

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting
TUESDAY, July 28, 2015
 6:00 p.m. @ Rio Bravo Country Club

___ Agenda

x **Minutes**

<u>No.</u>	<u>Item Description</u>	<u>Ref.</u>	<u>Discussion</u>	<u>Action</u>
1.	<u>Commencement of Meeting</u>			Meeting started at: 6:03 p.m. Board requested notice of meeting to be posted seven days in advance and for MV to circulate agenda packet at the same time.
1.a	Meeting Agenda Presentation / Pre Meeting Adjustments to Agenda			Pre-meeting adjustments to agenda: None.

1.b Call to Order – Roll Call of Directors

Board of Directors

Fred Wiley, President (FW)	Present
Raj Doshi, Chief Financial Officer (RD)	Present
Jeff Thompson, Secretary (JT)	Present
Craig Michaud, Member at Large (CM)	Present

Other Guest(s)

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Phil Crosby, RVHOA (PC)	Present
HOA Management Solutions, Inc. by and through Mario Valenzuela (MV)	Present

1.c Approval of May 27, 2015, Board meeting minutes.

JT motioned to approve the May 27, 2015, meeting minutes. CM 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Management Transition Issues
2. Initial Agenda Differences and Pending Updates
3. Document Posting / Website
4. Automatic Electronic Payment Resolution
5. Management Agreement
6. Open Floors

As to Item 2.a.1, MV reported that, overall, the transition from Lordon to HOA Management Solutions, Inc. (HMSI) has been completed; however, certain periods of information were not transmitted, particularly accounts receivable data from May 21, 2015, through May 31, 2015. Some Owners have called about payments or adjustments made that are not reflected in records transferred. Online banking access was inaccessible until recently when FW and MV were required to go to the local branch and de-link the banking accounts from Lordon. Inspections, architectural committee, and related process were backlogged during the transition. MV reported that a typical Owner would not have meeting dates readily available because such information was not reflected in prior agendas or minutes. Subject to verification and

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transitional ongoing maintenance, MV expected that most issues would be resolved by the next meeting.

As to Item 2.a.2, MV summarized the differences in Lordon's agenda structure and the structure generally employed by HMSI. MV suggested the Board members provide feedback so that the agenda structure is designed to this Board's comfort and ease of use. Further, MV stated that some values used in the agenda were derived from prior balances set forth in the last Lordon prepared minutes as the information was no available at the time of the preparation of July 28, 2015, agenda, and such information would be subject to adjustments in future. For example, the savings balance would have a small interest income change, which was not currently reflected since the Lordon prepared May 27, 2015, minutes. MV also suggested that future notice of meetings be placed on a portable stand of some kind above the mailboxes. MV to look into stand options.

As to Item 2.a.3, MV presented to the Board the recommendation to have common documents posted online, such as agendas, minutes, calendars, rules, etc. to promote a transparent community association accessible

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to all Owners. Additionally, posting documents online along with forms will make for a more efficient Board and management thereof. The Board agreed and MV will begin posting documents to www.hoacity.com/rvca. The posting of documents will be a work-in-progress and will be gradually updated in the days to come.

As to Item 2.a.4, MV presented a Board Resolution that memorialized instructions provided by FW to have certain vendor accounts paid electronically and automatically, subject to review and termination as indicated in the Resolution. The vendor accounts were three accounts for California Water Service and one account for Pacific Gas & Electric. The Resolution is to take effect June 1, 2015, through December 31, 2015. Discussion was had and there was consideration to add vendor Vaccusweep to the Resolution; however, it was decided that if Vaccusweep was to be added, it could be added at a later date.

FW motioned to approve the aforementioned Resolution to pay certain vendors electronically and automatically as set forth in the proposed Resolution. JT 2nd – All in Favor.

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As to Item 2.a.5, MV presented the formal HMSI management agreement for review and consideration to the Board. HMSI is operating upon a previously email submitted bid proposal at this time. MV proposed a workshop date, which date was discussed by Board, and set for August 3, 2015, at 5:30 p.m. in the offices of HMSI located at 1430 Truxtun Avenue, Fifth Floor, Bakersfield, California 93301. Questions about the management agreement will be addressed at the workshop.

