



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

NOVEMBER 13, 2023 6:00pm

Zoom meeting info:

Meeting ID

898 8835 0202

Security

Security

checkedPasscode

MXZ3X3

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 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: November 13, 2023**
5. **Approval of the Minutes: October 16, 2023**
6. **ANNOUNCEMENT-Moses –** Cathy Frank resigned and her last day was October 27, 2023. Thank you Cathy for your 9 years of employment. The KRCA received over 50 applicants in the first 3 days of an add being run on "Indeed". These applicants were screen by and independent member and 11 resumes, Tina did phone interviews and scheduled the KRCA has hired Alicia Hebert as Administrative assistant to work less than 30 hours per week. This requires a board of director's vote.

7. **Treasurer Report:** Balances as of Oct. 31 2023:

Umpqua Operating Account \$197,603.18
West America Bond Account \$22,034.00
West America Reserves \$220541.34
Community First Credit Union \$242,014.07

Annual Financial Statement, and collections procedures were mailed, Oct 28, 2023. This disclosure was a cost of over \$7,000.00. Per the Davis Stirling Act The KRCA can make a resolution for next year to send a letter stating that the Annual Financial Statement are available to review in the office and offer anyone who would like a copy to request it by Email, or other written request and we can mail it to them. –Vote needed to update processes and save the membership money. Audit for previous fiscal-I year 2022-2023 has been completed. Previous unfiled tax years 2020-2021 & 2021-2022 are at our tax accountant. and are currently being filed. All tax documents for the 2022-2023 fiscal year are with the accountant. The collections employee reviewed current A/R reports. The treasurer and the office manager have also reviewed the aging and A/R balances.

8. **Committee Reports:**

A. Fire Safety – (No meeting in October took place)

Chris Weston: Next meeting November 14, at 6:30pm. Special Speaker

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

C. ACP- Moses August Totals: Re-painting 1 (**YTD 9), Reroofing-2 (YTD 9), Solar Panels-5 (YTD-14), Fence-0 (YTD 9), Deck-0 (YTD 3), Shed-0 (YTD 1), Misc./Shrub/Gazebo 1 (YTD 9) **(YTD = Year to date) Reminder: all home improvement projects should be submitted to the ACP coordinator for information regarding approval process. –**Announcement-** There is a vacancy 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 – Janine Citron Smith –** The 2023 Strategic Plan: Copies are available but are a draft version only – Board of Directors approval required. Submission was presented to the board for review 10/2023

E. Social Committee- April Leiferman- (Board Liaison: Samantha Carter)

Litigation Committee Update- Moses Valdez and Hilde Krause –Update on the lawsuit: Knowles, Tanya Vs. Clearlake Riviera Community Association (DBA Kelseyville Riviera Community Association) CV 424337

9. **Old Business:**

1. **Website Update:** Tina Turner –Submitted to Web designer to update the website: additional information, previous Agenda's and approved Meeting Minutes, photos, and "Wildfire Safety Section" is now "Wildfire, Abatement and Additional Information"
2. **Potential development of properties owned by the association** –A list is being developed of properties that the KRCA could apply for rezoning. -Tabled -
3. **Social Committee** – Coffee and talk social, children's story time, free yoga and stretching class, children's hands on projects, walking group, book club; TBD (To be determined) The committee has met and "The Rivieran" Monthly Newsletter is almost ready for distribution.

4. AED (Automatic External Defibrillator) received and should be installed
5. KRCA "fire wise" KRCA BANNER: Tina submitted an application for approval to Caltrans.
 6. Book Box: George Bloomfeild should of installed the book box at the adjoining posts near the hall entrance
 7. Pool: Forming a task force to look into the actual cost to build a pool. Moses agreed to talk to Emily Finch to see if she is interested in joining or heading.
 8. Member Conduct Policy our law firm Tinnelly Law Group is going to send a copy as an example for consideration by the board to model our policy. – draft available
 9. Bids to trim pine tree in the corner of the property behind parking lots: still waiting for 3 bids. Adam Nickels has come out to give us a bid – still waiting for the other 3. Timberline no longer "climbs" trees and decided not to bid on the project.
 10. Accordion Door: Need 3 bids before considering. 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
 11. Nissan Leaf- "Defroster" NHTSA# 23v-296 – Mike put new windshield wiper blades on and the defroster is working fine. We need to schedule for new tires.
 12. Fire Safety Committee Recommendation by motion:
Fire Penalties: **Chris Weston**: 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.
 13. Reminder; KRCA Collections are pursued through our own employee for processes, we do not use an outside agency.
 14. KRCA Board Policy: Regarding lot owners who would like to donate the lot to the KRCA. No probate order.
 15. KRCA Donations of properties. Members in good standing can fill out an application to donate the lot to the KRCA.
 16. KRCA Lots for sale: Creating a list for the consideration of buying lots in the HOA. Must be a member in good standing. Creating a list of potential buyers. –tabled-
 17. Trunk or Treat: Riviera Elementary had a "Trunk or treat" on October 26th. Due to the generous donations from our KRCA membership, the kids had plenty of candy to hand out. Our members donated over 15 large bags of candy and 10 small bags. They had 5 cars participate, and had a "haunted house" in their greenhouse.
 18. Fire wise recertification: The recertification is due by the end of this month. The process as 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. Extention given until December 15, 2023

19. The Certified Community Association Manager (CCAM): The program started on October 24, 2023, and has successfully passed all 6 finals so far.

New Business:

- a. Purchase approval: 2 new office chairs @ \$289.00 each Mike's and Alicia's are broken.
- b. Purchase approval: Printing of envelopes statement size and 9x12 \$708.00
- c. Committee application for Cathy Frank to be a member of the Fire Safety Committee.
- d. Request for approval submitted by Cathy Frank for \$1000.00 to the Konocti Fire Safety Council to support their efforts.
- e. Approval Of Trista Fossa to start "Tuesdays with Trista" teaching stretching ad yoga classes free to our membership at 10:00 am on Tuesday Mornings. She is self-insured, and will name us as an additional insured on her liability coverage. Trista has been teaching Yoga for over 10 years. OK'd by our insurance carrier.
- f. Strategic Plan is requesting authorization to hold a town hall meeting in January to gather input from the attendees to add to the strategic plan.
- g. Social Committee requesting to have an event on December 2, for a crafting night, and kids karaoke sing along to Christmas carols to kick off the Holiday Season.
- h. Social Committee: Requesting to have a Christmas Light Decorating contest. Prizes to be donated by local vendors. Judging will take Place Wednesday December 20th and winners will be announced at the January 2024 Board of directors meeting.
- i. Approval request to get bids to install a camera in the back office.
- j. Approval to get bids to replace the current front door and back door for security purposes – with doors that do not have a window – that can easily be broken and our office broken into. Suggested by our security company West Alert, Clearlake, Ca. The crime rate has been increasing in the KRCA

Adjourn: _____

Signature of approved Agenda X _____ X _____

Attachments:

Draft Minutes from Oct 16,2023

Available at "Sign In" Table: Committee descriptions and Applications:

Strategic plan –draft- copy

The Riviaren Newsletter

Executive Session for October 16,2023

Personnel-

Private Easement "No name Road" Resolution Collections

043-613-03

Committee concerns