



Kelseyville Riviera Community Association
Notice of meeting: Board of Directors Meeting
JULY 10TH 2023
9689 State Hwy. 281, Kelseyville, CA
6:00PM

Zoom meeting information:

<https://us06web.zoom.us/j/87955717777?pwd=RTZDazROVE9ya0FGaHV4RUNtb1dxdz09>

Meeting ID: 879-5571-7777 Passcode:256071

BOARD MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. **MEETING RULES: 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:** 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.
5. Approval of the Agenda: **
6. Approve: Draft Minuets from June 12,2023 & Annual Meeting Minuets – June 24,2023 **
7. Committee Reports:
 - ✓ **Fire Safety – Chris Weston ***
 - ✓ **Finance/Budget –Adhoc committee no further information until September**
 - ✓ **ACP-**
 - ✓ **Nominating/Elections Committee-**
 - ✓ **Strategic Planning added to committee descriptions & application-attached**
 - ✓ **Manager's report**
8. Old Business:
 - Website Update: Janine Citron – Tina Turner
 - Picnic Area Update:

- Pool Update – The Gilberts have reached out and they will be getting 3 bids for repair of the pool and would like to have KRCA pay for the repairs in lieu of KRCA paying the lease rental fee for the next 3 years. * no vote until bids are in
- Update on 2 New cameras- On order waiting for cameras to come in.
- Fall Chipping Date-Chris to confirm of Fall date-
- NCO- Future Neighborfest Update – Tina Turner
- Purchase of KRCA property on Palos Silent Auction August 1, 2023.
- Ethics and conduct of members draft presented -* **
- July Orientation for the new & returning board will be Saturday July 22,2023 at 10:00am, here at the association hall.
- Potential development of properties owned by the association -*
- HOA Annual Meeting follow up

9. New Business:

Official Results from the Election June 24,2023- Moses to read letter from HOA California Elections Letter. This is posted on several windows at the KCRA business office and in the locked Bulletin board out front

- Welcome to the new (and returning) Board Members:
HILDEGARD E KRAUSE & EMILY FINCH
- Board Members will determine their positions for the 2023-2024 fiscal year. ***
- Purchasing a Page 1 of 2 for the KRCA Hall – **
- Sargent at arms – * **
- Moving the “Open Forum” section of the Board meeting to last item. * **
- “Clean up” days – Coffee and talk social –Bi-weekly – first and third Tuesday? **
- Acclamation vs. voting Approval of time line for acclamation vs. voting – Board to Review attorney guideline of date(s). * **
- Half court Basketball court at end of parking lot (perpendicular)need to get 3 bids **
- Date/Event for Picnic area to officially open * **
- Approval of the Annual Calendar –* **distribution after it is approved by the Board.

10. Adjourn

Attachments:

Draft Minuets from June 12,2023 & June 24th 2023

Committee Descriptions and Application

Of note: Board Member; Samantha Carter will not be present – she is out of town.

Executive session to follow:

Appeals from ACP members -

Legal

Member Conduct Policy review

Small claims

Contracts

*Indicates discussion and planning **Indicates a Vote by the Board

KRCA Annual Calendar - DRAFT
2023 – 2024

July	<ul style="list-style-type: none"> • Committee Appointments • Board Member Orientation • Insurance Renewal • Audit Contracted • Secretary of State filing
August	<ul style="list-style-type: none"> • Appointment of Nominating Committee • Organizational Audit • Approve Election Company • Inspector of Elections contracted. • Election Process Confirmed
September	<ul style="list-style-type: none"> • Begin organizing Trunk or Treat with school • Invoicing for Delinquent Assessments • Get bids for Fire Inspections companies
October	<ul style="list-style-type: none"> • Trunk or Treat with local school • County Abatement List • Newsletter Published w/ financials.
November	<ul style="list-style-type: none"> • Firewise Re-certification • Winter reminders - Dead trees /Culverts • Christmas Light Contest • Recruit Board Candidates
December	<ul style="list-style-type: none"> • Announce light contest winner. • Notice of Nominating Procedure & call for candidates distributed to membership 12/29 • Newsletter Published for Call of Candidates
January	<ul style="list-style-type: none"> • Respond to Nominations within 7 days • Budget Development • Reserve Study • Begin negotiations Chipping. • Finalize and vote for Fire Inspections Company
February	<ul style="list-style-type: none"> • Budget review • Reminder Notice of Nominations deadline 2/27 to 03/21
March	<ul style="list-style-type: none"> • Nominating Deadline 3/28/2024 • Annual Mailing Preparation • Budget Approval • Fire Inspections

