



# Clearlake Keys Property Owner's Association

## POA Board Business Meeting Minutes

### 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: Joe Stella. July 19, 2015 at: 6:32 p.m.**

**2. Pledge of Allegiance**

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

<b>President: Joe Stella</b>	x	<b>Director: Steve Monson</b>	E/A
<b>Vice Pres: Doug Smith</b>	x	<b>Director: Lew Channell</b>	E/A
<b>Treasurer: Sandy Magnan</b>	x	<b>Director: Ed Legan</b>	x
<b>Secretary: [vacant]</b>	0	<b>Members and Visitors:</b>	9

**4. Consent Agenda:** Meeting Minutes approved for May 17-2016. To fulfill requirements that a corporation have a Secretary, Ed Legan was appointed by President Joe Stella and affirmed by the Board as interim Secretary while we search for a permanent replacement.

**5. Treasurer's Report**

1. Summary of POA Assessment status:
  - a. Current paid 2016 membership assessment count as of July 2<sup>nd</sup> is 791 out of 830 separate properties – 95% of properties.
  - b. On May 27, 10 liens were filed. One is already paid and requires a lien release filed. There is one more parcel to mail a pre-lien notice.
2. June month-end financials are as follows.
  - a. Total cash on hand is \$221,870.
  - 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 Flood Expenses 2016 is \$9,520.
    - v. Reserve for New Equipment is \$5,750.
  - c. Total revenues for May and June totaled \$1,625.
  - d. Total expenses for May and June totaled \$3,569.
3. The transfer of \$20,000 into the current budget New Equipment Fund that was established in the budget process for 2016, was approved at the General Membership meeting held June 25, 2016. Need approval to make the transfer in the books. MSP
4. Since there was money unused in the Flood Expense for 2016 fund, motion required to transfer the amount of \$9,520.10 into the New Equipment Fund. MSP
5. At the General Membership meeting on June 25, Diana Dixon volunteered to serve on the Audit committee and later Gayle Atkisson agreed to serve on this committee. Joe Stella, President of the POA then appointed Ed Legan as Chairman of the Audit Committee and Diana Dixon and Gayle Atkisson as committee members. The Board affirmed the appointments. The audit has to be completed for presentation at the September meeting.

6. The Reserve Study will be updated for the 2017 budgeting process.
7. The Budget for 2017 needs to be approved at the November Board Meeting. There will be a budget workshop between the July and September Board meetings to begin the process.

**6. Report of Committees:**

**a. Membership:**

**b. Admiral Report:** 37 buckets of water taken out of harvester. It needs to be taken out of water for maintenance/repairs soon. Steve gave detailed report on the condition of each spray boat, including need for Bimini replacement, carburetor details, and condition of respective lower units. He explained that if proper care WOULD HAVE BEEN exercised that much of this damage could have been prevented in the first place. He also stated that due to minimum usage, two of these boats should be winterized and put into Storage. The Board authorized Steve Abel to purchase a new Bimini top at WalMart for approx.. \$159.

**c. Channel Improvements :**

**d. Architectural Review:** two given to Sandy by Joe.

**e. Neighborhood Watch:** Michael Herman gave detailed accounting of break-ins on Marina Village and Shoreview , illegal trailer parking Everglade on , and Neighborhood Watch meeting he attended last month in Nice. We should update our Neighborhood Watch signs to the new blue type approved by County. He also gave info on reporting excessive weed problems and contact reporting info in the keys area. For personal security measures property owners should use, he explained how to properly secure the garage door to prevent illegal entry, using lights on timers, motion light usage, using your existing alarms, and having neighbors watch your premises.

**f. Abatement:** Excessive weed on lot on Marina Village and lot on Ebbtide Village.

**g. Special Projects:**

**7. Unfinished Business:** Still looking for Secretary as well as Treasurer, as no one has volunteered for either open position, even after POA sent out notices asking for volunteers to fill both positions. If you know of anyone contact us ASAP. Nominations close August 10, 2016. The website is still not completed. We are still working on it, as well as posting old and new documents to it.

**8. New Business:** Steve Munson was appointed chairman of nomination committee, Since the Keys Club has changed their meeting time to 5:00 PM, we will be changing our future Business meeting time to 7:00 PM.

**9. Correspondence:** Letter from county concerning our lot. We need to approve the new curb on our lot that the county is preparing to install. This will be at all county expense. The President is authorized to sign the form that gives our permission in this matter.

**10. Open Forum.** Another tree has fallen into the east canal. The POA will contact the land owner concerning this matter.  
Boat parade went well everyone had a good time.

**11. Next POA Board Business Meeting at the Keys Clubhouse: Sept 20 2015 at 7:00 p.m.**

**Meeting adjourned at 7:02 July 19, 2016**