



Board of Directors Meeting
TUESDAY, January 25, 2011
5:15 p.m. @ Rio Bravo Country Club

X Minutes

___ Agenda

<u>No.</u>	<u>Item Description</u>	<u>Ref.</u>	<u>Discussion</u>	<u>Action</u>
1	<u>Commencement of Meeting</u> All Supporting Documents for this section are in Attachment 1.			Pre-meeting adjustment to agenda: correction to amount on item 2.a to \$18,360.04 and date to 1/21/11; correction to amount on item 2.c to (\$1,650.45); item 2.j.8 amount of \$1,019.26 added; and correction to \$1,942.45 for item 2.j.9.
1.a	Meeting Agenda Presentation			Roll call conducted and attendance log signed. Quorum was reviewed and determined.
1.b	Election of Officers / Appointment of Committees		Officer vacancies: President, Vice President, and Secretary. Committee(s) position to be determined by new officers.	Appointment of officers was held pursuant to Article IX of the Bylaws. All the following votes were unanimous as follows: President appointed is Stephen Greenfield; Vice President / Chief Financial Officer appointed is Mark Hall; and Secretary appointed is A & E Union, Inc. through its representative, Trinidad Hernandez.



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

Board of Directors

Mark Hall, Director	Present
A & E Union, Inc. (Trinidad Hernandez), Director	Present
Stephen Greenfield, Director	Present

Delegates

Montagna HOA by and through Terry Walker	Not Present
Rio Vista HOA by and through Rebecca Gull	Present
Rio Vista Estates HOA by and through Steve Myers	Present
Rio Bravo Heights, LLC / Whitaker Family Trust / Renegade Hills, LLC / Estates of Rio Bravo	Not Present
22 Basano, LLC	Not Present
Rio Bravo Enclaves, LLC	Not Present

Other Guest(s)



Jeni Quigley (RBFHOA), Mary Ann Bek (RBFHOA)	Present
Mario Valenzuela, Authorized Agent	Present

1.d Approval of December 21, 2010, meeting minutes.

SG motioned to table approval of December 21, 2010, meeting minutes. MH 2nd – All in Favor.

2. **Financial & Accounting Review**
All Supporting Documents for this section are in Attachment 2.

CONSENT – Consent items designated with a “C.”

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

2.a	Wells Fargo Bank Balance as of January 21, 2011.	C	\$18,360.04
2.b	Capital Source Bank CD -1, Balance as of January 21, 2011. (Reserve)	C	\$43,248.50
2.c	Capital Source Bank Balance CD-2, Balance as of January 21, 2011. (Reserve)	C	\$20,940.64
2.d	Capital Source Bank Balance	C	\$24,583.00



CD-3, Balance as of January 21, 2011. (Reserve)

2.e	Wells Fargo Bank Reconciliation Register Balance as of January 21, 2011.	C	<\$1,650.45> (redacted version). Non-redacted version available in BOD files.
2.e	Profit & Loss for December 2011; January 1 to January 21, 2011.	C	
2.f	Statement of Cash Flow for December 2011; January 1 to January 21, 2011.	C	
2.g	Balance Sheet for December 2011; January 1 to January 21, 2011.	C	
2.h	Budgeted-to-Actual Expense Report (through January 2011 anticipated payments).	C	
2.j	Outgoing Funds	C	1. \$11,160.00 to M&S Security
		C	2. \$86.21 to AT&T
		C	3. \$27.39 to California Water
		C	4. \$112.67 to PG&E (street - 9092)
		C	5. \$185.83 to PG&E (guard – 9565)



- C 6. \$79.06 to Bright House Network
- C 7. \$596.96 to GateWorks
- C 8. \$1,019.26 to Mario Valenzuela
(Copies, Postage, Office Supplies,
Misc.)
- C 9. \$1,942.45 to Rio Bravo Country
Club (Consolidated Service Billing
– December)
- C 10. \$685.30 to Trinidad Hernandez
(front entry project)
- C 11. \$10.00 to Mark Hall (Notary fee)

2.k Other Financial Items

- 1. Casa Club HOA Annexation Status As to item 2.k.1, no report.
- 2. Fuller Apartment Status
- 3. New Certificate of Deposit As to item 2.k.2, no report.
- 4. Banking Resolution Changing
Account Signers As to item 2.k.3, MH reported that the
Certificate of Deposit (2.b) was combined
with Certificate of Deposit (2.d) at Capital
Source Bank.

