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Board of Directors Meeting

TUESDAY, August 15, 2017

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>			Meeting started at: Meeting started at: 5:15 p.m. Quorum met.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Pre-meeting adjustments to agenda: Items 3.f.24 & 3.f.25 added, payments to HOA Management Solutions, Inc. \$1,556.34 (June 2017) and \$1,680.74 (July 2017), respectively.

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	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
D R Horton Venture Inc. (22 Bassano) by and through	Not Present
The Manors by and through Chris Felix	Not Present
Andrew Fuller	Present – partial by phone
Rio Bravo Country Club, LLC by and through Randy Steniert	Present
<u>Other Guest(s)</u>	
Warren Pechin, John Hahn	Present
Rio Bravo Fairways by and through Scott Johnson, Jr.	Present



Rio Bravo Golf Course Master HOA by and through Randy Steinert	Present
Casa Club HOA by and through	Not Present
Mario Valenzuela, Sarah Risa, Manager	MV Present

1.c Approval of prior meeting
Minutes for June 20, 2017.

FW motioned to approve the Board Meeting
Minutes of June 20, 2017. MH 2nd – All in
Favor.

2. **New Business**

2.a New Items, Floor Items & Open
Discussion

1. Rio Bravo Country Club New
Owner Status

As to Item 2.a.1, MV sent email to Joe Hough,
GM for RBCC, as to status of agreements.
All contracts remain uninterrupted.

RBCC requesting monthly billing instead of
quarterly billing. Discussion was had as to
ability to bill monthly. MV stated that RBCC,
as per prior legal opinion may allow such
billing. MV to provide further information to
Board at next meeting on this issue.

Discussion with RBCC as to cost-sharing to
keep golf course viable and to have positive
impact on community.



RBCC will seek to place cost-sharing proposals on futures RBCA agendas for consideration, and potential impact on 2018 budget. Discussion as to Anacapa ownership and maintenance; walking path; and per lot cost sharing had. RS stated the Joe Hough was not available for meeting but should attend future meetings. RBCC has restarted Wednesday night dinners.

2. Open Forum

2.b Next Meeting:

Board of Directors Meeting

Date: Tuesday, September 19, 2017

Time: 5:15 p.m.

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

Noted.

3. **Financial & Accounting**

CONSENT

Consent items designated with the letter "C."

3.a Financial Summary – account balances as of August 14, 2017.

\$51,690.87 Chase Operating Account

\$43,030.16 Chase Savings Account

\$25,483.45 Pacific Western CD 7/30/17

\$120,204.48

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



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|-----|---|---|--|
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 6/30/17. | C | \$34,209.52 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 6/30/17. | C | \$41,074.87 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 Reports for May and June 2017. | C | Profit & Loss
Statement of Cash Flows
Balance Sheet
Budget to Expense
Reserve Report |
| 3.f | Outgoing Funds | | RATIFICATION – Utilities/Dwelling Live |



- C 1. \$34.49 on 8/7/17 to California Water Service (account 5814588888) Electronic Payment
- C 2. \$36.50 on 7/5/17 to California Water Service (account 5814588888) Electronic Payment
- C 3. \$260.49 on 8/4/17 to PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
- C 4. \$145.89 on 7/11/17 to PG&E (9301712956-5 Guard Station) Electronic Payment
- C 5. \$161.18 on 6/27/17 to PG&E (9906553909-2 Street) Electronic Payment
- C 6. \$130.25 on 8/4/17 to AT&T (6618715613) Electronic Payment
- C 7. \$129.71 on 7/6/17 to AT&T (6618715613) Electronic Payment
- C 8. \$82.81 on 8/4/17 to Bright house (0050633728-01) Electronic Payment
- C 9. \$82.81 on 7/5/17 to Bright house (0050633728-01) Electronic Payment



