



## Board of Directors Meeting

TUESDAY, November 14, 2020

5:15 p.m. @ Rio Bravo Country Club, 15200 Casa Club Drive, Bakersfield, California 93306

# X Agenda & Management Summary

\_\_ Minutes

<u>No.</u>	<u>Item Description</u>	<u>Ref.</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:
1.b	Call to Order – Roll Call of Directors & Delegates		<b><u>Board of Directors</u></b>  Mark Hall, President Fred Wiley, Vice President, and Chief Financial Officer Phil Crosby, Secretary  <b><u>Delegates</u></b> Montagna HOA by and through Terry Walker	



Rio Vista HOA by and through Jeffrey Thompson	
Rio Vista Estates HOA by and through Skip Staley	
Highpointe Rio Bravo 224, L.P by and through	
Estates of Rio Bravo HOA	
The Manors by and through Andrew Fuller	
Rio Bravo Country Club, LLC by and through Randy Steinert	
<b><u>Guest(s)</u></b>	
Rio Bravo Fairways by and through	
Rio Bravo Golf Course Master HOA by and through Randy Steinert	
Casa Club HOA by and through	
Mario Valenzuela, Sarah Resa, Manager	



1.c Approval of the November 19, 2019, Meeting Minutes.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Election of Officers
2. Formation of Committees
3. Setting of 2020 Goals
4. Bid on Election Rules Update
5. Open Forum

2.b Next Meeting:

Board Meeting  
**Tuesday**, February 11, 2020; at 5:15 p.m.  
Rio Bravo Country Club  
15200 Casa Club Drive, Bakersfield, CA  
93301

3. **Financial & Accounting**

Consent Items designated with a “C.”

3.a Financial Summary – account balances as of January 10, 2020.

\$15,950.30 Chase Operating Account  
\$16,803.97 Chase Savings Account  
\$25,563.05 Pacific Western CD  
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\$58,317.32



3.b	Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 11/29/19 & 12/31/19.	C	\$21,569.13 – 12/31/19 \$-3,218.31 – 11/29/19	Non-redacted version available in BOD files. ▲
3.c	Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 11/29/19 & 12/31/19.	C	\$16,803.97 – 12/31/19 \$31,802.67 – 11/29/19	Non-redacted version available in BOD files.
3.d	Pacific Western Bank CD -1 (Ending 744) (Reserve) Issue Date 7/30/16. Maturity Date 7/30/20. Term 12 months. Rate 0.150%	C	\$25,563.05	
3.e	Financial Report for November & December 2019.	C	Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense	



3.f Outgoing Funds

RATIFICATION – Utilities/Dwelling Live

- C 1. \$338.90 on 1/3/20 PG&E (9301712956-5 Guard Station & Street \*combined\*) Electronic Payment
- C 2. \$34.27 on 12/3/19 PG&E (9301712956-5 Guard Station & Street \*combined\*) Electronic Payment
- C 3. \$38.57 on 1/2/20 California Water Service (account 5814588888) Electronic Payment
- C 4. \$38.57 on 12/3/19 California Water Service (account 5814588888) Electronic Payment
- C 5. \$97.55 on 1/7/20 to Spectrum (0050633728-01) Electronic Payment
- C 6. \$97.55 on 12/9/19 to Spectrum (0050633728-01) Electronic Payment
- C 7. \$84.18 on 1/8/20 to TelPlex (guard phone)
- C 8. \$85.80 on 12/11/19 to TelPlex (guard phone)
- C 9. \$600.12 on 12/6/19 to Frontsteps subscription.



- C 10. \$1,068.86 on 1/8/20 to Frontsteps, supplies.

