

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting
TUESDAY, March 28, 2017
 6:00 p.m. @ Rio Bravo Country Club

X Minutes

Agenda & Management Summary

<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: 6:52 p.m., quorum met.
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)	Present
Vacant Seat	---

Other Guest(s)

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HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	MV Present
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1.c Approval of January 31, 2017, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the January 31, 2017, meeting minutes. RD 2nd – All in Favor.

2. **New Business** 10

2.a New Items, Floor Items & Open Discussion

1. Rio Bravo Country Club / Kelly Plan Status

As to Item 2.a.1, discussion held regarding sale of golf course and Kelly plan. MV to modify Kelly questions for questionnaire, then mail. BA updated with recent developments.

2. Slurry Seal Review

As to Item 2.a.2, discussion held regarding slurry seal in July/August, and previous core samples. MV to send core sample testing to GPM to determine impact on slurry seal.

3. Reserve Study Bid

As to Item 2.a.3, MV to get new full study bid.

4. Open Floor

As to Item 2.a.4, motion made by PC to add MV as second signer to checking account to allow speedier payments during month of non-meeting. Motion did not pass as Bylaws section 9.1 requires two board member.

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| 2.b | Next Meeting: | | <p>Board of Directors Meeting
 Date: Tuesday, May 30, 2017
 Time: 6:00 p.m.
 Location: Rio Bravo Country Club</p> | Meeting announced. |
| 3. | <p><u>Financial & Accounting</u>
 Section 3 Supporting Documents in Attachment 3.</p> | 15 | | CONSENT – Consent items designated with the letter “C.” |
| 3.a | Financial Summary – account balances as of March 27, 2017. | C | \$139,537.56 Chase Operating Account
\$25,173.40 Chase Savings Account
\$101,520.58* Chase Certificate of Deposit

\$266,231.54 | 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 2/28/17 and 1/31/17. | C | \$136,673.96 [2/28/17]
\$132,275.64 [1/31/17] | |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation reports through 2/28/17 and 1/31/17. | C | \$25,173.40 [2/28/17]
\$25,172.63 [1/31/17] | |

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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 \$456.77
3.e	Financial Reports for February and January 2017.	C	Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense Reserve Report
3.f	Outgoing Funds – Ratification of Ratification of electronic payments and approval of payments to issue.	C	RATIFICATION – Cal Water 1. \$32.67 on 3/6/17 to California Water Service (account 9554734079) Electronic Payment 2. \$29.03 on 3/6/17 to California Water Service (account 3299590663) Electronic Payment 3. \$32.63 on 3/6/17 to California Water Service (account 7344360372) Electronic Payment 4. \$40.09 on 2/6/17 to California Water Service (account 9554734079) Electronic Payment 5. \$65.25 on 2/6/17 to California Water Service (account 3299590663) Electronic Payment

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- C 6. \$45.90 on 2/6/17 to California
Water Service (account
7344360372) Electronic Payment

RATIFICATION – PG&E

- C 7. \$142.87 on 3/14/17 to PG&E
(8505317686-4) Electronic
Payment
- C 8. \$141.44 on 2/8/17 to PG&E
(8505317686-4) Electronic
Payment

RATIFICATION – OTHER

- C 9. \$1,298.47 to HOA Management
Solutions, Inc. (1/2017)
- C 10. \$1,125.00 to Plahn Landscape
(1/2017 service)
- C 11. \$240.00 to Billards Backflow
(backflow testing)
- C 12. \$535.00 to Farmers Insurance
Exchange (worker's comp)

CHECKS TO DISBURSE

- C 13. \$1,055.14 to HOA Management
Solutions, Inc. (2/2017)
- C 14. \$785.00 to Plahn Landscape
(2/2017 service)
- C 15. \$205.00 to Bakersfield Lighting
(lamp cleaning)
- C 16. \$0.00 to The Manors (cost sharing)
[disputed]

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			17. \$0.00 to Law Offices of Pamela Abbott Moore (legal services) [disputed]	
			18. \$1,020.00 to Rio Bravo Country Club (meetings) [disputed]	
3.g	Other Financial Items	15	1. Vendor Agreements Portal	As to Item 3.g.1 and 3, no action.
			2. Cal Water Damage – Small Claims Status - Filed ▲	As to Item 3.g.2. scheduled.
			3. Lordon Project (placeholder)	
4.	<u>Regular & Ongoing Business</u> Section 4 Supporting Documents in Attachment 4.	40		
4.a	Operational Items		1. Architectural Report	As to Item 4.a.1, no report.
			2. Inspection Activity Report	As to Item 4.2, home at 15200 Via Messina reported to have weeds and in need of upkeep. MV reported SR conducted inspection.
			3. Drainage & Flood Mitigation / Bid Status	As to Item 4.3, discussion on Cornerstone, no response from letters. MV to request that Four Fairways and Rio Vista Estates to send letters regarding final report.
4.b	Roadway Maintenance			Discussed in new business.

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4.c	Landscape Maintenance	1. Drainage Outlet Cleaning – Bid status	As to Item 4.c.1, no action.
		2. Mailbox Enhancement Project	As to Item 4.c.2, MV request to forward electrostatic painting company bid.
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Items and Links	Noted.
4.e	Summary of Prior Executive Session Report		Discussion held on Rio Bravo Country Club closure.
	<u>Adjournment of Meeting</u>	Time: 7:44 p.m.	PC motioned to adjourn meeting. RD 2nd – All in Favor

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.