



## Board of Directors Meeting

TUESDAY, April 17, 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			Meeting started at: 5:15 p.m. Quorum met.								
1.b	Call to Order – Roll Call of Directors & Delegates		<p><b><u>Board of Directors</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Phil Crosby, President</td> <td style="width: 20%;">Present</td> </tr> <tr> <td>Mark Hall, Vice President, and Chief Financial Officer</td> <td>Present</td> </tr> <tr> <td>Fred Wiley, Secretary</td> <td>Present</td> </tr> </table> <p><b><u>Delegates</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Montagna HOA by and through Terry Walker</td> <td style="width: 20%;">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 Terry Walker	Present	
Phil Crosby, President	Present											
Mark Hall, Vice President, and Chief Financial Officer	Present											
Fred Wiley, Secretary	Present											
Montagna HOA by and through Terry Walker	Present											



Rio Vista HOA by and through Jeff Thompson	Present
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 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 Approval of the March 17, 2018, Meeting Minutes.

FW motioned to approve the March 17, 2018, Minutes. MH 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Bakersfield Police Security Assessment

As to Item 2.a.1, see separate March 17, 2018, Bakersfield Security Assessment Meeting Summary appended to these minutes. Bakersfield Police present for meeting with approximately 30 homeowners.

2. Open Forum

As to Item 2.a.2, RS provided personnel and contact updates for RBCC, LLC.

2.b Next Meeting:

**Board of Directors Meeting**

Date: Tuesday, May 15, 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 April 13, 2018.

\$31,837.01 Chase Operating Account  
\$60,628.39 Chase Savings Account  
\$25,483.45 Pacific Western CD 7/30/17  
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\$117,948.85

FW motioned to approve CONSENT items. MH 2nd – All in Favor.



- 3.b Chase Bank Checking Activity, C \$13,294.96  
Operating Account, Non-redacted version available in BOD  
Reconciliation, and Bank files.  $\Delta$   
Statement for account ending  
5572. Reconciliation report  
through 3/30/18.
- 3.c Chase Bank Savings Activity, C \$58,674.79  
Reconciliation, and Bank Non-redacted version available in BOD  
Statement for account ending files.  
5761. Reconciliation report  
through 3/30/18.
- 3.d Pacific Western Bank CD -1 C \$25,242.17  
(Ending 744) (Reserve)  
Issue Date 7/30/16. Maturity  
Date 7/30/17. Term 12 months.  
Rate 0.150%
- 3.e Financial Report for March 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. \$37.93 on 3/5/18 California Water Service (account 5814588888) Electronic Payment
- C 2. \$286.29 on 4/3/18 PG&E (9301712956-5 Guard Station & Street \*combined\*) Electronic Payment
- C 3. \$147.90 on 4/4/18 to AT&T (6618715613) Electronic Payment
- C 4. \$82.81 on 4/4/18 to Spectrum (0050633728-01) Electronic Payment

CHECKS TO DISBURSE

- C 5. \$13,745.50 to M&S Security (security gate March 2018)
- C 6. \$1,110.00 to Plahn Landscape Inc. (monthly service) March 2018
- C 7. \$1,953.50 to RBCA (transfer to reserve savings – March 2018)
- C 8. \$1,542.06 to HOA Management Solutions, Inc. (March 2018)
- C 9. \$200.00 to Aurelio Hernandez (March 2018 janitorial services)
- C 10. \$75.06 to Mark Hall (reimbursement for guard chair)



3.g	Other Financial Items	<ol style="list-style-type: none"> <li>1. Casa Club Annexation and Related Billing ■</li> <li>2. Fuller Annexation / Billing ■</li> <li>3. Rio Bravo Fairways Security Gate Billing ■</li> </ol>	<p>As to Item 3.g.1, MV reported no response from follow-up with Casa Club HOA, response pending.</p> <p>As to Item 3.g.2, letter to be written.</p> <p>As to Item 3.g.3, MV to communicate with S. Johnson regarding RBCA position.</p>
<b>4. <u>Regular &amp; Ongoing Business</u></b>			
4.a	Operational Items	<ol style="list-style-type: none"> <li>1. Drainage and Flood Prevention Committee Report</li> </ol>	<p>Cap placed on 17<sup>th</sup> hole sump lake to prevent drain blockage.</p>
4.b	Roadway Maintenance Report		
4.c	Landscape Maintenance Report	<ol style="list-style-type: none"> <li>1. Tree Replacement</li> <li>2. Cell-Tower Damaged Landscaping</li> </ol>	<p>As to Item 4.c.1, PC discussed 2 dead Ash trees at front entry and possible replacement trees. Discussion was had, no action.</p> <p>As to Item 4.c.2, MV reported no response to email. Grass will dry out. MV to call on status.</p>
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Links	Information provided in meeting packet.



