

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

<u>No.</u>	<u>Item Description</u>	<u>Time</u>	<u>Discussion</u>	<u>Action</u>
1.	<u>Commencement of Meeting</u>			
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Meeting started at: 6:06 p.m. Adjustment on Item 3.f.1 and 2 on Checks to Disburse – landscape payments.
1.b	Call to Order – Roll Call of Directors			

Board of Directors

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>	
HOA Management Solutions, Inc. by and through Sarah Resa (SR) or Mario Valenzuela (MV)	MV Present

1.c Approval of April 13, 2021, Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the April 13, 2021, meeting minutes. RD 2nd. All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Election of Officers

As to Item 2.a.1, officer nominations were held: PC nominated FW for President. All votes in favor. CM nominated PC for Vice President. All votes in favor. PC nominated RD for Chief Financial Officer. All votes in favor. PC nominated CM for Secretary. All votes in favor. MV completed the 2021 Officer Nomination and Election Report.

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| | | <p>2. Community Notice Regarding Legal Settlement / Initial Obligations</p> <p>3. Open Floor</p> | <p>As to Item 2.a.2, discussion of settlement notice to owners. MV to include in upcoming billing.</p> <p>As to Item 2.a.3, MV notes unclear, will seek clarity.</p> |
| 2.b | Next Meeting: | <p>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</p> | <p>As to Item 2.b, discussion on changing meeting date due to scheduling conflict. Changed to July 29, 2021, at 6:00 p.m.</p> |
| 3. | <u>Financial & Accounting</u> | Section 3 Supporting Documents in Attachment 3. | CONSENT – Consent items designated with the letter “C.” |
| 3.a | Financial Summary – account C balances as of April 19, 2021. | <p>\$126,835.66 10 Chase Operating Account
 \$ 27,380.57 Chase Savings Account
 \$ 0.00 Chase CSA Savings*
 \$100,000.00 Chase Certificate of Deposit*

 \$254,216.23
 *Information not available.</p> | <p>PC motioned to approve CONSENT items. BS 2nd – All in Favor.</p> <p>The amount previously agreed to be transferred to new Chase CSV account is \$18,261.93.</p> |

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Discussion on balance, amounts, and settlement payment.

RD motioned to close CD at Chase, transfer \$57,500 to checking to be used for settlement payment; transfer \$18,261.93 to CSA savings account; and balance to stay in regular savings account. PC 2nd – All in Favor.

- 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.
- Chase Bank CSA Savings \$-- 4/30/21
Activity, Reconciliation, and

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Bank Statement for account ending 9186. Reconciliation report through 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. 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

MV provided updated amounts and credits

Letourneau Landscape Services

Letourneau agreed to.

- 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**]

PC noted repairs to valve on Via Palermo

- 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)

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- 6. \$63,844.41 to The Manors (cost sharing) as of 1st Quarter Estimate
DISPUTED
 - 7. \$2,867.11 to Law Offices of Pamela Moore (legal) DISPUTED / Settlement counter.

- 3.g Other Financial Items
 - 1. Rio Vista Estate Billing | 6/2/21 Meeting As to Item 3.g.1, reminder made.

- 4. **Regular & Ongoing Business**
Section 4 Supporting Documents in Attachment 4.
 - 4.a Operational Items
 - 1. Architectural Report As to Item 4.a., no activity.
 - 2. Inspection Activity Report As to Item 4.a.2, item discussed in Open Floor.
 - 3. Drainage Cleaning RBCC As to Item 4.a.3, no response from RBCC.

 - 4.b Roadway Maintenance
 - 1. Trini Status As to Item 4.b.1, TH unable to do job.

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4.c	Landscape Maintenance	1. Bark Status	As to Item 4.c.1, discussion had on bark installation and costs. MV to get bid from Marantha.
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, review of settlement status to lawsuit with Manors had, recoding of settlement, and upcoming meeting with Rio Vista Estates.
	<u>Adjournment of Meeting</u>	Time: 6:59 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 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.