



## Board of Directors Meeting

March 19, 2024

5:15 p.m. on Zoom Conferencing & Rio Bravo Country Club, 15200 Casa Club Drive, 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	<b><u>Commencement of Meeting</u></b>									
1.a	Meeting Agenda Presentation / Pre-Meeting Adjustments to Agenda			Meeting started at 5:15 p.m., quorum met.						
1.b	Call to Order – Roll Call of Directors & Delegates		<b><u>Board of Directors</u></b>  <table border="1"><tbody><tr><td>Fred Wiley, President (FW)</td><td>Present</td></tr><tr><td>Phil Crosby, Vice President &amp; CFO (PC)</td><td>Present</td></tr><tr><td>Bill Slocumb, Secretary (BS)</td><td>Present</td></tr></tbody></table> <b><u>Delegates</u></b>	Fred Wiley, President (FW)	Present	Phil Crosby, Vice President & CFO (PC)	Present	Bill Slocumb, Secretary (BS)	Present	
Fred Wiley, President (FW)	Present									
Phil Crosby, Vice President & CFO (PC)	Present									
Bill Slocumb, Secretary (BS)	Present									



Montagna HOA by and through Mark Hall / Stephen Greenfield	MH & SG Present
Rio Vista HOA by and through Raj Doshi or Craig Michaud	Not Present
Rio Vista Estates HOA by and through Skip Staley or Art Mijarez	AM Present
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 Jeremy Willer	Not Present

**Guest(s)**



Rowe, Schmitz, CC member	Present
Rio Bravo Fairways by and through Scott Johnson	Not Present
Rio Bravo Golf Course Master HOA by and through Tony Martinez	Not Present
Casa Club HOA by and through Ken Schmitz	Present
Mario Valenzuela, Sarah Rivera, Manager	MV Present

1.c Approval of the February 8, 2024, Meeting Minutes.

As to Item 1.c, PC motioned to approve the February 8, 2024, meeting minutes. BS 2nd. All in favor.

2. **New Business**

2.a New Items, Floor Items & Open Discussion

1. Open Floor

As to Item 2.a.1, PC expressed compliments to MH for resolving transponder problem.

RBCA will be maintaining other areas in cooperation with RBCC for the benefit of the RBCA community. RBCA will be



## 2. Proptia Visitor Management

spending on needed improvements through the RBCA community.

As to Item 2.a.2, PC provided intro about proposal to replace DwellingLive system, explained overview of DwellingLive and issues with it, including gate arm issues, printing issues, error signals causing reboots, error with entries, etc. Representative Scott Myers indicated that customers are leaving DwellingLive and recommended Proptia. MH gave history overview from Gateworks to DwellingLive. Data has been backed up due to concern over potential failure of DwellingLive. Proposal ranges from \$18K to \$20K minutes credits for reusable items and duplicate entry on proposal. It will be 4 to 5 weeks for transition. PC recommends transition to Proptia based on Scott Myers' recommendations. Card stock for DwellingLive will work for Proptia. Discussion had and questions answered. Mobile application on Google Play Store. Current transponders will

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transition over but with different transponder reader. 50% down payment will be required to start.

PC motioned to approve the proposal to switch to Proptia subject to minor adjustments to the proposal with a limit not to exceed \$23K, as modified. BS 2nd. All in favor.

Proptia will have a budget impact and will be paid from reserves. FW reinstated budget committee (RD & SG) to address budget impact from Proptia and other anticipated purchases.

### 3. CC&R Restatement Committee

FW addressed need to form CC&R Restatement Committee due to needed changes to the CC&Rs. FW would like to have a review committee look at changes. RBCA will draft CC&Rs and then send out draft to counsel for approval in order to avoid at least \$15K. BS volunteered to serve on committee and MV will secure templates and other materials. FW will



serve on committee. BS can get other community members to assist. Discussion had and questions answered. Security is a priority to ensure management of any future gates. Old inapplicable terms will be eliminated.

2.b Next Meeting:

**Today’s meeting continued to March 28, 2024, at 4:00 p.m. via Zoom. Notice to be sent.**

As to Item 2.b, next meeting was announced, and then continued to March 28, 2024, at 4:00 p.m. on Zoom for a limited agenda.

