

Tahoe Keys Property Owners Association  
Board of Directors Regular Open Meeting  
December 14<sup>th</sup>, 2021 5:00pm Pavilion  
**AGENDA**

Agenda posted on December 8<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** -  Peterson  Halleran  Silveira  Norem  McCammon  Cefalu  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).
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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 #
2-1231	<b>Changes to the Agenda/ Approve Agenda</b>	<b>Peterson</b>	-
21-1232	<b>Executive Session Report</b>	<b>Peterson</b>	-
21-1233	<b>Approval of the November 17<sup>th</sup>, 2021 Board of Directors Open Board Meeting Minutes.</b>	<b>Peterson</b>	9
21-1234	<b>Committee Reports/Minutes</b> <ul style="list-style-type: none"> <li>• <b>Architectural Control Committee (ACC) – Standing Committee – November 9<sup>th</sup>, 2021</b></li> <li>• <b>Water Quality Committee – Standing Committee – November 11<sup>th</sup>, 2021</b></li> <li>• <b>Finance Committee – Standing Committee – December 9<sup>th</sup>, 2021</b></li> <li>• <b>Tahoe Keys Water Company (TKWC) Long Term Facilities Plan Oversight Board Subcommittee – November 12<sup>th</sup>, 2021, November 19<sup>th</sup>, 2021, December 3<sup>rd</sup>, 2021</b></li> <li>• <b>Planning and Budgeting Working Group – Board Subcommittee – November 19<sup>th</sup>, 2021</b></li> <li>• <b>Cove Advisors – Standing Committee</b></li> <li>• <b>Tahoe Keys Vision – Ad Hoc Committee</b></li> <li>• <b>CC&amp;Rs and Bylaws Communication – Ad Hoc Committee</b></li> </ul>	<b>Peterson</b>	15

	<ul style="list-style-type: none"> <li>Tahoe Keys Waterways Restoration Fund (TKWRF – 501 (c) 3 – El Dorado Community Foundation Subcommittee</li> </ul>		
21-1235	Treasurer’s Financial Report Review and Potential Approval of Financial Reports and Income Statements – October 2021	McCammon	30 / WEBSITE

**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>
21-1236	Member Comments	Peterson	33

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. 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>
21-1237	Department Reports and Monthly Statistics	Wooldridge	34 / WEBSITE
21-1238	2021-2022 Board Committees, Subcommittees, “Ad Hoc” Committees, and Liaisons	Wooldridge	35
21-1239	2021-2022 Board of Directors Meeting Schedule	Wooldridge	38
21-1240	2021 and 2022 TKPOA Indoor Pool Schedule	Wooldridge	39
21-1241	2021 TKPOA Vacation Home Rental (VHR) Permits Status	Blumenthal	40
21-1242	Amended and Restated CC&R’s (Fourth Draft) – Outreach and Communication Plan	Wooldridge	43
21-1243	Tahoe Keys Property Owners Association (TKPOA) List of Acronyms and Definitions	Wooldridge	45
21-1244	Discussion and Potential Approval of Reserve Expenditure Request (RER) Cove 1 Deck Replacement Project (Unit 180)	Cherko	49
21-1245	Discussion and Potential Approval of Reserve Expenditure Request (RER) for TKPOA Pavilion Pier Painting Project	Cherko	53

**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>
21-1246	Discussion and Potential Approval of TKWC Long Term Facilities Planning, Oversight Board Subcommittee – Board Recommendations	Wooldridge	54
21-1247	Discussion and Potential Motion to Receive MC Engineering – TKWC Long Term Facilities Plan	Wooldridge	58
21-1248	Discussion and Potential Negotiation to Complete MC Engineering Contract for Development of TKWC Long Term Facilities Plan	Wooldridge	-
21-1249	Discussion and Potential Approval of TKWC Long Term Facilities Plan – Phase 1 and Phase 2	Wooldridge	-
21-1250	Discussion and Potential Approval of TKWC Long Term Facilities Plan – Program Management Contract	Wooldridge	-

