

Tahoe Keys Property Owners Association  
 Board of Directors 58<sup>th</sup> Annual Membership Meeting  
 September 22<sup>nd</sup>, 2021 5:00pm Pavilion  
**AGENDA**

Agenda posted on September 16<sup>th</sup>, 2021

Members may also attend the meeting via online Zoom web conferencing. Instructions are available on the TKPOA website, [www.tkpoa.com](http://www.tkpoa.com).

**A. ANNOUNCEMENTS**

5:00pm – 5:05pm

1. **Call to Order – Pledge of Allegiance**
2. **Roll Call** -  Sherry  Ward  M. Meyers  Peterson  Halleran  McCammon  Shepherd  
 Wooldridge - General Manager  Blumenthal - Operations Manager  Finkelstein –  
 Administrative Clerk
3. **Declaration of Intent to Record Meeting**  

This meeting will be digitally recorded to assist in capturing the minutes. Recordings are deleted after minutes are completed. Members attending the meeting are prohibited from using any sort of recording device during the meeting. This includes audio recorders, video recorders or any type of camera (including cell phone cameras).
4. **Proof of Notice and Agenda Posting**
5. **Review of Webhosted Conference Call Instructions**
6. **Introduction of the Inspector of Elections for the 2021-2023 Board of Director Annual Election**
7. **Introduction of the Inspector of Elections Volunteers Assisting in the Ballot Counting**
8. **Announcement the TKPOA Members can Observe the Ballot Counting in the TKPOA Boardroom at any time.**
9. **Announcement at 5:05PM Closing of the Ballot, no additional Ballot will be Accepted, Voting is Closed.**

**B. ADMINISTRATIVE & PROCEDURAL MATTERS / CORRESPONDENCE**

5:05 pm - 5:25 pm

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-965	Changes to the Agenda/ Approve Agenda	Peterson	-
21-966	Approval of the August 18 <sup>th</sup> , 2021 Board of Directors Regular Meeting Minutes, and the August 26 <sup>th</sup> , 2021 Board of Directors Special Open Meeting Minutes	Peterson	10
21-967	<b>Committee Reports/Minutes</b> <ul style="list-style-type: none"> <li>Architectural Control Committee (ACC) – Standing Committee – August 10<sup>th</sup>, 2021 and August 24<sup>th</sup>, 2021</li> <li>Water Quality Committee – Standing Committee –</li> <li>Finance Committee – Standing Committee – August 3<sup>rd</sup>, 2021, August 10<sup>th</sup>, 2021 and August 26<sup>th</sup>, 2021</li> <li>Tahoe Keys Water Company (TKWC) Long Term Facilities Plan Oversight Board Subcommittee – August 13<sup>th</sup>, 2021, August 20<sup>th</sup>, 2021, September 3<sup>rd</sup>, 2021, and September 10<sup>th</sup>, 2021</li> <li>Cove Advisors – Standing Committee</li> <li>Tahoe Keys Vision – Ad Hoc Committee</li> </ul>	Peterson	SUP

	<ul style="list-style-type: none"> <li>• CC&amp;Rs and Bylaws Communication – Ad Hoc Committee</li> <li>• Tahoe Keys Waterways Restoration Fund (TKWRF – 501 (c) 3 – El Dorado Community Foundation Subcommittee</li> </ul>		
21-968	Treasurer’s Financial Report Review and Potential Approval of Financial Reports and Income Statements – July 2021	McCammon	20 /SUP

**C. MEMBER COMMENTS**

5:35 pm – 5:50 pm

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-969	Member Comments	Peterson	21

In order to give you an opportunity to address the Board, and in compliance with Civil Code Section 4925 and 5000(b), we’ve set aside a period of time for members to provide their comments to the Board. We ask that you document your issue(s) by completing the TKPOA Member Comments Form to assist us in documenting your issue. If you have not already filled out a Member Comments Form, please do so now and hand it to the Administrative Clerk. The forms are located at the entrance where you came in. When you are recognized, please come up to the lectern. Begin by stating your name and address for the record and please limit your comments to three (3) minutes per member. If someone else has already stated the issue, but you have something else to add to it, please raise your hand to be recognized. Due to time constraints the Board may limit participation to once per member. Those members attending the Board meeting via online webinar conference call, may email their member comments directly to the Administrative Clerk at [LFinkelstein@tahoekeyspoa.org](mailto:LFinkelstein@tahoekeyspoa.org). Please wait to be recognized by the Board President and TKPOA Staff will unmute your microphone so you can make your comments. Thank you for your cooperation and adherence to this Member Comments Policy.

