

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

WEDNESDAY, August 30, 2017

6:00 p.m. @ Rio Bravo Country Club, 15200 Casa Club Drive, Bakersfield, CA 93306

___ 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: 6:57 p.m.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Pre-meeting adjustments to agenda: 1. Resetting Nominee Solicitation and/or Election Date/Annual Meeting (lack of nominees)

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)	Not Present
Phil Crosby, Secretary (PC)	Present
Ben Adams, Member at Large (BA)	Not Present

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Jeffrey Thompson, Member at Large (JT)	Present
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<u>Other Guest(s)</u>	
HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	None MV Present

1.c Approval of July 3, 2017, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the July 3, 2017, meeting minutes. JT 2nd – All in Favor.

2. **New Business** 10

2.a New Items, Floor Items & Open Discussion

1. Rio Bravo Country Club Status

As to Item 2.a.1, no update related to Club. MV to find out if Club will continue existing understandings.

2. Open Floor

As to item 2.a.2, MV opened work order with PG&E on non-operable light pole. Discussion that light poles are private and RVCA is responsible. MV reported that PG&E opened the work order. Bakersfield Lighting to be contacted as well.

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Also discussed toward end of meeting, the annual maintenance of Pepper trees to be discussed at next meeting.

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| 2.b | Next Meeting: | | Board of Directors Meeting - Annual Meeting and Elections Meeting
Date: Tuesday, October 24, 2017
Time: 6:00 p.m.
Location: Rio Bravo Country Club | Discussed, first round of voting in October 2017, and if no quorum, second round will be in November 2017. Annual Meeting date set for October 24, 2017. |
| 3. | <u>Financial & Accounting</u>
Section 3 Supporting Documents in Attachment 3. | 15 | | CONSENT – Consent items designated with the letter “C.” |
| 3.a | Financial Summary – account balances as of May 30, 2017. | C | \$148,442.18 Chase Operating Account
\$25,177.43 Chase Savings Account
\$101,683.77* Chase Certificate of Deposit

\$275,303.38 | PC motioned to approve CONSENT items. JT 2nd – All in Favor. |
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 5/31/17, 6/30/17 and 7/31/17. | C | \$141,283.71 [5/31/17]
\$144,082.53 [6/30/17]
\$144,580.88 [7/31/17] | |

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3.c	Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation reports through 5/31/17, 6/30/17 and 7/31/17.	C	\$25,175.93 [5/31/17] \$25,176.75 [6/30/17] \$25,177.60 [7/31/17]
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	Automatic renewal on 8/2/17 Balance \$101,683.43
3.e	Financial Reports for May, June, and July 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. \$160.69 on 8/7/17 to California Water Service (account 9554734079) Electronic Payment C 2. \$573.35 on 8/7/17 to California Water Service (account 3299590663) Electronic Payment

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- C 3. \$242.83 on 8/7/17 to California
Water Service (account
7344360372) Electronic Payment
- C 4. \$178.71 on 7/5/17 to California
Water Service (account
9554734079) Electronic Payment
- C 5. \$597.40 on 7/5/17 to California
Water Service (account
3299590663) Electronic Payment
- C 6. \$274.87 on 7/5/17 to California
Water Service (account
7344360372) Electronic Payment
- C 7. \$114.76 on 6/5/17 to California
Water Service (account
9554734079) Electronic Payment
- C 8. \$331.12 on 6/5/17 to California
Water Service (account
3299590663) Electronic Payment
- C 9. \$164.84 on 6/5/17 to California
Water Service (account
7344360372) Electronic Payment
- RATIFICATION – PG&E
- C 10. \$121.83 on 8/11/17 to PG&E
(8505317686-4) Electronic
Payment
- C 11. \$116.00 on 7/11/17 to PG&E
(8505317686-4) Electronic
Payment

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- C 12. \$117.46 on 6/12/17 to PG&E
(8505317686-4) Electronic
Payment

RATIFICATION – OTHER

- C 13. \$1,592.95 on 7/11/17 to HOA
Management Solutions, Inc.
(5/2017)
- C 14. \$974.00 to Plahn Landscape
(4/2017 service)
- C 15. \$1,878.00 to Plahn Landscape
(5/2017 service, repairs, extras)

CHECKS TO DISBURSE

- C 16. \$1,062.46 to HOA Management
Solutions, Inc. (6/2017)
- C 17. \$1,070.10 to HOA Management
Solutions, Inc. (7/2017)
- C 18. \$785.00 to Plahn Landscape
(6/2017 service)
- C 19. \$1,148.00 to Plahn Landscape
(7/2017 service, repairs, fertilizer)
- 20. \$0.00 to The Manors (cost sharing)
[disputed]
- 21. \$0.00 to Law Offices of Pamela
Abbott Moore (legal services)
[disputed]

3.g Other Financial Items

15 1. Vendor Agreements Portal

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2. Cal Water Damage – Small Claims
Status – Re-filed, set for 11/9/17
@ 8:30 a.m. **Δ**
 3. Lordon Project (placeholder)
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, discussion of unauthorized improvements at 15007 Via Napoli Drive. SR sent email with Architectural Request Form.

Discussion of side yard concrete project for additional parking.
 2. Inspection Activity Report

As to Item 4.a.2, MV noted that letters following JT inspection sent. JT noted that JT had not received letters. MV to investigate status.
 3. Drainage & Flood Mitigation / Bid Status

As to Item 4.a.3, MV reported we are awaiting state response on Cornerstone Engineering.

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4.b	Roadway Maintenance	1. Slurry Seal / Core Samples	MV to determine if core samples affect life of roadway to affect reserve study update.
4.c	Landscape Maintenance	1. Drainage Outlet Cleaning – Bid status	As to Item 4.c.1, PC reported that drains are clean, and it appears that the Club is maintaining the drains.
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Items and Links	In packet.
4.e	Summary of Prior Executive Session Report		Discussion was had on violation letters, collection report, procedures workshop, and Four Fairways litigation.
	<u>Adjournment of Meeting</u>	Time: 8:01 p.m.	PC motioned to adjourn meeting. JT 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.