



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

**BOARD of DIRECTORS - AGENDA**

September 11<sup>th</sup> 2023 6:00pm

**Zoom meeting information:**

<https://us06web.zoom.us/j/88029798411?pwd=RWhMaWtGVFI3UFpDaXpvaE9XREt2QT09Me>  
eting ID: 880 2979 8411Passcode: 081651---One tap  
mobile+16699006833,,88029798411#,,,,\*081651# US (San  
Jose)+16694449171,,88029798411#,,,,\*081651# US---Dial by your location• +1 669 900 6833  
US (San Jose)• +1 669 444 9171 US• +1 253 215 8782 US (Tacoma)• +1 346 248 7799 US  
(Houston)• +1 719 359 4580 US• +1 253 205 0468 US• +1 507 473 4847 US• +1 564 217 2000  
US• +1 646 931 3860 US• +1 689 278 1000 US• +1 929 205 6099 US (New York)• +1 301 715  
8592 US (Washington DC)• +1 305 224 1968 US• +1 309 205 3325 US• +1 312 626 6799 US  
(Chicago)• +1 360 209 5623 US• +1 386 347 5053 USMeeting ID: 880 2979 8411Passcode:  
081651Find your local number: <https://us06web.zoom.us/j/88029798411?pwd=RWhMaWtGVFI3UFpDaXpvaE9XREt2QT09Me>

1. Call to Order:
2. Pledge of Allegiance: Moses
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. 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 for 09/11/2023
6. Approval: August 14, 2023 Minutes (draft attached)
7. KRCA Board and Leadership Reports:
  - Presidents update: Moses Valdez
  - Treasurer Report: Chris Weston
  - Office Manager Report: Tina Turner
8. Committee Reports:
  - ✓ **Fire Safety – Chris Weston \***
  - ✓ **Finance/Budget –Ad hoc committee- Need to reform with Committee Applications and Nominations this month.**

- ✓ **September 2023** ~Operating Account: \$232,374.00- Bond: \$20,050.00 Reserve: \$222,215.03

Budget items to be aware of: Legal Fees. Budget amount \$35,000.00- Spent 2023-2024 as of \*07.31.2023 \$7,674.63 - estimated for Legal cost 2023-2024 \$46,047.00– overage \$11,047.00

Reasons: Recent lawsuit filed Knowles,Tanya vs. Clearlake Riviera Community Association, dba Kelseyville Riviera Community Association. Details of this case can be reviewed via the Lake County Courthouse by reviewing CASE: CV 424337.

Estimated annual over budget as of \*07.31.2023 \$26,047.00. Additional Expenses not budgeted for \$10,000.00 for liability insurance deductible. This was not an anticipated or budgeted. Please review the KCRA “DUE PROCESS POLICY” for more information.

- ✓ **ACP- Moses**

- ✓ **ACP TOTALS FOR AUGUST 2023-**

	Year to Date
○ Repainting Applications 3	7
○ Re-roofing 1	6
○ Solar Panels 1	6
○ Fence 0	4
○ Decking 0	2
○ Shed 0	1
○ Misc. 1	7

- ✓ **Nominating/Elections Committee-** Need to recruit and form in September- Please submit a committee application if you are interested.

- ✓ **Strategic Planning Manager’s Report-Chris Weston – Janine Citron**

- ✓ **Social Committee –** First Meeting this week Tuesday the 12<sup>th</sup> at 10:am – This committee meeting is closed at this time. If you are interested, please complete a committee application.

9. Old Business:

- A. Website Update: Tina Turner – Deadline for Web Designer (Lake County Websites) was yesterday Sunday September 10, 2023. Website should be completed. Editing will begin Thursday September 14, 2023. Thank you for your patience.
- B. Picnic Area Update: TBD, Getting bids for edging/ fence/ gap. Budget Amount remaining this fiscal year \$5,000.00.
- C. Fall Chipping Date-November 1<sup>st</sup>, 2023- members should apply by 10/20/23. Chipping done by Timberland. Applications available September 18, 2023.
- D. North Coast Opportunities (NCO)- \*Home Hardening Update –Make sure to contact North Coast Opportunities to complete an application. 2023 candidates have already been chosen.
- E. Neighbor fest: NCO has offered the KRCA to apply for a grant to host our own KRCA Neighbor fest. Details will be presented to the Social Committee & the 2 members who volunteered to help co-ordinate this effort: Cindy Spender and Jason Baker (July10th 2023 meeting) Social Committee is meeting next week – it is closed at this time. Submit a committee application if you would like to be involved. See NCO flyer at sign in table
- F. Silent Auction Update. The following Property bids were received and properties have been awarded to: Highest Bid for 9366 Palooos \$6800 (April & Reed Leiferman) And 10802 North Slope \$12,50.00 (Jon Sonnerblick). Congratulations and thank you for participating.
- G. Review Policy for Member Conduct. Corrections to grammar and spelling attached.
- H. Use of KRCA owned properties update: County will review rezoning of Riviera properties after Jan 1, 2024. There are NO properties zones at this time for pocket parks, dog parks or municipal pools. All properties are Zoned R1 and C2 - When the review process begins, the KRCA can apply to request zoning changes.

