



## Board of Directors Meeting

TUESDAY, March 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	<b><u>Commencement of Meeting</u></b>			
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			<p>Meeting started at: 5:19 p.m. No quorum met, meeting was to be ratified; however, at 5:30 p.m., RD arrived, a quorum was met, approval of minutes re-approved with quorum, and meeting continued.</p> <p>Item 3.f.14 added, payment of \$9,447.04 to Camera Access Technologies for installation of previously approved license reader cameras at guard station and related improvements.</p> <p>Item 3.f.15 added, payment to Bakersfield Electric for light bulb repair of street light at Miramonte Drive &amp; Casa Club Drive.</p>



1.b Call to Order – Roll Call of Directors & Delegates

**Board of Directors**

Phil Crosby, President	Present
Mark Hall, Vice President, and Chief Financial Officer	Present
Fred Wiley, Secretary	Present

**Delegates**

Montagna HOA by and through Terry Walker	Present
Rio Vista HOA by and through Raj Doshi	Present at 5:33
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 Lyndsay Ervine	Present

**Guest(s)**



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 Approval of the February 27, 2018, Meeting Minutes.

FW motioned to approve the February 27, 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, open forum:

- a. Discussion had about the new cell tower and the phone companies operating from it. Comments were made to file a complaint if only AT&T was located there to add additional phone company operators to improve service in the area.



- b. RS announced that Lyndsay Ervine, the new general manager for Rio Bravo Country Club, would be attending board meetings for the Club; and that Mike Shaeffer would be the contact for Club board.
- c. Discussion about billing for association meetings. RS stated that billing would be forthcoming.
- d. Discussion about using the pavers to address the lack of roadway exiting the golf course maintenance yard to Casa Club Drive.
- e. Discussion about cattle trailers parking in golf course parking lot, RS will review; and comment that landscaping in circle was updated.

2.b Next Meeting:

**Board of Directors Meeting**

Date: Tuesday, April 17, 2018

Time: 5:15 p.m.

Location: Rio Bravo Country Club, 15200

Casa Club Drive, Bakersfield, CA 93301



3. **Financial & Accounting**

CONSENT

3.a Financial Summary – account balances as of February March 26, 2018.

\$42,078.99 Chase Operating Account  
\$58,672.54 Chase Savings Account  
\$25,483.45 Pacific Western CD 7/30/17  
-----  
\$126,234.98

FW motioned to approve CONSENT items. MH 2nd – All in Favor. Item 3.f.15 was withdrawn during consent as PG&E is responsible

3.b Chase Bank Checking Activity, C  
Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 2/28/18.

\$19,238.67 – 2/28/18  
Non-redacted version available in BOD files. Δ

3.c Chase Bank Savings Activity, C  
Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 2/28/18.

\$57,765.54 – 2/28/18  
Non-redacted version available in BOD files.

3.d Pacific Western Bank CD -1 C  
(Ending 744) (Reserve)  
Issue Date 7/30/16. Maturity Date 7/30/17. Term 12 months. Rate 0.150%

\$25,242.17



- 3.e Financial Report for February 2018. C Profit & Loss  
Statement of Cash Flows  
Balance Sheet  
Budget to Expense  
Reserve Report
- 3.f Outgoing Funds C RATIFICATION – Utilities/Dwelling Live
- C 1. \$37.93 on 2/14/18 California Water Service (account 5814588888) Electronic Payment
  - C 2. \$302.19 on 2/13/18 PG&E (9301712956-5 Guard Station & Street \*combined\*) Electronic Payment
  - C 3. \$147.30 on 2/11/18 to AT&T (6618715613) Electronic Payment
  - C 4. \$82.81 on 2/5/18 to Spectrum (0050633728-01) Electronic Payment
  - C 5. \$600.12 on 3/14/18 to Dwelling Live (monthly subscription, passes) Electronic Payment
  - C 6. <\$1,170.84> credit on 3/14/18 to Dwelling Live (overcharge on printer invoice) Electronic Deposit
- CHECKS TO DISBURSE
- C 7. \$12,432.00 to M&S Security (security gate February 2018)



