

RIO VISTA COMMUNITY ASSOCIATION

Board of Directors Meeting

Tuesday, September 20, 2022

6:00 p.m. via Zoom and Tony's Firehouse Grill & Pizza, 10701 Highway CA-178, Bakersfield, California 93306

— 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 6:08 p.m. Added to agenda: Item 3.f.10, \$986.00 to Elite; Item 4.c.1, landscaping bid.
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 via phone

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Craig Michaud, Secretary (CM)	Present via Zoom
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 July 19, 2022, Board meeting minutes.

As to Item 1.c., Board reviewed the minutes. PC motioned to approve the July 19, 2022, meeting minutes. BS 2nd. Majority in favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor
2. Board Election
3. Incumbent / Nominees

As to Item 2.a.1, no activity.

As to Items 2.a.2 and 2.a.3, MV reviewed the candidate from, terms, and proposed ballot. Discussion was had regarding prior

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meeting discussion on this topic, the positions open on the board, the candidate form, the staggered 3-year/2-year terms, and the need to reset the ballots to ensure terms match the bylaw requirements. MV proposed to revise the ballot to allow for such adjustments.

BS motioned to amend the ballot and send out per discussion. PC 2nd. All in favor.

[Post-meeting: MV circulated additional information related to terms and the majority agreed to another revision to the ballot where all positions will be voted upon, and issues of new candidate interest forms to be mailed out.]

2.b Next Meeting:

Board of Directors | Budget

Date: October 20, 2022

Time: 6:00 p.m.

Location: Tony's Firehouse Grill & Pizza,
10701 Highway CA-178 and/or Zoom

As to Item 2.b, meeting rescheduled from October 18, 2022. RD will review budget with MV upon return from trip.

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| 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 balances as of September 18, 2022. | C | <table border="0" style="width: 100%;"> <tr> <td style="width: 35%;">\$113,537.55 Chase Operating Account</td> <td style="width: 5%;"></td> <td style="width: 60%;">PC motioned to approve CONSENT</td> </tr> <tr> <td>\$ 27,387.77 Chase Savings Account</td> <td></td> <td>items. BS 2nd – All in Favor.</td> </tr> <tr> <td>\$ 0.00 Chase CSA Savings*</td> <td></td> <td></td> </tr> <tr> <td>\$101,747.43 Chase Certificate of Deposit**</td> <td></td> <td></td> </tr> <tr> <td>-----</td> <td></td> <td></td> </tr> <tr> <td>\$242,672.75</td> <td></td> <td></td> </tr> </table> <p style="margin-left: 20px;">*Information not available.
** Per 6/4/21 Deposit Account Balance Summary</p> | \$113,537.55 Chase Operating Account | | PC motioned to approve CONSENT | \$ 27,387.77 Chase Savings Account | | items. BS 2nd – All in Favor. | \$ 0.00 Chase CSA Savings* | | | \$101,747.43 Chase Certificate of Deposit** | | | ----- | | | \$242,672.75 | | |
| \$113,537.55 Chase Operating Account | | PC motioned to approve CONSENT | | | | | | | | | | | | | | | | | | | |
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| ----- | | | | | | | | | | | | | | | | | | | | | |
| \$242,672.75 | | | | | | | | | | | | | | | | | | | | | |
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation report through 8/31/22 and 7/29/22. | C | <table border="0" style="width: 100%;"> <tr> <td style="width: 35%;">\$104,500.21 – 8/31/22</td> <td style="width: 65%;"></td> </tr> <tr> <td>\$101,647.30 – 7/29/22</td> <td></td> </tr> </table> | \$104,500.21 – 8/31/22 | | \$101,647.30 – 7/29/22 | | | | | | | | | | | | | | | |
| \$104,500.21 – 8/31/22 | | | | | | | | | | | | | | | | | | | | | |
| \$101,647.30 – 7/29/22 | | | | | | | | | | | | | | | | | | | | | |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending | C | <table border="0" style="width: 100%;"> <tr> <td style="width: 35%;">\$27,387.77 – 8/31/22</td> <td style="width: 65%;"></td> </tr> <tr> <td>\$27,387.28 – 7/29/22</td> <td></td> </tr> </table> | \$27,387.77 – 8/31/22 | | \$27,387.28 – 7/29/22 | | | | | | | | | | | | | | | |
| \$27,387.77 – 8/31/22 | | | | | | | | | | | | | | | | | | | | | |
| \$27,387.28 – 7/29/22 | | | | | | | | | | | | | | | | | | | | | |

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8065. Reconciliation report through 8/31/22 and 7/29/22.