Thereafter, next meeting will be on Thursday, April 11, 2024, at 5:15 p.m. at Rio Bravo Country Club, 15200 Casa Club Drive, Bakersfield, CA 93306 and/or via Zoom Conferencing

Meeting information on website from 2019 to current date. RBCA has its own website, rbcaho.org. MV summarized documents on websites, including agendas, minutes, financials, etc. Considering login portal website. Question on financials/tax returns and status.

3. **Financial & Accounting**

Consent Items designated with a “C.”

3.a Financial Summary – account C \$73,546.98 Chase Operating Account  
balances as of March 18, 2024. \$ 2,213.37 Chase Savings Account

As to Consent Items, PC motioned to approve Consent. BS 2nd. All in favor.

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\$75,760.35

- |     |   |   |   |
|-----|---|---|---|
| 3.b | Chase Bank Checking Activity, Operating Account, Reconciliation, and Bank Statement for account ending 5572. Reconciliation report through 2/29/24. | C | \$74,641.04 – 2/29/24<br>Non-redacted version available in BOD files.   |
| 3.c | Chase Bank Savings Activity, Reconciliation, and Bank Statement for account ending 5761. Reconciliation report through 2/29/24.                     | C | \$2,213.37 – 2/29/24<br>Non-redacted version available in BOD files.  |
| 3.d | Treasury Direct – Reserves  |   | <p>\$100,000.00 Amount deducted: \$99,180.22 Question on rolling over T-bills, MV<br/>Issue date: 2/20/24 Type: 8-week bill indicated only one T-bill not scheduled<br/>\$50,000.00 Amount deducted: \$49,338.99 for rollover in order to access funds as<br/>Issue date: 2/20/24 Type: 4-week bill needed.<br/>\$50,000.00 Amount deducted: \$49,338.99<br/>Issue date: 2/15/24 Type: 13-week bill</p> |
| 3.e | Financial Report for February 2024.   | C | Profit & Loss [Accrual – Cash]<br>Statement of Cash Flows   |



Balance Sheet [Accrual – Cash]  
Budget to Expense – through year end  
[Accrual - Cash]

3.f Outgoing Funds

RATIFICATION – Utilities/Dwelling Live

- C 1. \$564.09 on 2/5/24 PG&E  
(9301712956-5 Guard Station & Street  
\*combined\*) Electronic Payment
- C 2. \$46.06 on 2/7/24 to California Water  
Service (account 5814588888)  
Electronic Payment
- C 3. \$111.06 on 2/7/24 to TelPlex (guard  
phone)
- C 4. \$113.48 on 2/6/24 to Spectrum (guard  
internet)
- C 5. \$661.64 on 2/7/24 to DwellingLive  
(monthly service)
- C 6. \$2,054.04 on 2/29/24 to DwellingLive  
(passes / supplies)
- C 7. \$57.20 on 2/2/24 to DwellingLive  
(credits)

CHECKS TO RATIFY

None





#### CHECKS TO DISBURSE

- C 8. \$9,180.00 to R Stanley Invoice 20187  
2-1-24 to 2-15-24 Security Guards
- C 9. \$8,568.00 to R Stanley Invoice 20209  
2-16-24 to 2-29-24 Security Guards
- C 10. \$4,074.00 to R Stanley Correction  
Invoice 20028 10-16-23 to 10-31-23  
Security Guards
- C 11. \$0.00 to Elite Maintenance & Tree  
Service (1/31/24 Invoice 10202715)  
monthly service \$920.53 – for  
information only
- C 12. \$350.00 to Elite Maintenance & Tree  
Service (2/28/24 Invoice 10202819) 2-  
inch line repair
- C 13. \$920.53 to Elite Maintenance & Tree  
Service (2/28/24 Invoice 10203086)
- C 14. \$6,742.97 to HOA Management  
Solutions, Inc. (February 2024  
services/reimbursements)
- C 15. \$1,440.75 to Camera Access  
Technologies (3/12/24 Invoice 5949)  
gate arms
- C 16. \$200.00 to Aurelio Hernandez  
(Janitorial March 2024)



C 17. \$47.26 to Phil Crosby – reimbursement for towels

3.g Other Administrative / Financial Items

1. Procurement Policy

As to Item 3.g.1, MV circulated Resolution on Procurement Policy and explained how it will work. Questions asked, discussion had.