**D. CONSENT CALENDAR**

5:50 pm – 5:55 pm

The Consent Calendar is utilized for routine agenda items that may be unanimously approved by the Board without discussion. This process is a significant time saver for Board meetings however, any Board member may request an item be removed from the Consent Calendar for discussion.

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-970	GM Report	Wooldridge	SUP
21-971	Department Reports	Wooldridge	SUP
21-972	Project Coordinator Report	Wooldridge	SUP
21-973	Department Performance Tracking	Blumenthal	SUP
21-974	Work Safe Program Update	Blumenthal	-
21-975	Board Calendar [September, October, November] – Action Items	Wooldridge	SUP
21-976	TKPOA Indoor Pool Schedule	Wooldridge	SUP
21-977	2021 TKPOA Vacation Home Rental (VHR) Permits Status	Blumenthal	SUP
21-978	Notification of TKWC Well #3 Baker Tank Water Distribution	Wooldridge	SUP
21-979	Amended and Restated CC&R’s (Fourth Draft) – Outreach and Communication Plan	Wooldridge	SUP
21-980	Discussion and Potential Approval of Islanders I Bulkhead Replacement Project - Permitting	Wooldridge	23

**E. TOPICS OF GENERAL INTEREST**

5:55 pm - 6:10 pm

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-981	5:15PM Disciplinary Hearing for Illegal Vacation Home Rental (VHR) Violation	Blumenthal	26
21-982	Tahoe Keys Water Company (TKWC) Rules and Regulations – Report on Current Prohibition on Landscape Irrigation	Wooldridge	30
21-983	Discussion and Potential Adoption of Emergency Section 10 Water Conservation Rules for Landscape Irrigation Rules	Wooldridge	34
21-984	Tahoe Keys Water Company (TKWC) Status Update on Short Term and Long-Term Facilities Planning	Wooldridge	-
21-985	Announcement of Tahoe Regional Planning Agency (TRPA) – TKPOA Open House – Small Scale Herbicide Test/Control Methods Test – October 9 <sup>th</sup> , 2021 9AM-12PM	Wooldridge	35 / SUP

**F. NEW BUSINESS**

6:10 pm - 6:30 pm

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-986	Authorization to Record Delinquent Assessment for APN's	Peterson	-
21-987	Discussion and Potential Adoption of Proposed Architectural Control Committee (ACC) Sections 14.03, 14.04, 14.049, 14.07, 14.079, and 14.08 – Rule Change for 28 Day Membership Review and Comment	Blumenthal	36 / SUP
21-988	Presentation of 2022 Operating Budget, Reserve Funding, Assessments and 2022 Budget Narrative	McCammon	SUP
21-989	Discussion and Potential Approval of 2022 TKPOA Annual Operating Budget for Common, Water Company, Water Quality, Channels & Lagoons	Wooldridge	37
21-990	Discussion and Potential Approval of 2022 TKPOA 30 Year Reserve Funding and Reserve Expenditure Plans for Common, Water Company, Water Quality, Channels & Lagoons	Wooldridge	52 / SUP
21-991	Discussion and Potential Approval of 2022 TKPOA Forecasted Reserve Balances (Schedule R)	Wooldridge	-
21-992	Discussion and Potential Approval of 2022 Cove/Townhome Annual Operating Budget	Wooldridge	57
21-993	Discussion and Potential Approval of 2022 Cove/Townhome 30 Year Reserve Funding and Reserve Expenditure Plans	Wooldridge	-
21-994	Discussion and Potential Approval of 2022 Annual Assessments, Special Assessment and Emergency Special Assessments	Wooldridge	-
21-995	Discussion and Potential Approval of Proposed Funding for the Water Company Short Term and Intermediate Projects – Special Assessment, Emergency Assessment, or Other	Wooldridge	-

