** in the Reserve Fund for a total of **\$617,075.72** in total assets. **AGREED:**

Baese moved and Braverman seconded to accept the treasurer's report. Passed without objection.

**VI. Unfinished Business:**

a. **Finalize Clubhouse Use Guidelines and Complete Approved Resolution. AGREED:** Braverman moved and Stanley seconded to accept Clubhouse Use Guidelines and approval of Resolution. Passed without objection.

**VII. New Business:**

A. **Clubhouse Flag:** Gordon Keeney presented a proposal for a new flag for the Clubhouse because the current one is faded and wearing out. The new flag would be made of double weave polyester. The cost would be \$98.00 for the flag and \$12.00 for shipping. Braverman suggested that we also add a donation of \$25.00 to the Tigard American Legion for correct disposal of the current flag. The total cost would be \$135.00 to be paid from General Supplies #6585. **AGREED:** Braverman moved and Platt seconded to order a new flag. Passed without objection.

B. **Architecture and Landscape:** Rob Mustard, chairman of the A&L Committee presented three proposals to the Board.

**B1. Fence Panels Behind the Arborvitae on Beef Bend Road.** Mustard presented a history of the brick wall and Arborvitae sections. Some of the Arborvitae are sparse and do not provide safety or security for residents on a couple of these lots. Pro-Maintenance has presented a proposal of \$1,950.00 for five (5) cedar sections. This work would be paid from un-allocated expenses from G/L #20-6330.

**Discussion:** Dahlstrom stated that it was not the responsibility of the HOA to provide security for any home that backs up to the brick wall. The ALC maintains the Arborvitae and replaces them as they deteriorate. Backyards are the responsibility of the homeowner. If they feel that their backyard is not safe or secure they can go through the accepted channels to build a fence panel on the inside of the Arborvitae. Braverman disagreed stating that he felt the wall was built as a security measure and should be maintained as such. **AGREED:** Braverman moved and Stanley seconded to call for a vote on whether the HOA should install fence panels on five (5) private lots. Vote was taken: Braverman voted Aye; Dahlstrom, Baese and Stanley voted Nay; Platt recused himself because of conflict of interest. Passed without objection

**B2. Dickson Street Triangle:** Due to removal of three Maple and one Cherry tree in late 2019 because of disease, our landscape company Landscape East and West presented a proposal to renovate the area. Because it is an area that people see when entering the Highlands on Dickson, the A&L committee felt this was a necessary project. The first phrase of the proposal for 2020 is \$15,429.00 to be distributed across line items #7705: HOA Tree Replacement; #7750: Landscape Renovations; and #7630: Irrigation System Renovations. **Discussion:** Braverman expressed concern that A&L did not get three (3) competitive bids for this project. Mustard explained that Landscape East and West rendered the plot plan and plant placement free of charge because the Highlands are already customers. **AGREED:** Stanley moved and Platt seconded to move forward with Dickson Street proposal. Vote was taken, Dahlstrom, Baese, Stanley and Platt voted Aye. Braverman voted Nay because of no competitive bids. Passed without objection.

**B3. Removal of Linden Tree at 16418 SW 129<sup>th</sup> Terr.** Back Flow device was deteriorating and plumbers informed homeowners they could not replace it because of the tree roots. Bid from our arborist, Halsteads was \$675.00 to be charged against GL20-7705. **AGREED:** Braverman moved and Stanley seconded to remove Linden tree. Passed without objection.

**C. Clubhouse Maintenance:** Jerry Crane presented proposal to chemically clean five (5) of the six (6) condensing coils in the air conditioners to extend the life of the aging machines as we replace the old ones each year. HVAC company Van-Air presented a proposal of \$855.00, which would come out of Clubhouse Maintenance code #20-6555. **AGREED:** Platt moved and Stanley seconded to accept proposal. Passed without objection.

**D. Comcast Contract:** Proposal for bulk service agreement as per presentation to Town Hall. **AGREED:** Platt moved and Stanley seconded to accept the five (5) year agreement contract. Passed without objection.

VIII. **Next Meeting:** The next Board Meeting will be on Wednesday, June 24, 2020. Town Hall will start at 6:30 p.m. with Board Meeting to follow.

IX: The Board Meeting was adjourned at 8:50 p.m.

---

Judith Baese, secretary