April	<ul style="list-style-type: none"> • 18-23 Nomination Deadline 4/17 • 21-23 Candidate List finalized. • 21-23 Notice of Meeting & Candidate List 4/19 • Fire Letters to Members • Board Meeting to consider candidates elected by Acclamation
May	<ul style="list-style-type: none"> • Voter List Finalized 5/15 • Recruit committee members • Chipping /Clean Your Space Event • Annual Invoicing • Last day of Ballot Mailing 5/22 • Print Statements
June	<ul style="list-style-type: none"> • 23-24 Election Deadline • 23 Election Ballot Count June 21-24 (June 22, 2024) • June 22 Annual Meeting - • Election of New Officers & Annual Meeting • End of Fiscal Year • Chipping • Yard sale



HOA ELECTIONS OF CALIFORNIA, INC.
10000 Wilshire Blvd., Suite 1000
Beverly Hills, CA 90210
Tel: 310.277.1111
www.hoelections.com

Official Results of the Election
CLEAR LAKE RIVIERA DBA KELSEYVILLE RIVIERA
COMMUNITY ASSOCIATION 2023 ANNUAL MEETING

The Association has selected HOA Elections of California, Inc. ("HOA Elections") to function as Inspector of Elections. HOA Elections' objective is to conduct the election process professionally and as efficiently as possible on your behalf.

Pursuant to Civil Code 5110, below is the tabulated result of the Annual Meeting of the Property Owners:

1. The meeting was called to order at approximately 11: 00 a.m. on June 24, 2023.
2. The number of members entitled to vote on the matters reported below was 2,827.
3. A quorum was achieved. 336 ballots were received by the deadline prior to the Meeting.
4. Registered, received, determined the authenticity, validity, and effect of each Secret Ballot.
5. Heard and determined all challenges and questions arising out of or in connection with the right to vote.
6. Tabulated the votes received and certified the results of the election to be as follows:

<u>Election of Directors:</u>	
Emily Finch	271
Hildegard Krause	304

This year there was a vote on the election of two (2) Board of Directors.

Emily Finch and Hildegard Krause had the most votes and will each serve for a two-year term. Both candidates were properly placed and accepted nomination.

Certified: June 26, 2023



Kelseyville Riviera
Community Association

Committee Descriptions

Following is a brief description of each standing committee and other committees that have been appointed by the Board in recent years. The descriptions are intended to provide an overview of roles and duties for each committee. The descriptions are not intended to be all inclusive of committee responsibilities. The role of committees may change and vary based on a circumstance that arise.

Architecture, Control and Planning (ACP)

A detailed description of the ACP Committee is located in Section IV of the CC&Rs. In summary, the three-member committee is responsible for reviewing all plans and specifications for structural improvements related to member properties. The ACP Committee handles member complaints and proactive complaints related to non-compliance with the CC&R's. A board member or two shall participate in the committee as a liaison. The agendas, inspections, and reports are performed by the ACP Coordinator.

Fire Safety

The Fire Safety Committee oversees the Fire Hazard hearings for properties that have received a fire hazard violation. The committee is responsible for reviewing mitigation efforts, plans, and coordinating compliance with the property owners. The fire safety committee is encouraged to facilitate member education events, community safety programs, and community projects, such as neighbors helping neighbors and evacuation planning. The agendas, inspections, and reports are performed by the Fire Safety Coordinator.

Recreation and Social

The Recreation and Social committee will, based on priorities expressed by property owners, implement community projects that will benefit the community. Examples of projects may include Trunk or Treat, youth outreach, community BBQs, development of a community park/recreation area, traffic safety projects, a "welcome" procedure for new owners and renters etc. It is anticipated that committee members will conduct appropriate research, present proposals to the board for approval and work with staff and volunteers to implement projects.

Kelseyville Riviera

COMMUNITY ASSOCIATION

9689 State Highway 281, Kelseyville, CA 95451
(707) 277-7281 Fax (707) 277-7234

Making Your Neighborhood A Community
www.kelseyville-riviera.com

Committee Member Application

Your interest in serving on a committee or working on a community project is appreciated. Property owners interested in serving on a committee are encouraged to complete this form and return it to the KRCA office. You may include additional pages. The Board will appoint committee members at the board meeting and during subsequent meetings when vacancies occur or as community members become interested in serving on a committee or helping with a project/event.

The Architectural Control and Planning committee (ACP Committee) is limited to three members. Other committees do not have limited membership.

