



Clearlake Keys Property Owner's Association

POA Board Business Meeting Agenda May-17-2016

MEETING RULES

Audio or video recording is not allowed by attendees. The Secretary will record the meeting and this recording will be kept for content backup of the meeting minutes, and to aid in the preparation of the minutes. As provided in the "Open Meeting Act", members may observe the meeting but do not have the right to participate in the Board's deliberations or votes. Attendees may address issues during the "Open Forum" portion of the meeting. Attendees may not engage in obscene gestures, shouting, profanity or other disruptive behavior. If attendees become disruptive, they may be expelled from the meeting.

NOTE: Meeting will begin at 6:30 pm.

1. Meeting called to order by: **Joe Stella at: 6:31 p.m.**
2. Pledge of Allegiance
3. Roll call of Board Members:

President: Joe Stella	x	Director: Ed Legan	x
Vice Pres: Doug Smith	x	Director: Steve Monson	x
Treasurer: Sandy Magnan	x	Director: Lew Channell	x
Secretary: Cathy Jones	x	Members and Visitors:	17

4. Consent Agenda:

Meeting Minutes approved for March 15-2016. MSP

5. Treasurer's Report:

Summary of POA Assessment status:

- a. Current paid 2016 membership assessment count as of May 7th is 783 out of 830 separate properties – 94% of properties.
- b. 39 Pre-lien Notices were mailed April 21, 2016 and payments have been coming in on those. There are 17 parcels in this list remaining unpaid and I need approval of the Board Resolution to order liens on those properties after the 30 day period for payment expires. Four more came in. Down to 13 requiring liens. Following resolution MSP.

WHEREAS, Section 1367.1 of the Civil Code requires the board of directors to authorize, in an open meeting, the recording of liens against the separate interests of owners with delinquent assessments;

WHEREAS, on April 21st, 2016, more than thirty (30) days prior to the projected lien date, the Association sent a certified letter to the Owners of:

Assessor's Parcel Number

035-802-220	035-741-200	035-811-130
035-861-150	035-801-010	035-781-020
035-812-200	035-851-020	035-771-090
035-811-090	035-861-240	035-791-600
035-802-430	035-721-100	035-852-080
035-781-160	035-811-140	

Pursuant to Section 1367.1(a) of the Civil Code, the letter contained a notice of delinquent assessment, which included but was not limited to, describing the Association's collection and lien enforcement

procedures, an itemized statement of charges, the owner's inspection rights, the owner's "meet and confer" rights, and the owner's ADR rights.

WHEREAS, Should Owners remain delinquent in the payment of his/her assessments, exclusive of late fees, interest charges, and other collection-related amounts as of May 22nd, 2016;

RESOLVED, the Association authorizes Sandra Magnan, Treasurer, to place a lien on these properties for the delinquent amounts and any late fees, interest charges, and other collection-related amounts. This resolution was adopted by the board of directors at an open meeting held on the 17th day of May, 2016.

Joe Stella, President

Signature of Authorized Board Member

Title: President, Clearlake Keys Property Owners Association

April month-end financials are as follows.

- c. Total cash on hand is \$223,696
- d. Total amount in the Reserve Funds as follows:
 - i. Reserve for existing equipment replacement is \$67,965.
 - ii. Channel Improvement Fund is \$39,752.
 - iii. Reserve for Lot Improvement is \$241.
 - iv. Reserve for Flood Expenses 2016 is \$9,520.
 - v. Reserve for New Equipment is \$5,750.
- e. Total revenues for March and April totaled \$5,862.
- f. Total expenses for March and April totaled \$3,919.

My recommendation to transfer \$20,000 into the current budget New Equipment Fund that was established in the budget process for 2016, will be presented at the General Membership meeting in June. This amount is available due to 2015 revenues coming in higher than budgeted and expenses lower than anticipated.

We still need members to serve on the Audit Committee, even though the Audit is not due until September. Anyone wishing to serve on the Audit Committee should submit their name and contact information to Joe Stella for appointment.

The Reserve Study needs to be updated for the 2017 budgeting process. I will have Kathy Meister, Doug Smith, and Joe Stella review the current reserve study and make adjustments where necessary.

Need Board approval for the harvester repair bill in the amount of \$1,390.66 to Pope Valley Repair & Towing. MSP

6. Report of Committees

a. Admirals Report: Fleet report: Covers and motor being repaired on spray boats. There are more harvester operators than mentioned recently so a correction will be sent out to reflect that.

b. Channel Improvements: Help from county update: Doug called Carolyn Ruttan and Jim Steele re county helping with low interest harvester loan. Possible meeting 4 June but still not confirmed. No word yet. Harvester used 30 hours per week on average. POA needs a plan to spray the channels. Clean Lakes Inc. is trying to get a meeting. They would charge \$2000/channel for spraying and respraying would be needed regularly. Black goo mess would be left. Can't buy this chemical without a permit. Dredging surveys 400 sent only 135 votes yes to dredge. Lost. That is \$350/household/year. Dropped. We had three million on our side. \$80K permits secured. No guarantee for grants. The whole project would have been \$6 million. Project dump at mercury site. No go. Cost to truck is not possible.

c. Architectural Review: Nothing

d. Neighborhood Watch: Break in on Venus. On Surf there were water prowlers with flash lights. Both reported to police. Mike Herman is the new block watch captain as of the end of June.

e. Abatement: There were calls regarding weeds.

f. Special Projects Jeff Copans, a new members called about camera security for the Keys – contact with Mr. Copans was referred to Ed.

7. Unfinished Business: Still looking for a volunteer treasurer. Contact Sandy or Joe. Website will be up the end of the week. Photographer for the pictures displaying was Loretta Channell and the POA Board thanks her for sharing. Will need to backload minutes.

8. New Business: Elections for three board members (Lew, Sandy, Doug) are on September 24, 2016. By June 20, 2016 mailing goes out for elections and on the webpage 45 days before the election to put names in for election to the board. On August 10, 2016 applications for nominations close. Lew is resigning. Next meeting is July 16, 2016. Mailings go out by June 20, 2016. Election committee will be appointed at July meeting

9. Correspondence: Email to county Petitions were left at the Keys Club saying "we the POA duly authorize...". It most likely was intended as a joke, but the board does not feel this is appropriate. E-mails were read and discussed about concerns obtaining a low interest loan from the county for a new harvester. That were sent by Don Hubbard We are hoping for 1% loan for \$50,000 for 15 years which would result in a \$5,000 per year payment to the county. That is what we can afford. We take in \$48,000/year. Blue green algae and health concerns discussed. The Quarterly business meeting time is now at 11am on June 25, 2016 due to a conflict with the Keys Club's Membership meeting which is at 2pm.

10. Open Forum. July 4 parade help needed. Contact Joe or Sandy.

11. Next POA Board Business Meeting at the Keys Clubhouse: July-19-2016 at 6:00 p.m.

Adjourned: 7:26pm