



Clear Lake Keys Property Owner's Association

Board Business Meeting Minutes

Tuesday, January 13th, 2026, at 5:00 pm
Meeting held at the Keys Club & via Zoom

1. Call to Order: 5:00 pm
2. Roll Call:

President: Bruce Last	x	Director: Ernie Vasherese	x
Vice President: Dan Callison	_	Director: Ed Legan	x
Treasurer: Debe Semon	_	Director: Steve Robin	x
Secretary: Kirk Carpenter	x	Vallen Cooper – Commonwealth Property Management Zoom Meeting	

3. Summary of Executive Session – I go over violation notices and current and proposed documents.

4. Consent Calendar:

1. Minutes Approval – Board Business Meeting – November 11, 2025 – MOTION M/S/C to approve.

2. Financial Report Approval - Presented by Vallen Cooper Commonwealth. MOTION M/S/C to approve the December 31, 2025, report. The financials will be provided to the new POA CPA Scott Capatani for his preparation of the 2025 tax return and 2025 CPA Financial Report as required by CA Civil Code.

5. Report of Committees

a. **Channel Spraying Report and Algae:** Kirk Carpenter reported that the spray bids will be obtained for the 2026 spraying. Spraying starts approximately April 1.

b. **Architectural Review Report:** Ernie Vasherese reported one application for building a house on Surf Lane.

c. **Neighborhood Watch Report:** Mike Herman provided the report to the members present.

d. **Abatement Report:** Steve Robin reported the process is ongoing and getting results. Hearing will be held for the 18 lots pending for fire danger.

e. **Governing Documents Revision Update:** Bruce Last reported that there are currently not enough ballots back to open them. MOTION M/S/C to extend the opening to March 14, 2026.

f. **POA Newsletter:** Judy Bligh said there would be a newsletter in early spring..

- g. Admiral Report:** Kirk Carpenter reported there are random items floating in the channels, 2 docks and a ramp and a loose dock that need to be stored. He is working on the harvester to get it running then it will be discussed
- h. Update Grant, T Klaus Park Funding:** Donna Mackiewicz read her report to the Board and members present.
- i. Camera report:** Kirk Carpenter requested assistance to locate owners who would share their wifi for the cameras to track motion and have better resolution. There is a budget of \$2000 previously approved as a Camera Budget.

6. Unfinished Business:

- a. Update of Articles of Incorporation Attorney Review & Proposal –** Bruce Last reported the attorney's idea is to get the governing documents completed.
- b. Adams Sterling Unpaid Legal Bill –** Bruce Last reviewed the history of the bill from the previous attorney office that worked on the governing documents. Tabled.
- c. Credit Card Settlement Update –** CPM Vallen Cooper reported that the police report was proved to the collection company and we are waiting for a letter saying they will accept the reduced amount.
- d. Conveyor for Sale Update –** Kirk Carpenter is working on this. Recommended replacing the harvester at some point. Still pending research
- e. Sale proposal of Spray Boat #2 (at Steve Abel's) –** Tabled for more research.
- f. Hwy 20 Lot Status –** The county issue was resolved as it relates to zoning, and it was resolved. There is one more violation pending and Dan Callison is working on it. The lot was cleaned. Dan Callison noted that there was an old agreement that the county may use the lot for storage. The HOA owns the lot on Hwy 20.
- g. Other Old Business –** None.

7. New Business:

- a. 2025 POA CPA Tax Return and CPA Financial Review Proposal –** CPM MOTION M/S/C to approve up to \$3000 for taxes and CPA financial statements. This may be higher on an hourly basis due to the improper filing of the tax return form in the past years that has to be resolved with the IRS by the new CPA.
- b. Other New Business –** Board Meetings changed to 5:30 pm until further notice.

8. Open Forum: None.

9. Next Scheduled POA Business Meeting: Tuesday, March 10, 2026, at 5:30 pm

Next Scheduled POA Community Meeting: Saturday January 31, 2026, at 5:00 pm

10. 6:25 p.m. - Adjournment to a Closed Executive Session