Name of Interested Volunteer _____
Mailing Address _____
Property Address _____
E-Mail Address _____
Telephone Number _____

Please indicate the committee(s) you are interested in joining: (check all that apply)

____ ACP ____ Finance/Audit ____ Community Projects ____ Social ____ Nominating
____ Editorial/Rivierian/Newsletter ____ Firewise ____ Other/Project _____
____ Strategic Planning

Use the space provided or additional pages to answer the following questions so that we have an opportunity to become aware of your qualifications.

Please explain why you are interested in joining the committee(s) that you specified.

Please describe in detail the skills, education and/or experience that you have that will benefit the committee or project.

Signature

Date

Please return this form to the KRCA office or
Email: manager@clrca.com or Fax 707-277-7734
For more information call 707-277-7281.



Kelseyville Riviera Community Association

9689 State Hwy 281

Kelseyville, Ca 95451

(707)277-7281 Fax (707)277-7734

KRCA MEMBER ETHICS AND CONDUCT POLICY

1 of 2

Contrary to popular opinion, these laws and subsequent case law are not intended to make sure that everyone plays nicely. Instead, they prohibit exploitation of individuals, and the creation of a hostile an abusive meeting, interference, sabotage, and or workplace harassment. ABSOLUTELY NO racial, religious, or sexual orientation remarks, comments, spoken or written will NOT be tolerated. Targeted and pervasive behavior that makes a reasonable person afraid to go to work is protected against. There are laws provide protection for such individuals, helping them avoid being penalized within the business setting whether they choose to remain with the business or not. A common ramification for harassed members, Board members and/or employees who left a bad work situation; used to be that they could not collect unemployment benefits because it was classified as a willful termination. Workplace harassment laws and protections allow employees to leave a hostile work environment, and still claim benefits so long as they can demonstrate that it was, in fact, a hostile work environment. A member is expected to act in a cordial, professional manner, during meetings, and any communications with the office, committee members, personnel or Board member. Behavior can be in person, on the phone, in an email or other written form in and is inclusive - outside of HOA boundaries. Unacceptable behavior(s) include: obstruct, sabotage or prevention of an event, project, day to day business and/or deformation of character. Cursing, yelling, being disruptive and or interrupting a member while speaking during their 3 minuets at an "open forum" portion of a meeting is cause for immediate removal from a meeting and or event Stating non-factual, rumors, hearsay or other forms of defamation of character will not be tolerated. Physical violence of any kind will not be tolerated. Cursing on the phone at/to staff will immediately terminate the conversation.

- First offence –Member will receive a warning and or removal from the meeting event or premises.
- Second offence- Member will be asked to attend all meeting via ZOOM or by telephone for a period of 60 days.
- Third offense- Member will be penalized \$100.00 per occurrence, with interest and late fees, due within 30 days
- Fourth and final warning- Member will be fined \$250.00 and receive a "cease and desist" order and will no longer be allowed on KCRA property, Board Meetings and all further communications will be in writing only by Email and or written and sent USPS.

These laws also provide an added layer of responsibility for KRCA board & its members. Oftentimes, HOA associations are held liable for hostile work environments, even if the HOA was not directly involved in the harassment.



Kelseyville Riviera Community Association

9689 State Hwy 281
Kelseyville, Ca 95451
(707)277-7281 Fax (707)277-7734

June 24th 2023
Daft Minutes

ANNUAL MEETING OF KELSEYVILLE RIVIERA COMMUNITY ASSOCIATION

All items in Blue are Davis Sterling act rules & recommendations

1. **Registration.** Registration starts at 11:00 AM – June 24,2023- There was a sign up located at the entry table – Some people did not sign in.

2. **You can attend the election ballot count and results via Zoom at:
HOA elections of CA – join meeting:**

<https://us02web.zoom.us/j/828554137532?pwd=SUxoSTI4NjhzN2Zqc2Q5cGIUbGtuUT09>

Meeting ID: 828 5413 7532 Passcode:858974

Dial: 1-408-638-0968 – You can choose to participate via phone

3. **Meeting call to Order: 12:50pm**

4. **Minutes for the previous annual meeting were already approved 10/10/2022**

Moses Read: Notice of meetings must specify those matters that will be presented for action by the membership. (Civ. Code § 5115.) Business at the meeting is limited to noticed items only; no other business may be transacted. (Corp. Code § 7511(a).) **QUESTION:** Do ballots establish quorum for all actions at an annual meeting or only for the election part of the meeting? **ANSWER:** Ballots establish quorum for the meeting as a whole. However, new matters cannot be raised and voted on from the floor at the annual meeting.

