



Kelseyville Riviera Community Association
Notice of meeting: Board of Directors Meeting Agenda
9689 State Hwy 281, Kelseyville, CA 95451
(707) 277-7281
Kelseyville-Riviera.com

**BOARD OF DIRECTORS MEETING
DRAFT MINUTES
JULY 8, 2024 6:00pm**

Zoom meeting info:

Meeting ID: 836 211 9316

Online and Phone Passcode: 34642181

1. Call to Order: 1800
2. Pledge of Allegiance
3. Meeting Rules: (read aloud by Hilde) **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. Organizational Meeting of the 2024-25 Board
 - a. Welcome new Board members: Stephanie Clemons, George Bloomfield, and Matt Young
 - b. Election of 2024-25 Officers
 - i. President Hilde-motion by Emily, 2 by Matt, all in favor
 - ii. Vice President Emily-motion by Hilde, 2 by George, all in favor
 - iii. Secretary Stephanie-motion by Emily, 2 by Hilde, all in favor
 - iv. Treasurer (President cannot hold this position) George- motion by Hilde, 2 by Emily, all in favor
 - v. Director Matt-motion by Emily for Matt, 2 by Hilde, all in favor
 - c. Review of Board Orientation Binder distributed by Jeanine.
 - d. Schedule Board of Directors Orientation Session(s)
 - i. Tinnely attorney legal orientation: 1.5hrs-Hilde to get dates from Tinnley
 - ii. "in -house" orientation: to schedule after Tinnley orientation
5. Open Forum: During open forum, each attendee may address the Board for up to three minutes. If a speaker is in the middle of a sentence when time is called, they may finish their ~~thought~~ sentence before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. Speakers that present a question or concern, please state your purpose and offer a resolution. Please raise your hand. When your name is called, please step up to the podium and state your name, that is when your three minutes will begin. Please refrain from speaking unless you are at the podium. 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; however, a Director or Manager may briefly respond to statements made or questions posed. If appropriate, the Board can discuss creating an agenda item for a future meeting to discuss the issue. Speakers must observe rules of decorum and not engage in other disruptive behavior. Disruptive behavior, swearing, or yelling will result in a request to leave. Thank you.

- a. Member: article 12 in CC&R “appearance of lots.” The board can allocate funds and charge member for clean up responsibility. **motion by Emily to add to next month’s agenda, 2nd by Hilde, all in favor
- b. Member: Jeanine Citron (regarding last comment: in 2015-17 a previous board did that) neighbor to neighbor—volunteer neighbors to help elderly/disabled members who cannot afford/etc to take care of lot-
6. Approval of the Agenda: July 8, 2024 *add proposal from Jeanine from Strategic Planning committee motion by Hilde, 2nd by Emily, all in favor
7. Approval of Minutes: June 10, 2024 approval via email per Chris/Hilde/Emily due to election.
8. Announcement: Election results
 - a. On June 22, 2024, Pro Elections administered a vote count and certified the following: A total of 535 ballots were received. The vote count was:
 - Stephanie Clemons 339 votes – Elected*
 - George Bloomfield 305 votes – Elected*
 - Matt Young 268 votes – Elected*
 - Debbie Maughs 220 votes – Not Elected
 - Bruce Hollander 205 votes – Not Elected
 - English Ramon 144 votes – Not Elected
 - Overvote – invalid 4 ballots
 - No Response 5 ballots

*A copy of the certificate is included in this Board packet.
9. Treasurer’s Report: (read by George)
 - a. Balances as of July 3, 2024:
 - Umpqua Operating Account \$173,006.48
 - West America Bond Account \$22,026.00
 - West America Reserves \$218,059.14
 - Community First Credit Union \$242,075.07
 - b. Collections Report (not included in packet today) **next meeting read for last 2 months**
10. Committee Reports and Appointment of Committee Members
 - a. Fire Safety – Update: Current Members: Cathy Frank, Hildegard Krause, and Chris Weston. The next meeting will be on July 11, 2024 at 2:30 p.m. zoom meeting/presentation from MC inspections-results from inspections.
 - b. Finance/Budget – Update: Current Members: Janine Smith-Citron and ~~Hildegard Krause~~ George Bloomfield. Janine-this organization was financially stable, not in debt for the record, fiscally speaking our organization was in good financial standing. **include in following meeting minutes official status of organization financially.
 - i. Need to change bank signatories due to change in board of directors.
 1. Motion by Emily Finch to remove all current bank signatories on all three banks and Have Hildegard Krause, George Bloomfield, and Matt Young for all three banks (West America, Umpqua, Community First). 2nd by Stephanie Clemons, all in favor.
 2. Bank signatories:
 - a. WEST America (Moses/Emily/Chris)
 - b. Umpqua (Moses/Hilde/Samantha)
 - c. Community (Moses)
 - ii. Insurance (Farmers): in process of reviewing policy with goal of reducing premium, add workers compensation. Broker will also get further quotes. Renewal due: 8/16/24

