



Board of Directors Meeting
TUESDAY, April 14, 2020
5:15 p.m. @ via video conferencing (recorded)

___ **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 met.

1.a Meeting Agenda Presentation /
Pre-Meeting Adjustments to
Agenda

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

Board of Directors

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

Delegates



Montagna HOA by and through Terry Walker	Not 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	Present
<u>Guest(s)</u>	
Rio Bravo Fairways by and through	Not Present
Rio Bravo Golf Course Master HOA by and through Randy Steinert	Present

*Logged in during meeting, meeting events recapped through SS log in time.



Casa Club HOA by and through	Not Present
Mario Valenzuela, Sarah Resa, Manager	MV Present

1.c Approval of the March 10, 2020, Meeting Minutes.

PC motioned to approve the March 10, 2020, Minutes. MH 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Forum

No activity.

2.b Next Meeting:

Special Meeting
 April 21, 2020 at 5:30 p.m. [tentative]
 Board Meeting
 Tuesday, May 12, 2020; at 5:15 p.m.
 Rio Bravo Country Club
 15200 Casa Club Drive, Bakersfield, CA
 93301 or via Zoom video conferencing

3. **Financial & Accounting**

3.a Financial Summary – account balances as of February 6, 2020.

\$14,084.30 Chase Operating Account
 \$22,665.94 Chase Savings Account

Consent Items designated with a “C.”
 PC motioned to approve CONSENT items. MH 2nd – All in Favor.



\$25,563.05 Pacific Western CD

\$62,313.29

- 3.b Chase Bank Checking Activity, C \$-26,446.44
Operating Account,
Reconciliation, and Bank
Statement for account ending
5572. Reconciliation report
through 3/31/2020. Non-redacted version available in BOD files.
▲
- 3.c Chase Bank Savings Activity, C \$22,665.94
Reconciliation, and Bank
Statement for account ending
5761. Reconciliation report
through 3/31/2020. Non-redacted version available in BOD files.
- 3.d Pacific Western Bank CD -1 C \$25,563.05
(Ending 744) (Reserve)
Issue Date 7/30/16. Maturity
Date 7/30/20. Term 12 months.
Rate 0.150%
- 3.e Financial Report for March 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 3/6/20 Frontsteps, subscription - Electronic Payment
- C 2. \$1,080.92 on 4/6/20 Frontsteps, supplies - Electronic Payment
- C 3. \$278.11 on 4/6/20 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
- C 4. \$38.73 on 4/6/20 California Water Service (account 5814588888) Electronic Payment
- C 5. \$86.53 on 4/6/20 TelPlex (guard phone)
- C 6. \$97.55 on 4/7/20 to Spectrum (guard internet)

CHECKS TO RATIFY

- C 7. \$7,740.00 to R. Stanley Security Service on 3/9/20 (Invoice # not legible)
- C 8. \$8,256.00 to R. Stanley Security Service on 3/10/20 (Invoice # not legible)



C 9. \$750.00 to Beaumont Tashjian (legal)

CHECKS TO DISBURSE

C 10. \$835.00 to Plahn Landscape Inc.
(March 2020 monthly service)

C 11. \$1,953.50 to RBCA (transfer to reserve
savings – April 2020)

C 12. \$1,718.36 to HOA Management
Solutions, Inc. (March 2020)

C 13. \$200.00 to Aurelio Hernandez (April
2020 janitorial services)

C 14. \$35.00 to Orkin (pest control)

C 15. \$69.00 to Beaumont Tashjian (legal,
invoice 112774)

C 16. \$422.72 to Beaumont Tashjian (legal,
invoice 113830)

3.g Other Financial Items

1. Reserve Funds Borrowing Resolution As to Item 3.g.1, discussion had on borrowing resolution, which summarized prior borrowing and anticipated new borrowing. Discussion had. MH inquired on how to sign resolution. MV indicated meeting is recorded and a copy would be provided.



PC motioned to approve Borrowing Resolution. MH 2nd – All in Favor.

[Pausing of meeting to provide recap of meeting items and actions to SS 1st attempt.]

- | | |
|---|---|
| 2. Special 5% Assessment Meeting Date Setting | As to Item 3.g.2, tentative Special 5% Assessment Meeting tentatively set. |
| 3. Casa Club Annexation and Related Billing ■ | As to Item 3.g.3 through 3.g.5, items discussed in Executive Session and on hold. |
| 4. Fuller Annexation / Billing ■ | |
| 5. Rio Bravo Fairways Security Gate Billing ■ | |

4. **Regular & Ongoing Business**

4.a Operational Items

1. Election Rules Approval

As to Item 4.a.1, discussion had over who could serve as inspector elections. PC noted inspector of elections referenced on page 3 and could include a member of the association.



PC motioned to Bylaws to approve Election Rules for circulation. MH 2nd – All in Favor.

2. Reserve Study

As to Item 4.a.2, Reserve Study discussed. PC motioned to approve the Reserve Study and to posted on website. MH 2nd – All in Favor.

4.b Roadway Maintenance Report

MV noted that a work order was placed with PG&E to repair inoperative lamps on light poles on Casa Club Drive.

[Pausing of meeting to provide recap of meeting items and actions to SS – successful.]

Before adjournment, SS present picture of Casa Club signage on Donalddo with sign fading. MV to get bid for replacement sign.

4.c Landscape Maintenance Report

1. Landscaping / Cell Tower Status

As to Item 4.c.1,



- 4.d Board Education & Training
1. Davis-Sterling Newsletter Links
- As to Item 4.d.1, links in meeting packet. Lots of links regarding Covid-19.
- 4.e Prior Executive Session Summary
- As to Item 4.e., summary of Executive Session including activity on special assessment notice and conference all with counsel; MV to email RS draft notice.
5. **Security Gate Business**
- 5.a Security Gate Report
1. Notable Activity
- As to Item 5.a.1, MV reports unusual activity other than officer Pierce emails, and Carl emails. Contact with made with parents of kid who entered through exit, issue should be resolved.
- MV indicated that 2nd PC on guard station inoperable and MV would donate one.
2. The Manors Security Gate ■
3. Gate Management Secondary Gate
4. Cost Sharing Agreement – Guard ■
- As to Items 5.a.2 through 5.a.4, no activity.
- Adjournment of Meeting**
- Time: 5:47 p.m.
- PC 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.

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.