

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, March 21, 2023

6:00 p.m. via Zoom and Tony's Firehouse Grill & Pizza, 10701 Highway CA-178, 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. | <u>Commencement of Meeting</u> | | | Meeting started at 6:00 p.m., quorum met. |
| 1.a | Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda | | | Adjustments: <ol style="list-style-type: none">1. Removing 3.f.9 and 3.f.10, two payments of \$65 for ratification, they are included in reimbursement on management bill.2. 3.g.1 resolution for credit card payment added.3. 3.g.2, need information on T Bills other than email. |
| 1.b | Call to Order – Roll Call of Directors | | <u>Board of Directors</u> | |
| | | | Fred Wiley, President | Present |
| | | | Phil Crosby, Vice President | Present |

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| Beth Espinoza, Secretary | Not Present |
| Raj Doshi, Chief Financial Officer | Not Present |
| Bill Slocumb, Member at Large | Present |
| <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 January 17, 2023, Board meeting minutes.

As to Item 1.c., Board reviewed the minutes. PC motioned to approve the January 17, 2023, meeting minutes. BS 2nd. Majority in favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor

As to Item 2.a.1, no action.

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- 2.b Next Meeting: **Board of Directors** As to Item 2.b, meeting announced.
Date: May 16, 2023
Time: 6:00 p.m.
Location: Tony's Firehouse Grill & Pizza,
10701 Highway CA-178 and/or Zoom
3. **Financial & Accounting** CONSENT – Consent items designated
Section 3 Supporting with the letter “C.”
Documents in Attachment 3.
- 3.a Financial Summary – account C \$ 13,304.57 Chase Operating Account BS motioned to approve CONSENT
balances as of March 20, 2023. \$ 972.15 Chase Savings Account items with changes noted. PC 2nd –
\$ 0.00 Chase CSA Savings* Majority in Favor.
\$160,000.00 T-Bill 26 weeks
\$ 40,000.00 T-Bill 17 weeks

\$214,276.72
- 3.b Chase Bank Checking Activity, C \$ 3,412.74 – 2/28/23
Operating Account, \$71,306.33 – 1/31/23
Reconciliation, and Bank
Statements for account ending
7230. Reconciliation report
through 2/28/23 and 1/31/23.

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| 3.c | Chase Bank Savings Activity, C Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 1/31/23. | \$129,222.62 – 1/31/23 |
| | Chase Bank CSA Savings Activity, Reconciliation, and Bank Statement for account ending 9186. Status unknown. | \$-- |
| 3.d | Treasury Bills | |
| | 17 Weeks Issue 3/7/23 | \$ 40,000.00 |
| | 26 Weeks Issue 3/2/23 | \$160,000.00 |
| 3.e | Financial Reports for February C and January 2023. | Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense Reserve Report |
| 3.f | Outgoing Funds – Ratification of Ratification of electronic | RATIFICATION – Cal Water Service |

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payments and approval of C
payments to issue.

- C 1. \$45.86 on 3/6/23 (account
3299590663) Electronic Payment
- C 2. \$36.86 on 3/6/23 to (account
9554734079) Electronic Payment
- C 3. \$41.20 on 3/6/23 (account
7344360372) Electronic Payment
- C 4. \$95.03 on 2/6/23 (account
3299590663) Electronic Payment
- C 5. \$48.27 on 2/6/23 to (account
9554734079) Electronic Payment
- C 6. \$52.94 on 2/6/23 (account
7344360372) Electronic Payment

RATIFICATION – PG&E

- C 7. \$100.26 3/14/23 to PG&E
(8505317686-4) Electronic
Payment
- C 8. \$208.35 2/10/23 to PG&E
(8505317686-4) Electronic
Payment

RATIFICATION – OTHER

9. ~~\$65.00 to Franchise Tax Board
(2019 Form CA 199)~~

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10. ~~\$65.00 to Franchise Tax Board
(2019 Form CA 100)~~

CHECKS TO DISBURSE

Elite Maintenance & Tree Service

- C 11. \$2,010.00 (February 2023 Invoice 37223 for monthly service; irrigation work & gutter cleaning. Elite confirmed it can be paid with the credit card instead of check.
- C 12. \$1,841.00 (January 2023 Invoice 36635 for monthly service; sprinkler repairs, broken main & leak repairs. BS motioned to approve deduction of charge for storm drain cleaning that did not occur. PC 2nd – Majority in Favor.