**F. NEW BUSINESS**

6:10 pm - 6:30 pm

<u>Item #</u>	<u>Item</u>	<u>Responsible Person(s)</u>	<u>Page #</u>
21-1251	Discussion and Potential Authorization to Record Delinquent Assessment for APN's	Wooldridge	-
21-1252	Discussion of Proposed Reserve and Other Projects for 2021 and 2022 Fiscal Year	Cherko	59
21-1253	Discussion and Potential Adoption of Operating Rule: Association Committee Appointments and Board Review	Wooldridge	64
21-1254	Discussion and Potential Approval of Contract for SCADA Well #3 Recirculation Pump System Change Orders – Southport Control Solutions	Wooldridge	-
21-1255	Discussion and Potential Approval of Contract for Well #2 Change Order #7 – GB General Engineering Construction	Wooldridge	-
21-1256	Discussion and Potential Approval of Reserve Expenditure Request (RER) for TKPOA Bavarian Isle Bulkhead Replacement Project Design and Engineering	Wooldridge	-
21-1257	Discussion and Potential Approval of TKPOA Accounting Department – Electronic Payments and Transfer – Third Quarter and Fourth Quarter	Havard	72
21-1258	Discussion and Potential Approval of Committee Charter for the Planning and Budget Working Group – Board Subcommittee	Wooldridge	-
21-1259	Discussion and Potential Approval of Committee Charter and Formation for Water Conservation Ad Hoc Committee	Wooldridge	76
21-1260	Discussion and Potential Approval of Committee Charter and Formation for Boating and Waterways Ad Hoc Committee (Part II)	Wooldridge	79

21-1261	Discussion and Potential Appointment of Cove Advisors for Islanders II, Aloha Isle, St. Moritz Isle, Bavarian Isle, and Mt. Tallac Village 3 Subdivisions	Wooldridge	82
21-1262	Discussion and Announcement of Town Hall Forum Topics, Schedule, and Board Assignments	Wooldridge	84
12-1263	Discussion of Board of Directors Requirement for California Mutual Water Company Board Member Training – AB54	Wooldridge	-

**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>
21-1264	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>
21-1265	<p><b><u>DECEMBER</u></b></p> <ul style="list-style-type: none"> <li>• December 7 Architectural Control Committee (ACC) Meeting 9AM</li> <li>• December 9 Finance Committee Meeting 10AM</li> <li>• December 14 Board of Directors Executive Session 9AM</li> <li>• December 14 Board of Directors Regular Meeting 5PM</li> <li>• December 17 Cove Advisor Meeting 1PM</li> <li>• December 23 Town Hall Forum – TBD 6PM</li> <li>• December TBD Water Quality Committee (WQC) Meeting</li> <li>• December TBD TKPOA Vision – Ad Hoc Committee</li> <li>• December TBD CC&amp;R’s and Bylaws Communication – Ad Hoc Committee</li> <li>• December TBD Tahoe Keys Waterways Restoration Fund (TKWRF- 501 (c) 3) – El Dorado Community Foundation</li> </ul> <p><b><u>2022</u></b></p> <p><b><u>JANUARY</u></b></p> <ul style="list-style-type: none"> <li>• January 4 Architectural Control Committee (ACC) Meeting 9AM</li> <li>• January 19 Board of Directors Executive Session 9AM</li> <li>• January 19 Board of Directors Regular Meeting 5PM</li> <li>• January 25 Finance Committee Meeting 10AM</li> <li>• January 27 Town Hall Forum – TBD 6PM</li> <li>• January TBD TKPOA Vision – Ad Hoc Committee</li> <li>• January TBD Water Quality Committee (WQC) Meeting</li> <li>• January TBD CCR’s and Bylaws Communication – Ad Hoc Committee</li> </ul>	Peterson	-

	<ul style="list-style-type: none"><li>• January TBD Tahoe Keys Waterways Restoration Fund (TKWRF- 501 (c) 3) – El Dorado Community Foundation</li></ul> <p>*All meetings will be held at the Pavilion unless otherwise noted. **Schedule and meeting times subject to change</p>		
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**J. ADJOURNMENT**