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## BOARD OF DIRECTORS MEETING MINUTES

Tuesday, December 9, 2025

6:30 PM at KCCA Clubhouse Banquet Room

### Call to Order:

President Cherie Gilmore-Forczak called the meeting to order at 6:30 p.m. and led the pledge of allegiance to the flag.

### Roll Call of Directors:

Present for the meeting were Cherie Gilmore-Forczak, President; Rob Peters, Vice President; Megan Rutz, Treasurer; Cheryl Wong, Director; Cindi McCullough, Director; and Teri Sunell, Director.

### Open Forum:

There were no open forum topics submitted for the meeting.

### President:

- a. Approve the Agenda of December 9, 2025

***Motion was made by Director Wong to add "Legal" to the agenda under Executive Session section of the meeting agenda. Motion seconded by Director McCullough. There was no discussion and the motion passed unanimously (6-0.)***

***Vice President Peters motioned to approve the amended agenda for the December 9<sup>th</sup>, 2025 meeting. Motion was seconded by Director McCullough. There was no discussion and the motion passed unanimously (6-0.)***

- b. Approve the Work Session Meeting Minutes of November 11, 2025

***Vice President Peters motioned to approve the Work Session Meeting Minutes of November 11, 2025. Motion was seconded by Director McCullough. There was no discussion and the motion passed unanimously (6-0.)***

- c. Approve the Board Meeting Minutes of November 11, 2025

- d. ***Vice President Peters motioned to approve the Board Meeting Minutes of November 11, 2025. Motion was seconded by Director Wong. There was no discussion and the motion passed unanimously (6-0.)***



**New Business:**

- e. 2026 Reserve Study  
***Treasurer Rutz motioned to adopt the 2026 Reserve Study. Motion seconded by Director McCullough. There was no discussion. Motion passed unanimously (6-0.)***
  
- f. BOD Secretary Resignation  
***Vice President Peters motioned that we table the resignation of Director Lono Waiwaiole. The motion was seconded by Treasurer Rutz. There was no discussion. Motion was passed unanimously (6-0.)***
  
- g. Interim BOD Secretary  
President Gilmore-Forczak noted that with the pending resignation of Director Waiwaiole, who was the Board Secretary, we do not have anyone to serve in that capacity. Director Sunell has volunteered to take on that role.  
  
***Director McCullough motioned to approve the appointment of Director Sunell as Interim Secretary to serve until a permanent Secretary is elected. Motion was seconded by Treasurer Rutz. There was no discussion. Motion passed unanimously (6-0.)***

**Old Business:**

- a. May 13, 2025- Board Meeting Minutes Amendment  
***Vice President Peters motioned to rescind Resolution 2012-401 Annual Budgeting Schedule and Resolution 2012-310 Committees Serving the Board of Directors, as both resolutions do not align with current 2025 operational practices and therefore cannot be properly upheld. Motion was seconded by Director Wong. There was no discussion. Motion was approved unanimously (6-0.)***  
  
***Vice President Peters motioned to amend the May 13, 2025 Board meeting minutes to reflect that the Board has formally taken action on this date to rescind Resolution 2012-401 and Resolution 2012-310. Motion was seconded by Director Wong. There was no discussion. Motion passed unanimously (6-0.)***

**Treasurer's Report:**

- a. October Financials



Treasurer Rutz noted all directors had received the October Financials and the Budget and Finance Committee reviewed them and are presenting them for approval. As of this date we have not yet received the November financial reports from CAP.

***Treasurer Rutz motioned to approve the October 2025 financial reports from CAP. Motion seconded by Vice President Peters. There was no discussion. Motion passed unanimously (6-0.)***

### **Committee Reports:**

- **Budget & Finance:**

Treasurer Rutz presented the December 9, 2025 Budget & Finance Committee meeting minutes. As part of that meeting the committee reviewed the status of the pool loan as well as available cash in KCCA operating accounts, reserve account, estimated expenses and voted unanimously to recommend that the pool loan be paid off in 2025.

