King City Highlands Homeowners Association
Board of Directors Regular meeting
September 24, 2025

Minutes of the King City Highlands Homeowners Association (KCH-HOA) Board of Directors meeting held on September 24, 2025 in the KCH-HOA Clubhouse at King City Highlands located at 12930 SSW 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
Crystal Compese, Clubhouse Interiors

I. **Call to Order:** Board meeting was called to order at 7:50 p.m.

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

III. **Approval or Amendment of the Agenda:** Under New Business:
   a. Delete item 8b.
   b. Add item 8i (Board CMI 2026 Contract)
   c. Add item 8j (ALC: Teufel 2026 Contract)
   These items were passed without objection.

IV. **Board Member Updates:** There were no updates.

V. **Approval of July 23, 2025 Board Minutes:** Ms. Ray-Keeney moved and Ms. Stanley seconded to accept these minutes. Passed without objection.

VI. **Treasurer's Report:** Treasurer Stanley presented the following reports.
   a. July 2025: **Operating:** $246,319.85 **Reserve:** $552,404.35 **Total**: $798,724.20. Ms. Baese moved and Ms. Stanley seconded to accept this report. Passed without objection.
   b. August 2025: Operating: $219,207.70, **Reserve**: $561,044.57, **Total:** $780,252.27. Ms. Holt moved and Mr. Mustard seconded to accept this report. Passed without objection.

VII. **Unfinished Business:** There was no unfinished business.

VIII. **New Business:**
   a. **Leggett Asphalt Inc.** presented a proposal for $3,432.00 to seal coat 5,289 square feet of the asphalt walking path. This is phase one for the year 2026. To be paid from G/L #20-6430. Ms. Baese moved and Mr. Mustard seconded to accept this proposal. Passed without objection.
   b. **Teufel Landscape** presented a proposal for $861.76 to aerate 60,350 square feet of lawn area. Plugs to remain in place. To be paid from G/L #20-7710. Ms. Stanley moved and Ms. Holt seconded to accept this proposal. Passed without objection.

c. **Halstead's Arboriculture Consultants, Inc.** presented a proposal for $1,175.00 to remove Sugar Maple tree #265 located at 16165 SW 129th Terrace due to multiple surface roots that have caused issues with hardscapes and irrigation lines. To be paid from G/L# 20-7705. Mr. Mustard moved and Ms. Baese seconded to accept this proposal. Passed without objection.

d. **Board** voted unanimously to accept Phyllis Fox as a member of the ALC Committee.

e. **Revised Clubhouse Application:** Discussion ensued regarding having two separate applications for Clubhouse use. The current application covers rental fees for private gatherings as well as special presentation from non-profit organization. Board decided to table this topic until the October Board meeting when a revised form for fee rental, and a new one for non-profits could be presented for Board approval.

f. **Orange Sidewalk Panels at SW corner of Clubhouse:** Discussion ensued. Mr. Mustard moved to have the Board direct the ALC to replace the panels in 2026. Additional concrete replacement for safety should be brought before the Board and consideration should be given even if the projects go over budget. Ms. Ray-Keeney seconded this motion. Passed without objection.

g. **Announcing vote count after Board elections:** Discussion ensued. Due to privacy issues, it was decided that a candidate could request their individual vote tally from CMI. Vote tallies for all candidates will not be read in public.

h. **CMI 2026 Management Contract:** Beginning January 1, 2026, the contract (G/L #10-7300 CMI Monthly Management Fee) with CMI will be $1,847.41, or $22,168.92/year. Discussion ensued. Ms. Baese moved and Ms. Holt seconded to accept this contract. Passed without objection.

i. **Teufel's 2026 Maintenance Agreement**: ALC wants to go over the contract one more time and therefore no decision was made. Finalization of the contract will be at the October 22, 2025 Board meeting.

IX **Adjournment:** Board meeting was adjourned at 9:15 p.m.

Next HOA Townhall will be held on October 22, 2025 beginning at 3:00 p.m. with Board meeting to follow.