

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION
3040 RIVIERA HEIGHTS DRIVE
KELSEYVILLE, CA. 95451

MONTHLY HOMEOWNERS' MEETING MARCH 1, 2017

MEETING CALLED TO ORDER:

Kathy Andre, President called the monthly homeowners' meeting to order at 2:10PM.

ROLL CALL:

Kathy Andre, President
Susan McGurgan, Vice President
Victoria Robinson, Treasurer
Barbara Meconi, Secretary
Jessica Johnson, Assistant Office Manager

OTHERS PRESENT:

Sean Cabrera, Property Supervisor

APPROVAL OF MINUTES:

The minutes from February 1, 2017 meeting were approved as presented.

OFFICE ISSUES:

Financial Report/Bank Balances read by Jessica Johnson as follows:

Operating Checking:	\$ 105,436
Money Market:	19,039
Fire Abatement:	2,289
ARC:	25
Reserve Checking:	42,018
Reserve Fund CD's:	137,628

Kathy reported that we are transferring monies from select bank accounts from Umpqua Bank to West America Bank due to FDIC insurance, who only insure only up to \$250,000. Currently, RHHA has funds in excess of this insured amount at Umpqua Bank, thus making it necessary to transfer some monies from Umpqua to another bank.

Kathy reminded the homeowners that the Profit & Loss Budget Performance and Balance sheet are reported on an accrual basis to maintain consistency with annual review reports. The spreadsheet is essentially a cash basis P&L taking the cash receipts and disbursements from the reconciled bank account registers and recording them in their corresponding income and expense accounts.

Through January 2017, accrual income is \$224,835 and expenses are \$119,933 resulting in a YTD net income of \$104,902. This includes a reserve expense of \$21,025 for the new heating system.

Cash basis income through January was \$226,238, which included the transfer of \$50,343 from one of the reserve CD's to the reserve checking account. Of the remaining YTD cash income, \$191,179 was

from assessment payments for the current year and previous years. Cash operating expenses for this period were \$102,759.

Of the \$20,008 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 17 property transfers.

COLLECTIONS:

For the month of February, we have collected an additional \$6,504 in past due accounts. Bruce Kupferman started on January 17, 2017, and has been making positive strides in setting up payment plans and identifying owner assets/preparing select accounts for small claims court, etc. One property owner will be paying \$2,500 in April.

Mary Terou, Jessica Johnson and Kathy Andre have been "cleaning" up the books on receivables (i.e., owners who have not paid dues/fines, on properties which were sold 5 years ago, and were still on RHHA open balances). This is a time-consuming, tedious job, which sometimes requires going to the court house to get deeds or death certificates.

Because we have had numerous requests from homeowners to use credit cards when paying their dues, we have decided to sign an agreement with PayLease Company. This is a company that accepts online payments using credit cards/debit cards, or "E-Check." The company was established in 2003 and has a 98% client retention rate, and has more than 4,500 management companies nationwide. They represent over 11 million units. The cost for a homeowner would be \$2.95 for an E-Check or 3.25% for using their credit card. Pay/Lease receives \$1.00 per transaction. There is no cost to RHHA. On March 10 we will have training and will be setting up our website with this information.

VIP'S UPDATE:

The VIP's will hold their annual Cinque De Mayo celebration on May 20, 2017. They will have a potluck dinner on July 8, 2017. On October 21, 2017 they will have an Oktoberfest celebration.

FIREWISE/FIRE ABATEMENT:

Saturday, March 4, 2017, from 10am-Noon we will be holding a Firewise meeting to launch our annual properties fire risk assessment/inspection program. The meeting will focus on homeowner's preparing "Defensible Space" around their homes. Jim Comisky, our guest speaker, will once again be doing the property inspections for RHHA beginning in March and will continue through May. Property owners will be notified only if their property is medium or high fire hazard. Mr. Comisky is a 30-year fire industry professional. He is on the Fire Safe Council for Lake County, and works in conjunction with Cal Fire as well as Kelseyville Fire Protection.

In January, Riviera Heights Homeowners' Association finally achieved national Firewise Communities/USA recognition status for 2017. Our Board and Firewise Committee members volunteered over 500 hours since Sept. of 2015 in qualifying for this recognition, putting together and implementing an aggressive year-round fire mitigation program. THANK YOU to all homeowners who cleared their lots, removed dead trees and brush, etc. this past year. Together with our Firewise Committee efforts and accomplishments, we achieved this award.

Being a Firewise Community helps us to educate homeowners in firewise mitigation, allows RHHA to apply grant funding and may also have some insurance benefits. We join Riviera West and Clearlake Riviera as a Firewise Community. RHHA has applied for a \$500 grant for our May 6, 2017 National Fire Preparedness Day meeting. This event will focus on Evacuation Preparedness procedures and what to expect. Owners have been asked to go online and vote in order for us to get this grant. If we get this grant, the money will be used for informational materials, event banners, handouts items, etc. at this meeting.

FIRE ABATEMENT:

- 045- 252-180 3 small trees/1 large tree/bank cleared by Francisco Tree & Garden Service
- 045-262-100 homeowner (now on payment plan) was charged \$200 for chipping brush
Chipping work done by Francisco Tree & Garden Service.
- 045-271-090 Sean Cabrera cleared 10' section of RHHA property brush abutting homeowner property
- 045-142-090 Sean Cabrera volunteered to clear this property (posed fire hazard to neighbors).
Homeowner deceased.
- 045-153-210 Large area of RHHA property below Club House cleared of brush by Sean Cabrera
And Justin Johnson.
- 045-264-180 Special Districts - Stacks of cut brush – high fire danger; contacted Special Districts
to chip/clear around water tank
- 045-283-120 Special Districts/Co. Lake – notified to clear around water tank
- 045-226-200 Two large pines next door APN #045-226-080 need to be cut back due to fire
Danger
- 045-252-230 Large tree came down in last storms; almost hit house next door; obtaining bids
For removal on behalf of homeowner
- Fire Abatement Hearing date letters with pending fines for 2016/2017 have been sent
to 22 homeowners' (7 of which are deceased); Board will vote on final fines as needed.

