



# Clear Lake Keys Property Owner's Association

## POA Board Business Meeting Minutes

July 17, 2018

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: **5:00 p.m.**
2. Pledge of Allegiance
3. Roll call of Board Members:

President: <b>Mike Herman</b>	X	Director: <b>Debbie Changnon</b>	E/A
Vice Pres: <b>Kathy Meister</b>	X	Director: <b>Joe Stella</b>	X
Treasurer: <b>Heather McFadden</b>	X	Director: <b>Ed Legan</b>	X
Secretary: <b>Heidi Aragon</b>	X	Members and Visitors:	7

### 4. Consent Agenda:

**Meeting Minutes:** May 15, 2018. MSP

### 5. Treasurer's Report: Clearlake Keys POA-Treasurer's Report July 17, 2018

1. The June month end are as follows:
  - a. Total cash on hand is \$283,364.
  - b. At Year end the total amount in the Reserve Funds are as follows:
    - i. Reserve for equipment replacement is \$77,889.
    - ii. Channel Improvement Fund is \$48,131.
    - iii. Reserve for Lot Improvement is \$235.
    - iv. Reserve for Disaster Expenses is \$9,350.
    - v. Reserve for Attorney Expenses is \$1,300.
    - vi. Reserve for New Equipment is \$56,270.
    - vii. Reserve for Harvester Repairs is \$217.
  - c. Total revenues totaled \$29,277.

## 6. Report of Committees

**a. Admiral & Channel Improvements Report:** Condition of all equipment & channels. New Harvester & Dump Trailer: Harvester working well, one spray boat awaiting parts, We have \$2,500 in replacement fund toward "Big Red" the dump truck & will use that for a dump trailer. Prices to be explored for trailer. Once determined what is best, we will try to sell Big Red. We will revisit purchasing a new harvester next year as ours is working well now & they are very costly, like around \$100,000! New lights, chains and bouys are needed for the end of the east channel. Estimated cost, up to \$1,000. MSP for these items. We need help in carrying out & installing some replacement booms is the same channel.

**b. Architectural Review:** Nothing from the committee chairman, Harry, but county may reverse size requirements for outdoor sheds needing permits. Check with the county first before construction.

**c. Neighborhood Watch Report:** A few minor incidents. FYI-When vehicles, boats, trailers are tagged, CHP uses a yellow tag & Code Enforcement uses a red tag. The latter has stopped issuing tags due to lack of funds. That still does not mean they are not responsible for removal.

**d. Abatement:** Abandoned or dumped vehicles: Abatement officer will continue to make calls to CHP & file complaints with Code Enforcement, in spite of county deficit. She was told by the supervisor that funds would be available "some time at the beginning of 2019." Other news: The violation notice program is going well. Many properties have been cleared of weeds and trash as a result. In addition, we will be looking at unregistered vehicles and boats in the near future. We are currently in communication with the attorney about a property on Driftwood Village that has been abandoned by the owner & trashed by squatters to see what can be done. The owner cannot be located.

**e. Special Projects:** Early Warning System Update: This will be tabled until the next meeting. More information is needed from various county departments concerning the best site for placement.

**f. Newsletter – Judy Bligh is Editor:** Nothing new, but she will put out a survey email to gather opinions about using Pay Pal as an alternative for folks to pay their assessments. The survey had a motion & was passed. MSP.

**g. EaRTH: Meeting Report:** The cytotoxin sampling is continuing in the Keys. The only place it has tested positive is in the Marina channel. This may be due to the boom that was placed at the end, so it will be removed, used for the east channel and Marina retested. Mike contributed to a highway safety study and made recommendations for improvements. He did research & the county did one in 2005 with the same results, but nothing came of it. Hopefully things will improve this time.

**h. Assessment Management:** Update on 2018 dues paid, Task Force Report, Assessment Collection Process, Transfer fee when property sold, Fee Schedule & Committee to consider electronic fee payments for

2. 2019 Assessment: Summary of POA Assessment status:

- a. Current paid 2018 membership assessment count as of May 14, 2018, is 787 out of 829 separate properties – 95% of properties. Last year at this time we also had 787 paid.
- b. I have one more Lien Release Document to prepare and record.

Task Force: A report was received from the Task Force with a request to approve 2 contracted positions-one for \$150 per month for assessment/ownership records maintenance & one for \$50 per month for lien management. Action was postponed pending an opinion from the attorney as to whether these positions

will be able to be classified as independent contractor status. The task force also recommended that the POA go ahead with adding a link to PayPal to the website to allow property owners to pay their assessments online. Action on this item was postponed while Judy Bligh develops a survey & emails it to POA members to see how many owners would use this service.

In addition, Sandy proposed a \$25 fee to be charged for each property title transfer. Half of the proceeds from this fee will be earmarked in a special account for updating hardware and software used for the ownership & assessment records and half to the general fund to help cover clerical costs. This item was MSP.

## **7. Unfinished Business:**

**a. Sale of Floating Platform:** Sold for \$4,500 and deposited to the POA account.

**b. Keys Cleanup Day:** This will be held on Sept. 8, 2018. Barbara Higman & Chrys Kelley will be in charge. We will bring in 2 dumpsters, one for trash, one for green waste. The board approved up to \$1,500 for their rental.

**c. Keys Blvd Flood damage repairs:** Progress is slow, but surveyors were sighted at the damaged road sites the week of July 9<sup>th</sup>.

## **8. New Business:**

**a. Elections** - Appoint Nominating Committee – must be appointed 60 days (July 22<sup>nd</sup>) before Sept. Elections. Heidi volunteered to head up this committee.

**Positions up for Election:** Mike Herman – (2 years),

Heather McFadden – (2 years), Heather is resigning from the board, so we DO need a treasurer! Someone suggested using H&R Block, but we'd like to keep costs down & have a board member filling the position.

Joe Stella (2 years)

Regarding the Audit Committee, so far we have Ed Legan, Heidi Aragon & Sandy Magnan for this. We need 1 or 2 more.

**9. Correspondence:** The board was informed there may be a letter coming in from an owner requesting liens & fees to be waived for the last 4 years. Once received, the Board will follow the Dispute Resolution Policy and set a hearing with the property owner.

**10. Open Forum:** Points of interest: Liens are re-recorded every 10 years, currently \$89 (state mandated) each. We have to initially pay the cost, but they are recovered when they are paid. The Consumer Price Index fee is going up (what isn't?) from \$60.89 to \$62.62 in 2019.

**11. Next POA General Meeting at the Keys Clubhouse: Sept. 22 2018, at 10:00 am**

**12. Next POA Board Business Meeting at the Keys Clubhouse: Sept. 18, 2018, at 5:00 pm**

**13. Meeting Adjourned at: 6:49 pm.**