



Board of Directors Meeting

TUESDAY, January 23, 2018

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	<u>Commencement of Meeting</u>			Meeting started at:								
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda											
1.b	Call to Order – Roll Call of Directors & Delegates		<p><u>Board of Directors</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Phil Crosby, President</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">Mark Hall, Vice President, and Chief Financial Officer</td> <td></td> </tr> <tr> <td style="padding: 2px;">Fred Wiley, Secretary</td> <td></td> </tr> </table> <p><u>Delegates</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Montagna HOA by and through Terry Walker</td> <td style="width: 50px;"></td> </tr> </table>	Phil Crosby, President		Mark Hall, Vice President, and Chief Financial Officer		Fred Wiley, Secretary		Montagna HOA by and through Terry Walker		
Phil Crosby, President												
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Montagna HOA by and through Terry Walker												



Rio Vista HOA by and through Raj Doshi	
Rio Vista Estates HOA by and through Wayne Stephens	
Highpointe Rio Bravo 224, L.P by and through	
Estates of Rio Bravo HOA	
The Manors by and through Chris Felix	
Andrew Fuller	
Rio Bravo Country Club, LLC by and through Randy Steniert	

Guest(s)

Stephen Greenfield (MHOA)	
Rio Bravo Fairways by and through Scott Johnson, Jr.	
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 prior meeting Minutes for November 28, 2017.



2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Forum

2.b Next Meeting:

Board of Directors Meeting

Date: Tuesday, February 27, 2018

Time: 5:15 p.m.

Location: Rio Bravo Country Club, 15200 Casa Club Drive, Bakersfield, CA 93301

3. **Financial & Accounting**

CONSENT

Consent items designated with the letter “C.”

3.a Financial Summary – account balances as of January 23, 2018.

\$45,662.21 Chase Operating Account
\$52,807.61 Chase Savings Account
\$25,483.45 Pacific Western CD 7/30/17

\$123,953.27

3.b Chase Bank Checking Activity, C Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation reports through 12/29/17.

\$44,106.30 – 11/30/17 (dated in error as 12/30/17 in report)
\$24,141.04 – 12/29/17
Non-redacted version available in BOD files. **Δ**



- 3.c Chase Bank Savings Activity, C \$50,852.05 – 11/30/17
Reconciliation, and Bank \$52,807.61 – 12/29/17
Statement for account ending Non-redacted version available in BOD
5761. Reconciliation reports files.
through 12/29/17
- 3.d Pacific Western Bank CD -1 C \$25,242.17
(Ending 744) (Reserve)
Issue Date 7/30/16. Maturity
Date 7/30/17. Term 12 months.
Rate 0.150%
- 3.e Financial Report for November C Profit & Loss
and December 2017. Statement of Cash Flows
Balance Sheet
Budget to Expense
Reserve Report
- 3.f Outgoing Funds C RATIFICATION – Utilities/Dwelling Live
1. \$34.49 on 1/2/18 California Water
Service (account 5814588888)
Electronic Payment



- C 2. \$36.39 on 12/4/17 California Water Service (account 5814588888) Electronic Payment
- C 3. \$312.16 on 1/3/18 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
- C 4. \$265.94 on 12/4/17 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
- C 5. \$147.11 on 1/3/18 to AT&T (6618715613) Electronic Payment
- C 6. \$147.12 on 12/5/17 to AT&T (6618715613) Electronic Payment
- C 7. \$82.81 on 1/4/18 to Spectrum (0050633728-01) Electronic Payment
- C 8. \$82.81 on 12/5/17 to Spectrum (0050633728-01) Electronic Payment
- C 9. \$600.12 on 1/5/18 to Dwelling Live (monthly subscription) Electronic Payment
- C 10. \$1,080.33 on 12/12/17 to Dwelling Live (monthly subscription/passes) Electronic Payment
- C



CHECKS TO RATIFY

- C 11. \$13,338.50 to M&S Security (security gate November 2017)
- C 12. \$1,359.00 to Plahn Landscape Inc. (monthly service) November 2017
- C 13. \$1,953.50 to RBCA (transfer to reserve savings – November 2017)
- C 14. \$2,450.00 to Rancho Tree Service (Dead tree removal, entry gate)
- C 15. \$5,407.00 to HOA Management Solutions, Inc. (insurance payment reimbursement)
- C 16. \$2,796.25 to Beaumont Gitlin Tashjian (legal fees)
- C 17. \$35.00 to Banks Pest Control (pest control)

CHECKS TO DISBURSE

- C 18. \$13,764.00 to M&S Security (security gate December 2017)
- C 19. \$1,495.00 to Plahn Landscape Inc. (monthly service) December 2017
- C 20. \$1,953.50 to RBCA (transfer to reserve savings – December 2017)
- C 21. \$2,329.65 to HOA Management Solutions, Inc. (December 2017)
- C 22. \$1,565.70 to HOA Management Solutions, Inc. (November 2017)



- C 23. \$200.00 to Aurelio Hernandez (December 2017 janitorial services)
- C 24. \$250.00 to Aurelio Hernandez (January 2018 janitorial services)
- C 25. \$104.25 to Stan's Discount Rooter (plumbing services)
- C 26. \$1,895.00 to Beaumont Gitlin Tashjian (legal fees)
- C 27. \$35.00 to Banks Pest Control (pest control)
- C 28. \$1,170.84 to Dwelling Live (replacement printer)

3.g Other Financial Items

- 1. RVCA | Four Fairways Monitoring ■
- 2. Casa Club Annexation and Related Billing ■
- 3. Rio Bravo Fairways Security Gate Billing ■
387-342-04-1 and 387-332-04-2
- 4. Fuller Annexation / Billing ■

4. **Regular & Ongoing Business**

4.a Operational Items

- 1. Pre-Meeting Physical Inspection of Common Areas
- 2. Drainage and Flood Prevention Committee Report



- 4.b Roadway Maintenance Report
- 4.c Landscape Maintenance Report
 - 1. Valve Project Status
- 4.d Board Education & Training
 - Davis-Sterling Newsletter Topic Links
- 4.e Summary of Prior Executive Session Report
- 5. **Security Gate Business**
 - 5.a Security Gate Report
 - 1. Notable Activity / Owner Concerns
 - 2. Camera License Reader Status
 - 3. Gate Management
 - 4. 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.

2018 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.