



Kelseyville Riviera Community Association  
Notice of meeting: Board of Directors Meeting Agenda  
9689 State Hwy. 281, Kelseyville, CA 95451  
Kelseyville-Riviera.com  
**BOARD MEETING AGENDA-draft-**  
**December 11th 2023 6:00pm**

**Zoom meeting info: Meeting ID#**

Call to Order \_\_\_\_\_

1. Pledge of Allegiance
2. **MEETING RULES: Moses - No Audio or video recording allowed by attendees.** However, the Secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. 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. Members may address issues during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting and/or fined.
3. **Open Forum: Moses -** During open forum, each attendee may address the board for up to (3) three minutes. A director or manager may briefly respond to statements made or questions posed. If appropriate, *the Board can discuss creating an agenda item in the future to discuss the issue.* Speakers must observe rules of decorum and not engage in other disruptive behavior. If a speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow the Meeting Rules listed at the top of this agenda. NO action or responses are allowed from Board Members, during this time. An item can be added to future agendas. If you present a question or concern, please state your purpose and offer a resolution. Disruptive behavior, swearing, or yelling will result in a request to leave. Please raise your hand. When your name is called please
6. **ANNOUNCEMENTS-Moses: Enter the Holiday Light Contest**
7. **Treasurer Report:** Balances as of November 30, 2023:
  - Umpqua Operating Account \$197,603.18- Unchanged form 11/27/2023 statement has not been received as of yet for verification of balance
  - West America Bond Account \$24,030.00
  - West America Reserves \$220,550.03
  - Community First Credit Union \$242,014.07 (unchanged from 11/27/2023-Quarterly statements only)Manager requests Board Approval for a check in the amount of \$10,000.00 for the cost of the deductible to CNA INSURANCE which is per incident/lawsuit in regards to the \*Knowles, Tanya vs. Clear Lake Riviera Community Association DBA the Kelseyville Riviera Community Association CV424337-This is for our representation in the first lawsuit filed. The second lawsuit has yet to be served.

8. Committee Reports:

A. Fire Safety – Zoom Meeting ID: 814-3900-0588- Password: 693038

At 6:30 on Tuesday December 12, 2023

Chris Weston: Next meeting December 12, 2023 at 6:30pm. Special Speaker: Joel Jernigan of State Farm (in Lower Lake) Topic of interest: How insurance companies apply to raise their rates, and how an insurance company makes the decision to stop writing new policies in the state of California.  
(Insurance policy clinic)

B. Finance/Budget –Currently accepting applications for this committee

C. ACP- Moses August Totals: Re-painting 0 (\*\*YTD 9), Reroofing-2 (YTD 11), Solar Panels-5 (YTD-19), Fence-4 (YTD 13), Deck-2 (YTD 5), Shed-0 (YTD 1), Misc./Shrub/Gazebo 7 (YTD 16) \*\*(YTD=Year to date) Reminder: all home improvement projects should be submitted to the ACP coordinator for information regarding approval process. –Announcement- There are 2 vacancies on this committee – Interested applicants are encouraged to submit an application.

D. Nominating/Elections Committee- Currently accepting applications for this committee. Janine Citron-Smith has applied and received Board approval. **Strategic Planning – No meeting since 11/27/2023. Social Committee-** April Leiferman- (Board Liaison: Samantha Carter) Update on the Children’s Christmas Festival

E. Social Committee: April Leiferman- Update on the success of the 1<sup>st</sup> annual “Children’s Christmas Festival” that was held December 2, 2023. Social Committee: Requesting to have a Christmas Light Decorating contest. Prizes to be donated by local vendors. Judging will take Place Wednesday December 20<sup>th</sup> and winners will be announced at the January 2024 Board of directors meeting.

F. Manager’s report; Tina Turner -

9. Old Business:

G. Website Update: Tina Turner –Submitted to Web designer to update the website: additional information, previous Agenda and approved Meeting Minutes, photos, and “Wildfire Safety Section” is now “Wildfire, Abatement and Additional Information” Tina sent a letter to “Lakecountywebdesign” notice to discontinue contract and request to turn the domain name into our possession. The owner (Anad)is trying to retain the contract and has agreed to finish the website by December 31,2023.

