

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION

ANNUAL BOARD MEETING

SATURDAY, JUNE 26, 2021

Minutes

The Annual Meeting of Saturday, June 26, 2021, was held at the Riviera Heights Club House, 3040 Riviera Heights Dr., Kelseyville, CA.

**1. MEETING CALLED TO ORDER at 10:14 A.M.**

**2. Roll Call**

A. Board Members:

Kathy Andre, President - present  
Susan McGurgan, Vice President - present  
Nancy Yamaguchi — 2<sup>nd</sup> Vice-President - present  
Byron Turner, Secretary – present

B. Staff introductions

C. Introduction of Special Guest Speaker, John Nowell,  
Los Angeles Fire Department, Retired.

**3. Approval of Minutes**

Minutes from June 2, 2021 Board meeting submitted and motion approved to adopt minutes as submitted.

**4. ELECTION RESULTS – 2021/2022 FISCAL YEAR**

There were three open positions on the RHHA BOD. Two positions were up for election as board members Kathy Andre and Nancy Yamaguchi had each fulfilled their two-year term. Both Board Members submitted candidacy notices to run for another Board term. As there were three open positions and only two qualified candidates running, the election was deemed uncontested. Nancy and Kathy will proudly serve another two years. There is still one open position on the Board. If you are interested, please contact the RHHA office.

**5. OFFICE ISSUES/FINANCIAL REPORTS**

Financial Report Recap – May 2021 Reports for June 26, 2021 Meeting

1. Bank Balances as of 6/24/2021:

Operating Checking:	\$	8,591
Money Market:		19,062
Fire Abatement:		1,089
<u>Total - Operating Accounts</u>		<u>\$ 28,742</u>

Umpqua Reserve Checking	\$ 4,492
Westamerica Reserve Checking:	185,033
Reserve Fund CD:	103,101
<u>Total – Reserve Accounts</u>	<u>\$ 292,626</u>
<u>ARC:</u>	<u>2,025</u>

1. Total cash receipts through May were \$232,490. Of the total received, \$212,995 was for annual dues. Cash operating expenses through May were \$185,597 (25% administrative expense, 50% payroll expense, 16% property maintenance, 9% utilities).
2. On an accrual basis, total income in May was \$2,200, and expenses for the month were \$17,040. The major source of income for the month was fines and key replacement fees. Year-to-date, accrual income was \$241,800 and total expenses were \$195,490 plus a \$27,000 reserve contribution. The remaining \$27,000 reserve contribution was made in June.
3. Two properties with large outstanding balances were sold at a tax sale in June.
4. One property transfer was posted in May, bringing the total since July 2021 to 51.
5. 2021-2022 annual invoices were sent in June. A total of 634 properties were charged \$420 each in annual dues.
6. RHHA STAFF updates:
  - RHHA Collections Representative, Bruce Kupferman, was acknowledged for his work and expertise in collecting \$218,000 to date since he started part-time with RHHA in January 2017.
  - Bookkeeper, Mary Terou, of Terou Business was recognized for her hard work and efforts in managing the bookkeeping needs for RHHA on a part-time basis.
  - Former Office Manager Jessica Johnson, an employee of RHHA for 10 + years, left us to start her new career in the U.S. Air Force and has just graduated boot camp.
  - Pool Supervisor Sophie Sells, also a long-time employee of RHHA, has opened her own business, Sophie’s Day Spa in Kelseyville. We wish both Jess & Sophie much success in their new endeavors.
  - New Office Manager, Charlene Gayaldo, is doing a great job for RHHA, handling multiple major projects including budget, reserve study and annual disclosure preparation, coordinating opening of the swimming pool and responding to homeowner inquiries.

- Long-time RHHA homeowner Marcie Cadora has been hired as Fire Abatement Coordinator and is working with multiple property owners to ensure fire safety compliance. Marcie's efforts are already showing very favorable results. This is a new job position created to handle the year-round workload involved in fire abatement.
- Riviera Heights homeowner, Chris Becker is the new RHHA part-time handyman and Groundskeeper. Chris did a great job in helping to prepare the swimming pool for opening Labor Day Weekend, including pool deck resealing and painting of Clubhouse sidewalks, as well as doing multiple necessary light repairs and projects around the Club House and RHHA common areas.
- RHHA pool monitors are helping to ensure that pool regulations are followed for everyone's safety and enjoyment. Special thanks to Craig for helping Chris with pool deck resurfacing and sidewalk painting.

#### PRESIDENT'S REPORT:

##### **Club House – Update:**

A. With county and state mandated Covid restrictions now lifted, the Club House is once again available for rental by members for special events and for social events sponsored by The RHHA Entertainment Committee. Call the RHHA office for more information

##### **B. Swimming Pool – update:**

County of Lake Environmental Health Department inspected the RHHA swimming pool and we received our permit to operate the pool, which opened May 29, 2021.

Goebel Pool Company, and our maintenance/groundskeeper, Chris Becker (who is a homeowner in Riviera Heights) and pool monitors did a great job in getting the pool ready to open for the summer season. Masks and social distancing are no longer required at the pool; the pool is opened for maximum capacity of 50 people and invited guests, as well as water aerobics, are now allowed. All other regular pool rules and regulations are in effect. The pool and barbecue area and bathrooms will remain closed on Mondays for deep cleaning until we have a better understanding of the impact of lifting COVID regulations. The BOD is considering options for a new pool cover as the current cover no longer meets safety standards.

