

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

TUESDAY, July 24, 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.	<b><u>Commencement of Meeting</u></b>	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		<b><u>Board of Directors</u></b>	Meeting started at 6:24 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	

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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 May 28, 2018, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the May 28, 2018, meeting minutes. JT 2nd – All in Favor.

2. **New Business** 10

2.a New Items, Floor Items & Open Discussion

1. Open Floor

As to Item 2.a.1, discussion about Item 4.a.2, inspections, occurred at this time. Board members conveyed communications from Owners, including fence discoloration and other common concerns. MV reported that a follow up inspection was conducted on July 21, 2018, and the inspection report was being reconciled. However, based on preliminary responses, it appeared about 50% of Owners receiving the 130 compliance notices in June 2018, have resolved the compliance matter addressed to them. MV will report to Board by email the results, and whether a disciplinary meeting will be scheduled.

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Lastly, discussion on appointment of Mr. Diaz has had. FW reported his interest but that he was out of town.

At approximately 6:40 p.m., RVCA paused Regular Session and entered Executive Session to have a conference call discussion with legal counsel. Regular Session was resumed at approximately 7:05 p.m.

2.b Next Meeting:

**Board of Directors Budget Meeting**  
 Date: Tuesday, August 21, 2018  
 Time: 6:00 p.m.  
 Location: Rio Bravo Country Club

Next meeting date announced.

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 July 24, 2018.

C	\$153,411.66 Chase Operating Account \$ 25,186.75 Chase Savings Account \$101,683.43* Chase Certificate of Deposit ----- \$280,281.84
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PC motioned to approve CONSENT items.  
 JT 2nd – All in Favor except silent as to RD.

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3.b	Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 6/29/18.	C	\$148,068.66 [5/31/18] \$149,789.47 [6/29/18]
3.c	Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 6/29/18.	C	\$25,185.95 [5/31/18] \$25,186.75 [6/29/18]
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 and June 2018.	C	Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense Reserve Report
3.f	Outgoing Funds – Ratification of Ratification of electronic	C	RATIFICATION – Cal Water

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payments and approval of  
payments to issue.

- C 1. \$142.86 on 7/5/18 to California  
Water Service (account  
9554734079) Electronic Payment
- C 2. \$501.05 on 7/5/18 to California  
Water Service (account  
3299590663) Electronic Payment
- C 3. \$219.62 on 7/5/18 to California  
Water Service (account  
7344360372) Electronic Payment
- C 4. \$117.27 on 6/4/18 to California  
Water Service (account  
9554734079) Electronic Payment
- C 5. \$326.22 on 6/4/18 to California  
Water Service (account  
3299590663) Electronic Payment
- C 6. \$170.57 on 6/4/18 to California  
Water Service (account  
7344360372) Electronic Payment
- C RATIFICATION – PG&E
- C 7. \$102.52 on 7/10/18 to PG&E  
(8505317686-4) Electronic  
Payment
- C 8. \$107.13 on 6/11/18 to PG&E  
(8505317686-4) Electronic  
Payment
- C RATIFICATION – OTHER

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			<ol style="list-style-type: none"> <li>1. \$850.00 to Rancho Tree Service (Pepper tree removal)</li> <li>2. \$786.53 to Bakersfield Lighting (street pole)</li> </ol>	
	C			
	C		CHECKS TO DISBURSE	
			<ol style="list-style-type: none"> <li>1. \$785.00 to Plahn Landscape (6/2018 service)</li> <li>2. \$1,683.00 to Plahn Landscape (5/2018 service, sprinkler repair, pre-emergent, fertilizer)</li> <li>3. \$1,211.86 to HOA Management Solutions, Inc. (6/2018)</li> <li>4. \$1,130.39 to HOA Management Solutions, Inc. (5/2018)</li> </ol>	
	C			
	C			
3.g	Other Financial Items	15	<ol style="list-style-type: none"> <li>1. Vendor Agreements Portal</li> <li>2. Lordon Project (placeholder)</li> </ol>	
4.	<b><u>Regular &amp; Ongoing Business</u></b>	40		
	Section 4 Supporting Documents in Attachment 4.			
4.a	Operational Items		<ol style="list-style-type: none"> <li>1. Architectural Report</li> </ol>	As to Item 4.a.1, No report by MV. MV inquired about an architectural application;

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2. Inspection Activity Report from  
7/21/18

however, Board member indicated certain Owner was out of town.

As to Item 4.a.2, continued discussion from Open Forum on same topic. Report was made of certain signage at another home, Class of 2020, for over 3 months. Review was made of certain Owner letter from Owner's legal counsel. MV to respond per meeting discussion. MV to review portion of letter for future response.

3. Next Inspection/Fine Hearings

As to Item 4.a.3, MV to provide update to Board via email.

4. Drainage & Flood Mitigation

As to Item 4.a.4, MV confirmed Small Claims service of process was completed and that an effort will be made to resolve matter outside of Small Claims.

4.b Roadway Maintenance

4.c Landscape Maintenance

PC discussed need to purchase bark for common area. Bid from Plahn for 30 years of bark did not make it to the meeting packet; however, bid was available on laptop for review. PC reported 20 yards of bark was purchased in May 2016, and that 30 yards was

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not recommended with a bid of \$3,600 for bark, delivery, and application. Plahn's bid amount to \$120 per yard. Discussion was had about pricing. RD requested at least bids, and Bulkyard, Bowles, and Plahn were to be consider. RD mentioned a 4<sup>th</sup> vendor. Board members to report back on bids.

4.d Board Education & Training

Davis-Sterling Newsletter Topic Items and Links

In meeting packet.

4.e Summary of Prior Executive Session Report

Discussion was had on litigation issues.

## **Adjournment of Meeting**

Time: 7:32 p.m.

RD 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.