

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION  
3040 RIVIERA HEIGHTS DRIVE  
KELSEYVILLE, CA., 95451  
MONTHLY HOMEOWNERS' MEETING FEBRUARY 7, 2018

CALL TO ORDER:

The meeting was called to order at 2:05PM by President Kathy Andre

ROLL CALL:

Kathy Andre, President  
Susan McGurgan, Vice-President  
Elma Duncan, 2<sup>nd</sup> Vice-President  
Victoria Robinson, Treasurer  
Barbara Meconi, Secretary

APPROVAL OF MINUTES:

The minutes from January 3, 2018, homeowners' meeting were approved as presented.

BANK BALANCES AS OF 2/7/2018:

• OPERATING CHECKING	\$ 90,172
• MONEY MARKET	19,044
• FIRE ABATEMENT	1,689
• ARC	25
• UMPQUA RESERVE CHG.	59,717
• WESTAMERICA RESERVE CHG.	83,833
• RESERVE FUND CD:	\$ 100,894 TOTAL

CASH RECEIPTS:

Cash receipts through December were \$218,700.

COLLECTED IN HOA DUES (current & prior years):

\$ 197,760 HOA DUES as of Nov. 30<sup>th</sup>, less than 9% of the 2017/2018 dues remain uncollected.

COLLECTED IN LATE CHARGES, FINES, TRANSFER & ESCROW FEES, MISC. INCOME & INTEREST:

\$ 20,940

TOTAL EXPENSES ACCRUAL-BASIS FOR NOVEMBER:

\$15,867

PAYROLL EXPENSES:

Payroll expenses were under budget by about 11% for the month and are six percent over year-to-date.

PROPERTY TRANSFERS:

There were three property transfers in December and 24 since July 2017.

**MANAGER'S REPORT:**

CLUBHOUSE UPDATE:

**\*STATE FARM INSURANCE:**

Board Members met with State Farm Insurance Agent Tuesday, January 9, 2018 to discuss additional coverage for common areas of Riviera Heights (Club House, Marina, Pool, land parcels, etc.) to make sure we have appropriate insurance coverage in the event of a wildfire or other natural disaster. State Farm will send us revised coverage and estimate of any related insurance increases.

\*We have been notified that our insurance deductible had been raised to \$5,000 due to the two acts of vandalism and related insurance claims that occurred last year.

**\*PAYROLL:**

Mary Terou, of Terou Business Service, has completed and filed our annual W9's for RHHA.

**\*LIEN FEES COSTS:**

Due to California State increase in lien fees, the Board of Directors voted unanimously to pass the cost of recording and notary fees, as well as a \$30 administration fee, on to those homeowners' who have had liens placed against their property due to unpaid fines, dues, etc. and revise disclosures to reflect this.

\*Jonas Energy Systems did their annual maintenance check on our Mitsubishi AC/Heating System. This system was installed in the Clubhouse one year ago. There was no charge for this maintenance check.

FIREWISE:

**\*LAKE COUNTY VISION MEETING:**

Susan McGurgan reported that fire abatement issues were the topic of the meeting. Lake County has a lack of funds and because of this, our fire departments lack man-power. They do accept volunteers; however, all volunteers must go to school and be trained before they can be accepted. She said there is a shortage of man-power which leaves stations being manned by only a few firefighters at any one time.

**\*KFPD MONTHLY BOARD MEETING:**

Kathy gave presentation at this meeting and asked how Riviera Heights, as well as neighboring associations, could better partner with KFPD regarding fire safety, protection, and education?

**\*MOUNT KONOCTI INTERFACE FUEL BREAK PROJECT:**

Calfire is working with Konocti Conservation Camp putting fire breaks in at no cost to RHHA. Work has begun at the end of Evergreen and will go to the back of Westridge. We will be addressing which areas are priority. A grant was obtained through Lake County Firesafe Council and KFPD for this project.

One idea was about a new spray product that is made up of graphite and water. Once sprayed on property, it repels fire. PG&E is using this same product on their poles. All the Rivas' discussed the possibility of buying this product in bulk which may entitle us to a discount. Riviera West HOA president will be calling the company for more information.