4.e Summary of Prior Executive Session Report

MV summarized discussions on Rio Bravo Fairways billing issues; collection report; and RBCA CC&Rs updates.

5. **Security Gate Business**

5.a Security Gate Report

1. Notable Activity / Owner Concerns As to Item 5.a.1, guard gate signage replacement discussed, wood sandblasting signs versus metal signs, awaiting bid, no action. Add to next meeting agenda.
2. Camera License Reader Status As to Item 5.a.2, camera license reader project completed.
3. Gate Management As to Item 5.a.3, concerns continue to be expressed about back gate in 2.a.1.
4. Cost Sharing Agreement - Guard As to Item 5.a.4, no action.

**Adjournment of Meeting**

Time: 6:42 p.m.

FW motioned to adjourn meeting. PC 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.





Summary of April 17, 2018, Bakersfield Police Security Assessment Meeting [Item 2.a.1]

Meeting started at approximately 5:30 p.m.

One or more representatives and / or homeowners of the following associations and the golf course were present:

- Casa Club Homeowners Association
- Rio Bravo Golf Course Master Homeowners Association
- The Manors at Rio Bravo Owners' Association
- Montagna Homeowners Association
- Rio Bravo Fairways Homeowners Association
- Rio Vista Community Association
- Rio Vista Estates Community Association
- Rio Bravo Country Club
- Rio Bravo Community Association

There were approximately 30 persons in attendance. A sign-in sheet was circulated. Two representatives, officer Fabian Barrales, and crime prevention coordinator Rachel Barrera, with the Bakersfield Police Department were present.

Phil Crosby, Board Member and President, to Rio Bravo Community Association opened the meeting providing an introduction and history leading up to the need for a security assessment. An open discussion followed, and the following points were noted. This summary does not capture all comments.

- Bakersfield Police (BPD) summarized initial on-site assessments, which are ongoing, stating that concerns expressed to them are back entry, and controlling access. BPD drove around community and identified garage doors opened, overgrown shrubbery, vehicles unattended or unlocked, golf carts with clubs accessible, and more.
- BPD explained the "If I were a thief" project and its assessment of vehicle smash and grab options for a thief; and recommended that if personal items did not come with a car, take them out of the car.
- BPD noted that side doors are a key point of entry, and that on 4/11/18, 4 officers assessed quality of life issues in the Rio Bravo Community and found that out of 81 vehicles, only 9 of those vehicles were not susceptible to personal items being stolen. For example, 37 vehicles had chargers, jewelry, keys, clothing, backpacks, cash, and laptops exposed to thieves, which included 16 backpacks, 2 laptops, 28 separate sets of mail, 18 garage door openers, gift bags, and sports equipment. BPD receive special permission from the City to conduct these assessments.



- BPD presented information and circulated flyers about the importance of starting a Neighborhood Watch, including information on being a Block Captain.
- BPD acknowledge slow response times and recommended that neighbors communicate, and file police reports often.
- BPD referred to website crimemapping.com for obtain statistical information about crime information in community noting that from January 2018 through March 2018, 8 police reports were filed.
- Owner comment about person drinking water, knocking on door, discussed.
- Owner comment about contact Behind the Gates to provide status or story related to security issues.
- RBCA comment that front gate cameras record and recently upgrade camera system to read license plates, and for owners to call police but also call guard gate.
- Owner comment about secondary rear gate code accessible, rear gate key pad removed, and requires clicker.
- Owner comment about rear gate code to be changed and addressing notification issues.
- Owner comment about adjacent gate having hole in gate.
- Owner comment about Google address searches directing visitors and vendors to rear secondary gate instead of guard gate.
- Owner comment about limiting access at secondary gate.
- Owner comment about community at secondary gate having a more intimate knowledge of homeowners in community now that build-out is complete.
- Owner comment of salespersons coming to homes and question about entry of sales persons.
- Owner comment of 3 thefts in the Casa Club HOA.
- Owner comment about main gate and gardeners being waived in.
- Owner comment about educating community on security concerns.
- RBCA comment that a security improvement bid to the rear secondary gate is pending to get estimate.

A continued meeting will be scheduled in future upon completion by Bakersfield Police of their security assessment of the Rio Bravo Community, which will include a written report of their findings and recommendations.

MV :

***Rio Bravo Community Association***