

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Thursday, March 21, 2024

6:00 p.m. Rio Bravo Country Club, 15200 Casa Club Drive, Bakersfield, California 93306 and/or 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 6:12 p.m., quorum met. Correction made to next meeting date in Item 2.b.

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	Present
Phil Crosby, Vice President	Present
Bill Slocumb, Secretary	Present
Raj Doshi, Chief Financial Officer	Not Present
[vacant], Member at Large	--

RIO VISTA COMMUNITY ASSOCIATION

<u>Other Guest(s)</u>	
HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	MV Present

1.c Approval January 25, 2024, Board meeting minutes.

As to Item 1.c., the Board reviewed the minutes. BS motioned to approve the January 25, 2024, Board meeting minutes. PC 2nd. All in favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor

As to Item 2.a.1, Board discussed status of light pole outage and servicing repairs. MV to follow up.

Also as to Item 2.a.1, Board discussed placement of signs to reduce speed and notifying of children. Discussion had.

BS motioned to approve procurement of signs for placement. PC 2nd. All in favor.

RIO VISTA COMMUNITY ASSOCIATION

Also as to Item 2.a.1, Board discussed adopted a Procurement Policy by way of a resolution authorizing the President and Vice President certain authorities to execute procurement of goods and services on behalf of the association provided the aggregate amount of such action is \$2,500.00 or less, and subject to conditions in the Resolution.

PC motioned to adopt and approve Procurement Policy Resolution. BS 2nd. All in favor.

Also as to Item 2.a.1, Board discussed need for speed bumps / humps to reduce speeders in community. Discussion had, including location of placement and deferment to paving company's professional advice on placement topic. Bids considered were Asphalt Doctor, Bowman, and by way of prior history, GPM (previously vendor).

BS motioned to approve Asphalt Doctor's proposal. PC 2nd. All in favor.

RIO VISTA COMMUNITY ASSOCIATION

- 2.b Next Meeting: **Board of Directors** As to Item 2.b, meeting date corrected from
Date: May 16, 2024 March 21, 2024, and next meeting announced.
Time: 6:00 p.m.
Location: Rio Bravo Country Club and/or
Zoom
3. **Financial & Accounting** CONSENT – Consent items designated with the
Section 3 Supporting letter “C.”
Documents in
Attachment 3. BS motioned to approve CONSENT items with
addition of \$10K payment to Chase as Item 3.f.23.
PC 2nd – All in Favor.
- 3.a Financial Summary – C \$46,637.72 Chase Operating Account
account balances as \$43,795.95 Chase Savings Account
of March 21, 2024. \$ 0.00 Chase CSA Savings*

\$90,433.67
- 3.b Chase Bank C \$31,505.24 – 2/29/24
Checking Activity, \$25,017.66 – 1/31/24
Operating Account,
Reconciliation, and
Bank Statements for

RIO VISTA COMMUNITY ASSOCIATION

account ending 7230.
Reconciliation report
through 2/29/24;
11/30/23; and
10/31/23.

3.c Chase Bank Savings C \$43,795.95 – 2/29/24
Activity, \$11,095.65 – 1/31/24
Reconciliation, and
Bank Statement for
account ending 8065.
Reconciliation report
through 12/29/23
and 1/31/24.

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

3.d Treasury Bills CUSIP ending HF7, 26-week,
10-12-23 to 4-11-24 \$150,000.00

RIO VISTA COMMUNITY ASSOCIATION

Total: \$150,000.00

Transferred back to Checking on 1/11/24
CUSIP ending GC5, 13-week,
10-12-23 to 1-11-24 \$6,200.00

Transferred back to Checking on 2/6/24
CUSIP ending JC2, 17-week,
10-10-23 to 2-6-24 \$25,500.00
CUSIP ending JC2, 17-week,
10-10-23 to 2-6-24 \$7,200.00

3.e Financial Reports for C
February and January
2024.