- iii. Officers and directors' insurance: letter read (will renew but will have changes in deductibles, increase premium-based on lawsuits, broker will get quotes for comparison. Renewal 8/16/24. Motion by Emily for Hilde to continue discussion with brokers for this time and present bids to the board for vote. 2nd by George, all in favor.
 - iv. Reconciliation update: our past accountant resigned in Feb 2024, we have since hired a new accountant who is in the process of catching up on bank reconciliation (starting with Dec 2023). Should be all up to date by the end of this month.
 - c. Architectural Control and Planning: Current Members: Mike Beall, Everett Moore, Steven Profit, and Moses Valdez
*Reminder: All exterior improvements must be reviewed and approved by the ACP *Committee. *Please contact the ACP Coordinator for additional information.
 - d. Nominating/Elections – Update: No Committee Members Currently
 - e. Strategic Planning – Update, Janine Smith-Citron: Current members: Janine Smith-Citron, George Bloomfield, and April Leiferman.
 - i. Update member's email addresses and getting more volunteers: how to we make sure to get current emails from members, staff members asking members. Need to update constant contact.
 - ii. Strategic Plan
 - iii. Next meeting date: TBD
 - iv. Proposal: social media services out recommended by Strategic planning committee (see handout). ***Motion by George \$2400 for 6 month months trial with option to renew/extend at the end of 6 months. 2nd by Stephanie, Hilde and Emily vote in favor. Matt abstains.
 - v. Lake County 2050 (April): Riviera had most responses out of 8 unincorporated areas in lake county. Reviewed survey results. Also a group of people on the "local group" for advisory committee.
 - f. Social – Update: Current Members: April Leiferman and Gail Rosander
 - i. Children's Fire Safety Event (see flyer-***10:30 on 7/16.
 - ii. Volunteer recruitment plan
 - iii. Request update to member contact sheet and outreach strategies
 - iv. Next meeting date: as needed, only 2 members.
 - v. Possibly partner with Riviera Elementary for "back to school" donations.

11. Old Business

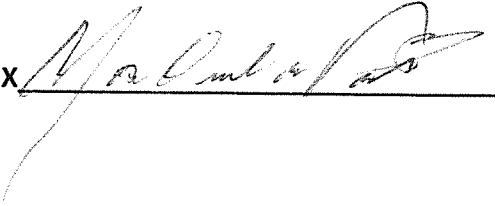
- a. Litigation – Update on lawsuit: *Knowles, Tanya vs. Clearlake Riviera Community Association (DBA Kelseyville Riviera Community Association) CV 424337*. -pending
- b. Litigation – Update on lawsuit: *Hollander, Bruce vs. Clear Lake Riviera Community Association (DBA Kelseyville Riviera Community Association) CV 425296*. -pending

12. New Business

- a. Proposal for services of HOA management company Seabreeze. Discussed potential for hoa management company. 1 estimate reviewed. Hilde getting bids/information for comparison.
- b. Proposal for services of Pehling & Pehling CPAs to perform the annual 2023-24 financial audit of the Clear Lake Riviera Community Association. The results will be distributed to members by October 28, 2024. ***Motion by George to approve above audit. 2nd by Stephanie, all in favor.
- c. The Clear Lake Environmental Research Center (CLERC) will provide chipping for all properties in the KRCA throughout the summer. Review of sub-award contract. Riviera have been approved for \$31,320 for chipping from CLERC. More information to come.

Adjourn 1946

Signature of Approved Agenda X

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "M. L. ...".

Attachments:

Certificate of Election Results

Official Election Results

Clear Lake Riviera Community Association

2024 Board Election

Election Date: June 22, 2024
Number of Ownership Units: 2810
Number of Ballots Received: 535
Attempted Meeting Date(s): none
Quorum Achieved: Yes

Pro Elections' Scope	
Call for Candidates:	Not in scope
Nomination Deadline:	Not in scope
Pre-Ballot Notice:	4/18/2024
Ballot Package:	5/20/2024
Ballot Tally:	6/22/2024

BOARD ELECTION

Number of Seats Up for Election: 3 board seats

Result:

Stephanie Clemons	339 votes - ELECTED
George Bloomfield	305 votes - ELECTED
Matt Young	268 votes - ELECTED
Debbie Maughs	220 votes - not elected
Bruce Hollander	205 votes - not elected
English Ramon	144 votes - not elected
Overvote-invalid	4 ballots
No Response	5 ballots

I certify that the foregoing election results for the above scope of work are true and accurate and were derived in compliance with all applicable statutes and provisions of California law and Association governing documents.



By: *Abigail Padon*

CEO OF PRO ELECTIONS LLC

Independent third-party Inspector of Elections