

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

TUESDAY, May 29, 2018

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		
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Pre-meeting adjustments to agenda:
1.b	Call to Order – Roll Call of Directors		<u>Board of Directors</u>	Meeting started at 5:46 p.m. Quorum met.
			Fred Wiley, President (FW)	Present
			Phil Crosby, Vice President (PC)	Present
			Raj Doshi, Chief Financial Officer (RD)	Present
			Jeffrey Thompson, Secretary (JT)	Present
			Vacant, Member at Large	N/A

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<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 March 27, 2018, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the March 27, 2018, meeting minutes. JT 2nd – All in Favor.

2. **New Business** 10

2.a New Items, Floor Items & Open Discussion

1. Open Floor

15009 Via Messina Drive has construction underway for a possible deck without an Architectural Request Form filed or approved. Discussion had. MV to issue cease and desist letter pending submission of Architectural Request Form and approval thereof. Discussion on placing reminder in newsletter to homeowners regarding yard upkeep, drought is over; eliminating large areas of exposed dirt, maintain flowerbeds; corner lots require 3 trees, interior lots 2 trees; and review of structure heights for gazebos, trellises, etc.

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- 2.b Next Meeting: **Board of Directors Meeting**
 Date: Tuesday, July 24, 2018
 Time: 6:00 p.m.
 Location: Rio Bravo Country Club
3. **Financial & Accounting** 15 CONSENT – Consent items designated with the letter “C.”
 Section 3 Supporting Documents in Attachment 3.
- 3.a Financial Summary – account balances as of May 28, 2018. C \$153,393.19 Chase Operating Account PC motioned to approve CONSENT items.
 \$ 25,185.10 Chase Savings Account RD 2nd – All in Favor.
 \$101,683.43* Chase Certificate of Deposit

 \$280,261.72
- 3.b Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 4/30/18. C \$145,204.94 [3/30/18]
 \$147,935.32 [4/30/18]
- 3.c Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending C \$25,184.25 [3/30/18]
 \$25,185.10 [4/30/18]

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8065. Reconciliation report through 4/30/18.

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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 | Automatic renewal on 8/2/17
Balance \$101,683.43 |
| 3.e | Financial Reports for March and April 2018. | 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. \$42.27 on 5/7/18 to California Water Service (account 9554734079) Electronic Payment |
| | | C | 2. \$192.72 on 5/7/18 to California Water Service (account 3299590663) Electronic Payment |
| | | C | 3. \$48.73 on 5/7/18 to California Water Service (account 7344360372) Electronic Payment |
| | | C | 4. \$37.93 on 4/3/18 to California Water Service (account 9554734079) Electronic Payment |

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- C 5. \$162.64 on 4/3/18 to California Water Service (account 3299590663) Electronic Payment
- C 6. \$42.24 on 4/3/18 to California Water Service (account 7344360372) Electronic Payment

RATIFICATION – PG&E

- C 7. \$140.65 on 5/10/18 to PG&E (8505317686-4) Electronic Payment
- C 8. \$129.81 on 4/9/18 to PG&E (8505317686-4) Electronic Payment

RATIFICATION – OTHER

- C 1. \$1,785.00 to Roto Rooter (drainage pipes clean-out)

CHECKS TO DISBURSE

- C 1. \$858.00 to Plahn Landscape (4/2018 service, sprinkler repair)
- C 2. \$1,110.00 to Plahn Landscape (3/2018 service, fertilizer repair)
- C 3. \$1,232.70 to HOA Management Solutions, Inc. (4/2018)
- C 4. \$2,006.59 to HOA Management Solutions, Inc. (3/2018)

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3.g	Other Financial Items	15	<ol style="list-style-type: none">1. Vendor Agreements Portal2. Lordon Project (placeholder)	
4.	<u>Regular & Ongoing Business</u> Section 4 Supporting Documents in Attachment 4.	40		
4.a	Operational Items		<ol style="list-style-type: none">1. Architectural Report2. Inspection Activity Report3. Special Meeting for Hearings4. Drainage & Flood Mitigation	<p>As to Item 4.a.1, no report or applications pending other than discussion in New Business.</p> <p>As to Item 4.a.2, discussion on lack of action on May 30, 2018, and need to prioritize inspections.</p> <p>As to Item 4.a.3, Follow up inspection meetings to be set on June 12, 2018</p> <p>As to Item 4.a.4, MV awaiting signed contract with Betsy. PC discussed securing second bid from Solis Engineering.</p>
4.b	Roadway Maintenance			

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- 4.c Landscape Maintenance
- Discussion on Pepper tree removal and consideration of bid by Rancho Tree Service. PC motioned to approve Rancho Tree Service bid for \$850.00 (page 103 of packet). JD 2nd – All in Favor.
- PC discussed with resident (son) at 14903's tree removal. MV to send letter regarding tree removal.
- 4.d Board Education & Training
- Davis-Sterling Newsletter Topic Items and Links
- In packet.
- 4.e Summary of Prior Executive Session Report
- Discussion over current litigation and collection report had.
- Adjournment of Meeting**
- Time: 6:47 p.m.
- JT motioned to adjourn meeting. RD 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.