

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting
WEDNESDAY, October 7, 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: 6:18 p.m.
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)

Phil Crosby, RVHOA (PC)	Present
HOA Management Solutions, Inc. by and	

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through Mario Valenzuela (MV)	Present
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1.c Approval of September 23, 2015,
Board meeting minutes.

Board engaged in review of the minutes. CM motioned to approve the September 23, 2015, meeting minutes. JT 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open
Discussion

1. Continued Election – Inspector of Elections to Tabulate Ballots, and Announcement of Results
2. Lawsuit Against Rio Vista Community Association by Four Fairways Homeowners Association
3. Open Floor

As to Item 2.a.1, MV served as Inspector of Elections, and proceeded to tabulate ballots at a separate table. This election meeting was the continued election meeting from the September 23, 2015, election where a quorum was not reach. The first election meeting required a quorum of 25% of the Owners, or at least 11 ballots; however, only 10 ballots were counted. On today’s continued election meeting, the quorum requirements were reduced to 15% pursuant to Section 5.7 o of the Bylaws. As such, only 7 ballots were required and 10 ballots were counted. Thus, a quorum was reached. Upon completion of the ballot tabulation, MV announced the results announced that Phil Crosby received the highest number of votes (15), and Ramesh Amin received the second highest number of votes (5) to fill two Board vacancies. MV to send letter to Ramesh Amin. Phil Crosby present at election meeting.

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FW motioned to accept the election results and notify the new Board members not present. RD 2nd – All in favor.

JT left the Board and was thanked for his prior service.

As to Item 2.a.2, MV present copy of lawsuit from plaintiff Four Fairways Homeowners Association against defendant Rio Vista Community Association relative to allegations of a breach to a cost sharing agreement. The lawsuit alleges \$16,236.32 in damages, attorney fees and costs, and pre- and post-judgment interest. Prior to the regular meeting, the Board reviewed its legal options in Executive Session and had a brief consultation with attorney Vincent A. Gorski. The Board's response will be determined in continued Executive Session meetings.

As to Item 2.a.3, no open floor items discussed.

2.b Next Meeting:

Annual and Continued Budget Meeting

Date: Wednesday, November 18, 2015

Time: 6:00 p.m.

Location: Rio Bravo Country Club

Discussion was had regarding conflicts with the November 25, 2015, Board meeting and its proximity to the Thanksgiving holidays.

PC (new board member) motioned to

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reschedule the next Board meeting to November 18, 2015, at the same time and place. RD 2nd – All in Favor.

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| 3. | <u>Financial & Accounting</u>
Section 3 Supporting Documents in Attachment 3. | | | CONSENT – Consent items designated with the letter “C.” |
| 3.a | Financial Summary | C | \$24,064.83 Union Bank Operating Account (10/7/15 Estimate)
\$103,336.47 Union Bank Money Market (10/7/15 Estimate)
\$76,439.49 Union Bank Savings (Reserve) (5/31/15)
\$42,580.78 Chase Operating Account
\$21,290.08 Chase Savings Account

\$267,711.65 (Estimate) | Review and discussion of financial matters. Consent items approved with associated discussion notes. Unable to identify parties making the motion to approve.

MV explained current Union Bank status. MV indicated that new Chase account was a great improvement and that Chase accounts were already reconciled. |
| 3.b | Union Bank Checking [Operating Account] (Ending 8278) Estimate based on last reconciliation through 8/25/15. | C | \$24,064.83 | |
| 3.c | Union Bank Money Market (Ending 8367) Estimate based on last reconciliation through 8/25/15. | C | \$103,336.47 | |

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3.d	Union Bank Savings CD -12 Month (Ending 5488).	C	\$76,439.49 (unreconciled)	
3.e	Chase Bank Checking Activity, Reconciliation, and Bank Statement for account ending 8031. Reconciliation through 9/30/15.	C		
3.f	Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation through 9/30/15.	C		
3.g	Financial Reports for September 2015.	C	Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense	
3.h	Outgoing Funds – Ratification of Ratification of electronic payments and approval of payments to issue.	C C C	<ol style="list-style-type: none"> 1. \$97.01 on 10/7/15 to California Water Service (account 9554734079) Electronic Payment 2. \$158.80 on 10/7/15 to California Water Service (account 7344360372) Electronic Payment 3. \$0.00 on 10/7/15 to California Water Service (account 	MV indicated that all automatic payment accounts have been transferred to the Chase account.