CHECKS TO RATIFY

- C 11. \$15,309.00 to M&S Security (security gate November 2019)
- C 12. \$345.00 to Beaumont Tashjian (legal)
- C 13. \$250.00 to Aurelio Hernandez (December 019 janitorial services)
- C 14. \$578.00 Philadelphia Insurance Companies (umbrella renewal)
- C 15. \$4,339.00 Philadelphia Insurance Companies (liability renewal)
- C 16. \$1,155.00 to Plahn Landscape Inc. (monthly service December 2019, sprinkler repairs, fertilizer)

CHECKS TO DISBURSE

- C 17. \$15,834.00 to M&S Security (security gate December 2019)
- C 18. \$785.00 to Plahn Landscape Inc. (monthly service December 2019)
- C 19. \$1,953.50 to RBCA (transfer to reserve savings – November 2019)



- C 20. \$1,953.50 to RBCA (transfer to reserve savings – December 2019)
- C 21. \$0.00 to HOA Management Solutions, Inc. (November 2019)
- C 22. \$0.00 to HOA Management Solutions, Inc. (December 2019)
- C 23. \$200.00 to Aurelio Hernandez (January 2020 janitorial services)
- C 24. \$35.00 to Orkin (pest control)
- C 25. \$475.00 to Reserve Study Specialist (reserve study final payment)

3.g Other Financial Items

- 1. Accounting Reconciliation & Debt Review
- 2. Loan/Credit from Reserves
- 3. Special Assessment for collection litigation and lack of payment.
- 4. Lien Assessment(s) on APN 387-620-07-3; 387-730-21-00-3; 387-610-08-2; and 387-620-06-5.
- 5. Default Notice(s) on APN 387-341-11-8; and 387-333-06-5. ■
- 6. Casa Club Annexation and Related Billing ■



7. Fuller Annexation / Billing ■
8. Rio Bravo Fairways Security Gate Billing ■

4. **Regular & Ongoing Business**

- |     |                                 |   |
|-----|---------------------------------|---|
| 4.a | Operational Items               | 1. CC&R Review                                  |
| 4.b | Roadway Maintenance Report      | 1. Letter to non-annexed regarding contribution |
| 4.c | Landscape Maintenance Report    | 1. Landscaping / Cell Tower Status              |
| 4.d | Board Education & Training      | 1. Davis-Sterling Newsletter Links              |
| 4.e | Prior Executive Session Summary |   |

5. **Security Gate Business**

- |     |                      |   |
|-----|----------------------|---|
| 5.a | Security Gate Report | 1. Notable Activity<br>2. Letter to resident (honking)<br>3. The Manors Security Gate ■<br>4. Gate Management Secondary Gate<br>5. Cost Sharing Agreement – Guard ■ |
|-----|----------------------|---|





**Adjournment of Meeting**

Time:

- △ Symbol notates an update to listed item on the posted agenda prior to meeting.
- Symbol notates items also set for discussion in Executive Session



Notes:

1. Unless indicated, a quorum has been determined to exist if minutes are approved for the respective meeting date indicated.
2. Section 6 is kept separate and confidential from Sections 1 through 5. Only the Board can release such information.
3. 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.
4. For simplicity, initials of Board, Delegate, & Management members are used.
5. Supporting documents, if any, are placed in order of the appropriate section, 1 through 6, with supporting documents for the Appendices and Supplements placed in section 6.
6. Supplemental information to be provided at BOD meeting if it becomes available.
7. Items “Retained on agenda” because an open question or issue remains unresolved or because of a repetitive nature per Board directive.
8. Certain information may be redacted in part because of privacy or other reasons per director of Board but is available for inspection as required by law.

**2020 RBCA GOALS**

Date Achieved:	Goal Description
Not Completed	1. Acquire ownership or management control of secondary back gate and enhance RBCA community security.
Not Completed	2. Acquire the requisite easements from RBCC on all common areas.
Not Completed	3. Complete a cost sharing agreement with non-annexed associations for Guard services.
Not Completed	4. Create RBCA Emergency Response Plan
Not Completed	5. Register RBCA to receive notices of any development projects affecting Rio Bravo Community with City of Bakersfield.