Board of Directors Meeting

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

<u>x</u> Agenda No. Item Description Discussion Ref. Action **Commencement of Meeting** 1. Meeting Agenda Presentation / Pre-meeting adjustments to agenda: 1.a Pre Meeting Adjustments to Agenda Call to Order – Roll Call of **Board of Directors** 1.b Directors Fred Wiley, President Raj Doshi, Chief Financial Officer Jeff Thompson, Secretary Craig Michaud, Member at Large

Other Guest(s)

HOA Management Solutions, Inc. by and through Mario Valenzuela

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Minutes

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

2. New Business

2.b

- 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 Floor

Budget Meeting

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Date: Tuesday, August 25, 2015 Time: 6:00 p.m. Location: Rio Bravo Country Club

3. <u>Financial & Accounting</u>

Section 3 Supporting Documents in Attachment 3.

3.a Financial Summary

Next Meeting:

\$68,099.07 Operating Account \$122,341.24 Money Market (5/31/15) \$76,439.49 Savings (Reserve) (5/31/15) ------\$266,879.80 CONSENT – Consent items designated with the letter "C."

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- 3.b Union Bank Checking C \$ [Operating Account] (Ending 8278) Reconciliations for May and June 2015.
- 3.c Union Bank Money Market C \$ (Ending 8367) Reconciliations for May and June 2015.
- 3.d Union Bank Savings CD -12 C Month (Ending 5488) Reconciliations for May and June 2015.
- 3.e Financial Reports for June 2015. C
- 3.f Outgoing Funds Ratification of C Payments issued on July 22, C 2015, unless otherwise indicated. C
- Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense

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- 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

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Post Office Box 12710

Bakersfield, California 93389-2710

Phone: 661-456-9436 | Email: rvca@hoacity.com | HOA Management Solutions, Inc. | Website: www.hoacity.com/rvca

		C C C	 7/15/15 to California Water Service (account 9554734079) \$300.07 on 7/22/15 and \$142.84 on 7/15/15 to California Water Service (account 7344360372) \$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 on 7/22/15 to PG&E (8505317686-4)
3.1	Other Financial Items		1. Budget Worksheet
4.	Regular & Ongoing Business Section 4 Supporting Documents in Attachment 4.		
4.a	Operational Items		 Candidacy Forms Inspector of Elections Appointment
4.b	Roadway Maintenance		
4.c	Landscape Maintenance		
4.d	Board Education & Training		Davis-Sterling Newsletter
4.e	Summary of Prior Executive Session Report		

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Adjournment of Meeting

Time:

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.