



Board of Directors Meeting

TUESDAY, January 14, 2020

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

___ Agenda & Management Summary

X Minutes

<u>No.</u>	<u>Item Description</u>	<u>Ref.</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: 5:25 p.m. Quorum met. A break in the meeting took place at 5:27 p.m. to 5:32 p.m. Agenda changes: Item 3.f.21 amount of \$2,687.06 added. Item 3.f.22 amount of \$3,302.96 added.
1.b	Call to Order – Roll Call of Directors & Delegates		<u>Board of Directors</u>	
			Mark Hall, President	Present
			Fred Wiley, Vice President, and Chief Financial Officer	Present
			Phil Crosby, Secretary	Present



Delegates

Montagna HOA by and through Terry Walker	Present
Rio Vista HOA by and through Jeffrey Thompson	Not Present
Rio Vista Estates HOA by and through Skip Staley & Art Mijarez	Present
Highpointe Rio Bravo 224, L.P by and through	Not Present
Estates of Rio Bravo HOA	Not Present
The Manors by and through	Not Present
Andrew Fuller	Not Present
Rio Bravo Country Club, LLC by and through Randy Steinert	Not Present

Guest(s)

Rio Bravo Fairways by and through	Not Present
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Rio Bravo Golf Course Master HOA by and through Randy Steinert	Not Present
Casa Club HOA by and through	Not Present
Mario Valenzuela, Sarah Resa, Manager	MV Present

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

PC motioned to approve the November 19, 2019, Minutes. FW 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Election of Officers

As to Item 2.a.1, footnote made that PC would serve the 2-year term and FW the 1-year term.

PC nominated FW for President. MH 2nd – All in favor.

FW nominated PC for Vice President & Chief Financial Officer – All in favor.

PC nominated MH for Secretary – All in favor.



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| 2. Formation of Committees | As to Item 2.a.2, no committees were formed at this time. |
| 3. Setting of 2020 Goals | As to Item 2.a.3, light discussion, no new goals were set. |
| 4. Bid on Election Rules Update | As to Item 2.a.4, discussion had on bid by Beaumont Tashjian on Election Rules proposal and whether such rules could be made part of the CC&R reinstatement and it appeared not because owner voting will likely occur before CC&R reinstatement is completed. Proposal agreement of \$750 was discussed.

MH motioned to approve Beaumont Tashjian proposal of \$750.00. PC 2 nd – All in Favor. |
| 5. Open Forum | As to Item 2.a.5, discussion had as to expenses facing Board that may trigger special assessment with some historical review and status of guard company. |



- 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
As to Item 2.b, light discussion Next meeting date will remain unchanged.
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

\$58,317.32
PC motioned to approve CONSENT items with agenda changes to Item 3.f.21 and Item 3.f.22, as indicated above. MH 2nd – All in Favor.
- 3.b Chase Bank Checking Activity, C \$21,569.13 – 12/31/19
Operating Account, \$-3,218.31 – 11/29/19
Reconciliation, and Bank
Statement for account ending
5572. Reconciliation report
through 11/29/19 & 12/31/19. Non-redacted version available in BOD files.
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- 3.c Chase Bank Savings Activity, C \$16,803.97 – 12/31/19
Reconciliation, and Bank \$31,802.67 – 11/29/19
Statement for account ending
5761. Reconciliation report
through 11/29/19 & 12/31/19. Non-redacted version available in BOD files.
- 3.d Pacific Western Bank CD -1 C \$25,563.05
(Ending 744) (Reserve)
Issue Date 7/30/16. Maturity
Date 7/30/20. Term 12 months.
Rate 0.150%
- 3.e Financial Report for November C Profit & Loss
& December 2019. 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. \$2,687.06 to HOA Management
Solutions, Inc. (November 2019)
- C 22. \$3,302.96 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
As to Item 3.g.1, MV is clearing updating account for year end 2019 with journal entries and will submit to accountant, Andrea Hill.
- 2. Loan/Credit from Reserves
As to Item 3.g.2, discussion had on memorializing the prior loan from Reserves to Operating account and the potential for further borrowing in 2020. MV is going to provide the financial analysis to be discuss at future special meeting.
- 3. Special Assessment for collection litigation and lack of payment.
As to Item 3.g.3, Beaumont Tashjian provided litigation budget, which is likely same for each of 3 ongoing controversies. MV will provide financial analysis for likely special assessment.



4. Lien Assessment(s) on APN 387-620-07-3; 387-730-21-00-3; 387-610-08-2; and 387-620-06-5. As to Item 3.g.4, PC motioned to file lien assessment on APN 387-620-07-3. MH 2nd – All in Favor.

PC motioned to file lien assessment on APN 387-730-21-3. MH 2nd – All in Favor.

PC motioned to file lien assessment on APN 387-610-08-2. MH 2nd – All in Favor.

PC motioned to file lien assessment on APN 387-620-06-5. MH 2nd – All in Favor.

5. Default Notice(s) on APN 387-341-11-8; and 387-333-06-5. ■ As to Item 3.g.5, PC motioned to file default notice on APN 387-341-11-8. MH 2nd – All in Favor.

PC motioned to file default notice on APN 387-333-06-5. MH 2nd – All in Favor.



- 6. Casa Club Annexation and Related Billing ■ As to Item 3.g.5, discussed above as part of the controversies affecting RBCA.
- 7. Fuller Annexation / Billing ■ As to Item 3.g.7, no action.
- 8. Rio Bravo Fairways Security Gate Billing ■ As to Item 3.g.8, discussed above as part of the controversies affecting RBCA.

4. **Regular & Ongoing Business**

- 4.a Operational Items
 - 1. CC&R Review As to Item 4.a.1, pending further review of financials, CC&R reinstatement process on temporary pause.
- 4.b Roadway Maintenance Report
 - 1. Letter to non-annexed regarding contribution As to Item 4.b.1, MV to complete.
- 4.c Landscape Maintenance Report
 - 1. Landscaping / Cell Tower Status As to Item 4.c.1, no update on Cell Tower landscaping repayment, pending with attorneys. PC was informed by Plahn that the 3” to 1” water flow at monument area not providing sufficient water, and that the sand filters may be insufficient. Plahn’s irrigation person to further review and then RBCA to contact project



landscaper. Inquiry was made about RBCC quarterly water billing, and facility charges. MV to contract RS (RBCC) on billing.

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| 4.d | Board Education & Training | 1. Davis-Sterling Newsletter Links | As to Item 4.d.1, information in packet. |
| 4.e | Prior Executive Session Summary | | As to Item 4.3, MV noted that guard contract, resident, and certain legal items discussed. |
| 5. | <u>Security Gate Business</u> | | |
| 5.a | Security Gate Report | <ol style="list-style-type: none">1. Notable Activity2. Letter to resident (honking)3. The Manors Security Gate ■4. Gate Management Secondary Gate5. Cost Sharing Agreement – Guard ■ | As to Items 5.a.1 to 5.a.5, no new discussions. |

Adjournment of Meeting

Time: 6:19 p.m.

PC motioned to adjourn meeting. MH 2nd – All in Favor

△ 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.