

**King City Highlands Homeowners Association  
Board of Directors Regular Meeting  
February 24, 2021**

**Minutes of the King City Highlands Homeowners Association Board of Directors Meeting held on February 24, 2021 at 3:00 p.m. 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**
- Bonny Chown, ALC Chairperson**
- Mary Kelly, Finance Chairperson**

- I. **Call to Order:** The Board Meeting was called to order at 4:15 p.m.
- II. **Establish Quorum:** A quorum was established.
- III **Approval or Amendment of the Agenda: Agreed:** Baese moved and Stanley seconded to accept the agenda. Passed without objection.
- IV. **Board Member Updates:** Stanley reported that CMI sent the HOA insurance check but the insurance company didn't receive it. CMI will cut a new check so HOA will be in compliance. Dahlstrom discussed the handout of *Board of Directors Code of Conduct* Discussion followed whether this Code of Conduct should be included in packets for Board Members candidates. Buckmaster said that one was in his packet when he decided to run for the Board. Conclusion was that this *Board of Directors Code of Conduct* will be part of all candidate packets going forward.
- V. **Approval of January 27, 2021 Board Minutes:** Buckmaster noted that there was an error regarding the Douglas Slaughter Landscaping proposal for repairs to drainage system around Clubhouse. Baese will make correction and send them to CMI.

VI: **Treasurer's Report:** Stanley reported that there is **\$349,607.13 in the Operating Fund, \$376,398.84 in the Reserve Fund** for a total of **\$726,005.97**. **Agreed:** Dahlstrom moved and Crane seconded to accept Treasurer's report. Passed without objection.

VII: **Unfinished Business:** Board reviewed the proposed changes to Resolution #2013-13. Crane proposed language taken from the National Reserves Study adding that the Reserve Fund cannot be used to pay for new capital asset additions to HOA common property. Dahlstrom agreed to make changes and present back to the Board for approval at the March 24, 2021 Board meeting. Board agreed to changes. No vote was necessary.

VIII. **New Business:**

A. Bonny Chown, A&L chairperson presented the following proposals from Landscape E&W.

- a. **\$1471.00** for replacement plants in the S.W.Peachvale entrance bed by the clocktower.
- b. **\$600.00** for cleaning up and adding replacements to North entrance side on SW Peachvale.
- c. **\$758.00** for replacing plants that were removed when new signage was installed at entrance of SW Dickson. Total for these three projects is \$2829.00 to be paid from GL #20-7750. **Agreed:** Stanley moved and Crane seconded to accept these three proposals from Landscape E&W. Passed without objection.

B. Due to the ice storm on February 13, 2021, a cracked limb from one of the common area Douglas Fir trees at the end of SW Dickson fell on the house at 12567 SW Dickson damaging part of the gutter as well as some roof boards. Rob Mustard the A&L tree coordinator, asked the Board for \$500 - \$700.00 to help the homeowner repair this damage. He explained that these trees had some of their roots cut because of the drainage construction in that area, and were on the A&L agenda to have work done on the canopies such as thinning out and cutting out cracked and dead branches in March. **Agreed:** Buckmaster moved and Crane seconded to set damage limit to HOA to no more than \$700.00. Passed with 4 ayes, and 1 nay.

C. **Rental/Lease Agreement Review:** Victoria Jenkin, owner of condo unit #122 at 16444 SW 130<sup>th</sup> Terr. has asked for Board approval for a new renter, Sherry Tuell. All paperwork has been submitted. Dahlstrom reminded owners that Board approval is

needed **before** a new renter takes up residence. Since renter has already moved in Board vote was not taken.

**D. Finance Committee:** Mary Kelly, chairperson of Finance Committee submitted a proposal for establishment of a Reserve Disaster Fund, Reserve Contingency Fund and an Operating Contingency Fund. The purpose of the Reserve Disaster and Contingency Fund accounts is to make sure that sufficient funds are available in case of a major catastrophic event (ie: earthquake) to cover insurance deductibles as well as unforeseen expenses. The Operations Contingency fund would provide up to three months operating funds should there be a shortfall of Homeowner Annual fees to cover those expenses without imposing significant assessments. The Finance Committee also recommended having a professional appraisal of the community property included in the property insurance policy to ensure sufficient coverage. Discussion followed whereas the Board felt it needed more detail. This will be discussed again at Board meeting in March.

**IX. Next Meeting:** The next Board Meeting is scheduled for Wednesday, March 24, 2021 beginning at 3:00 p.m. for Town Hall with Board Meeting to follow. This will be a virtual meeting using the Zoom meeting software.

**X. Adjournment:** The Board Meeting was adjourned at 6:00 p.m. **Agreed:** Dahlstrom moved and Baese seconded to accept adjournment. Passed without objection.

Judith Baese, Secretary  
JUDITH BAESE, Secretary  
March 24, 2021  
Approved Date: