

Tahoe Keys Property Owners Association
Board of Directors Regular Open Meeting
October 12th, 2021 5:00pm Pavilion
AGENDA

Agenda posted on October 7th, 2021

Members may also attend the meeting via online Zoom web conferencing. Instructions are available on the TKPOA website, www.tkpoa.com.

A. ANNOUNCEMENTS

5:00pm – 5:05pm

1. **Call to Order – Pledge of Allegiance**
2. **Roll Call** - Peterson McCammon Halleran Shepherd Cefalu Silveira Norem
 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. **Review of Information Available on the TKPOA Website for Today’s Meeting**
5. **Proof of Notice and Agenda Posting**
6. **Review of Webhosted Conference Call Instructions**

B. ADMINISTRATIVE & PROCEDURAL MATTERS / CORRESPONDENCE

5:05 pm - 5:25 pm

Item #	Item	Responsible Person(s)	Page #
21-1069	Changes to the Agenda/ Approve Agenda	Peterson	-
21-1070	Nominations of 2021-2022 Term TKPOA Board Officers	Peterson	-
21-1071	Nominations of 2021-2022 Board Liaisons for Committees, Subcommittees, and “Ad Hoc” Committees	Peterson	10
21-1072	Announcement of 2021-2022 Board Term – Board Meeting Schedule	Peterson	-
21-1073	Executive Session Report	Peterson	-
21-1074	Approval of the September 22 nd , 2021 Board of Directors 58 th Annual Meeting & Open Board Meeting Minutes, and the September 27 th , 2021 Board of Directors Special Open Board Meeting & 2022 Budget Workshop Meeting.	Peterson	SUP
21-1075	Committee Reports/Minutes <ul style="list-style-type: none"> • Architectural Control Committee (ACC) – Standing Committee – September 28th, 2021 • Water Quality Committee – Standing Committee – September 9th, 2021 • Finance Committee – Standing Committee – September 28th, 20 • Tahoe Keys Water Company (TKWC) Long Term Facilities Plan Oversight Board Subcommittee – September 17th, 2021, September 23rd, 2021, October 1st, 2021 	Peterson	SUP

	<ul style="list-style-type: none"> • Cove Advisors – Standing Committee • Tahoe Keys Vision – Ad Hoc Committee • CC&Rs and Bylaws Communication – Ad Hoc Committee <p>Tahoe Keys Waterways Restoration Fund (TKWRF – 501 (c) 3 – El Dorado Community Foundation Subcommittee</p>		
21-1076	Treasurer’s Financial Report Review and Potential Approval of Financial Reports and Income Statements – August 2021	McCammon	SUP

C. GUIDELINES FOR CONDUCTING BOARD MEETINGS

D. MEMBER COMMENTS

5:35 pm – 5:50 pm

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-1077	Member Comments	Peterson	15

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. 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>
21-1078	GM Report	Wooldridge	SUP
21-1079	Department Reports	Wooldridge	SUP
21-1080	Project Coordinator Report	Wooldridge	SUP
21-1081	Department Performance Tracking	Blumenthal	SUP
21-1082	Work Safe Program Update	Blumenthal	SUP
21-1083	Board Calendar [October, November, December] – Action Items	Wooldridge	SUP
21-1084	TKPOA Indoor Pool Schedule	Wooldridge	SUP
21-1085	2021 TKPOA Vacation Home Rental (VHR) Permits Status	Blumenthal	SUP
21-1086	Notification of TKWC Well #3 Baker Tank Water Distribution	Wooldridge	SUP

21-1087	Amended and Restated CC&R's (Fourth Draft) – Outreach and Communication Plan	Wooldridge	SUP
21-1088	Discussion and Potential Approval of Contract for Just Imagine Marketing (JIM) to produce and provide monthly publishing for the Keys Breeze Magazine	Wooldridge	17

