

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

Tuesday, July 28, 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.	<b><u>Commencement of Meeting</u></b>			Meeting started at: 6:23 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)	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 June 2, 2020, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the June 2, 2020, meeting minutes with comment to correct date. CM reference prior paperless billing discussions. 2nd. All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor

FW reported comment on side driveways. All should get letters. Certain family with 5 plus vehicles on any given time. Need to figure out. Letter goes to owner, need to send copy to tenants. RD report vehicle on street as well. 4<sup>th</sup> house east of PH has 6 trucks parked nightly. 2 houses east of CM has pickup and trailer every other night. RD reports owner alternates vehicle. Bender house also has vehicle

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parked in street. RD best time to capture violations after 8:00 p.m. RD cautioned as to extended driveways and FW address overnight parking. CM questioned future approval options to extended driveways. PC can determine prior approval based on historical record.

FW indicated display cases arrived today, wrong color, will be exchanged.

2.b Next Meeting:

**Board of Directors Budget Meeting**

Date: August 25, 2020

Time: 6:00 p.m.

Location: Rio Bravo Country Club or Zoom

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 July 28, 2020.

\$127,060.47 Chase Operating Account  
 \$27,376.08 Chase Savings Account  
 \$100,000.00 Chase Certificate of Deposit

PC motioned to approve CONSENT items. CM 2nd – Majority in Favor, RD abstained.

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 \$254,436.55

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- 3.b Chase Bank Checking Activity, C \$120,113.09 – 6/30/20  
Operating Account, \$121,751.20 – 5/29/20  
Reconciliation, and Bank  
Statements for account ending  
7230. Reconciliation reports  
through 5/29/20 & 6/30/20.
- 3.c Chase Bank Savings Activity, C \$27,376.08 – 6/30/20  
Reconciliation, and Bank \$27,375.61 – 5/29/20  
Statement for account ending  
8065. Reconciliation report  
through 5/29/20 & 6/30/20.
- 3.d Chase Bank Certificate of \$100,000.00 – 12/31/19  
Deposit Activity.
- 3.e Financial Reports for May and C Profit & Loss  
June 2020. Statement of Cash Flows  
Balance Sheet  
Budget to Expense  
Reserve Report

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- 3.f Outgoing Funds – Ratification of Ratification of electronic payments and approval of payments to issue.
- C RATIFICATION – Cal Water
1. \$167.77 on 7/6/20 to California Water Service (account 9554734079) Electronic Payment
  2. \$400.45 on 7/6/20 to California Water Service (account 3299590663) Electronic Payment
  3. \$235.26 on 7/6/20 to California Water Service (account 7344360372) Electronic Payment
  4. \$102.64 on 6/2/20 to California Water Service (account 9554734079) Electronic Payment
  5. \$172.42 on 6/2/20 to California Water Service (account 3299590663) Electronic Payment
  6. \$111.94 on 6/2/20 to California Water Service (account 7344360372) Electronic Payment
- C RATIFICATION – PG&E
7. \$148.62 7/13/20 to PG&E (8505317686-4) Electronic Payment Usage \$170.92
- PENDING

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C 8. \$137.69 on 6/9/20 to PG&E  
(8505317686-4) Electronic  
Payment

## RATIFICATION – OTHER

None

## CHECKS TO DISBURSE

- C 9. \$874.00 to Plahn Landscaping  
(7/2020 service, sprinkler repairs)
- C 10. \$1,688.00 to Plahn Landscaping  
(4/2020 service, sprinkler repairs,  
flower install & pre-  
emergent/fertilizer)
- C 11. \$1,100.31 to HOA Management  
Solutions, Inc. (6/2020)
- C 12. \$1,153.91 to HOA Management  
Solutions, Inc. (5/2020)
- C 13. \$250.00 to Vacusweep (street  
sweeping 6/20 and 7/20)
- C 14. \$180.00 to Billiards Backflow  
(backflow testing)
- C 15. \$556.82 to Fred Wiley  
(reimbursement for US  
Markerboard)

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16. \$57,726.27 to The Manors (cost sharing) as of 1<sup>st</sup> Quarter Estimate  
DISPUTED

17. \$2,867.11 to Law Offices of Pamela Moore (legal) DISPUTED

3.g Other Financial Items

1. Rio Vista Estate Billing

As to Item 3.g.1, discussed in Executive Session, MV to write letter.

RD reported CD at Chase expired and rolled over without interest.

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 reported no activity. FW discussed architectural of home that closed escrow with gate and inquired a timeframe for completing. CM good example of plan submittal.

2. Inspection Activity Report

As to Item 4.a.2, MV discussed in Executive Session. Letters reviewed.

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	3. Drainage Cleaning RBCC	As to Item 4.a.3, Del Villar responded to clean drainage in response to counter proposal.
	4. Mailbox Bulletin Board	As to Item 4.a.4, per Executive Session, new displays to be shipped.
	5. Reserve Study Proposal	As to Item 4.a.5, would like to do reserve study from same company that did RBCA, \$900. MV to circulate proposal one we have it for RVCA.
4.b	Roadway Maintenance	1. Streetlamp (Palermo) As to Item 4.b.1, RD inquired on status of streetlight work. MV reported within two days.
4.c	Landscape Maintenance	1. Bids / Counter Bid As to Item 4.c.1, we have 1 letter of interest thus far. MV emailed Plahn on 4 hours of invoice work, waiting for response.
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Items and Links In packet.
4.e	Summary of Prior Executive Session Report	As to Item 4.e, discussion with VG and other matters.



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## Adjournment of Meeting

Time: 6:48 p.m.

PC motioned to adjourn meeting. CM  
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.