



Board of Directors Meeting

TUESDAY, September 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: 5:15 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 Stephen Greenfield</td> <td style="padding: 2px;">Present</td> </tr> <tr> <td style="padding: 2px;">Rio Vista HOA by and through Jeff Thompson</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 Stephen Greenfield	Present	Rio Vista HOA by and through Jeff Thompson	Present	
Phil Crosby, President	Present													
Mark Hall, Vice President, and Chief Financial Officer	Present													
Fred Wiley, Secretary	Present													
Montagna HOA by and through Stephen Greenfield	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 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)

	None
Rio Bravo Fairways by and through	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 August 21, 2018, Meeting Minutes.

FW motioned to approve/ratify the August 21, 2018, Minutes. MH 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Forum

RS discussed PG&E easement on Casa Club Drive and that landscaping is the responsibility of each owner. Certain owner removed palm tree.

Discussion was had on preliminary 2019 budget numbers, and Board to review and give comments at next meeting.

2.b Next Meeting:

Tuesday, October 16, 2018; at 5:15 p.m.
Rio Bravo Country Club, 15200 Casa Club Drive, Bakersfield, CA 93301

RS requested that Lyndsey and Don be added to meeting email list.

3. **Financial & Accounting**

3.a Financial Summary – account balances as of September 14, 2018.

\$54,542.77 Chase Operating Account
\$68,455.83 Chase Savings Account
\$25,521.70 Pacific Western CD 7/13/18

\$148,520.30

CONSENT

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

b Chase Bank Checking Activity, C
Operating Account,
Reconciliation, and Bank

\$39,233.77
Non-redacted version available in BOD files. ▲



Statement for account ending
5572. Reconciliation report
through 8/31/18.

- | | | | |
|-----|---|---|---|
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 8/31/18. | C | \$66,502.33
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 August 2018. | C | Profit & Loss
Statement of Cash Flows
Balance Sheet
Budget to Expense
Reserve Report |
| 3.f | Outgoing Funds | C | RATIFICATION – Utilities/Dwelling Live
1. \$37.27 on 9/4/18 California Water Service (account 5814588888) Electronic Payment |
| | | C | 2. \$329.01 on 9/5/18 PG&E (9301712956-5 Guard Station & |



- Street *combined*) Electronic
Payment
- C 3. \$159.70 on 9/5/18 to AT&T
(6618715613) Electronic Payment
 - C 4. \$82.81 on 9/5/18 to Spectrum
(0050633728-01) Electronic
Payment
 - C 5. \$600.12 on 9/7/18 to FrontSteps
(subscription)

CHECKS TO DISBURSE

- C 6. \$13,986.00 to M&S Security
(security gate August 2018)
- C 7. \$1,747.00 to Plahn Landscape Inc.
(monthly service, repairs) August
2018
- C 8. \$1,953.50 to RBCA (transfer to
reserve savings – August 2018)
- C 9. \$1,567.71 to HOA Management
Solutions, Inc. (August 2018)
- C 10. \$200.00 to Aurelio Hernandez
(September 2018 janitorial services)

3.g Other Financial Items

- 1. Casa Club Annexation and Related Billing ■ As to Item 3.g.1, awaiting attorney response.
- 2. Fuller Annexation / Billing ■ As to Item 3.g.2, communications ongoing.



3. Rio Bravo Fairways Security Gate Billing ■ As to Item 3.g.3, MV contacted Ginger at Pacific Management to clarify balance, letter to follow.
4. 2019 Operating Budget Preparation As to Item 3.g.4, 2019 Operating Budget discussed in Open Forum. Budget was adjusted for reduction in lots following Highpointe Settlement. The resolution stabilized future income but the reduction in lots affected the income. Over all, increase in assessment to Owners is slight. Board request that MV considered wage increase factors in 2019 that may affect guard staff.

4. **Regular & Ongoing Business**

4.a Operational Items

1. Drainage and Flood Prevention Committee Report As to Item 4.a.1, MV reported resolution with Cornerstone Engineering, and that Cornerstone Engineering was scheduled to come out and finished topography survey to finalize sketches for drain catch basin.
2. Front Gate Signage As to Item 4.a.2, awaiting installation.
3. Pre-Meeting Physical Inspection of Common Areas As to Item 4.a.3, MV to complete when out for bid on cell tower landscaping bid.



4. 2019 Calendar of Events MV circulated draft.
Preparation
5. CC&R Update – Issue List Ongoing, MV had printout of reviewed sections.
- 4.b Roadway Maintenance Report
- 4.c Landscape Maintenance Report
 1. Cell-Tower Damaged Landscaping Discussion had, Board requested MV to have Kern Sprinkler provide bid. MV to email Board date and time of bid. No response from CCN Landscaping. Plahn Landscaping has not provided proposal based on discussion with Lee.
- 4.d Board Education & Training
 1. Davis-Sterling Newsletter Topic Links In meeting packet.
- 4.e Summary of Prior Executive Session Report Board discussed collection activity.
5. **Security Gate Business**
- 5.a Security Gate Report
 1. Notable Activity / Owner Concerns As to Item 5.a.1, MH reported that someone
 2. Gate Management drove a truck toward snack area and stole the
 3. Cost Sharing Agreement - Guard ice dispenser. Truck was caught on video.



The Manors' owner experienced a car break-in, and The Manors' changed the clicker code to the secondary access gate, which explains why clickers were not working.

Adjournment of Meeting

Time: 6:17 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.