

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

TUESDAY, September 25, 2018

6:30 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: 6:41 p.m. Quorum met.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Pre-meeting adjustments to agenda: Items 2.a.1, 2.a.2, 3.g.1, 3.g.2, 3.g.3, 4.b.1, and 4.c.1 added – most items added previously listed in annual calendar. Also, added Item 3.f.7 \$500 to Rio Bravo Country Club; and Item 3.f.5, \$1,265 to Rankin Electric.

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

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(vacant) Member at Large	
<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 August 21, 2018, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the August 21, 2018, meeting minutes. JT 2nd – All in Favor.

2. **New Business** 10

2.a New Items, Floor Items & Open Discussion

1. Announcement of 2019-2020 Election Results
2. Announcement of 2019 Board of Directors and Officers
3. Open Floor

As to Item 2.a.1, Inspector of Elections MV could not provide election results. The election was inclusive as to one vacancy due to tie vote. Continued Annual Meeting and Continued Election date to be set, and Owners to be notified.

As to Item 2.a.2, item moot pending finalization of election.

As to Item 2.a.3, discussion had on street light repairs by Rankin, Electric, regarding repair needed and getting second opinion.

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#10 light pole still flickering. JT to get second opinion, and report back.

Discussion regarding mailbox and replacement bid.

2.b Next Meeting:

Board of Directors Budget Meeting

Date: Tuesday, November 27, 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.”

Removal of 3.f.1, Checks to Disburse, from consent for discussion.

3.a Financial Summary – account balances as of September 21, 2018.

C	\$152,272.62 Chase Operating Account \$ 25,188.48 Chase Savings Account \$101,988.94* Chase Certificate of Deposit ----- \$279,450.04
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PC motioned to approve CONSENT items. RD 2nd – All in Favor.

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3.b	Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 8/31/18.	C	\$140,934.98
3.c	Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 8/31/18.	C	\$25,188.48
3.d	Chase Bank Certificate of Deposit Activity. Issue Date 8/2/17. Maturity Date 2/2/19. Term 18 months. Rate 0.30% Annual Percentage Yield 0.30%	C	Automatic renewal on 2/2/2019 Balance \$102,031.69
3.e	Financial Reports for August 2018.	C	Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense Reserve Report

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- 3.f Outgoing Funds – Ratification of Ratification of electronic payments and approval of payments to issue.
- C RATIFICATION – Cal Water
 - 1. \$207.03 on 9/4/18 to California Water Service (account 9554734079) Electronic Payment
 - C 2. \$461.69 on 9/4/18 to California Water Service (account 3299590663) Electronic Payment
 - C 3. \$331.25 on 9/4/18 to California Water Service (account 7344360372) Electronic Payment
 - C RATIFICATION – PG&E
 - 4. \$90.63 on 9/11/18 to PG&E (8505317686-4) Electronic Payment
 - RATIFICATION – OTHER
 - None
 - CHECKS TO DISBURSE
 - C 1. \$1,186.00 to Plahn Landscaping (8/2018 service, repairs)
 - C 2. \$1,175.82 to HOA Management Solutions, Inc. (8/2018)
 - C 3. \$40.00 to Jacqueline Bahena (process server)
 - C 4. \$965.00 to J.W. Kemp, CPA (financials and tax returns)

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		5. \$1,265.00 to Rankin Electric (street light maintenance and repairs)	RD motioned to approve Items 3.f.1; 3.f.5; 3.f.6; and 3.f.7. JT 2nd – All in Favor.
		6. \$3,600.00 to Plahn Landscaping (bark)	
		7. \$500.00 to Rio Bravo Country Club (meeting facilities)	
3.g	Other Financial Items	15	
		1. 2019 Operating Budget	As to Item 3.g.1, MV and RD provided information regarding budget meeting. Regular assessments are expected to remain the same. Additional meeting to be held to discuss adjustments to line items to match actual expenses closer.
		2. Updated Reserve Study	As to Item 3.g.2, MV working on updated Reserve Study.
		3. Financials	As to Item 3.g.3, MV indicated that CPA will be given instructions on footnoting in financials income temporary deferred from Rio Vista Estates Community Association related to the ongoing litigation. RD discussed tax returns. MV signed and to mail.
		4. Vendor Agreements Portal	
		5. Lordon Project (placeholder)	As to Items 3.g.4 and 3.g.5, no updates.

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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, no new submission.
 2. Inspection Activity Report / Follow up As to Item 4.a.2, inspection-based list of Owners to get letters circulated and discussed.
 3. Next Inspection/Fine Hearings As to Item 4.a.3, certain Owners will be sent fine letters with fine meeting date tentatively set for 10/23/18 but may include additional dates to be set.
 4. Drainage & Flood Mitigation As to Item 4.a.4, MV updated Board on Small Claims filing, case dismissed. Cornerstone Engineering scheduled to come up and finished topography survey to finalize sketches on drain catch basin upgrade. MV to follow up with Cornerstone Engineering for final sketches.
- 4.b Roadway Maintenance
1. Street Light Maintenance Review Report made the light pole # 10 operating intermittently.

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4.c	Landscape Maintenance	1. Tree Maintenance Review	Light discussion about when to schedule tree review had. Tree maintenance is satisfactory. PC to contact Greg with Plahn regarding earlier discussion on repairs and water usage.
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Items and Links	Included in meeting packet.
4.e	Summary of Prior Executive Session Report		Board discussed ongoing litigation and options thereto.
	<u>Adjournment of Meeting</u>	Time: 7:44 p.m.	RD motioned to adjourn meeting. JT 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.