**\*LAKE COUNTY FIRE SAFE COUNCIL MEETING:**

There was also a discussion on homeowners' insurance. Most major companies in California are pulling out of California. Jim Steele, Supervisor, spoke of Dale Insurance Company, who specialize in high-risk areas. They have an incentive program. The way it works is, before they issue a policy, they inspect the home. They have a check list on ways to prevent fire. The more you do to protect your home, the less your premium will cost

**MEETING WITH BATTALION CHIEF SHAWN O'HARA:**

Our Board met with Chief O'Hara and discussed three things we will be focusing on this fire season.

1. EVACUATION
2. FIRE FUEL REDUCTION AROUND HOMES - CREATING DEFENSIBLE SPACE.
3. GETTING OUR COMMON AREAS CLEARED.

Also discussed was best defensible space locations to put in new or expand existing fire breaks on RHHHA common areas, focusing on Westridge Drive and 7195 Grande Vista. RHHHA property on Vista Grande has not been cleared in years. We are obtaining bids on having this area cleared; however, we may be able to obtain the help of CAL FIRE and Konocti Conservation Camp to clear these areas. These projects will be funded through our Reserve Funds. One bid from Majestic Landscaping for Westridge Drive to clear an additional 50' of property downhill, 50x200' clearing of brush, trees using a 5-man crew, would be approximately \$14,000. On Vista Grande, the bid to clear 175x90' section would be approximately \$5,500.

PG&E is working to clear back brush on both sides of Soda Bay Road, the Black Forest to Clear Lake Riviera, to create wider/safer evacuation roads in the event of wildfire.

**\*NIXEL ALERT SYSTEM:**

This is an alert system operated by Lake County Sheriff's Department. In the event of an emergency, you will be notified through your cellphone, computer, or landline of the emergency. You must register with the sheriff's department. You can go online to Lake County Sheriff's Department, Nixel Alert Program. If you do not have a computer you can call the Sheriff's Department to register.

**REFLECTIVE ADDRESS SIGNS:**

In the event of an emergency, it is important that first responders find your address quickly. Therefore, reflective address signs are encouraged. Every homeowner should purchase one of these signs through the Kelseyville Fire Protection District. Applications are available at the RHHHA Office or purchased through KFPD for \$30.00. When they arrive (6-8 weeks from time of ordering) the signs will be installed by the KFPD at no extra charge.

**\*FIRE HYDRANT/BLUE STREET REFLECTORS UPDATE:**

Chris Welch, Committee Member contacted Scott Harter of Special Districts, regarding the missing Blue Reflectors that were removed and never replaced when the roads were repaved. These reflectors are very important to firefighters as they help them locate the fire hydrants quickly. Last year, Stephen Stetzer located and mapped all the hydrants in our area. Thanks to Chris Welch these reflectors have now been replaced.

**\*ANNUAL FIRE RISK INSPECTIONS:**

Jim Comisky will once again do fire risk inspections throughout Riviera Heights. He will begin his inspections on March 1<sup>st</sup>. He will check every home for fire dangers and note them on a Firewise Inspection form. If no fire hazard, a notice will be left on your door stating this. If house is assessed as a medium or high fire danger, inspection forms will be sent from the RHHA Office to homeowners. Fire inspection forms for all vacant lots will be mailed directly to property owner by RHHA Office.

**\*CHIPPER DAYS:**

Once again, this year, we will be working with Timberline Management on our "chipper day" program. This year we may be moving the date up to May instead of June in order to get a lead time on fire season. Chipper Days' Notices will be sent out ahead of time. If you are interested, you may call, or come in the office to sign up. If necessary, we may hold another chipper day in June.

**\*UPDATING HOMEOWNERS/TENANTS LIST:**

We will be updating our APN property list focusing on which are homes and which are lots. We will also identify which properties are rentals, year-round, or seasonal, as part of our Firewise Evacuation preparedness.

**\*ADVANCE SIREN ALERT WARNING SYSTEM:**

The Board met with Federal Signal to talk about the feasibility of putting in a siren system like the one they have put in in Cobb and Middletown. Because of the challenges we face being against the mountain, and the way our properties are situated, we would need two sirens. They are very costly and not as effective as we would like them to be. This is also an expense that could not come out of the Reserve Fund and, therefore, we would have to raise the money by assessing property owners. Because of the excessive cost (approximately \$75,000) the Board voted to consider this for the following year and perhaps obtain grant funding for this project.