As to Item 2.a.6, discussion was had about the cost sharing agreement with Four Fairways HOA and Rio Vista Estates HOA. In additional overlap comments were made about ownership of the road area at the secondary rear gate entry and Ventana Canyon Drive (exiting street). Board indicated that it has sought to determine the amounts charged and reserve funds for some time, and that it has withheld payment because Four Fairways or its predecessors have not provided an accounting report for many years. MV indicated that annual accounting reports were required and summarized his understanding of the cost sharing obligations. MV to work with FW and PC on isolating the cost sharing

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issues. MV indicated that there may be HOA bonds that apply that also should be added to the mix of the cost sharing items for review.

- 2.b Next Meeting: **Budget Meeting**
 Date: Wednesday, August 26, 2015
 Time: 6:00 p.m.
 Location: Rio Bravo Country Club
3. **Financial & Accounting**
 Section 3 Supporting Documents
 in Attachment 3.
- | | | | |
|-----|---|---|--|
| 3.a | Financial Summary | C | \$68,099.07 Operating Account
\$122,341.24 Money Market (5/31/15)
\$76,439.49 Savings (Reserve) (5/31/15)

\$266,879.80 |
| 3.b | Union Bank Checking
[Operating Account] (Ending
8278) Reconciliations for period
ending June 25, 2015. | C | \$64,448.45 |
| 3.c | Union Bank Money Market
(Ending 8367) Reconciliations
for May 22, 2015. | C | \$122,341.16 |
| 3.d | Union Bank Savings CD -12 | C | No reconciliation report at meeting time. |

Next meeting date announced.

CONSENT – Consent items designated with the letter “C.”

Review of financial matters. MV stated that some financial data was not readily available and was based on Lordon’s last available records, and would be subject to updates, including 3.a, 3.d, and 3.l.

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Month (Ending 5488)
Reconciliations for May and June
2015.

3.e	Financial Reports for June 2015.	C	Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense	All reports in Item 3.e, are based on data provided from Lordon as set up with HMSI's systems in a seamless continuance. MV to circulate Lordon's chart of accounts used and the corresponding chart of accounts assigned to RVCA by HMSI.
3.f	Outgoing Funds – Ratification of Payments issued on July 22, 2015, unless otherwise indicated.	C C C C C C C C C C	1. \$75.00 to Sue Bryan 2. \$1,463.00 to Plahn Landscape 3. \$120.00 to Vacusweep 4. \$3,870.00 to Rio Vista Community Association (Reserves) 5. \$1,672.26 to HOA Management Solutions, Inc. 6. \$878.00 to Plahn Landscape 7. \$795.00 to Plahn Landscape 8. \$91.89 on 7/22/15 and \$89.84 on 7/15/15 to California Water Service (account 9554734079) 9. \$300.07 on 7/22/15 and \$142.84 on 7/15/15 to California Water Service (account 7344360372) 10. \$234.57 on 7/22/15 and \$193.80 on 7/15/15 to California Water Service (account 3299590663) 11. \$117.88 on 6/23/15 and \$103.47	Items 3.f.2, 6 & 7, Board indicated that there may be an overpayment to Plahn Landscape. MV to reconcile invoices to payments and report back. Item 3.f.4, MV reported that the \$3,870.00 payment for reserves included a portion for May 2015, which had already been paid. MV sought instruction as to re-issue check or make journal entry and skip the August payment. Board instructed MV to make journal entry.

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on 7/22/15 to PG&E
(8505317686-4)

12. \$58.05 to Phil Crosby for gas reimbursement (Lordon files pickup from West Covina)

Item 3.f.12, PC sought reimbursement of \$58.05 in fuel cost for picking up files from Lordon in West Covina. RD motioned to approve payment to PC for \$58.05. JT 2nd – All in Favor.

3.1 Other Financial Items

1. Budget Worksheet

Item 3.l, budget worksheet was added to the budget workshop set for August 3, 2015. MV to circulate budget worksheet to Board by email.

