

# RIO VISTA COMMUNITY ASSOCIATION

## Board of Directors Meeting

Tuesday, September 21, 2021

6:00 p.m. via Zoom

### — Agenda & Management Summary

**X Minutes**

<u>No.</u>	<u>Item Description</u>	<u>Time</u>	<u>Discussion</u>	<u>Action</u>
1.	<b><u>Commencement of Meeting</u></b>			
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Meeting started at: 6:30 p.m.
1.b	Call to Order – Roll Call of Directors		<b><u>Board of Directors</u></b>	All attendees present via Zoom.

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 and ratification of August 17, 2021, Board meeting minutes.

As to Item 1.c., Board reviewed the minutes. PC motioned to approve the August 17, 2021, meeting minutes. RD 2<sup>nd</sup> – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor

As to Item 2.a.1, no Open Floor items.

2.b Next Meeting:

**Board of Directors\***

Date: October 19, 2021

Time: 6:00 p.m.

Location: Rio Bravo Country Club and/or Zoom

\*Budget/Annual meeting to be rescheduled.

As to Item 2.b, October 19, 2021, meeting subject to completion of reserve study. MV to notify board if meet will be postponed a 1 week prior. If postponed, next meeting will be on November 16, 2021.

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|-----|--|---|--|--|
| 3.  | <b><u>Financial &amp; Accounting</u></b>   |   |  | CONSENT – Consent items designated with the letter “C.”        |
|     | Section 3 Supporting Documents in Attachment 3.  |   |  |  |
| 3.a | Financial Summary – account balances as of September 17, 2021.   | C | \$124,366.12 Chase Operating Account<br>\$ 27,382.38 Chase Savings Account<br>\$ 0.00 Chase CSA Savings*<br>\$101,747.43 Chase Certificate of Deposit**<br>-----<br>\$253,495.93 | PC motioned to approve CONSENT items. BS 2nd – All in Favor. ` |
|     |  |   | *Information not available.<br>** Per 6/4/21 Deposit Account Balance Summary   |  |
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statements for account ending 7230. Reconciliation report through 8/31/21. | C | \$89,654.12  |  |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending   | C | \$27,382.38  |  |

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8065. Reconciliation report through 8/31/21.

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

3.d Financial Reports for August 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. \$657.25 on 8/31/21 (account 3299590663) Electronic Payment  
C 2. \$364.10 on 8/31/21 (account 7344360372) Electronic Payment  
C 3. \$184.13 on 8/31/2021 to (account 9554734079) Electronic Payment

RATIFICATION – PG&E

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- C 4. \$141.82 9/13/21 to PG&E  
(8505317686-4) Electronic  
Payment

## RATIFICATION – OTHER

- C 2. \$24,548.07 to The Gorski Firm, PC  
(1 of 3 annual payments on legal  
fees)

## CHECKS TO DISBURSE

### Letourneau Landscape Services

- C 1. \$700.00 (8/30/21 Invoice 3592 for  
monthly service)

### HOA Management Solutions, Inc.

- C 2. \$1,097.26 (8/2021)

### Vacusweep

- C 3. \$135.00 (9/1/21 Invoice 2021-  
01808)

### Other

- 4. \$2,867.11 to Law Offices of Pamela Moore (legal) DISPUTED / Settlement counter. Item 2.f.4 to be removed from agenda per Executive Session discussion.

3.g Other Administrative / Financial  
Items

- 1. 2022 Budget

Item 3.g.1 briefly discussed but tabled  
until the reserve study is completed.

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- 2. Reserve Study As to Item 3.g.2, awaiting reserve study.
- 3. Community Notice Regarding Legal Settlement / Initial Obligations As to Item 3.g.3, discussion had as to letter related to informing owners of case settlement with The Manors. CM wants to include language of a recovery plan of expended funds. MV to provide board a draft.

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

4.a Operational Items

- 1. Architectural Report As to Item 4.a.1, discussion on non-compliance with architectural submission related to pool. PC to provide address. [Post meeting, it was determined proper submission and approved was made.] Separately, discussion on door color combination that was email was discussed. Neighbor across PC.
- 2. Inspection Activity Report – Responses (documentation in Executive Session) As to Item 4.a.2. discussion on drought restrictions and violation letters. California Water issued water restriction

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|-----|----------------------------|--|
|     | a. VLT-44-4780             | notice after violation letters went out.   |
|     | b. VLT-44-4797             | Water related violation letters to be rescinded. Water restriction related violations to be addressed in newsletter.   |
|     | c. VLT-44-4783             |  |
|     | d. VLT-44-4791             |  |
|     | 3. Drainage Cleaning RBCC  | As to Item 4.a.3, discussion had on drainage cleaning. MV to send letter to Randy Steinert regarding signed agreement for cleaning.  |
|     | 4. File backup status      | As to Item 4.a.4, MV working on it and should have information for next meeting.   |
| 4.b | Roadway Maintenance        | As to Item 4.b, no action.   |
| 4.c | Landscape Maintenance      | 1. Bark Status – rebid on medium bark / river rock   |
|     |                            | As to Item 4.c.1, MV awaiting bid on medium bark and 15 yards of river rock. Discussion on Rye grass had. MV reports that agreement provide for Rye grass application for \$425. |
| 4.d | Board Education & Training | Davis-Sterling Newsletter Topic Items and Links  |
|     |                            | As to Item 4.d, information in meeting packet.   |

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4.e Summary of Prior Executive  
Session Report

As to Item 4.e, discussion was had on  
drought restrictions impacting violations,  
payment to attorney, owner survey, and  
method of litigation settlement disclosure.

## **Adjournment of Meeting**

Time: 6:51 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.