



Clear Lake Keys Property Owner's Association

POA Board Business Meeting Minutes

March 20, 2018

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: **5:00 p.m.**
2. Pledge of Allegiance
3. Roll call of Board Members:

President: Mike Herman	X	Director: Debbie Changnon	X
Vice Pres: Kathy Meister	X	Director: Joe Stella	X
Treasurer: Heather McFadden	X	Director: Ed Legan	X
Secretary: Heidi Aragon	X	Members and Visitors:	14

4. Consent Agenda:

Meeting Minutes: Jan.16, 2018. MSP

5. Treasurer's Report: Clearlake Keys POA-Treasurer's Report March 20, 2018

1. The February month end is as follows:
 - a. Total cash on hand is \$354,024.
 - b. At Year end the total amount in the Reserve Funds are as follows:
 - i. Reserve for equipment replacement is \$75,446.
 - ii. Channel Improvement Fund is \$45,687.
 - iii. Reserve for Lot Improvement is \$235.
 - iv. Reserve for Disaster Expenses is \$9,350.
 - v. Reserve for Attorney Expenses is \$2,500.
 - vi. Reserve for New Equipment is \$56,270.
 - vii. Reserve for Harvester Repairs is \$217.
 - c. Total revenues totaled \$21,331.
 - d. Total expenses were \$6,230.
 - e. The attached Budget shows the summary of income sources and expense categories at Year-end, and compares the numbers to the prior year.
2. The following POA financial reports are attached: Year-end Profit/Loss, Balance sheet, and Cash Flow. Also attached is a list of the checks issued for January and February. Let me know if there are any questions.
3. The total insurance bill for 2018/2019 year is \$13,056 has been paid to date.
4. The 2017 financial information has been presented to H&R Block and they have completed our Tax Return. I have mailed the state copy to the Franchise tax board with the required \$10 fee.
5. 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 Mike Herman for appointment.

6. The totals Special Project contributions in 2017 was \$2443. I need a motion of the Board to transfer that amount to the Channel Improvement Reserve Fund. MSP

Heather McFadden, Treasurer

6. Report of Committees

a. Admiral & Channel Improvements Report: Condition of all equipment & channels: Boat stickers & weed permits have all been received. There are 2 rogue docks and some logs that need to be taken to the Hwy 20 ramp & taken away. The water is still too low for harvesting weeds, but is OK to gather garbage in the water. A request was made by a member to pick up a tire tied up to his dock.

b. Architectural Review: Discuss info page for web site and possible fee increase. It was reported that there are five reviews underway for new housing or improvements. It was MSP to include information on the website regarding rules for what permits, requirements and clearances are needed for any and all types of construction or improvements. It was also MSP to increase fees to \$60 that add square footage, i.e. decks, docks, in-ground pools or additional roof area including carports. Fees for exterior remodels that do not add square footage i.e. roof replacement, solar panels, seawalls, shed & concrete walkways will go up to \$35. This will take effect 5-1-18

c. Neighborhood Watch Report: The cameras on Everglade and Keys Blvd. have been fixed or replaced. The house on Driftwood formerly inhabited by squatters has been red-tagged by the sheriff's dept.

d. Abatement: Report read regarding various violations including animals, property & vehicles. Ongoing efforts at compliance are continuous & results are mixed. Attorney meeting, Opinion Letter & New Enforcement Policy: Discussion ensued regarding adding rules to existing CC&R's that will enable the POA to enforce them. MSP to have attorney write the enforcement policy as suggested. Once finalized, the new policy will be sent to all members for consideration. 12875 Island Circle Update: Owner is now cooperating with the POA in cleaning the lot and states he will give us monthly notice on progress to finish the house.

We got a ruling on using the Equipment Reserve Fund, which states that we can use it to buy new equipment such as a harvester to have on hand whenever the old one is "in the shop." The board agreed and MSP.

e. Special Projects: Early Warning System, Discuss/approve amount POA will put into the project: There is ongoing research regarding evacuation routes, designated areas of evacuation for Clearlake Oaks, education and the use of Code Red and Nixle warning systems. MSP that the POA pledged \$5,000 from the Disaster Fund for an early warning siren tower that may be placed on Keys Blvd. near Everglade.

f. EaRTH: Meeting Report: The "safe routes to school" project has begun on Hwy 20.

1. **g. Assessment Management:** Update on 2018 dues paid, Task Force Report, Committee to consider electric fee payments for 2019 Assessment. Summary of POA Assessment status:

- a. Current paid 2018 membership assessment count as of March 13, 2018, is 745 out of 829 separate properties – 90% of properties. Last year at this time we had 736 paid.
- b. Of the 745 payments received to date, there are 4 that paid the assessment and still owe a late fee and a few that still owe less than a dollar so will be added on to next year's assessment.
- c. There were two checks returned by the bank and payment reversed. The \$25 return check fee has been added to the assessment along with the late fee.
- d. I have prepared 9 Lien Release Documents since the beginning of the year and have at least 2 others that are in escrow or pending payment. We still have 33 liens that are still active.

7. Unfinished Business:

a. Sale of Floating Platform: Open & consider bids: It was stated that the CLOGBA was interested in purchasing the platform for \$4,000. Mike will speak with them about this.

b. Keys Cleanup Day: Tabling for now, but looking at possibility of adding Schindler Creek to the Hwy 20 bridge.

c. East Channel Levee & Boat Ramp Cleanup Committee: Looking for volunteers and a chairman.

d. Keys Entry Sign Repair: Mike replaced the missing bolts. Discussion of clean & repaint at a later date.

e. Keys Blvd Flood damage repairs: An email was sent in February to the Public Works Dept., who promised to repair the road, but no reply. Same for Supervisor Jim Steele.

8. New Business:

a. 4th of July Boat Parade: The parade will be Sunday, July 1st.

b. Board of Supervisors candidate Q&A with the Keys Club: Heidi & Mike volunteered to be on a committee to ask questions of candidates. The Keys club will be asked to provide a couple of people as well.

c. Newsletter – Judy Bligh is new Editor: Ideas were discussed about sending newsletter. Time, postage & stationery are a major concern. Email only seemed a viable option.

d. Trash in Schindler Creek: Possibly combing this with the Keys clean-up day.

9. Correspondence: None, but we had a guest speaker, Chief Jay Beristianos from the North Shore Fire Protection to talk about Measure "E," the increase in fees for more equipment and personnel.

10. Open Forum.

11. Next POA General Meeting at the Keys Clubhouse: March 24 2018, at 10:00 am

12. Next POA Board Business Meeting at the Keys Clubhouse: May 15 2018, at 5:00 pm

13. Meeting Adjourned at: 7:10 PM