***Treasurer Rutz motioned that we transfer \$121,000 from the operating account to the reserve account to pay off the pool loan. Motion was seconded by Director McCullough. There was some discussion about the outstanding reserves and the cash in accounts. Treasurer Rutz answered all questions. The motion was passed unanimously (6-0.)***

***Treasurer Rutz motioned that we submit to NW bank from KCCA, \$120,188.67, the amount to pay off the pool loan. Motion was seconded by Director McCullough. There was no discussion. The motion passed unanimously (6-0.)***

- **Clubs and Amenities:**

President Gilmore-Forczak reported that she attended the December meeting for Clubs and Amenities Committee in Director Waiwaiole's absence. The biggest concern for the committee was miscommunication with the office regarding the committee receiving copies of event rental forms. President Gilmore-Forczak has spoken to the admin staff and all are aligned. The next committee meeting will be January 6, 2026.

- **Greens:**

Greens Committee is on hiatus until February, but Director Sunell shared a report from John Hinderman II, Pro Shop Operations Director, of November activity and upcoming actions/tasks for the Pro Shop.

- **Hello Neighbors:**

President Gilmore-Forczak reviewed highlights from Hello Neighbors recent meeting and events that will be happening in December, January and February.



- **House:**

Vice President Peters reviewed highlights from the House Committee meeting of November 24<sup>th</sup>, including the Outdoor Plaza Area project; HVAC Engineering for the clubhouse; KCCA sidewalk projects; the Matador cart path repair; Crown Center exit door; damage to a post in the banquet room that was repaired and some positive work by Susan Howell on the IT contract negotiations. They will also be updating the House Committee Charter to include what was the former Pool Committee charter elements.

- **LARC:**

Director Wong reported on the LARC committee meeting from December 3, 2025. She noted the community needs to be aware that we do not have a street sweeping service and residents need to stop blowing leaves into the street.

**Director McCullough motioned to approve the committee meeting minutes as presented for Budget and Finance, Hello Neighbors, Clubs and Amenities, and House Committees. Motion was seconded by Director Wong. There was no discussion. Motion passed unanimously (6-0.)**

**President's Comments:**

a. Aquatic Center Update

President Gilmore-Forczak noted that Director McCullough has been asked and is assisting the Administrator and Board President with tasks related to the Aquatics Center reopening, including Request for Information (RFI) for facility maintenance needs and the process with Oregon Health Authority (OHA) for licensing. Director McCullough reported that recent activity and meetings with Washington County and OHA have been very productive. She is working now on the details of the RFI to send out to vendors.

President Gilmore-Forczak then provided an update on the repair/construction project portion of the Aquatic Center. Charter hopes to complete their work in the next several weeks. J. H. Kelly is completing the installation of the doors between the pool and the dressing rooms. Jeff Halfman and his crew have vacuumed out the pool and are working on getting the dehumidifier up and running with the appropriate air flow balance (which will be checked by a professional company).

**Motion was made by Director McCullough to adjourn to executive session for Contracts and Legal. Motion was seconded by Director Wong. There was no discussion. Motion passed unanimously (6-0.)**

**Meeting adjourned at 7:15 pm.**



**The Board returned from Executive Session at 7:56 p.m.** President Gilmore-Forczak brought the meeting to order.

The Board reviewed three bids for the purchase of a community maintenance platform that would replace the Microsoft Access database which is no longer supported and no longer meets the needs of KCCA.

Those bids were as follows:

- Town Square                      Monthly recurring cost - \$495.00, with no implementation fees
- Frontsteps                        Monthly recurring cost - \$499.40, implementation fee - \$250.00
- Condo Control                    Monthly recurring cost - \$1248, no implementation fee

***Motion made by Director McCullough to approve the investment of the community maintenance platform Town Square. The motion was seconded by Treasurer Rutz. There was no discussion. The motion passed unanimously (6-0.)***

***Motion was made by Director Wong to adjourn the meeting. The motion was seconded by Director McCullough. There was no discussion. The motion was passed unanimously (6-0.)***

Meeting adjourned at 7:58 p.m.