



# Clearlake Keys Property Owner's Association

## POA Board General 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**      **Sept 19 2015**      **at: 2:02 p.m.**
2. Pledge of Allegiance
3. Roll call of Board Members:

President: Joe Stella	x	Director: Steve Monson	0
Vice Pres: Doug Smith	x	Director: Lew Channell	EA
Treasurer: Sandy Magan	x	Director: Ed Legan	x
Secretary: [vacant]	0	Members and Visitors:	11

#### 4. Consent Agenda:

**Business Meeting Minutes of August 18, 2015 unanimously approved**

#### 5. Treasurer's Report

##### 1. Summary of POA Assessment status:

- a. Current paid 2015 membership assessment count as of September 7<sup>th</sup> is 787 out of 831 separate properties – 95% of properties. There are 44 unpaid 2015 assessments. Four of the properties that are paid, paid the assessments and the late fee, but two of the properties had already incurred pre-lien fees and the other two had already had a lien recorded. Payments are required to be applied to the assessment first so the remainder will be added to the next year's assessment.
- b. The assessment amount with only a .1% increase in the June 2015 CPI for 2016 will be \$59.31.

##### 2. August financials are as follows.

- a. Total cash on hand was \$179,331.
- b. Total amount in the Reserve Fund is \$65,465. Total amount in the Channel Improvement Fund is \$34,994. And total in the Reserve for Lot Improvement is \$715.
- c. August revenues totaled \$438.
- d. Total August expenses were \$2,376 that included \$231 for DMV fees and \$375 for fleet fuel including hydraulic fluid for the Harvester.

##### 3. The Audit Committee has met and will be presenting their report.

##### 4. Beginning in August 2015, we will be charged \$53.30 per month for water on the Lot on Highway 20 because of a new ordinance in place with the Clearlake Oaks Water District.

##### 5. Preliminary 2016 Budget is attached. Final budget needs to be approved at the October meeting so the Disclosures are ready for a November mail out along with the 2016 calendar.

6. Report of Committees:

a. Membership:

b. Admiral Report : Harvester still working and, as hydraulics are not working at 100 % ,as we are still waiting for replacement parts. Still hard to find dumpsite for weeds as water is so low and most available sites already full from previous dump material. Spray boat 2 still in need of motor repair. Steve will try to repair it soon.

c. Channel Improvements Still awaiting CICC sampling results. Sample sent back to lab in mid-west, but backlog still exists there. Will have results next week .If sample is viable for bio fuel process, their grant writer will try to get new harvester to remove algae conversion process. Also possibly purchasing of part of east canal field for possible algae skimming site.

d. Architectural Review: Owner of garage on Venus Village went to County for approval.

e. Neighborhood Watch 1998 Ford Explorer stolen on Sunday from Bass Lane on Labor Day. Camera video checked and did not find that vehicle due to wrong time /Date or other factor, given by victim. Checked video up to 10 hours earlier and found no vehicle in question. Victim states that maybe time / date reported may be in error. Possible break in on Everglade. Report of dogs chasing joggers.

f. Abatement: nothing to report,

g. Special Projects nothing to report

7. Unfinished Business: Still looking for replacement Secretary. website update slow due to recent fire activity near his locality. Needs more photos and documents for website.

Dock repair now completed and we received a \$100.00 donation discount from completion price.

Total was then \$800.00 after \$100.00 DONATION.

Sandra Magnan, Treasurer presented the audit report summary. The report stated that they reviewed business records and financial statements. Records checked were completed and did contain some minor inconsistencies. Committee recommends that entirety of Treasurer Report be recorded as part of the meeting minutes. Also bank account reconciliations were checked and one check was found outstanding .This \$75.00 item was subsequently corrected. Checked 2 expenditures for each month and each had proper corresponding invoices. Recommended future that expenditures for future be invoices as to what was purchased and for exact amount of each purchase, for Food, Gas, To Go. All expenditures over \$1000.00 must meet board approval to be in compliance with POA By Laws as well as receiving more than one estimate for these purchases before making such purchase. Petty cash fund was discontinued and deposited into POA account. The Adobe Acrobat software was not in the possession of the POA and presently is accounted for .No documentation per POA equipment was found and this must be completed. The \$1000.00 rule of the past administration appears to be in violation of POA by laws ,since expenditures greater the this amount were allocated without specific board approval that can be documented and verified, as well as check approval was not verified by a legal board vote, only the signature of the check writer. This rule was originally put into effect to guard against favoritism and nepotism by a board member acting without full board approval that appears to have possibly occurred in the past. Civil codes put the responsibility of approving expenditures upon all board members, not just the treasurer and check writer. The Secretary stated that the prior board's vote on that alleged rule could not be found or documented in that October meeting minutes that corresponded to when such vote was taken. The present board will rectify this upon approval of the upcoming budge.

The 2016 budget includes amounts for a newsletter if someone is found for this job. Increased budget for attorney to secure some legal opinions that have come up in the past year, and \$720.00 for water fees on the POA Hwy 20 lot.

There will be no election as no one applied for POA Board.

New procedure designated for harvester operator as well as for involved pre- training.

8. New Business:

a. Correspondence: foreclosure letter from property on Blue Heron

9. Open Forum.

10. Next General Membership Meeting at the Keys Clubhouse : Nov. 21 2015 at 2:00 p.m.