

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, May 18, 2021

6:00 p.m. @ Rio Bravo Country Club

Agenda & Management Summary

X 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 of April 13, 2021, Board meeting minutes.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Election of Officers
2. Community Notice Regarding Legal Settlement / Initial Obligations
3. Open Floor

2.b Next Meeting:

Board of Directors Meeting – Annual Meeting and Election

Date: July 20, 2021

Time: 6:00 p.m.

Location: Rio Bravo Country Club and/or Zoom

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3. Financial & Accounting

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

Section 3 Supporting Documents in Attachment 3.

- 3.a Financial Summary – account C \$126,835.66 10 Chase Operating Account
balances as of April 19, 2021. \$ 27,380.57 Chase Savings Account
\$ 0.00 Chase CSA Savings*
\$100,000.00 Chase Certificate of Deposit*

\$254,216.23

*Information not available.

- 3.b Chase Bank Checking Activity, C \$120,922.79 – 4/30/21
Operating Account,
Reconciliation, and Bank
Statements for account ending
7230. Reconciliation reports
through 4/30/21.

- 3.c Chase Bank Savings Activity, C \$27,380.13 – 4/30/21
Reconciliation, and Bank
Statement for account ending
8065. Reconciliation report
through 4/30/21.

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- Chase Bank CSA Savings Activity, Reconciliation, and Bank Statement for account ending 9186. Reconciliation report through 3/31/21. \$-- 4/30/21
- 3.d Chase Bank Certificate of Deposit Activity. \$100,000.00 – 12/31/19
- 3.e Financial Reports for January, February, and March 2021. C Profit & Loss
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. C RATIFICATION – Cal Water Service
1. \$218.19 on 5/3/21 (account 3299590663) Electronic Payment
C 2. \$138.96 on 5/3/21 (account 7344360372) Electronic Payment
C 3. \$82.02 on 5/3/21 to (account 9554734079) Electronic Payment

RATIFICATION – PG&E

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- C 1. \$133.50 5/11/21 to PG&E
(8505317686-4) Electronic
Payment

RATIFICATION – OTHER

None

CHECKS TO DISBURSE

Letourneau Landscape Services

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

- C 2. \$1,135.00 (4/30/21 Invoice 3174)
[Credit applied of \$35.00, check
issued for **\$1,100.00**]

HOA Management Solutions, Inc.

- C 3. \$1,153.65 (4/2021)

Vacusweep

- C 4. \$135.00 (5/1/21 Invoice 00697)

Other

- C 5. \$57,500.00 to The Manors
(settlement amount)

6. \$63,844.41 to The Manors (cost
sharing) as of 1st Quarter Estimate
DISPUTED

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- 7. \$2,867.11 to Law Offices of Pamela Moore (legal) DISPUTED / Settlement counter.
- 3.g Other Financial Items
 - 1. Rio Vista Estate Billing / 6/1/21 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 Status
 - 4.c Landscape Maintenance
 - 1. Bark Status
 - 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 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.