As to item 2.k.4, MV presented resolution
to remove DW and add SG and TH to
checking account at Wells Fargo Bank.



MH motioned to approve Banking Resolution. TH 2nd – All in Favor.

3. **Regular & Ongoing Business**
All Supporting Documents for this section are in Attachment 3.

3.a Board Education & Training

MV presented SG with 2011 Bluebook and retained one for reference.

4. **Security Gate Business**
All Supporting Documents for this section are in Attachment 4.

4.a Security Gate Committee Report / Update

Any general security gate issues.

JQ and MB had discussion with Board over security concerns related to the visitor pass, and issuance. Concern was expressed about the current systems and whether a new policy should be considered regarding passes, stickers, color coded passes, bar code passes, or some mechanism that can improve on current system.

A request was made to fix the pot holes



near the Security Gate Guardhouse exiting lane.

SG motioned to approve asphalt repairs with Quickmix. TH 2nd – All in Favor.

4.b Security Gate Items

1. Transponder Sales Update
2. RBCC Member Data to GateWorks
3. Front entry gate improvements

As to item 1, MH reported 280 transponders were sold.

As to item 2, MH and MV provided updated regarding efforts to have member data operational in Gateworks. MH indicated that the programmer was working on it.

As to item 3, MV reported that the work has been completed. Item to be removed from agenda.

4.c Security Protocols / Fee Schedule Update

MV indicated that he made some pricing changes to the 2011 Fee Schedule, namely, to the copy fees. MV sought ratification of said fees.

SG motioned to ratify 2011 Fee Schedule changes regarding copy fees. TH 2nd – All in Favor.

4.d July 4th Fireworks Show Status

Prior to the Board meeting, there was a July



4, 2011 Fireworks Show meeting, where progress was going forth to have the fireworks show. The next July 4th Fireworks Show meeting is to be held on March 1, 2011, and it will be decided whether it is a 'yes' or 'no' to have the event.

4.e Responses Robert Stenson Letter
Regarding Tracts 5516 & 5517

MV presented the response letter sent to Mr. Stenson regarding Tracts 5516 & 5517.

4.f Calendar Setting

1. Elections
2. Financials (Prior Year)
3. Annual Meeting
4. Proforma Budgets (2011)
5. Annual Disclosures (2011)
6. Other

As to item 1, the date set for elections is 10/18/2011, at the Board meeting.

As to item 2, the date set for the mailing of the 2010 financial statements is April 30, 2011 (ideally by April 1, 2011, with the quarterly billing).

As to item 3, the date set for Annual Meeting is 11/15/2011.

As to item 4, the date set for review of the 2012 Proforma Budgets is 11/15/2011, at the Annual meeting.

As to item 5, the date set for review of the 2012 Annual Disclosures is 11/15/2011, at



the Annual meeting.

5. **Executive Session**
All Supporting Documents for this section are in Attachment 5.

Executive Sessions are held after close of regular meeting except for Prior Executive Session Summary Report.

As to item 3, Collection Report, MV indicated that he would have a detailed discussion of all collection report accounts at the next Board meeting. MV was open to questions about current Collection Report.

1. Prior Executive Session Summary Report
2. Risk Management
3. Collection Report
4. Legal Action Activity
 - a. Ongoing Owner collections
 - b. HOA/Entity collections / foreclosure activity

No Executive Session was had.

6. **New Business**
All Supporting Documents for this section are in Attachment 6.

6.a New Items, Floor Items & Open Discussion

As to item 6.a, no new items.

6.b Next Meetings:

Board of Directors Annual Meeting

Date: Tuesday, February 15, 2011

Time: 5:15 p.m.



Location: Rio Bravo Country Club

6.c **Adjournment of Meeting**

Time: 7:10 p.m.

SG motioned to adjourn meeting. MH 2nd
– All in Favor.

Appendices / Supplements
Supporting Documents
notated above are in
Attachment 6.

Notes:

1. 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.
2. For simplicity, initials of Board, Delegate, & Management members are used.
3. 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.
4. Supplemental information to be provided at BOD meeting if it becomes available.
5. Items “Retained on agenda” because an open question or issue remains unresolved or because of a repetitive nature per Board directive.
6. 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.