



Board of Directors Meeting

TUESDAY, October 12, 2021

5:15 p.m. @ Zoom video conferencing & 1430 Truxtun Avenue, Fifth Floor, Bakersfield, CA 93301 (**recorded**)

___ 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>			As to Item 1.a, meeting started at: 5:16 p.m. Quorum not met, time was paused and two Delegates subsequently appeared at 5:30 and 5:32 p.m. and Quorum was met.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			
1.b	Call to Order – Roll Call of Directors & Delegates		<u>Board of Directors</u>	
			Fred Wiley, President	Present
			Mark Hall, Vice President, and Chief Financial Officer	Present
			Phil Crosby, Secretary	Present

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Delegates

Montagna HOA by and through Stephen Greenfield & Kerri Roberts	KR Present Via Zoom (5:30)
Rio Vista HOA by and through Raj Doshi & Craig Michaud	RD Present Via Zoom (5:32)
Rio Vista Estates HOA by and through Skip Staley and Art Mijarez	SS Present
Highpointe Rio Bravo 224, L.P by and through Steve Vliss	Not Present
Estates of Rio Bravo HOA by and through	Not Present
The Manors by and through Johnny Duenas	Not Present
Rio Bravo Country Club, LLC by and through Randy Steinert	Not Present

Guest(s)



Rio Bravo Fairways by and through Scott Johnson	Not Present
Rio Bravo Golf Course Master HOA by and through Kelly Lucas	Not Present
Casa Club HOA by and through	Not Present
Mario Valenzuela, Sarah Resa, Manager	MV Present

1.c Approval of the September 22, 2021, Meeting Minutes.

As to Item 1.c, MH motioned to approve the September 22, 2021, Meeting Minutes. PC 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Continued Guard Gate Closure Status
2. Open Floor

As to Item 2.a.1, FW noted that funding appears to be stable to continued guard operations through year-end 2021. MV agreed indicating some collection activity has helped.

As to Item 2.a.2, SS inquired about the long-distance numbers on phone bill. MH



indicated that the number represent calls by the guard to owners, owners that have moved into the community from all over but have kept their mobile phone numbers from those places they moved from. SS inquired if Delegates voted on budget. MV indicated only if budget exceeds 20% of prior year. SS asked that the next agenda include information about Delegate voting authority. KR agreed. Discussion was also held on way Delegates get selected per RBCA CC&Rs. MV to send SS the section on Delegate selection.

2.b Next Meeting:

Board of Directors Meeting
Tuesday, November 9, 2021, at 5:15 p.m.
Zoom or 1430 Truxtun Avenue, Fifth Floor,
Bakersfield, CA 93301 and/or via Zoom
video conferencing.

Meeting was announced. SS suggested that the meeting be set back at RBCC. RBCA will announce location for November meeting when notice goes out. Meeting will be on Zoom as well.

3. **Financial & Accounting**

3.a Financial Summary – account
balances as of October 8, 2021.

\$30,386.94 Chase Operating Account
\$37,832.73 Chase Savings Account

Consent Items designated with a “C.”



\$68,219.67

As to Consent Items, PC motioned to approve Consent items. MH 2nd – All in Favor.

- | | | | |
|-----|---|---|--|
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 9/30/2021. | C | \$21,755.32
Non-redacted version available in BOD files. |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 9/30/2021. | C | \$37,832.73
Non-redacted version available in BOD files. |
| 3.d | Financial Report for September 2021. | C | Profit & Loss
Statement of Cash Flows
Balance Sheet
Budget to Expense |



3.e Outgoing Funds

RATIFICATION – Utilities/Dwelling Live

- C 1. \$324.60 on 9/7/21 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
- C 2. \$41.89 on 10/4/21 California Water Service (account 5814588888) Electronic Payment
- C 3. \$111.00 on 9/7/21 TelPlex (guard phone)
- C 4. \$107.55 on 9/7/21 to Spectrum (guard internet)
- C 5. \$600.12 on 9/10/21 to DwellingLive (monthly service)
- C 6. \$52.00 on 9/7/21 to DwellingLive (transponder credits) As to Item 3.e.6, change from passes to transponder credits.

CHECKS TO RATIFY

None

CHECKS TO DISBURSE

- C 7. \$7,392.00 to R. Stanley Security (Invoice 18763 through 9/15/21)
- C 8. \$835.00 to Letourneau Landscape Services (monthly landscaping)



- C 9. \$1,860.99 HOA Management Solutions, Inc. (September 2021 services and reimbursements)
- C 10. \$200.00 to Aurelio Hernandez (October 2021 janitorial services)
- C 11. \$43.28 to Mark Hall (reimburse for guard restroom repairs)

3.g Other Administrative / Financial Items

- 1. 2022 Operating Budget (placeholder) As to Item 3.g.1, SS commented on budget and shortages of payment by other associations. MV acknowledged but indicated the Board must pass a budget, and that various dynamics regarding the uncertainty of funding will continued into 2022. SS asked about legal fees for 2022, MV indicated that certain understanding exists with legal counsel.
- 2. Casa Club Annexation and Related Billing ■ As to Item 3.g.2, pending.
- 3. Rio Bravo Fairways Security Gate Billing ■ As to Item 3.g.3, MV indicated that Rio Bravo Fairways will be increasing their payments to RBCA. FW explained the increase.



4. PG&E Rebill case ID 6509951392. As to Item 3.g.4, PG&E added as placeholder until credit is given for light that was billed for a year but inoperable.

4. **Regular & Ongoing Business**

- 4.a Operational Items
1. Physical Inspection of Common Areas Report
- As to Item 4.a.1, MV went over the inspection report, which was provided separated. Discussion was had on each point in report. MV to send PG&E pictures of poles that need numbering. PC will notify Letourneau of tumble weeks and debris on Miramonte Drive. Arm to gate needs recalibrating but it requires tech to come to Bakersfield or significant time. Cracking of Casa Club Drive roadway concerning. Need sticker for guard entry signage. Awning will be needing repairs to guard station.
- 4.b Roadway Maintenance Report
- As to Item 4.b, no report not already covered in Item 4.a.1.
- 4.c Landscape Maintenance Report
- As to Item 4.c, no report not already covered in Item 4.a.1.



- 4.d Board Education & Training
1. Davis-Sterling Newsletter Links
- As to item 4.d.1., information in meeting packet.
- 4.e Prior Executive Session Summary
- As to Item 4.e, MV noted that the board review litigation statuses and the collection report.
5. **Security Gate Business**
- 5.a Security Gate Report
1. Notable Activity
2. The Manors Security Gate ■
3. Cost Sharing Agreement – Guard ■
- As to Item 5.a.1, MH indicate the guard station computer screen is cracked and a replacement computer is \$2000 to \$2500. A resident offered to repair, MH will investigate and get screen repaired if under \$200. MH reported transponder sales of \$760 for last 2 months. Discussion on gate door left open at The Manors, and a gap in the fence. Also, discussion on charging for multiple issuances of passes to owners.

Adjournment of Meeting

Time: 6:16 p.m.

PC motioned to adjourn. 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.

2021 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.