

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

TUESDAY, May 28, 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.	<b><u>Commencement of Meeting</u></b>			Meeting started at: 6:01 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)	Not Present
Phil Crosby, Vice President (PC)	Present
Raj Doshi, Chief Financial Officer (RD)	Not Present
Craig Michaud, Secretary (CM)	Present

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Jeffrey Thompson, Member at Large (JT)	Present
<b><u>Other Guest(s)</u></b>	
HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	MV Present

1.c Approval of March 26, 2019, Board meeting minutes.

Board reviewed the minutes. JT motioned to approve the March 26, 2019, meeting minutes. CM 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor

Discussion of damaged wiring for the lights with the east side connector broken, and west side having a broken bulb. Discussion had. CM and JT to fix.

PC discussed quarterly cleaning contract with Rio Bravo Country Club. Discussion had. JT motioned to enter into contract

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for quarterly cleaning at \$1,500 per year.  
CM 2nd – All in Favor.

2.b Next Meeting:

**Board of Directors Meeting**

Date: Tuesday, July 23, 2019

Time: 6:00 p.m.

Location: Rio Bravo Country Club

CM noted he may be out of town.  
[Meeting change to July 30, 2019, post  
May 28, 2019, meeting.]

3. **Financial & Accounting**

Section 3 Supporting  
Documents in Attachment 3.

CONSENT – Consent items designated  
with the letter “C.”

3.a Financial Summary – account C  
balances as of May 28, 2019.

\$160,080.58 Chase Operating Account  
\$127,347.55 Chase Savings Account  
\$0.00 Chase Certificate of Deposit

CM motioned to approve CONSENT  
items. JT 2nd – All in Favor.

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\$287,428.13

3.b Chase Bank Checking Activity, C  
Operating Account,  
Reconciliation, and Bank  
Statements for account ending  
7230. Reconciliation reports  
through 3/29/19 & 4/30/19.

\$148,388.75 – 3/29/19  
\$153,539.82 – 4/30/19

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- |     |   |                     |   |
|-----|---|---------------------|---|
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 3/29/19 & 4/30/19. | C                   | \$127,343.11 – 3/29/19<br>\$127,347.55 – 4/30/19  |
| 3.d | Chase Bank Certificate of Deposit Activity – closed.  |                     |   |
| 3.e | Financial Reports for March and April 2019.   | C                   | Profit & Loss<br>Statement of Cash Flows<br>Balance Sheet<br>Budget to Expense<br>Reserve Report  |
| 3.f | Outgoing Funds – Ratification of Ratification of electronic payments and approval of payments to issue.                                   | C<br><br>C<br><br>C | RATIFICATION – Cal Water<br>1. \$66.13 on 5/6/19 to California Water Service (account 9554734079) Electronic Payment<br>2. \$179.47 on 5/6/19 to California Water Service (account 3299590663) Electronic Payment |

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- C 3. \$112.79 on 5/6/19 to California Water Service (account 7344360372) Electronic Payment
- C 4. \$35.07 on 4/3/19 to California Water Service (account 9554734079) Electronic Payment
- C 5. \$88.44 on 4/3/19 to California Water Service (account 3299590663) Electronic Payment
- C 6. \$33.07 on 4/3/19 to California Water Service (account 7344360372) Electronic Payment

## C RATIFICATION – PG&E

- C 7. \$122.09 on 5/14/19 to PG&E (8505317686-4) Electronic Payment
- C 8. \$139.50 on 4/12/19 to PG&E (8505317686-4) Electronic Payment

## C CHECKS TO DISBURSE

- C 1. \$785.00 to Plahn Landscaping (4/2019 service)

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- C 2. \$1,030.00 to Plahn Landscaping (3/2019 service & fertilizer)
- C 3. \$1,087.01 to HOA Management Solutions, Inc. (4/2019)
- 4. \$42.85 to Phil Crosby for yield sign.
- 5. \$49,377.21 to The Manors (cost sharing) DISPUTED

## 3.g Other Financial Items

- 1. Financial Summary
- 2. Reserve Study

As to Item 3.g.1, MV presented various rates and options for certificate of deposits. Discussion was had. CM requested MV contact Doug Payne with Morgan Stanley.

As to Item 3.g.2, MV to circulate Reserve Study bid when available.

## 4. Regular & Ongoing Business Section 4 Supporting Documents in Attachment 4.

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|-----|-----------------------|--|--|
| 4.a | Operational Items     | 1. Architectural Report  | As to Item 4.a.1.a to e reviewed. Item   |
|     |                       | a. 15008 Via Messina Drive – patio   | 4.a.1.d is complete and clean. Request that  |
|     |                       | b. 15008 Via Messina Drive – Backyard play structure                                     | letter be sent to 5012 Via Palermo regarding fence.  |
|     |                       | c. 15008 Via Messina Drive – Pool (approved via email)                                   | As to Item 4.a.2, MV went over new   |
|     |                       | d. 15007 Via Napoli Drive – complete.  | inspection software and process.   |
|     |                       | e. 15105 Via Napoli Drive – pool   | As to Item 4.a.3, awaiting 2 <sup>nd</sup> bid for   |
|     |                       | 2. Inspection Activity Report / Letters and Meetings – HOALife software – MV to discuss. | drainage section.  |
|     |                       | 3. Drainage & Flood Mitigation / Status – Aleco Bid and Bakersfield Plumbing.            | As to Item 4.a.4, awaiting bid. MV indicated he spoke to Gary Barnett and GB indicated he would get the bid to Rio Vista soon. |
|     |                       | 4. Mailbox Replacement / Painting  |  |
| 4.b | Roadway Maintenance   | 1. Street Sweeping / Vacusweep Status  | As to Item 4.b.1, no action.<br><br>GPM will provide assessment and bid when they come out for Montagna HOA.                   |
| 4.c | Landscape Maintenance | 1. Bid review.   | 2 bids reviewed. 3 <sup>rd</sup> bid not submitted.  |

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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 Court calendar review and Aleco bid review.
- Adjournment of Meeting** Time: 7:02 p.m. CM 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.