HOA Management Solutions, Inc.

- C 13. \$1,116.14 (2/2023) Invoice 23-02 for management.
- C 14. \$1,116.38 (1/2023) Invoice 23-01 for management.

Vacusweep

- C 15. \$175.00 (2/28/23 Invoice 2023-00236 for street sweeping) If SCA indicates credit card is acceptable, then payment will be made with the credit card.
- C 16. \$175.00 (1/31/23 Invoice 2023-000077 for street sweeping)

Other

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- C 17. \$1,00.00 to Jimenez & Company
CPA (2019 Financials and Tax
Preparation)
- C 18. \$900.00 to Jimenez & Company
CPA (2020 & 2021 Tax
Preparation)
- C 19. \$170.00 to Phil Crosby
(reimbursement for sign cleaning)
- C 20. \$240.00 to Billiards Backflow
(backflow testing)
- C 21. \$924.00 Farmers Insurance As to Item 3.f.21, paid via credit card.
(renewal)
- C 22. \$2,854.99 The Manors (CSA As to Item 3.f.22, MV updated the board
agreement) on The Manors billing and
communications. Discussion had. BS
motioned to approve letter to The Manors
with partial payment regarding billing,
invoices, and meeting. PC 2nd – Majority
in Favor.

3.g Other Administrative / Financial 1. Credit Card Payment As to Item 3.g.1, PC motioned to approve
Items Resolution resolution. BS 2nd – Majority in Favor.

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| 2. T-Bills Information | Investment | As to Item 3.g.2, MV requested information related to the T-Bills other than the emailed information. MV to discuss with RD. |
| 3. The Manors Billing Update | | As to Item 3.g.3, MV discussed status of current Manors balance and bills. Payment authorized as noted in Item 3.f.22. |
| a. Link to bills ¹ | | |
| b. Link to revised Manors CSA Reserve Study ² | | |
| 4. CPA prepared financials and tax filings | | As to Item 3.g.4, MV provided updated on CPA prepared financials and tax filings. 2019 financials approved. 2019, 2020, and 2021 tax return filings approved. Items previously circulated via email. |

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

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| 4.a Operational Items | 1. Flock Cameras License recording | As to Item 4.a.1, no action. |
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¹ <https://drive.google.com/file/d/1ePvrCX9HD9LO6Rw2ctMULNbOLf7vhuwW/view?usp=sharing>

² https://drive.google.com/file/d/1QfnTBr49JhsdW-lljZi9BiDEDUPVfd_b/view?usp=sharing

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| | 2. Architectural Report | As to Item 4.a.2, no activity. |
| | a. New Projects | |
| | b. Pending Projects | |
| | 3. Inspection Activity | As to Item 4.a.3.a, no activity. Newsletter to include notice to have façades painted. |
| | a. Hearings | |
| 4.b | Roadway Maintenance | As to Item 4.b, no action. |
| 4.c | Landscape Maintenance | |
| | 1. Bark Bid / Landscape Project | As to Item 4.c.1, discussion was had on landscaping project, issues, gutter not cleaned. RFP to be formulated for landscaping project. Different vendors may be considered. FW noted that a portion of curbing is damaged. |
| 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, billing issues with Manor discussed. |
| | <u>Adjournment of Meeting</u> | Time: 6:34 p.m. |
| | | PC motioned to adjourn the meeting. BS 2nd – Majority in Favor. |

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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.