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>
21-1089	Tahoe Keys Water Company (TKWC) Rules and Regulations – Report on Current Prohibition on Landscape Irrigation	Wooldridge	19
21-1090	Discussion and Potential Adoption of Emergency Section 10 Water Conservation Rules of Landscape Irrigation Rules	Wooldridge	23
21-1091	Tahoe Keys Water Company (TKWC) Status Update on Short Term and Long-Term Facilities Planning	Wooldridge	-
21-1092	Announcement of Tahoe Key Water Company (TKWC) Emergency Assessment Mailing and Notification	Wooldridge	32
21-1093	Announcement of Town Hall Forum – TKWC Long Term Facilities Plan – Oversight Board Subcommittee – Long Term Facilities Plan Discussion and Next Steps – October 28th, 2021 5PM-7PM	Wooldridge	38
21-1094	Announcement of Town Hall Forum – Water Quality Committee (WQC) Aquatic Invasive Species (AIS) Control Methods Test (CMT) Update – October 21 st , 2021 6PM-8PM	Wooldridge	-
21-1095	California Fish and Wildlife (CF&W) – Bear Activity Reporting and Bear Management Programs	Wooldridge	39
21-1096	TKPOA Water Quality Committee – OPEN HOUSE Aquatic Invasive Species (AIS) Control Methods Test (CMT) – Friday October 29 th , 2021 3PM-6PM	Wooldridge	46

F. NEW BUSINESS

6:10 pm - 6:30 pm

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-1097	5:30 PM Member Hearing: Vacation Home Rental Violation	Blumenthal	48 / SUP
21-1098	Discussion and Potential Adoption of Proposed Architectural Control Committee (ACC) Section 14 – Rule Change for 28 Day Membership Review and Comment	Wooldridge	61 / SUP
21-1099	Discussion and Potential Authorization to Record Delinquent Assessment for APN's	Wooldridge	-
21-1100	Presentation of 2022 Operating Budget, Reserve Funding, and Assessments – Fifth Draft	McCammon	SUP
21-1101	Discussion and Potential Approval of 2022 TKPOA Operating Budget for Common, Water Company, Water Quality, Channels &	Wooldridge	64 / SUP

	Lagoons – Fifth Draft		
21-1102	Discussion and Potential Approval of 2022 TKPOA 30 Year Reserve Funding and Reserve Expenditure Plans for Common, Water Company, Water Quality, Channels & Lagoons – Fifth Draft	Wooldridge	65
21-1103	Discussion and Potential Approval of 2022 Operating Budget – Budget Narrative – Fifth Draft	Wooldridge	67 / SUP
21-1104	Discussion and Potential Approval of 2022 Operating Budget – Allocation Schedules – Fifth Draft	Wooldridge	68 / SUP
21-1105	Discussion and Potential Approval of 2022 TKPOA Forecasted Reserve Balances (Schedule R)	Wooldridge	-
21-1106	Discussion and Potential Approval of 2022 Cove/Townhome Annual Operating Budget	Wooldridge	69 / SUP
21-1107	Discussion and Potential Approval of 2022 Cove/Townhome 30 Year Reserve Funding and Reserve Expenditure Plans	Wooldridge	71 / SUP
21-1108	Discussion and Potential Approval of 2022 Annual Assessments, Special Assessment and Emergency Special Assessments	Wooldridge	72
21-1109	2022 Budget Development Schedule	Wooldridge	73 / SUP
21-1110	Discussion and Potential Approval of 2022 Collection Policy Resolution NO: 2022-10122021	Wooldridge	74
21-1111	Discussion and Potential Approval of 2022 Alternative Dispute Resolution (ADR) and Internal Dispute (IDR) Procedures – NO: 2022-10122021A	Wooldridge	78
21-1112	Discussion and Potential Approval of Contract for East Channel Bulkhead Replacement Project – Change Orders – Anvil Builders Inc.	Wooldridge	-
21-1113	Discussion and Potential Approval of Contract for Well #3 Uranium Filtration Installation – Change Order – GB General Engineering Contractor	Wooldridge	-
21-1114	Discussion and Potential Approval of Contract for Well #2 Additional Monitoring Devices	Wooldridge	82 / SUP
21-1115	Discussion and Potential Approval of Contract for Well #3 Uranium Filtration Installation Bypass SCADA Controls – Change Order – Southport Control Solutions	Wooldridge	83 / SUP
21-1116	Discussion and Potential Approval of Contract for Well #3 Uranium Filtration Resin Removal and Disposal	Wooldridge	84 / SUP
21-1117	Discussion and Potential Approval of Request for Proposal (RFP) for Tahoe Keys Water Company (TKWC) Long-Term Plan – Program Management Facilities	Wooldridge	85
21-1118	Discussion and Potential Approval of Water Quality Committee (WQC) Controls Methods Test (CMT) Project Management – Contract Proposals	Wooldridge	-
21-1119	Discussion and Potential Approval of Reserve Expenditure Request (RER) for Tahoe Marina Shores (TMS) – Water Shut Off Valve Replacement – GB General Engineering Inc.	Wooldridge	89 / SUP