**C. ARC** - Board Director Byron Turner reminded members to please submit ARC applications to the office for approval prior to starting any remodeling or New projects on the exterior of your property. Turner also thanked members For their patience in

##### **D. CODE ENFORCEMENT:**

#### **E. SOCIAL COMMITTEE – UPDATE**

The RHHA Social/Entertainment Committee is looking for volunteers to join in planning and implementing special events for RHHA members. Please Call the RHHA office if you are interested.

#### **F. FIREWISE – update:**

- CLERC Grant – As previously announced, a joint grant was awarded to RHHA & Riviera West HOA by Clear Lake Environmental Resource Center. This is a two-part grant that includes (1) mitigation of existing CALFIRE fuel breaks that were previously created over the last four years as part of the Mt. Konocti Fire Fuel Interface Project and (2) removal of hazardous trees along main evacuation routes in both associations.

Gonzalez Brush Busters was hired to bring in an estimated 375 goats to clear brush and weeds along 35 acres of fuel break on land surrounding Riviera Heights. The project in Riviera Heights is nearing completion, at which time the goats will be moved to Riviera West to clear an additional 31 acres of land on the fuel breaks surrounding their association.

After review of bids, a contract for hazardous tree removal is in the process of being awarded to K & R Tree Specialists, Inc. Actual tree removal work will begin this August, with an estimated 45 trees to be removed in each association, for a total of 90 trees. The removal of these hazardous Grey and Knotty Cone pines will help to keep evacuation routes clear of falling trees and help to increase the chance of residents surviving a wildfire.

Kathy Andre expressed her gratitude to Phil Hartley, President of Riviera West HOA, and to Riviera Heights homeowner Debra Sommerfield, for their partnership and hard work over the past three years resulting in this major grant award. We are very grateful to CLERC for being awarded this \$189,000 grant amount to reduce fire fuel load and help protect both of our communities from wildfire. RHHA also hired Gonzalez Brush Buster to mitigate brush and weeds on the fire break located on common area land below Westridge Drive, which is in progress.

#### **Firestation – update:**

The North Konocti Fire Station 57 Taskforce, which was formed over a year ago,

continues our efforts with KFPD to increase rapid response time for fire and emergency medical incidents by increasing staff coverage for firefighters and emergency personnel; purchase needed equipment, and build a fire station within a five-mile radius of Riviera Heights and Buckingham. KFPD is working on a measure to

generate needed funds for this project which is expected to go out to vote by registered voters within the Kelseyville Fire Protection District in December 2021. The Task Force will work together with Firefighter Union representatives from Kelseyville to promote awareness and support of this measure. It is critical that this measure passes to ensure increased medical and fire safety for everyone in the Kelseyville district.

A. Guest Speaker: John Nowell – Survivability Preparedness in the Event of a Wildfire.  
Key points:

- IN AN EVACUATION – THE BEST THING YOU CAN DO IS LEAVE!  
For your safety and the safety of first responders – evacuate  
Leave early during advisory evacuation or when a fire is headed  
your way.
- Purchase and install a reflective address sign (very inexpensive) so that firefighters and medical personnel can find your house quickly in the event of an emergency.
- Subscribe to NIXLE and Lake County Alert for wildfire emergency evacuation alerts and updates.
- ZONE 117 - New Evacuation Zone program – for Sheriff’s use in evacuating Lake County communities in the event of wildfire. Areas will be evacuated by ZONES as necessary. RHHA community is designated as ZONE/Area 117 for first responders.
- Check out Firesafe Marin website, which has extensive information to help you prepare for Wildfire survivability.
- Two Hands and Five Feet – clear a five-foot safety zone around your house to prevent fire ignition from embers landing on flammable materials near your home. A five-foot zone around your house creates survivable space for you, first responders, and your property. This is one of the most important things you can do to prepare for wildfire. Generally, this is easy to do and is affordable.
- Keep automobiles gassed up and out of garage, for a quick getaway.
- Keep property well maintained, gutters clean, put mesh screen over gutters to prevent collecting of leaves.
- Turn on lights when you leave so that fire fighters can find your house.
- Don’t hose down your roof, water will just shed off and not be effective
- Leave doors unlocked so that firefighters have access to crawl space in attic (where embers can ignite fire)
- Keep propane on.
- Have a garden hose that will reach every inch of your property with a nozzle available.
- Lay a ladder down for firefighters to use for roof access.
- Fresh paint protects – repaint exterior surfaces (including under decks)
- Make sure there is nothing flammable stored under your deck.

- Install a 1/16 mesh screen under deck to stop ember ignition.
- Get a leaf blower that also sucks up the leaves (not just scatter leaves) like a Stihl Leaf Blower
- Roll garbage cans and leaf bins into garage.
- Have a generator available for backup power
- Clear areas around your home where leaves and debris collect – this is where embers will likely land and ignite a fire.

B. Prize Drawings for LISTOS EMERGENCY PREPAREDNESS EVENT:

Winner of \$100.00 gift certificate from Kelseyville Lumber - Tammy Barnes

Winner of \$25.00 gift certificate from Kelseyville Lumber - Chris Nelson.

Prize Drawings Winners at Annual Meeting - meal gift certificates:

Diane O'Sullivan; Darby & Susan Howard; John & Pat McKillip; Rose & Michael Freeberg; Lou Ward; Eddie Liu; John & Karen Nowell; Denny Renfro; Kathy Meyer and Virginia Potter.

C. Open Forum: Thank you all for coming!

D. Adjournment of Meeting at

The next monthly Board Meeting will be held at 2:00 pm Wednesday, August 4, 2021 at the Clubhouse. Contact the RHHA for more information.