5. **Approve of Orientation date of new members: Tentative date: Saturday July 22, 2023 – no vote as this date was not confirmed = Vote will take place at the July 10,2023 Meeting.**

Reports – Report by committees are tabled until the next Board Meeting: July, 10, 2023

Close the Polls – The closing of the polls – Deadline was no later than June 23,2023 @5:00pm. Ballots were to be received at HOA elections CA 1001 Avenida Pico STE C-496, San Clemente, Ca 92673- as stated in the election packet sent by HOA elections.

6. **Presentation of New Board Members as per election results. WELCOME!
Hilde Krause and Emily Finch**

Please enjoy lunch, corn hole, photo booth, and social time !

7. **Adjournment- 12:52pm**

A raffle item was donated by Samantha Carter for an autographed ball from CiCi Sabathia – free raffle tickets were provided. A patriotic theme was enjoyed by all. The winner of the signed baseball was April Leiferman. She was notified by phone.



Kelseyville Riviera Community Association

BOARD OF DIRECTOR'S

--DRAFT-- MEETING MINUTES

June 12, 2023 Draft

Page 1 of 4

1. Meeting called to order at 6:05 pm
2. Pledge of Allegiance
3. Present:
 - A: Board members:
 - Moses Valdez, President
 - Samantha Carter, Director
 - Emily Finch, Secretary
 - Chris Weston, Vice President
 - B. Others present:
 - Acting Manager: Cathy Frank

Moses Valdez read the Meeting Rules.

4. Open Forum: Moses read the Open Forum Rules.

A member asked about the pool at Riviera Hills. Moses explained that we do not own the pool and the "Gilberts" who own the restaurant have decided not to fix the pool because the cost to repair it is too great. We have reached out to Konocti and their pool did not pass inspection, so it is not open – they will sell day passes when it does open. We are in preliminary negotiations with another resort – which is about 15 min. drive. A member asked how someone who is disabled & owns property in the KRCA but, lives in New York – (how they) can participate in monthly board meetings; we broadcast our board meetings via Zoom, and someone can call in and listen by phone using the same invite information. A member asked if KRCA knew that the "Neighborfest" was illegal and did we (not) know it needed a special permit. She put a folder on the board's table and then stated it was going to cancel and it is a form of emblem to make fliers for their organization. Tina answered to this- "Neighborfest" it is not a KRCA event, and not on our property. We were included in their liability policy for the day as the property borders ours with no fence. KRCA and NCO have had a MOU since 2019. The home hardening grant program directly benefits members ; to help pay to mitigate the spread of wildfire, with a grant from Calfire, FEMA, and the OES. A member had a question about the rumor of someone in the past was embezzling funds. There is no evidence of that. Moses directed the

parks, dog park and or a meditation are. * Tabled for next meeting. More planning and information need to take place.

7. Old Business –

- Website- The choices for the website domain name are: KRiviereaca.com, Kelseyville-Riviera.com, Rriviera.com Webkrca.com KRcommunityassociation.com- the fee is \$18.00. Members had a discussion and the majority wanted Kelseyville-Riviera.com
A motion was made by Moses to adopt Kelseyville-Riviera.com
Second by Samantha

Moses Valdez	Yes	X	No
Chris Weston	Yes	X	No
Emily Finch	Yes	X	No
Samantha Carter	Yes	X	No

A motion was made to have the Office Manager manage the Website, in addition adding Janine Citron as an authorized contributor to contents and development by Chris Weston, second Moses Valdez

Moses Valdez	Yes	X	No
Chris Weston	Yes	X	No
Emily Finch	Yes	X	No
Samantha Carter	Yes	X	No

- Picnic area update: Update the picnic area is almost completed, the goal is to be open June 24,2023. A lock with a code will be installed. Members who rent the hall will get the gate code. Otherwise it will be open during regular business hours, closing at dusk – you can get items (chess pieces, corn hole, vertical checkers from the office.
- 2 new security cameras to be added to our current security system. We received a bid from our current vendor (since 2009) to add 2 cameras. WE have the capacity for sound on either camera with no upgrade to the DVR. A discussion was made as to NOT adding sound just video. The cost is \$1750.00 and will come out of the reserves. A vote will take place at the executive session.
- Fees requested for documents. Tina did a comparison with several other HOA's on what they charge. A member discussion took place and it was determined that a reasonable fee would be \$.50 for black and white copies per page – each side counted – NO color options necessary and/ or \$.50 per PDF.
- Siren survey to be placed on the Bulletin Board July 1st to see who can and can not hear the sirens. Several calls have been made to the previous vendor with no follow up from them.
- Fall chipping date was discussed and will be schedule with Timberline at their availability either the end of Oct. or Beginning of November – Chris to follow though with this date.