21-1120	Discussion and Potential Approval of Refunding ACC Application for Approved Auxiliary Water Systems	Wooldridge	-
21-1121	Discussion and Potential Approval of TKPOA Accounting Department – Electronic Payments and Transfer – Third Quarter and Fourth Quarter	Wooldridge	-
21-1122	Discussion and Potential Appointment of Lake Tallac Property Owners to Lake Tallac – Board Subcommittee	Wooldridge	90
21-1123	Discussion and Potential Appointment of Cove Advisors for Islanders II, Aloha Isle, St. Moritz Isle, Bavarian Isle, and Mt. Tallac Village 3 Subdivisions	Wooldridge	92
21-1124	Discussion and Potential Announcement of Town Hall Forum Topics, Schedule, and Board Assignments	Wooldridge	94
21-1125	Discussion of Board of Directors Requirement for California Mutual Water Company Board Member Training – AB54	Wooldridge	96

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>
21-1126	Prepare List of Follow Up Items from This Meeting	Finkelstein	-

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>
21-1127	<p><u>OCTOBER</u></p> <ul style="list-style-type: none"> • October 1 Finance Committee Meeting 11:30AM-12:30PM • October 7 Water Quality Committee (WQC) Meeting 9AM • October 9 Water Quality Committee (WQC) OPEN HOUSE for AIS CMT Project 9AM • October 12 Architectural Control Committee (ACC) Meeting 9AM • October 12 Board of Directors Executive Session 9AM • October 12 Board of Directors Regular Meeting 5PM • October 21 Town Hall Forum – Water Quality Committee AIS CMT Project Update 6PM-8PM • October 26 Finance Committee Meeting 10AM • October 28 Town Hall Forum – TKWC Long Range Facilities Plan - 6PM • October 29 Water Quality Committee (WQC) OPEN HOUSE for AIS CMT Project 3PM-6PM • October TBD TKPOA Vision – Ad Hoc Committee • October TBD Water Quality Committee (WQC) Meeting • October TBD CC&R’s and Bylaws Communication – Ad Hoc 	Peterson	-

	<p>Committee</p> <ul style="list-style-type: none"> • October TBD Tahoe Keys Waterways Restoration Fund (TKWRF- 501 (c) 3) – El Dorado Community Foundation <p><u>NOVEMBER</u></p> <ul style="list-style-type: none"> • November 9 Architectural Control Committee (ACC) Meeting 9AM • November 17 Board of Directors Executive Session 9AM November 17 Board of Directors Regular Meeting 5PM • November 23 Finance Committee Meeting 10AM • November TBD TKPOA Vision – Ad Hoc Committee • November TBD Water Quality Committee (WQC) Meeting • November TBD CC&R’s and Bylaws Communication – Ad Hoc Committee • November TBD Tahoe Keys Waterways Restoration Fund (TKWRF- 501 (c) 3) – El Dorado Community Foundation <p>*All meetings will be held at the Pavilion unless otherwise noted. **Schedule and meeting times subject to change</p>		
--	--	--	--

J. ADJOURNMENT