



Clear Lake Keys Property Owner's Association

Board Meeting Minutes

Tuesday, July 14, 2026, at 5:30 pm

Meeting held at the Keys Club & via Zoom

1. Call to Order: 5:30 pm

2. Roll Call:

President: Bruce Last	x	Director: Vacant	
Vice President: Dan Callison	x	Director: Ed Legan	x
Treasurer: Vacant		Director: Steve Robin	x
Secretary: Kirk Carpenter	x	Vallen Cooper – Commonwealth Property Management Zoom Meeting	x

3. Summary of Executive Session - None.

4. Consent Calendar:

a. Minutes Approval – MOTION M/S/C to approve the May 2026 Board Meeting Minutes.

b. Financial Report Approval - M/S/C to approve the YTD June 2026 Financial Report.

The CPA is working on the tax returns that were filed on the wrong form for several years.

He is also working on the CA State mandated CPA Review which when completed will

be mailed to all owners in the community per David Sterling. It was noted that Treasurer

Debe resigned due to personal reasons. I

5. Committee Reports

a. Channel Spraying Report and Algae: Kirk Carpenter reported the spraying is complete for now. He will begin the next spraying phase as soon as the county approves and the weather is cooperative with the correct temperature to spray. Steve following up with the county for the 2026 \$10,000 grant.

b. Architectural Review Report: No applications received. Dan noted that there is a lot of red tagging being done by the county for violations.

c. Neighborhood Watch Report: Mike Herman provided his report. He suggested asking owners who have cameras to allow access by the Board and the Neighborhood Watch Committee I the case of an event. He reviewed the number of break-ins each year. This year the dog issues have been higher than any other year.

d. Abatement Report: Steve Robin reported that 170 were sent as Courtesy Letters, 45 converted to Violation plus 40 more Courtesy Letters. The inspection for Hearings will

be completed by this weekend.

- e. **Governing Documents Revision Update:** There are again not sufficient ballots returned as of today for the two ballot issues. The Ballots will be opened at the next October Meeting as there are enough ballots to vote on the Bylaws Amendment and the Board will reconsider how to address the future of the CCR project.
- f. **POA Newsletter:** The newsletter is being prepared to be published.
- g. **Admiral Report:** Admiral Jim Oyler reported that the harvester has been repaired. He has been cleaning up the docks and various items in the channels. He also noted that there still is quite a bit of debris which needs to be cleaned out for safety concerns.
- h. **Update Grant, T Klaus Park Funding:** An article will be in the newsletter to update all owners.
- i. **Camera report:** Owners will be asked to volunteer their internet connection at various locations to run the cameras. Mike will write an article for the Newsletter.

6. Unfinished Business:

- a. **Update of Articles of Incorporation Amendment** (Tabled until the CCR Project is complete)
- b. **Adams Sterling Unpaid Legal Bill** – No update.
- c. **Credit Card Settlement Update** – No update.
- d. **Equipment Discussion** –
 - 1) **Disposing of equipment or not (spray boat, conveyer)** – Tabled.
 - 2) **Repair and/or conversion of equipment** Discussed the options available for the repairs. Jim Oyler has had success in repaired the harvester and it is currently in operation.
 - 3) **Purchase of equipment** – To be as paid out of Petty Cash.
- e. **Hwy 20 Lot Status** – The lot is clean and clear. Remove from Agenda.
- f. **Governing Documents Ballot Extension** – MOTION M/S/C to extend the count to October 17, 2026.
- g. **Abatement Rules** – Steve reported that the items being enforced now are fire enforcement and front yard storage. Phase 2 is front yard storage specific to things stored on the ground and such, not things on a trailer. Phase 3 is the vehicles and trailers. Steve suggested a committee of Board members look at the issue to determine the priority. A Committee was created with Steve as Chair and Ed and Dan on the committee.
- h. **Architectural Rules Process, Procedure, Fees and Approval Establishment Project.** – Tabled.
- i. **Smart Sheets Research** – Tabled. Looking for software to use for this project.
- j. **Other Old Business:** None

NEW BUSINESS

a. Next Meeting Dates – Executive Session Hearings will be held August 18 at 5:30 pm; October 13 at 5:30 pm (Board Meeting – 2027 Budget Approval) and General Meeting October 17 at 10:30 am. Both to be held in the Keys Club.

b. Hwy 20 Channel Easement – It was noted that the easement across the private lot is outside the POA boundary. It was granted to the owners at the POA. This needs to be reviewed by the POA attorney. Tabled.

c. Other New Business – None.

7. New Business – The lot on which the Keys sign is located is being researched to see if it might be available for the POA to purchase. Tabled.

8. Adjournment: 7:35 pm