

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, November 16, 2021

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.	<u>Commencement of Meeting</u>			Meeting started at: 6:05 p.m.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			None
1.b	Call to Order – Roll Call of Directors		<u>Board of Directors</u>	All attendees present via Zoom.

Fred Wiley, President (FW)	Present
Phil Crosby, Vice President (PC)	Present
Raj Doshi, Chief Financial Officer (RD)	Present
Craig Michaud, Secretary (CM)	Present
Bill Slocumb, Member-at- Large	Present

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<u>Other Guest(s)</u>	
	None
HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	MV Present

1.c Approval and ratification of September 21, 2021, Board meeting minutes.

As to Item 1.c., Board reviewed the minutes. PC motioned to approve the September 21, 2021, meeting minutes. BS 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor

As to Item 2.a.1, no items discussed.

2.b Next Meeting:

Board of Directors

Date: January 18, 2022

Time: 6:00 p.m.

Location: Rio Bravo Country Club and/or Zoom

As to Item 2.b, FW announced meeting.

3. **Financial & Accounting**

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

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Section 3 Supporting Documents in Attachment 3.

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

3.a	Financial Summary – account balances as of September 17, 2021.	C	\$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
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*Information not available.

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

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

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

3.d Financial Reports for September and October 2021. C Profit & Loss
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

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- 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

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)

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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.

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)

FW commented he has seen Vacusweep. CM indicated that from RD house to drain is seems messy. PC had a previous timeline, but he has not seen Vacusweep in a while. CM suggested PC look at the area CM mentioned.

Other

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

*RD out of town, email info RD and CM to sign checks.

3.g Other Administrative / Financial
Items

1. 2022 Budget – Approval

As to Item 3.g.1, MV discussed his initial proposed budget for \$120 month based on Reserve Study but after discussing with CFO RD, recommendation is \$100 per month. RD analyzed certain line accounts

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and MV verified that some line items in the budget have not been used for years. All and all, there were sufficient budget credits to address budget concerns and stay at \$100 per month. MV explained some sample numbers. RD explained his analysis in support of budget now recommended for 2022. RD requested that funds not utilized be transferred to reserves. RD indicated the reserves set aside for the cost sharing agreement have not been considered. RD and MV will meet next year to review line-by-line to determine if there are other funds that can be transferred to reserves after reconciliation. PC inquired about mailbox reserve item, MV indicated mailbox reserves were adjusted already. PC wanted to know what funds budget and not used; and expressed concern about keeping fees too low and then get hit with a large expense, or with inflation. MV indicated that once reconciliation is completed, the Board can make its determination on whether to increase assessments or not. Discussion had on reserve, future use of funds.

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RD motioned to approve re-revised 2022 Budget with \$100 monthly assessment and inform reserve study company and why such action was taken. PC 2nd – All in Favor.

RD recommended an itemization of regular assessments to show reserves component versus expense component. CM not sure on this. MV suggest a pie graph on the budget to inform owners.

2. Reserve Study – Approval

As to Item 3.g.2, address in Item 3.g.1 except for overlapping reserve items in cost sharing agreement reserves. MV requested approval of the reserve study on a conditional basis.

BS motioned to conditional approve the reserve study pending changes discuss with RD. PC 2nd – All in Favor.

3. Annual Disclosure – draft

As to Item 3.g.3, MV invited comments on draft of Annual Disclosures, and noted

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the illness situation with new CPA and timeline.

4. Community Notice Regarding Legal Settlement | draft review

As to Item 3.g.4, discussed in Executive Session, we may or may not make changes based on comments that come in.

5. Board and Delegate Election Timeline for 3/30/2022 (2022 Term)

As to Items 3.g.5, and 3.g.6 MV discussed election timeline for both our board and RVCA delegates to RBCA. We used the davis-stirling.com calculator. We will have to elections in 2022 to bring our elections back on track. CM inquired of validity of delegates. Elections in 2022 will address our delegates. No communities have previously conducted elections of their delegates.

6. Board and Delegate Election Timeline for 12/14/2022 (2023 Term)

7. Survey Status

As to Item 3.g.7, tabled.

4. **Regular & Ongoing Business**

Section 4 Supporting Documents in Attachment 4.

4.a Operational Items

1. Architectural Report

As to Item 4.a.1, correction to last meeting regarding pool plans that were previously submitted.

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| | 2. Inspection Activity Report | As to Item 4.a.2, MV will send information for hearing in first week in December. |
| | 3. Drainage Cleaning RBCC Letter | As to Item 4.a.3, MV report receiving email from Randy Steinert that drainage would be clean. MV will remove item from agenda if cleaning is done. |
| | 4. Drainage & Flood Mitigation Status | As to Item 4.a.4, MV to remove this item from agenda. |
| | 5. File backup status | As to Item 4.a.5, MV email link to G drive for files to RD and CM. |
| 4.b | Roadway Maintenance | As to Item 4.b, no action. |
| 4.c | Landscape Maintenance | |
| | 1. Bark Status – rebid on medium bark / river rock | As to Item 4.c.1, no response and this item was previously tabled. |
| | 2. Rye grass fee increase | As to Item 4.c.2, MV noted increase, PC indicated that rye grass crop was |

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eliminated due to hot weather. RD wants vendor to honor contract per the terms. Payment was issued. Discussion had.

RD moved to amend motion for consent related to Item 3.f.12 to the amount set forth in the contract. PC 2nd – All in Favor.

4.d Board Education & Training

Davis-Sterling Newsletter Topic Items and Links

As to Item 4.d, information in meeting packet.

4.e Summary of Prior Executive Session Report

As to Item 4.e, community letter, response to attorney on drainage, and letter regarding trespassing.

Adjournment of Meeting

Time: 7:09 p.m.

PC motioned to adjourn meeting. RD 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.

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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.