

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, January 26, 2021

6:00 p.m. @ Zoom video conferencing (recorded)

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)	
Vacant	

Other Guest(s)

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HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	
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1.c Approval of November 17, 2020, Board meeting minutes.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Board Election Incumbents/Nominees
2. Anacapa/Via Messina Monument Traffic Sign Relocation and Section Remodel
3. Open Floor

2.b Next Meeting:

Board of Directors Meeting – Annual Meeting and Election

Date: April 20, 2021

Time: 6:00 p.m.

Location: Rio Bravo Country Club or Zoom

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3. **Financial & Accounting** CONSENT – Consent items designated with the letter “C.”
 Section 3 Supporting Documents in Attachment 3.
- 3.a Financial Summary – account C \$123,666.28 Chase Operating Account
 balances as of January 21, 2021. \$27,378.80 Chase Savings Account
 \$100,000.00 Chase Certificate of Deposit

 \$251,045.08
- 3.b Chase Bank Checking Activity, C \$119,549.58 – 11/30/20
 Operating Account, \$114,054.07 – 12/31/20
 Reconciliation, and Bank
 Statements for account ending
 7230. Reconciliation reports
 through 12/31/20.
- 3.c Chase Bank Savings Activity, C \$27,378.34 – 11/30/20
 Reconciliation, and Bank \$27,378.80 – 12/31/20
 Statement for account ending
 8065. Reconciliation report
 through 12/31/20.
- 3.d Chase Bank Certificate of \$100,000.00 – 12/31/19
 Deposit Activity.

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- 3.e Financial Reports for November and December 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
- C 1. \$149.46 on 1/4/21 to California Water Service (account 3299590663) Electronic Payment
 - C 2. \$144.80 on 1/4/21 to California Water Service (account 7344360372) Electronic Payment
 - C 3. \$77.19 on 1/4/21 to California Water Service (account 9554734079) Electronic Payment
 - C 4. \$100.49 on 12/2/20 to California Water Service (account 9554734079) Electronic Payment
 - C 5. \$275.35 on 12/2/20 to California Water Service (account 3299590663) Electronic Payment

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C 6. \$214.72 on 12/2/20 to California
Water Service (account
7344360372) Electronic Payment

RATIFICATION – PG&E

C 1. \$178.58 1/11/21 to PG&E
(8505317686-4) Electronic
Payment

C 2. \$157.80 12/8/20 to PG&E
(8505317686-4) Electronic
Payment

RATIFICATION – OTHER

C 3. \$5,725.00 12/10/20 to Rancho
Tree Service (11/2/2020 Estimate
3024)

C 4. \$1,504.15 12/10/20 HOA
Management Solutions, Inc.
(12/10/20 RVCA 20-11)

C 5. \$1,164.00 12/10/20 Plahn
Landscape (12/1/20 Invoice
111558)

CHECKS TO DISBURSE

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- C 6. \$1,913.00 to Plahn Landscaping (12/2020 service, sprinkler repairs)
- C 7. \$1,098.51 to HOA Management Solutions, Inc. (12/2020)
- C 8. \$656.25 Vacusweep (11/1/19 #2019-3779 \$31.25; 12/1/19 #2019-3780 \$125.00; 8/1/20 #2020-5090 \$125.00; 10/1/20 #2020-5394 \$125.00; 12/1/20 #2020-5736 \$125.00; 1/1/21 #2020-5911)
- 9. \$57,726.27 to The Manors (cost sharing) as of 1st Quarter Estimate DISPUTED
- 10. \$2,867.11 to Law Offices of Pamela Moore (legal) DISPUTED / Settlement counter.

3.g Other Financial Items

1. Rio Vista Estate Billing / Meeting

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

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- 4.a Operational Items
 - 1. Architectural Report
 - 2. Inspection Activity Report
 - 3. Drainage Cleaning RBCC
- 4.b Roadway Maintenance
- 4.c Landscape Maintenance
- 4.d Board Education & Training
 - Davis-Sterling Newsletter Topic Items and Links
- 4.e Summary of Prior Executive Session Report

Adjournment of Meeting

Time:

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.