

**King City Highlands Homeowners Association
Board of Directors Regular Meeting
April 28, 2021**

Minutes of the King City Highlands Homeowners Association Board of Directors Meeting held on April 28, 2021 beginning at 6:30 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

- I. **Call to Order:** The Board Meeting was called to order at 7:35 p.m.

- II. **Establish Quorum:** A quorum was established.

- III **Approval or Amendment of the Agenda: Agreed:** Dahlstrom moved and Buckmaster seconded to accept the agenda. Passed without objection.

- IV. **Board Member Updates:** No updates were presented.

- V. **Approval of March 24, 2021 Board Minutes: Agreed:** Crane moved and Stanley seconded to approve the March 24, 2021 Board Minutes. Passed without objection.

- VI: **Treasurer’s Report:** Stanley reported **\$299,042.08 in the Operating Fund, \$349,637.88 in the Reserve Fund**, for a **total of \$648,679.96. Agreed:** Dahlstrom moved and Crane seconded to accept the treasurer’s report. Passed without objection.

- VII: **Unfinished Business:**
 - A. **1-Day Community Garage Sale:** Baese proposed two dates August 21, 2021 or September 18, 2021. There will be a sign-up sheet in the Clubhouse for people who wish to participate to choose which date best fits their schedule. Information will go out

in the June Highlights with the exact date. Updates and current information will be posted to Hi-Net. Nancy Crandell has agreed to chair the event. **Agreed:** Crane moved and Stanley seconded to move forward with the 1-day Community Garage Sale. Passed without objection.

B. Clubhouse Assessment: Buckmaster raised the question about getting a new appraisal/assessment of the Clubhouse. He stated that the Board has talked about this issue in the past but has not moved forward. Dahlstrom stated that Mary Kelly, Finance Chair has agreed to begin researching this issue.

VIII. New Business:

A. HOA IT Support: Mt. Hood Network LLC presented the following proposal for HOA IT Support. The Scope of Work will include:

- Support transition of folders/files/data from current Teams>Files to One Drive folders as determined by workgroup
- Establish access privileges /protocols and develop management guidelines to provide access for licensed users to appropriate One Drive folders.
- Provide up to 1 hour Microsoft 65 training to new Board/Committee Chair volunteers.
- Establish access privileges (Create, Read, Update, Delete) and protocols. Develop management guidelines.
- Provide maintenance of user access as guest users are identified by a licensed user, (ex: Committee Chairs)
- Monitor/provide summary impact statements of MS365 updates to licensed users Ongoing (monthly/quarterly) task.

The terms of the proposal are:

- All work hours to be kept within yearly budget set by Highlands HOA Board which is not to exceed \$3000. over a 12 month period.
- 30 days notice must be provided for termination of the agreement by all parties.

Agreed: Crane moved and Stanley seconded to accept Mt. Hood Network LLC proposal and Terms for IT Support. Passed without objection.

B. Reserve Study Additions: The shed and new signage have been added to the Reserve Study. Dahlstrom commented that currently the Reserve Fund is in good shape. However, there could be a problem in the future because the majority of the Reserve Funding comes from the 1% Transfer Fee from home and condo sales. Currently, there are no

homes for sale in The Highlands. The Reserve Fund also receives 5%/year from the Operating Fund. As a result, budgets will need to be closely monitored going forward.

C. Jerry Crane, Clubhouse Maintenance Chair presented a proposal from **Van Air & Controls, LLC** for \$11,140. for replacement of Trane Unit #6 which currently serves the ballroom, with a Carrier 5-ton A/C and Carrier 80% 90,000 BTU furnace in the Highland Clubhouse. These units are original to the Clubhouse and have outlived their life expectancy. This work would be paid from GL #20-6555. Buckmaster suggested that all contracts should have a **“net # of days for balance of payment.”** This should be consistent with all vendors. **Agreed:** Dahlstrom moved to accept this proposal to replace 1 furnace and AC unit. Passed 4 ayes, 1 abstain.

D. Attachment of Fencing (or anything) to Common Property. The brick wall on Beef Bend Road was never deeded to the HOA from the builder. For years it was the responsibility of each homeowner behind the wall to maintain it and the Arborvitae planted there. In 2014 a motion was put before the Board for the HOA go take over maintenance of both the wall and Arborvitae. It passed without objection but a resolution was never written to that effect.

#1. Agreed: Dahlstrom moved and Crane seconded to write a resolution that the Highlands HOA accepts the responsibility of maintaining the brick wall and vegetative spaces along Beef Bend Road. Passed without objection. The HOA accepts ownership and responsibility.

#2. Seven homeowners have asked to build fence panels on their property butting up to the existing Arborvitae. The Homeowners would like permission from the Board to attach the fence posts to the brick wall. The fence panels would give security to their property that is not available now, due to the fact that many of the Arborvitae are thin and have gaps between them. This allows animals and people to access the Highlands via these properties. Buckmaster suggested that the Board take a tour as a group to each of the seven properties in order to get a better perspective of the issue. A motion was not needed as the board agreed, and this issue would be discussed at the May Board meeting.

E. Bonny Chown, ALC Chair presented two proposals.

1. **Landscape East/West** presented a proposal for \$540. to complete the necessary repairs to certain areas of the irrigation system. Their irrigation tech will check for proper coverage and any breaks. To be paid from GL #20-7630. **Agreed:** Crane moved and Stanley

seconded to accept this proposal to repair sections of the irrigation system. Passed without objection.

2. Landscape East/West presented a proposal for \$620. To remove 5 dead/dying Arborvitae and install 5 new 5-6" ones in area along Beef Bend Rd. to be paid from GL #20-7630. Dahlstrom suggested having a new contract written to add an extra \$500. to the original \$620., so that the Arborvitae are tall and lush enough to fill in the empty space. The total amount of the new contract could not exceed \$1170 (which is the original \$620.plus the extra \$500.) **Agreed:** Crane moved and Baese seconded to accept Dahlstrom's new proposal. Passed without objection.

IX: Next Meeting: The next Board Meeting is May 26, 2021 beginning at 6:30 pm for Townhall with Board meeting to follow.

X: Adjournment: The Board meeting was adjourned at 9:15 p.m.

Judith Baese, Secretary

Approved: