

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION
3040 RIVIERA HEIGHTS DRIVE
KELSEYVILLE, CALIFORNIA 95451

FEBRUARY 1, 2017 MONTHLY MEETING

CALLED TO ORDER:

The meeting was called to order on February 1, 2017 at 2:05 PM by President Kathy Andre.

ROLL CALL:

Kathy Andre, President
Susan McGurgan, Vice President
Victoria Robinson, Treasurer
Barbara Meconi, Secretary

OTHERS PRESENT:

Jessica Johnson, Office Assistant
Stephen Stetzer, Fire wise/Code Enforcement Committee Member
Shawn Cabrera, RHHA Maintenance/Code Enforcement/Fire Abatement Supervisor
Bruce Kupferman, Account Collections

APPROVAL OF MINUTES:

The minutes of the December 7, 2016 monthly meeting were approved as presented.

ACCOUNT BALANCES: (Read by Jessica Johnson as follows:

Operating Checking	\$ 95,376
Money Market	19,039
Fire Abatement	2,289
Reserve Checking	50,318
ARC	25
Reserve Fund CD'S:	\$ 137,628

PROFIT & LOSS BUDGET PERFORMANCE & BALANCE SHEET:

- Through December 2016 accrual income is \$224,327 and expenses are \$92,722 resulting in a YTD net income of \$131,60.
- Cash basis income through December was \$204,367 of which \$190,230 was from assessment payments for the current year and previous years. Cash operating expenses for this period were \$92,189. Of the \$208,008 in assessments charged for 2016-2017 and \$3,888 in Late Fees, a total of \$184,807 has been collected, leaving an outstanding balance of \$27,089 of 2016-2017 receivables.
- There were two ownership transfers recorded during the month. YTD there have been 15 Property transfers.
- A \$63 refund was received from Franchise Tax Board for last fiscal year because estimated tax payments were not included on the return for the year ending 6/30/16. This refund was recorded as an offset against tax expense.

- Through January 25, 2017, \$91,034 in OLD, uncollectible debt still showing on RHHA receivable balances have been written off. The amounts written off included balances on properties that had been sold, but which still had balances from the previous owners on the books, foreclosures, etc.
- RHHA will be setting up bank account(s) at another local bank, in addition to Umpqua Bank, as we have exceeded the \$250,000 insured by FDIC in one bank.

NEW HIRE – PROPERTY SUPERVISOR - On January 12, 2017 the Board interviewed and approved the hiring of homeowner Sean Cabrera as full-time RHHA's Property Supervisor, responsible for maintenance, code enforcement, fire abatement, landscaping, etc. Justin Johnson is working part-time, weather permitting, but will be leaving at the end of summer to go off to college. Sean has good all-around maintenance, leadership and communication skills and was recommended by homeowners for this position.

COLLECTIONS:

During the month of December, 2016, the Board collected an additional \$1,694.00 in past membership dues. This was done mostly through established payment plans with delinquent homeowners.

The board contacted and explored working with an outside professional collection services for RHHA. After evaluating several HOA collection services i.e., California HOA Collection Services and Allied Collection Service, and reviewing their costs and protocol, the Board determined that hiring an outside agency was not in RHHA's best interest. Fees charged were too costly for homeowners to be able to recover from their debt challenges and too financially risky for the HOA.

NEW HIRE – COLLECTIONS REPRESENTATIVE: The Board announced the hiring of Bruce Kupferman as Collections Representative on January 12, 2017. Bruce came highly recommended to us by a nearby association where he has worked part-time since 2013. Bruce owned his own collections agency for over 20 years. He will be working part-time handling HOA account collections. We have already transitioned 50 collection accounts to Bruce for action. In Bruce's first two weeks on board, he has collected \$3,219.72. The RHHA will also be able to assess fire abatement fines, etc., and have a method in place to enforce the collecting of those fines.

PAY/LEASE COMPANY:

The Board voted and approved to affiliate with Pay/Lease on a month to month contract basis, setting up a service via the RHHA website where homeowners can conveniently pay their dues and accounts directly on-line, by credit card, debit card or even E-check. There is no cost to RHHA. The cost for a homeowner to use this service online is 3.25% for credit card charges plus a \$1.00 transaction fee to Pay/Lease. We anticipate having this program up and running in the next month. Homeowners' can still pay their dues and account balances by check.

