



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

January 8th, 2024 @ 6:00pm

Zoom meeting info: Meeting ID# 895-2611-0988
password 883051

Call to order: 6:00pm

Attendance: Moses, Emily, Hilde, Chris, Tina,
Sam-absent

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 state your purpose and offer a resolution. Disruptive behavior
 - a. Brian: concerned about paid persons being the head of a committee. **clarify roles for meetings so community members are aware (name plates "coordinator v. facilitator (Tina to clarify roles for Mike B).
 - b. April L: reiterates that board members should not be facilitator.
4. Approval of the Agenda: January 8th, 2024-**M by Emily, 2 by Hilde, all in favor
5. Approval of the Minutes: December 11,2023-**M by Emily, 2 by Hilde, all in favor
6. Announcements: Moses-Firewise Recognition Certification approved through 2024
7. Treasurer Report: Balances as of December 31, 2023: (Chris)
 - a. Umpqua Operating Account \$150,592.81
 - b. West America Bond Account \$22,030.00
 - c. West America Reserves \$220,550.03
 - d. Community First Credit Union \$242,014.07 (unchanged from 11/27/2023-Quarterly statements only)
8. Manager's report; Tina Turner – working with John Nowell of the KFSC in regards to a grant to get evacuation signage and include Firewise Recognized Community signage. Working with Phil Harlley in regards to grant writing and NCO to see if there is funding for a county park (maybe a pool) New California "retirement fund mandate" for all employees went into effect 1/1/2024. No cost to the association. Approval for the implementation of a "member portal" (no cost to the association) thru Enumerate direct member payment processing; zego of payments ACH \$2.95, Zego all transactions \$5.95 debit and 3.5% credit card *and lock box options – fee now per deposit through "Tranamodus" fee \$30.00 per transaction – Lock box is \$120.00 a month 20 transactions limit. Passed all CACM legal series finals. Starting Business Management courses 1-10-2023. 8-week series – 16 classes: Tuesday – Wednesday 9:00am- 11:00am January 9th through 31st. Then 2 more classes.

**motion by Emily to support Tina in above, 2 by Hilde, Moses in favor, Chris abstain

9. Committee Reports:

- a. Fire Safety – Zoom Meeting ID: 876-2813-0724 password 162631 at 6:30 on Tuesday January 9th open meeting (Closed session 6:00pm) Chris Weston: -see fire safety minutes, read by Chris.
- b. Finance/Budget –Currently accepting applications for this committee. -
- c. ACP- Moses December Totals: Moses: Official resignation received from Ollie Hazelton for the ACP Committee Re-painting 0 (**YTD 9), Reroofing-2 (YTD 11), Solar Panels-3 (YTD-22), Fence-0 (YTD 13), Deck-0 (YTD 5), Shed-1 (YTD 2), Misc./Shrub/Gazebo 1 (YTD 17) (**(YTD=Year to date) Major Construction New Homes 2 (YTD 4) Major Construction Misc. 2 (YTD 7) Reminder: all home improvement projects should be submitted to the ACP coordinator for information regarding approval process.
 - a. Announcement- There are 2 vacancies on this committee – Interested applicants are encouraged to submit an application.
- d. Nominating/Elections Committee- Janine Citron Smith – sent required “Call for candidates” postcard sent Currently accepting applications for this committee. -met 1/8/24, working on recruiting. Members not wanting to run for BOD due to litigious nature of the community and length of meetings. ->Committee recommends outside sourcing for elections. 3/28 deadline for applications. Of note: recall meeting 3/5.
**motion to approve elections form in packet by Chris, 2 by Moses, Hilde in favor, Emily abstain
**add to next agenda: vote on elections process (outside V. in house).
- e. Strategic Planning – Janine Citron Smith - Request to for approval to use hall for “Town Hall Meeting” on January 25th at 6:00-7:30. More than 2 Board Members will be present. -will have survey and workshop. should have recommendations and data presented to the board in 3/11.
**motion to approve date by Chris 2 by Emily, all in favor.
- f. Social Committee- April Leiferman- (Board Liaison: Samantha Carter) Winner of Holiday Light Contest – Phil and Toni Brooks (already picked up their prize. Next Rivieran, Children’s Valentine craft date: February 10th (?) -next Rivieran in Jan. Asking for members recommendations for input. April to attend meeting with Jessica P (representator) at A&H general store this thurs 1/11

