

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, January 18, 2022

6:00 p.m. via Zoom

X **Agenda & Management Summary**

__ Minutes

No. Item Description Time Discussion Action

1. **Commencement of Meeting**

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)	
Phil Crosby, Vice President (PC)	
Raj Doshi, Chief Financial Officer (RD)	
Craig Michaud, Secretary (CM)	
Bill Slocumb, Member-at- Large	

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<u>Other Guest(s)</u>	
HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	

1.c Approval and ratification of November 16, 2021, Board meeting minutes.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor

2.b Next Meeting:

Board of Directors

Date: March 15, 2022

Time: 6:00 p.m.

Location: Rio Bravo Country Club and/or Zoom

3. **Financial & Accounting**

Section 3 Supporting Documents in Attachment 3.

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

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3.a Financial Summary – account C \$112,827.70 Chase Operating Account
 balances as of January 15, 2022. \$ 27,384.18 Chase Savings Account
 \$ 0.00 Chase CSA Savings*
 \$101,747.43 Chase Certificate of
 Deposit**

 \$241,959.31

*Information not available.

** Per 6/4/21 Deposit Account Balance Summary

3.b Chase Bank Checking Activity, C \$97,641.60 – 12/31/21
 Operating Account, \$99,861.91 – 11/30/21
 Reconciliation, and Bank
 Statements for account ending
 7230. Reconciliation report
 through 12/31/21 and
 11/30/21.

3.c Chase Bank Savings Activity, C \$27,384.18 – 12/31/21
 Reconciliation, and Bank \$27,383.72 – 11/30/21
 Statement for account ending
 8065. Reconciliation report
 through 12/31/21 and
 11/30/21.

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C 6. \$68.21 on 12/6/2021 to (account
9554734079) Electronic Payment

RATIFICATION – PG&E

C 7. \$159.17 1/11/22 to PG&E
(8505317686-4) Electronic
Payment

C 8. \$160.08 12/10/21 to PG&E
(8505317686-4) Electronic
Payment

RATIFICATION – OTHER

None

CHECKS TO DISBURSE

Letourneau Landscape Services

C 9. \$860.00 (9/24/21 Invoice 3961 for
monthly service, sprinkler repairs,
pre-emergent)

C 10. \$1,078.00 (11/30/21 Invoice 3884
for monthly service, flowers, &
fertilizer)

HOA Management Solutions, Inc.

C 11. \$1,096.56 (12/2021) Invoice 21-12
for management.

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C 12. \$1,288.24 (11/2021) Invoice 21-11
for management.

Vacuseep

C 13. \$135.00 (1/1/22 Invoice 2021-
02468 for street sweeping)

C 14. \$135.00 (12/1/21 Invoice 2021-
02311 for street sweeping)

Other

C 15. \$400.00 to Reserve Study Specialist
(Balance of reserve study)

3.g Other Administrative / Financial
Items

1. Reserve Study Clarifications
2. Survey Status
3. Accounting Reconciliation & Debt
Review (per annual calendar)
4. Insurance Policies and Renewal
Review
5. Formation of Committees /
Review of Annual Goals
6. Election – Vacancies
7. Budget – Reserves Reconciliation

4. **Regular & Ongoing Business**

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Section 4 Supporting Documents in Attachment 4.

- 4.a Operational Items
 - 1. Architectural Report
 - 2. Inspection Activity & Hearings Update
 - 3. Drainage Cleaning RBCC Letter
- 4.b Roadway Maintenance
- 4.c Landscape Maintenance
 - 1. Bark Status – rebid on medium bark / river rock
- 4.d Board Education & Training
 - Davis-Sterling Newsletter Topic Items and Links
- 4.e Summary of Prior Executive Session Report

Adjournment of Meeting

Time:

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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 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.