

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

— 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: 7:15 p.m., quorum met.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Pre-meeting adjustments to agenda: 1. Added check to Plahn Landscaping for \$1,005.00 under Item 3.f.13.
1.b	Call to Order – Roll Call of Directors			

Board of Directors

Fred Wiley, President (FW)	Present
Phil Crosby, Vice President (PC)	Present
Raj Doshi, Chief Financial Officer (RD)	Present
Jeffrey Thompson, Secretary (JT)	Present
Ben Adams, Member at Large (BA)	Not Present

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

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| <p>1.c Approval of October 24, 2017, Board meeting minutes.</p> | | <p>Board reviewed the minutes. PC motioned to approve the October 24, 2017, meeting minutes. JT 2nd – All in Favor.</p> |
| <p>2. <u>New Business</u> 10</p> | | |
| <p>2.a New Items, Floor Items & Open Discussion</p> | <p>1. Open Floor</p> | <p>As to Item 2.a.1, report of lightbulb out at end of Via Messina Drive, by island, MV to contact Bakersfield Lighting.</p> |
| <p>2.b Next Meeting:</p> | <p>Board of Directors Meeting
 Date: Tuesday, January 30, 2018
 Time: 6:00 p.m.
 Location: Rio Bravo Country Club</p> | |
| <p>3. <u>Financial & Accounting</u> 15
 Section 3 Supporting Documents in Attachment 3.</p> | | <p>CONSENT – Consent items designated with the letter “C.”</p> <p>PC motioned to approve CONSENT items with additions under Item 3.f.13 and 3.b. FW 2nd – All in Favor.</p> |

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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 ----- \$277,270.97
3.b	Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation report through 10/31/17.	C	\$142,665.25 [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 Balance \$101,683.43
3.e	Financial Reports for October 2017.	C	Profit & Loss Statement of Cash Flows

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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. \$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)

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			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)	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]	C
			13. \$1,005.00 to Plahn Landscape (11/2017 service, fertilizer application)	C
3.g	Other Financial Items	15	1. Vendor Agreements Portal 2. Lordon Project (placeholder)	
			3. 2018 Budget (Disclosure Change)	As to item 3.g.3: Discussion held regarding special meeting should board make budget adjustment in reference to final reserve study.
4.	<u>Regular & Ongoing Business</u> Section 4 Supporting Documents in Attachment 4.	40		

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| 4.a | Operational Items | 1. Architectural Report | As to Item 4.a.1, brief discussion as to 15007 Via Napoli Drive application and resolution. Discussion over RV parking, concrete appears planned past side gate. MV to check Rules and check with SR regarding recent communications. Board to contact owner to expedite resolution. Solar panel ACC applicant to re-submit application. |
| | | 2. Inspection Activity Report | As to Item 4.a.2, MV to determine owner compliance and set up owners requiring special meeting.

MV & SR to conduct inspection around 12/9/2018. Board advised that golf course lots with swimming pools must have all pool equipment covered. |
| | | 3. Drainage & Flood Mitigation / Bid Status | As to Item 4.a.3, no update, investigation with state continues to be pending. |
| 4.b | Roadway Maintenance | 1. Slurry Seal / Core Samples | As to Item 4.b.1, awaiting GPM and reserve study company to provide analysis related to core sample results and implications on reserve fund allocations. MV to take conservative position on budget implications. |

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4.c	Landscape Maintenance	1. Drainage Outlet Cleaning – Bid status	As to Item 4.c.1, MV to get bid on cleaning drains, company name previously sent via PC from email from Betsy Russell.
		2. The Manors Debris Filter Cost Sharing	As to Item 4.c.2, Board discussed various options related design and type of cap for lake drain. No other association participating. PVC capped to be built. RD motioned to approve construction of cap for lake drain, not to exceed \$850.00. PC 2nd – All in Favor.
		3. Backflow Regulation Authority	As to Item 4.c.3, MV to contact backflow company and update contact information from Sue at Lordon.
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Items and Links	Links included in meeting packet.
4.e	Summary of Prior Executive Session Report		MV discussed with Board litigation status, attorney Vincent Gorski appeared at meeting via conference call, and resubmission of an ACC application discussed.
	<u>Adjournment of Meeting</u>	Time: 7:55 p.m.	PC motioned to adjourn meeting. FW 2nd – All in Favor

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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.