

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

Tuesday, January 28, 2020

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: 6:05 p.m. Quorum met.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			1. Adding payment to Vacusweep in the amount of \$375.00 as Item 3.f.17.
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)	Not 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 November 12, 2019, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the November 12, 2019, meeting minutes. CM 2<sup>nd</sup>. RD abstained. Majority in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Election of Officers
2. Delegate Ballot Preparation
3. Review of Survey Results
4. Open Floor

As to Item 2.a.1, election of officers tabled to next meeting date. Subsequent discussion to nominate RD as CFO as RD will not be present at the March 24, 2020, meeting.

As to Item 2.a.2, discussion on delegation ballot preparation, JT to be Delegate and RD to be Alternate Delegate. MV to send email to notify.

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As to Item 2.a.3, survey results discussed, Board members reported positive experience with overall goal to support security gate. Event served to educate Owners as to Rio Vista's responsibilities and the intertwined relationship with RBCA and RBCC.

As to Item 2.a.4, discussion was had as to bulletin board for mailbox, including type, placement location, etc. and review of options represent.

RD motioned to have CM locate best bulletin board online (Amazon) with CM to email pricing for purchase. PC 2<sup>nd</sup> – All in Favor.

CM discussed making invoicing paperless for all Owners. MV to investigate with SR process and report back by email.

Board member question on billing discussion. MV to discuss with SR and get back to Board member.

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- |     |                                                                                                                                                                     |                                                                                                                                                 |                                                                                                 |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 2.b | Next Meeting:                                                                                                                                                       | <b>Board of Directors Meeting</b>                                                                                                               | Next meeting announced.                                                                         |
|     |                                                                                                                                                                     | Date: Tuesday, March 24, 2020                                                                                                                   |                                                                                                 |
|     |                                                                                                                                                                     | Time: 6:00 p.m.                                                                                                                                 |                                                                                                 |
|     |                                                                                                                                                                     | Location: Rio Bravo Country Club                                                                                                                |                                                                                                 |
|     |                                                                                                                                                                     |                                                                                                                                                 |                                                                                                 |
| 3.  | <b><u>Financial &amp; Accounting</u></b>                                                                                                                            |                                                                                                                                                 | CONSENT – Consent items designated with the letter “C.”                                         |
|     | Section 3 Supporting Documents in Attachment 3.                                                                                                                     |                                                                                                                                                 |                                                                                                 |
| 3.a | Financial Summary – account C balances as of January 24, 2020.                                                                                                      | \$117,383.00 Chase Operating Account<br>\$27,371.70 Chase Savings Account<br>\$100,000.00 Chase Certificate of Deposit<br>-----<br>\$244,754.70 | PC motioned to approve CONSENT items with pre-agenda addition to 3.f.17. CM 2nd – All in Favor. |
|     |                                                                                                                                                                     |                                                                                                                                                 |                                                                                                 |
| 3.b | Chase Bank Checking Activity, C Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 11/29/19 & 12/31/19. | \$110,816.03 – 12/31/19<br>\$112,001.38 – 11/29/19                                                                                              |                                                                                                 |
|     |                                                                                                                                                                     |                                                                                                                                                 |                                                                                                 |
| 3.c | Chase Bank Savings Activity, C Reconciliation, and Bank                                                                                                             | \$27,371.70 – 12/31/19<br>\$27,370.51 – 11/29/19                                                                                                |                                                                                                 |

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Statement for account ending 8065. Reconciliation report through 11/29/19 & 12/31/19.

