



Board of Directors Meeting

TUESDAY, February 27, 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: 5:19 p.m. Quorum met.								
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="padding: 2px;">Present</td> </tr> <tr> <td style="padding: 2px;">Mark Hall, Vice President, and Chief Financial Officer</td> <td style="padding: 2px;">Present</td> </tr> <tr> <td style="padding: 2px;">Fred Wiley, Secretary</td> <td style="padding: 2px;">Present</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 Stephen Greenfield</td> <td style="padding: 2px;">Present</td> </tr> </table>	Phil Crosby, President	Present	Mark Hall, Vice President, and Chief Financial Officer	Present	Fred Wiley, Secretary	Present	Montagna HOA by and through Stephen Greenfield	Present	
Phil Crosby, President	Present											
Mark Hall, Vice President, and Chief Financial Officer	Present											
Fred Wiley, Secretary	Present											
Montagna HOA by and through Stephen Greenfield	Present											



Rio Vista HOA by and through Raj Doshi	Present
Rio Vista Estates HOA by and through Wayne Stephens	Present at 5:30
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.	Not 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 Ratification of Board action for January 23, 2018, Meeting (due to defective posting) and approval of Minutes.

FW motioned to approve the ratification of the January 23, 2018, Board Meeting actions and approval of the Minutes. PC 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Security Concerns / Roaming Guard Option

As to Item 2.a.1, PC discussed a security concern email from RS regarding security and roaming patrols. SG raised idea of having a security consultant assess security, particularly the second gate to help emphasize the need to improve security at secondary gate. MH also suggest use of a private investigator to help solve recent rash of thefts in community. RS stated security issue may be originating from within community. WS noted that other associations have guards follow homeowners home. MV to including in next quarterly reminder to have insert regarding thefts and need to both report thefts to police and Rio Bravo security. MV to draft summary of security concerns for solicitation of security consultant bid.

FW motioned to approve the investigation and solicitation of hiring a security firm/consultant



to provide a security assessment for the Rio Bravo Community. MH 2nd – All in Favor.

2. Tract 6433 Public Hearing

As to Item 2.a.2, discussion was had on the Tract 6433's public hearing, and RS provided an outline of the reason for the hearing.

3. Open Forum

As to Item 2.a.3, RS indicated that the golf course restroom at Hole 5 is being utilized by gardeners and others instead of just golfers. RS indicated that golf course is determining the maintenance and supply costs and may seek financial contribution from the Board.

MH discussed the possibility of have another July 4th Fireworks Show; however, after discussion, it may be an event that must be planned for and likely to be held in 2019 instead of 2018.

2.b Next Meeting:

Board of Directors Meeting

Date: Tuesday, March 27, 2018

Time: 5:15 p.m.

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

Discussion was had on rescheduling the meeting from March 20, 2018, to March 27, 2018, due to scheduling conflicts. The next Board meeting was rescheduled to March 27, 2018.

3. **Financial & Accounting**

CONSENT

Consent items designated with the letter "C."



- | | | | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| 3.a | Financial Summary – account balances as of February 23, 2018. | C | \$56,023.22 Chase Operating Account
\$54,763.48 Chase Savings Account
\$25,483.45 Pacific Western CD 7/30/17

\$136,270.15 | MH motioned to approve CONSENT items.
FW 2nd – All in Favor. |
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 1/31/18. | C | \$22,637.88 – 1/31/18
Non-redacted version available in BOD files. Δ | MH discussed the \$4 stopped payment recurring fee. MV to terminate that recurring fee. |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 1/31/18. | C | \$52,809.98 – 1/31/18
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 January 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. \$35.01 on 2/5/18 California Water Service (account 5814588888) Electronic Payment | |
| C | 2. \$316.81 on 1/30/18 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment | |
| C | 3. \$147.22 on 2/5/18 to AT&T (6618715613) Electronic Payment | RD discussed the special being offered by Spectrum for \$59.95. MV to investigate whether special will be offered to RBCA and to see what kind of offers AT&T can match. |
| C | 4. \$82.81 on 2/5/18 to Spectrum (0050633728-01) Electronic Payment | |
| C | 5. \$2,253.14 on 2/14/18 to Dwelling Live (monthly subscription, passes) Electronic Payment | MV noted that there was a double charge for the last printer order but that DwellingLive was notified and they will be processing a refund. Also, MV will be updating address. |



CHECKS TO DISBURSE

- C 6. \$13,764.00 to M&S Security (security gate January 2018)
- C 7. \$2,318.00 to Plahn Landscape Inc. (monthly service) January 2018
- C 8. \$1,953.50 to RBCA (transfer to reserve savings – January 2018)
- C 9. \$6,637.60 to HOA Management Solutions, Inc. (January 2018)
- C 10. \$200.00 to Aurelio Hernandez (January 2018 janitorial services)
- C 11. \$802.50 to Gitlin Tashjian (legal fees)

3.g Other Financial Items

- 1. RVCA | Four Fairways Monitoring ■ As to Item 3.g.1, no update.
- 2. Casa Club Annexation and Related Billing ■ As to Item 3.g.2, annexation draft completed and sent to Casa Club HOA for comment.
- 3. Rio Bravo Fairways Security Gate Billing ■ As to Item 3.g.3, MV working on analysis. RS mentioned potential problems down the road. Light discussion, no action.
- 4. Fuller Annexation / Billing ■ As to Item 3.g.4, no action.
- 5. Fire Insurance Bid for Guard Station As to Item 4.g.5, MV to get bid.



4. **Regular & Ongoing Business**

- | | | | |
|-----|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 4.a | Operational Items | <ol style="list-style-type: none"> 1. Pre-Meeting Physical Inspection of Common Areas 2. Drainage and Flood Prevention Committee Report | As to Items 4.a.1 and 4.a.2, no update. |
| 4.b | Roadway Maintenance Report | <ol style="list-style-type: none"> 1. Casa Club Speed Bump Bid 2. Anacapa Drive Extension (maintenance) | As to Items 4.b.1 and 4.b.2, no update. |
| 4.c | Landscape Maintenance Report | <ol style="list-style-type: none"> 1. Valve Project Status 2. Cell-Tower Damaged Landscaping | <p>As to Item 4.c.1, project completed.</p> <p>As to Item 4.c.2, letter drafted to notify of landscape damage and to request repairs.</p> |
| 4.d | Board Education & Training | Davis-Sterling Newsletter Topic Links | Newsletter links included. |
| 4.e | Summary of Prior Executive Session Report | | Board discussed collection report, and Casa Club annexation. |

5. **Security Gate Business**

- | | | | |
|-----|----------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.a | Security Gate Report | <ol style="list-style-type: none"> 1. Notable Activity / Owner Concerns | As to Item 5.a.1, Board discussed in New Business thefts and secondary security gate concerns, including the possibility of having roaming security. |
|-----|----------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|



2. Camera License Reader Status

As to Item 5.a.2, MH noted that Camera Access Technologies would be installing the new cameras later this week.

3. Gate Management

As to Items 5.a.3 and 5.a.4, no update.

4. Cost Sharing Agreement - Guard

Adjournment of Meeting

Time: 6:55 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.