

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

Thursday, January 25, 2024

6:00 p.m. via Zoom or Management Office, 2225 E Street, Suite 201, Bakersfield, California 93306

### — 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 5:50 p.m., quorum met. Board willing to recap if any member arrives at 6:00 p.m.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			
1.b	Call to Order – Roll Call of Directors		<b><u>Board of Directors</u></b>	All participants present via Zoom.

Fred Wiley, President	Present
Phil Crosby, Vice President	Present
Bill Slocumb, Secretary	Present
Raj Doshi, Chief Financial Officer	Present
[vacant], 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)	MV Present

1.c Approval of September 19, 2023, Board meeting minutes; November 21, 2023, Annual meeting minutes; December 29, 2023, Delegate Vote Meeting.

As to Item 1.c., the Board reviewed the minutes. BS motioned to approve the September 19, 2023, Board meeting minutes; November 21, 2023, Annual meeting minutes; December 29, 2023, Delegate Vote Meeting. PC 2nd. All in favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Delegate Election Results

As to Item 2.a.1, Delegate election results announced via meeting packet.

2. Election of Officers

As to Item 2.a.2, BS nominates existing board to run for current term. PC 2nd. RD expressed concern over full board slate nomination.

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BS restated nomination to nominate FW as President. PC 2nd. FW accepted the position.

RD nominated PC as Vice President. BS 2nd. PC accepted the position.

RD nominated BS as Secretary. PC 2nd. BS accepted the position.

PC nominated RD as Chief Financial Officer. BS 2nd. RD accepted the position.

All in favor as to all nominations.

### 3. Vacancy Appointment<sup>1</sup>

As to Item 2.a.3, FW stated that the Board should search for a community member interested in being appointed on the Board. MV to make a flyer for mailing, PC to post on mailbox. FW reference interested resident, but this resident may not be a homeowner. Question over trust and trustees and delegation of their power as a member of RVCA. MV posted text from governing documents and the Davis-Striling website. Some clarification

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<sup>1</sup> Agenda adjustment.

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determined whereby a trustee can function as a member of the association. Renter, owner, and trustee and appropriate voting rights considered. Discussion had.

## 4. Open Floor

As to Item 2.a.4, PC reported getting bid from Elite to clean storm drains but now golf course open seven days a week. PC contacted Nick Gonzales, Nick responded by sending two workers out. We need to get the old storm drain agreement. PC will report back on Nick's response.

FW noted that the northern entrance, leaving to Anacapa, has a tree with low limbs. UPS size trucks may hit the trucks. PC to get ahold of Elite to look at this issue. BS commented about tree hanging down on the island toward the exit leaving The Manors. RD mentioned that the tree by the island is being covered entirely by the tree, island at the entrance to RVCA, west entrance, just east of Via Napoli. FW stated we should look at problem trees, PC to get Elite to give us bid.

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PC reported an agreement was signed for Flock cameras on RVCA, the Flock cameras were relocated to back gate. MV indicated a rescission notice could be filed. RD inquired if the document is null and void upon camera relocation. Resolution on RBCA meeting suggested so it is on their minutes as well.

Lighting company to service lights not on agenda. MV looking at prior vendor.

PC motioned to hire Bakersfield Lighting to service the 10 lights at RVCA. BS 2nd. RD requested that payment be made with credit card. All in favor. RD

Discussion on credit card acceptance started but address below.

2.b Next Meeting:

**Board of Directors**

Date: March 21, 2024

Time: 6:00 p.m.

Location: Rio Bravo Country Club and/or

Zoom

Noted.

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3. **Financial & Accounting**

Section 3 Supporting Documents in Attachment 3.

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

PC motioned to approve CONSENT items. BS 2nd – All in Favor.

3.a Financial Summary – C      \$47,733.62 Chase Operating Account  
account balances as      \$11,095.57 Chase Savings Account  
of January 24, 2024.      \$      0.00 Chase CSA Savings\*  
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\$58,829.19

3.b Chase Bank C      \$29,912.62 – 12/29/23  
Checking Activity,      \$27,231.75 – 11/30/23  
Operating Account,      \$23,701.25 – 10/31/23  
Reconciliation, and  
Bank Statements for  
account ending 7230.  
Reconciliation report  
through 12/29/23;  
11/30/23; and  
10/31/23.

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3.c	Chase Bank Savings C Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 12/29/23; 11/30/23; and 10/31/23.	\$4,895.57 – 12/29/23 \$4,895.53 – 11/30/23 \$4,895.49 – 10/31/23
	Chase Bank CSA Savings Activity, Reconciliation, and Bank Statement for account ending 9186. Status unknown.	\$--
3.d	Treasury Bills	CUSIP ending GC5, 13-week, 10-12-23 to 1-11-24 \$6,200.00 CUSIP ending HF7, 26-week, 10-12-23 to 4-11-24 \$150,000.00 CUSIP ending JC2, 17-week, 10-10-23 to 2-6-24 \$25,500.00 CUSIP ending JC2, 17-week,

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10-10-23 to 2-6-24 \$7,200.00  
 Total: \$188,900.00

3.e	Financial Reports for December, November, and October 2023.	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  C  C  C  C  C	RATIFICATION – Cal Water Service 1. \$292.27 on 12/5/23 (account 3299590663) Electronic Payment 2. \$122.27 on 12/5/23 to (account 9554734079) Electronic Payment 3. \$198.78 on 12/5/23 (account 7344360372) Electronic Payment  RATIFICATION – PG&E 4. \$150.81 12/11/23 to PG&E 8505317686-4) Electronic Payment)  RATIFICATION – OTHER 1. \$108.00 to Chase Credit Card on November 13, 2023.

