

# RIO VISTA COMMUNITY ASSOCIATION

**Board of Directors Meeting**  
WEDNESDAY, September 23, 2015  
 6:00 p.m. @ Rio Bravo Country Club

x **Agenda**

\_\_ Minutes

<u>No.</u>	<u>Item Description</u>	<u>Ref.</u>	<u>Discussion</u>	<u>Action</u>												
1.	<b><u>Commencement of Meeting</u></b>															
1.a	Meeting Agenda Presentation / Pre Meeting Adjustments to Agenda															
1.b	Call to Order – Roll Call of Directors		<p style="text-align: center;"><b><u>Board of Directors</u></b></p> <table border="1"> <tr> <td>Fred Wiley, President (FW)</td> <td></td> </tr> <tr> <td>Raj Doshi, Chief Financial Officer (RD)</td> <td></td> </tr> <tr> <td>Jeff Thompson, Secretary (JT)</td> <td></td> </tr> <tr> <td>Craig Michaud, Member at Large (CM)</td> <td></td> </tr> </table> <p style="text-align: center;"><b><u>Other Guest(s)</u></b></p> <table border="1"> <tr> <td>Phil Crosby, RVHOA (PC)</td> <td></td> </tr> <tr> <td>HOA Management Solutions, Inc. by and</td> <td></td> </tr> </table>	Fred Wiley, President (FW)		Raj Doshi, Chief Financial Officer (RD)		Jeff Thompson, Secretary (JT)		Craig Michaud, Member at Large (CM)		Phil Crosby, RVHOA (PC)		HOA Management Solutions, Inc. by and		
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through Mario Valenzuela (MV)	
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- 1.c Approval of July 28, 2015, Board meeting minutes.
- 1.d Approval of August 26, 2015, Budget meeting minutes.
- 1.e Review of Committee August 14, 2015, Meeting Summary with Rio Vista Estates Community Association (Non-final summary)

## 2. **New Business**

- 2.a New Items, Floor Items & Open Discussion
  - 1. Election – Inspector of Elections to Tabulate Ballots, and Announcement of Results
  - 2. California Water Irrigation Issue
  - 3. Union Bank Transition Issue
  - 4. Open Floor

## 2.b Next Meeting:

### **Budget Meeting**

Date: Wednesday, October 21, 2015

Time: 6:00 p.m.

Location: Rio Bravo Country Club

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3.	<b><u>Financial &amp; Accounting</u></b> Section 3 Supporting Documents in Attachment 3.				CONSENT – Consent items designated with the letter “C.”
3.a	Financial Summary	C	\$	Operating Account Money Market (5/31/15) Savings (Reserve) (5/31/15)	
			-----		
			\$		
3.b	Union Bank Checking [Operating Account] (Ending 8278) Reconciliations for period ending	C	\$		
3.c	Union Bank Money Market (Ending 8367) Reconciliations for period ending	C	\$		
3.d	Union Bank Savings CD -12 Month (Ending 5488) Reconciliations for period ending	C	\$		
3.e	Financial Reports for July and August 2015.	C		Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense	
3.f	Outgoing Funds – Ratification of	C		1. \$120.00 to Vacusweep (May 2015)	

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- Payments issued on August 26, 2015, and payments prepared for September 17, 2015, unless otherwise indicated.
- C 2. \$795.00 to Plahn Landscape
  - C 3. \$120.00 to Vacusweep
  - C 4. \$1,463.34 to HOA Management Solutions, Inc.
  - C 5. \$195.06 on 9/8/15 to California Water Service (account 9554734079)
  - C 6. \$307.53 on 9/8/15 to California Water Service (account 7344360372)
  - C 7. \$638.88 on 9/8/15 to California Water Service (account 3299590663)
  - C 8. \$108.70 on 8/20/15 to PG&E (8505317686-4)
  - C 9. \$750.00 to Plahn Landscape
  - C 10. \$120.00 to Vacusweep
  - C 11. \$1,410.26 to HOA Management Solutions, Inc.
  - C 12. \$987.21 to Rio Bravo Community Association as 20% share of Anacapa Slurry Seal
  - C 13. \$1,290.00 to Rio Vista Community Association (Reserve Transfer)

## 3.1 Other Financial Items

- 1. Proposed 2016 Operating Budget for approval
- 2. Management Agreement for approval
- 3. Proposed Collection Policy

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4. Collection Report (Discussion by account or parcel number only.)
5. Attorney Collection Report (Discussion by account or parcel number only.)
6. Worker's Compensation Insurance Requirement

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

4.a Operational Items

1. Architectural Report
2. Inspection Report
3. Owner Complaint
4. Correction Notices and Disciplinary Intent Notice

4.b Roadway Maintenance

1. Speed Bump(s) Placement

4.c Landscape Maintenance

1. Drainage Outlet Cleaning Update

4.d Board Education & Training

Davis-Sterling Newsletter

4.e Summary of Prior Executive  
Session Report

**Adjournment of Meeting**

Time:

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## 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.
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.