

**RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION**  
**BOARD MEETING**  
**WEDNESDAY, February 3, 2021**

**Minutes**

The Board Meeting of Wednesday, February 3, 2021 was held via teleconference (ZOOM - due to Shelter-In-Place orders) at 2:00PM.

**1. MEETING CALL TO ORDER at 2:04 P.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

**3. Approval of Minutes**

Minutes from January 13, 2021 Board meeting submitted and approved.

**4. OFFICE ISSUES/FINANCIAL REPORTS**

Account Balances as of 2/3/2021

Bank Balances as of 2/3/2021:

Operating Checking:	\$	93,345
Money Market:		19,060
Fire Abatement:		<u>1,089</u>

<u>Total - Operating Accounts</u>	<u>\$</u>	<u>113,494</u>
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Umpqua Reserve Checking	\$	8,077
Westamerica Reserve Checking:		165,755
Reserve Fund CD:		<u>103,101</u>

<u>Total – Reserve Accounts</u>	<u>\$</u>	<u>276,933</u>
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<u>ARC:</u>		<u>2,025</u>
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1. Total cash receipts through December were \$210,400. Of the total received, \$203,250 was for annual dues. Cash operating expenses through December were \$104,240 (25% administrative expense, 54% payroll expense, 10% property maintenance, 11% utilities).
2. On an accrual basis, total income in December was \$725 less fine and late fee reversals of \$138 and a key replacement fee refund of \$500. Expenses for the month were \$12,830. Year-to-date, accrual income was \$246,800 and total expenses were \$99,100.
3. There were two property transfers posted in December, and a total of 22 since July.
4. The budgeted contribution to the reserve account for 2020-2021 is \$54,000. Half of the contribution was made on February 3, 2021.

#### **Office Staff Changes:**

Charlene Gayaldo is the new office manager. Jessica Johnson, who is leaving for the Air Force Reserves is training her. Jessica Johnsons' last day will be February 25<sup>th</sup> 2021. Sophie Sells will also be leaving to further her success in her business, Sophies Day Spa. However, she will continue with her pool duties until a replacement is found.

#### **PRESIDENTS REPORT:**

##### **A. CLUB HOUSE – UPDATE**

A. We are in the process of interviewing outside pool companies and assessing the pros and cons of having an outside vendor to manage/maintain the pool. We have interviewed Goebels Pool Service and will be going over the budget to see if it is feasible. While the pool is only open from Memorial Day weekend through Labor Day weekend typically, the pool still must be maintained year-round. As mentioned before Sophie will be leaving, so finding a replacement to maintain the pool is necessary.

We are also currently looking at the option of having a groundskeeper/maintenance company to maintain the landscaping at the clubhouse and marina.

B. California has a new state law that requires all volunteer Board of Directors members as well as any employees, including supervisors, to take sexual harassment training. This course can be completed online and takes about 2 hours to finish. Once completed the site will issue a certificate of completion that is good for 2 years.

##### **B. FIREWISE - UPDATE:**

###### **A. Risk Reduction Authority Meeting 1/25/2021**

CLERC is considering our proposal for a grant that would include Riviera Heights and Riviera West. This grant would include the removal of grey and knob cone pines that are along the evacuation routes and the main streets of Riviera Heights and Riviera West. The total amount of the grant could be between \$100,000 - \$250,000.

The Governor has recently increased the funding for wildfire reduction in his budget to \$1 Billion. The Board of Supervisors has signed a letter of support and has sent this to the appropriate people to seek funds for Lake County.

**B. Benefit Zone Program - update**

The bids for the Benefit Zone Program are now required to be sent to the county in sealed envelopes. These bids must be received by February 15, 2021. At this time they will start awarding contracts to vendors and the actual work should start fairly quickly after that.

**C. Fire Station- taskforce update**

There will be a meeting with the Fire Department, KFPD and union representatives on February 11, 2021. This meeting will be to discuss all costs to build and maintain a fire station within a five- mile radius of Riviera Heights/Buckingham. As of now we are working on obtaining a Memorandum of Understanding from the union representatives.

**D. On-going work with property owners to abate properties in non-compliance.**

Since our latest snowstorm, we have seen, as well as gotten numerous phone calls regarding downed trees/limbs/branches. The Board is discussing having an additional chipper day to help the members clear their lots. However, since this is not a budgeted event, this could require homeowners to contribute to the cost of having an additional chipper day. With the chipper day cost from Timberline we would need at least 35 homeowners to sign up for this program at a cost of approximately \$50 each for 20 minutes of chipping. The board will review the bid from Timberline in Executive Session.

**C. MARINA COMMITTEE – UPDATE**

**A. Marina Pier Update-**

The permits for the building of the new pier, costing approximately \$5000 have been paid for and received. The building of the pier sections and platforms, that take place in the warehouse, begins today. Also, the lake level has modestly increased, meaning that the barge can be moved out. However, there is an erosion issue at the concrete abutment where the pier connects. This erosion problem will require repairs as well as shoring up prior to installing the new pier. President Kathy Andre will be meeting with Mark Tanti on Thursday 2/4/21 to further assess the situation and come up with a plan and estimated cost to get this fixed. After which, the board will discuss and vote.

**F. ARC COMMITTEE – UPDATE**

Byron Turner, the board secretary is now heading up the ARC committee as well as the code enforcement committee. Please keep in mind any exterior work being done on a property must have a submitted and approved ARC application on file in the Riviera Heights office. Also, if permits are required by the county for your process, these must also be on file in the Riviera Heights office.

**G. CODE ENFORCEMENT – UPDATE**

There have not been many code enforcement violations recently. For the few that we do have, the Board has been working with the property owners to resolve the issues.

**H. WATER – UPDATE**

The state of California is still in a mandated water moratorium. However, the Riviera Heights HOA was recently informed that Special Districts was able to release 56 water meters for sale in the Riviera Heights area (Special Districts 20) . As of today, there are 13 water meters that have been contracted out and paid for. 10 more water meters have been contracted out and are awaiting signatures and payments. This means that special Districts still has 33 water meters for property owners to purchase. A mailing has gone out to all property owners of the Riviera Heights HOA instructing them on how to purchase a water meter for their property.

**I. SOCIAL COMMITTEE – NEW**

Lake County is still in a lockdown status due to Covid-19

**J. OPEN FORUM** Comments from the residents participating via Zoom.

**K. ADJOURNMENT OF MEETING** Meeting adjourned to closed session at 3:11 p.m.

**The next monthly Board Meeting will be held on Wednesday, March 3, 2021 at 2:00PM via teleconference, pending Covid-19 Shelter in Place Orders. Contact the RHHA for more information.**