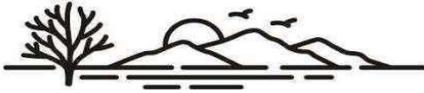


NOTICE OF KRCA BOARD MEETING: August 11, 2025 at 6pm Hybrid in (PERSON & ZOOM)



Kelseyville Riviera Community Association
9689 State Hwy. 281, Kelseyville, CA 95451
www.kelseyville-riviera.com

| ZOOM MEETING INFORMATION | |
|--------------------------|--------------|
| Meeting ID | 836 211 9316 |
| Password | 34642181 |

Notice of Executive Session - The Board Met in Executive Session Prior to this Meeting to discuss Legal, personnel and contract issues

MINUTES

Meeting called to order at 6:09PM

Attendance: George Bloomfield (President), Janine Smith-Citron (Treasurer), Tod Schlesinger (Director At Large) and Stephanie Clemons (Vice President) and Robert Credle - Secretary

Manager: Avery Patentreger, GM

Homeowners Present: Twelve (12)

1. Pledge of Allegiance

2. **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. If a disruption continues the meeting will be adjourned to a later date.

3. **OPEN FORUM:** During the 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 sentence before sitting down. The time guidelines ensure that others will have an opportunity to speak.

- A homeowner commented that it is too hot to wait outside for the meeting and that the meeting attendees should be let in 10 minutes prior to the end of the executive session and finally that the Board Meeting should begin on time.
- A homeowner commented this his neighbor who owns a vacant lot next door cut branches on several branches and left them up against this homeowner's back fence, there is a pile up and he considers this a fire hazard. While the homeowner was speaking, another homeowner commented that it was his lot being referred to and that he will address the concern right away.
- A homeowner commented about recent fires in the county. This homeowner quoted the CCR section article 12 that refers to maintenance of lots and the homeowner and added more comments about lot maintenance.
- A homeowner commented on county rules concerning abandoned or irreparable cars in the community and how it conflicts with county enforcement. The homeowner suggested that the HOA have its legal counsel contact the local supervisor (Jessica Pyska) to take the county to court for not taking action against abandoned and irreparable cars around the community. The homeowner provided a hand written copy of the county code to the Board.
- A homeowner asked for a copy of the fire policy.

1. **Approval of the Agenda: 08/11/2025 – M/S/C to approve the 8/11/2025 agenda. Motion passed unanimously.**
2. **Approval of Minutes: 7/21/25 – M/S/C to approve the 7/21/25 minutes, motion passed unanimously.**
3. **Announcements (Board or GM):**
 - **Enumerate Software Training** – The Manager reported that the GM, and two (2) members of the Board will engage in software training with Enumerate, which is the HOA’s property management operating accounting software
 - **Office Plumbing and Roof**

Office Plumbing – Back in May 2025, the plumber was called out to clear a sewer line that backed up in part reportedly due to heavy rain impacting the sewer line. The GM will call the same plumber (Wiser Plumbing) for a follow up proposal as needed.

Roof – We have a warranty with Lucerne Roofing that started in 2019. The GM will contact the same roofer. Earlier this year, there were a couple of office ceiling leaks caused by a leaky roof.
4. **Committees** – Each charter needs a signature line to be signed by each member of each committee acknowledging receipt of and acceptance of the rules of each charter.
 - **Review Finance Committee Charter – M/S/C to approve the Finance Committee Charter, unanimously approved.**
 - **Review Proposed ACP Committee Charter – M/S/C to approve the ACP Committee Charter with the one noted edit that was discussed, unanimously approved.**
 - **Review and Appoint Any Approved Committee Applicants** – The Board approved the following committee applicants
 - Shirley Koelling** - M/S/C to approve Shirley to the Finance Committee, unanimously approved.
 - Della Barker** – Della applied to be on the Fire Safety Committee and also volunteer to assist the office for administrative needs, however the Board nor any other committee member has met with Della about her application, therefore the Board will contact Della Barker and meet with her to further discuss. **Tabled.**
 - Bruce Hollander** – Bruce has applied for several committees but the Board is unaware of any committee recommendations. Bruce is encouraged to reach out to those committees and committee chairs to seek recommendations for future consideration. **Tabled.**

Board Business

5. **Approve Annual Calendar** – The Manager has an annual calendar template that is populated with information as well as Janine provided the GM calendar items, that the GM has now merged into one new annual calendar draft. George suggested that the calendar be color coded. This is nearly completed and is recommended that Strategic Planning review it before the calendar gets published. **Tabled.**
6. **Report of Board Member Training** – The Board participated and completed Board Member Training with their legal counsel Tim Mahar, today. This is an annual tradition and requirement that the Board will participate with when and if new members join the Board after each annual election.

