



Clear Lake Keys Property Owner's Association

POA Board Business Meeting Minutes

Jan. 19, 2021

Meeting is via Zoom Meeting and Starts 5:00 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.

Meeting will be held remotely via the Zoom Meeting Application. Anyone interested in attending, please contact info.keyspoa@gmail.com.

1. Meeting called to order by: Andrew B. at: 5:09 p.m.

2. Pledge of Allegiance

| | | | |
|----------------------------|---|-----------------------|-----|
| President: Andrew Basurto | X | Director: Dave Bligh | E/A |
| Vice Pres: Kathy Meister | X | Director: Mary King | X |
| Treasurer: Debbie Changnon | X | Director: Sally West | X |
| Secretary: Heidi Aragon | X | Members and Visitors: | 6 |

3. Roll call of Board Members:

4. Consent Agenda:

Meeting Minutes: Approve POA Business Meeting of Nov. 17, 2020 **MSP**

5. Treasurer's Report: Clear Lake Keys POA, Treasurer's Report, January 19, 2021

1. The period Nov/Dec 2020 end financials are as follows:

- Total Cash on Hand is: \$317,870.58
- Total amounts in the Reserve Funds are:
 - Equipment Replacement Reserve \$101,128.70
 - Channel Improvements Reserve \$47,214.42
- New Equipment Reserve \$63,336.18
- Net Income for this period was -\$6,079.75

2. Additional 2020 Year End Financials are as follows:

- Net Income: \$19,733.18
- Reserve Fund Deposit: \$5,815.00 was made for 2020

Treasurer's Report, **MSP**

****Disclaimer:** Since we are continuously working on the Quick Book 2017 program, as we fix any issues & data problems, I will include those updates with my future reports.

2. The following POA financial reports are attached:

- Balance Sheet
- Cash Flow
- Profit & Loss

6. Report of Committees:

a. Assessment Management-Debbie Changnon;

Clear Lake Keys Property Owner's Association
PMI – Sonoma Assessment Collections Report
January 19, 2021

Deposited amounts include late fees, interest on late fees and donations to the Channel Improvement Fund & the General Fund.

** In regards to the October deposit amount, the owner sent their check to PMI instead of Axela so we had to pay Axela their costs.

2019:

December = \$21,421.67

2020:

January = \$24,743.91 (includes the Dec 2019 amount)

February = \$10,447.36

March = \$4,646.60

April = \$856.40

May = \$312.10

June = \$921.34

July = \$755.40

August = \$1,039.40

September = \$0.00

October = \$1,800.00 – \$816.07 to POA (\$983.93 paid to Axela) **

November = \$513.65

December = \$0.00

Total amounts deposited for 2020 = \$46,036.16

Total Assessment money deposited for 2020 = \$45,052.23

(\$46,036.16 – 983.93 = \$45,052.23)

Total Amount for Channel Improvements = \$1,310.00

Total amounts for General Fund = \$3,040.50

b. Admiral Report-Kathy Meister: Condition of all equipment & channels; progress of Harvester evaluation and repairs now that the Harvester is dry docked. Factoid: The Harvester was purchased used in 1986. Kathy was asked to form some kind of schedule for the spray boats as many residents are "not seeing them in their canals." Discussion of a bilge pump for the Harvester was discussed. This will be researched.

c. Channel Improvements Report-Dana Moore: Dana was absent, Pam K. filled in. The committee's primary concerns are twofold. One is the Harvester. **a.** Water Works is interested in buying our Harvester, so it does have some value. Still working on it to find best course of action: repair or sell and get a newer one. **b.** Weed removal. A fish called the Hitch may be a barrier to harvesting the weeds in our channels according to Calif. Fish & Game. Permits and applications are being explored.

d. Architectural Review: Nothing to report

e. Neighborhood Watch Report-Mike Herman: Review of 2020: Of the 10 burglaries in 2020, 8 were committed in December. The culprits have been arrested. There were 13 incidents involving homeless people.

f. Abatement Report: Heidi Aragon: Nothing of note to report.

g. Emergency Preparedness Committee-Debbie Changnon: Nothing to report

h. Fire-wise Community: Pamela Kicenski: There are new fliers on smoke detectors and wildfires.

i. Newsletter-Judy Bligh: No information

j. EaRTH Meeting Report: E. J. Crandall, our district supervisor, asked Pam K. to serve again. She is completing the process. The committee is looking into resuming meetings via Zoom.

7. Unfinished Business:

a. New Laws-Accessory Dwelling Units: Unable to discuss as no word forthcoming from the county.

b. Discussion regarding outdated Bylaws & CC&R's: 7 a&b will remain of the agenda as a bookmark for future discussion, whenever Lake County Supervisors get caught up to the new laws and we are notified.

c. Assessment Collections: Discussion on PMI proposal to charge a "reminder" fee of \$25.00 to those homeowners who have not paid their association fees by Feb 1st. This was put to a vote. **MSP**

8. New Business:

a) **New Harvester discussion:** Updates: See admiral's report and Channel Improvements Report.

b) **2021 Harvester and spray boat calendar:** Kathy Meister: See Admiral's Report. Kathy will ask the spray boat operators to go out weekly as weather, conditions, etc. permit.

c) **Discussion: Mike Herman/Eric Jensen** Regarding the POA paying for the partial cost of replacing the Neighborhood Watch CCTV system at the corner of Everglade and Keys. This was put to a vote. The POA will bear costs not to exceed \$1,000. **MSP**. The next step is to find someone to help install it.

9. Correspondence: None

10. Open Forum: Discussion on "sharing" lot on Hwy 20 with North Shore Fire District, Clearlake Oaks division, as they have experience break-ins of personal vehicles. There will be contact with them for further information. Tabled to next meeting.

There was a discussion to combine reserve funds together under "one roof," with sub-categories such as "algae fund," "equipment replacement fund," etc. This will make our records in compliance with state regulations again. Put to a vote and **MSP**.

11. Next Scheduled POA General Meeting at the Keys Clubhouse: March 20, 2021 at 10:00 am. This meeting will be via the Zoom Meeting application. Depending on the county pandemic rating, the meeting may be held at the Keys Club.

12. Next POA Board Business Meeting via Zoom: March 16, 2021 at 5:00pm

13. Meeting Adjourned at: 7:18 pm MSP