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2. \$448.00 to Farmers Insurance  
Payment

C Elite Maintenance & Tree Service

1. \$735.00 December 2023 Invoice  
10202527 for monthly service
2. \$195.00 Work Order on Invoice  
10202406 for fertilizer
3. \$494.32 Work Order on Invoice  
10202034 for fertilizer
4. \$735.00 November 2023 Invoice  
10202231 for monthly service

C Vacusweep

5. \$175.00 (12/31/23 Invoice  
2023-01673 for street sweeping)
6. \$175.00 (11/30/23 Invoice  
VACU2023-01547 for street  
sweeping)

## CHECKS TO DISBURSE

C HOA Management Solutions, Inc.

7. \$1,342.04 (12/2023) Invoice

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- C 23-12 for management /reimbursements
- 8. \$1,124.00 (11/2023) Invoice 23-11 for management /reimbursements

## Other

- 9. \$5,837.19 The Manors Statement through 6/30/23 on Cost Sharing Agreement

### 3.g Other Administrative / Financial Items

- 1. The Manors Bill Status – Kurt  
As to Item 3.g.1, MV restated Van Sriver called and MV will address bill and drainage interruption efforts.
- 2. Treasury Bills Investment Plan  
As to Item 3.g.2, material stricken from meeting packet, not applicable to RVCA.
- 3. CPA Engagement Letters  
As to Item 3.g.3, MV discussed engagement letter for 2022 but will be asking CPA to provide engagement letter for 2023. FW inquired about review. MV indicated RVCA has never had an audit. and financials are not required if revenue under \$75K. Current engagement letter is

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compilation and report. Discussion had. MV to get a bid for compilation and one for full audit, explain differences.

#### 4. Credit Card Points Sale

As to Item 3.g.4, RD request to purchase points on credit card. RD spoke to this issue indicating Chase offers a dollar for every 100 points, RD offering same amount that the bank would unless another member wishes to purchase points. FW clarified that RD is taking position as Chase bank in buying points. RD's SSN is basis of Chase authorizing credit card. BS only concern that RD on board and BS wants minutes to reflect that RD is paying the same rate that Chase would offering for the points.

BS motioned that whereas Chase Bank is willing to pay a dollar for 100 points and whereas RD is willing to pay the same amount of money for the same number of points, RVCA authorizes Chase to convey the points to RD's account upon receipt of the appropriate payment. Amended with language that RD complete the transaction in the next 30 days. PC 2nd – All in Favor. RD will pay with personal check.

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5. QuickBooks Credit Card Usage Approval
- As to Item 3.g.5, MV discussed credit card approval with QuickBooks. Fees are not the lowest, but benefit is it is seamless within the system. MV addressed Item 3.g.7, which is a portal that will have its own billing and credit card system. RD inquired as to Chase for credit card services. PC suggest starting with QuickBooks credit card system until we have other better system in place.
- PC motioned to use QuickBooks credit card processing. BS 2nd – All in Favor.
- Flyer can be used to notify homeowners in billing.
6. Change of Phone System – Ringcentral to Nextiva
- As to Item 3.g.6, MV indicated he will be changing internal phone system.
7. <https://cincsystems.com/products/homeowner-tools/>  
Cinc Systems HOA Website
- As to Item 3.g.7, MV introduced Cinc systems and provided information about the portal and services.
8. Farmers Renewal Policy
- As to Item 3.g.8, Farmers renewal policy in your packet, auto renewed.

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## 4. Regular & Ongoing Business

Section 4 Supporting Documents in Attachment 4.

### 4.a Operational Items

1. Architectural Report
  - a. New Projects
  - b. Pending Projects

As to Item 4.a.1, no action.

2. Inspection Activity
  - a. Hearings
  - b. Violation letter – trailer

As to Item 4.a.2, inspection will be conducted tomorrow. Trailer removed, send letter. Barking dog issue noted.

Speed bump request made for Via Messina. PC would be in favor of speed bump coming off Anacapa. RD express concern about city vehicles parked on street. FW recommend using portal to report anonymously.

### 4.b Roadway Maintenance

As to Item 4.b, PC address speed bump noting that RBCA will be doing repair, and we can seek side bid. BS suggest speed bump bid for Via Napoli too.

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## 4.c Landscape Maintenance

### 1. Cal Water Rebate Project

As to Item 4.c.1, PC mention that at prior meeting the landscape upgrade project was approved but there was hold ups with vendor bids. Project is \$30K. Problems with communication with California Water. California Water also removed drip irrigation. California Water rebate is \$8,218.00 leaves balance of \$22K, we have \$15K in reserves, leaves balance of \$7,149.00 short. PC proposing Board authorizes PC to sign California Water agreement. PC outlined the process. Water reduction will be 35 to 40%, project will be recouped in saves in 7 to 8 years. Plants will be replaced. Savings will be around \$2k per year. PC compared bids. Discussion had.

BS motioned to authorized PC to enter rebate agreement with California Water. RD 2nd – All in Favor.

PC indicate there was a recap of landscape issues on page 140.

As to 4.c.2, bark bid removed from agenda.

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2. Bark Bid Status As to 4.c.3, MV to address with Van Sciver.

3. Via Messina Drains – pallets

4.d Board Education & Training Davis-Sterling Newsletter Topic Items and Links As to Item 4.d., information in packet.

4.e Summary of Prior Executive Session Report As to Item 4.e, minutes approved, Van Sciver discussion.

**Adjournment of Meeting** Time: 7:40 p.m. PC motioned to adjourn the meeting. BS 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 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.