



Board of Directors Meeting

TUESDAY, August 21, 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: 5:17 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;">Present</td> </tr> </table> <p><u>Delegates</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Montagna HOA by and through Terry Walker</td> <td style="padding: 2px;">Present</td> </tr> <tr> <td style="padding: 2px;">Rio Vista HOA by and through Raj Doshi</td> <td style="padding: 2px;">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	Rio Vista HOA by and through Raj Doshi	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 Raj Doshi	Present													



Rio Vista Estates HOA by and through Wayne Stephens	Not Present
Highpointe Rio Bravo 224, L.P by and through 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 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/ratification of the July 18, 2018, Meeting Minutes.

MH motioned to approve/ratify the July 18, 2018, Minutes. FW 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Ownership Transfers – Guard Station, Casa Club & Anacapa portions
2. Open Forum
 - Maintenance Budget/Reserves

As to Item 2.a.1, Discussion of RBCA potential acquisition of golf course land and transfer of existing common from golf course to RBCA was discussed. RBCC informed of budget deadlines and noticing requirements.

As to Item 2.a.2, RS discussed fixed percentages to RBCC and the need to formulate a more balanced solution to correspond to growing community. RBCC is billed approximate \$76,359 under 2018 budget, which based on annexed Regular Assessment rate, equals approximately 133.23 lots. In short, RBCC currently pays the equivalent to 133.23 annexed Owners. Discussion about potential grant of 15' foot easement along Casa Club Drive. Discussion about PG&E easement on west side of Casa Club Drive, and Casa Club HOA owners' obligations. Discussion about palm trees along Casa Club Drive and maintenance obligations. SG expressed concern about The Heights and brush overgrowth, fire break, and fire hazards.



Letter to be sent to Highpointe on brush overgrowth, fire breaks, and fire hazards. These items are to be considered in 2019 budgeting.

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|------|---|---|--|
| 2.b | Next Meeting: | Tuesday, September 18, 2018; at 5:15 p.m.
Rio Bravo Country Club, 15200 Casa Club Drive, Bakersfield, CA 93301 | Meeting announced. |
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| 3. | <u>Financial & Accounting</u> | | CONSENT |
| 3.a | Financial Summary – account balances as of August 21, 2018. | \$69,822.25 Chase Operating Account
\$66,499.53 Chase Savings Account
\$25,521.70 Pacific Western CD 7/13/18

\$161,805.23 | FW motioned to approve CONSENT items. MH 2nd – All in Favor. |
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| b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 7/31/18. | C \$37,883.96
Non-redacted version available in BOD files. ▲ | |
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| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 7/31/18. | C \$66,499.53
Non-redacted version available in BOD files. | |



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 July 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. \$35.77 on 8/6/18 California Water Service (account 5814588888) Electronic Payment
	C	2. \$304.02 on 8/3/18 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
	C	3. \$158.17 on 8/3/18 to AT&T (6618715613) Electronic Payment
	C	4. \$82.81 on 8/6/18 to Spectrum (0050633728-01) Electronic Payment
	C	5. \$1,087.40 on 8/6/18 to FrontSteps (subscription and passes)



CHECKS TO DISBURSE

- C 6. \$13,690.00 to M&S Security (security gate July 2018)
- C 7. \$1,136.00 to Plahn Landscape Inc. (monthly service, fertilizer, repairs) July 2018
- C 8. \$1,953.50 to RBCA (transfer to reserve savings – July 2018)
- C 9. \$1,696.99 to HOA Management Solutions, Inc. (July 2018)
- C 10. \$200.00 to Aurelio Hernandez (August 2018 janitorial services)
- C 11. \$32.15 to Mark Hall (guard station reimbursement)
- C 12. \$35.00 to Banks Pest Control (pest control services)
- C 13. \$2,803.50 to Camera Access Technologies (RFID transponders 200 roll)
- C 14. \$381.56 to Camera Access Technologies (RFID hang tag transponders)

3.g Other Financial Items

- 1. Casa Club Annexation and Related Billing ■ As to Item 3.g.1, MV updated RBCA, awaiting annexation agreement to be prepared by Casa Club HOA counsel.



2. Fuller Annexation / Billing ■ As to Item 3.g.2, no update.
3. Rio Bravo Fairways Security Gate Billing ■ As to Item 3.g.3, no update.

4. **Regular & Ongoing Business**

- 4.a Operational Items
 1. Drainage and Flood Prevention Committee Report As to Item 4.a.1, MV provided update on upcoming hearing and status.
 2. Front Gate Signage As to Item 4.a.2, PC reported sign ordered and delivery would take 5 to 6 weeks.
- 4.b Roadway Maintenance Report
- 4.c Landscape Maintenance Report
 1. Cell-Tower Damaged Landscaping As to Item 4.c.1, MV update Board on landscaping efforts and Plahn's bid response. Discussion was had about bid by Hurtado bid, and others. Board preferred that Plahn complete the project due to experience with existing landscape infrastructure. MV to contact Plahn and advise Plahn that the Board has selected Plahn to complete the project.
- 4.d Board Education & Training Davis-Sterling Newsletter Topic Links Newsletter in Meeting Packet.
- 4.e Summary of Prior Executive Session Report No Executive Session held before Regular Session.



5. **Security Gate Business**

5.a Security Gate Report

1. Notable Activity / Owner Concerns As to Item 5.a.1, MH reported purchase of 200 transponders and 25 hanging tag transponders. MH reported printer at Guard Station is not working. MH reported a certain gasket on gate arm machinery needs to be replace. Discussion had about pickup on Hole # 12 Lake. TW reported intruder incident at a neighbor's home whereby a male intruder driving a white golf cart entered a neighbor's house through the garage only to be chased out.
2. Gate Management As to Item 5.s.2, no update.
3. Cost Sharing Agreement - Guard As to Item 5.a.3, no update.

Adjournment of Meeting

Time: 6:49 p.m.

FW motioned to adjourn meeting. MH 2nd – All in Favor.

Δ 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.