

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, June 2, 2020

6:00 p.m. @ Rio Bravo Country Club and via Zoom video conferencing (recorded)

___ 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: 6:00 p.m. Quorum met. Rescheduled from May 26, 2020, for lack of quorum with only PC and MV present.
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 [Zoom]
Craig Michaud, Secretary (CM)	Present

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Jeffrey Thompson, Member at Large (JT)	Present [Zoom]
<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 March 26, 2020,
Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the March 26, 2020, meeting minutes. CM 2nd. All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open
Discussion

1. Open Floor

Discussion had on Election Rules and provider options. MV provided pricing. CM motion to approved Davis Stirling proposal. PC 2nd. All in Favor.

Reminder of streetlamp out on Via Palermo.

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Discussion had on mailbox bulletin board.
2016 pricing at \$5400. CM to send information to FW.

Discussion on pepper tree trimming.

2.b Next Meeting:

Board of Directors Meeting

Date: Tuesday, July 28, 2020

Time: 6:00 p.m.

Location: Rio Bravo Country Club

Next meeting announced.

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 26, 2020.

\$121,718.44 Chase Operating Account
\$27,375.18 Chase Savings Account
\$100,000.00 Chase Certificate of Deposit

\$248,394.10

PC motioned to approve CONSENT items with RD comments and discussion on Plahn at Item 3.f.9 through 11. CM 2nd – All in Favor.

3.b Chase Bank Checking Activity, C Operating Account, Reconciliation, and Bank Statements for account ending

\$119,979.62 – 4/30/20
\$119,564.35 – 3/31/20

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7230. Reconciliation reports through 3/31/20 & 4/30/20.

- 3.c Chase Bank Savings Activity, C \$27,375.18 – 4/30/20
Reconciliation, and Bank \$27,374.74 – 3/31/20
Statement for account ending
8065. Reconciliation report
through 3/31/20 & 4/30/20.
- 3.d Chase Bank Certificate of \$100,000.00 – 12/31/19
Deposit Activity.
- 3.e Financial Reports for April and C Profit & Loss
March 2020. Statement of Cash Flows
Balance Sheet
Budget to Expense
Reserve Report
- 3.f Outgoing Funds – Ratification RATIFICATION – Cal Water
of Ratification of electronic C 1. \$102.64 on 5/5/20 to California
payments and approval of Water Service (account
payments to issue. 9554734079) Electronic Payment

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- C 2. \$118.46 on 5/5/20 to California Water Service (account 3299590663) Electronic Payment
- C 3. \$111.94 on 5/5/20 to California Water Service (account 7344360372) Electronic Payment
- C 4. \$69.58 on 4/6/20 to California Water Service (account 9554734079) Electronic Payment
- C 5. \$114.66 on 4/6/20 to California Water Service (account 3299590663) Electronic Payment
- C 6. \$74.33 on 4/6/20 to California Water Service (account 7344360372) Electronic Payment

RATIFICATION – PG&E

- C 7. \$139.69 5/12/20 to PG&E (8505317686-4) Electronic Payment Usage \$170.92
PENDING

- C 8. \$144.40 on 4/13/20 to PG&E (8505317686-4) Electronic Payment

RATIFICATION – OTHER

None

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CHECKS TO DISBURSE

- | | | |
|---|--|--|
| C | 9. \$963.00 to Plahn Landscaping
(5/2020 service, sprinkler repairs) | RD reference work done on recent repair |
| C | 10. \$1,410.00 to Plahn Landscaping
(4/2020 service, sprinkler repairs) | and time spent whereas billing reflects |
| C | 11. 100.00 to Plahn Landscaping
(corrected amount for prior
January and February invoices) | about double time for labor. MV to write
and request details of labor time. |
| C | 12. \$1,101.31 to HOA Management
Solutions, Inc. (3/2020) | |
| C | 13. \$1,101.11 to HOA Management
Solutions, Inc. (4/2020) | |
| C | 14. \$250.00 to Vacusweep (street
sweeping 4/20 and 5/20) | |
| | 15. \$55,170.52 to The Manors (cost
sharing) DISPUTED | |
| | 16. \$2,867.11 to Law Offices of
Pamela Moore (legal) DISPUTED | |

3.g Other Financial Items

1. Election Rule Bids

As to Item 3.g.1, discussed and voted
under Item 2.a.1

2. Electronic Payment Vendor

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As to Item 3.g.2, MV discuss information he received from Chase Bank on setting up vendor.

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 update.

2. Inspection Activity Report

As to Item 4.a.2, MV reviewed recent inspection, about 12 violations. Also, green electrical boxes need painting. MV to contact PG&E.

3. Drainage Cleaning RBCC

As to Item 4.a.3, no update.

4. Mailbox Bulletin Board

As to Item 4.a.4, discussion had in Item 2.a.1.

4.b Roadway Maintenance

As to Item 4.b., streetlamp on east side of 5009 Via Palermo needs service.

4.c Landscape Maintenance

1. Plahn Fee Increase Notice

As to Item 4.c.1, MV discussed the combined bill mailing with RBCA and

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RVCA and scanning of the fee increase only to RBCA.

2. Bids / Counter Bid

As to Item 4.c.2, MV and RD updated letter to vendors. MV to send out updated letter.

4.d Board Education & Training

Davis-Sterling Newsletter Topic Items and Links

Information in meeting packet

4.e Summary of Prior Executive Session Report

Status of legal status discussed.

Adjournment of Meeting

Time: 7:23 p.m.

Before adjournment reference to the 5% RBCA special assessment was mentioned.

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.