



# Clear Lake Keys Property Owner's Association

POA Board Business Meeting Draft

Jan. 21, 2020

Meeting Starts 5:00 pm 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 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: **Mike Herman** at: **5 p.m.**
2. Pledge of Allegiance
3. Roll call of Board Members:

President: Mike Herman	X	Director: Dave Bligh	X
Vice Pres: Kathy Meister	E/A	Director: Andrew Basurto	X
Treasurer: Debbie Changnon	X	Director: Sally West	X
Secretary: Heidi Aragon	E/A	Members and Visitors:	4

## 4. Consent Agenda:

**Meeting Minutes:** Approve POA Business Meeting, Nov. 19, 2019. **MSP**

## 5. Treasurer's Report:

### Clearlake Keys POA-Treasurer's Report January 21, 2020

1. The November/December 2019 period end financials are as follows:
  - a. Total cash on hand is \$287,350.31.
  - b. Total amount in the Reserve are as follows:
    - i. Reserve for equipment replacement is \$63,336.18
    - ii. Reserve for Channel Improvement is \$49,209.42
    - iii. Reserve for New Equipment is \$87,337.30
  - c. Total Income was \$8,750.72 (excluding PMI)
  - d. The West America business checking account & money market account was reconciled by myself & Kathy Meister. There was a 0.40 discrepancy found in the checking account.
2. The POA financial reports show the Nov/Dec Profit & Loss, Balance Sheet, Statement of Cash Flow. All books are in balance.

3. Zeroed out the Reserve Funds for 2019 as they didn't meet the true definition of Reserve Funds. Transferred \$275.00 from Attorney Reserve back to Channel Improvement, \$11,290.00 from Disaster Reserve back to the New Equipment Fund, and \$2,045.00 from Property Management back to Channel Improvement.
4. Made Annual Year End Contribution to the Equipment Reserve Fund of \$5,931.40.
5. Due to the \$100,000 CD that was opened in August 2019, the "Net Income" for the year was -\$60,354.84. \$41,265.64 was put into the checking account in Operating Capital on 1/29/2019 and should have gone into a special temporary account. On 8/06/2019 a check for \$100,000 was written to open the CD at Wells Fargo. This required an additional \$58,734.36 from Operating Capital.
6. Motion to accept the Treasurer's Report. **MSP**

## 6. Report of Committees:

- a. **Assessment Management:** There have been problems with the 2020 invoices. Some owners did not follow instructions and many payments had to be forwarded to PMI. No electronic payment option yet. Having two addresses – one for payment and another for donations is not working. We have one year to sort out problems.
  - i. December 2019 collections for Assessments is \$35,800.00. 424 owners have sent in payments.
  - ii. PMI deposited \$21,000.00 for Assessments. It is still pending at West America Bank.
  - iii. The Contributions (donations) amount is \$4,680.22.
  - iv. PMI states they do not have the exact amount of donations as yet.
  - v. Requested explanation of \$10,119.78 difference from PMI. Will report back at the March meeting.
- b. **Admiral & Channel Improvements Report:** The County requested we remove the boom by Island Drive and it is out. Booms need to be removed and a couple have been broken loose. Numerous trees and barrels are scattered around the canals. There is an abandoned sail boat that the county will pick up. We will not have weed permits until March. Equipment, except one spray boat, are all operational. Nothing new on hydrilla as it is dormant in cold water.
- c. **Architectural Review:** There are some solar projects on going.
- d. **Neighborhood Watch Report:** The number of calls has been going down every year. The number of burglaries are also down.
- e. **Abatement Report:** The owner of the under-construction house on Island Circle will send monthly status reports. There were two trees down. One took out a deck and the other fell into the channel.
- f. **Special Projects:** Emergency Preparedness Committee – Pam Kicenski has applied for a grant to put on a Neighborfest in the Keys and should know the end of January. Waiting for Certification training class schedule to be announced.  
  
Firewise Community- Pam Kicenski has applied for our community to be become a Firewise community.
- g. **Newsletter:** Not due until end of March.
- h. **EaRTH: Meeting Report:** Pam Kicenski reported additional lighting will be in store for the Oaks. Mandatory garbage may not be on the County agenda yet.

## 7. Unfinished Business:

- a. **Clear Lake Keys POA Facebook Page** – nothing new to report

**b. Webmaster** – wants to update the site and give it a fresh look.

**8. New Business:**

- a. New State Laws-Accessory Dwelling Units:** Chief Planner for the County doesn't have any answers yet on new rules. The CC&Rs cannot be rewritten until the County makes its rules.
- b. New State Laws- Elections:** The by-laws will need to be redone. New law states that and elections must be held and must have a nominations period. Ballots need to go out 30 days in advance.
- c. By-Laws and CC&Rs need to be updated:**
  - i. By-Laws Article 4 concerning elections
  - ii. CC&Rs have four Articles to update. Article 3 concerning buildings; Article 4 regarding setbacks; Article 15 defining consumer price index that dues are based on.
- d. Board will need to start process regarding New 2020 Laws:** Elections are the most important. Board needs to start working on this no later than June. CC&Rs can wait until later. Motion to discuss with attorney how to proceed. **MSP**
- e. Equipment Reserve Fund.** POAs are required to have Fund audited annually by a licensed firm. Browning Reserve Group submitted contract for audit. \$1400 proposed for audit. **MSP**
- f. Assessment Collections potentially handled by Axela Tech.** Tabled to next meeting.
- g. 2020 Weed Harvesting Permits.** Will go out mid-February.

**9. Correspondence:** Written correspondence from Don Hubbard recommended keeping QuickBooks as the accounting software.

**11. Next POA Board Business Meeting at the Keys Clubhouse: March 17, 2020, at 5:00 pm**

**12. Next POA General Meeting at the Keys Clubhouse: March 24, 2020, at 10:00 am.**

**13. Meeting Adjourned at: 6:37-MSP**