

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

TUESDAY, March 26, 2019

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>			Meeting started at: 6:15 p.m. Quorum met.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			

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
Craig Michaud, Secretary (CM)	Present
Jeffrey Thompson, Member at Large (JT)	Present

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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 February 5, 2019, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the February 5, 2019, meeting minutes. CM 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor

Discussion on new owners, younger families come to RVCA; basketball hoops in street – to be added to Newsletter as general notice.

2.b Next Meeting:

Board of Directors Meeting

Date: Tuesday, May 28, 2019

Time: 6:00 p.m.

Location: Rio Bravo Country Club

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| 3. | <u>Financial & Accounting</u> | | | CONSENT – Consent items designated with the letter “C.” |
| | Section 3 Supporting Documents in Attachment 3. | | | |
| 3.a | Financial Summary – account balances as of January 24, 2019. | C | \$157,005.91 Chase Operating Account
\$127,339.08 Chase Savings Account
\$0.00 Chase Certificate of Deposit

\$284,344.99 | PC motioned to approve CONSENT items. RD 2nd – All in Favor. |
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 1/31/19 & 2/28/19. | C | \$153,374.27 – 1/31/19
\$151,605.54 – 2/28/19 | |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 1/31/19 & 2/28/19. | C | \$25,192.68 – 1/31/19
\$127,339.08 – 2/28/19 | |

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- 3.d Chase Bank Certificate of Deposit Activity – closed. C 2/8/19 Closed CD 18-20 Months account ending in 7593. Transferred \$102,143.29 to Savings account ending in 8065.
- 3.e Financial Reports for January and February 2019. 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. \$35.07 on 3/5/19 to California Water Service (account 9554734079) Electronic Payment
C 2. \$97.34 on 3/5/19 to California Water Service (account 3299590663) Electronic Payment
C 3. \$35.07 on 3/5/19 to California Water Service (account 7344360372) Electronic Payment
C 4. \$33.96 on 2/4/19 to California Water Service (account 9554734079) Electronic Payment
C

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- C 5. \$140.55 on 2/4/19 to California Water Service (account 3299590663) Electronic Payment
- 6. \$33.96 on 2/4/19 to California Water Service (account 7344360372) Electronic Payment

C

RATIFICATION – PG&E

- C 7. \$149.49 on 3/12/19 to PG&E (8505317686-4) Electronic Payment
- 8. \$171.09 on 2/12/19 to PG&E (8505317686-4) Electronic Payment

C

CHECKS TO DISBURSE

- C 1. \$860.00 to Plahn Landscaping (2/2019 service, & repairs)
- C 2. \$1,479.00 to Plahn Landscaping (1/2019 service, repairs & fertilizer)
- C 3. \$1,251.41 to HOA Management Solutions, Inc. (2/2019)
- C 4. \$1,746.51 to HOA Management Solutions, Inc. (3/2019) RD requested that vendor payments be made directly (Farmers) by RVCA.

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- C 5. \$0.00 to Cornerstone Engineering (survey work)
 - C 6. \$46,821.46 to The Manors (cost sharing) DISPUTED
 - C 7. \$180.00 to Billiards Backflow (backflow testing & certification)
 - C 8. \$643.00 to Cornerstone Engineering, Inc. (invoice per settlement to claims)
 - 9. \$350.00 to Law Office of Pamela Abbott Moore (collection fees) MV to determine what escrow payment is for, and what cases are ongoing.
- 3.g Other Financial Items
- 1. Financial Summary
 - 2. Reserve Study
4. **Regular & Ongoing Business**
Section 4 Supporting Documents in Attachment 4.
- 4.a Operational Items
- 1. Delegate Election, ballots for May 2019 meeting As to Item 4.a.1, discussion was had as to Board Delegates to RBCA. PC motioned for RD to be RVCA's Delegate, and JT to be RVCA's Alternative Delegate on the RBCA Board.

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- PC 2nd – All in Favor. MV to prepare ballots.
2. Architectural Report
 - a. 15008 Via Messina Drive – patio As to Items 4.a.2.a and 4.a.2.b, discussion was had, both items approved, and approval on file.
 - b. 15508 Via Messina Drive – Backyard play structure
 - c. 15007 Via Napoli Drive – status As to Item 4.a.2.c, MV reported that Owner responded that project would be completed by 2nd week of April.
 - d. 15105 Via Napoli Drive – pool As to Item 4.a.2.d – added new ACC application for pool, discussion was had, item approved, and approval on file.
 3. Inspection Activity Report / Letters and Meetings As to Item 4.a.3, meetings held earlier and some Owners appeared. Board requests monthly inspections to establish consistent routine for Owners.
 4. Drainage & Flood Mitigation / Status As to Item 4.a.3, one vendor declined to give bid, and Aleco is working on bid. PC discussed agreement with RBCC for quarterly drain cleaning, which is \$375.00 per quarterly cleaning.

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| | 5. Mailbox Replacement / Painting | As to Item 4.a.5, no bid received. |
| 4.b | Roadway Maintenance | |
| | 1. Street Sweeping / Vacusweep Status | As to Item 4.b.1, MV to send email to get quote to re-start sweeping. |
| | 2. Yield Signage | As to Item 4.b.2, discussion on yield sign, possible collision area, and speed issues. PC to purchase sign.

PC motioned for authority to purchase sign up to \$50.00. RD 2nd – All in Favor. |
| 4.c | Landscape Maintenance | |
| | 1. Bids | Discussion of landscape bids triggered by various sprinkler repairs through year had. At prior meeting discussion was had but no instructions for MV to secure bids was made. MV to secure bids from 3 vendors with request for proposal similar specifications based on existing historical landscaping. Discussion about CM/PC meeting with Plahn.

RD motioned to have MV secure 3 bids for landscape maintenance. CM 2nd – All in Favor. |

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- 4.d Board Education & Training Davis-Sterling Newsletter Topic Items and Links In meeting packet.
- 4.e Summary of Prior Executive Session Report Litigation and drainage agreement was discussed.
- Adjournment of Meeting** Time: 7:53 p.m. PC motioned to adjourn meeting. RD 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.