

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

THURSDAY, November 19, 2015

5:00 p.m. @ HOA Management Solutions, Inc.'s Office  
1430 Truxtun Avenue, Fifth Floor, Bakersfield, CA 93301 – Boardroom

### — Agenda

x **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>			Meeting started at: 5:00 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
Craig Michaud, Member at Large (CM)	Present
Phil Crosby, Member at Large (PC)	Present
Ramesh Amin, Member at Large (RA)	Present

### **Other Guest(s)**

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Jim McFarland (RVE); Sandie Wheeler (Pacific Management for RVE); Wayne Stephens (RVE); and R A Mijarez (RVE).	
HOA Management Solutions, Inc. by and through Mario Valenzuela (MV)	Present

1.c Approval of October 7, 2015,  
Board meeting minutes.

Board engaged in review of the minutes. PC motioned to approve the October 7, 2015, meeting minutes. CM 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open  
Discussion

1. Election of Officers for President;  
Vice President and Chief Financial  
Officer; and Secretary
2. 2016 Calendar
3. Open Floor

As to Item 2.a.1, officer nominations and voting was held. PC nominated FW for President. RA 2nd – All in Favor.

CM nominated RD for Vice President and Chief Financial Officer. PC 2nd – All in Favor.

CM nominated PC for Secretary. FW 2nd – All in Favor.

As to Item 2.a.2, MV presented 2016 proposal meeting calendar. Discussion was had, MV to place Slurry Seal project in March 2016 for

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proposals, and target for project execution in July 2016. MV to place annual street lighting review in September 2016, and tree pruning review in October 2016.

As to Item 2.a.3, PC requested a Board contact list to be created and circulated.

As to Item 2.a.3, PC explained RBCA meetings and delegates needed to be appointed, including the need for RD to vote on behalf of Board so that there is no conflict with PC's service with RBCA in future. PC motion to appoint RD as the Delegate for RBCA and CM and RA as the Alternate Delegate for RBCA. FW 2nd – All in Favor.

2.b Next Meeting:

**Board Meeting**

Date: Tuesday, January 26, 2016

Time: 6:00 p.m.

Location: Rio Bravo Country Club

3. **Financial & Accounting**  
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  
(11/16/15 Estimate)  
\$103,336.47 Union Bank Money Market

PC motioned to approve CONSENT items.  
CM 2nd – All in Favor.

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(11/16/15 Estimate)  
 \$76,554.24 Union Bank Savings (Reserve)  
 (7/10/15)  
 \$42,580.78 Chase Operating Account  
 \$21,290.08 Chase Savings Account  
 -----  
 \$267,711.65 (Estimate)

3.b	Union Bank Checking [Operating Account] (Ending 8278) Estimate based on last reconciliation through 8/25/15 – pending closure of account.	C	\$24,064.83
3.c	Union Bank Money Market (Ending 8367) Estimate based on last reconciliation through 8/25/15 – pending closure of account.	C	\$103,336.47
3.d	Union Bank Savings CD -12 Month (Ending 5488).	C	\$76,554.24
3.e	Chase Bank Checking Activity, Reconciliation, and Bank Statement for account ending 8031. Reconciliation through 10/30/15.	C	\$44,414.20

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3.f	Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation through 10/30/15.	C	\$22,580.72
3.g	Financial Reports for October 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	1. <\$92.59> on 11/9/15 to California Water Service (account 9554734079) Electronic Payment
		C	2. \$442.40 on 11/9/15 to California Water Service (account 3299590663) Electronic Payment
		C	3. <\$6.79> on 11/9/15 to California Water Service (account 7344360372) Electronic Payment
		C	4. \$127.40 on 11/10/15 to PG&E (8505317686-4) Electronic Payment
		C	5. \$1,250.00 to Plahn Landscape (10/2015)
		C	6. \$120.00 to Vacusweep (10/2015)
		C	7. \$1,565.74 to HOA Management Solutions, Inc.
		C	8. \$1,290.00 to Rio Vista Community Association (Reserve Transfer)

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- C 9. \$40.00 to Rio Bravo Country Club (meeting room)
- C 10. \$6,000.00 to The Gorski Firm, APC (legal)
- 11. ~~\$120.00 to Vaccusweep (street sweeping)~~

## 3.i Other Financial Items

1. Annual Disclosures Draft
2. Management Agreement
3. Accounting Proposals – pending
4. Union Bank Status
5. Lordon Management Transition Item Status
6. Final approval of The Gorski Firm, APC Legal Services Agreement (prior Executive Session approval to retain subject to final approval of legal services agreement)

As to Item 3.i, MV to have disclosures and budget out in about a week but before 12/2/15.