BS motioned to approve Procurement Policy. PC 2nd. All in favor.

2. RBGCMHOA Reimbursement Request Letter

As to Item 3.g.2, MV reported it has not been completed and he will circulate when completed.

3. Casa Club Billing ■

As to Item 3.g.3, KS inquired. FW indicated that RBCA has provided comments to legal counsel to convey to Casa Club and information will be coming.

4. Rio Bravo Fairways Security Gate Billing ■

As to Item 3.g.4 through 3.g.6, no action.

5. PG&E Rebill case ID 6509951392 (placeholder)



6. Lien Assessments

4. **Regular & Ongoing Business**

4.a Operational Items

1. Rodeo Project Update

As to Item 4.a.1, FW provided overview of Rodeo based on his knowledge. Waiting for City and California Water approval. SG inquired about generator. Discussion had.

4.b Roadway Maintenance Report

1. Bid Review – street slurry seal and repairs

As to Item 4.b.1, PC provided summary of bids received for Casa Club Drive re-seal and repairs. A bid was also provided to re-surface Anacapa Drive. Bids considered were from Bowman, Asphalt Doctor, and GPM (GPM previously reviewed). Asphalt Doctor re-seal \$19,376, Bowman \$31K. PC explained details and distinctions in bids. GPM was about \$22-23K. The seal will be custom mix.

Anacapa Drive is \$37K for Asphalt Doctor and \$48K from Bowman. RBCA needs an agreement in place before RBCA can complete. FW addressed sources of



funds and indicated reserve study will be completed this year. Projects can be started as early as next week. SG requested RBCC help in contributions. KS inquired if Reserve Study was scheduled, MV indicated it was. KS inquired as to parking lot notation in bid. PC to get language corrected. Discussion had; questions answered. MV indicated that this item can be added to continued meeting. BS request PC clear up mistake in language.

BS motioned to approve both bids but Anacapa to be contingent on agreement with RBCC as modified with language changes. PC 2nd. All in favor.

4.c Landscape Maintenance Report

1. Tree Replacement / Service Bids

As to Item 4.c., FW brought up water line access to support landscape on Anacapa for a drip system.

As to Item 4.c.1, PC noted that in discussions with Jeremy Willer and gate improvements, trees were assessed, and it was determined that clean-up of trees was



needed. Also, cleanup of monument sign corner needs tree removal. General Tree bid at \$9,800 and Rancho gave two bids totaling about \$8,500. BS inquired about visibility of tree. SG inquired if expense would come out of reserves, PC confirm payment would be made from reserves. Discussion had.

FW motioned to approve the Rancho Tree bids. PC 2nd. All in favor.

4.d Board Education & Training

1. Davis-Sterling Newsletter Links

As to item 4.d.1, MV announced the board training material in meeting packet. FW as topics, MV indicating balcony, charging units, atmospheric river, etc.

4.e Prior Executive Session Summary

As to Item 4.e, MV noted that legal matters reviewed as well as the aging report. SG inquired of Casa Club status; FW provided brief update. Aging report had an increased number of 90-day past due. Discussion had. Continued meeting will be had to authorized lien assessments.



5. **Security Gate Business**

5.a Security Gate Report

1. Notable Activity

As to Item 5.a.1, MH discussed T-Mobile phone and internet service. \$60 plus \$20 for VOIP and one time phone purchase. Discussion had.

BS motioned to approve account change to T-Mobile for guard station. PC 2nd. All in favor.

MH addressed replacement transponders and fees. MH recommends charging \$20.00 for replacement transponders related to broken windshields. Discussion had.

- 2. Gate Repairs Status
- 3. The Manors Security Gate ■
- 4. Cost Sharing Agreement – Guard ■

As to Items 5.a.2 through 5.a.4, no action.

**Adjournment of Meeting**

Time: 6:40 p.m.

BS motioned to continue the meeting to March 28, 2024, at 4:00 p.m. via Zoom for lien assessments and, if needed, Anacapa road re-surface bid adjustment. PC 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.

**2024 RBCA GOALS**

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.