



Board of Directors Meeting

TUESDAY, March 10, 2020

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 at: 5:16 p.m. Quorum met. Added payment to Orkin for \$35.00 for pest control at Item 3.f.14.
1.b	Call to Order – Roll Call of Directors & Delegates		<u>Board of Directors</u>	
			Fred Wiley, President	Present
			Phil Crosby, Vice President, and Chief Financial Officer	Present
			Mark Hall, Secretary	Present



<u>Delegates</u>	
Montagna HOA by and through Terry Walker	Present
Rio Vista HOA by and through Jeffrey Thompson	Present
Rio Vista Estates HOA by and through Skip Staley	Present
Highpointe Rio Bravo 224, L.P by and through	Not Present
Estates of Rio Bravo HOA	Not Present
The Manors by and through	Not Present
Andrew Fuller	Not Present
Rio Bravo Country Club, LLC by and through Randy Steinert	Not Present
<u>Guest(s)</u>	
Rio Bravo Fairways by and through	Not Present



Rio Bravo Golf Course Master HOA by and through Randy Steinert	Not Present
Casa Club HOA by and through	Not Present
Mario Valenzuela, Sarah Resa, Manager	MV Present

1.c Approval of the February 11, 2020, Meeting Minutes.

PC motioned to approve the February 11, 2020, Minutes. MH 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Forum

JT inquired as to the company working at the cell tower and reason for work. Brief discussion but no actual reason for work on tower.

2.b Next Meeting:

Board Meeting
Tuesday, April 14, 2020; at 5:15 p.m.
Rio Bravo Country Club
15200 Casa Club Drive, Bakersfield, CA
93301

Meeting dated announced.



3. **Financial & Accounting**

Consent Items designated with a “C.”

3.a	Financial Summary – account balances as of February 6, 2020.	\$10,439.40 Chase Operating Account \$22,665.44 Chase Savings Account \$25,563.05 Pacific Western CD ----- \$58,667.89
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PC motioned to approve CONSENT items with agenda including added Item 3.f.14. MH 2nd – All in Favor.

3.b	Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 2/28/2020.	C \$-20,954.20 Non-redacted version available in BOD files. Δ
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3.c	Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 2/28/2020.	C \$22,665.44 Non-redacted version available in BOD files.
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3.d	Pacific Western Bank CD -1 (Ending 744) (Reserve)	C \$25,563.05
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Issue Date 7/30/16. Maturity
Date 7/30/20. Term 12 months.
Rate 0.150%

- 3.e Financial Report for February 2020 C Profit & Loss
Statement of Cash Flows
Balance Sheet
Budget to Expense
- 3.f Outgoing Funds RATIFICATION – Utilities/Dwelling Live
- C 1. \$600.12 on 2/12/20 Frontsteps, subscription - Electronic Payment
 - C 2. \$468.19 on 2/24/20 Frontsteps, supplies - Electronic Payment
 - C 3. \$331.97 on 3/3/20 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
 - C 4. \$38.66 on 3/4/20 California Water Service (account 5814588888) Electronic Payment
 - C 5. \$86.23 on 3/5/20 TelPlex (guard phone)
 - C 6. \$600.12 on 3/6/20 Frontsteps, subscription - Electronic Payment



- C 7. \$97.55 on 3/9/20 to Spectrum (guard internet)

CHECKS TO RATIFY

- C 8. \$6,888.00 to R. Stanley Security Service on 2/21/20 (Invoice 17769)

CHECKS TO DISBURSE

- C 9. \$7,224.00 to R. Stanley Security Service (security gate service for 2/16/2020 through 2/29/2020)
- C 10. \$949.00 to Plahn Landscape Inc. (February 2020 monthly service + sprinkler repairs)
- C 11. \$1,953.50 to RBCA (transfer to reserve savings – March 2020)
- C 12. \$2,294.16 to HOA Management Solutions, Inc. (February 2020)
- C 13. \$250.00 to Aurelio Hernandez (March 2020 janitorial services)
- C 14. \$35.00 to Orkin (pest control)

3.g Other Financial Items

- 1. Special Assessment Status
 - 2. Casa Club Annexation and Related Billing ■
- As to Item 3.g.1, discussion as to need for special assessment was had and should be applied equally to all parties, annexed and



non-annexed. Executive Special Meeting to be had on 3/18/20, and can include delegate participation for a portion of it.

- 3. Fuller Annexation / Billing ■ As to Items 3.g.2 to 3.g.4, items discussed in Executive Session. Brief summary provided.
- 4. Rio Bravo Fairways Security Gate Billing ■

4. **Regular & Ongoing Business**

- 4.a Operational Items
 - 1. CC&R Review No action.
- 4.b Roadway Maintenance Report
 - 1. Landscaping / Cell Tower Status No action.
- 4.c Landscape Maintenance Report
 - 1. Landscaping / Cell Tower Status Additional letter by legal pending.
- 4.d Board Education & Training
 - 1. Davis-Sterling Newsletter Links Links in meeting packet.
- 4.e Prior Executive Session Summary
 - 1. Special assessment, special meeting, collection, and legal items discussed.

5. **Security Gate Business**

- 5.a Security Gate Report
 - 1. Notable Activity As to Item 5.a.1, no report.



- 2. The Manors Security Gate ■ As to Items 5.a.2 to 5.a.4, no activity.
- 3. Gate Management Secondary Gate
- 4. Cost Sharing Agreement – Guard ■

Adjournment of Meeting

Time: 6:06 p.m.

PC 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.

2020 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.