



Board of Directors Meeting

WEDNESDAY, July 18, 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 5:15 p.m. Quorum not met, ratification of actions and minutes required at next meeting. Pre-meeting adjustment to Item 3.f.12, amount of \$1,410.65 added.

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 at start.



Delegates

Montagna HOA by and through	Not 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	Present

Guest(s)

Rio Bravo Fairways by and through Karen Gleiter	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 June 19, 2018, Meeting Minutes.

FW motioned to approve the June 19, 2018, Minutes. MH 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Forum

2.b Next Meeting:

Board of Directors Meeting

Date: Tuesday, August 21, 2018

Time: 5:15 p.m.

Location: Rio Bravo Country Club, 15200 Casa Club Drive, Bakersfield, CA 93301

Meeting noted.

3. **Financial & Accounting**

CONSENT

3.a Financial Summary – account balances as of July 18, 2018.

\$48,167.14 Chase Operating Account
 \$64,543.19 Chase Savings Account
 \$25,483.45 Pacific Western CD 7/30/17

 \$136,471.69

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



3.b	Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 6/29/18.	C	\$29,625.92 Non-redacted version available in BOD files. Δ
3.c	Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 6/29/18.	C	\$64,543.19 Non-redacted version available in BOD files.
3.d	Pacific Western Bank CD -1 (Ending 744) (Reserve) Issue Date 7/30/16. Maturity Date 7/30/17. Term 12 months. Rate 0.150%	C	\$25,242.17
3.e	Financial Report for June 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. \$38.38 on 7/5/18 California Water Service (account 5814588888) Electronic Payment
- C 2. \$264.89 on 7/3/18 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
- C 3. \$158.92 on 7/5/18 to AT&T (6618715613) Electronic Payment
- C 4. \$82.81 on 7/6/18 to Spectrum (0050633728-01) Electronic Payment
- C 5. \$600.12 on 7/10/18 to DwellingLive (subscription and passes)

- C CHECKS TO DISBURSE
- C 6. \$13,320.00 to M&S Security (security gate June 2018)
- C 7. \$1,069.00 to Plahn Landscape Inc. (monthly service) June 2018
- C 8. \$1,953.50 to RBCA (transfer to reserve savings – June 2018)
- C 9. \$1,566.11 to HOA Management Solutions, Inc. (June 2018)
- C 10. \$250.00 to Aurelio Hernandez (July 2018 janitorial services)



11. \$950.00 to J.W. Kemp, CPA (invoice)
12. \$1,410.65 to Vital Signs (guard entry signs)

3.g Other Financial Items

1. Casa Club Annexation and Related Billing ■ As to Item 3.g.1, discussed in Executive Session, MV to send letter to Ginger Poppelwell regarding status.
2. Fuller Annexation / Billing ■ As to Item 3.g.2, discussed in Executive Session, MV to send letter.
3. Rio Bravo Fairways Security Gate Billing ■ As to Item 3.g.3, discussed in Executive Session, MV to send letter and full billing.
4. Financials As to Item 3.g.3, MV circulated financials and tax filings, signed, and MV to circulate final copies to Board, and post on website.

4. **Regular & Ongoing Business**

4.a Operational Items

1. Drainage and Flood Prevention Committee Report As to Item 4.a.1, Cornerstone litigation discussed in Executive Session. MV provide certain instructions.
2. Front Gate Signage As to Item 4.a.2, deposit to begin job issued, front gate signage underway.



- 4.b Roadway Maintenance Report
- 4.c Landscape Maintenance Report
- 4.d Board Education & Training
- 4.e Summary of Prior Executive Session Report
5. **Security Gate Business**
- 5.a Security Gate Report
1. Cell-Tower Damaged Landscaping
- Davis-Sterling Newsletter Topic Links
1. Notable Activity / Owner Concerns
2. Spectrum Internet Bid
- MV reported he was awaiting completion of construction affecting landscaping before proceeding to get landscaping bid. MV to contact Bruce Troy to get update on tower construction status.
- In packet.
- Items discussed noted above.
- As to Item 5.a.1, no report.
- As to Item 5.a.2, MV to remove item off agenda. MH reported testing internet speed, but no action was taken. Discussion had regarding modem. RD to investigate modem upgrade options. MH reported replacing door knob and changing cooler pads. MH further reported the need to replace swamp cooler in future. Discussion was had as to best replacement for swamp cooler and estimated budget for such expected to be between \$800-



\$1,000. MV to add as budget item to 2019 budget.

MH reported transponder pass inventory low and whether to buy hang tags for transponders. Discussion was had as to quantity to order at approximately \$15 each transponder.

MH motioned to approve purchase of up to 200 transponders, and motion amended to include up to 20 hang tags, or as MH deems appropriate with total costs not to exceed \$3,500. PC 2nd – All in Favor.

3. Gate Management

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

4. Cost Sharing Agreement - Guard

As to item 5.a.4, no update.

Adjournment of Meeting

Time: 5:38 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.

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.