



Annual Meeting / Elections / Board of Directors Meeting

TUESDAY, December 20, 2016

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: 5:17 p.m. Quorum not met, actions and minutes subject to ratification at next meeting.
1.a	Meeting Agenda Presentation / Pre Meeting Adjustments to Agenda			Pre-meeting adjustments to agenda: None
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
			<u>Delegates</u>	



Montagna HOA by and through Stephen Greenfield	Present
Rio Vista HOA by and through	Not Present
Rio Vista Estates HOA by and through	Not Present
Highpointe Rio Bravo 224, L.P by and through	Not Present
Estates of Rio Bravo HOA	Not Present
D R Horton Venture Inc. (22 Basano) by and through	Not Present
Four Fairways HOA by and through	Not Present
Andrew Fuller	Not Present
A & E Union, Inc. by and through	Not Present

Other Guest(s)

	None
Rio Bravo Fairways by and through	Not Present
Rio Bravo Golf Course Master HOA by and through	Not Present
Casa Club HOA by and through	Not Present



Mario Valenzuela, Sarah Resa, Manager	MV Present
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1.c Approval of October 18, 2016, Board Meeting Minutes; Ratification of November 15, 2016, Board actions and approval of November 15, 2016 Board Meeting Minutes.

No action.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Annual Meeting

As to Item 2.a.1, the Annual Meeting through proxy ballots and attendance did have a quorum and the Inspector of Elections, MV, proceeded conduct the Election of Directors and Officers.

2. Election of Directors

As to Item 2.a.2, ballots were counted by the Inspector of Elections, Phil Crosby and Mark Hall received the same number of votes, and by agreement between Phil Crosby and Mark Hall, Phil Crosby was designated as receiving the highest number of votes and was elected for a two-year term (2017-2018); Mark Hall was designated as receiving the second highest number of votes and was elected for a one-year term (2017).



3. Election of Officers

As to Item 2.a.3, Officer nomination and elections were held with MH nominating FW for President, all in favor; with MH nominating PC for Vice President and Chief Financial Officer, all in favor; and with PC nominating MH for Secretary, all in favor – all officers duly elected for 2017.

4. Open Floor

No floor items.

2.b Next Meeting:

Board of Directors Meeting

Noticed.

Date: Tuesday, January 17, 2017

Time: 5:15 p.m.

Location: Management Office, 1430
Truxtun Avenue, Fifth Floor, Bakersfield,
California 93301

3. **Financial & Accounting**

CONSENT

Consent items designated with the letter “C.”

3.a Financial Summary – account
balances as of December 16,
2016.

\$26,403.62 Chase Operating Account
\$29,630.63 Chase Savings Account
\$25,242.17* Pacific Western Bank CD

\$81,276.42



3.b	Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 11/30/16.	C	\$33,108.76 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 11/30/16.	C	\$29,630.63 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 Reports for November 2016.	C	Profit & Loss Statement of Cash Flows Balance Sheet Budget to Expense Reserve Report
3.f	Outgoing Funds		RATIFICATION – Utilities/DwellingLive



- C 1. \$37.90 on 12/5/16 to California Water Service (account 5814588888) Electronic Payment
 - C 2. \$121.78 on 12/9/16 to PG&E (9301712956-5 Guard Station) Electronic Payment
 - C 3. \$152.33 on 11/25/16 to PG&E (9906553909-2 Street) Electronic Payment
 - C 4. \$121.18 on 12/5/16 to AT&T (6618715613) Electronic Payment
 - C 5. \$82.82 on 12/5/16 to Brighthouse (0050633728-01) Electronic Payment
 - C 6. \$571.74 on 12/7/16 to DwellingLive (monthly subscription) Electronic Payment
- CHECKS TO DISBURSE
- C 7. \$13,338.50 to M&S Security (November 2016)
 - C 8. \$3,473.82 to HOA Management Solutions, Inc. (management)
 - C 9. \$1,086.00 to Plahn Landscape Inc. (monthly service & sprinkler repairs)
 - C 10. \$200.00 to Aurelio Hernandez (December janitorial services)



- C 11. \$1,666.60 to RBCA (transfer to reserve savings)
- C 12. \$35.00 to Banks Pest Control (bimonthly service)
- C 13. \$450.00 to Rio Bravo Country Club (meeting facilities)
- C 14. \$444.00 to Mark Hall (supplies reimbursement)
- C 15. \$655.50 to Adams Stirling PLS (legal fees)

3.1 Other Financial Items

- 1. Write-off Adjustment
RBGCMHOA balance \$6,916.50. ■
- 2. Rio Vista/Four Fairways Lawsuit Monitoring
- 3. Casa Club Annexation and Related Billing ■
- 4. Rio Bravo Fairways Security Gate Billing ■
- 5. Insurance Quote
- 6. Billing Dispute with Highpointe Communities ■

- 7. Lien Assessment Resolution(s) for Parcel(s): ■
387-334-03-0

PC motion to approved the lien assessment resolution for parcel 387-334-03-0. FW 2nd – All in Favor.



387-342-01-7	PC motion to approved the lien assessment resolution for parcel 387-342-01-7. FW 2nd – All in Favor.
387-333-02-4	PC motion to approved the lien assessment resolution for parcel 387-333-02-4. FW 2nd – All in Favor.
387-334-02-2	PC motion to approved the lien assessment resolution for parcel 387-334-02-2. FW 2nd – All in Favor.
387-341-11-8	PC motion to approved the lien assessment resolution for parcel 387-341-11-8. FW 2nd – All in Favor.
387-341-22-5	PC motion to approved the lien assessment resolution for parcel 387-341-22-5. FW 2nd – All in Favor.
387-730-06-0	PC motion to approved the lien assessment resolution for parcel 387-730-06-0. FW 2nd – All in Favor.

4. **Regular & Ongoing Business**



- 4.a Operational Items
 - 1. Pre-Meeting Physical Inspection of Common Report
 - 2. Drainage and Flood Prevention Committee Report
 - 3. Hole 12/DR Horton Fencing

- 4.b Roadway Maintenance Report

- 4.c Landscape Maintenance Report

- 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. Four Fairways Security Deficiency and RBCA Intent to Act Notice
 - 3. Gate Management
 - 4. Cost-Sharing Agreement for Guard

Adjournment of Meeting

Time: 6:01 p.m.

Meeting ended.

△ 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.

2016 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 A & E (Declarant) on all common areas.
Partial Completion	3. Increase collaboration with A & E to RBCA objectives.
Not Completed	4. Complete a cost sharing agreement with non-annexed associations for Guard services.
Not Completed	5. Create RBCA Emergency Response Plan
Not Completed	6. Register RBCA to receive notices of any development projects affecting Rio Bravo Community with City of Bakersfield.