



# Clearlake Keys Property Owner's Association

## POA Board General Meeting Minutes November- 19-2016

**Meeting Starts 2 pm**

### 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: Sandy Magnan at: 2:00 p.m.**

**2. Pledge of Allegiance**

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

<b>President: Joe Stella – excused absence</b>		<b>Director: Steve Monson</b>	<b>x</b>
<b>Vice Pres: Doug Smith – excused absence</b>		<b>Director: Mike Herman</b>	<b>x</b>
<b>Treasurer: Sandy Magnan</b>	<b>x</b>	<b>Director: Ed Legan – excused absence</b>	
<b>Secretary: Heidi Aragon</b>	<b>x</b>	<b>Members and Visitors:</b>	<b>5</b>

**3a.** Report appointments made at last Board Business meeting: Appoint Mike Herman to fill director position due to Lew Channell resignation, Appoint Heidi Aragon as Board Director to the position of Secretary, accept Sandy Magnan resignation effective December 31, 2016, Appoint Heather McFadden as Board Director and as new treasurer, both effective January 1, 2017.

### **4. Consent Agenda:**

**No quorum present – Meeting for information only –**

Minutes from membership meetings in June 2016 and September 2016 cannot be approved due to no quorum present.

### **5. Treasurer's Report:**

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.
  - c. Total revenues for September and October totaled \$1,090.
  - d. Total expenses for September and October totaled \$1,982.
3. The approved POA Budget for 2017 is Income and Expenses in the amount of \$61,276 and is based on a new assessment amount for 2017 in the amount of \$59.90.
4. The Board approved setting up liability accounts for Flood expenses in the amount \$5,000; Harvester repairs in the amount of \$10,000; and attorney expenses in the amount of \$1,200.
5. The Board approved a transfer of up to \$18,000 to the New equipment fund from excess funds that are estimated after payment of bills currently known.

6. The Board approved a Records Retention Policy.
7. The Treasurer's duties were outlined as duties that are in the Bylaws: financial recordkeeping, deposit of monies, develop the annual budget, insurance, and reporting to the Board and Membership. This should make it more manageable for future volunteers.
8. The Board approved the designation of a Membership/Assessment Management Committee effective 1-1-2017 and appointed Sandra Magnan Chair of this Committee along with the Secretary and Treasurer as members.

**6. Report of Committees:**

**a. Admiral Report:** Harvester, Spray boats Harvester Repairs-\$8,500 estimate for repairs to Harvester.

Three of the spray boats are in good repair.

**b. Channel Improvements:** Trees-near the entrance to the canals, there are downed trees. The county is responsible for removal, but it was stated that they do not have the equipment.

**c. Architectural Review:** none

**d. Neighborhood Watch:** Purchased Signs-two more to go on poles in the canals, once the water comes up.

**e. Abatement:** none

**f. EaRTH Committee:** First meeting to take place Jan. 4<sup>th</sup>, 2017. Mike Herman to inform on time and place.

**g. Special Projects:** none

**7. Unfinished Business:** none

**8. New Business:** Shannon Ridge has what looks to be approval to grow grapes on their property along Hwy 29 & Orchard Shores. A meeting in January will take place to discuss concerns.

**9. Correspondence:** none

**10. Open Forum.**

**11. Next General Membership Meeting at the Keys Clubhouse: March-25-2017 at 2:00 p.m.**

**Adjourned: 2:30 P.M.**