



Clear Lake Keys Property Owner's Association

POA Board Business Meeting Minutes

May 21, 2019

Meeting Starts 5:00 pm at the Keys Club

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: **Mike Herman** at: **5:02 p.m.**
2. Pledge of Allegiance
3. Roll call of Board Members:

President: Mike Herman	X	Director: Ed Legan	X
Vice Pres: Kathy Meister	A	Director: Joe Stella	X
Treasurer: Debbie Changnon	X	Director: Dave Bligh	X
Secretary: Heidi Aragon	X	Members and Visitors:	2

4. Consent Agenda:

Meeting Minutes: Approve POA Business Meeting, March 19, 2019 & POA Special Meeting Apr. 30, 2019. **MSP**

5. Treasurer's Report: Clearlake Keys POA-Treasurer's Report May 21, 2019

1. The April month end financials are as follows:
 - a. Total cash on hand is \$317,126.03
 - b. At April's end the total amount in the Reserve Funds are as follows:
 - i. Reserve for equipment replacement (Reserve Fund) is \$87,337.30
 - ii. Channel Improvement Fund is \$52,372.54
 - iii. Reserve for HWY 20 Lot Improvement is \$94.51
 - iv. Reserve for Disaster Expenses is \$11,290.00
 - v. Reserve for Attorney Expenses is \$650.00
 - vi. Reserve for New Equipment is \$51,546.18
 - vii. Reserve for Harvester Repairs is \$216.88
 - viii. Reserve for Lot Abatement is \$13,740.00
 - c. Total Income was \$60,774.61
 - d. Total Expenses were \$5,073.53
 - e. Total Net Income was \$65,848.14

Some errors were noted in the treasurer's report and will be corrected by next meeting.

Discuss and approve possible new CD's for money in checking account: The recommendation to the board is to deposit \$100,000.00 into Wells Fargo Bank with an interest rate of 2.37% (2.40% APY) for 19 months. **MSP**

6. Report of Committees:

- a. **Assessment Management:** Update on 2019 dues paid, Discuss PMI, Discuss 2020 POA Assessment:

Assessment Chair was not present, so we have no update on 2019 dues paid. Debbie Changnon stated that we are still in the process of setting up with Ingrid of PMI and that Debbie, Ingrid & Sue Garrett will meet soon to finalize details. Sue still has the email address info@keyspoa.com. Ingrid's is info@PMIsonoma.com. Heidi Aragon brought up that under Civil Code ss5605, that "notwithstanding more restrictive limitations in the governing documents, boards of directors may increase regular assessments up to 20% of the association's preceding fiscal year without membership approval." This was presented as food for future thought.

b. Admiral & Channel Improvements Report: Condition of all equipment & channels. New Dump Trailer: Vice President and Admiral Kathy Meister was not present, but Mike Herman provided information that 150 loads of weeds and 2 trailers full of docks, stumps and branches were disposed of. Steve Abel reported on the state of the Ford truck. Ed Legan & Joe Stella will look at and maybe fix a possible loose boom near Clark's Island. Debbie Changnon reported that diesel fuel receipts are not being handed in. It was discussed to set up monthly invoices with Redwood Coast Fuels and that if people charging fuel want to be reimbursed, they must turn in receipts. Debbie is also getting information on insurance policies for all vehicles and storage lot to be kept in one place.

c. Architectural Review: Chairperson was not present, so nothing to report.

d. Neighborhood Watch Report: Nothing new to report.

e. Abatement: Discuss sending Pre-Lien Notices for Abatement fines to property owners: **MSP** to send pre-lien notices to two property owners. Report by Heidi Aragon included using a vendor to cut weeds on the lot we are using to berth the Harvester, as well as abandoned properties.

f. Special Projects: Early Warning System Update: Ed Legan to look into "match funds" from other beneficiaries of a siren. We had pledged \$5,000 March 20, 2018 toward this project. Costs are now estimated at \$15,000 or higher. Firewise Community: Nothing to report.

g. Newsletter : Send end of June? Yes.

h. EaRTH: Meeting Report: Nothing to report.

7. Unfinished Business:

a. Boat Parade: July 5th, 2019. Theme: "Wildlife in the Keys."

b. New Harvester Lot: The owner is still asking for assurances from the insurance company regarding possible injuries on the property. If this doesn't get resolved soon, we will be looking elsewhere to dock the Harvester.

8. New Business:

a. Elections - Mail Notices that Nominations for Board Members are now Accepted – must be sent 90 days before Sept. Elections (June 19th). Appoint Nominating Committee – must be appointed 60 days before Sept. Elections (July 19th). **Positions up for Election:** Kathy Meister– (2 years), Heidi Aragon – (2 years), Debbie Changnon -(2 years), Ed Legan -(2 years).

9. Correspondence: none

10. Open Forum: No comments or questions from the audience.

11. Next POA General Meeting at the Keys Clubhouse: June 22, 2019, at 10:00 am

12. Next POA Board Business Meeting at the Keys Clubhouse: July 16, 2019, at 5:00 pm

13. Meeting Adjourned at: 6:45 pm