- 3.d Chase Bank Certificate of Deposit Activity. \$100,000.00 – 12/31/19
- 3.e Financial Reports for November and December 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. \$93.03 on 1/2/20 to California Water Service (account 9554734079) Electronic Payment  
C 2. \$149.82 on 1/2/20 to California Water Service (account 3299590663) Electronic Payment  
C 3. \$121.42 on 1/2/20 to California Water Service (account 7344360372) Electronic Payment

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- C 4. \$152.20 on 12/2/19 to California Water Service (account 9554734079) Electronic Payment
- C 5. \$209.01 on 12/2/19 to California Water Service (account 3299590663) Electronic Payment
- C 6. \$171.74 on 12/2/19 to California Water Service (account 7344360372) Electronic Payment

## RATIFICATION – PG&E

- C 7. \$-53.86 on 1/9/20 to PG&E (8505317686-4) Electronic Payment Usage \$170.92

## PENDING

- C 8. \$-224.78 on 12/9/19 to PG&E (8505317686-4) Electronic Payment Usage \$142.32; \$500 credit issued.

## RATIFICATION – OTHER

- C 9. \$13,901.00 to General Pavement Management, Inc. (10/25/19 Invoice 15299)

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- C 10. \$4,725.00 to Gary Barnett GB Services (mailboxes)

## CHECKS TO DISBURSE

- C 11. \$1,204.00 to Plahn Landscaping (12/2019 service, sprinkler repairs, fertilizer)
- C 12. \$785.00 to Plahn Landscaping (1/2020 service, sprinkler repairs, fertilizer)
- C 13. \$1,813.66 to HOA Management Solutions, Inc. (12/2019)
- C 14. \$470.00 to Rankin Electric (repair/replace ballast, fuse, lamp)
- C 15. \$51,932.96 to The Manors (cost sharing) DISPUTED
- C 16. \$2,867.11 to Law Offices of Pamela Moore (legal) DISPUTED
- C 17. \$375.00 to Vacusweep (street sweeping)

Discussion had as to sweeper checking in, sweeper schedule and getting a time to notify residents. MV to send letter to Vacusweep requesting compliance with notifications.

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## 3.g Other Financial Items

1. Rio Vista Estates Billing As to Item 3.g.1, item discussed in Executive Session.
2. A/R & A/P adjustments - year end As to Item 3.g.2, MV noted adjustments being made and accounting will go to CPA.
3. New CPA As to Item 3.g.3, Andrea Hill, CPA took over Kemp's practice.
4. Insurance Renewal As to item 3.g.4, discussion was had on insurance renewal regarding worker's compensation and liability renewal. Potential new provider lower on workers compensation but only if they get liability business. Liability cover will be more. Question as to Farmer's existing coverage raised resulting in 2<sup>nd</sup> bid. MV to proceed with 2<sup>nd</sup> bid and report to Board by email.
5. Election Rules Proposal As to Item 3.g.5, discussion was had as to Election Rules proposal. No approval given. MV to contact Sandie at Pacific Management to inquire as to sharing costs of Election Rules.



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## 4. Regular & Ongoing Business

Section 4 Supporting Documents in Attachment 4.

### 4.a Operational Items

1. Architectural Report As to Item 4.a.1, no new applications.
2. Inspection Activity Report
3. Drainage Cleaning RBCC As to Item 4.a.2, MV reported recent inspections activity indicating significantly reduced violations. No hearings scheduled.
4. Drainage & Flood Mitigation Status
5. Mailbox Bulletin Board

As to Item 4.a.3, MV contacted RBCC and will follow up on drainage cleaning activity. MV to update Board by email.

As to Item 4.a.4, discussion had in Executive Session.

As to Item 4.a.5, discussion on bulletin board and action was had in Open Forum, Item 2.a.4.

### 4.b Roadway Maintenance

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4.c	Landscape Maintenance	1. Rear Slope Options	As to item 4.c.1, MV circulated for discussion various photos of slopes to aid in fine tuning architectural slope guidelines.  MV to resend the counter proposal bids to vendors for review.
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Items and Links	Links noted along new laws bulletin by Association attorneys.
4.e	Summary of Prior Executive Session Report		Board discussed court status, collection report, and billing issues.
	<b><u>Adjournment of Meeting</u></b>	Time: 7:25 p.m.	PC motioned to adjourn meeting. RC 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.