



Clear Lake Keys Property Owner's Association

Board Business Meeting Minutes
Tuesday, March 10th, 2026, at 5:30 pm
Meeting held at the Keys Club & via Zoom

1. Call to Order: 5:30 pm
2. Roll Call:

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

3. Summary of Executive Session (if applicable) None.
4. Consent Calendar:
 - a. **Minutes Approval** – MOTION M/S/C to approve the January 13th, 2026, Board Meeting Minutes.
 - b. **Financial Report Approval** - M/S/C to approve the December 2025, January 2026, and February 2026 Financial Reports. The reports will be provided to the Association CPA for the Tax Return and CPA Financial Report as approved at the last meeting.
5. **Committee Reports**
 - a. **Channel Spraying Report and Algae:** Kirk Carpenter reported on the history of the previous weed spraying. The three bids were reviewed. The discussion of the \$10,000 from the County still has not been paid. This will be followed up and the 2026 \$10,000 will be applied for.
 - b. **Architectural Review Report:** No report.
 - c. **Neighborhood Watch Report:** No report.
 - d. **Abatement Report:** Steve Robin reported that from last year's list there are a few carryovers that are being billed for the fine. New inspections will occur once the rules for procedure are completed.
 - e. **Governing Documents Revision Update:** Bruce Last reported that there are not sufficient ballots returned as of today. The date will be extended later in the Agenda.

- f. **POA Newsletter:** The winter newsletter was distributed last week. Bruce and Judy will coordinate a specific publishing schedule.
- g. **Admiral Report:** Kirk Carpenter is requesting volunteers to assist in cleaning the channels. Maintenance will be completed on the harvester. The spraying of the algae timetable was discussed as when allowed or not due to algae bloom.
- h. **Update Grant, T Klaus Park Funding:** Julia Sullivan Lake County Resource Conservation District reported the team will be touring the site for the project. Additional tours will be done in different seasons. The project webpage is being constructed for public information dissemination.
- i. **Camera report:** Kirk reported that they are still looking for volunteers internet connections for the new cameras. The estimated cost is \$120 for each installation. They are looking at approximately 80 locations. Discussed the procedures for different camera systems.

6. Unfinished Business:

- a. **Update of Articles of Incorporation Amendment** (Tabled)
- b. **Adams Sterling Unpaid Legal Bill** – Bruce Last is working with the law firm to negotiate the final bill.
- c. **Credit Card Settlement Update** – CPM reported that the company is now requesting the total amount of the bill. Bruce Last suggested having the POA attorney look at the facts.
- d. **Equipment Discussion** - It was noted that there are 4 spray boats of which 3 are currently working.
 - 1) **Disposing of equipment or not (spray boat, conveyer)** – It was discussed to dispose of the broken spray boat and the conveyer. The POA attorney will provide the proper process to dispose. Kirk will research the potential sale price.
 - 2) **Repair and/or conversion of equipment** Discussed the options available for the 3 spray boats and what is the best use for the equipment.
 - 3) **Purchase of equipment** Discussed approving a budget to be allocated for the project. The amount of \$5000 was suggested. MOTION M/S/C to allocate up to \$5000 for the cost of the channel debris disposal from the Channel Fund.
- e. **Hwy 20 Lot Status** – The item is removed from the Agenda.
- f. **Governing Documents Ballot Extension** – MOTION M/S/C to extend the count to May 16, 2026.
- g. **Other Old Business** – None.

7. New Business: Board Appointment – An announcement will be sent to the owners saying there is a vacancy on the Board.

- a. **2026 Meeting Dates Confirmation** - (May 12, July7, October 13 (Budget Approval)

b. Abatement Rules Process and Procedure Establishment Project – The intent of this conversation is to have standardization for the whole POA and everyone is treated the same and the ultimate objective is to promote the property values of our community. Letter timetable: Courtesy Notice with 30 days to correct, Violation Letter 15 days, Hearing Notice 15 days. MOTION M/S/C to approve a vote between meetings for the final document.

c. Architectural Rules Process, Procedure, Fees - Establishment Project –

Discussed the creation of policies and procedures. To be reviewed before the

d. Weed Spraying Proposal Approval – The Weed Tech bid is \$17,000 and the bid includes the permit cost. It was stated that Weed Tech is owned by Kirk Carpenter. He does not vote on the decision for the awarding of the contract. MOTION M/S/C (Abstain Carpenter) to approve the proposal for the primrose spraying at \$17,000.

e. Committee Appointment – ACC Chairperson – Dan Callison will be the interim Chairperson.

f. Adopting Smart Sheets for Communication and Violation Tracking and Other Items as Needed – Tabled for research.

g. Other New Business

8. **Open Forum:** Discussed.
9. **Next Scheduled POA Business Meeting: Tuesday, May 12th, 2026, at 5:30 pm**
Next Scheduled POA Community Meeting: Saturday, May 16th, 2026, at 5:00 pm
10. **Adjournment - 8:00 p.m.**