

KELLY RIDGE ESTATES OWNERS' ASSOCIATION
Approved Minutes
Board of Directors Meeting
December 14, 2016

Directors Present: Gary Shoop, President; Joe Armor, Vice-President, Norm Dulleck; Suzie Ruxton; Tim Oertli*; Michael Bennett*. Also attending was Mike Zink, Acting Treasurer.

*After motions for appointment to the Board.

The meeting was called to order at 6:55 pm.

Gary Shoop introduced the new Board candidates, Tim Oertli and Michael Bennett, who were interviewed in Executive Sessions on November 22, 2016, and December 13, 2016, respectively.

A motion was made to approve the appointment of Michael Bennett to the vacancy on the Board created by the resignation of Lori Mattos. The motion was seconded and approved unanimously. (ND/JA)

A motion was made to approve the appointment of Tim Oertli to the vacancy on the Board created by the resignation of Mike Zink. The motion was seconded and approved unanimously. (JA/ND)

A motion was made to appoint Tim Oertli to the position of Treasurer. The motion was seconded and approved unanimously. (JA/SR)

A motion was made to appoint Michael Bennett to be in charge of Neighborhood Quality and Architectural Control. The motion was seconded and approved unanimously. (SR/JA)

Secretary's Report Approval of Minutes

The minutes of the November 9, 2016, Board Meeting, including notes from the presentation by Butte County District Attorney, Michael Ramsey, were reviewed. A motion was made and approved to accept the minutes as submitted. (JA/MB)

President's Report

Gary Shoop welcomed the two new Board Members and thanked Mike Zink for his service to the Kelly Ridge Estate Owners' Association during his tenure as a Board Member and Treasurer.

Gary indicated that the signs purchased for promoting KREOA events are working out well. He also mentioned that Vickie Sparks had gotten a quote for an event banner however the consensus was that procuring additional A-frame signs might be more practical.

Treasurer's Report

Copies of the Profit and Loss Statement and Balance Sheet for November 2016 were provided to the Board by Mike Zink. Tim Oertli has been working with Mick Zink on the transition for taking over the Treasurer duties.

Discussion of the funds held for Unit 7 led to questions to be researched regarding detailed accounting, responsibilities on the part of KREOA and Unit 7 homeowners, and clarification about historical documentation of the procedures.

Tim Oertli had asked about tax filings, and had made inquiries of his tax accountant regarding estimated costs for tax preparation, and limits for assets and income with respect to IRS and Davis-Sterling purposes. He and Mike Zink will be checking to determine the most recent tax filing dates. The Board had made and approved a motion in Executive Session to authorize up to \$1,000 to research KREOA tax liability.

Tim also indicated that the weed abatement expenses need to be set up on an accrual basis. He will follow up with the tax preparer to determine if the current entries could be adjusted retroactively.

Mike Zink commented on some non-standard items on the November 2016 Profit and Loss:

Amounts shown as Unclassified Income have increased significantly and need to be researched with Tammy at the bookkeeping service and re-categorized.

There was initially no documentation submitted for the \$250.00 charge for the room rental at the Event Center for the presentation by DA Ramsey, which appeared as a debit card transaction on the online bank recap. A debit card receipt was subsequently located with Mike Zink's name written on it, however Mike Zink went on record as stating he had NOT put his name on the receipt and had NOT authorized the charges. No other Board Members were aware of authorization to use the card. Gary Shoop indicated he would follow up to resolve the situation.

Further discussion ensued about security issues, pros & cons of debit cards, petty cash and/or supplier charge accounts. It was also noted that the signature authorities at Bank of the West are in process of being changed to add Tim Oertli to the account and remove Mike Zink and Susan Brown.

Other items discussed were expenses for meetings, Meet & Greet events, and clean up. It was noted that although some of the expenses may exceed amounts originally budgeted, there was flexibility within the Special Events category so no budget adjustments would need to be made at this time.

A motion was made to approve the financial reports as submitted, with the requirement that security issues identified be addressed. The motion was seconded and approved. (MB/ND)

Committee Reports

November Food Drive

Michele Dulleck reported the 2016 Kelly Ridge food drive efforts provided 705 pounds of food to benefit the Oroville Rescue Mission, including 241 pounds donated by Lakeside Market. The total fell short of the 800 pound goal, but exceeded the 650 pounds collected in 2015.

Meeting Schedules

A suggestion was made to separate the Meet & Greet events and guest presentations from the Board Meetings. The Meet and Greet/Guest Speaker events were proposed to encourage more people to become acquainted with others and to increase attendance at the Board Meetings, however many do not stay for the meetings.

The January meeting with Butte County Sheriff Kory Honea as a Guest Speaker has been confirmed with the smaller room at the Event Center reserved at a cost of \$75.00

Gary Shoop indicated that Cal-Fire representatives will make a presentation at the February Board Meeting to be held at the KREOA office.

There are currently no plans for refreshments at the January or February meetings as the guest speaker engagements were not previously anticipated in the budget planning.

Christmas tree Lighting Party

The tree lighting event will be held on Sunday, December 18, 2016, from 6:30 pm to 8:00 pm, at the Kelly Ridge Golf and Event Center. Michele Dulleck indicated that she currently estimates guest attendance at 35-40. Norma & Dean Jones have agreed to appear as Mr. & Mrs. Claus and will attend from 7:00 to 8:00 pm. The deadline for the Home Decorating Contest has been extended to December 16, 2016, and the winners will be announced at the tree lighting. Lakeside Market has donated three \$50.00 gift cards as prizes.

A motion was made to increase the funds budgeted for the tree lighting event by up to \$100.00 to reimburse the volunteers providing food for the event and to cover other extra expenses. (The previously approved line item was depleted as the room rental cost fell into a different category in the Event Center pricing.) The motion was seconded and approved. (JA/MB)

A motion was also proposed to allocate up to \$50.00 for purchase of a plaque to be awarded to Lakeside Market for their generous donations in support of KREOA. The motion was seconded and approved. (JA/ND)

Neighborhood Quality and Architectural Control

Gary Shoop has approved a solar installation on Greenbrier, and is still working with Code Enforcement in connection with a property on Apache.

Safety

Joe Armor and Gary Shoop noted there have been ongoing conversations regarding placement of cameras in the community, however detailed updates were tabled due to the length of the meeting.

Communications

Norm Dulleck indicated that there were 167 hits on the KREOA website in November 2016, and that participation in NextDoor Kelly Ridge has increased to 532 members.

Tim Oertli reported that PayPal offers a business account that is free. Norm will also follow up with information on adding PayPal to the website for collection of dues and other income.

Member Questions and Comments

The property at 85 Greenbrier has sold and the new owners will be residing in the home.

Adjournment

The meeting was adjourned at 8:46 pm.

I certify these to be the true and accurate Minutes approved by the Board of Directors as of December 14, 2016.



Susan Ruxton, (Acting) Secretary