



Board of Directors Meeting

TUESDAY, May 15, 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>									
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Meeting started at: 5:28 p.m. Quorum met.						
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;">Not Present</td> </tr> </table> <p><u>Delegates</u></p>	Phil Crosby, President	Present	Mark Hall, Vice President, and Chief Financial Officer	Present	Fred Wiley, Secretary	Not Present	
Phil Crosby, President	Present									
Mark Hall, Vice President, and Chief Financial Officer	Present									
Fred Wiley, Secretary	Not 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	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	Not Present

Guest(s)

Rio Bravo Fairways by and through Karen Gleiter	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
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1.c Approval of the April 17, 2018, Meeting Minutes.

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

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Forum

Bakersfield Police contacted MH on prevention related to golf course. MH posted flyers on DwellingLive, and MV posted minutes Bakersfield Police security meeting.

2.b Next Meeting:

Board of Directors Meeting

Date: Tuesday, June 19, 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 May 14, 2018.

\$64,407.12 Chase Operating Account
 \$62,584.46 Chase Savings Account
 \$25,483.45 Pacific Western CD 7/30/17

 \$152,475.03

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



- 3.b Chase Bank Checking Activity, C \$56,452.11
Operating Account, Non-redacted version available in BOD
Reconciliation, and Bank files. Δ
Statement for account ending
5572. Reconciliation report
through 4/30/18.
- 3.c Chase Bank Savings Activity, C \$62,584.46
Reconciliation, and Bank Non-redacted version available in BOD
Statement for account ending files.
5761. Reconciliation report
through 4/30/18.
- 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. \$35.80 on 4/3/18 California Water Service (account 5814588888) Electronic Payment
- C 2. \$255.28 on 5/4/18 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
- C 3. \$148.02 on 5/7/18 to AT&T (6618715613) Electronic Payment
- C 4. \$82.81 on 5/7/18 to Spectrum (0050633728-01) Electronic Payment

CHECKS TO DISBURSE

- C 5. \$13,320.00 to M&S Security (security gate April 2018)
- C 6. \$910.00 to Plahn Landscape Inc. (monthly service) April 2018
- C 7. \$1,953.50 to RBCA (transfer to reserve savings – April 2018)
- C 8. \$1,682.47 to HOA Management Solutions, Inc. (April 2018)
- C 9. \$250.00 to Aurelio Hernandez (April 2018 janitorial services)
- C 10. \$44.10 to Mark Hall (reimbursement for guard expenses)



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|------|---|---|
| C | 11. \$633.29 to Beaumont Tashjian
(legal services) | |
| C | 12. \$35.00 to Banks Pest Control
(semi-monthly service) | |
| C | 13. \$200.00 to Rio Bravo Country Club
(meeting room) | As to Item 3.f.13, questions asked about invoice reflected on invoice being a non-meeting date. MV noted bill should be for 3/27/18 meeting but entered on 3/28/18. |
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| 3.g | Other Financial Items | |
| | 1. Casa Club Annexation and Related Billing ■ | As to Item 3.g, MH expressed doubts as to ownership of secondary street. MH proposed RBCA maintain it. |
| | 2. Fuller Annexation / Billing ■ | |
| | 3. Rio Bravo Fairways Security Gate Billing ■ | As to Items 3.g.1 through 3, no updates. |
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| 4. | <u>Regular & Ongoing Business</u> | |
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| 4.a | Operational Items | |
| | 1. Drainage and Flood Prevention Committee Report | As to 4.a.1, pepper tree near drain will be removed. |
| | 2. Front Gate Signage | As to 4.a.2, PC reported the Champion Signs not returning calls. MH noted that Clubhouse added new signage. Discussion of getting sandblasted signs in front of guard station versus metal. PC to look for a custom sign shop on North Chester. Signage was tabled. |
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| 4.b | Roadway Maintenance Report | |



4.c	Landscape Maintenance Report	1. Tree Replacement	As to Item 4.c.1, discussion on trees removal/replacement from Rancho Tree Service. Tabled.
		2. Cell-Tower Damaged Landscaping	As to Item 4.c.2, MV to email RS regarding Cell Tower project.
		3. Letter from Vista Montagna	As to Item 4.c.3, letter directed at Rio Bravo Country Club but also address to RBCA was discussed. Concerns re-directed to RBCC.
4.d	Board Education & Training	Davis-Sterling Newsletter Topic Links	Include in meeting packet.
4.e	Summary of Prior Executive Session Report		MV summarized Executive Session with review of collection report and discussion of tower project damage.
5.	<u>Security Gate Business</u>		
5.a	Security Gate Report	1. Notable Activity / Owner Concerns	As to Item 5.a.1, MH reviewing proposals for security upgrades to back gate.
		2. Spectrum Internet Bid	As to Item 5.a.2, MV bouncing around telephone/internet bundles and related upgrades. RD indicated that RBCA should get static IPs.



3. Gate Management
4. Cost Sharing Agreement - Guard

As to Items 5.a.3 & 5.a.4, no action.

Adjournment of Meeting

Time: 6:23 p.m.

MH 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.