



# Clearlake Keys Property Owner's Association

## POA Board General Meeting Minutes March- 19-2016

### 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: **President** at: **2 p.m.**
2. Pledge of Allegiance
3. Roll call of Board Members:

President: Joe Stella	x	Director: Steve Monson	x
Vice Pres: Doug Smith	x	Director: Lew Channell	
Treasurer: Sandy Magnan	x	Director: Ed Legan	
Secretary: Cathy Jones	x	Members and Visitors:	32

**Attendance:** Barbara Stella, unreadable signature, Joseph Martinez, Erlinda Martinez, Diana Dixon, Jim Steele, Olga Martin Steele, David Murfin(unreadable signature), Bill McHugh, Patti McHugh, Diana Butler, James H. Butler, Don Hubbard, Judy Noell, Harold Noell, Harold Crank, Leroy Dubrall, Barbara Higman, Frances Armstrong, Eric Jensen, Anthony Thomas, Bob White, Dennis Mancini, Rod and Josie Vargas, Harry and Jan Schlickemayer, William Veiga Jr., Alfred Hunt, Carol Mancini, John Brotherton, Doug Smith.

**Excused Board member absences:** Lew Channell and Ed Legan

**Guest speaker Jim Steele, Lake County Board of Supervisors, third district. Explained the concept and purpose of the town hall/municipal advisory meetings. He asked for a vote to send a representative from the POA, like the president, to the regular town halls. The majority approved sending a representative to a town hall.**

**2:25pm break**

**2:30 meeting started with Pledge of Allegiance**

#### 4. Consent Agenda:

**Meeting Minutes: November 21 2015 approved**

#### 5. Treasurer's Report:

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

- a. Current paid 2016 membership assessment count as of March 6<sup>th</sup> is 747 out of 830 separate properties – 90% of properties.
- b. 137 late notices were mailed out the first week of February and payments are coming in for them. Last year I mailed 150 notices.

- c. Pre-lien notices will be prepared for those owners of properties for which the 2016 assessments remain unpaid on April 1, 2016 and do not already have a recorded lien. There are 54 properties that may be subject to the lien process.
- 2. 2015 Year end financials are as follows.
  - a. Total cash on hand at Year end is \$195,208, which includes collected prepaid assessments and donations for 2016.
  - b. At Year end the total amount in the Reserve Funds are as follows:
    - i. Reserve for equipment replacement is \$67,965.
    - ii. Channel Improvement Fund is \$36,494.
    - iii. Reserve for Lot Improvement is \$295.
    - iv. Reserve for Flood Expenses 2016 is \$10,000.
  - c. Total revenues totaled \$69,600.
  - d. Total expenses were \$42,539.
- 3. The Board approved the Treasurer's request to transfer the donations received in 2015 and designated as special projects fund contributions in the amount of \$3,258.50 to the Channel Improvement Reserve Fund.
- 4. February month-end financials are as follows.
  - a. Total cash on hand is \$219,885
  - 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 \$295.
    - iv. Reserve for Flood Expenses 2016 is \$9,520.
    - v. Reserve for New Equipment is \$5,750.
  - c. Total revenues for January and February totaled \$57,467.
  - d. Total expenses for January and February totaled \$17,101.
  - e. The attached Budget shows the summary of income sources and expense categories Fiscal YTD and compares the numbers to the prior year.
- 5. I have recommended to the Board to transfer \$20,000 into a New equipment fund that was established in the budget process for 2016. This amount would be available due to 2015 revenues coming in higher than budgeted and expenses lower than anticipated. To apply last year's revenues to the 2016 Budget in accordance with IRS Revenue Ruling 70-604 I present a resolution to be approved by the membership. Because there was not enough time to place this resolution on the agenda for this meeting, the resolution will be presented at the next General Membership meeting in May.
- 6. There will be only 830 total parcels as the following addresses will be merged into one parcel in the Assessor's records sometime during 2016: 12947 and 12953 Lakeland.
- 7. The total insurance bill has now been paid and I am pleased to report the total bill is slightly down from last year for the same insurance - \$16,675 for 2015-2016 down from \$17,196 for 2014-2015. Our policies run December to December.
- 8. The 2015 tax return has been completed and the cost was again \$125
- 9. We open to the membership the opportunity 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 Joe Stella for appointment.
- 10. At the Board meeting last Tuesday, the Board approved updates to the collection policy to address past practice, Board meeting dates, a change in the Civil Code numbering and late fees on properties with changes of ownership due to foreclosures.

A new volunteer treasurer is still needed. Sandy will continue to do the liens and assessment payments of the job. The Board needs someone for the Board Treasurer position who will do the financial aspects of the job like deposits and financial reports.

6. Report of Committees:

- a. Admiral Report : Harvester, Spray boats. Steve thinks the spray boat #2 and 3 (can't remember which) motor needs retiring from that boat. Two volunteers needed for spray boats. The harvester has been going out and removing azola. She's picking up logs and trees. She's training new volunteers on

harvester or going for a ride. We have started dumping weeds.

b. Channel Improvements:

c. Architectural Review:

d. Neighborhood Watch: New neighborhood watch chair needed. There has been tagging. Homeowners not residents have been notified they have 30 days to remove the tagging. It seems to have stopped. Call the sheriff if you see tagging. Two signs have been replaced that were tagged. Code enforcement red tagging a trailer on Everglade. Awaiting enforcement action.

e. Abatement:

f. Special Projects:

7. Unfinished Business: Looking for new volunteer Treasurer, Sand and Sand bags. Don at Clearlake Lava has donated free sand and the association has purchased 2,000 sand bags in case of flooding. \$10,000 set aside in emergency fund.

8. New Business: Introduce Cathy Jones as newly appointed Secretary, Jim Steele guest speaker.

9. Correspondence: Shannon property. Clay Shannon will not allow the POA to use his property to dump azolla plants because trash was left last time. Clearlake Lava will allow us to use the back of his property so we have a place to dump the plants removed from the canals.

10. Open Forum. The county might help the POA finance a new or used harvester via low interest rate assistance. This is hoped to be known in next few weeks or months. The old harvester will continue to be worked even if we buy a new/used harvester because the old one is only worth scrap. A new/used harvester would be stainless steel and can be kept in the water and is a size down from the one we have. It can be controlled with fingers. It can go between docks. We cannot afford normal interest rates so that is not an option. Our current harvester is not stainless. New harvester is \$80,000. Used is \$50,000 for another steel hulled harvester.

Booms are available and each canal must do it themselves.

There will be spraying on Wednesday, March 23 via airplane for mosquito abatement. It is expected to be a bad year for mosquitos due to all the rain. We ask all homeowners and residents to remove all sources of standing water/tarps before that to remove eggs before hatching.

Sweet pickles are disbanding and donated \$931.02 to the POA to be used for the 2016 volunteer appreciation dinner. They raised these funds from fairs, selling crafts, etc for over 30 years in the community.

11. Next General Membership Meeting at the Keys Clubhouse: June-25-2016, at 2:00 p.m.

Adjourned: 3:12pm