21-996	Discussion and Potential Approval of 2022 Fees and Fines Schedule	Wooldridge	58
21-997	Discussion and Potential Approval of 2022 Budget Allocation Schedules	Wooldridge	62
21-998	2022 Budget Development Schedule	Wooldridge	SUP
21-999	Discussion and Potential Approval of Contract for East Channel Bulkhead Replacement Project – Slope Protection (Rip-Rap and Filter Rock) – Anvil Builders Inc.	Wooldridge	63
21-1000	Discussion and Potential Approval of Contract for East Channel Bulkhead Replacement Project – Slope Protection (Vegetation and Filtration) – BMP Solution Landscape and Erosion Control	Wooldridge	69
21-1001	Discussion and Potential Approval of Contracts for Well #3 Treatment Bypass Flowmeter Installation – Southport Control Solutions	Larson	-
21-1002	Discussion and Potential Approval of Contract for Public Relations Firm Communication of Tahoe Keys Water Company (TKWC) Long Term Facilities Plan	Wooldridge	73
21-1003	Discussion and Potential Approval of Memorandum of Understanding (MOU) – for Tahoe Regional Planning Agency (TRPA) Shore Line Plan	Wooldridge	78
21-1004	Discussion and Potential Approval of TKPOA Accounting Department – Electronic Payments and Transfers – Third Quarter and Fourth Quarter	Havard	89
21-1005	Discussion and Potential Appointment of Lake Tallac Property Owners to Lake Tallac – Board Subcommittee	Wooldridge	93
21-1006	Discussion and Potential Appointment of Cove Advisors for Islanders II, Aloha Isle, St. Moritz Isle, Bavarian Isle, and Mt. Tallac Village 3 Subdivisions	Wooldridge	94
21-1007	Discussion and Announcement of Town Hall Forum Topics, Schedule, and Board Assignments	Wooldridge	95
21-1008	Inspector of Elections Announcement 2021-2023 Board of Director Annual Election Results	Wooldridge	98
21-1009	Seating of the New Board Members	Wooldridge	-
21-1010	Recognition of Service of Past Board Members	Wooldridge	-
21-1011	Discussion of Scheduling Board of Directors Organizational Meeting – September 24 <sup>th</sup> , 2021 1PM-6PM [BYLAWS ARTICLE 6 Meeting of Directors 6.3]	Wooldridge	99
21-1012	Discussion of Scheduling Upcoming Board Meetings	Wooldridge	-
21-1013	Discussion of Board of Directors Requirement for California Mutual Water Company Board Member Training – AB54	Wooldridge	100

**G. STATUS OF PREVIOUS FOLLOW UP ITEMS**

**H. SUMMARY OF MEETING FOLLOW UP ITEMS**

**6:40 pm – 6:45 pm**

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
<b>21-1014</b>	<b>Prepare List of Follow Up Items from This Meeting</b>	<b>Finkelstein</b>	-

**I. ANNOUNCEMENT OF UPCOMING MEETINGS**

**6:45 pm – 6:50 pm**

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
<b>21-1015</b>	<p><b><u>SEPTEMBER</u></b></p> <ul style="list-style-type: none"> <li>• September 8 Joint Meeting – Board of Director &amp; Finance Committee – Special Open Meeting 5PM</li> <li>• September 21 Town Hall Forum – TRPA Shoreline Plan MOU – 5PM-7PM</li> <li>• September 22 Board of Directors Open Session 5PM</li> <li>• September 22 58<sup>th</sup> Annual Meeting of the Members 5PM</li> <li>• September 23 Town Hall Forum – TBD 6PM</li> <li>• September 24 Board of Directors Organizational Meeting and Executive Session 1PM-6PM</li> <li>• September 27 Board of Directors – Special Open Meeting – Budget 2022 Workshop 5PM</li> <li>• September 28 Finance Committee Meeting 10AM</li> <li>• September 28 Architectural Control Committee (ACC) Meeting 9AM</li> <li>• September TBD Water Quality Committee (WQC) Meeting</li> <li>• September TBD CC&amp;R’s and Bylaws Communication – Ad Hoc Committee</li> <li>• September TBD TKPOA Vision – Ad Hoc Committee</li> </ul> <p><b><u>OCTOBER</u></b></p> <ul style="list-style-type: none"> <li>• October 12 Architectural Control Committee (ACC) Meeting 9AM</li> <li>• October 20 Board of Directors Executive Session 9AM</li> <li>• October 20 Board of Directors Regular Meeting 5PM</li> <li>• October 26 Finance Committee Meeting 10AM</li> <li>• October 28 Town Hall Forum – TBD 6PM</li> <li>• October TBD TKPOA Vision – Ad Hoc Committee</li> <li>• October TBD Water Quality Committee (WQC) Meeting</li> <li>• October TBD CC&amp;R’s and Bylaws Communication – Ad Hoc Committee</li> <li>• October TBD Tahoe Keys Waterways Restoration Fund (TKWRF- 501 (c) 3) – El Dorado Community Foundation</li> </ul>	<b>Peterson</b>	-

	*All meetings will be held at the Pavilion unless otherwise noted. **Schedule and meeting times subject to change		
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**J. ADJOURNMENT**