



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

BOARD of DIRECTORS –

Meeting Minutes - September 11th, 2023 6:00pm

Zoom meeting information:

<https://us06web.zoom.us/j/88029798411?pwd=RWhMaWtGVFI3UFpDaXpvaE9XREt2QT09->

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1. Call to Order: **6:11**
2. Pledge of Allegiance: Moses
3. MEETING RULES: **Moses READ THE MEETING RULES**
4. Open Forum: **Moses READ THE OPEN FORUM RULES**
5. Approval of the Agenda for 09/11/2023
6. Approval: August 14, 2023 Minutes (revise and approved - draft attached)
7. KRCA Board and Leadership Reports:
 - Presidents update: Moses Valdez
 - Treasurer Report: Chris Weston reported – 008.31.2023 \$213218.97- savings \$242014.07-Bond \$22,042. Bond 222,233.94
8. Committee Reports:
 - ✓ **Fire Safety – Chris Weston * Public Works Director recommended Carsonites rather than blue street button. – Discussion -**
 - ✓ **Finance/Budget –Ad hoc committee- Need to recruit new member to this ASAP. Committee Applications and Nominations this month.**
 - ✓ **Elections Committee- Hilde appointed to Elections Committee- Motion by Chris W and Samantha 2nd – all in favor**
 - ✓ **All committee members need to reapply for continuing service – Tabled for verification.**
 - ✓ **September 2023 ~Operating Account: \$232,374.00- Bond: \$20,050.00 Reserve: \$222,215.03**
 - ✓ **Office Manager Report: Tina Turner**
 - Office Manager Report: - Tina - 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 (see item “F” for overage from sales)
 - Reasons: Recent lawsuit filed Knowles, Tanya vs. Clear Lake 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-Chris** Need to recruit and form in September- Please submit a committee application if you are interested.

✓ **Strategic Planning-** Chris Weston – Janine Citron **Janine Citron-Smith appointed as chairman to Strategic Planning by the committee.** (Closed committee meetings at this time)

✓ **Manager’s Report-** Tina – Overview of the Computer upgrade & reminder new KRCA Email addresses-Manager@krca.biz, assistant@krca.biz, acp@krca.biz, Firesafety@krca.biz,

✓ **Social Committee** – Tina- First Meeting this week Tuesday the 12th 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. Last phase will be the Fire Safety Page, and update the previous Board Meeting Minutes. Noted that the website should be maintained by direction of the social committee. (Currently Tina is updating the social media pages).

B. Picnic Area Update: TBD, Getting bids for edging/ fence/ gap. Budget amount remaining this fiscal year \$5,000.00. -Discussion- Our landscaper is going to submit bids and ideas to fill in the “gap” area. Possibly raised flower boxes. Chris & Moses offered to volunteer to finish it.

C. Fall Chipping Date-November 1st, 2023 Moses: Members should apply by 10/20/23. Chipping done by Timberland. Applications available September 18, 2023. Chris W. Discussion regarding chips. Side note: Rick Junker from Timberline to speak at the Fire Safety Committee meeting tomorrow September 12th, at 6:30pm. Fire safe chip piles less than 8 inches to prevent spontaneous combustion.

D. North Coast Opportunities (NCO) Tina: Home Hardening Update –Tina- Make sure to contact North Coast Opportunities to complete an application. 2023 candidates have already been chosen. Area being concentrated on is Boren Bega. Sections have to be done because of the required environmental studies. Members encouraged to call NOC and make sure they have signed up. The application process is 15+ pages long.

E. Neighbor fest: Tina- 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. See NCO flyer at sign in table. Jason Baker to be contacted. Social Committee to be included.

- F. Silent Auction Update. Moses: 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 \$12,501.00 (Jon Sonnerblick). Congratulations and thank you for participating.
- G. Review Policy for Member Conduct. Corrections to grammar and spelling attached. – Tabled to next meeting.
- H. Use of KRCA-owned properties update: Moses: 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. Discussion: Pool that is owned by the Gilberts. Will they sell it to the KRCA ? No they will lease it for 3 years to us if we do the \$250,000.00 estimated work to be done. Discussion of division of the HOA into separate HOA's and water company. Discussion- Chris W. Lake County rezoning of the HOA. KRCA- Participation in the rezoning. Discussion – this is not open until 01.01.2024. Chris W discussed “pocket parks”. Moses- Lets make a list of properties that we might want to apply to change the zoning.
- 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. Tabled until after Social Committee meets.
- 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- Chris made a motion to have the office manager purchase the AED – second Samantha Carter – all in favor – passed.
- K. 1.Fire Safety Coordinator: Moses – Tina’s follow up: I 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 (*correction the word should be complaint) 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. Identified that people DO have to clean their lots all year, not just once depending on growth and weather circumstances. Mike would be open to having an assistant in the future, if it is necessary. Board Discussion- Moses to attend Fire Safety Committee meetings. Tabled to a future date to discuss.
- 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 & regulations 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. Signatures have to be verified.
- 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. Reviewed and revised.

- N. Policy on Sergeant at Arms – Tina called other HOA’s to ask if they had a sergeant at 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*
- O. *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. –Tabled for future discussion - Volunteers welcome. Chris made a motion and Hilde second= all in favor = Staff will inform the Sherriff’s department of each KRCA board of director meetings.
- P. 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.
- Q. Half-court / multi-use court at end of parking lot (perpendicular)need to get 3 bids. 1st bid is completed, the 2nd and 3rd are not yet scheduled. –first bid received from “Allsport America” and was too high over \$55,000.00. – TABLE UNTIL 2024. 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 Bloomfield’s voice mail was full – sent Email regarding status. –Tina-Update: message received from George today he is almost done with the book box.
- S. Bids to remove pine tree at corner of parking lot. Chris to discuss with arborist at fire safely meeting. Jason Baker-PGE arborist – Volunteered his opinion, that the tree doesn’t look to be dying but, could use a thorough trim of dead branches. Etc. – need to get 3 bids for the work.
- 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. Requested the office manager to update the community member list.
- U. Pool - Possible creation of taskforce to research & recommend? This point is mute see item “H” above. Moses agreed to talk to Emily Finch in regards to a task force and Sue A.

10. New Business:

New: Folding wall to divide Hall, Enable 2 simultaneous uses. Chris requests Tina to get bids for an accordion door or divider.

New: Evacuation Plan Meeting at Riviera Heights Sept 25 4:30-7:30

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 - Update: Tina-The sirens did not sound on September 4th, due to a problem with the “repeaters” – The proper work is being done to fix the situation. This is exactly why we have tests on the equipment, so it does not fail in the event of an actual emergency.

Committee meetings that are permanently closed are: Fire Safety Committee, has a closed session at 6:00 and open committee at 6:30. All other committee meetings are closed. (ACP, Finance , and elections committee)

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. Motion made by Samantha and second by Hilde – all in favor.

New: Janine Smith-Citron, member in good standing, and volunteer

Agenda Item: Emailing the Agenda Request:

Janine Citron-Smith submitted this agenda item: 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. Tina- our current service provider "Constant Contact" does not allow for the attachment of a PDF or other documents. Hard copies are available at the office the Thursday prior to a board meeting and copies are available after the meeting out front after the Board meetings – until they run out. A member can Email us an request an Agenda @ Manager@krca.biz.

10. Adjourn: 8:41

Attachments:

Draft Minutes from August 14, 2023

KRCA Board Positions

KRCA Committee Members

Member Ethics policy – edited

X

X

Adjourn:

Standing documents distributed at each Board Meeting:

Balance Sheet

Committee Descriptions and Applications

Fire Safety Handouts 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