

RIO VISTA COMMUNITY ASSOCIATION

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

___ Agenda & Management Summary

X 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: 6:36 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, Vice President and Chief Financial Officer (RD)	Present
Phil Crosby, Secretary (PC)	Present
Ben Adams, Member at Large (BA)	No Present
Vacant Seat	---

RIO VISTA COMMUNITY ASSOCIATION

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

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

Board reviewed the minutes. PC motioned to approve the November 15, 2016, meeting minutes. RD 2nd – All in Favor.

2. **New Business** 10

2.a New Items, Floor Items & Open Discussion

1. Open Floor

FW discussed email from CM regarding staying on Architectural Committee. Discussion had. No need to a non-Board member at this time. PC stated that consistency of submitted applications for architectural items best served by board members and discussion at meetings.

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.”

RIO VISTA COMMUNITY ASSOCIATION

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

RIO VISTA COMMUNITY ASSOCIATION

Balance Sheet
Budget to Expense
Reserve Report

3.f Outgoing Funds – Ratification
of Ratification of electronic
payments and approval of
payments to issue.

RATIFICATION – Cal Water

- 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

RIO VISTA COMMUNITY ASSOCIATION

- C 9. \$1,426.56 to HOA Management Solutions, Inc. (11/2016)
- C 10. \$1,020.00 to Plahn Landscape (11/2016 service)
- C 11. \$450.00 to Rio Bravo Country Club (meetings, combined charges 2016)
- C 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)
- C 15. \$0.00 to The Manors (disputed billing)
- C 16. \$0.00 to Law Offices of Pamela Abbott Moore (legal services)

- | | | | | |
|-----|-----------------------|----|--|--|
| 3.g | Other Financial Items | 15 | 1. Vendor Agreements Portal | As to Item 3.g.1., no update. |
| | | | 2. Cal Water Damage – Small Claims Status - Filed ▲ | As to Item 3.g.2, MV filed Small Claims. |
| | | | 3. Lordon Project (placeholder) | As to Item 3.g.3, no update. |
| | | | 4. Lien Assessment Resolution(s) for Parcel(s): ▲ | As to Item 3.g.4, no lien assessment sought, payment received. |

RIO VISTA COMMUNITY ASSOCIATION

4. **Regular & Ongoing Business** 40
Section 4 Supporting
Documents in Attachment 4.

4.a Operational Items

1. Architectural Report As to Item 4.a.1, no update.
2. Inspection Activity Report
3. Drainage & Flood Mitigation / Bid Status As to Item 4.a.2, MV reported that SR recently conducted inspection.

As to Item 4.a.3, PC provided summary of engineering status. The bid from Aleco was \$45k and altered the initial engineering recommendations. Clark Farr with Cornerstone difficult to find and RVCA is looking for final sketches/recommendations that were made on-site to correct problems with free flowing of storm water by slowing down volume, having a headwall, and a drop down in the soil approaching inlet. PC noted that Clark Farr called and stated that the aforementioned sketches were not included as part of original/final report of hydrology review and proposal, and that the cost would be \$3,000.00. Discussion had. MV to send letter to Cornerstone Engineering and Clark Farr requesting final schedules as work is not completed on the engineering report. [3-day urgency.]

RIO VISTA COMMUNITY ASSOCIATION

4.b	Roadway Maintenance	1. Street Light – Update on Lamp cleaning Δ	Completed.
4.c	Landscape Maintenance	1. Drainage Outlet Cleaning – Bid status	As to Item 4.c.1, on hold.
		2. Mailbox Enhancement Project	As to Item 4.c.2, discussion was had about powder coating the mailboxes. MV to find painting company that painted the RBCA wrought iron gate for bid.
		3. Backflow Test Status	As to Item 4.c.3, backflow testing to be conducted, PC located 2 other sprinkler valves that need to be pressure tested. Location of valves should be listed on California Water Service bill. There is an email with map depicting meters. Kern County letter references Title 17 of the California Code of Regulations as the basis for backflow testing.
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Items and Links	In packet.
4.e	Summary of Prior Executive Session Report		Board discussion status and strategy concerns related to the pending lawsuit with Four Fairways.
	<u>Adjournment of Meeting</u>	Time: 7:25 p.m.	PC motioned to adjourn meeting. RD 2nd – All in Favor.

RIO VISTA COMMUNITY ASSOCIATION

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.