

**King City Highlands Homeowners Association
Board of Directors Regular Meeting
January 22, 2025**

Minutes of the King City Highlands Homeowners Association (KCH-HOA) Board of Directors Meeting held on January 22, 2025 in the KCH-HOA Clubhouse at King City Highlands located at 12930 SW Peachvale St. King City, OR. KCH-HOA is an Oregon Planned Community restricted to residents fifty-five (55) years of age or older.

Present at Board Meeting:

Rob Mustard, President
Judy Baese, Secretary
Cheri Stanley, Treasurer
Connie Holt, Director
Linda Ray-Keeney, Director
Joe Mulder, ALC Chairperson
Jerry Crane, Clubhouse Maintenance Chairperson

- I. **Call to Order:** The Board meeting was called to order at 4:08 p.m.
- II. **Establish Quorum:** A quorum was established.
- III. **Approval or Amendment of the Agenda:** Two amendments to the agenda were presented under New Business. 1) Remove 8a to an Executive Session, and 2) add items 8d and 8e to facilitate repairs to the Dickson Street brick wall. Mr. Mustard moved and Ms. Holt seconded to accept these amendments. Passed without objection.
- IV. **Board Member Updates:** Ms. Holt attended the Condo Board meeting on Jan. 8, 2025. It was suggested to exchange visitors between meetings perhaps once a quarter. She also attended a Zoom session between CMI and attorneys.
- V. **Approval of Dec. 18, 2024 Board Minutes:** Ms. Ray-Keeney moved and Mr. Mustard seconded to approve December 18, 2024 Board minutes. Passed without objection.
- VI. **Treasurer's Report:** Treasurer Stanley reported: **Operating Funds: \$243,308.88**
Reserve Funds \$518,234.16 for a total of **\$766,543.04**. Ms. Baese moved and Ms. Ray-Keeney seconded to accept the report. Passed without objection.
- VII. **Unfinished Business:**
 - a. **V-F (attorney for HOA) Management of Corporate Transparency Act Registration.** The report for King City Highlands HOA has been filed.
 - b. **Clubhouse Maintenance: Proposals for window washing service.**
 - b1. Cloud 9 Professional Cleaning Services: 96 windows, inside/outside glass: \$1,152.00
 - b2. Pro Maintenance Co., LLC: \$2,200.00
 - b3. Grimebusters: \$1,500.00Ms. Stanley moved and Ms. Baese seconded to accept the bid from Cloud 9. Service will be paid from GL #20-6360. Passed without objection.

VIII. New Business:

1. **Joe Mulder, ALC Chairperson** presented the following proposals.
 - a. **Halstead's Arboriculture Consultants, Inc.** presented a proposal for the following services:
#1: \$475.00 to prune four trees to remove water sprouts and crossing limbs. To be paid from GL - #20-7780.
#2: \$355.00 to re-stake trees #251 and #75. Both trees are currently leaning. To be paid from GL - #20-7780. Total for both options is: \$830.00, with work to be done on Feb. 11-12, 2025, Ms. Baese moved and Mr. Mustard seconded to accept these two proposals. Passed without objection.
 - b. **Halstead's Arboriculture Consultants, Inc.** presented a proposal for \$1,490.00 to inject the root zone of approx. 149 streets with beneficial mycorrhizal fertilizers to increase the trees overall health & viability. Will be applied Feb. 11-12, 2025. To be paid from GL #20-7676. Ms. Stanley moved and Ms. Holt seconded to accept this proposal. Passed without objection.
 - c. **Halstead's Arboriculture Consultants, Inc.** presented a proposal for \$5,975.00 for Spring 2025 annual street tree pruning of forty two trees, to be done on Feb. 11-12, 2025. To be paid from GL #20-7676. Ms. Holt moved and Ms. Baese seconded to accept this proposal. Passed without objection.
 - d. **Halstead's Arboriculture Consultants, Inc.** presented two options for a total cost of \$1,950.00 to remove trees #32 and #40. Both trees are located on SW Dickson St. and are causing damage to the Brick wall. Stumps/roots will be ground down and all wood and debris will be hauled away. To be paid from GL #20-7705. Ms. Stanley moved and Ms. Baese seconded to accept this proposal. Passed without objection.
 - e. **Brici Construction** presented a bid of \$1,275.00 to repair Brick wall on SW Dickson St. behind trees #32 and #40. To be paid from GL #20-7720. Ms. Stanley moved and Ms. Ray-Keeney seconded to accept the proposal. Passed without objection.
2. **Mt. Hood Network LLC** presented a proposal (not to exceed \$3,000.00 in a 12-month period) to manage and maintain the HOA's MS 365 licenses via the Microsoft 365 Admin. Center as well as providing support of the PC in the HOA office. Would be paid from GL #10-7120. Mr. Mustard moved and Ms. Baese seconded to accept this proposal. Passed without objection.
3. **CH Maintenance: Jerry Crane, Clubhouse Maintenance** presented a proposal from Signaling System Solutions, Inc. for \$675.00 to replace the batteries in three Clubhouse Exit signs. To be paid from GL #20-6330. Mr. Mustard moved and Ms. Holt seconded to accept this proposal. Passed without objection.
4. **Revisions to BOD Resolutions #2013-09 (Clubhouse Library Usage) and #2020-01 (Use of Clubhouse Facilities).** Discussion ensued about changes to front-door key policy, changes to Clubhouse Rental Agreement, and Clubhouse Library usage. No motion was put forward as the Board felt more discussion was needed. Further discussion will be at February, 2025 Board meeting.
5. **Executive Session:** Board entered Executive Session at 5:39 p.m. Board reconvened regular session at 6:08 p.m. The Board voted 4-1 to approve the requested waiver.

IX. Adjournment: Board meeting adjourned at 6:10p.m.

X. Next Meeting: Next Board meeting is Wednesday, February 26, 2025. Townhall begins at 3:00 p.m. with Board meeting to follow.

Judith Baese, secretary

Date