



## Clearlake Keys Property Owner's Association

### POA Board Business Meeting Minutes March 15, 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.

1. Meeting called to order by the President at 6:30 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:	15

Admiral: Kathy Meister x

#### 4. Consent Agenda:

Meeting Minutes approved- January 19, 2016

#### 5. Treasurer's Report:

- a. Current paid 2016 membership assessment count as of March 6<sup>th</sup> is 747 out of 830 separate properties – 90% of properties.
- b. 137 Late Notices were mailed February 9, 2016 and payments have been coming in on those.
- c. Amnesty letters were sent to owners of 5 of the properties with currently unpaid assessments giving them until March 15 to pay without the late fee. These are properties where address changes occurred or there was a change in ownership that was not in our records.
- d. Pre-lien notices will be prepared for those owners of properties for which the 2016 assessments remain unpaid on April 1, 2016 and do not already have a recorded lien. 54 of the properties may be subject to the lien process.
- e. February month-end financials are as follows.
  - i. Total cash on hand is \$219,885
  - ii. Total amount in the Reserve Funds as follows:
    1. Reserve for existing equipment replacement is \$67,965.
    2. Channel Improvement Fund is \$39,752.
    3. Reserve for Lot Improvement is \$295.
    4. Reserve for Flood Expenses 2016 is \$9,520.
    5. Reserve for New Equipment is \$5,750.
  - iii. Total revenues for January and February totaled \$57,467.
  - iv. Total expenses for January and February totaled \$17,101.
- f. Continued from the January meeting was the recommendation to transfer \$20,000 into the New equipment fund that was established in the budget process for 2016. This amount is available due to 2015 revenues coming in higher than budgeted and expenses lower than anticipated. Discussion on this item brought to light the need to have the membership approve moving the excess revenue from 2015 to the 2016 budget. This will be presented at the March 19, 2016 General Membership meeting.

- g. The 2015 financial information has been presented to H&R Block and the completed return was just received back. Don Hubbard has been provided the paperwork to receive a copy of the return.
- h. We need to start thinking about 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.
- i. The Treasurer recommended an update in the collection policy to address past practice, Board meeting dates and late fees on properties with changes of ownership due to foreclosures. MSP. The updated collection policy is made a part of these minutes

**6. Report of Committees**

- a. Admiral's Report:. Spray boat captain volunteers needed. The harvester is running well.
- b. Channel Improvements: Debris Cleanup update
- c. Architectural Review:
- d. Neighborhood Watch: Break-ins update. Three incidents. Code enforcement on one street and tagging. Residents have 30 days to remove tagging on their property. Neighborhood watch Chair stepping down 1 June 2016. Search needed for replacement volunteer.
- e. Abatement:

**f. Special Projects:**

**7. Unfinished Business:**

Treasurer Search. No progress. Current treasurer will continue to do the liens and assessment payments of the job. The Board needs someone for the volunteer Board Treasurer position who will do the financial aspects of the job like deposits and financial reports. No volunteers found to date.

Website update.

Sand and Sand Bags. We purchased some sand bags and have donated sand available if needed for flooding.

**8. New Business:**

- POA General Members meeting March 19, 2016. Lake County Supervisor Jim Steele will be our guest speaker. Search to start for new neighborhood watch chair. Board approved funds for purchasing refreshments for the general meeting on the 19<sup>th</sup>.

9. Correspondence: The president sent a letter to a property owner regarding the association using his property to remove debris from the channel. The request was not granted due to the property owner not liking the trash that was left on his property from the last time he allowed us to use his property. The board was updated re status of the harvester. The status at the moment is that the association checked with banks for a loan to purchase a new harvester and cannot currently afford the interest rate they would charge for a required \$50,000 loan. There are options from the county that may change this in the near future.

10. Open Forum. Trees in the canal on your property are the homeowner's to remove at their own expense. The association can act but the problem is the board recovering the money. There is a domain issue re the webpage. A volunteer agreed to assist in solving this long term issue. The person developing the new website is Kevin Curry at Clearlake Internet.

11. Next POA Board Business Meeting at the Keys Clubhouse: May 17, 2016, at 6:00 p.m.

Adjourned for tonight at 7:16p.m. and to re-convene on the 19<sup>th</sup> of March 2016 after the general meeting concludes to discuss the transfer of \$20,000 to new equipment fund.

15 March 2016 POA Board meeting was reconvened on March 19, 2016 following the General membership meeting. Unable to take action on the transfer of \$20,000 to new equipment fund because the motion for the membership to approve the transfer of 2015 excess revenue to 2016 budget was not able to be published timely for action by the membership .

Adjourned 3:17pm