



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

BOARD MEETING AGENDA

October 16, 2023

Zoom meeting information: Meeting ID#885-0526-3586- Password 529723

1. Call to Order _____
2. Pledge of Allegiance
3. **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.
4. **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.
5. **Approval of the Agenda: October 16,2023**
6. **Approval of the Minutes: September 11, 2023**
7. **ANNOUNCEMENT: Moses Valdez**
8. **Treasurer Report:** Umpqua Operating Account \$249,327.65
West America Bond Account \$20,042.00
West America Reserves \$220,523.44
Community First Credit Union \$242,014.07
Annual Financial Statement will be mailed no later than Oct 28, 2023.
Audit for previous fiscal year 2022-2023 is in process
Previous unfiled tax years 2020-2021 & 2021-2022 are at our tax accountant. and are currently being filed.
9. **Committee Reports:**
 - A. **Fire Safety – Chris Weston** (No meeting for October 2023)
 - B. **Finance/Budget** –Currently accepting applications for this committee
 - C. **ACP- Moses August Totals:** Re-painting 3 (**YTD 7), Reroofing-1 (YTD 6), Solar Panels-1 (YTD 6), Fence-0 (YTD4), Deck-1 (YTD 2), Shed-0(YTD 1), Misc. 1-Shrubs. (YTD 7) (**(YTD = Year to date)

D. Nominating/Elections Committee- Currently accepting applications for this committee. Janine Citron-Smith has applied and needs Board approval.

E. Strategic Planning – Janine Citron Smith – The 2023 Strategic Plan:

Submission to the board for review (attached) *see item in new business

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

G. Litigation Committee: Announcement: Per the Davis Stirling act; whenever there is a lawsuit filed against the association a litigation committee must be formed: The Members of this committee are: Moses Valdez, Hilde Krause and George Bloomfeild has volunteered. Board Approval Needed. This is a closed committee. Thank you for your participation.-Update-

9. Old Business:

- a. 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"
- b. Picnic Area Update: The Contractor came and finished the edging. The picnic area is open to the members, Monday through Friday (unless previously reserved). Please come into the office to get additional play items. Please call 707-277-7281 to see if it is available for use.
- c. Fall Chipping Date-November 1st, 2023- Forms need to be received no later than Friday October 20th to be added to the list for Timberline Management to make their route schedule. Forms available at the office. Please call the office for an Email.
- d. Ethics and conduct of member's draft -updated spelling and grammar
- e. Potential development of properties owned by the association –A list is being developed of properties that the KRCA could apply for rezoning.
- f. 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.
- g. AED (Automatic External Defibrillator) has been ordered and will be arriving October 18, 2023.
- h. Beckstoffer banner to identify "fire wise" KRCA community: The property is actually within 50 feet of the center of the road which makes it Caltrans property – Tina to get application from Caltrans to apply for approval.
- i. Book Box: George Bloomfeild has built the book box and is staining it. Location requested. George has offered to submit photo shopped options for location.
- j. 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.
- k. 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.
- l. Bids to trim pine tree in the corner of the property behind parking lots: still waiting for 3 bids.
- m. Accordion Door: Need 3 bids before considering. Due to the size of the door 10x8 width and 7x6 wide and our location, it is difficult to get someone in this area. Waiting for a bid from <https://www.buildersunitedsales.com>

10. New Business:

- a. We received a recall for the Nissan Leaf- "Defroster" NHTSA# 23v-296
The vehicle also needs new tires and windshield wiper blades. The windshield wiper blades are not the "snap on" kind.

b. Fire Safety Committee Recommendation by motion;

Fire Penalties; Chris Weston: Reducing the time process 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.

(Tina asked Tinnelly Law Group if we could send a member to collections if they are not paying their fire penalties and we can take them to small claims court and then file a lien. This is because when you buy a house in an HOA you have signed a contract (during the signing of closing documents) that you will abide by the bylaws and CCR's. Members are required by law to comply.

a. *2023 Strategic Plan Submission.

b. **Reminder;** KRCA Collections are pursued through our own employee for processes, we do not use an outside agency.

c. **KRCA Board Policy;** Regarding lot owners who would like to donate the lot to the KRCA. No probate order.

d. **KRCA Donations of properties.** Members in good standing can fill out an application to donate the lot to the KRCA.

e. **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.

f. **Reminder;** At the board meeting on June 12, 2023; During the manager's report, it was mentioned that the Email's for the KRCA office have been updated to manager@krca.biz, Assistant@krca.biz, ACP@krca.biz, & Firesafety@krca.biz. The previous server of our Emails that went to CLRCA.com was not reachable and left the country. KRCA updated the servers, monitors and Email address. This was approved at the May 8, 2023 meeting.

g. **Trunk or Treat;** Riviera Elementary will be having a "Trunk or treat" for the Children to safely participate in Halloween. There are applications on the sign in table, if you would like to decorate the truck of your car and pass out candy. If you do not participate then we ask that you; please bring in a couple of bags of candy to donate to the event. The Event is on October 31st, 2023. Cathy and Tina will be attending.

h. **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.

i. **The Certified Community Association Manager (CCAM);** The program starts on October 24, 2023. Tina should be able to take the California State Exam by the end of the year. Tina will not be available during her scheduled class time. Class schedule will be posted once announced.

11. Adjourn: _____

Signature of approved Agenda X _____ X _____

Attachments:

Draft Minutes from September 11, 2023

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

Trunk or Treat Application

Box to donate candy

Executive Session for October 16,2023

Personnel Private Easement "No name Road

Resolution Collections Report