

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

Tuesday, January 18, 2022

6:00 p.m. via Zoom

### — 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: 6:01 p.m.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			None.
1.b	Call to Order – Roll Call of Directors		<b><u>Board of Directors</u></b>	All attendees present via Zoom.

Fred Wiley, President (FW)	Present
Phil Crosby, Vice President (PC)	Present
Raj Doshi, Chief Financial Officer (RD)	Not Present
Craig Michaud, Secretary (CM)	Present
Bill Slocumb, Member-at- Large	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 16, 2021, Board meeting minutes.

As to Item 1.c., Board reviewed the minutes. PC motioned to approve the November 16, 2021, meeting minutes. CM 2<sup>nd</sup> – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor

As to Item 2.a.1, FW advised of RBCA Committee regarding back gate. BS addressed gate door and gate entry. PC indicated a clicker can be secured with Open & Shut – the maintenance company. PC indicated its \$35 and you must show residency. MV provided phone to Open & Shut, and to Kelly & Eccleston management.

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- 2.b Next Meeting: **Board of Directors** As to Item 2.b, FW announced meeting.  
 Date: March 15, 2022  
 Time: 6:00 p.m.  
 Location: Rio Bravo Country Club and/or  
 Zoom
3. **Financial & Accounting** CONSENT – Consent items designated  
 Section 3 Supporting with the letter “C.”  
 Documents in Attachment 3.
- 3.a Financial Summary – account C \$112,827.70 Chase Operating Account PC motioned to approve CONSENT  
 balances as of January 15, 2022. \$ 27,384.18 Chase Savings Account items. BS 2nd – All in Favor.  
 \$ 0.00 Chase CSA Savings\*  
 \$101,747.43 Chase Certificate of CM inquired about signing checks. Sarah  
 Deposit\*\* to deliver to guard station.  
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 \$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

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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.

Chase Bank CSA Savings \$--  
Activity, Reconciliation, and  
Bank Statement for account  
ending 9186. Status unknown.

3.d Financial Reports for November C Profit & Loss  
and December 2021. Statement of Cash Flows  
Balance Sheet  
Budget to Expense  
Reserve Report

3.f Outgoing Funds – Ratification C RATIFICATION – Cal Water Service  
of Ratification of electronic

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payments and approval of C  
payments to issue.

- C 1. \$87.07 on 1/4/21 (account 3299590663) Electronic Payment
- C 2. \$60.13 on 1/4/21 (account 7344360372) Electronic Payment
- C 3. \$46.66 on 1/4/2021 to (account 9554734079) Electronic Payment
- C 4. \$178.66 on 12/6/21 (account 3299590663) Electronic Payment
- C 5. \$105.93 on 12/6/21 (account 7344360372) Electronic Payment
- C 6. \$68.21 on 12/6/2021 to (account 9554734079) Electronic Payment

C 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

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

## Vacusweep

- 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

As to Item 3.g.1, placeholder for changes with RD and MV.

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|--|---|
| 2. Survey Status   | As to Item 3.g.2, tabled.   |
| 3. Accounting Reconciliation & Debt Review (per annual calendar) | As to Item 3.g.3, awaiting response from CPA.   |
| 4. Insurance Policies and Renewal Review                         | As to Item 3.g.4, will circulate renewal upon receipt.  |
| 5. Formation of Committees / Review of Annual Goals              | As to Item 3.g.5, no sure if there will be any committees. Prior committee during litigation but it was terminated. There was a committee with RD and BS to review Manors, named Manors Financial Committee (CFC). MV will include CFC in letter to The Manors.   |
| 6. Election – Vacancies  | As to Item 3.g.6, MV circulated spreadsheet on vacancies for board, MV reviewed history. MV adjusted to make vacancies staggered format. Opening for 2022, PC up for election. 3 3-year terms and 2 2-year terms. 2 <sup>nd</sup> election later this year for 2023. Delegate election separate, may need to recruit delegates. Board can extend solicitation period, put out another request for delegates. Need to extend out |

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solicitation for delegates. Same board form but for delegate.

## 7. Budget – Reserves Reconciliation

As to Item 3.g.7, waiting for RD to come back to work on reserve reconciliation.

## 4. Regular & Ongoing Business

Section 4 Supporting Documents in Attachment 4.

### 4.a Operational Items

#### 1. Architectural Report

As to Item 4.a.1., discussion regarding contact with PC on 15200 Via Messina drive, auto billing and paint color. MV to check with SR and owner on paint color. Homes must be painted in colors that match community.

#### 2. Inspection Activity & Hearings Update

As to Item 4.a.2, no hearings pending and no report. MV to report by email later in the week. CM seek consistency. Inspections are made. Trim repainting, garage doors, house number, and replacing light bulbs on garage doors to be included in newsletter.



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|-----|---|--|
|     | 3. Drainage Cleaning RBCC Letter  | As to Item 4.a.3, remains uncleaned. RS assured RVCA that it would be cleaned. It is time we tell them they had plenty opportunity to clean it, will hire someone to clean up and entering on a closed date. Question of easements discussed. Drainage easement that was used for drain cap repair may be the easement. PC to locate the easement agreement. |
| 4.b | Roadway Maintenance   | As to Item 4.b, no activity.   |
| 4.c | Landscape Maintenance<br><br>1. Bark Status – rebid on medium bark / river rock   | As to Item 4.c, discussion on bark / river rock. MV to get bid updated. PC Elite staff hit with covid, behind schedule. Elite to send bid on removing drainage area sandbags, wood, returning sandbags, etc.   |
| 4.d | Board Education & Training<br><br>Davis-Sterling Newsletter Topic Items and Links | As to Item 4.d., summary in packet. FW requested board training packet to be circulated.   |

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4.e Summary of Prior Executive  
Session Report

As to Item 4.e, Manors, Committee, and  
drainage issue discussed.

**Adjournment of Meeting**

Time: 6:44 p.m.

PC motioned to adjourn meeting. SB 2nd  
– All in Favor.

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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.