



Board of Directors Meeting

TUESDAY, September 13, 2022

5:15 p.m. on Zoom Conferencing & Tony's Firehouse Grill and Pizza, 10701 CA-178, Bakersfield, CA 93306 (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: 5:19 p.m.
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			As to Item 1.a, additional Flock camera purchase, to be added to new business; and Item 3.e.14, payment to Camera Access Technologies to be a consent agenda item.

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

Board of Directors

Fred Wiley, President (FW)	Present
Phil Crosby, Vice President & Chief Financial Officer (PC)	Present
Beth Espinoza, Secretary (BE)	Not Present



Delegates

Montagna HOA by and through Stephen Greenfield & Kerri Roberts	SG Present; KR Present at 5:30 p.m.
Rio Vista HOA by and through Raj Doshi & Craig Michaud	CM Present
Rio Vista Estates HOA by and through Skip Staley and Art Mijarez	AM Present at 5:23 p.m.
Shayan Capital, LLC (20); Kona Crown Holdings, LLC (25%); Falcon T Investments, LLC (25); and Lakewood Parkway, LLC (30) by Kris Pinero	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)	
Mark Hall (MHOA); Kelly Lucas (RBGCMHOA)	Present
Rio Bravo Fairways by and through Scott Johnson	Not Present
Rio Bravo Golf Course Master HOA by and through Tony Martinez	TM Present
Casa Club HOA by and through Ken Schmitz	Not Present
Mario Valenzuela, Sarah Resa, Manager	MV Present

1.c Approval of the August 9, 2022, Meeting Minutes.

As to Item 1.c, PC motioned to approve the August 9, 2022, Meeting Minutes. FW 2nd – Majority in Favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. 2023 Operating Budget Preparation

As to Item 2.a.1, MV provided draft budget for 2023 based on 2024 for review and comments. During discussion on Item 2.b, SG inquired as to anticipated



budget changes. MV stated that the only increase would be minimum wage for guard staff and that based on current numbers, he did not see a need to increase assessments in 2023.

2. 2023 Calendar of Events Preparation Board Election
As to Item 2.a.2, MV presented draft calendar of events for 2023, which incorporates meeting election deadlines per Davis-striling.com calculator.
3. Incumbents/Nominees Review
As to Item 2.a.3, MV announced 4 candidate submissions with only three qualifying: Fred Wiley, Beth Espinoza, and Bill Slocumb. One homeowner was not eligible.
4. Additional Flock Camera
As to Item 2.a.4, PC discussed Flock camera, status, and need for inbound camera at entry. PC indicated cost is \$2,500 per year and \$350 for installation. Discussion had. SG inquired about budget funding for camera. MV indicated there would be funding from unused line item.



PC motioned to approve the purchase of an additional Flock security camera on the inbound lane at front entry. FW 2nd – Majority in Favor.

5. Open Floor

As to Item 2.a.5, no activity.

2.b Next Meeting:

REQUEST TO RESCHEDULE

Tuesday, October 11, 2022, at 5:15 p.m. via Zoom Conferencing and/or Tony's Firehouse Grill and Pizza, 10701 CA-178, Bakersfield, CA 93306

As to Item 2.b, request made to change meeting due to traveling. Meeting date was changed to October 18, 2022.

3. **Financial & Accounting**

3.a Financial Summary – account C balances as of September 12, 2022.

\$52,458.33 Chase Operating Account
\$49,731.21 Chase Savings Account

\$102,189.54

Consent Items designated with a “C.” As to Consent Items, PC motioned to approve Consent items. PC notated a personal reimbursement for \$131.01 for signage. FW 2nd. Majority in favor.

3.b Chase Bank Checking Activity, C Operating Account, Reconciliation, and Bank Statement for account ending

\$46,545.09
Non-redacted version available in BOD files.



