

Tahoe Keys Property Owners Association  
Board of Directors Special Open Meeting  
2022 Budget Workshop  
September 27<sup>th</sup>, 2021 5:00pm Pavilion  
**AGENDA**

Agenda posted on September 17<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** -  Cefalu  Silveira  Norem  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**

**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>
21-1040	Changes to the Agenda/ Approve Agenda	Peterson	-
21-1041	Approval of the September 8 <sup>th</sup> , 2021 Board of Directors and Finance Committee Meeting Minutes	Peterson	8

**C. MEMBER COMMENTS**

5:35 pm – 5:50 pm

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-1042	Member Comments	Peterson	12

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 [L.Finkelstein@tahoekeyspoa.org](mailto:L.Finkelstein@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. NEW BUSINESS**

**6:10 pm - 6:30 pm**

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-1043	Presentation of 2022 Operating Budget, Reserve Funding, Assessments – Fourth Draft	McCammon	13
21-1044	Discussion and Potential Approval of 2022 TKPOA Annual Operating Budget for Common, Water Company, Water Quality, Channels & Lagoons – Fourth Draft	Wooldridge	29
21-1045	Discussion and Potential Approval of 2022 TKPOA 30 Year Reserve Funding and Reserve Expenditure Plans for Common, Water Company, Water Quality, Channels & Lagoons – Fourth Draft	Wooldridge	46
21-1046	Discussion and Potential Approval of 2022 Operating Budget – Budget Narrative – Fourth Draft	Wooldridge	84
21-1047	Discussion and Potential Approval of 2022 Budget Allocation Schedules – Fourth Draft	Wooldridge	138
21-1048	Discussion and Potential Approval of 2022 TKPOA Forecasted Reserve Balances (Schedule R)	Wooldridge	-
21-1049	Discussion and Potential Approval of 2022 Cove/Townhome Annual Operating Budget	Wooldridge	144
21-1050	Discussion and Potential Approval of 2022 Cove/Townhome 30 Year Reserve Funding and Reserve Expenditure Plans	Wooldridge	-
21-1051	Discussion and Potential Approval of 2022 Annual Assessments, Special Assessment and Emergency Special Assessments	Wooldridge	-
21-1052	Discussion and Potential Approval of Proposed Funding for the Water Company Short Term and Intermediate Projects – Special Assessment, Emergency Assessment, or Other	Wooldridge	145
21-1053	Discussion and Potential Approval of 2022 Fees and Fines Schedule	Wooldridge	149
21-1054	2022 Budget Development Schedule	Wooldridge	153
21-1055	Discussion and Potential Approval of Contract for East Channel Bulkhead Replacement – Expedite Schedule to Mitigate Delay Due to Smoke and Fire – Anvil Builders Inc.	Wooldridge	155
21-1056	Discussion and Potential Approval of Contract for Well #3 Uranium Filtration Installation GB – General Engineering Contractor – Change Order #5	Wooldridge	-
21-1057	Discussion and Potential Approval of 2021-2022 Insurance Programs: Hays Companies, Inc. <ul style="list-style-type: none"> <li>• Property &amp; Casualty</li> <li>• General Liability</li> <li>• Auto Liability</li> <li>• Umbrella Liability</li> <li>• Water – General Liability</li> <li>• Unarmed Security Guard</li> </ul>	Wooldridge	162

	<ul style="list-style-type: none"> <li>• Directors and Officers (D&amp;O)</li> <li>• Difference in Conditions (DIC)</li> <li>• Marina Operator</li> <li>• Cyber Liability</li> </ul>		
--	--	--	--

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

**F. 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>
21-1058	Prepare List of Follow Up Items from This Meeting	Finkelstein	-

**G. ANNOUNCEMENT OF UPCOMING MEETINGS**

**6:45 pm – 6:50 pm**

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-1059	<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 12 Board of Directors Executive Session 9AM</li> <li>• October 12 Board of Directors Regular Meeting 5PM</li> <li>• October 26 Finance Committee Meeting 10AM</li> <li>• October 28 Town Hall Forum – TKWC Long Range Facilities Plan - 6PM</li> <li>• October TBD TKPOA Vision – Ad Hoc Committee</li> </ul>	Peterson	-

	<ul style="list-style-type: none"><li>• October TBD Water Quality Committee (WQC) Meeting</li><li>• October TBD CC&amp;R's and Bylaws Communication – Ad Hoc Committee</li></ul> <p>October TBD Tahoe Keys Waterways Restoration Fund (TKWRF- 501 (c) 3) – El Dorado Community Foundation</p> <p>*All meetings will be held at the Pavilion unless otherwise noted. **Schedule and meeting times subject to change</p>		
--	--	--	--

**H. ADJOURNMENT**