



Board of Directors Meeting

TUESDAY, November 9, 2021

5:15 p.m. @ Zoom video conferencing & 2225 E Street, Suite 201, Bakersfield, CA 93301 (recorded)

___ Agenda & Management Summary

X **Minutes**

No. **Item Description** **Ref.** **Discussion** **Action**

1 **Commencement of Meeting**

1.a Meeting Agenda Presentation /
Pre-Meeting Adjustments to
Agenda

As to Item 1.a, meeting started at: 5:16 p.m. Quorum was met. Item 3.e.12 changed to a Consent item. Item 3.e.11 was changed to \$44.00.

1.b Call to Order – Roll Call of
Directors & Delegates

Board of Directors

Fred Wiley, President	Present
Mark Hall, Vice President, and Chief Financial Officer	Present
Phil Crosby, Secretary	Present

Delegates



Montagna HOA by and through Stephen Greenfield & Kerri Roberts	KR Present SG Present via Zoom
Rio Vista HOA by and through Raj Doshi & Craig Michaud	RD Present via Zoom @ 5:25 p.m.
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	JD Present
Rio Bravo Country Club, LLC by and through Randy Steinert	Not Present

Guest(s)

Beth Espinoza (RVCA)	Present
Rio Bravo Fairways by and through Scott Johnson	Not Present



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

1.c Approval of the October 12, 2021, Meeting Minutes.

As to Item 1.c, PC motioned to approve the October 12, 2021, Meeting Minutes. MH 2nd – All in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Continued Guard Gate Closure Status

As to Item 2.a.1, MV summarized that operating funds will likely cover operations through end of the year and MV does not expect security services to be interrupted.

2. Open Floor

As to Item 2.a.2, inquiry was made as to annual meeting on today's day. MV indicated the annual meeting notice was mailed out and set for December 14, 2021.



Some confusion with the notice on website was noted.

As to Item 2.a.2, SS inquired about balance sheet regarding \$514K in doubtful accounts; accounts receivables with 1 million in revenue; reserve repayment; and other items. MV answered the inquired, and discussion was had.

BE noted that the pedestrian gate at the secondary access, in The Manors, has access and security issue. Discussion was had about getting a key, ensuring the gate is locked, and shoring up accessibility.

2.b Next Meeting: Annual Meeting / Elections
Tuesday, December 14, 2021, at 5:15 p.m.
Zoom or 2225 E Street, Suite 201,
Bakersfield, CA 93301 and/or via Zoom
video conferencing.

As to Item 2.b, next meeting date announced and discussion was had, suggesting that the elections be held at Rio Bravo Country Club or Tony's Pizza.

3. **Financial & Accounting**

Consent Items designated with a "C."

3.a Financial Summary – account \$56,163.10 Chase Operating Account
balances as of November 5, 2021. \$37,833.11 Chase Savings Account



\$93,996.21

As to Consent Items, 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 10/29/2021. | C | \$45,074.27
Non-redacted version available in BOD files. |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 10/29/2021. | C | \$37,833.11
Non-redacted version available in BOD files. |
| 3.d | Financial Report for October 2021. | C | Profit & Loss
Statement of Cash Flows
Balance Sheet
Budget to Expense |
| 3.e | Outgoing Funds | | RATIFICATION – Utilities/Dwelling Live |



- C 1. \$307.79 on 10/5/21 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. \$102.81 on 10/8/21 TelPlex (guard phone)
- C 4. \$107.55 on 10/8/21 to Spectrum (guard internet)
- C 5. \$600.12 on 10/14/21 to DwellingLive (monthly service)
- C 6. \$440.66 on 10/4/21 to DwellingLive (passes)

CHECKS TO RATIFY

None

CHECKS TO DISBURSE

- C 7. \$7,900.00 to R. Stanley Security (Invoice 18814 through 10/15/21)
- C 8. \$835.00 to Letourneau Landscape Services (monthly landscaping)



- C 9. \$1,678.20 HOA Management Solutions, Inc. (October 2021 services and reimbursements)
- C 10. \$250.00 to Aurelio Hernandez (November 2021 janitorial services)
- C 11. \$44.00 to Orkin (pest control)
- C 12. \$17,000.00 to Rio Bravo County Club, LLC 3rd quarter 2019 to 4th quarter 2021 (non-potable water)

3.f Other Administrative / Financial Items

- 1. 2022 Operating Budget for approval

As to Item 3.f.1, SS expressed concern over not having repayment plan on loans from reserves. Discussion was had. MV noted current proposed budget was below 20% increase from prior year, and there was room to increase assessments to fund repayment toward reserves.

PC motioned to approve increase the budget by setting the 2022 regular quarterly assessment at \$263.80, with the incremental increase from the proposed 2022 budget to be categorized as reserve loan repayment. MH 2nd – All in Favor.



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| 2. Calendar of Events for approval | As to Item 3.f.2, 2022 calendar of events reviewed.

PC motioned to approve the 2022 Calendar of Events as proposed. MH 2nd – All in Favor. |
| 3. Draft Annual Disclosures | As to Item 3.f.3, MV indicated that draft of annual disclosures was pending but MV was awaiting final budget. |
| 4. Delegate Voting Authority | As to Item 3.f.4, MV indicated that the meeting packet had a list of areas within the CC&Rs authorizing delegates to vote. |
| 5. Election Rules/Ballot | As to Item 3.f.5, MV indicated that legal counsel provided an opinion regarding cumulative voting and write-ins, which not allowed for RBCA under its governing documents. |
| 6. Casa Club Annexation and Related Billing ■ | As to Item 3.f.6 through 3.f.9, no action. |
| 7. Rio Bravo Fairways Security Gate Billing ■ | |



8. PG&E Rebill case ID 6509951392
(placeholder)
9. Assessment Lien

4. **Regular & Ongoing Business**

- | | | | |
|-----|---------------------------------|------------------------------------|---|
| 4.a | Operational Items | | As to Item 4.a, no action. |
| 4.b | Roadway Maintenance Report | | As to Item 4.b, no action. |
| 4.c | Landscape Maintenance Report | | As to Item 4.c, no action. |
| 4.d | Board Education & Training | 1. Davis-Sterling Newsletter Links | As to Item 4.d.1, education material in meeting packet. |
| 4.e | Prior Executive Session Summary | | As to Item 4.e, there was review of the collection report and status of litigation. |

5. **Security Gate Business**

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| 5.a | Security Gate Report | 1. Notable Activity | As to Item 5.a.1, reports of break-ins on Via Napoli Drive discussed. Bakersfield Police responded and incident was posted on NextDoor. Discussion had. |
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2. Guard computer screen

As to Item 5.a.2, MH indicated that someone looked at the guard computer screen, but it has not been fixed. Getting ahold of this person is best by text. MH to follow up.

3. The Manors Security Gate ■

As to Item 5.a.3 and 5.a.4, no action.

4. Cost Sharing Agreement – Guard ■

Adjournment of Meeting

Time: 6:55 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 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.