4. Regular & Ongoing Business Section 4 Supporting Documents in Attachment 4.

4.a Operational Items

1. Candidacy Forms
2. Inspector of Elections Appointment

As to Item 4.a.1, MV to circulate candidacy forms in next billing mailer, August 2015.

As to Item 4.a.2, Board tabled until elections.

Additionally, CM discussed the need to have more than one board member on the architectural committee, the process, and some explanation by FW over permitted versus unpermitted guidelines. MV reported that as part of the move to have information on the website, so too, will architectural committee information, forms, guidelines be

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available in the future. Some discussion about an Owner and the number of flags in home, and the fact the Owner did not seek architectural committee permission.

RD motioned to add CM to the architectural committee and join FW. JT 2nd – All in Favor. MV to email FW and CM on architectural committee issues.

4.b Roadway Maintenance

FW indicated that the portion of Anacapa Drive off of Casa Club Drive and through the entry of RVCA had a slurry seal added and that RVCA should contribute to RBCA's payment of the slurry seal. Robust discussion was had and questions about ownership of the aforementioned section of street were raised, the amount or percentage of contribution, the parties contributing, and the potential implications to home values if Anacapa Drive is left to deteriorate. CM expressed concern over other RVCA projects, including coating RVCA common area roads and cost of speed bumps needed. RD expressed concern over the one-time nature of a contribution and that it non-precedent setting. FW indicated that there were sufficient funds in reserves that would not interrupt existing and future RVCA projects. All parties agreed that maintaining

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the streets was an important RVCA objective.

RD motioned to contribute 20% as a one-time, non-precedent setting payment. JT 2nd. Discussion was further had, including JT's willingness to raise percentage to 33%; concerns by CM as to the number and identity of parties contributing; and FW's concern that non-maintenance would affect RVCA home values. The motioned remained unchanged.
– All in Favor.

Separately discussed was the issue of having the street lights cleaned again. Bugs accumulate and darken the lighting. MV to get bid from the prior company and will check with PC and through files for the company name and phone.

Separately, RD reported an 18-wheeler semi truck in RVCA. Discussion was had and it appears to be going to the D.R. Horton properties for a delivery. No further action.

Separately, discussion was had about RVCA placing speed bumps when it does its seal coating work. FW reported that installing speed bumps requires notice to all Owners. MV to prepare insert giving notice of September 2015's meeting addressing the

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speed bump proposal. CM indicated he would outline a drawing for the recommended location of the speed bumps. CM suggested that a speed bump be located wherever there is a street light. RD motioned to give notice to Owners of the Annual Meeting in September, and also to discuss and vote on adding more speed bumps. CM 2nd. – All in Favor.

4.c Landscape Maintenance

Discussion was had about cleaning the drainage outlets, how often they are cleaned, and the terms of the agreement for cleaning. In light of recent rains, Board wants to ensure no flooding is caused by RVCA. MV to coordinate with PC on determining the contract information.

4.d Board Education & Training

Davis-Sterling Newsletter

MV provided this month's newsletter for board education. Some discussion on continuing a community newsletter. No further action.

4.e Summary of Prior Executive Session Report

No prior Executive Summary by MV. MV indicated that the Board could have and continue Executive Session meetings.

Adjournment of Meeting

Time: 8:15 p.m.

CM requested the remainder of RVCA's meetings to be moved to Wednesdays due to a conflict. Board members expressed no

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objection. MV to circulate updated meeting dates. JT motioned to change meeting dates to Wednesdays and to adjourn meeting. RD 2nd. – All in Favor.

Notes:

1. Unless indicated, a quorum has been determined to exist if minutes are approved for the respective meeting date indicated.
2. Incoming and Outgoing Correspondences: General, Billing, and other general correspondences, billings, and communications are not posted for meetings but are available for inspection as required by law. Correspondences bearing key relevance to upcoming meetings are generally listed in agenda.
3. For simplicity, initials of Board & Management members are used.
4. Supporting documents, if any, are placed in order of the appropriate section, 1 through 4.
5. Supplemental information to be provided at BOD meeting if it becomes available.
6. Certain information may be redacted in part because of privacy or other reasons per direction of Board but is available for inspection as required by law.