

**King City Highlands Homeowners Association
Board of Directors Regular Meeting
June 24, 2020**

Minutes of the King City Highlands Homeowners Association Board of Directors Meeting held on June 24, 2020 at 6:30 p.m. at the Highlands Clubhouse. Following the Oregon guidelines of no more than 25 people per open meetings, residents had the opportunity to participate in the Town Hall and then listen to the Board Meeting via Zoom meeting software (via video or phone-in.) Community resident Wendy Gardiner volunteered to monitor the Zoom participation.

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

Present at Board Meeting:

- Mike Dahlstrom, President**
- Judith Baese, Secretary**
- Cheri Stanley, Treasurer**
- Dave Platt, Director**
- Jerry Crane, Clubhouse Maintenance Chairman**
- Rob Mustard, ALC Chairman**
- Wendy Gardiner, resident monitoring Zoom Participation**

Not Present at Board Meeting: Mark Braverman, Director

- I. **Call to Order:** The Board Meeting was called to order at 7:45 p.m. by president Mike Dahlstrom in the expanded Board Room at the Highlands Clubhouse. Zoom video and call-in was monitored by resident Wendy Gardiner.
- II. **Establish Quorum:** A quorum was established.
- III. **Approval or Amendment of the Agenda: Agreed:** Platt moved and Stanley seconded to amend the agenda to add an additional ALC item. Passed without objection.
- IV. **Approval of May 27, 2020 Board Minutes: Agreed:** Baese moved and Dahlstrom seconded to approve the May 27, 2020 Board Minutes. Passed without objection.
- V. **Treasurer's Report:** Stanley reported that there is \$250,859.04 in the Operating Budget,

\$341,406.93 in the Reserve Budget for a total of \$592,265.77. **Agreed:** Platt moved and Baese seconded to accept the treasurer's report. Passed without objection.

VI. **Unfinished Business:** There was no unfinished business.

VII. **New Business:**

A. **Finance Committee Chairman Appointment:** **Agreed:** Dahlstrom moved and Platt seconded to appoint Mary Kelly as the new Finance Committee Chair. Passed without objection.

B. **Architecture and Landscape:**

a. Rob Mustard, ALC Chair, presented information about on-going irrigation repairs. Stated he would most likely have an estimate from Landscape East & West at July Board Meeting.

b. **Landscape East/West** presented proposal to replace 12 Arborvitae along Beef Bend Road. Replacements will be 6'- 7' tall. There are 5 Arbs. that are thin because of lack of sun and therefore suggested planting of five 2 gallon size Sarcococcoa rusifolia to fill in that area. They will also repair the drip system to make sure new plantings are getting water. The total cost will be \$2460.00 to be paid from line item #20-7750. **Agreed:** Dahlstrom moved and Platt seconded to accept this proposal even though it will go over the amount in line item. Passed without objection.

c. **Halstead's Arboriculture Consultants, Inc.** presented estimate for pruning and treatment of insect infestations of ten trees in the Highlands. Three need pruning and seven need insect treatment. Total estimate is \$1,225.00 to be paid from line item #20-7676. **Agreed:** Baese moved and Stanley seconded to accept proposal. Passed without objection.

d. **Landscape Manual Revisions:** Mustard presented some minor revisions to the 2020 ALC manual that will make approving architecture and landscape applications faster. **Agreed:** Stanley moved and Dahlstrom seconded to approve the revisions. Passed without objection.

- C. **Replacement of Clubhouse Windows**: Jerry Crane, Clubhouse Maintenance Chair presented bid from Glass-4-U to replace three fogged windows in the ballroom. Total bid was \$475.00 to be paid from GL#6690. **Agreed**: Stanley moved and Platt seconded to accept bid for window replacement. Passed without objection.
- D. **Community Park**: An idea to turn the upper greenway into a community park was presented at the Town Hall meeting. The Board discussed this idea with some members expressing concern that this could turn into an area where residents who do not live in the Highlands could gather. Questions about benches and garbage cans was also discussed. Dahlstrom suggested that the Board should table this discussion for now until more information could be obtained. There were no objections.
- E. **Reserve Funds Investment Change**: Treasurer Stanley presented idea that funds in excess of \$250,000 could roll over to an affiliate of Home St. Bank, depending on the interest rate. We could also roll some funds from the saving account to a better rate account. Dahlstrom will look into the legal aspect of this matter.
- F. **Reserve Study Consultant Search Update**: Dahlstrom provided an update on the search for a Reserves study consultant for the 2021 on-site assessment. He noted four recommendations from CMI of which two appear appropriate for interviews. Bill Beecroft and Jerry Crane have agreed to help with expanding the search and interviews. Time is of the essence as most consultants will start booking up for the fall.
- VIII. **Next Meeting**: The next Board Meeting will be on Wednesday, July 22, 2020. Town Hall will begin at 6:30 p.m. with Board Meeting to follow.
- IX. **Adjournment**: Board Meeting was adjourned at 8:47 p.m.

Judith Baese, Secretary