As to Item 3.i.2, MV presented management agreement from June 2015, which had not been formally approved but to which MV was operating under. Discussion was had. PC motion to approve the management agreement with HOA Management Solutions, Inc. as presented by MV. RD 2nd – All in Favor.

As to Item 3.i.3, MV reported that accounting proposals were not submitted. SW recommended an accountant (Kemp) used by Pacific Management. MV to contact the accountant to get proposal.

As to Item 3.i.4, MV requested wet signature on resolution from FW. FW to provide after the meeting so that MV can notify Union Bank. Further, decision was made to update

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signature cards with current Board members (adding PC and RA). PC motion to add all new Board members to Chase bank accounts and terminate all non-current Board members. FW 2nd – All in Favor.

As to Item 3.i.5, MV updated Board on transitional issues that remain. Board requested MV keep report of all time spent on transition issues with London.

As to Item 3.i.6, MV presented Board with legal agreement from The Gorski Firm, APC, and noted that an adjustment was made to provide for the 20% discount previously communicated by email. The agreement memorializes the prior decision by the Board to retain The Gorski Firm, APC made during Executive Session. The agreement requires an initial payment of \$6,000.00. PC motion to approve the legal services agreement and initial payment to The Gorski Firm, APC. CM 2nd – All in Favor.

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

4.a Operational Items

1. Architectural Report

MV presented the latest architectural notice sample to Owners for review. Board

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discussion was had. PC liked the detailed information. MV also presented the door hanger notice concept. CM did not think the door hangers were needed, Board agreed. Door hangers were tabled. PC noted that the sample letters were all same name. MV to look into it.

CM indicated he would have a solar panel project needing approval. CM to submit architectural plans in future for approval.

4.b Roadway Maintenance

1. Speed Bump(s) Placement - pending

MV indicated that Bowman would be providing a bid soon.

4.c Landscape Maintenance

1. Drainage Outlet Cleaning – pending
2. Backflow Test Status
3. Landscaping Damage Repair Proposals

Discussion placing posts or boulders to prevent drivers from driving up to get mail at the mailbox. CM to get bid for boulders to place by mailbox to prevent the driving of cars on the grass to retrieve mail.

As to Item 4.c.1, PC/FW reported that after the July 2016 storms and flooding, the Board discovered drains it did not know it had. CM reported 2 feet of debris and rocks that made their way down to the pond. MV to write golf course letter to keep debris clear to rear of homes adjacent to golf course.

As to Item 4.c.2, discussion was held on the



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pressure regulators and its impact on overall water pressure. PC working this issue.

As to Item 4.c.3, MV does not have all proposals. Some of the vendors contacted were not licensed or insured. A certain landscaper was noted, MV to contact.

4.d Board Education & Training

Davis-Sterling Newsletter Topic Items and Links

MV provided links to the Davis-Sterling.com newsletters on pepper spray for employees; going paperless, prohibiting pythons as pets; and delinquency reports.

4.e Summary of Prior Executive Session Report

1. Legal Activity Summary on case of Four Fairways versus Rio Vista
2. Collection Summary

As to Item 4.e.1, MV summarized that RVCA was sued by Four Fairways HOA for non-payment over the cost-sharing agreement, and that RVCA retained legal counsel to address the lawsuit. A discussion ensued with attendees of RVECA over the issues related to the lawsuit and cost-sharing agreement(s) in general.

As to Item 4.e.2, MV noted that there were no additional accounts requiring referral to legal action at this time.

**Adjournment of Meeting**

Time: 7:44 p.m.

RD motioned to adjourn meeting. PC 2nd – All in Favor.

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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.