

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

Tuesday, April 13, 2021

6:00 p.m. @ Rio Bravo Country Club and Zoom video conferencing (recorded)

## 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)	
Vacant	

**Other Guest(s)**

# RIO VISTA COMMUNITY ASSOCIATION

HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	
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1.c Approval of January 26, 2021, Board meeting minutes.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Announcement of new Board of Directors
2. Election of Officers
3. Open Floor

2.b Next Meeting:

**Board of Directors Meeting – Annual Meeting and Election**

Date: May 18, 2021

Time: 6:00 p.m.

Location: Rio Bravo Country Club and/or Zoom

3. **Financial & Accounting**

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

# RIO VISTA COMMUNITY ASSOCIATION

Section 3 Supporting Documents in Attachment 3.

3.a	Financial Summary – account balances as of April 19, 2021.	C	\$128,414.10 Chase Operating Account \$ 27,380.13 Chase Savings Account \$ 0.00 Chase CSA Savings* \$100,000.00 Chase Certificate of Deposit* ----- \$255,794.23 *Information not available.
3.b	Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation reports through 1/29/21, 2/26/21, and 3/31/21.	C	\$124,870.64 – 3/31/21 \$120,083.28 – 2/26/21 \$116,914.28 – 1/29/21
3.c	Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 8065. Reconciliation report through 1/29/21, 2/26/21, and 3/31/21.	C	\$27,380.13 – 3/31/21 \$27,379.64 – 2/26/21 \$27,379.23 – 1/29/21

# RIO VISTA COMMUNITY ASSOCIATION

Chase Bank CSA Savings Activity, Reconciliation, and Bank Statement for account ending xxx. Reconciliation report through 3/31/21.	\$27,380.13 – 3/31/21										
3.d Chase Bank Certificate of Deposit Activity.	\$100,000.00 – 12/31/19										
3.e Financial Reports for January, February, and March 2021.	<table border="0" style="width: 100%;"> <tr> <td style="width: 50px;">C</td> <td>Profit &amp; Loss</td> </tr> <tr> <td></td> <td>Statement of Cash Flows</td> </tr> <tr> <td></td> <td>Balance Sheet</td> </tr> <tr> <td></td> <td>Budget to Expense</td> </tr> <tr> <td></td> <td>Reserve Report</td> </tr> </table>	C	Profit & Loss		Statement of Cash Flows		Balance Sheet		Budget to Expense		Reserve Report
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	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.	<table border="0" style="width: 100%;"> <tr> <td colspan="2">RATIFICATION – Cal Water Service</td> </tr> <tr> <td style="width: 50px;">C</td> <td>1. \$62.74 on 4/5/21 (account 3299590663) Electronic Payment</td> </tr> <tr> <td style="width: 50px;">C</td> <td>2. \$105.73 on 4/5/21 (account 7344360372) Electronic Payment</td> </tr> <tr> <td style="width: 50px;">C</td> <td>3. \$125.96 on 4/5/21 to (account 9554734079) Electronic Payment</td> </tr> </table>	RATIFICATION – Cal Water Service		C	1. \$62.74 on 4/5/21 (account 3299590663) Electronic Payment	C	2. \$105.73 on 4/5/21 (account 7344360372) Electronic Payment	C	3. \$125.96 on 4/5/21 to (account 9554734079) Electronic Payment		
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# RIO VISTA COMMUNITY ASSOCIATION

- C 4. \$82.61 on 3/3/21 (account 3299590663) Electronic Payment
- C 5. \$100.25 on 3/3/21 (account 7344360372) Electronic Payment
- C 6. \$59.94 on 3/3/21 to (account 9554734079) Electronic Payment
- C 7. \$105.18 on 2/2/21 (account 3299590663) Electronic Payment
- C 8. \$93.52 on 2/2/21 (account 7344360372) Electronic Payment
- C 9. \$58.55 on 2/2/21 to (account 9554734079) Electronic Payment

## RATIFICATION – PG&E

- C 1. \$138.35 4/13/21 to PG&E (8505317686-4) Electronic Payment
- C 2. \$168.68 3/15/21 to PG&E (8505317686-4) Electronic Payment
- C 3. \$171.84 2/9/21 to PG&E (8505317686-4) Electronic Payment

## RATIFICATION – OTHER

# RIO VISTA COMMUNITY ASSOCIATION

- C 1. \$835.00 4/5/21 Plahn Landscape  
(2/28/21 Invoice 111818)
- C 2. \$1,529.00 4/5/21 Plahn Landscape  
(1/31/21 Invoice 111732)

## CHECKS TO DISBURSE

### Letourneau Landscape Services

- C 3. \$1,080.00 to (3/31/21 Invoice  
3065 for monthly service, fertilizer)  
[Credit applied of \$105.00, check  
to issue for **\$975.00**]

### HOA Management Solutions, Inc.

- C 4. \$1,145.03 (3/2021)
- C 5. \$1,095.97 (2/2021)
- C 6. \$1,104.81 (1/2021)

### Vacusweep

- C 7. \$135.00 (2/1/21 Invoice 00017)
- C 8. \$135.00 (3/1/21 Invoice 00370)
- C 9. \$135.00 (4/1/21 Invoice 00547)

### Other

- C 10. \$908.50 to Farmers Insurance  
(renewal)
- C 11. \$150.00 to Billards Backflow  
(water backflow testing)

# RIO VISTA COMMUNITY ASSOCIATION

- 12. \$63,844.41 to The Manors (cost sharing) as of 1<sup>st</sup> Quarter Estimate  
DISPUTED
- 13. \$2,867.11 to Law Offices of Pamela Moore (legal) DISPUTED / Settlement counter.
  
- 3.g Other Financial Items
  - 1. Rio Vista Estate Billing / Meeting
  
- 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
  
  - 4.b Roadway Maintenance
    - 1. Trini or Aaron Status
  
  - 4.c Landscape Maintenance
  
  - 4.d Board Education & Training
    - Davis-Sterling Newsletter Topic Items and Links

# RIO VISTA COMMUNITY ASSOCIATION

## 4.e Summary of Prior Executive Session Report

### **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 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.