

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, November 16, 2021

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 September 21, 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: January 18, 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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<p>3.a Financial Summary – account C balances as of September 17, 2021.</p>	<p>C</p>	<p>\$104,361.41 Chase Operating Account \$ 27,383.25 Chase Savings Account \$ 0.00 Chase CSA Savings* \$101,747.43 Chase Certificate of Deposit** ----- \$233,492.09</p>
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*Information not available.

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

<p>3.b Chase Bank Checking Activity, C Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation report through 10/29/21 and 9/30/21.</p>	<p>C</p>	<p>\$96,784.89 – 10/29/21 \$91,441.04 – 9/30/21</p>
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<p>3.c Chase Bank Savings Activity, C Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 10/29/21 and 9/30/21.</p>	<p>C</p>	<p>\$27,383.25 – 10/29/21 \$27,382.82 – 9/30/21</p>
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Chase Bank CSA Savings \$--
Activity, Reconciliation, and
Bank Statement for account
ending 9186. Status unknown.

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

3.f C RATIFICATION – Cal Water Service

C	1. \$334.98 on 11/2/21 (account 3299590663) Electronic Payment
C	2. \$256.00 on 11/2/21 (account 7344360372) Electronic Payment
C	3. \$137.56 on 11/2/2021 to (account 9554734079) Electronic Payment
C	4. \$689.18 on 10/4/21 (account 3299590663) Electronic Payment
C	5. \$384.42 on 10/4/21 (account 7344360372) Electronic Payment
C	6. \$189.92 on 10/4/2021 to (account 9554734079) Electronic Payment

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RATIFICATION – PG&E

- C 7. \$144.36 10/12/21 to PG&E
(8505317686-4) Electronic
Payment
- C 8. \$144.44 11/9/21 to PG&E
(8505317686-4) Electronic
Payment

RATIFICATION – OTHER

None

CHECKS TO DISBURSE

Letourneau Landscape Services

- C 9. \$700.00 (9/24/21 Invoice 3674 for
monthly service)
- C 10. \$321.00 (9/24/21 Invoice 3675 for
sprinkler repairs)
- C 11. \$700.00 (10/22/21 Invoice 3760
for monthly service)
- C 12. \$600.00 (10/22/21 Invoice 3795
for Rye grass)

HOA Management Solutions, Inc.

- C 13. \$1,097.06 (9/2021) Invoice 21-09
for management.

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C 14. \$1,496.86 (10/2021) Invoice 21-10
for management.

Vacusweep

C 15. \$135.00 (10/1/21 Invoice 2021-
01967 for street sweeping)

C 16. \$135.00 (11/1/21 Invoice 2021-
02159 for street sweeping)

Other

C 17. \$1,733.51 to Farmers Insurance
(reissuance of worker's
compensation payment)

3.g Other Administrative / Financial
Items

1. 2022 Budget - Approval
2. Reserve Study – Approval
3. Annual Disclosure - draft
4. Community Notice Regarding
Legal Settlement | draft review
5. Board and Delegate Election
Timeline for 3/30/2022 (2022
Term)
6. Board and Delegate Election
Timeline for 12/14/2022 (2023
Term)

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7. Survey Status

4. **Regular & Ongoing Business**

Section 4 Supporting Documents in Attachment 4.

4.a Operational Items

1. Architectural Report
2. Inspection Activity Report
3. Drainage Cleaning RBCC Letter
4. Drainage & Flood Mitigation Status
5. File backup status

4.b Roadway Maintenance

4.c Landscape Maintenance

1. Bark Status – rebid on medium bark / river rock
2. Rye grass fee increase

4.d Board Education & Training

Davis-Sterling Newsletter Topic Items and Links

4.e Summary of Prior Executive Session Report

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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 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.