Profit & Loss
Statement of Cash Flows
Balance Sheet
Budget to Expense
Reserve Report

3.f Outgoing Funds –
Ratification of C
Ratification of
electronic payments C
and approval of
payments to issue. C

RATIFICATION – Cal Water Service
1. \$270.92 on 2/7/24
(account 3299590663) Electronic Payment
2. \$74.54 on 2/7/24 to
(account 9554734079) Electronic Payment
3. \$85.93 on 2/7/24
(account 7344360372) Electronic Payment

RIO VISTA COMMUNITY ASSOCIATION

- C 4. \$323.45 on 1/4/24
(account 3299590663) Electronic Payment
- C 5. \$74.10 on 1/4/24 to
(account 9554734079) Electronic Payment
- C 6. \$130.77 on 1/4/24
(account 7344360372) Electronic Payment

RATIFICATION – PG&E

- C 7. \$203.51 2/12/24 to PG&E
(8505317686-4) Electronic Payment)
- C 8. \$162.89 1/9/24 to PG&E
(8505317686-4) Electronic Payment)

RATIFICATION – OTHER

- C 9. \$109.00 to Chase Credit Card on
February 13, 2024.
- C 10. \$107.00 to Chase Credit Card on
January 16, 2024.
- C 11. \$108.00 to Chase Credit Card on
December 13, 2023.
- C 12. \$6,450.00 to General Tree Service
2/26/24 Invoice 64605 for tree
service, various trees

RIO VISTA COMMUNITY ASSOCIATION

Elite Maintenance & Tree Service

- C 13. \$771.79 2/29/24 Invoice 10203087
for February 2024 monthly service
- C 14. \$725.00 Work Order 3106 on 2/28/24
Invoice 10202816 for main line
leak/valve leak 2/16/24
- C 15. \$850.00 Work Order 2979 on 2/29/24
Invoice 10202839 for multi truck
sumac heavy trim, clean and haul
2/26/24
- C 16. \$771.79 1/31/24 Invoice 10202716
for January 2024 monthly service

Vacusweep

- C 17. \$175.00 (pending January 2024 invoice
for street sweeping)
- C 18. \$175.00 (pending February 2024
invoice for street sweeping)

CHECKS TO DISBURSE

HOA Management Solutions, Inc.

- C 19. \$1,146.85 (2/2024) Invoice

RIO VISTA COMMUNITY ASSOCIATION

- 24-02 for management
/reimbursements
- C 20. \$1,146.85 (1/2024) Invoice
24-01 for management
/reimbursements

Other

- C 21. \$220.00 to Billiards Backflow 2/20/24
Invoice 415044 for backflow testing
- 22. \$5,837.19 to The Manors Statement
through 6/30/23 on Cost Sharing
Agreement
- C 23. \$10,000.00 to Chase Bank for credit
card statement.

3.g Other Administrative
/ Financial Items

- 1. The Manors Bill Status As to Item 3.g.1, no new activity.
- 2. Treasury Bills Investment Plan As to Item 3.g.2, RD to address.

RIO VISTA COMMUNITY ASSOCIATION

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|------------------------------|---|
| 3. CPA Engagement Letters | As to Item 3.g.3, MV to get new engagement letters. |
| 4. Community email and texts | As to 3.g.4, discussion on sending letters to get owner emails. |
| 5. Cinc Systems HOA Website | As to 3.g.5, MV indicated a minimum number of 'roofs' not met. MV will search for another solution. |

4. **Regular & Ongoing Business**

Section 4 Supporting Documents in Attachment 4.

4.a Operational Items

- | | |
|-------------------------|---|
| 1. Architectural Report | As to Item 4.a.1, no activity. FW reference a home 2 house down from playhouse. |
| a. New Projects | |
| b. Pending Projects | |
| 2. Inspection Activity | As to Item 4.a.2, MV and SR are conducting inspection this week. Comment of overnight parking. Overnight parking to be noted in newsletter. |
| a. Hearings | |

RIO VISTA COMMUNITY ASSOCIATION

4.b	Roadway Maintenance		As to Item 4.b, addressed in Open Floor,
4.c	Landscape Maintenance	1. Cal Water Rebate Project Status	As to Item 4.c.1, PC provided overview of what activity has occurred in relationship to rebate program.
		2. Via Messina Drains – pallets	As to Item 4.c.2, MV to send communication.
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Items and Links	As to Item 4.d., educational topics in meeting packet.
4.e	Summary of Prior Executive Session Report		As to Item 4.e, discussion of certain communications to be made was discussed.
	<u>Adjournment of Meeting</u>	Time: 7:08 p.m.	PC motioned to adjourn the meeting. BS 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.
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.