Treasurer's Report

7. **Financials (Bank Signatories) Update** – The GM, George and Janine are assigned as bank signatories for both the Umpqua Operating Account and West America Reserve Accounts located in Kelseyville. The secretary (Robert Credle) needs to sign off on this bank signatory paperwork, at each bank. **Tabled.**

Review Financials (Treasurer Report) – Janine stated that as of July 31st Umpqua bank has 248K, West America Reserve has \$194K, the other West America Reserve Account has \$26K and finally the Community First Operation Saving has \$98K, which is a quarterly report. The Manager was asked to reflect the totals on all future agendas with as of date as this is part of our tradition.

Update from Bookkeeping Firm – Janine reported that our new bookkeeping firm (California Accounting) is working on completing our previous fiscal reports (24-25). So far so good on the bookkeeper’s ongoing efforts.
8. **Finance Committee Report** – Janine reported on our recent Finance Committee Meeting. The committee discussed the 25-26 Budget, profit & loss statements, general ledgers balances.

Payment Plan for Members to Pay Assessments Discussion – Part of our discussion at the Finance Committee was about Accounts Receivable (Annual Assessments). The Board also weighed in on this discussion of Assessment Collection best practices to encourage members to pay their assessments on time. Typically, we send out notice of delinquency 3 months after the assessments are unpaid. The committee will continue to work on this project and provide recommendations to the Board. When the next statement of unpaid dues goes out, the committee would like to have oversight of this correspondence. M/S/C to allow Janine and the Finance Committee to develop the language to be included for the next collection letter, unanimously approved. **Tabled.**

Social Committee

9. **Blue Zone Discussion** – April commented that our blue zone certification which is about 50% completed. We would like a “No Smoking, No Vaping” sign with the civil code stated and posted at the Community Hall.
10. **Break for Stretching** – The Board and the members attending the meeting took a stretch break which is part of the Blue Zone ethos of moving around and being mindful of health and stretching.
11. **Park & Recs Committee** – The GM was reminded to ensure that Park & Recs Committee should be on all future agendas. April went on to comment that we are trying to set up a meeting in September with Lake County Parks and updates concerning possible future park locations in our community.

Fire Safety

12. **0 to 5 Ground Safety Law** – We presented a diagram about neighbor trees over hanging on neighbor properties. The consensus of the Board is that trees bordering and over hanging over property lines or structures is a neighbor to neighbor issue. The HOA cannot advise the homeowner of the overhanging tree nor the homeowner whose tree encroaches on their lot to prune the tree, that is up to the homeowner and not the HOA to prune it. 0-5 is not an issue as it pertains to ground hazards, however 0-5 as it pertains to sky is another issue we want our legal counsel to look into as it pertains to what is enforceable in our policy. The GM read the law aloud. There was also a question as to whether or not we have an actual published HOA policy. **Tabled.**
Fire Letters Update – We do not have a draft updated response for the 300 + letters that went out. **Tabled.**
13. **3-Year Assistance Plan Discussion** – This goes back to discussion of having a 3-year plan to those home and lot owners who request additional time to address fire safety notices through the fire safety committee. When and if the 3-Year Plan notice is Board approved, this will still need legal oversight and review before being sent out. **Tabled.**
14. **Benefit Zone Funding** – The GM is the representative for the HOA to find out what is happening with the benefit zone program funding. **Tabled**
15. **Test Siren** – The GM to reach out the Lake County Sheriff and Janine may know of a contact at OES.
16. **ACP**: Review Proposed ACP Committee -
Approved earlier in the meeting.
17. **Charter- Strategic Planning** – Not discussed
- Tabled
18. **Website Development** – Will discuss in Executive Session under contracts.
Facebook – Not discussed
Constant Contact – Not discussed
Social Media Policy – M/S/C to approve the social media policy, unanimously approved.
19. **Adjourn Meeting** – M/S/C to adjourn meeting at 8:14PM

Notice of Executive Session - The Board met in Executive Session After this Meeting