



# Clearlake Keys Property Owner's Association

## POA Board Business Meeting Minutes

### 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.

**1. Meeting called to order by: Joe Stella Nov. 15, 2016 at: 7:00 p.m.**

**2. Pledge of Allegiance**

**3. Roll call of Board Members:**

<b>President: Joe Stella</b>	x	<b>Director: Steve Monson</b>	E/A
<b>Vice Pres: Doug Smith</b>	x	<b>Director: (vacant)</b>	x
<b>Treasurer: Sandy Magnan</b>	x	<b>Director: Ed Legan</b>	x
<b>Secretary: [vacant]</b>	0	<b>Members and Visitors:</b>	8

3a. Lew Channell submitted written resignation and Michael Herman was appointed immediately to fill Board vacancy. Msp –Mike accepted

b. Heidi Aragon was appointed immediately to fill vacancy created by Helene Montgomery's resignation as Secretary and to remove Ed Legan as interim Secretary. MSP –Heidi accepted

c. Sandra Magnan's resignation effective Dec. 31, 2016 was accepted along with the appointment of Heather McFadden as new Treasurer effective Jan 1, 2016. MSP –Heather accepted

**4. Consent Agenda:**

Business Meeting Minutes of Sept. 20, 2016 unanimously approved

**5. Treasurer's Report:** subjects covered as follows:

1. Summary of POA Assessment status:

a. Current paid 2016 membership assessment count as of October 31<sup>st</sup> is 795 out of 830 separate properties – 96% of properties.

2. October month-end financials are as follows.

a. Total cash on hand is \$221,421.

b. 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 \$235.

iv. Reserve for New Equipment is \$35,270.

Total revenues for September and October totaled \$1,090.

c. Total expenses for September and October totaled \$1,982.

d. The attached Budget shows the summary of income sources and expense categories Fiscal YTD and compares the numbers to the prior year.

3. The Budget for 2017 was presented for approval. This budget is based on an assessment for 2017 in the amount of \$59.90 based on a one year increase in the June CPI of 1%. Approval of the budget is also an approval of this assessment amount for 2017. MSP

4. 2017 disclosure statement and invoice form were presented. The disclosure statement is required to be mailed out by the end of November and the invoice will be included.

5. Liability account – Funds in the amount of \$5,000 set aside for possible 2016-17 flooding. MSP
6. Liability account – Funds for future Harvester repairs set aside in the amount of \$10,000, and for the Treasurer to be able to release such funds not to exceed that amount for said repairs for the 2016 -17 season. MSP This was brought up due to estimate by Clearlake Machine’s estimate of \$8,500 for current repairs to Harvester.
7. Liability account – Roll over \$1,200 from 2016 budget to 2017 budget for appointment with Davis-Stirling attorney, as legal expenses were not used in 2016. MSP
8. Records Retention Policy – In accordance with Davis-Stirling policy wording msp (see attached)
9. H&R Block will be used again for the 2016 tax preparation. MSP.
10. Transfer of available funds – After review of 2016 budget, it is feasible to transfer up to \$18,000 to the New Equipment Reserve Account, reducing if the actual year end profit-loss shows less than \$18,000. MSP

**6. Report of Committees:**

- a. Membership: no new members at this time
- b. Admiral Report: Harvester repairs were discussed-see “e” under treasurer’s report. Also, “Big Red” is expensive and it will be looked at in 2017 to see if it is more cost effective to rent such a truck, given the occasional usage. Mike Herman stated that he would like to talk with the Admiral to find out the condition of all of our large equipment and verify their location.
- c. Channel Improvements: In Open Form, Mark Bauer brought up sediment problem from Schindler Creek
- d. Architectural Review: In Open Forum, Kathy Garner asked who was responsible for properly filling holes in streets left by utility companies. Mike Herman said he would look into it.
- e. Neighborhood Watch: Mike Herman reported that the Keys Storage yard has been vandalized again. The fence has been cut on the creek side to gain access. Two break-ins were reported. One on Spinnaker-the gas and contents of a car, and the other on Shoreview, same thing. All Neighborhood Watch signs have been erected but two. All streetlights are now working on the East side of the Keys.  
Two Neighborhood block captains are still needed on Bass Lane and Marina Village.

f. Abatement: No calls

g. Special Projects: none at moment

h. EaRTH Committee: Update-There are two advisory volunteers from Clearlake Oaks to Jim Steele, District Supervisor.

**7. Unfinished Business:** none

**8. New Business:** Treasurer’s responsibilities were clarified to exclude membership duties. Membership Chairman will be separate and Sandra Magnan is appointed as Chair effective Jan 1, 2017. Membership Chair will act as contact for the Board to certify status of assessments upon request Of property owners or demand requests from realtors and title companies. MSP

**9. Correspondence:** none

**10. Open Forum:** There was a concern raised about possibly diverting the sediment flowing into the Keys via Schindler Creek. There was a question as to who is responsible for correctly filling holes in the streets left by utility workers. Mike Herman said he would try to look into that. There was some confusion as to whether or not there is an age limit on operating the fleet. The answer is no. This came about because the insurance company merely wanted to know if anyone operating any equipment was over the age of 70. This may or may not have affected our rates.

11. Next POA Board Business Meeting at the Keys Clubhouse : Jan. 17 2016 at 7:00 p.m.

Adjourned: 8:05 PM