

**King City Highlands Homeowners Association  
Board of Directors Regular Meeting  
October 28, 2020**

**Minutes of the King City Highlands Homeowners Association Board of Directors Meeting held on October 28, 2020 at 3:00 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.**

**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 (via Zoom connection)**  
                                          **Jerry Crane, Clubhouse Maintenance Chairman**  
                                          **Rob Mustard, ALC Chairman**

- I.     **Call to Order:** Meeting was called to order at 3:45 p.m.
  
- II.    **Establish Quorum:** A quorum was established. Dahlstrom asked the Board to amend the agenda and prioritize consideration of appointing Jerry Crane to the remaining term of Board member Mark Braverman. The Board approved the recommendation of Jerry Crane to the King City Highlands Board to serve the remaining one-year term of Director Mark Braverman who has resigned. **Agreed:** Dahlstrom moved and Baese seconded to appoint Jerry Crane as the new Board member. Passed without objection.
  
- III.   **Approval or Amendment of Agenda:** **Agreed:** Stanley moved and Baese seconded to accept the agenda. Passed without objection.
  
- IV:   **Approval of September 28, 2020 Board Minutes:** Baese stated that the totals for the Operating and Reserve Budgets had been reversed in the minutes and needed to be adjusted. **Agreed:** Dahlstrom moved, and Stanley seconded to amend minutes to reflect the juxtaposition of Operating and Reserve Budgets. Passed without objection.

V. **Treasurer's Report:** Stanley reported that there is **\$172,769.44** in the Operating Budget and **\$359,381.08** in the Reserve Account for a total of **\$532,150.52**. **Agreed:** Dahlstrom moved and Crane seconded to accept the treasurer's report. Passed without objection.

VI. **Unfinished Business:** Dahlstrom stated that there will be a deficit of approximately \$6,000.00 in the 2021 budget. Two options are available to address this issue. Keep the current homeowner's fee at \$960.00 a year or raise the fee by \$18.00 to \$978.00 to meet the deficit. Discussion ensued where each Board member presented their idea. Platt suggested that the Board could use the Buffer Fund on the Operations side to offset the deficit. At present there isn't a policy. The HOA 2020 budget was approved with a potential deficit, however actual expenses are projected to eliminate that deficit by a considerable amount; the same may occur in 2021. **Agreed:** Dahlstrom moved that the Board approve the budget, maintain the current homeowner fee of \$960.00, and use part of the Operations Buffer fund to offset the deficit if needed. Platt seconded. Passed without objection.

VII. **New Business:**

A. **Clubhouse Maintenance:** Jerry Crane presented the following proposals from Milestone Electric:

1. Replace the 9 EXIT lights over the doors with LED lights. Proposal is **\$1283.00** to be paid from GL 6360.
2. Replace 3 fluorescent lights in 3 closets for **\$285.00** to be paid from GL 7317.
3. Replace lights on Westside of building with 3 lights with shades as well as move one existing light to the Southside of building. Cost is **\$400.00** to be paid from GL 6360.
4. Replace the fluorescent tube lights in both restrooms with LEDS. Cost is \$1572 to be paid from GL 7196.

Total for all replacements is **\$3540.00**.


**Agreed:** Dahlstrom moved and Stanley seconded to approve all four of these lighting projects. Passed without objection.

B. **Board Training:** The Community Association Institute offers Board Leadership Development Workshop training. Cost is \$295.00 a year for Board. **Agreed:** Dahlstrom moved and Stanley seconded that as an association the HOA should join CAI for Board training and education. Passed without objection.

- C. **ALC:** Rob Mustard, ALC Chairman presented the following proposals.
1. Elaine Sobol was presented as the newest ALC member. This brings the ALC Committee membership to nine. The ALC is required to have an odd number of members. **Agreed:** Dahlstrom moved and Baese seconded to accept Elaine Sobol to ALC Committee. Passed without objection.
  2. **Halstead's Arboriculture Consultants, Inc.** presented the following proposals. Replace seven street trees that were removed due to disease. Total cost is \$2,765.00 to be paid from GL #20-7705. **Agreed:** Dahlstrom moved and Crane seconded to accept this proposal. Passed without objection.
  3. **Halsteads** proposal of \$450.00 for pruning of roots near and under foundation of residence at 12860 SW Peachvale. To be paid from GL #20-7780. **Agreed:** Stanley moved and Dahlstrom seconded to accept this proposal. Passed without objection.
  4. **Landscape East and West** presented proposal of \$1210.00 to plant the two existing beds at the path crossing on SW 128<sup>th</sup>. Discussion ensued to postpone this request until 2021. **Agreed:** Dahlstrom moved and Crane seconded to postpone this request until 2021. Passed without objection.

VIII. **Next Meeting:** The next meeting is Wednesday November 18, 2020 beginning at 3:00 p.m. This will be the newly elected Board meeting that will begin following the Annual meeting.

IX. **Adjournment:** The Board Meeting was adjourned at 4:42 p.m.

  
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Judith Baese, Secretary

Approved:

Date: 12.16.2020