

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, October 27, 2020

6:00 p.m. @ 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: 6:31 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)	Not Present
Vacant	

Other Guest(s)

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HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	MV Present
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1.c Approval of July 28, 2020, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the July 28, 2020, meeting minutes. RD 2nd. All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Election Rules Approval

As to Item 2.a.1, PC motioned to approve the Election Rules. RD 2nd. All in Favor. MV to provide dates and candidate solicitation information.

2. Open Floor

As to Item 2.a.2, Jeff Thompson resignation accepted. Letter to Jeff Thompson for serving community.

2.b Next Meeting:

Board of Directors Meeting
Date: November 24, 2020
Time: 6:00 p.m.

Discussion of moving meeting to 11/17/20 for budget meeting.

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Location: Rio Bravo Country Club or
Zoom

- | | | | | |
|-----|--|---|---|--|
| 3. | <u>Financial & Accounting</u> | | | |
| | Section 3 Supporting Documents in Attachment 3. | | | CONSENT – Consent items designated with the letter “C.” |
| 3.a | Financial Summary – account balances as of October 26, 2020. | C | \$125,988.19 Chase Operating Account
\$27,377.44 Chase Savings Account
\$100,000.00 Chase Certificate of Deposit

\$253,365.63 | PC motioned to approve CONSENT items. RD tentative approval subject to review and response by email. 2nd – All in Favor. |
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 9/30/20, 8/31/20 & 7/31/20. | C | \$117,623.84 – 9/30/20
\$118,740.57 – 8/31/20
\$117,615.19 – 7/31/20 | |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending | C | \$27,377.44 – 9/30/20
\$27,377.00 – 8/31/20
\$27,376.54 – 7/31/20 | |

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8065. Reconciliation report through 9/30/20, 8/31/20 & 7/31/20.

3.d Chase Bank Certificate of Deposit Activity. \$100,000.00 – 12/31/19

3.e Financial Reports for September, August, and July 2020. 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. \$118.92 on 10/5/20 to California Water Service (account 9554734079) Electronic Payment
C 2. \$426.04 on 10/5/20 to California Water Service (account 3299590663) Electronic Payment
C 3. \$239.91 on 10/5/20 to California Water Service (account 7344360372) Electronic Payment
C

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- C 4. \$123.58 on 9/8/20 to California
Water Service (account
9554734079) Electronic Payment
- C 5. \$526.09 on 9/8/20 to California
Water Service (account
3299590663) Electronic Payment
- C 6. \$258.51 on 9/8/20 to California
Water Service (account
7344360372) Electronic Payment
- C 7. \$107.29 on 8/4/20 to California
Water Service (account
9554734079) Electronic Payment
- C 8. \$530.73 on 8/4/20 to California
Water Service (account
3299590663) Electronic Payment
- C 9. \$277.16 on 8/4/20 to California
Water Service (account
7344360372) Electronic Payment

- C RATIFICATION – PG&E
- C 10. \$149.02 10/13/20 to PG&E
(8505317686-4) Electronic
Payment

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C 11. \$145.24 on 9/9/20 to PG&E
(8505317686-4) Electronic
Payment

C 12. \$133.16 on 8/11/20 to PG&E
(8505317686-4) Electronic
Payment

RATIFICATION – OTHER

C 13. \$1,094.81 on 9/25/20 to HOA
Management Solutions, Inc.
(7/2020)

C 14. \$1,274.00 to Plahn Landscaping
(8/2020 service, sprinkler repairs)

C 15. \$990.00 to Plahn Landscaping
(9/2020 service, sprinkler repairs)

C 16. \$874.50 on 9/25/20 to Farmers
Insurance (insurance).

C 17. \$315.00 on 9/25/20 to Rankin
Electric (streetlamp repairs).

C 18. \$70.00 on 8/25/20 to Rankin
Electric (service call)

19. \$750.00 on 9/25/20 to Adams
Stirling (election rules)

C

CHECKS TO DISBURSE

C

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- C 20. \$952.00 to Plahn Landscaping (10/2020 service, sprinkler repairs)
- C 21. \$1,094.91 to HOA Management Solutions, Inc. (9/2020)
- 22. \$1,096.51 to HOA Management Solutions, Inc. (8/2020)
- 23. \$250.00 to Vacusweep (street sweeping 9/20 and 8/20)
- 24. \$57,726.27 to The Manors (cost sharing) as of 1st Quarter Estimate DISPUTED
- 25. \$2,867.11 to Law Offices of Pamela Moore (legal) DISPUTED / Settlement counter.

3.g Other Financial Items

- 1. Rio Vista Estate Billing / Meeting MV indicated item was reviewed in Executive Session.

RD noted his concerns of CPA's engagement letter. RD indicated management company should sign letter. RD to send email on issue. MV indicates letter is same as always. RD to call MV. Engagement letter at page 142.

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

4.a Operational Items

1. Architectural Report

Item 4.a.1, 2 solar apps pending – Martin and another Owner.

2. Inspection Activity Report

Item 4.a.2, inspection report on 9/9/20 with 6 notices mailed out.

PC reported side driveway poured with no approval; no architectural application submitted. PC to provide address after meeting.

RD report new Owner of house with fencing problem parking on side, house with shed issue. Shed to be resolve by end of month. 5111 Via Palermo. FW emphasize no parking on side and Owners must submit applications for architectural review.

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RD reports car parked on street and truck on Via Napoli. Also catering vehicle parked on side across truck. 15006 Via Napoli. Inspection on weekday should reveal above violations. RD reports alternating of vehicles. Front yard landscaping compliant issues as well.

3. Drainage Cleaning RBCC

As to Item 4.a.3, discussion had on drainage by lake at 18th hole is dirty. MV to send letter to RBCC to respond to PC agreement or to authorize vendor to clean.

4. Mailbox Bulletin Board

As to Item 4.a.4, FW gave update on redelivery of mailbox bulletin board.

4.b Roadway Maintenance

4.c Landscape Maintenance

1. Bids / Counter Bid

As to 4.c.1, RD brought up bids, discussion had, MV to notify Plahn that new rate will be paid starting 12/1/20.

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RD reports brown spots around side of mailboxes, discussed, PC to contact Plahn.

CM sent email as to tree trimming. Discussion had, PC will get 3 bids and report back.

4.d Board Education & Training Davis-Sterling Newsletter Topic Items and Links

4.e Summary of Prior Executive Session Report

Board discussion on management, litigation status, RBCA/RBCC and Pamela Moore.

Adjournment of Meeting

Time: 7:09 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.