H. Potential development of properties owned by the association –A list is being developed of properties that the KRCA could apply for rezoning. -Tabled – Mireya Turner of the Lake County Planning Dept. stated the County is updating their plan. There are no plans for property owners to change their status – (R1 or C2)

I. KRCA “fire wise” KRCA BANNER: Tina submitted an application for approval\_to Caltrans. Awaiting approval process.

J. Pool: Forming a task force to look into the actual cost to build a pool. Emily Finch.

K. Member Conduct Policy –Review

L. Bids to trim pine tree in the corner of the property behind parking lots:

K&R bid received, 3 tree service companies were contacted. 2 certified arborist came and looked at the property and only 1 submitted a bid. K&R tree service bid is \$3,800.00 including accumulated wood and brush removal. K&R has required liability coverage and worker's compensation coverage. We are not bound by the Davis Stirling Act to receive 3 bids, as long as 3 bids were attempted: Timberline Management, Nichol's Tree service and K&R. 3 other companies were called multiple time with no response. Nichols Tree service did come and do an inspection, but never submitted a bid. This is an urgent safety matter as the tree is unhealthy and may fall onto the parking lot. 2 diseased trees at the rear of picnic area. Because we are in a rural community, we can accept "sole source bidding" Because the availability is limited for qualified professionals that have the experience skills and expertise required to perform these services.

M. Accordion Door: Tabled- (Previous request from Chris Weston) Due to the cost of a customer door, new avenues will be sought to accomplish dividing the space – with maybe a curtain or other space separating patrician, etc.

N. Fire Safety Committee Recommendation by motion of the committee; Chris Weston:  
Fire Penalties: Reducing the time process to 21 days – for non-complaint members. No second letter or delay of process. If you do not show up for your hearing or speak to the Fire Safety Coordinator, you are waiving your right to get an extension. This resolution is based on the imminent threat of fire and a safety to our general membership and the surrounding area. Lake County is identified by Calfire and the state of California as a high fire danger risk area. The mandated adoption procedure will be followed. The final draft of the resolution will be posted on or before Friday December first with the 28 day posting of the document. (Board Approval was on Oct. 16, 2023, for the Fire Safety coordinator to re-inspect Medium and high violations in Jan from the 2023 inspections). See attached due process rules from The Davis Stirling Act.

O. Fire wise recertification: The recertification is due by the end of this month. The process is started to have this completed. Funds have already been budgeted. Delayed due to the lack of website access to *THEIR* website and computer software upgrades. Extension given until December 15, 2023. In process need approval of check payment. John Nowell meeting with Tina Tuesday the 12<sup>th</sup> for final review, verify application, 3 year plan, site map, etc which has to be reviewed this year by Calfire first.

P. The Certified Community Association Manager (CCAM): Update Final 7 & 8 next week, then the law series is completed.

Q. Approval request to get bids to install a camera in the back office.

10. New Business:

R. Request from a Member Who wishes to remain anonymous: Off Road Vehicles on community streets.

S. Proposal from Chris Weston, representing the for safety committee:

- 1) Rename fire safety violations from low medium high – to mild, moderate and extreme.
- 2) Moderate and extreme violations from Jan 2024 will be re-inspected and another fine imposed if not corrected. \$500.00 for moderate and \$1000.00 extreme

- 3) Remove attached fence and address signs from inspections.
- 4) Board inspections moved to June 15<sup>th</sup> – after the deadline to abate properties.
- 5) Chipping program to be May & November
- 6) Change verbiage from “Hearing” to appeal session.
- 7) Change to only require Firewise coordinator to only recheck lots for the people who have scheduled an appeal session.
- T. Board to approve an access to “flag lot” letter – Mike B. created
- U. Moses requests to review policy to reduce fire penalty fines.
- V. Tina Proposal to outsource mass mailing and price reduction to the KRCA –
- W. “No name street” update – Chris Weston

Adjourn: \_\_\_\_\_

Signature of approved Agenda X \_\_\_\_\_ X \_\_\_\_\_

**Attachments:**

Draft Minutes from November 27, 2023

Available at “Sign In” Table: Committee descriptions and Applications:

The Rivarian Newsletter

Committee application

**Executive Session for 12/11/2023**

**Collections:**

**043-581-01**

**043-352-10,11,37**

**430-241-11**

**043-633-06**

**Contracts**

**Personnel**