



January 1, 2018

**Rio Bravo Community Association Owners (Annexed)
Non-Annexed Owners**

2018 FIRST QUARTER REMINDERS

- RBCA has a **QUARTERLY** billing cycle. Your next billing period starts on April 1, 2018; RBCA will not assess late fees on the 2018 First Quarter billing until **January 20, 2018**; for processing of payments, **please indicate the Invoice Number** on your check to ensure accurate and expedited posting of your payment to your account.
- The Board of Directors meetings are *generally* held on the third **TUESDAY** of the month; the agenda for each meeting will be physically posted at the Guard Station at least four days prior to the meeting. All Owners, annexed and non-annexed, are encouraged and welcome to attend any meeting.
- Delegates for Subsidiary Associations represent Owners in the respective Subsidiary Association. There is a Delegate and an Alternate Delegate for each Subsidiary Association / or Merchant Builder. The Alternate Delegate acts in the absence of the primary Delegate. Generally, your Delegate represents a vote for each lot in your Subsidiary Association on Owner matters before the RBCA Board of Directors and provides critical input in all other matters. Owners within the Subsidiary Association annually elect Delegates. Delegates for Merchant Builders are usually appointed until all lots in the Subsidiary Association are sold to Owners and the transition from Merchant Builder to Owner is complete. It is important that you make your vote count in electing your respective Delegates to represent the mutual interests of your Subsidiary Association and RBCA.
- The Board of Directors meeting dates and times for the 2018 First Quarter are tentatively scheduled for **Tuesday, January 23, 2018**; and **Tuesday, February 27, 2018**; and **Tuesday, March 20, 2018**.
- Meetings are generally facilitated at Rio Bravo Country Club, 15200 Casa Club Drive, or the offices of Management, located at 1430 Truxtun Avenue, Fifth Floor.
- The Board of Directors reminds residents to register visitors within the Dwelling Live portal or by calling the guard station to facilitate the efficient administration of visitors per the **Security Gate Protocols, Article 2.06 Advanced Entry Authorization, Section D**: Residents holding a large event can either use the Party List tab on the Security Gate portal to enter their guests for the event or provide a written list of guests to the Security Gate guards specifying the date and time of the event. Guards are not allowed to grant entry to event guests without entry of that visitor into Dwelling Live or on a written list. Absent the entry into a Party list or providing a written guest list the Security Gate guards will call residents for authorization as outlined in Section 2.06. The Security Gate Guards are not authorized and will not accept a resident's request to allow entry based on a "let anybody in" authorization. **Remember, short delays at the guard entry result in guard personnel following the Security Protocols placed upon them.**



January 1, 2018

Rio Bravo Community Association Owners

Regarding: Owner Requirement to Update Contact Information and Property Status

Dear Owner:

You are hereby notified pursuant to California Civil Code § 4041 to provide an ANNUAL update to your contact information and property status. More specifically, your address or addresses to which notices from RBCA are to be delivered; An alternate or secondary address to which notices from RBCA are to be delivered; the name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of your extended absence; and the status of your property, such as whether you are the owner-occupier, the property is rented out, the parcel is developed but vacant, or if the parcel is undeveloped land.

Property owners are required to complete applicable sections below and return to Rio Bravo Community Association, no later than January 31, 2018.

PROPERTY ADDRESS: _____

Please specify property status:

- Owner Occupied Tenant related to Owner – Relationship: _____
 Tenant Occupied Unoccupied

OWNER(s) Information (as indicated on Grant Deed)		
Owner(s) Name		
Mailing Address		
Telephone Number(s)		
E-mail Address		
<input type="checkbox"/> LEGAL REP. /AGENT/ PROPERTY MANAGER Information (if applicable)		
Company	Agent(s)	
Mailing Address		
E-mail Address		
Telephone Number(s)		
<input type="checkbox"/> TENANT Information		
Name(s)		
Lease Contract – Effective Date		Expiration Date
E-mail Address		
Telephone Number(s)		