



Board of Directors Meeting

TUESDAY, October 16, 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>									
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Meeting started: 5:15 p.m. Quorum met at 5:21 p.m. arrival of RD. Added Item 3.f.13 for an amount to be determined to Rio Bravo Country Club, LLC for water; and added 3.f.14, also to RBCC, for meeting facilities. Items added were discussed as notated in Consent 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>	Phil Crosby, President	Present	Mark Hall, Vice President, and Chief Financial Officer	Present	Fred Wiley, Secretary	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
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)	
Rio Bravo Fairways by and through	Not Present
Rio Bravo Golf Course Master HOA by and through Randy Steinert	Present
Casa Club HOA by and through ---	Not Present



Mario Valenzuela, Resa, Manager	Sarah	MV Present
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1.c Approval of the September 18, 2018, Meeting Minutes.

FW motioned to approve September 18, 2018, Minutes. 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, the follow topics were discussed;

- Highpointe cleanup, SG comments, and letter by Montagna HOA. The cleanup of the fire hazard was appreciated.
- Comment on improved golf course greens. RS indicated RBCC using golf course superintendent by name of Gary.
- TW reported attempted break-in Montagna HOA where access was attempted through doggie-door, along with effort to remove door hinges. Police report appears to have been made.



- Report of loud music over prior weekend from a home in Rio Vista Estates Community Association that could be heard in Montagna HOA. Property address to be identified and MV to send letter to property manager.
- Report of naked group of people on 11th green in prior weekend.
- RS introduced a request by Rio Bravo Country Club, LLC to reduce fixed rate of assessment based on September 2018 analysis of usage to a constant of 42 lots. RS answered questions as to RBCC membership totals and stated that an asset value ratio was utilized to request a reduction to roughly 10%. Discussion was had, including questions about certain access on RBCC property for RBCA, sidewalks, type of documents to be used to accomplished transfers and/or usage by RBCA. MV to



formulate questions for Mr. Rose, RBCA HOA attorney. The questions shall be circulated to Board members first before sending to Mr. Rose. The questions will cover the request, implications, and procedure.

- Discussion of general maintenance along the Fuller property line and Casa Club Drive roadway
- RS noted that gutter on Casa Club Drive has weeds growing in there. Some discussion as to maintenance responsibility and cause of weeds.

Next Meeting:

Tuesday, November 20, 2018; at 5:15 p.m.
Rio Bravo Country Club, 15200 Casa Club Drive, Bakersfield, CA 93301

Next meeting reminder announced by PC.

3. **Financial & Accounting**

3.a Financial Summary – account balances as of September 14, 2018.

\$41,310.25 Chase Operating Account
\$70,411.95 Chase Savings Account
\$25,521.70 Pacific Western CD 7/13/18

CONSENT

MH motioned to approve CONSENT items with changes notated in Item 1.a FW 2nd – All in Favor.



\$137,243.90

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|-----|---|---|--|
| b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 9/28/18. | C | \$30,945.90
Non-redacted version available in BOD files. Δ |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 9/28/18. | C | \$70,411.95
Non-redacted version available in BOD files. |
| 3.d | Pacific Western Bank CD -1 (Ending 744) (Reserve) Issue Date 7/30/16. Maturity Date 7/30/17. Term 12 months. Rate 0.150% | C | \$25,242.17 |
| 3.e | Financial Report for August 2018. | C | Profit & Loss
Statement of Cash Flows
Balance Sheet
Budget to Expense
Reserve Report |



3.f Outgoing Funds

RATIFICATION – Utilities/Dwelling Live

- C 1. \$37.27 on 10/9/18 California Water Service (account 5814588888) Electronic Payment
- C 2. \$280.33 on 10/2/18 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
- C 3. \$159.70 on 10/5/18 to AT&T (6618715613) Electronic Payment
- C 4. \$82.81 on 10/9/18 to Spectrum (0050633728-01) Electronic Payment
- C 5. \$1,087.88 on 10/3/18 to DwellingLive (subscription/pass)

CHECKS TO DISBURSE

- C 6. \$13,320.00 to M&S Security (security gate September 2018)
- C 7. \$819.00 to Plahn Landscape Inc. (monthly service, repair) September 2018
- C 8. \$1,953.50 to RBCA (transfer to reserve savings – September 2018)
- C 9. \$1,681.72 to HOA Management Solutions, Inc. (September 2018)
- C 10. \$250.00 to Aurelio Hernandez (October 2018 janitorial services)



- 11. \$52.49 to Mark Hall (guard station expenses)
- C 12. \$35.00 to Bank's Pest Control (spraying)
- C 13. \$7,180.00 to Rio Bravo Country Club for water supply, by quarter, from 7/1/17 to 9/30/18. Discussion was had about water billing, and discount for non-usage of about 41% of water, based on square footage. Discount of \$1,320.00 was provided.
- C 14. \$400.00 to Rio Bravo Country Club to meeting facilities. Discussion was had. Items 3.f.13 and 14 added to Consent Agenda prior to vote, and payment combined into one check.

3.g Other Financial Items

- 1. Casa Club Annexation and Related Billing ■
- 2. Fuller Annexation / Billing ■
- 3. Rio Bravo Fairways Security Gate Billing ■
- 4. Updated 2019 Operating Budget As to Item 3.g.4, MV incorporated the changes regarding a contingency discussed at the prior meeting for 2019 budget. Unless changes are voiced, MV will recommend approval of the updated 2019 operating budget at the annual meeting.

4. **Regular & Ongoing Business**



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|-----|------------------------------|---|--|
| 4.a | Operational Items | <ol style="list-style-type: none">1. Drainage and Flood Prevention Committee Report2. Front Gate Signage3. Physical Inspection Report | <p>As to Item 4.a.1, MV summarized status of Cornerstone’s work on drainage issue in community.</p> <p>As to Item 4.a.2, completed.</p> <p>As to Item 4.a.3, no update.</p> |
| 4.b | Roadway Maintenance Report | | |
| 4.c | Landscape Maintenance Report | <ol style="list-style-type: none">1. Cell-Tower Damaged Landscaping | <p>As to Item 4.c.1, MV provided update on bid by Kern Sprinkler. The issue is will be the water source, and if the old line is utilized coming from the guard entry area, that line will be effectively a ‘main’ line requiring wiring and work. The goal is to have two valves. If a water source can be located closer, then a meter will be needed. Another concern is the dept of the lawn. Discussion was had, and it was expressed that connecting to the Condo’s water source would be more expensive than the golf course water. MV to determine when Kern Sprinkler would be out again to coordinate a second on-site meeting with the goal of Monday, October 22, 2018.</p> |
| 4.d | Board Education & Training | <ol style="list-style-type: none">1. Davis-Sterling Newsletter Links | <p>In meeting packet.</p> |



4.e Prior Executive Session Summary

The Board discussed collection activity, the cell tower landscaping, and CC&R amendments.

5. **Security Gate Business**

5.a Security Gate Report

1. Notable Activity / Owner Concerns

As to Item 5.a.1, MH reported transponder sales numbers, and discussed the type of transponders, including versions that did not require a deposit and versions that did. MV to figure out the types of transponders and those with deposits with MH. Discussion was also had on increasing transponder fee, no deposit, for 2019 to \$40 and the limited hangtag transponder to \$60. Also discussed was disposal of windshield transponders.

FW motioned to increase the transponder fee to \$40; remove deposits; and hangtag transponder fee to \$60 for 2019. MH 2nd – All in Favor.

2. Gate Management

3. Cost Sharing Agreement - Guard

Adjournment of Meeting

Time: 6:37 p.m.

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

Δ 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.