10. Old Business:

- a. Website Update: Tina Turner– “Lakecountywebdesign” Final “tile” on web page “Wildfire Safety and Info” of Web page completed – Training was supposed to happen 12/26/2023 and Anad (Owner) cancelled and has not answer phone calls or repeated Emails. -George B. possible to help with website. Tina will be in contact with him.
- b. Potential development of properties owned by the association –Tabled No date(s) set yet– 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) She will call Tina and let me know status.
- c. KRCA “fire wise” KRCA BANNER: Tina applied for approval to Caltrans. Application for “encroachment” for banner/sign resubmitted. Suggestion: purchase a road sign at mile marker for our association \$100.00 for installation and \$250.00 per sign annually. (Title 21 section CCR § 2114 § 2114. Permit, Rental, Service and Transfer Fees)
- d. Pool: Forming a task force to look into the actual cost to build a pool. Emily Finch. -table
- e. Member conduct policy sent to attorney for review.
- f. Off Road Vehicles on community streets: a” constant contact” sent, posted on Face book and letters submitted to CHP and Sheriff’s office requesting increase in patrol. Caltrans only installs digital signs with speed limit if there is a survey being done or after new construction. Incidentally, we received an overwhelming amount of support in regard to this post. There are a lot of concerned citizens. No one wants to see anyone get hurt. -Brian: to draft letter for increase Sherriff support/pay and bring to board to sign petition and send to board of supervisors.
- g. Camera in back office have been purchased, needs to be Installed. -will be installed this coming week.
- h. Tabled from last meeting- Chris requested to review policy to reduce fire penalty fines. If someone receives a fire safety penalty and have cleared their lot a \$100.00 administration fee will remain. Instead of waiving all fees.

****give FS coordinator permission to make decision to reduce past fine to \$100 (ONE TIME ONLY) when a lot is brought into compliance motion by Chris, 2 by Emily, Moses votes NO, yay by Hilde**

11. New Business:

- a. Board policy regarding posting information on the community bulletin board side/ front –There was a flier posted on our bulletin board for a candidate and a member called and stated this went against our bylaws and polices. I did not find anything in the bylaws, or policy book. Board to review policy statements and/or advise. **-**motion by Chris to add “no political or religious stance” postings on public bulletin board. Tina to post it.**
- b. Fire Safety Committee – It is in Mike Burmann’s job description to facilitate the Fire Safety Committee meetings. This meeting was facilitated by Chris Weston has facilitated this meeting since Ken K left in Oct of 2022- because there was not a Fire Safety Coordinator. Mike Burmann started last March 2023 and is ready to facilitate the meetings. Suggestion is to hold these meetings during the day and mirror the ACP meeting. (possible Wednesday at 1:00pm) -keep meeting time as is.
- c. Limit or “cap” of rented properties in the KRCA. The KRCA should be made aware of all properties that are being rented. This is appropriate per the Davis Stirling Act.
**** Strategic Planning committee to review and make recommendation to the board. Motion by Moses, 2 by Chris, all in favor.**
- d. Review of bid(s) for fire safety inspections- Received 1 – Firewise 2000- need more bids. -table
- e. Tina Proposal to outsource mass mailing and price reduction to the KRCA – Prices and bids attached: (Some documents required first class mail via Davis Stirling Act
****motion to use Pak N Mail by Moses, 2 by Hilde, all in favor**

Adjourn: *8:12pm

Signatures _____ date _____