5572. Reconciliation report through 8/31/2022.

- | | | | |
|-----|---|---|--|
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 8/31/2022. | C | \$49,731.21
Non-redacted version available in BOD files. |
| 3.d | Financial Report for September 2022. | C | Profit & Loss [Accrual – Cash]
Statement of Cash Flows
Balance Sheet
Budget to Expense – through prior month
Budget to Expense – through year end |
| 3.e | Outgoing Funds | C | RATIFICATION – Utilities/Dwelling Live
1. \$327.53 on 8/2/22 PG&E (9301712956-5 Guard Station & Street *combined*) Electronic Payment
C 2. \$44.37 on 8/8/22 California Water Service (account 5814588888) Electronic Payment
C 3. \$105.65 on 8/4/22 TelPlex (guard phone) |



- C 4. \$107.55 on 8/8/22 to Spectrum (guard internet)
- C 5. \$600.12 on 8/8/22 to DwellingLive (monthly service)

CHECKS TO RATIFY

None

CHECKS TO DISBURSE

- C 6. \$8,460.00 to R. Stanley Security (Invoice 19296, 8/1/22 through 8/15/22)
- C 7. \$9,024.00 to R. Stanley Security (Invoice 19321, 8/16/22 through 8/31/22)
- C 8. \$1,242.00 to Elite Maintenance & Tree Service (monthly landscaping, 7/31/22 Invoice 31442)
- C 9. \$-- to Elite Maintenance & Tree Service (monthly landscaping, 8/31/22 Invoice MV noted that Elite is behind on billing RBCA.
- C 10. \$1,835.71 HOA Management Solutions, Inc. (August 2022 services)
- C 11. \$200.00 to Aurelio Hernandez (September 2022 janitorial services)



- C 12. \$250.00 to Rancho Tree Service (Invoice 7787 – Miramonte Broken Branch Removal)
- C 13. \$131.01 to Phil Crosby (Guard Station Tree Trimming/Traffic Detour Signage)
- C 14. \$1,178.61 to Camera Access Technologies, Invoice 5610.

3.f Other Administrative / Financial Items

- 1. Casa Club Billing ■ As to Item 3.f.1, MV reported discussion ongoing.
- 2. Rio Bravo Fairways Security Gate Billing ■ As to Item 3.f.2, FW indicated we are awaiting final MOU from Scott Johnson, and Rio Bravo Fairways has gradually increased its payment.
- 3. PG&E Rebill case ID 6509951392 (placeholder) As to Item 3.f.3, letter sent to PG&E regarding billing credit and marking of light poles.
- 4. Financial Review As to Item 3.f.4, no update.

4. **Regular & Ongoing Business**



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|-----|--------------------------------------|--|---|
| 4.a | Operational Items | 1. Rodeo Project Update | As to Item 4.a.1, no update. |
| | | 2. Katchay Update | As to Item 4.a.2, no update. |
| 4.b | Roadway Maintenance Report | 1. GPM Proposal – 2022 Crack Seal & Sealcoat | As to Item 4.b.1, proposal in meeting packet for information. MV summarized the recommendation by GPM with an estimate ranging from \$17K to \$23K. Discussion had. |
| 4.c | Landscape Maintenance Report | | As to Item 4.c., PC provided overview of tree work by front gate. Termites were found. |
| 4.d | Board Education & Training | 1. Davis-Sterling Newsletter Links | As to Item 4.d.1, newsletter information in meeting packet. |
| 4.e | Prior Executive Session Summary | | As to Item 4.e, Board reviewed the collection report, legal issues, and a late fee waiver. |
| 5. | <u>Security Gate Business</u> | | |
| 5.a | Security Gate Report | 1. Notable Activity | As to Item 5.a.1, MH requested more transponders. MH reported about 500 |



transponders sold since last year. Transponders are about \$13.50 each plus tax. MH recommends a purchase for 500 transponders. MH to order 500 transponders. PC donated refrigerator to the guard station.

2. The Manors Security Gate ■

As to Item 5.a.2, no activity.

3. Cost Sharing Agreement – Guard ■

As to Item 5.a.3, no activity.

Adjournment of Meeting

Time: 5:45 p.m.

After regular session adjournment, Board and delegates will reconvene Executive Session.

PC motioned to adjourn regular session and reopen executive session. FW 2nd – Majority 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.

2022 RBCA GOALS (To be Determined)

Date Achieved:	Goal Description
Not Completed	1. Acquire 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. Register RBCA to receive notices of any development projects affecting Rio Bravo Community with City of Bakersfield.
Not Completed	5. Future Entry Gates to be under RBCA.