

**King City Highlands Homeowners Association
Board of Directors Regular Meeting
December 16, 2020**

Minutes of the King City Highlands Homeowners Association Board of Directors Meeting held on December 16, 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
George Buckmaster, Director
Jerry Crane, Director
Rob Mustard, ALC Chairman

- I. **Call to Order:** Board Meeting was called to order at 3:48 p.m.
- II. **Establish Quorum:** A quorum was established.
- III. **Approval or Amendment of Agenda:** An amendment was requested by Dahlstrom to revise the order of Executive Session, placing personnel issue first. **Agreed:** Crane moved and Stanley seconded to approve amendment change. Passed without objection.
- IV. **Approval of October 28, 2020 Board Minutes:** **Agreed:** Stanley moved and Crane seconded to approve October 28, 2020 Board Minutes. Passed without objection.
- V. **Treasurer's Report:** Stanley reported \$123,098.14 in the Operating Fund, \$350,195.39 in the Reserve Fund for a total of \$473,293.53. **Agreed:** Dahlstrom moved and Crane seconded to approve Treasurer's Report. Passed without objection.
- VI. **Unfinished Business:** There wasn't any unfinished business.
- VII. **New Business:**

A. Annual Insurance Overview: The total premium for 2021 is \$13,217.00. This will include **Property Coverage:** Clubhouse, Clock Tower, Community Personal Property and Sewer Backup. Clubhouse and Clock have a Guaranteed Replacement Cost, HOA Personal Property and Sewer Backup have Guaranteed Replacement. Deductible amount for Property Coverage is \$2500.00. **Earthquake Coverage & Limit** is \$1,634,150.00. The deductible Per Occurrence is 10% per building. **Building Ordinance Limits:** Undamaged portion of building has a Guaranteed Replacement Cost. The Demolition Laws and Increased Cost of Construction is \$300,000.00 each. **General Liability:** Occurrence Limit is \$1,000,000.00. The Aggregate Limit is Unlimited. There is no deductible. Medical Payment coverage is \$5,000.00 and Non owned & hired Auto is \$1,000,000.00. **Directors & Officers:** The coverage Limit is \$1,000,000.00 with no deductible. Defense cost outside Limits, Coverage Provide for Management Co. and Defense for Discrimination are all covered under General Liability. **Crime:** The coverage is 300,000.00 for Employee Dishonesty. This coverage extends to Property Manager. **Umbrella Policy:** The Coverage Limit is \$5,000,000.00 and extends over Directors & Officers.

Discussion was held to increase the Umbrella Limit to \$10m. The premium would be an additional \$189.00 for 2021-2022. It was also discussed to increase the Crime policy to 450k at an additional premium cost of \$73.00 for 2021-2022. **Agreed:** Dahlstrom moved to accept the coverage increase of \$262.00 for Umbrella and Crime. Baese seconded. Passed without objection.

B. Rental Agreement: Two property owners have requested Board approval for rental of their properties. Jane Paulson, 12528 SW Peachvale has a new renter, Diane Iverson. Brian Noss 12574 SW Bexley Ln. has a new renter Phillip Ogufanya. All proper paperwork has been completed. **Agreed:** Crane moved and Stanley seconded to approve the Paulson and Noss rental applications. Passed without objection.

C. ALC: Rob Mustard, ALC chairman presented a proposal from Bark Blowers for \$2933.00 for new barkdust in HOA landscape beds. **Agreed:** Buckmaster moved and Dahlstrom seconded to accept this proposal. Passed without objection.

D. Reserve Study Consultant Contract: Certa Building Solutions presented a three year Reserve Study Service Proposal Contract of \$3250.00. \$3,000.00 was put in the 2021 budget for this service. Discussion ensued about spending the extra \$250.00. **Agreed:** Stanley moved and Crane seconded to accept the 2021 contract from Certa. Passed without objection.

E. Year-End Financial Preparation: Treasurer Stanley will deliver the financial review to David Schwint the HOA's CPA. He will deliver it back within 30 days of receipt.

VIII: Executive Session: Board Meeting was suspended at 4:40 p.m. for Executive Session.

IX: Board Meeting resumed its regular session at 6:28 p.m. **Agreed:** Dahlstrom moved and Buckmaster seconded to enact personnel decision discussed at Executive Session. Passed without objection.

Agreed: Dahlstrom moved to proceed with renovation of Dickson Triangle per Phase I contract, deferring consideration of the line item "7750B Remaining Plants" for a cost of \$1,211.00 until the June, 2021 Budget review process. Total approved Phase I cost will be \$10,248.00. Stanley seconded. Passed without objection.

X. Next Meeting: The next Board Meeting is scheduled for Wednesday, January 27, 2021 beginning at 3:00 for Town Hall with Board Meeting to follow. This will be a virtual meeting using the Zoom meeting software.

XI: Adjournment: The Board Meeting was adjourned at 6:28 p.m.



Judith Baese, Secretary

Approved:

Date: January 27, 2021