



Clear Lake Keys Property Owner's Association

POA General Meeting Minutes

Nov. 21, 2020

Meeting Starts 10:00 am 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 this is a Membership Meeting, members have the right to participate in the Board's deliberations and 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 become expelled from the meeting.

Face Masks Recommended. Please Practice Social Distancing

1. Meeting called to order by: Andrew Basurto at: 10:00 a.m.

2. Pledge of Allegiance

3. Roll call of Board Members:

President: Andrew Basurto	X	Director: Dave Bligh	U/A
Vice Pres: Kathy Meister	U/A	Director: Mary King	U/A
Treasurer: Debbie Changnon	X	Director: Sally West	X
Secretary: Heidi Aragon	X	Members and Visitors:	7

4. **Consent Agenda:** Due to the lack of a quorum on the part of the membership, this meeting is informational only and no votes will be cast for any business.

Meeting Minutes: Approve POA General Meeting, Sept. 19, 2020. **Not approved**

5. Treasurer's Report: Clear Lake Keys POA Treasurer's Report November 17 & 21, 2020

1. The period September/October 2020 end financials are as follows:

- Total Cash on Hand is: \$318,038.30
- Total amounts in the Reserve Funds are:
 - Equipment Replacement Reserve \$95,313.70
 - Channel Improvements Reserve \$47,214.42
- New Equipment Reserve \$63,336.18
- Net Income for this period was \$-3,674.16

****Disclaimer:** We continue to work on our Quick Book program. As we fix issues, e.g. account names updated to reflect current labels or recategorized, you may see some differences from the September 2020 Treasurer's Report.

2. The following POA financial reports are attached:

- Balance Sheet
- Cash Flow
- Profit & Loss

Any other financial documents may be requested by contacting me at the email address below.

3. We opened a CD at Wells Fargo on 09/14/2020.

- Amount invested: \$60,000.00 *Rate: 0.01% *Term: 6 months

4. The 2021 Operating budget is attached for approval. (was approved at 11-17-20 business meeting)
5. The 2020 Annual Budget Report is available via email through the treasurer. This is a new format for the POA & includes all State required reports.

6. **2021 POA Board Meeting Calendar:** Announced as approved from the business meeting prior.

7. Report of Committees

a. **Assessment Management: Debbie Changnon** gave an update on dues paid. 50 liens & pre-liens still outstanding.

b. **Admiral Report: Kathy Meister N/A**

c. **Channel Improvements Report: Kathy Meister N/A**

d. **Architectural Review:** 3 projects – 2 solar and 1 retaining wall

e. **Neighborhood Watch Report: Mike Herman** 1 break-in by an acquaintance of an owner that had a key.

f. **Abatement Report: Heidi Aragon** There is more compliance from owners taking care of their properties. It is important for people to lodge their complaints with appropriate authorities as well as the abatement chair.

g. **Emergency Preparedness Committee: Debbie Changnon** 3 volunteers came forward to complete CERT training=number of those needed for compliance. Keys Club OK'd use of parking lot & outdoor bathrooms to CERT in emergencies. Neighborhood Watch to receive forms to hand out for residents needing assistance during an emergency. Training is available on-line only at this time. Possible posting in the newsletter and bulletin boards asking for more volunteers.

h. **Fire-wise Community: Pamela Kicenski** Pam presented a plaque that is on display in the Keys Club. She posted a flyer about winter fire prevention on the Keys POA Facebook page. She is working with the Clear Lake Environmental Research Center to: a. document various Fire Wise Communities around Lake County, b. develop a GIS (geographical mapping system) based upon a wildfire and c. prioritization plan-fuels reduction-fire mitigation at High Valley.

i. **Newsletter: Judy Bligh** absent, but stated at business meeting, submissions for newsletter in by mid-December.

j. **Earth Meeting Report:** has not met since mid-March. Moose Lodge has offered their facility for meetings. Still working on a bench for the bus stop on Keys Blvd. & Hwy 20.

h. **Channel Committee:** This is a new committee voted on the last business meeting. Dana Moore is chairman. The committee will be clarifying details about water weeds permits, trying to get the admiral more involved and keep communication open between the county, Water Works and the POA.

8. Unfinished Business: None

a. **Nov. 7th Volunteer Dinner was cancelled due to COVID-19 Social Distancing recommendations.**

b. **Report on Keys Cleanup Day which was held Oct 10th; Debbie Changnon**

9. New Business: None

10. Correspondence: None

11. **Open Forum:** All questions were asked during the meeting

12. **Next Scheduled POA General Meeting at the Keys Clubhouse: March 20, 2021, at 10:00 am.**

13. **Next POA Board Business Meeting at the Keys Clubhouse: Jan. 19, 2021, at 5:00 pm**

14. **Meeting Adjourned at: 11:25 AM**

