

**King City Highlands Homeowners Association
Board of Directors Regular Meeting
February 26, 2025**

Minutes of the King City Highlands Homeowners Association (KCH-HOA) Board of Directors Meeting held on February 26, 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

- I. **Call to Order:** The Board meeting was called to order at 3:45 p.m.
- II. **Establish Quorum:** A quorum was established.
- III. **Approval or Amendment of the Agenda:** One amendment to the agenda under New Business. Add 8e, repair and replacement of parking lot light fixture. Mr. Mustard moved and Ms. Holt seconded to accept amended agenda. Passed without objection
- IV. **Board Member Updates:** Ms. Holt read an article from CAI about communication between HOAS and real estate agents. Ms. Holt also attended the Condo Board meeting on Feb. 12, 2025 and learned the Condo Board Treasurer would be working with HOA Board Treasurer to do a Reserve study presentation to the community. Ms. Stanley stated it was yet TBD.
- V. **Board Minutes:** Approval of the January 22, 2025 Board minutes was deferred until the March 26, 2025 because January Board minutes were not received in a timely manner to allow Board members to read and make corrections. Mr. Mustard moved and Ms. Baese seconded to accept this deferment. Passed without objection.
- VI. **Treasurer's Report:** Treasurer Stanley reported: **Operating Funds: \$407,125.80,**
Reserve Funds \$ 532,716.89 for a total of **\$939,842.69.** Ms. Holt moved and Mr. Mustard seconded to accept the treasurer's report. Passed without objection.
- VII. **Unfinished Business:**
 - a. **Discussion of proposed revisions to BOD Resolutions #2013-09 (Clubhouse Library Usage) and #2020-01 (Use of Clubhouse Facilities), and the Application for Clubhouse Rental from changes to front-door key policy.**

Board members have read the corrected resolutions. Ms. Holt moved and Ms. Baese seconded to accept the changes to the Resolutions and Application. Passed without objection.

VIII. New Business: Joe Mulder, ALC Chairperson presented the following proposals.

- a. **Teufel Landscape** presented a proposal for \$3,782 for planting materials and labor to plant five trees. Cost breakdown: Trees, \$2,416, Planting material, \$317.00, Labor, \$1,049.00. To be paid from GL #20-7705. Ms. Baese moved and Mr. Mustard seconded to accept this proposal. Passed without objection.
- b. **Halstead's Arboriculture Consultants, Inc.** presented a proposal for \$1,595.00 to remove a Maple tree and stump from property at 12681 SW Peachvale that is causing damage to adjacent retaining wall. To be paid from GL #20-7705. Ms. Baese moved and Mr. Mustard seconded to accept this proposal. Passed without objection.
- c. **Teufel Landscape** presented a proposal not to exceed \$1,000.00 for irrigation repairs during Spring check-out. Cost breakdown: Parts, \$550.00, Labor \$450.00. To be paid from GL #20-7630. Ms. Holt moved and Ms. Ray-Keeney seconded to accept this proposal. Passed without objection.
- d. **Van Air & Controls** presented a proposal for \$1,704.00 for the HOA's annual contract on the Clubhouse. This will include 2 full inspections and 2 air filter changes per year. To be paid from GL #20-6555. Mr. Mustard moved and Ms. Holt seconded to accept this proposal. Passed without objection.
- e. **Charter Construction** presented a proposal for \$2,738.00 to repair the parking lot light fixture at the east end of the parking lot. The parking lot light fixtures are not regular light bulbs but custom fitted LED components, requiring commercial technicians and equipment for replacement. To be paid from GL #20-6330. Ms. Stanley moved and Ms. Baese seconded to accept this proposal. Passed without objection.

IX. Adjournment: The Board meeting was adjourned at 4:37 p.m.

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

Judith Baese, secretary

Date

Judith Baese, secretary

Date