- C 8. \$785.00 to Plahn Landscape Inc. (monthly service) February 2018
- C 9. \$120.00 to Plahn Landscape Inc. (monthly service) difference for July 2016 invoice 107009
- C 10. \$1,953.50 to RBCA (transfer to reserve savings – February 2018)
- C 11. \$1,653.82 to HOA Management Solutions, Inc. (February 2018)
- C 12. \$200.00 to Aurelio Hernandez (February 2018 janitorial services)
- C 13. \$583.00 to Gitlin Tashjian (legal fees)
- C 14. \$9,447.04 to Camera Access Technologies (license plate cameras)
- 15. \$188.21 to Bakersfield Lighting (street light lightbulb repair) Withdrawn.

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, awaiting response from Casa Club after draft annexation sent. MV to follow up.
- 3. Rio Bravo Fairways Security Gate Billing ■
- 4. Fuller Annexation / Billing ■ As to Item 3.g.3, numbers were review in Executive Session, MV to communicate with Rio Bravo Fairways.
- 5. Fire Insurance Bid for Guard Station



RS did not believe the proposed discount would be helpful in the long run. No action.

As to Item 3.g.4, no action.

As to Item 3.g.5, MV indicated that Justin with the carrier informed him that the guard station was covered for fire insurance as set forth in the policy declarations. RS commented on transferring guard station to RBCA as RS would investigate the process.

4. **Regular & Ongoing Business**

4.a Operational Items

1. Pre-Meeting Physical Inspection of Common Areas
2. Drainage and Flood Prevention Committee Report

As to Item 4.a.1, MV indicated that stripping Casa Club may be needed as coloring is fading.

As to Item 4.a.2, PC provided report regarding flat grate, rain water has properly drained, and the cap placed at sump lake. RS indicated that baffles should be added approaching drain to slow water down.

4.b Roadway Maintenance Report

1. Casa Club Speed Bump Bid

As to Item 4.b.1, MV noted that we had prior speed bump bid from Burtch. Discussion about addressing speed bump after annexation.





			RS noted that RBGCMA roads will be seal coated soon and we can get pricing then when company on-site.
		2. Anacapa Drive Extension (maintenance)	As to Item 4.b.2, comment was made that this section has been cleaned up by the Club. RS discussed the golf crossing.
4.c	Landscape Maintenance Report	1. Cell-Tower Damaged Landscaping	As to Item 4.c.1, awaiting response. Comment was made that permission was never sought for the tower from easement landscape easement holder.
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Links	Included in packet.
4.e	Summary of Prior Executive Session Report		Executive Session included a discussion of Rio Bravo Fairway proposal, and collection report.
5.	<b><u>Security Gate Business</u></b>		
5.a	Security Gate Report	1. Notable Activity / Owner Concerns	As to Item 5.a.1, MH reported getting bump stocks for guard gate arm. MH reported about light bar for gate arm, it would cost \$500 for arm and \$500 for controller. MH requested a bid on secondary gate to assess security upgrade cost. PC noted a discussion with police chief, indicated that Bakersfield Police could conduct the security assessment.



MH would be available for the on-site survey. MV to add in newsletter/quarterly reminder a request for residences to report thefts and criminal activity regardless if minor. RD inquired about having an arm/spikes on exit lane. MH mentioned spikes may be noisy. MH to replace guard chairs from Costco. Printer was also replaced. PC request MV find out insurance issues if spikes are added.

2. Camera License Reader Status

As to Item 5.a.2, the license plate camera was installed and is complete.

3. Gate Management

As to Item 5.a.3 & 5.a.4, no update.

4. Cost Sharing Agreement - Guard

**Adjournment of Meeting**

Time: 6:34 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.