

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, July 29, 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: 5:57 p.m. Meeting notice was inadvertently not posted on mailbox, and meeting was changed to Zoom on a Thursday, which was not listed in the Annual Calendar. Meeting proceeded subject to ratification of Board actions at next Board meeting.

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

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Craig Michaud, Secretary (CM)	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 May 18, 2021,
Board meeting minutes.

Board reviewed the minutes. PC motioned to approve the May 18, 2021, meeting minutes. BS 2nd. All in Favor.

2. **New Business**

As to Item 2, CM indicated he replaced lights at West entrance. Discussion had. Board members to swing by and inspected afterhours.

CM also raised issued of having back up of association files. Discussion had. MV to provide link of RVCA files stored to

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RD and CM after testing of file link with goal of Friday.

MV noted reserve study to be started this coming month.

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| 2.a | New Items, Floor Items & Open Discussion | <ol style="list-style-type: none"> 1. Community Notice Regarding Legal Settlement / Initial Obligations 2. Open Floor | As to Item 2.a.1, tabled until all information is in to generate letter to Owners, namely, the legal expenses. |
| 2.b | Next Meeting: | <p>Board of Directors Budget Meeting
 Date: August 17, 2021
 Time: 6:00 p.m.
 Location: Rio Bravo Country Club and/or Zoom</p> | Meeting changed from budget meeting to both a board and budget meeting. |
| 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 July 29, 2021. | \$127,292.95 Chase Operating Account
\$ 27,381.47 Chase Savings Account
\$ 0.00 Chase CSA Savings*
\$101,747.43 Chase Certificate of Deposit** | PC motioned to approve CONSENT items. CM 2nd – All in Favor.

MV indicated lack of access to 2 accounts. MV and RD explained last visit to Chase |

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 \$256,421.85

to fix issue. RD and CM will visit Chase to fix access issues and to transfer CD funds.

*Information not available.

** Per 6/4/21 Deposit Account Balance Summary

3.b Chase Bank Checking Activity, C \$66,678.03 – 6/30/21
 Operating Account,
 Reconciliation, and Bank \$63,784.77 – 5/28/21
 Statements for account ending
 7230. Reconciliation reports
 through 6/30/21 and 5/28/21.

3.c Chase Bank Savings Activity, C \$27,381.47 – 6/30/21
 Reconciliation, and Bank
 Statement for account ending \$27,380.98 – 5/28/21
 8065. Reconciliation report
 through 6/30/21 and 5/28/21.

Chase Bank CSA Savings \$-- 6/30/21
 Activity, Reconciliation, and
 Bank Statement for account
 ending 9186. Reconciliation
 report through 6/30/21.

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3.d Chase Bank Certificate of Deposit Activity.	\$101,747.43 – 6/4/21
3.e Financial Reports for April, May and June 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.	RATIFICATION – Cal Water Service 1. \$590.68 on 6/30/21 (account 3299590663) Electronic Payment 2. \$342.91 on 6/30/21 (account 7344360372) Electronic Payment 3. \$175.06 on 6/30/21 to (account 9554734079) Electronic Payment 4. \$530.41 on 5/3/21 (account 3299590663) Electronic Payment 5. \$203.89 on 5/3/21 (account 7344360372) Electronic Payment 6. \$103.02 on 6/1/21 to (account 9554734079) Electronic Payment

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- C RATIFICATION – PG&E
1. \$123.15 7/13/21 to PG&E
(8505317686-4) Electronic
Payment
 2. \$127.63 6/11/21 to PG&E
(8505317686-4) Electronic
Payment

RATIFICATION – OTHER
None

CHECKS TO DISBURSE Letourneau Landscape Services

- C 1. \$1,282.00 (5/30/21 Invoice 3281
for monthly service, fertilizer, and
sprinkler repairs)
- C 2. \$1,192.00 (6/28/21 Invoice 3395
for monthly service, and sprinkler
repairs)

HOA Management Solutions, Inc.

- C 3. \$2,884.65 (6/2021)
- C 4. \$1,183.56 (5/2021)

Vacusweep

- C 5. \$135.00 (7/1/21 Invoice 01513)
- C 6. \$135.00 (6/1/21 Invoice 01220)

RD inquired about 3.f.3 in Checks to Disburse. MV explained MV paid sanctions to RVCA and case was settled without RVCA needing to pay sanctions.

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Other

7. \$ pending The Gorski Firm (legal fees and expenses)
8. \$unknown to The Manors (cost sharing) Settled.
9. \$2,867.11 to Law Offices of Pamela Moore (legal) DISPUTED / Settlement counter.

3.g Other Financial Items

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 new updates. Letter sent to home building pool without authorization.

2. Inspection Activity Report

As to Item 4.a.2, MV provided summary and identified a property for further action. It was noted that landscaper has started to address the landscaping concerns. MV indicated fines are billed.

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|-----|----------------------------|--|
| | 3. Drainage Cleaning RBCC | As to Item 4.a.3, discussion of weeds in drainage outlets that may clog them, including having our landscaper clean up the drain by having them come on a Monday to do it. PC to speak to landscaper. Item tabled to next meeting. |
| 4.b | Roadway Maintenance | |
| 4.c | Landscape Maintenance | 1. Bark Status
As to Item 4.c.1, MV presented bark bids. Discussion was had. MV to update bid with medium bark bid. PC will inquiry on costs of 6 to 7 yards of river rock. Both PC and MV to get information form current landscaper. RD express concern regarding the use of any funding at this time until the legal fees are determined. MV indicated that a Reserve Study will be conducted soon. Tabled until legal fees are determined and information is available as to future reserve expenditures. |
| 4.d | Board Education & Training | Davis-Sterling Newsletter Topic Items and Links
As to Item 4.d., educational material in packet. |

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4.e Summary of Prior Executive
Session Report

As to Item 4.e, lawsuit status was,
community notice of lawsuit was
addressed.

Adjournment of Meeting

Time: 6:35 p.m.

PC motioned to adjourn 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 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.