

MINUTES
RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION
BOARD MEETING
THURSDAY, FEBRUARY 5th, 2026

1. MEETING CALL TO ORDER at 2:00 PM

2. ROLL CALL

Board Members:

Kathy Andre, President – present

Susan McGurgan, Vice-President – present

Byron Turner, 2nd Vice President – present

Vicky Lauritzen, Treasurer – present

Cindy Sottiaux, Secretary – present

Tara Davis – Office Manager - present

3. APPROVAL OF MINUTES – Cindy Sottiaux made a motion to approve the minutes from Dec. 4, 2025, seconded by Vicky Lauritzen and unanimously approved.

4. TREASURER’S REPORT:

- Account Balances/Recap: Vicky Lauritzen read December recap. Reports for October, November, and December were handed out at the meeting. We continue to transition to the new accounting firm.

5. CLUBHOUSE/OFFICE:

- Maintenance/Handyman Position – Anthony Bisaccio will be starting part-time on 2/10/26.
- Open Board Position: RHHA is happy to announce we have a new Board member, Byron Turner, who has previously served on the RHHA Board.
- Collections efforts are underway. Courtesy and Demand letters are going out to past due accounts.
- Employee Handbook: deferred to next meeting
- 2026 BOD Election by electronic balloting/process: After looking into this option, we learned it is expensive. Vicky Lauritzen made a motion to not proceed with electronic balloting for this year, and reconsider for next year. Susan McGurgan seconded, board voted unanimously to approve motion.
- Fish & Wildlife – Deer situation in RHHA: We wanted to thank Fish and Wildlife for assisting us with a deer that had a tomato crate stuck on her body. They also reminded us not to feed the deer, as this can result in harming the deer.
- Office Telephone Issues – The office has experienced multiple ongoing problems with current provider, Mediacom. We looked into two companies; ATT&T and Norcal Telecom.

NorCal Telecom had the most to offer for a comparable price. Susan McGurgan made a motion to switch over to NorCal Telecom for our phone service. It was seconded by Cindy Sottiaux and was approved unanimously.

PRESIDENTS REPORT:

A. RHHA FIREWISE - UPDATE:

- Fire Risk RE-Inspections- FA Hearings have been scheduled for 2/24/2026.
- RHHA Spring Chipper Days – May 26th through May 29th. We will be working in collaboration with CLERC, who has received a grant to fund this program.
- Black Forest – Piles are to be cleared and burned by BLM, Cal Fire and Terra in March or April. Weather permitting
- NCO – mitigation opportunities & Pet Evacuation Event: RHHA is working with CERC on new program to help with mitigation efforts for property owners. We will be scheduling pet evacuation event with NCO.
- The RED Cross will likely have a CPR class in the last week of Feb. at the club house. More info to come.

B. BENEFIT ZONE – The Dept. of Public Works may be taking over this program-more info to come.

C. KONOCTI FIRE SAFE COUNCIL –

- 4th Annual KFSC Firewise Summit will be held on Friday, April 24, 2026. This year it will be held at Buckingham, as it has outgrown the RHHA Clubhouse.

D. CODE ENFORCEMENT – The office has been working on parking violations and personal items/trash on properties.

E. ARC: There are three properties which have roofs in non-compliance. The RHHA office has been in contact with the county regarding these properties. Reminder to owners that all exterior improvements need an ARC application.

F. MARINA – Has less usage in the winter months and is maintained by RHHA maintenance.

G. SOCIAL COMMITTEE – On Hold

H. OPEN FORUM: No owners had any comments

I. ADJOURNMENT OF MEETING at 2:35pm.