- C 10. \$1,516.34 on 7/11/17 to Dwelling Live (monthly subscription/passes) Electronic Payment
 - C 11. \$13,320.00 to M&S Security (June 2017)
 - C 12. \$285.85 to Camera Access Technologies (hang tag)
 - C 13. \$1,731.54 to Camera Access Technologies (gate repairs)
 - C 14. \$1,548.31 to HOA Management Systems, Inc. (management services)
 - C 15. \$2,937.00 to Plahn Landscape, Inc. (May 2017)
 - C 16. \$200.00 to Aurelio Hernandez (guard station)
- CHECKS TO DISBURSE
- C 17. \$785.00 to Plahn Landscape Inc. (monthly service) June 2017
 - C 18. \$1,554.00 to Plahn Landscape Inc. (monthly service) July 2017
 - C 19. \$200.00 to Aurelio Hernandez (June 2017 janitorial services)
 - C 20. \$200.00 to Aurelio Hernandez (July 2017 janitorial services)
 - C 21. \$1,953.50 to RBCA (transfer to reserve savings)

Question as to higher expense, PC noted expense related to repair of 4' water lines.



- C 22. \$1,953.50 to RBCA (transfer to reserve savings)
- C 23. \$114.00 to Adams Kessler (legal fees)
- C 24. \$1,556.34 to HOA Management Solutions, Inc. (management June 2017)
- C 25. \$1,680.74 to HOA Management Solutions, Inc. (management July 2017)

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, MV to follow up on annexation agreement. Issue discussed in Executive Session.
- 3. Rio Bravo Fairways Security Gate Billing As to Item 3.g.3, MV to meet with Scott Johnson, Jr. and bring and report back status..
- 4. Billing Dispute with Highpointe Communities ■ As to Item 3.g.4, discussed in Executive Session, pending.
- 5. Lien Assessments [APN(s) 387-333-02-00; 387-334-03-00; 387-334-02-00; 387-342-01-00; As to Item 3.g.5, various resolutions were voted upon for lien assessments:



387-870-02-00; 387-730-21-00;
387-333-06-00; and 387-530-23-00]

PC motioned to approve the lien assessment resolution for APN 387-333-02-00. MH 2nd – All in Favor.

PC motioned to approve the lien assessment resolution for APN 387-334-03-00. MH 2nd – All in Favor.

PC motioned to approve the lien assessment resolution for APN 387-334-02-00. MH 2nd – All in Favor.

PC motioned to approve the lien assessment resolution for APN 387-342-01-00. MH 2nd – All in Favor.

PC motioned to approve the lien assessment resolution for APN 387-870-02-00. MH 2nd – All in Favor.

PC motioned to approve the lien assessment resolution for APN 387-730-21-00. MH 2nd – All in Favor.

PC motioned to approve the lien assessment resolution for APN 387-333-06-00. MH 2nd – All in Favor.

PC motioned to approve the lien assessment resolution for APN 387-530-23-00. MH 2nd – All in Favor.

4. Regular & Ongoing Business



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| 4.a | Operational Items | 1. Drainage and Flood Prevention Committee Report | |
| 4.b | Roadway Maintenance Report | | |
| 4.c | Landscape Maintenance Report | | |
| 4.d | Board Education & Training | Davis-Sterling Newsletter Topic Links | Links to newsletters in meeting packet. |
| 4.e | Summary of Prior Executive Session Report | | |
| 5. | <u>Security Gate Business</u> | | |
| 5.a | Security Gate Report | 1. Notable Activity / Owner Concerns | As to Item 5.a.1, MH reported 2 months of transponder sales \$1,560. Discussion of guards, MV to notify M&S Security to have guard wear ties. Discussion of battery back-up system at guard station estimated at \$3-4K, but a budget is needed to include installation and material costs. |
| | | 2. Gate Management | As to Item 5.a.2, some discussion as to rear gate management, ownership, and security upgrades and costs. |
| | <u>Adjournment of Meeting</u> | Time: 6:17 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.

2017 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 A & E (Declarant) on all common areas.
Moot	3. Increase collaboration with A & E to RBCA objectives.
Not Completed	4. Complete a cost sharing agreement with non-annexed associations for Guard services.
Not Completed	5. Create RBCA Emergency Response Plan
Not Completed	6. Register RBCA to receive notices of any development projects affecting Rio Bravo Community with City of Bakersfield.