

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, January 26, 2021

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.	<u>Commencement of Meeting</u>			
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Meeting started at: 6:54 p.m. Quorum met. Adjustment for Item 2, two candidate interest forms received, Slocumb and Wiley; and Item 3.f.8, Vacusweep payment review and removing Vacusweep from consent agenda.
1.b	Call to Order – Roll Call of Directors		<u>Board of Directors</u>	
			Fred Wiley, President (FW)	Present
			Phil Crosby, Vice President (PC)	Present
			Raj Doshi, Chief Financial Officer (RD)	Present

RIO VISTA COMMUNITY ASSOCIATION

Craig Michaud, Secretary (CM)	Present
Vacant	n/a
<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 17, 2020, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the November 17, 2020, meeting minutes. CM 2nd. All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Board Election
Incumbents/Nominees

As to Item 2.a.1, MV reported Slocumb and Wiley candidate forms received. All Board members up for election except PC.

2. Anacapa/Via Messina Monument
Traffic Sign Relocation and
Section Remodel

As to Item 2.a.2, signs relocation discussed in Executive Session. Island marker sign and speed limit sign. CM indicated that the two island markers are okay but could be

RIO VISTA COMMUNITY ASSOCIATION

moved from community signage. Speed limit sign, one ready to fall over. The stop sign leaning. Street sign hit by drunk driver. Get company to give bid. Streets at Via Palermo and Via Messina are missing. FW speed limit sign on eastside can be relocated. CM westside in middle of community sign. Couple stop signs hit by gardener. MV to find someone to do maintenance work.

Item 2.a.3, CM inquiry of the message board. FW awaiting anodize of message board, Covid delay.

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

Regular and Annual meeting. CM Annual meeting should be a zoom meeting. Schedule: Executive Session 5:30 p.m., Annual 6:00 p.m., and Regular Meeting 6:15 p.m. Board will use Karina Navarro for Inspector of Elections.

3. **Financial & Accounting**

Section 3 Supporting Documents in Attachment 3.

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

RIO VISTA COMMUNITY ASSOCIATION

<p>3.a Financial Summary – account C balances as of January 21, 2021.</p>	<p>\$123,666.28 Chase Operating Account \$27,378.80 Chase Savings Account \$100,000.00 Chase Certificate of Deposit ----- \$251,045.08</p>	<p>PC motioned to approve CONSENT items. Item 3.f.8, removed from Consent. CM 2nd – All in Favor.</p> <p>RD objected to checks signed. FW indicated that RD did not return text so PC signed. RD requested that MV delivered checks to RD directly. RD indicated that checks can be dropped off at guard station but addressed to RD.</p>
<p>3.b Chase Bank Checking Activity, C Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 12/31/20.</p>	<p>\$119,549.58 – 11/30/20 \$114,054.07 – 12/31/20</p>	
<p>3.c Chase Bank Savings Activity, C Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 12/31/20.</p>	<p>\$27,378.34 – 11/30/20 \$27,378.80 – 12/31/20</p>	

RIO VISTA COMMUNITY ASSOCIATION

- 3.d Chase Bank Certificate of Deposit Activity. \$100,000.00 – 12/31/19
- 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

RIO VISTA COMMUNITY ASSOCIATION

- C 5. \$275.35 on 12/2/20 to California Water Service (account 3299590663) Electronic Payment
- 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)

RIO VISTA COMMUNITY ASSOCIATION

CHECKS TO DISBURSE

- 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)
- 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 As to Item 3.g.1, discussed in Executive
Session. MV to have 4th Quarter billing
done.

RIO VISTA COMMUNITY ASSOCIATION

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 in Executive Session. |
| | | 2. Inspection Activity Report | As to Item 4.a.2, discussed some of the inspections in Executive Session. CM re-requested notices in advance and review of inspection activity in general. |
| | | 3. Drainage Cleaning RBCC | As to Item 4.a.3, Randy Stienert responded and it looks like RBCC will clean per the original agreement. |
| 4.b | Roadway Maintenance | | As to Item 4.b., MV requested clarification on bid, find company to relocated 2 signs, fixing bent sign, and fixing leaning stop signs, and generally assess road signs. |
| 4.c | Landscape Maintenance | | As to Item 4.c, CM indicates trees look good. |

RIO VISTA COMMUNITY ASSOCIATION

- | | | | |
|-----|---|---|--|
| 4.d | Board Education & Training | Davis-Sterling Newsletter Topic Items and Links | As to Item 4.d., educational insert in packet. |
| 4.e | Summary of Prior Executive Session Report | | As to Item 4.e, discussed litigation, Rio Vista billing. |
| | <u>Adjournment of Meeting</u> | Time: 7:26 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.