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		3299590663) Electronic Payment	
C	4.	\$122.32 on 10/7/15 to PG&E (8505317686-4) Electronic Payment	
C	5.	\$40,000.00 on 9/24/15 to Rio Bravo Community Association (transfer from Union Bank to Chase Bank)	
C	6.	\$20,000.00 on 9/24/15 Cashier's Check (transfer from Union Bank to Chase Bank – deposited to Union Checking)	
C	7.	\$834.00 to Plahn Landscape (9/2015)	RD indicated that Plahn work orders are suppose to identify the place of or item repaired. MV to request this information from Plahn.
C	8.	\$120.00 to Vacusweep (10/2015)	
C	9.	\$120.00 to Vacusweep (6/2015)	
C	10.	\$1,167.33 to HOA Management Solutions, Inc.	MV noted that payments to Vacusweep are not caught up since the management change over.
C	11.	\$1,290.00 to Rio Vista Community Association (Reserve Transfer)	
C	12.	\$195.00 to Rio Bravo Country Club (meeting room)	MV to get summary from Rio Bravo Country Club of the prior balance activity.
	13.	(tentative)	
3.i	Other Financial Items	1. Proposed 2016 Operating Budget for approval	As to Item 3.i.1, discussion was had on proposed 2016 budget. Questions remained on account: 6080 Outside Services not being tied to a specific historical charge. MV reviewed prior budget notes and could not find any distinctive note relative to this
		2. Management Agreement for approval - pending	
		3. Proposed Collection Policy	
		4. Accounting Proposals – pending	

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5. Chase Bank Resolution
6. Union Bank Resolution

account. Debate was had about leaving the proposed budget as is, about removing the 6080 account and balance, or about modifying the 6080 account balance.

PC motion to accept the proposed 2016 budget with a reduction of \$3,000 from account 6080 Outside Services, an expense. Account 4050 Transfer from Reserve Account(s) was also reduce by \$3,000. As a result net operating income for 2016 would be <\$2,772.00> before adding a transfer of \$2,772.00 in income from account 4050, allowing for net income of 0.00 – balancing the budget. Owner monthly regular assessments to remain at \$100 per month for 2016. RD – 2nd. All approved the 2016 proposed budget as amended.

As to Item 3.i.2, no action.

As to Item 3.i.3, MV presented a proposed collection policy recommended by Vincent A. Gorski. Some changes were discussed. RD requested to change due date to 1st of month was made. MV will still need to associate related fees. This collection policy applies to collection activity that may result in a non-judicial foreclosure. MV to circulate changes for comments in November billing.

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PC motioned to accept the proposed collection policy as written provided changes are made to correspond to documents in the Community Handbook, namely collection policies. CM 2nd – All in favor.

As to Item 3.i.4, no action.

As to Item 3.i.5, MV reported Chase bank accounts are opened and MV provided copy of FW signed Banking Resolution.

As to Item 3.i.6, MV discussed proposed resolution, Bate number page 132, to close the Union Bank accounts. Item 1.c of the Bank Resolution to close Union Bank accounts, particularly the Certificate of Deposit was amended to close the Certificate of Deposit if no penalty, or alternatively, close the Certificate of Deposit upon maturity of the Certificate of Deposit. MV to send letter to Union Bank and Lordon Management seeking all information related to the Union Bank accounts, including signed agreements and signature cards. FW authorized changes and use of electronic signature on Resolution.

PC motion to approve the Banking Resolution to close all bank accounts at Union Bank and

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if there is a penalty on the Certificate of Deposit, to wait until the maturity period, and then close the Certificate of Deposit account. CM 2nd – All in Favor.

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

4.a Operational Items

1. Architectural Report Correction
Notices

Discussion was had on the proposed Correction Notice. PC and FW want to provide an on-site historical overview related to inspections. CM concerned over such review being seen as meeting of Board. Parties agree that the inspection will be a ‘training’ session and that management will conduct separate inspection for report. After next inspection, MV to send correction notices. MV to send correction notices as a matter of procedure without Board review. Board to address Owner concerns and request for meeting as a result of correction notices. PC expressed concern on the need to be proactive on correction notices to maintain community standards. There was hesitance about utilizing pictures for correction notices as Board does not want to be intrusive. The current correction notices were tabled.

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| 4.b | Roadway Maintenance | 1. Speed Bump(s) Placement - pending | |
| 4.c | Landscape Maintenance | 1. Drainage Outlet Cleaning – pending | <p>As to Item 4.c.1, MV request proposed from JY for cleaning. PC stated there was no agreement on Hole 14. Discussion had and determined that no cleaning at 14 Hole drain necessary. Landscapers may be able to blow pine needles during landscaping service.</p> <p>MV to get schedule from JY to demonstrate ongoing drainage maintenance on other drains.</p> <p>Other items, PC reported that he was researching the placing of regulators on the water valves.</p> |
| 4.d | Board Education & Training | Davis-Sterling Newsletter | <p>MV reminded Board of newsletter topics, including topic related to taking pictures for correction notices.</p> |
| 4.e | Summary of Prior Executive Session Report | | <p>MV summarized the earlier Executive Session by indicating that review of the lawsuit from Four Fairways Homeowners Association was addressed.</p> |
| | <u>Adjournment of Meeting</u> | Time: 8:01 p.m. | <p>PC motioned to adjourned meeting. RD 2nd – All in Favor.</p> |

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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.