**\*BOARD VOTES ON ASSESSING FIRE ABATEMENT FINES:**

The following properties will be assessed fire abatement fines as voted and approved by the Board of Directors:

045-201-130 No response to second hearing letter; Fine assessment \$1,500

045-193-010 Owner fined \$1,500 for fire abatement violations and lien filed.

045-193-030 Owner fined \$1,500 for fire abatement violations and lien filed.

**MARINA:**

The old water pump house has been torn down by John Goss. This cost was paid for by our insurance. We must now decide what to do with this space.

\*Gary Hill, head of the Marina Committee suggested we explore costs and consider putting in a sandy beach where rocky beach now is at the Marina so that more people might use the Marina. We will need to obtain bids to have rocks removed and sand added.

\*Gary Hill stated that a steel cross brace at the end of marina pier has broken and needs to be repaired or replaced by a welder. We will contact Darrell Davis Fabrication for estimate and scope of work.

#### WATER UPDATE:

Kathy reports, per Jill Shaul at Special Districts, the grant application process for funding the capital improvement for the refurbishment of the water treatment plant has been resubmitted at the Federal level for approval. There has been a delay because the application was returned to Special Districts. Because NEPA (the Federal Govt's environmental protect agency) required a new archaeological dig report. This has now been completed by Special Districts and re-submitted at the Federal level. Grant approval is in the pipeline for final approval. Special Districts is optimistic that once the grant is lifted and property owners should be able to obtain water hookups. Grant for replacement of our wooden water tanks with new steel water tanks is also still pending.

#### SOCIAL COMMITTEE UPDATE:

Kathy announced the formation of the RHHA Social Committee and are seeking volunteers. We are also looking for anyone who may be interested in joining our Marina or Firewise Committees. Anyone interested in joining these committees please notify Jessica and the RHHA office. All volunteers must be RHHA members in good standing.

#### CODE ENFORCEMENT/ARC/FIREWISE:

045-203-050 Tenant moving out will clear debris  
045-203-060 Downed tree branches need clearing.  
045-233-210 Call reporting children with pellet gun. Situation being resolved.  
045-232-140 Report of truck and trailer parked in backyard; light fixture too bright.  
045-153-190 Owner requesting light shield for parking lot light at clubhouse.  
045-233-190 Dogs off leash; hearing letter sent with potential \$250 fine.  
045-142-330 Tenant attended hearing; situation resolved.  
045-142-070 Given until July 1, 2018 to begin home improvements.

#### ARC:

045-192-010 Owner met with ARC/Board obtained approval for retaining wall replacement  
045-162-080 Owner requesting height variance on existing home denied.

#### FIREWISE:

045-171-250 Hearing letter sent; Owner responded and cooperating with RHHA.  
045-201-140 Second hearing letter sent; owner sending check for \$600 to clear lot.  
045-234-130 Follow up letter sent to owner after property inspection; lot partially cleared.  
045-234-180 Sent 2<sup>nd</sup> hearing letter potential fine of \$1,000.  
045-252-050 Owner sending check to have property cleared; paying outstanding HOA account dues.  
045-152-240 Working with owner to achieve fire abatement compliance by 2-10-18.  
045-264-190 Owner obtained KFPD permit for controlled burn.  
045-233-110 Owner will clear property; Also paid past dues on 2/5/18.  
045-261-150 Contacted office regarding neighbor's dead pine tree.  
045-181-100 Second hearing letter sent; potential fine of \$1,500. Owner's son agreed to have cleared.

FIREWISE CONT'D.

045-173-050 Hearing letter sent to limb up walnut trees & remove 2 scrub oaks.

045-201-130 2<sup>nd</sup> hearing letter sent with potential fine of \$1,500.

045-183-070 Bid obtained from Majestic Landscaping to have lot cleared. Hearing letter  
Sent with potential fine of \$500.

045-183-080 Bid obtained from Majestic Landscaping to have lot cleared; hearing letter and  
Bid sent to owner; potential fine of \$1,000.

045-183-200 Bid obtained from Majestic Landscaping to have lot cleared; hearing letter and bid  
Sent to owner; potential fine of \$1,000.

The meeting was adjourned at 3:30pm

Minutes respectfully submitted by Barbara Meconi, Secretary

Approved by Kathy Andre, President \_\_\_\_\_