

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

Tuesday, September 24, 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: 6:34 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 July 30, 2019, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the July 30, 2019, meeting minutes. CM 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. 2020 Budget Review

As to Item 2.a.2, MV and RD summarized budget work done in between meetings. Discussion was had on budget, litigation impact to budget, and slurry seal and road work impact to budget.

RD motioned to approve budget with changes to leave the Regular Assessment at \$100 per month with no planned increase. PC 2nd – All in Favor.

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2. Rescheduling of Annual Meeting – Lack of Nominees

As to Item 2.a.2, MV report a lack of nominees for the next board term. Discussion was had and nominations made to fill upcoming board vacancies. Annual meeting to be set for 10/29/19.

FW nominated RD to continue the Board. PC 2nd – All in Favor.

PC nominated JT to continue the Board. FW 2nd – All in Favor.

As to Item 2.a.3, discussion was had on RBCC status.

3. Open Floor

2.b Next Meeting:

**Board of Directors Annual**  
Date: Tuesday, October 29, 2019  
Time: 6:00 p.m.  
Location: Rio Bravo Country Club

Announced.

3. **Financial & Accounting**  
Section 3 Supporting  
Documents in Attachment 3.

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

PC motioned to approve CONSENT items. RD 2nd – All in Favor.

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- |     |   |   |   |   |
|-----|---|---|---|---|
| 3.a | Financial Summary – account balances as of September 24, 2019.  | C | \$163,385.33 Chase Operating Account<br>\$127,364.48 Chase Savings Account<br>-----<br>\$292,749.81 | Brief discussion on CFO structure and banking resolution. MV noted that banking resolution motion and passed at previous meeting, including addressing Bylaws when CFO out of town. |
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 7/31/19 & 8/30/19. | C | \$160,286.22 – 8/30/19<br>\$156,681.27 – 7/31/19  |   |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 7/31/19 & 8/30/19.                       | C | \$127,364.28 – 8/30/19<br>\$127,360.32 – 7/31/19  |   |
| 3.d | Chase Bank Certificate of Deposit Activity – closed.  |   |   |   |
| 3.e | Financial Reports for July and August 2019.   | C | Profit & Loss<br>Statement of Cash Flows  |   |

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Balance Sheet  
Budget to Expense  
Reserve Report

3.f Outgoing Funds – Ratification  
of Ratification of electronic C  
payments and approval of  
payments to issue.

## RATIFICATION – Cal Water

- C 1. \$152.36 on 9/3/19 to California  
Water Service (account  
9554734079) Electronic Payment
- C 2. \$351.38 on 9/3/19 to California  
Water Service (account  
3299590663) Electronic Payment
- C 3. \$212.72 on 9/3/19 to California  
Water Service (account  
7344360372) Electronic Payment
- C 4. \$163.53 on 8/5/19 to California  
Water Service (account  
9554734079) Electronic Payment
- C 5. \$353.62 on 8/5/19 to California  
Water Service (account  
3299590663) Electronic Payment
- C 6. \$219.44.78 on 8/5/19 to California  
Water Service (account  
7344360372) Electronic Payment

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## RATIFICATION – PG&E

- C 7. \$111.13 on 9/10/19 to PG&E  
(8505317686-4) Electronic  
Payment
- C 8. \$107.48 on 8/13/19 to PG&E  
(8505317686-4) Electronic  
Payment

## CHECKS TO DISBURSE

- C 1. \$955.00 to Plahn Landscaping  
(8/2019 service, sprinkler repairs)
- C 2. \$1,030.00 to Plahn Landscaping  
(7/2019 service, fertilizer)
- C 3. \$1,212.21 to HOA Management  
Solutions, Inc. (8/2019)
- C 4. \$1,116.71 to HOA Management  
Solutions, Inc. (7/2019)
- C 5. \$435.75 to Farmers Insurance  
(insurance)
- 6. \$51,932.96 to The Manors (cost  
sharing) DISPUTED
- 7. \$2,867.11 to Law Offices of Discussion had on Moore legal bill. MV  
Pamela Moore (legal) DISPUTED to respond.

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## 3.g Other Financial Items

### 1. Financial Summary – CD

As to Item 3.g.1, RD reported that Chase increased interest rate to 2%. Discussion on reserve amount and how much to transfer from checking to the Certificate of Deposit account. MV to send resolution to RD and include adding all Directors as signatories.

RD motioned to approve transfer \$100K to Certificate of Deposit at Chase Bank. PC 2nd – All in Favor.

### 2. Reserve adjustments

As to Item 4.g.2, MV informed Board of journal entries to be made to reflect reserve expenses paid to reflect reserve balance accurately

### 3. RVECA Balance

As to Item 4.g.3, MV updated the Board on RVECA balance status.

### 4. Meeting with CPA's Office

As to Item 4.g.4, RD and MV updated board as to result of CPA's meeting. Note revision entries will be made and RVECA suspended billing will be reflected thereon on 2020 financials.

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5. Meeting with Morgan Stanley As to Item 4g.5, RD and MV updated Board. Staying with Chase was best option at this time.

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

4.a Operational Items

1. Architectural Report As to Item 4.a.1, MV updated Board on status of architectural applications. 1

2. Inspection Activity Report As to Item 4.a.2, 15008 cement driveway; 5107 parking, 5012 wood gate issue, 15007 trees.

3. Drainage & Flood Mitigation / Status / Drainage Bids As to Item 4.a.3, discussion had as to making the repairs to drainage box, or whether the repairs to the sump lake cap has resolve the issues that resulted in flooding during torrent rains 2 years ago. MV to seek legal option as to RVCA's exposure and obligation, if any, if RVCA concludes it has done all that is required.

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RD motioned to have Beaumont and Tashjian provide legal option with initial budget of \$1,000 on RVCA exposure. If over \$1,000. MV to seek further authority. PC 2nd – 2 in favor and CM not in favor.

#### 4. Mailbox Replacement Status

As to 4.a.4, MV is awaiting scheduling from vendor.

#### 5. Files Destruction

As to 4.a.5, MV discussed the recent scanning of all files while in search of RVECA billing information and provided copy of Davis-Stirling.com record retention policy. Discussion was had.

PC motioned to adopt the Davis-Stirling.com record retention policy with changes, including making a USB drive copy of all scanned files periodically and provide the USB to the Secretary of the Board each term for safekeeping. Policy change to be included in Annual Disclosure for commentary. JT 2nd – All in Favor.

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|-----|---|---|---|
| 4.b | Roadway Maintenance                       | <ol style="list-style-type: none"><li>1. GPM Slurry seal and repairs Announced. scheduled for 9/16, 9/18 to 9/20/19.</li><li>2. Street Sweeping schedule for end of October 2019.</li></ol> |   |
| 4.c | Landscape Maintenance                     | <ol style="list-style-type: none"><li>1. Tree maintenance review</li></ol>  | Discussion had. MV to prepare a bid proposal to send out to existing vendor and recent vendors that bid the landscape maintenance whereby RVCA sets the terms and pricing based on historical records, and then invites existing and interested vendors to either accept, reject, or modify the proposal. |
| 4.d | Board Education & Training                | Davis-Sterling Newsletter Topic Items and Links   |   |
| 4.e | Summary of Prior Executive Session Report |   | Board discussed investment contract, and contract implications on budgeting, drainage contract exposure, and current litigation status.   |

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## Adjournment of Meeting

Time: 8:02 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.