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

3.d Financial Reports for August and July 2022. 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
C 1. \$501.87 on 9/6/22 (account 3299590663) Electronic Payment
C 2. \$168.15 on 9/6/2022 to (account 9554734079) Electronic Payment
C 3. \$286.57 on 9/6/22 (account 7344360372) Electronic Payment
C 4. \$558.38 on 8/8/22 (account 3299590663) Electronic Payment

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- C 5. \$170.85 on 8/8/22 (account 9554734079 Electronic Payment
- C 6. \$291.96 on 8/8/22 to (account 7344360372) Electronic Payment

RATIFICATION – PG&E

- C 7. \$156.08 9/12/22 to PG&E (8505317686-4) Electronic Payment
- C 8. \$137.69 8/9/22 to PG&E (8505317686-4) Electronic Payment

RATIFICATION – OTHER

None

CHECKS TO DISBURSE

Elite Maintenance & Tree Service

- C 1. \$1,263.00 (July 2022 Invoice 31443 for monthly service; sprinkler repairs and broken lines on lots 6, 8 & 10)
- C 2. \$856.00 (June 2022 Invoice 30417 for monthly service; valve and sprinkler repairs lot 3)

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HOA Management Solutions, Inc.

- C 3. \$1,107.52 (8/2022) Invoice 22-08 for management.
- C 4. \$1,107.52 (7/2022) Invoice 22-07 for management.

Vacusweep

- C \$155.00 (9/1/22 Invoice 2022-2055 for street sweeping)
- C 5. \$155.00 (8/1/22 Invoice 2022-1893 for street sweeping)

Other

- C 6. \$24,548.07 to The Gorski Firm. A PC, annual payment 2 of 3 on legal fees to invoice 6030. As to Item 3.f.6 under Checks to Disburse, RD request funds be paid from checking account.
- C 7. \$874.50 to Farmers Insurance (liability)
- C 8. \$2,255.00 balance on The Manors Cost-Sharing Agreement / Response – discussion As to Item 3.f.8, MV discussed the reconciliation and previously disputed billing from The Manors. Some items were adjusted per our request and the balance due is the post adjustment balance.

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BS motioned to approve \$2,255.00 as payment to The Manors. PC 2nd – All in Favor.

3.g Other Administrative / Financial Items

1. Survey Status – draft to review

As to Item 3.g.1, MV circulated a Google Forms survey for consideration. Discussion was had as to email address and address requirement versus a code.

2. Reserve Study Clarification / Reconciliation

3. 2022 Budget Workshop

As to Item 3.g.2 and 3.g.3, RD to review budget for board but MV's preliminary review is numbers can stay as is with no assessment increase in 2023. FW inquired whether we could handle our reserve studies. RD indicated he will meet with MV to finalize 2023 budget upon return from his trip.

4. **Regular & Ongoing Business**
Section 4 Supporting Documents in Attachment 4.

4.a Operational Items

1. Flock Security Cameras, License Agreement Edit/Recording

As to Item 4.a.1, licensing agreement discussed earlier. PC reported that the RBCA board approved a 4th Flock camera

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		for incoming lane. Weak point resolved and camera will be installed under 6 weeks.
	2. Architectural Report	
	a. New Projects	As to Item 4.a.2.a, no new projects, and
	b. Pending Projects	Item 4.a.2.b, no updates on existing projects.
	3. Inspection Activity	
	a. Hearings	As to Item 4.a.3, MV and SR to conduct inspection on Thursday morning.
4.b	Roadway Maintenance	As to Item 4.b., no activity.
4.c	Landscape Maintenance	
	1. Bark Status – rebid on medium bark / river rock	As to Item 4.c.1, Diana with Elite behind on billing. PC will try to get bid on river rock. PC received call from Evan with Elite regarding leak coming up from roadway; and restructuring of crews and falling behinds. Crews will be assigned to clear up weeds and other issues. In eastern most island, plants are dead, and CM had a list as well. Questions were whether we will overseed with rye, bid for \$600, and replace the plants at \$20 remove and \$40 to replant, includes plant cost. Bark versus rock, all rock expensive and not good

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look unless it has water feature. PC discussed other options. Discussion had.

FW commented on lighting on monuments and that solar is problematic. CM wants to group two signs and get solar lights, so they are consistent. As to landscaping, CM wants to look at water bills relative to sprinklers. Sprinklers can be tackled zone by zone and not all at once. Things should be looked at in phases. FW wants a written plan, timeframe, and consistency. CM recommends we work with Elite to develop a plan. PC volunteered to work with Elite to develop a plan. RD suggest a line-item cost for each component to we can budget replacements.

2. Drainage Cleaning Bid

As to Item 4.c.2, PC does not know if the work has been completed.

4.d Board Education & Training

Davis-Sterling Newsletter Topic Items and Links

As to Item 4.d, newsletter links in meeting packet.

4.e Summary of Prior Executive Session Report

As to Item 4.e, licensing agreement reviewed.

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Adjournment of Meeting

Time: 6:52 p.m.

PC motioned to adjourn meeting. SB 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.