



Board of Directors Meeting
TUESDAY, February 15, 2011
 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 corrected amount of \$59.39 added; and item 2.k.4, banking resolution to remove person added.
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>	
			Stephen Greenfield, President	Not Present
			Mark Hall, Vice President / Chief Financial Officer	Present
			A & E Union, Inc. (Trinidad Hernandez), Secretary	Present
			<u>Delegates</u>	



Montagna HOA by and through Terry Walker	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
Fuller Apartments	Not Present

Other Guest(s)

Jerry Gull (RVHOA)	Present
Mario Valenzuela, Authorized Agent	Present

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

TH motioned to table approval of December 21, 2010, January 25, 2011, meeting minutes. MH 2nd – All in Favor.



1.d Approval of January 25, 2011, meeting minutes.

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

CONSENT – Consent items designated with a “C.”

Before vote, discussion was had on the combining of item 2.c and 2.d.

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

2.a	Wells Fargo Bank Balance as of February 11, 2011.	C	\$25,522.22
2.b	Capital Source Bank CD -1, Balance as of February 11, 2011. (Reserve)	C	\$43,248.50
2.c	Capital Source Bank Balance CD-2, Balance as of February 11, 2011. (Reserve)	C	\$20,940.64
2.d	Capital Source Bank Balance CD-3, Balance as of February 11, 2011. (Reserve)	C	\$24,583.00



2.e	Wells Fargo Bank Reconciliation Register Balance as of February 11, 2011.	C	\$5,813.82 (redacted version). Non-redacted version available in BOD files.
2.e	Profit & Loss for January 2011; February 1 to February 11, 2011.	C	
2.f	Statement of Cash Flow for January 2011; February 1 to February 11, 2011.	C	
2.g	Balance Sheet for January 2011; February 1 to February 11, 2011.	C	
2.h	Budgeted-to-Actual Expense Report (through February 2011 anticipated payments).	C	
2.j	Outgoing Funds	C	1. \$11,160.00 to M&S Security
		C	2. \$0.00 to AT&T
		C	3. \$27.52 to California Water
		C	4. \$111.42 to PG&E (street - 9092)
		C	5. \$211.25 to PG&E (guard – 9565)
		C	6. \$0.00 to Bright House Network
		C	7. \$596.96 to GateWorks
		C	8. \$83.39 to Mario Valenzuela



- (Copies, Postage, Office Supplies, Misc.)
- C 9. \$1,942.45 to Rio Bravo Country Club (Consolidated Service Billing – January)
 - C 10. \$114.00 to Beamount Gitlin Tashjian (legal fees)
 - C 11. \$10.00 to Jeremy Scheidle (transponder overpayment)
 - C 12. \$10.00 to Randy Moore (transponder overpayment)

2.k Other Financial Items

- 1. Casa Club HOA Annexation Status
- 2. Fuller Apartment Status
- 3. New Certificate of Deposit
- 4. Banking Resolution to remove Alexander Yi

As to item 2.k.1, MV presented draft of letter to be mailed to Casa Club HOA as a follow up. Board discussed content of letter.

As to item 2.k.2, MV to send billing to Fuller Apartment.

As to item 2.k.3, TH provided documentation related to Certificate of Deposits, reflecting renewed period and combined amounts. MV to update future agenda with combined amounts. Bank receipt and agenda combined amounts differed; however, Board believed



difference is attributed to interest.
As to item 2.k.4, Banking Resolution to Remove Alexander YI was discussed and voted. MH motioned to approve Banking Resolution to Remove Alexander Yi. TH 2nd – All in Favor

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

3.a Board Education & Training

RG reminded Board of 3/7/11 Doubletree CAI dinner and training.

MV to forward training flyer to Board.

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.

MH presented suggestions for guard operations he gathered from guard staff. MV to work on an 'operations' guide for guard staff.

MV to train Club staff on updating golf member guests and members to GateWorks.



Owner went through gate through exit lane, MV to send courtesy warning letter.

Discussion on various asphalt repair options for Casa Club Drive. MV to ask Randy for his recommendations.

4.b Security Gate Items

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

As to item 4.b.1, MH updated transponder sale number to 285.

As to item 4.b.2, member data completed. However, GateWorks concerns discussed. As to item 4.b.3, TH reported completion of pothole repairs with concrete at entry.

4.c Security Protocols / Fee Schedule Update

Security Protocols discussed in conjunction with 4.a items.

MH motioned to adopt Security Protocols, effective January 1, 2011, as is, currently available for public commenting. TH 2nd – All in Favor

Post adoption correction by removing Section 4.05 as repetitive to Section 4.04.

4.d July 4th Fireworks Show Status

MH reported that July 4, 2011, Fireworks



Show progress coming along with the decisive meeting set for 3/1/11.

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 items 1, no report given.

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
 - c. Action for Entry and Special Assessment Notice Against Particular Owner
 - d. Notice of Default Against Particular Owner
 - e. Notice of Assessment Lien Against Particular Owner(s)

As to item 3, Board discussed Collection Report and authorized all legal and enforcement account for Collection Report designations 43, 62, 2, 80, 45, 46, 30, 65, 31, 85, 86, 87, 53, 89, 55, 81, & 88.

Designation 89 will be mailed a demand letter first before legal action proceeds. MH motioned to authorize commence of all legal and enforcement action of the Collection Report designees above. TH 2nd – All in Favor.

MV requested authorization to subscribe to a skip tracing database for 30 days with a subscription fee of up to \$100.00. MH motioned to authorize MV to subscribe to the skip tracing database. TH 2nd – All in Favor.

6. **New Business**
All Supporting Documents for



this section are in Attachment
6.

6.a New Items, Floor Items & Open Discussion

1. May 2008 Letter to State Water Resource Board / City of Bakersfield
2. Open Floor Item: PGE Rebate for tinting windows
3. Open Floor Item: April 2011 meeting date change

As to item 6.a.1, inquiry was made as to the City or Water Resources Board's action related to the water draining issues on Tract 5516 and 5517. MV reported that the Water Resources Board had made contact with him a couple years back and they had sent the City to review but that nothing really came of it, or he was not told what did come of it. MH asked MV to investigate into the outcome.

As to item 6.a.2, TH reported that RBCC received the rebate check, which was inadvertently deposited with RBCC. TH will get reimbursement check issued to RBCA.

As to item 6.a.3, Board members discussed conflicts with the April 19, 2011, Board member date, and changing it to April 26, 2011. MH motioned to change the April 2011 Board Meeting to **April 26, 2011**. TH 2nd – All in Favor.

6.b Next Meetings:

Board of Directors Annual Meeting



Date: Tuesday, March 15, 2011
Time: 5:15 p.m.
Location: Rio Bravo Country Club

6.c **Adjournment of Meeting**

Time: 7:15 p.m.

Meeting Adjourned

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.