

NOTICE OF KRCA BOARD MEETING: November 10th, 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

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MINUTES

The meeting was called to order at 6:02PM.

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

Absent: George Bloomfield (President)

Management: Avery Patentreger, GM

Homeowners' Present: Seven (7)

1. Pledge of Allegiance - We pledges allegiance and all stretched as part of the blue zone activities.

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 spoke about squatters near the restaurant and also mentioned a nearby lot where there are lots of cars and the squatters are there and or in a vacant lot living in a trailer.
- A homeowner spoke about the water department and his findings and shared with the audience.

1. **Approval of the Agenda:** M/S/C to approve the 11/10/25 Agenda, motion passed unanimously.

2. **Approval of Minutes:** M/S/C to approve the 10/13/25 Minutes, motion passed unanimously.

3. **Announcements (Board or GM):**

- **Staffing Updates** (Fire Safety Coordinator/Administrative Assistant) – We are keeping this item open but will not hire a Coordinator until possibly early next year. Tabled. **Admin:** Venessa is doing very well and we are happy to work with her. Tabled.

Office Plumbing and Roof Update: Roof/Ceiling: We will get a vendor to open the community hall ceiling after the December Board Meeting. **Office**

Plumbing: Wiser plumbing charges about \$1500 to jet the plumbing and we will contact them. **Office Electrical and Light Fixtures:** We will ask a vendor to check all the office electrical and circuit breakers.

- **Community Hall Audio Speakers** – The thought here is to reverse the Meeting set up to the other side of the room, purchase or re-purpose a few speakers, have a seven (7) channel microphone system and we will review costs when we get them. Tabled.
- **Enumerate (ACH) Update** – The GM is working with Enumerate and Paylease/Zego to confirm assessment pay.
- **Trunk or Treat** – Stephanie represented the HOA and recapped the Trunk or Treat event at the elementary school that went very well.

Social Committee and Parks & Recs

4. **Blue Zone Certification Update** – April said we are certified with Blue Zones.
5. **Christmas Lighting Contest** – April reported of a Christmas Lights Contest.

Strategic Planning

6. **Website Development Update** – The website development project is under way, likely resolved and could launch beginning of new year. Tabled.
7. **Home Hardening Program Update** – We met with home hardening a few days prior. Janine recapped the meeting. The program is between the individual homeowner and NCO.
8. **Social Media/ Community Outreach** – updates – We are using social media, mainly constant contact to communicate with the membership.

Treasurer's Report

9. Bank Balances as of **Oct 30th**

Columbia Bank **\$237,635.34**

West America Reserve # 1 - **\$195,106.81**

West America Reserves # 2 - **\$26,282.00**

Community First Savings - **\$45,631.44**

10. Finance Committee

- **Review and Approval of September Financial Reports** – The Finance Committee would like to set up a meeting with accounting team to ask questions about the monthly statements.
- **Status of Collections** – The GM is working on a plan to send out a reminder notice to those that have not paid their assessments this fiscal year and also working with collection on severe aged delinquencies.
- **Financial Review (audit) Schedule** – The GM met with the Auditor and provided all documents requested and we are waiting on the first draft of the 24-25 financial audit for review and once approved, we will send the 24-25 audit out to the membership as required.

ACP Committee

Committee Report – The GM reported having attended all meetings and we collectively read off ACP's architectural review report.

Fire Safety Committee

11. **Fire Safety Policy Draft** – We have a fire safety policy draft that will be sent out with the annual mailer in January to go with the 24-25 Audit Package.

12. **Meeting with Konocti Fire Safety Council Review (FireWise)** – Hilde was not available to recap but she has been meeting with the Konocti Fire Safety Council.
13. **Firewise Certification – Update** – We have successfully updated our Firewise Certification for 2026.
14. **Chipping -Update** – We agreed that December 10th-12th is good for chipping.
15. **Legal Update (Any)** – Nothing to report.
16. **Blue Street Reflectors – Update** – Deferred to executive session.
17. **Reflect to Protect Update – Update** – We continue to receive application for this program.

18. Meeting adjourned at 7:02PM

Notice of Executive Session - The Board will meet in executive session now.