



Kelseyville Riviera Community Association  
Notice of meeting: Board of Directors Meeting Agenda  
9689 State Hwy. 281, Kelseyville, CA 95451  
Kelseyville-Riviera.com BOARD MEETING  
Minutes

December 11, 2023 6:00pm

Zoom meeting info: Meeting ID# 841-0809-8028 Password: 110104

Call to Order: 6:02pm

Attendance: Chris, Moses, Emily, Sam, Hilde, Tina (manager)

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 step up to the podium and state your name, that is when your 3 minutes will begin. Please refrain from speaking unless you are at the podium. Thank you.
4. Approval of the Agenda: December 11, 2023 \*\*Motion by Chris 2 Hilde, all in favor
5. Approval of the Minutes: November 27, 2023
  4. Approval of "revised" Agenda (Added Elections Committee request to fund sending postcards seeking BOD candidates for 2024-2026 term.)
    - 8.A. Change "violation letter" to "fine letter" and "1st violation mtg" to "appeal session."
    - 8.D. Add "BOD members elected in 2022 are ineligible as candidates in 2024, due to KRCA Bylaws. Thus, Chris needs do not need to step down."  
(Old Biz)
    - 9.2 "Potential rezoning development for KRCA repurposing use of certain lots as parks."
    - 9.9 change break time to 8:06p-8:11p".
    - 9.14 Change "has gone" to "must go" through probate.
    - 9.15 Specify "Chris' motion".  
(New Biz)
    - G. & H. Specify "Dec 2 Christmas Party" and "Dec 20 X-mas Light Decorating Contest."
    - I. Specify "back-office security camera."
    - J. Specify rejected idea to "buy new front and back doors as unnecessary."
- \*\*\*Motion by Chris to approve minutes with above italicized changes. 2 by Hilde, all in favor
6. ANNOUNCEMENTS-Moses –Enter the Holiday light contest –judging 12-20-23 no applicants yet.

\*\*if no contestants we will save prizes for another contest next year. Motion by Moses, 2 by Chris, all in favor

7. Treasurer Report: Balances as of November 30, 2023: \*\*Banking statements reviewed by BOD.

Umpqua Operating Account \$197,603.18- Unchanged from 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 regard 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.

\*\*office manager write check for 10,000\$. Motion made by Chris, 2 by Hilde, all in favor.

Member asked for clarification regard reason for lawsuit—Tina read approved attorney statement.

\*\*motion by Moses to allow Tina to post lawsuit case number to bulletin board. 2 by Hilde, all in favor.

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 12/12/23 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)-see Fire Safety Committee meeting minutes.

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. Chris and Hilde also on the committee. Closed meeting 12/12/23 at 3:30pm.

E. Strategic Planning – No meeting since 11/27/2023. Next meeting TBD.

F. 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. Riverian newsletter was released and has received positive feedback. Children’s Christmas Festival was a success (40+kids), funded completely by volunteers. High School students were able to participate and receive credits. Discussed possibly funding in the future.

G. Manager’s report: Tina Turner-Things in the office are running smoothly. The HOG reg fire crew is doing a controlled burn for the next 3 weeks behind the elementary school (property is not in the HOA).

9. Old Business:

H. 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 not “Wildfire, Abatement and Additional Information.” Tina sent 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.

\*\*motion to send letter confirming 12/31/23 timeline for web designer to complete tasks. (Chris added: if deadline is not met, he must agree to –train staff, upload items requested, prepare for handover to staff. --) 2 by Hilde, all in favor.

I. 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) Tina to meet and clarify. Tina to meet with grant writer for potential grant to improve our community.

J. KRCA “fire wise” KRCA BANNER: Tina submitted an application for approval to Caltrans. Awaiting approval process.

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

L. Member Conduct Policy –Review \*\* motion by Moses, 2 by Sam, all in favor

M. 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 arborists 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.* \*\*motion to approve bid from Coastline Tree Service for \$2,500 (see contract) by Hilde, 2 Emily, all in favor.

N. 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. –removed from next agenda.

O. 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.

P. 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 must be reviewed this year by Calfire first.

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

R. Approval request to get bids to install a camera in the back office. Tina to get bids and bring to the board for action.

S. Request from a Member Who wishes to remain anonymous: Off Road Vehicles on community streets. -email read allowed by Tina. 281 is CalTrans. \*\*Motion “for office manager to write letter to CalTrans urging 2 motion speed signs be installed along 281” by Chris, 2 Hilde, all in favor. \*\*motion by Chris for “for office manager to write letter to LC sheriffs/CHP alerting them to increase in off-road vehicles in Kelseyville Riviera and a request to patrol.” 2 by Hilde, all in favor.

T. Proposal from Chris Weston, representing the fire-safety committee:

- 1) Rename fire safety violations from low medium high – to mild, moderate and extreme. \*\*Declined. Keep “low, medium, high” verbiage.
- 2) ~~Moderate~~ medium and ~~extreme~~ high violations from Jan 2024 will be re-inspected and another fine imposed if not corrected. \$500.00 for ~~moderate~~ medium and \$1000.00 ~~extreme~~ high. \*\*motion by Chris “M/H violations will be reinspected in Jan, and fine imposed if member does not attend (or in contact) by appeal date. 2 by Hilde, all in favor. \*\*motion for M/H violation be fined twice per year if not in compliance. 2 by Moses, all in favor
- 3) Remove attached fence and address signs from inspections. (To save time for outsourced inspectors). \*\*motion by Chris “2024 no longer inspect for attached fencing and reflective address signs.” 2 by Emily, all in favor
- 4) Board inspections moved to June 15<sup>th</sup> – after the deadline to abate properties. 5/1-6/15 inspections  
\*\* “outside company inspections 4/15-6/1. Keep 6/15 compliance deadline. Office to mail pre-emptive letter announcing 4/15 date for outside inspection and 6/15 compliance date.” Motion by Emily, 2 Hilde, Chris abstain, Moses and Sam in favor.
- 5) “Chipping program to be May & November” \*\*motion by Chris, 2 Hilde, all in favor.
- 6) Change verbiage from “Hearing” to appeal session. \*\*motion by Chris, 2 by Emily, all in favor
- 7) Change to only require Firewise coordinator to only recheck lots for the people who have scheduled an appeal session. \*\*motion by Chris, 2 by Sam, all in favor

U. Board to approve an access to “flag lot” letter – Mike B. created. \*\*motion by Chris to approve draft letter. 2 by Emily, all in favor

V. Moses requests to review policy to reduce fire penalty fines. Table, move to first item at next meeting for further discussion.

W. Tina Proposal to outsource mass mailing and price reduction to the KRCA. Agree, Tina to bring proposals to next meeting.

X. “No name street” update – Chris Weston talked with homeowners; they are not worried about the access point road therefore there should be no action at this time.

Adjourn: 8:54pm

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