

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

TUESDAY, December 5, 2017

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

## X Agenda & Management Summary

\_\_ Minutes

<u>No.</u>	<u>Item Description</u>	<u>Time</u>	<u>Discussion</u>	<u>Action</u>
1.	<b><u>Commencement of Meeting</u></b>	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)	
Phil Crosby, Vice President (PC)	
Raj Doshi, Chief Financial Officer (RD)	
Jeffrey Thompson, Secretary (JT)	
Ben Adams, Member at Large (BA)	

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

# RIO VISTA COMMUNITY ASSOCIATION

	None
HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	

1.c Approval of October 24, 2017, 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 Meeting**  
Date: Tuesday, January 30, 2018  
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 December 4, 2017. C

\$150,406.59 Chase Operating Account
\$25,180.95 Chase Savings Account
\$101,683.43* Chase Certificate of Deposit
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\$277,270.97

# RIO VISTA COMMUNITY ASSOCIATION

- |     |   |   |  |            |
|-----|---|---|--|------------|
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation report through 10/31/17. | C | \$   | [10/31/17] |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 10/31/17.                      | C | \$25,180.95  | [10/31/17] |
| 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<br>Balance \$101,683.43  |            |
| 3.e | Financial Reports for October 2017.   | C | Profit & Loss<br>Statement of Cash Flows<br>Balance Sheet<br>Budget to Expense<br>Reserve Report |            |
| 3.f | Outgoing Funds – Ratification of Ratification of electronic   |   | RATIFICATION – Cal Water   |            |

# RIO VISTA COMMUNITY ASSOCIATION

payments and approval of  
payments to issue.

- C 1. \$130.38 on 11/6/17 to California Water Service (account 9554734079) Electronic Payment
- C 2. \$468.57 on 11/6/17 to California Water Service (account 3299590663) Electronic Payment
- C 3. \$188.40 on 11/6/17 to California Water Service (account 7344360372) Electronic Payment

#### RATIFICATION – PG&E

- C 4. \$129.50 on 11/10/17 to PG&E (8505317686-4) Electronic Payment

#### RATIFICATION – OTHER

n/a

#### CHECKS TO DISBURSE

- C 5. \$1,126.45 to HOA Management Solutions, Inc. (10/2017)
- C 6. \$1,730.10 to HOA Management Solutions, Inc. (11/2017)
- C 7. \$1,723.00 to Plahn Landscape (10/2017 service, sprinkler repair, rye grass & flower installation)
- C 8. \$785.00 to Plahn Landscape (11/2017 service)

# RIO VISTA COMMUNITY ASSOCIATION

	C	9. \$920.00 to J.W. Kemp, CPA (financials and tax returns)	
	C	10. \$10.00 to Franchise Tax Board (Form 700)	
	C	11. \$0.00 to The Manors (cost sharing) [disputed]	
	C	12. \$0.00 to Law Offices of Pamela Abbott Moore (legal services) [disputed]	
3.g	Other Financial Items	15	1. Vendor Agreements Portal 2. Lordon Project (placeholder) 3. 2018 Budget (Disclosure Change)
4.	<b><u>Regular &amp; Ongoing Business</u></b> Section 4 Supporting Documents in Attachment 4.	40	
4.a	Operational Items		1. Architectural Report 2. Inspection Activity Report 3. Drainage & Flood Mitigation / Bid Status
4.b	Roadway Maintenance		1. Slurry Seal / Core Samples
4.c	Landscape Maintenance		1. Drainage Outlet Cleaning – Bid status

# RIO VISTA COMMUNITY ASSOCIATION

2. The Manors Debris Filter Cost Sharing
3. Backflow Regulation Authority

- 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.