- I. Social Committee “Clean up” days – Coffee and talk social, children’s story time, free yoga and stretching class, children’s hands on projects, walking group, book club; Social Committee has a meeting scheduled this week. The Committee is closed at this time for committee structuring and coordination.
- J. AED (Automated External Defibrillator) Est \$1600, most local HOAs have one. (Buckingham, Riviera West, Hidden Valley Lake, Paradise Cove/Glenhaven and Cloverdale Meadows) Legally we are not obligated to have one on site. –review-
- K. 1.Fire Safety Coordinator: \*\*Follow up: Tina discussed with Mike re: do we need more help needed in summer for ongoing fire risk/get all work/assessments done in timely manner. Mike B. Answer “No, this would create more of a workload because he has to inspect every compliant as it is, also it could create confusion by having more than one person who is answering questions, status’, standards of inspections and processes” Neighbors need to hold neighbors accountable, we need more of a proactive response than a reactive approach. There are County & State Ordinance(s) that require abatement and care of property, in addition to KRCA bylaws and CCR’s.
- L. Procedure for Handling Board Recall Petitions- Tina spoke to Tinnelly Law Group. People have the right to assemble & free speech. Recall efforts have strict laws to make them eligible. Recall Petitions have to have specific wording to be a legal document and signees cannot be “rewarded” or “bribed” for signing a petition. NO action is necessary until a legal petition is served to the Board.
- M. Consider Member Conduct Policy –Discuss Authority to Limit Member Rights, in regards to spreading untruthful rumors, derogatory remarks, defamation of character, lies, untruths, and credible threats of violence.
- N. Policy on Sergeant at Arms – Tina called other HOA’s to ask if they had a sergeant of arms. Riviera Heights = NO, Riviera West =NO, Hidden Valley Lake= NO, *but they have a patrol officer attend meetings and call the sheriff’s department ahead of a meeting with the meeting time and date to “stand by” if they think there is going to be a hostile member in attendance.* Buckingham= NO, but, thinks it is a great idea, and they will consider this in the future.
- O. Beckstoffer signage just passed “Amber Knolls” entrance -Tina re: Firewise banner. Tina spoke to Bonnie Sears, Office Manager; Beckstoffer Vineyards, submitted a design and we are waiting for their decision.
- P. Half-court / multi-use court at end of parking lot (perpendicular)need to get 3 bids
- Q. 1<sup>st</sup> bid is completed, the 2<sup>nd</sup> and 3<sup>rd</sup> are not yet scheduled. –first bid received from “Allsport America” and was too high over \$55,000.00. – TABLE UNTIL 3 BIDS HAVE BEEN RECEIVED. Thank you to the member who requested looking into this amenity. We will continue to get bids.
- R. Book box- approved at last meeting – George Bloomfeild’s voice mail was full – sent Email regarding status.
- S. Bids to remove pine tree at corner of parking lot. Chris to discuss with arborist at fire safely meeting.
- T. COMMITTEE APPLICATIONS: Reviewed: Yvonne Gahagan- There was no specific committee listed, Tina Turner called and left several messages- with no response. Chris Weston spoke to her and she cannot attend meetings at night. English Ramone is tabled until after January 1, 2024.
- U. Pool - Possible Creation of Taskforce to research & recommend?

**10. New Business:**

New: Folding Wall to divide Hall, Enable 2 simultaneous uses

New: Siren Tests on Holidays & Cooperation to confirm Sirens functioning. Tina called and left a message with the Lake County Sheriff's Department for an explanation why it did not activate for the test on September 4, 2023 at 11:00am

New: Approval for the ordering of Amazon order of Name badges for Board Members, Name Tags for staff, and Podium. Amount: \$277.41 plus shipping and handling – verbal authorization and instruction given by Moses Valdez. Office Manager limit \$250.00.

New: Janine Smith-Citron, member in good standing, and volunteer  
Agenda Item: Website Development – Action

I would like to request that members have the opportunity to receive board meeting agendas and supporting documents in advance of meetings by email. It has been a past practice to distribute agendas and supporting documentation to members. This practice in the Association increases transparency and accurately informs members of business/member issues. With members attending meetings via Zoom, it would allow them to have backup documents being discussed in advance of board meetings. A process may include collecting emails from interested members and maintaining an email group or spreadsheet with email addresses. A PDF of all documents can be created and emailed at the same time as the agenda is provided to board members.

## 10. Adjourn

### **Attachments:**

**Draft Minutes from August 14, 2023**

**KRCA Board Positions**

**KRCA Committee Members**

**Member Ethics policy – edited**

### **Executive Session for September 11, 2023- first part 5:30pm**

Appeals: 430-052-07- via telephone Legal

-043-361-05 Lawsuit update. Information regarding this lawsuit is public information and can be accessed thru the county of Lake – CASE NO. CV 424337

### **Adjourn:**

**Standing documents distributed at each Board Meeting:**

Balance Sheet

Committee Descriptions and Applications

Fire Safety Hand outs and Community Information

\*The home hardening project is paid for via a grant to North Coast Opportunities, specifically for the homes within the boundaries of the Kelseyville Riviera Community Association. For more information, please call 707-461-0760 or visit their website [www.ncohomehardening.org](http://www.ncohomehardening.org)