

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting
TUESDAY, January 31, 2017
6:00 p.m. @ Rio Bravo Country Club

X **Agenda & Management Summary**

__ Minutes

<u>No.</u>	<u>Item Description</u>	<u>Time</u>	<u>Discussion</u>	<u>Action</u>
1.	<u>Commencement of Meeting</u>	10		Meeting started at:
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Pre-meeting adjustments to agenda:
1.b	Call to Order – Roll Call of Directors			

Board of Directors

Fred Wiley, President (FW)	
Raj Doshi, Vice President and Chief Financial Officer (RD)	
Phil Crosby, Secretary (PC)	
Ben Adams, Member at Large (BA)	
Vacant Seat	---

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<u>Other Guest(s)</u>
HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)

1.c Approval of November 15, 2016, Board meeting minutes.

2. **New Business** 10

2.a New Items, Floor Items & Open Discussion 1. Open Floor

2.b Next Meeting: **Board of Directors Annual / Meeting**
 Date: Tuesday, March 28, 2017
 Time: 6:00 p.m.
 Location: Rio Bravo Country Club

3. **Financial & Accounting** 15
 Section 3 Supporting Documents in Attachment 3.

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

3.a Financial Summary – account balances as of January 30, 2017.	C	\$138,106.45 Chase Operating Account \$25,171.75 Chase Savings Account \$101,450.51* Chase Certificate of Deposit ----- \$264,728.71
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3.b	Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 12/31/16, 11/30/16, 10/31/16, and 9/30/16.	C	\$129,940.98 [12/31/16] \$130,438.90 [11/30/16] \$136,135.59 [10/31/16] \$132,929.16 [9/30/16]
3.c	Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation reports through 12/31/16, 11/30/16, 10/31/16, and 9/30/16.	C	\$25,171.75 [12/31/16] \$25,170.93 [11/30/16] \$25,170.11 [10/31/16] \$25,169.26 [9/30/16]
3.d	Chase Bank Certificate of Deposit Activity. Issue Date 2/2/16. Maturity Date 8/2/17. Term 18 months. Rate 0.45% Annual Percentage Yield 0.45%	C	*Interest Earned Not Yet Paid \$450.51
3.e	Financial Reports for November and December 2016.	C	Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense Reserve Report
3.f	Outgoing Funds – Ratification of Ratification of electronic		RATIFICATION – Cal Water

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payments and approval of
payments to issue.

- C 1. \$55.13 on 1/3/17 to California
Water Service (account
9554734079) Electronic Payment
- C 2. \$237.16 on 1/3/17 to California
Water Service (account
3299590663) Electronic Payment
- C 3. \$76.22 on 1/3/17 to California
Water Service (account
7344360372) Electronic Payment
- C 4. \$104.94 on 12/5/16 to California
Water Service (account
9554734079) Electronic Payment
- C 5. \$403.83 on 12/5/16 to California
Water Service (account
3299590663) Electronic Payment
- C 6. \$168.18 on 12/5/16 to California
Water Service (account
7344360372) Electronic Payment
- RATIFICATION – PG&E
- C 7. \$136.32 on 1/10/17 to PG&E
(8505317686-4) Electronic
Payment
- C 8. \$134.42 on 12/9/16 to PG&E
(8505317686-4) Electronic
Payment
- C 9. \$1,426.56 to HOA Management
Solutions, Inc. (11/2016)
- C 10. \$1,020.00 to Plahn Landscape
(11/2016 service)

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	C	11. \$450.00 to Rio Bravo Country Club (meetings, combined charges 2016)	
		CHECKS TO DISBURSE	
	C	12. \$1,032.81 to HOA Management Solutions, Inc. (12/2016)	
	C	13. \$1,273.00 to Plahn Landscape (12/2016 service)	
	C	14. \$1,650.00 to Farmers Insurance Exchange (HOA policy)	
		15. \$0.00 to The Manors (disputed billing)	
		16. \$0.00 to Law Offices of Pamela Abbott Moore (legal services)	
3.g	Other Financial Items	15	1. Vendor Agreements Portal
			2. Cal Water Damage – Small Claims Status - Filed ▲
			3. Lordon Project (placeholder)
			4. Lien Assessment Resolution(s) for Parcel(s): ▲
4.	<u>Regular & Ongoing Business</u>	40	
	Section 4 Supporting Documents in Attachment 4.		
4.a	Operational Items		1. Architectural Report
			2. Inspection Activity Report
			3. Drainage & Flood Mitigation / Bid Status

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- 4.b Roadway Maintenance
 - 1. Street Light – Update on Lamp cleaning **Δ**
- 4.c Landscape Maintenance
 - 1. Drainage Outlet Cleaning – Bid status
 - 2. Mailbox Enhancement Project
 - 3. Backflow Test Status
- 4.d Board Education & Training
 - Davis-Sterling Newsletter Topic Items and Links
- 4.e Summary of Prior Executive Session Report

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.
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.