

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

TUESDAY, November 27, 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		Meeting started at: 7:27 p.m. Quorum met.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Added Item 3.f.7 \$405.00 for Barrera Reserve Update, and Item 3.f.8. \$950.00 for 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)	Not Present
Jeffrey Thompson, Secretary (JT)	Present
(vacant) Member at Large	

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

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# RIO VISTA COMMUNITY ASSOCIATION

HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	MV Present
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1.c Approval of September 25, 2018, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the September 25, 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 / Board Rules
2. Delegate Nominating Committee
3. Open Floor

As to Item 2.a.1, MV announced that a runoff election would not be needed because the tying candidate with FW withdrew as a candidate, and thus, FW was voted in.

As to Item 2.a.2, discussion was had regarding Delegates and nominations pending delegate election. FW nominated RD and JT as Delegate and Alternative Delegate. JT 2<sup>nd</sup> as amended – All in Favor.

As to Item 2.a.3, PC reported a broken water valve in section 10, and PC will let notify Plahn Landscaping.

# RIO VISTA COMMUNITY ASSOCIATION

- 2.b Next Meeting: **Board of Directors Budget Meeting**  
 Date: Tuesday, January 29, 2019  
 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 November 26, 2018. C \$150,267.44 Chase Operating Account  
 \$ 25,190.16 Chase Savings Account  
 \$101,988.94\* Chase Certificate of Deposit  
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 \$277,446.54 PC motioned to approve CONSENT items. JT 2nd – All in Favor.
- 3.b Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 9/28/18 & 10/31/18. C \$142,023.56 – 9/28/18  
 \$145,469.60 – 10/31/18
- 3.c Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 9/28/18 & 10/31/18. C \$25,189.25 – 9/28/18  
 \$25,190.16 – 10/31/18

# RIO VISTA COMMUNITY ASSOCIATION

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 September and October 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. \$84.35 on 11/5/18 to California Water Service (account 9554734079) Electronic Payment
		C	2. \$406.54 on 11/5/18 to California Water Service (account 3299590663) Electronic Payment
		C	3. \$165.42 on 11/5/18 to California Water Service (account 7344360372) Electronic Payment
		C	4. \$144.94 on 10/9/18 to California Water Service (account 9554734079) Electronic Payment
		C	

# RIO VISTA COMMUNITY ASSOCIATION

- C 5. \$498.96 on 10/9/18 to California Water Service (account 3299590663) Electronic Payment
- 6. \$296.05 on 10/9/18 to California Water Service (account 7344360372) Electronic Payment

C

## RATIFICATION – PG&E

- C 7. \$153.09 on 11/13/18 to PG&E (8505317686-4) Electronic Payment
- 8. \$106.01 on 10/9/18 to PG&E (8505317686-4) Electronic Payment

## RATIFICATION – OTHER

None

## CHECKS TO DISBURSE

- C 1. \$1,710.00 to Plahn Landscaping (9/2018 service, repairs & bark)
- C 2. \$227.00 to Plahn Landscaping (9/2018 service, repairs & bark for 3,827.00 minus prior bark payment of \$3,500.00 per bid) Correction from \$327.00 to \$227.00.
- C 3. \$1,080.39 to HOA Management Solutions, Inc. (10/2018)

# RIO VISTA COMMUNITY ASSOCIATION

		C	4. \$1,197.49 to HOA Management Solutions, Inc. (9/2018)	
			5. \$ to Cornerstone Engineering (survey work)	
			6. \$45,239.60 to The Manors (cost sharing) DISPUTED	
		C	7. \$405.00 to Barrera (reserve study update)	
		C	8. \$950.00 to Rankin Electric (light pole electrical work)	
3.g	Other Financial Items	15	1. 2019 Operating Budget	As to Item 3.g.1, Board reviewed budget and changes. JT motioned to approve 2019 Operating Budget with modifications. PC 2nd – All in Favor.
			2. Updated Reserve Study	As to Item 3.g.2, in process.
			3. Annual Disclosures	As to Item 3.g.3, draft finalized with approval modified budget.
			4. Vendor Agreements Portal	As to Item 3.g.4 and 3.g.5, no update.
			5. Lordon Project (placeholder)	
4.	<b><u>Regular &amp; Ongoing Business</u></b> Section 4 Supporting Documents in Attachment 4.	40		

# RIO VISTA COMMUNITY ASSOCIATION

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|-----|-----------------------|---|--|
| 4.a | Operational Items     | 1. Architectural Report                   | As to Item 4.a.1, no new applications.   |
|     |                       | 2. Inspection Activity Report / Follow up | As to Item 4.a.2, follow up inspection this coming weekend and update to letters to be mailed. MV notified of issues with 5008 Via Palermo, 5001 Via Palermo (new owner), 15008 Via Messina (escrow/landscaping).                                |
|     |                       | 3. Next Inspection/Fine Hearings          | As to Item 4.a.3, to be set.   |
|     |                       | 4. Drainage & Flood Mitigation            | As to Item 4.a.4, awaiting Cornerstone Report.   |
|     |                       | 5. Mailbox Replacement                    | As to Item 4.a.5, MV provided ballpark estimate of replacement mailboxes based other association bid. MV to contact vendor to get direct bid. Discussion rule for bulletin board and having metal plates to post to bulletin board in two boxes. |
| 4.b | Roadway Maintenance   | 1. Street Light Maintenance Review        | As to Item 4.b.1, resolved.  |
|     |                       | 2. Street Sweeping                        | As to Item 4.b.2, discussion had. JT to contact street sweeper he knows for bid.   |
| 4.c | Landscape Maintenance |   |  |

# RIO VISTA COMMUNITY ASSOCIATION

4.d	Board Education & Training	Davis-Sterling Newsletter Topic Items and Links	In packet
4.e	Summary of Prior Executive Session Report		Summary update of Manors v. RVCA litigation and calendar discussed.
	<b><u>Adjournment of Meeting</u></b>	Time: 8:04 p.m.	PC 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.