VIP UPDATES:

Board members, VIP's and 2 guests met to discuss protocol regarding VIP events. There was discussion on advertising VIP events to non-association members when and if HOA monies were to be spent in supporting these events, without charging a clubhouse rental fee. It was decided that since VIP events are for our homeowners and guests only, events would not be advertised to the general public, resolving this issue. The VIP's will hold select events such as Cinco de Mayo and the annual Christmas Party, etc. while the RHHA Board of Directors will hold Association Mixers, the annual Barbeque at

opening of pool season, etc. The Board of Directors and the VIP's will support each other and work together in putting on events. All agreed that it would be good to offer more events at the Club House, such as ice cream socials, dancing, coffee gatherings, etc.

FIREWISE:

- **The Riviera Heights Homeowners Association has achieved National Fire Wise Recognition status for 2017.** We now join about 1,300 urban interface communities nationwide in this program. By achieving this goal, it enables us to apply for grant funding for fire prevention efforts; veterans may get a discount on their fire insurance and, most importantly, this program helps property owners learn how to prepare for wildfire, create defensible space, etc.
- On January 21, 2017 Kathy Andre attended Clear Lake Riviera Community Association Fire Education Seminar, with speakers from CALFIRE and Kelseyville Fire Protection, Reach, etc. One topic discussed was manning the fire lookout tower on Mount Konocti for the upcoming fire season. Volunteers are needed for this very important first response service and will be trained to spot fires and notify CALFIRE or KFPD. If anyone would like to become a "Lookout" please contact our office.
- CALFIRE and Lake County Fire Safe Council have begun the Mt. Konocti Interface Fuel Break Project, cutting MAJOR firebreaks in areas surrounding Riviera Heights, Riviera West and Clear Lake Riviera.
- We continue to work with our homeowners in clearing brush and removing dead trees in preparation for the upcoming fire season. With as much rain as we have received this winter, grasses will grow faster and higher than normal so clear your lots and weed spray now.
- Starting in March 2017, Jim Comisky will again be doing fire risk inspections for all RHHA properties. He will inspect and make a fire risk assessment of each RHHA property, with focus on defensible space. Properties will be rated High, Medium or Low fire danger. Owners will be notified of medium and high fire dangers so that these matters can be addressed immediately.

STORM IMPACT:

Some of our homeowners have experienced damage due to the series of storms we have had. We have notified homeowners of downed trees and fences, damaged storage sheds, etc. and offering assistance.

CODE ENFORCEMENT:

APN #045-226-010 RHHA Feral cats, trash and sanitation problems. Sean Cabrera trapping feral cats left by homeowner/tenant. Working with foreclosure company to resolve.

APN #045-162-090 Damaged fence dispute.

APN #045-173-090 swimming pool, etc. removed from neighboring lot; issue resolved.

APN #045-226-110 Mattress/debris removed from front yard. Issue resolved.

APN #045-233-190 Dogs continuously off leash homeowner hearing date;

Sign on the corner of Skyline & Riviera Heights Drive was knocked down. Public Works Department was called to repair/re-install.

Sign at the corner of Marina View & Vista Grande was knocked down; Public Works was called to repair/re-install.

CLUBHOUSE ISSUES:

A new Mitsubishi Heating/AC System was installed in the Club House by Jonas Energy. The total cost for this was \$21,500. This was an approved/budgeted reserve expense. Building permits were obtained. The old units were almost 30 years old and had stopped working.

POOL BATHROOMS:

John Goss Sewer & Backhoe Service's bid for \$2,500 was accepted for replacing the old plumbing lines from the bathrooms to the septic system. This has been an on-going problem, as pipes are almost 50 years old, are root infested and crumbling.

SWIMMING POOL:

The swimming pool's new heater and pump will be installed next week by Summers Pool Equipment. Also, we are meeting with Rich Kisling regarding the pool decking project. Sean Cabrera and Justin Johnson have removed the concrete/wood benches and the concreted umbrella stands so that we can add more seating capacity to pool deck.

MARINA VANDALISM UPDATE:

Due to vandalism of the old water pump house at the Marina, which was used for storage, the building will need to be torn down. Our insurance carrier has agreed to pay \$14,790 less \$1,000 deductible, as this was what the cost would be to have it repaired. Kathy explained that the building needs to be replaced with something of equal or greater value, per Davis Stirling.

NEXTDOOR NEIGHBOR WEB SITE:

This is a new web site that was started by Bonnie Riley. It is a good source for sharing information in the neighborhood.

WATER UPDATE:

Lynette Fishel-Dunbar Special Districts 20 representative reported that a 4.5 million grant was received to replace our existing water treatment plant. Special Districts still pursuing separate grants for an additional 2 million. No one knows how much longer it will be.

The meeting was adjourned at 3:30 PM

Minutes Respectfully Submitted by Barbara Meconi, Secretary

Approved by, Kathy Andre President _____

