



Board of Directors Meeting

TUESDAY, January 23, 2018

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>			Meeting started at: 5:20 p.m. Quorum met.								
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda											
1.b	Call to Order – Roll Call of Directors & Delegates		<u>Board of Directors</u> <table><tbody><tr><td>Phil Crosby, President</td><td>Present</td></tr><tr><td>Mark Hall, Vice President, and Chief Financial Officer</td><td>Present</td></tr><tr><td>Fred Wiley, Secretary</td><td>Present</td></tr></tbody></table> <u>Delegates</u> <table><tbody><tr><td>Montagna HOA by and through Terry Walker</td><td>Present</td></tr></tbody></table>	Phil Crosby, President	Present	Mark Hall, Vice President, and Chief Financial Officer	Present	Fred Wiley, Secretary	Present	Montagna HOA by and through Terry Walker	Present	
Phil Crosby, President	Present											
Mark Hall, Vice President, and Chief Financial Officer	Present											
Fred Wiley, Secretary	Present											
Montagna HOA by and through Terry Walker	Present											



Rio Vista HOA by and through Raj Doshi	Present @ 5:23
Rio Vista Estates HOA by and through Wayne Stephens	Not Present
Highpointe Rio Bravo 224, L.P by and through	Not Present
Estates of Rio Bravo HOA	Not Present
The Manors by and through Chris Felix	Not Present
Andrew Fuller	Not Present
Rio Bravo Country Club, LLC by and through Randy Steniert	Present

Guest(s)

Stephen Greenfield (MHOA)	Present
Rio Bravo Fairways by and through Scott Johnson, Jr.	Present
Rio Bravo Golf Course Master HOA by and through Randy Steinert	Present
Casa Club HOA by and through	Not Present
Mario Valenzuela, Sarah Resa, Manager	MV Present



1.c Approval of prior meeting Minutes for November 28, 2017.

FW motioned to approve the Board Meeting Minutes of November 28, 2017. MH 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Forum

As to Item 2.a.1, discussion was had on the following items during Open Forum:

- a. Status of bid to update speed bump on Casa Club Drive at Donaldo. MV to follow up.
- b. Control, improvements, and aesthetics of the portion of Anacapa Drive between Casa Club Drive and Rio Vista communities, including idea of deeding over that portion of Anacapa Drive.
- c. Fire insurance for the guard station.
- d. The determination of easements parties to the Miramonte Drive easement to Highway 178, and the landscaping repairs following the wireless tower buildout. MV was searching for appropriate easements to circulate.
- e. Shut-off water valve for guard gate irrigation area.



- 2.b Next Meeting: **Board of Directors Meeting** Next meeting announced.
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
FW motioned to approve CONSENT items.
MH 2nd – All in Favor.
- 3.b Chase Bank Checking Activity, C \$44,106.30 – 11/30/17 (dated in error as
Operating Account, 12/30/17 in report)
Reconciliation, and Bank \$24,141.04 – 12/29/17
Statement for account ending Non-redacted version available in BOD
5572. Reconciliation reports files. **Δ**
through 12/29/17.
- 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 and December 2017.	Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense Reserve Report
3.f	Outgoing Funds	RATIFICATION – Utilities/Dwelling Live
	C	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

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 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 ■
- 4. Fuller Annexation / Billing ■

4. **Regular & Ongoing Business**

4.a Operational Items

- 1. Pre-Meeting Physical Inspection of Common Areas As to Item 4.a.1, no immediate improvements needed.
- 2. Drainage and Flood Prevention Committee Report

As to Item 4.a.2, some discussion about drain pipe issues at 17th hole of golf course, including status on the clog prevention drain cap.

4.b Roadway Maintenance Report

As to Item 4.b., MV to get bid from GPM on speed bumps.



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|-----|---|--|--|
| 4.c | Landscape Maintenance Report | 1. Valve Project Status | As to Item 4.c.1, PC discussed the latest update on the valve project estimate. |
| 4.d | Board Education & Training | Davis-Sterling Newsletter Topic Links | No new newsletter updates for 2018 at time of meeting. |
| 4.e | Summary of Prior Executive Session Report | | MV summarized status of Casa Club annexation, Rio Bravo Fairway billing, and collection report. |
| 5. | <u>Security Gate Business</u> | | |
| 5.a | Security Gate Report | 1. Notable Activity / Owner Concerns
2. Camera License Reader Status
3. Gate Management
4. Cost Sharing Agreement - Guard | As to Item 5.a.1 & 5.a.3 discussion had over secondary gate and security systems.

As to Item 5.a.2, replaced printer for guard station.

As to Item 5.a.4, no action. |

Adjournment of Meeting

Time: 6:21 p.m.

FW 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.

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.