



**Board of Directors Meeting
Election Meeting**
TUESDAY, December 21, 2010
5:15 p.m. @ Rio Bravo Country Club

___ Agenda

X Minutes

<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: item 2.j.8 amount of \$97.67 added; item 2.j.11 amount of \$249.60 added; item 2.j.12 amount of \$960.00 added; item 2.j.13 payment to FTB in the amount of \$59.28 added; item 2.j.14 payment to IRS in the amount of \$30.29 added; item 2.j.15 ratification of payment to AT&T for \$90.00; and correction to 6.b next meeting date to January 18, 2011.
1.a	Meeting Agenda Presentation			Roll call conducted and attendance log signed. Quorum was reviewed and determined.
1.b	Call to Order – Roll Call of Directors & Delegates		<u>Board of Directors</u>	
			Dave Whelden, President	Present
			A & E Union, Inc. (Trinidad)	



Hernandez), Vice President	Present
Mark Hall, Secretary	Present

Delegates

Montagna HOA by and through Stephen Greenfield	Present
Rio Vista HOA by and through Rebecca Gull	Present
Rio Vista Estates HOA by and through Steve Myers	Not 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)

Randy Stienert (RBGMHOA), Terry Walker (MHOA), Jerry Gull (RVHOA), Phil Crosby (RVHOA)	Present
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Mario Valenzuela, Authorized Agent	Present
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1.c **Elections**

1. **Instructions to Inspector of Elections**
2. **Inspector of Elections Ballot Counting from 5:15 to 5:45 p.m.**
3. **Announcement and Ballot Count Report of Ballot results by Inspector of Elections**
4. **Inspector of Elections Retention of Ballot Records**
5. **Elections Complete**

(Board may concurrently conduct meeting business and proceed with agenda if circumstances permit while Inspector of Elections performs his job.)

Elections were held at the instruction of DW. Inspector of Elections JG, with assistance from RG, was provided Ballot Instructions and all submitted ballots. JG convened to tally ballots. After 5:45 p.m., JG presented to DW the Board Election Results. DW certified the results by announcing the results with the highest number of votes going to Mark Hall (incumbent) for a two-year term, A & E Union, Inc. for a two-year term (incumbent), and Stephen Greenfield (MHOA Delegate) for a one-year term, respectively.

1.d Approval of November 16, 2010, meeting minutes.

MH motioned to approve November 16, 2010, meeting minutes. TH 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.”

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

2.a	Wells Fargo Bank Balance as of December 17, 2010.	C	\$43,309.45
2.b	Capital Source Bank CD -1, Balance as of December 17, 2010. (Reserve)	C	\$43,248.50
2.c	Capital Source Bank Balance CD-2, Balance as of December 17, 2010. (Reserve)	C	\$20,940.64
2.d	Wells Fargo Bank Reconciliation Register Balance as of December 17, 2010.	C	\$17,471.87 (redacted version). Non-redacted version available in BOD files.
2.e	Profit & Loss for November 2010; December 1 to December 17, 2010.	C	
2.f	Statement of Cash Flow for November 2010; December 1 to December 17, 2010.	C	



2.g	Balance Sheet for November 2010; December 1 to December 17, 2010.	C	
2.h	Budgeted-to-Actual Expense Report (through December 2010 anticipated payments).	C	
2.j	Outgoing Funds	C	1. \$10,815.00 to M&S Security
		C	2. \$4.38 to AT&T
		C	3. \$27.52 to California Water
		C	4. \$112.59 to PG&E (street - 9092)
		C	5. \$118.67 to PG&E (guard – 9565)
		C	6. \$79.06 to Bright House Network
		C	7. \$596.96 to GateWorks
		C	8. \$97.67 to Mario Valenzuela (Copies, Postage, Office Supplies, Misc.)
		C	9. \$1,945.78 to Rio Bravo Country Club (Consolidated Service Billing – November)
		C	10. \$285.00 to Beaumont Giplin & Tashijan
		C	11. \$249.60 to Andrea Hill, CPA Financial Statements
		C	12. \$960.00 to Andrea Hill, CPA Accounting review



- C 13. \$59.28 to Franchise Tax Board
- C 14. \$30.29 to Internal Revenue Service
- C 15. Ratification of payment sent to AT&T (Payment information not available; however, payment was under \$90.00)

2.k Other Financial Items

- 1. 2010 Financial Statements - Final
 - 2. 2011 Operating Budget - Final
 - 3. 2011 Annual Disclosures - Final
 - 4. Casa Club HOA Annexation Status
 - 5. Fuller Apartment Status
 - 6. Certificate of Deposit Maturity – renewal
 - 7. New Certificate of Deposit – Resolution Authorizing Deposit
 - 8. 2010 Statement Mailings
 - 9. 2011 Invoice Mailings on Negative Balances
- MV reviewed with Board items 2.k.1, 2, and 3 based on Final copy at the time. Board had previously approved 2011 Operating Budget by written and unanimous approval.
- As to items 2.k.4 and 5, MV had no update.
- As to items 2.k.6 and 7, discussion was had over the renewal certificate of deposit and the new certificate of deposit. Rates, term period, combining certificate(s), selection of banking institution, and more was discussed and considered.

TH motioned to approve the opening of a third certificate of deposit resolution, including the combination of current certificates, and the ability to open future certificates. The amount of the certificate of deposit based on 2010 reserves is \$24,583.00. MH 2nd – All in Favor.



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

As to item 2.k.8, Board did not find it necessary to send annual billing statements for past year at the being of new year.

As to item 2.k.9, Board instructed MV, that when cost effective because there is not a need for some other mailing, billing invoices with a negative balance will not be sent.

3.a Board Education & Training 2010 & 2011 Blue Book

No report.

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 issue.

MH reported that he will process the PG&E rebate regarding the tinting of Guard Station windows. MH also reported that guard staff indicated that the tinting has been helpful.

4.b Security Gate Items

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

As to item 4.b.1, MH reported 263 transponders sold.

As to item 4.b.2, No report.



As to item 4.b.3, discussion was had about further improvements to front gate entry.

MH motioned to approve up to \$250.00 toward additional front gate improvements. TH 2nd – All in Favor.

As to 4.b.4, MV reported that an email was sent informing Board that the rear gate improvements were made, namely, the access latch at the pedestrian access door, and increasing the timing of the closure speed for the mechanical rear gate.

MV indicated he would add a provision for the allowance of property inspections under appropriate circumstances along with the changes made during the last draft update in November 2010.

No Executive Session was held this meeting.

4.c Security Protocols / Fee Schedule Update

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.

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

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

1. December 6, 2010, Robert Stenson Letter Regarding Tracts 5516 & 5517
2. July 4th Fireworks Show
3. 2011 Calendar – Date Setting

As to item 1, discussion was had. MV reported that legal counsel indicated that there was no obligation to Stenson's principals' and such group had no standing to raise the issues set forth in the December 6, 2011, letter. Nevertheless, MH motioned to send the aforementioned response. TH 2nd – All in Favor.

As to item 2, DW reported a successful July 4th Fireworks Show meeting. A second meeting will be scheduled for January 25, 2011, between 4:30 and 5:00 p.m.

As to item 3, Board agreed to keep the same third Tuesday of the month meeting schedule.

6.a New Items, Floor Items & Open Discussion

None.



6.b Next Meetings: **Board of Directors Annual Meeting**
Date: Tuesday, January 18, 2011
Time: 5:15 p.m.
Location: Rio Bravo Country Club

6.c **Adjournment of Meeting** Time: 6:45 p.m.

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.