ARC:

- 045-231-050 Application for chain link fence approved
- 045- 225-020 Application for solar approved
- 045-226-140 Responded to neighbor concerns on work in basement
Needs ARC approval/app for stairs from main level of house
Downstairs (outside) to basement. Site inspected.
Waiting for ARC app to be turned in.

- 045-253-050 Started deck without ARC app/approval

CODE ENFORCEMENT:

- 045-226-010 18 cats/1 racoon caught. Expenses for trapping/labor/mileage for cat rescue will be charged to B of A via Realty World Working with Realty World who will be handling Removal of all trash/mattresses left in yard. House Will go on market after clean up completed.
- 045-225=060 Damaged cyclone fence dispute being addressed
- 045-221-020 Operating AirBnB/renting out for less than 30 days Hearing date set
- 045-233-190 Dogs off leash/tenant issues Hearing held and solutions underway

WATER UPDATE:

According to update from Special Districts, the grant for \$5 million is still pending; anticipates about 2-6 months for grant approval. Water hook ups for RHHA property owners may be available from State Water Department upon final grant approval and funding.

FIRE MITIGATION POLICY:

Kathy reported that she has been reviewing RHHA's Fire Mitigation Policy. Our community has a burn ban in place; however, we have had a few owners that have inquired about a "control burn" on their property. These are owners that have an acre or more and spend thousands of dollars each year to clear the properties of leaves and debris. Andre asked for input from homeowners regarding this matter. She has discussed this with Cal Fire, Kelseyville Fire Protection District/ Lake County Air Quality Control, etc. who encourage the reduction of fuel in our community by use of controlled, approved burns. After further discussion, and incorporating Homeowners recommendations, Kathy Andre made a motion that the Board vote to (1) revise our Fire Mitigation Policy to allow only those few owners of properties that meet the Burn Permit Requirements and obtain an approved burn permit from KFPD be able to burn in Riviera Heights (2) that owner must provide RHHA office with copy of approved burn permit from KFPD prior to burning, or be subject to a fire abatement fine and (3) RHHA will notify/post info regarding an approved burn date so that homeowners would have advance notice. Susan McGurgan seconded the motion, all Board members approved.

For fire mitigation purposes regarding RHHA owned parcels of land/properties, we are looking at the possibility of using goats to reduce fire fuels. Sean and Kathy will be meeting with a local company to explore this option and learn what is involved, the benefits and cost feasibility.

CHIPPER DAY:

Chipper Day has been set for June 8th and 9th this year. We will be working with Ricky Junker of Timberline Management. Ricky did the program with us last year.

Also, at a recent Lake County Fire Safe Council meeting, PG&E discussed the possibility of doing a free chipper day in each one of the Riviera developments.

VOLUNTEERS:

We have at least 7 properties with high fire danger that need to be cleared but the owners are deceased. We cannot use RHHH money to clear these lots and, therefore, are in need of volunteers. Kathy asked if anyone had any ideas as to how to get volunteers.

Jessica said that she had called Kelseyville High School asking for volunteers since seniors need to volunteer so many community hours as part of their graduation requirement. Kathy thought perhaps we could get volunteers to clear lots, the high school volunteers could just haul the brush to be chipped.

Sean Cabrera and Justin Johnson are clearing land down below the clubhouse of brush, debris, branches for fire fuel reduction.

Regarding lot clearing and tree removal, etc. RHHH will not provide names of any vendors in our area that do this work if they are not insured and/or licensed as required by the State due to liability risks. RHHH is updating a list of vendors to provide to homeowners.

CLUBHOUSE UPDATE:

The bathroom plumbing project has been completed by John Goss at the cost of \$2,500. Ben Franklin plumbing had given us a bid for \$4,500. The plumbing problems have been going on for years and We are thrilled to have his situation finally resolved.

We are in the process of getting bids for repaving the Clubhouse parking lot, sealing the Marina road and parking lot, and to possibly put a better road at the entry to our Marina. The bids will allow us to have a better financial picture as we consider these expenditures in next year's budget/reserve planning.

SWIMMING POOL UPDATE:

The new pool heater has been installed by Summers Pool Equipment. We did not have to replace the pool pump. We had many problems with the pool heater last summer, and the heater finally just quit. The new heater is a high energy efficient system for commercial use.

Sean Cabrera cleared out the pool pump house vent of debris that was restricting the flow of air into the room.

We are obtaining additional bids for resurfacing the pool deck and will be meeting with a company out of Sacramento and specializes in concrete pool deck resurfacing.

Sean Cabrera has already removed the cement benches and umbrella stands that were affixed to the cement. This will create more room for additional seating capacity at the pool.

MARINA:

We have received the check from State Farm Insurance in the amount of \$13,796.72 due to the vandalism that had occurred to the old water pump house. Vandals pulled down the collar ties in ceiling causing the building to bulge and the roof to partially collapse. The Board is considering options

as to how to best spend money, as reserve items must be replaced with something of equal or greater value.

OPEN FORUM:

The following topics were discussed:

- How to recruit volunteers for clearing lots/holding an event day
- Parking lot paving – Kenny Ridgeway volunteered to assist in reviewing bids because of his paving experience.
- Solar cover cost for pool
- Spraying RHHA land parcels for fire mitigation vs clearing them manually

The meeting was adjourned at 3:35pm

Minutes Respectfully Submitted by, Barbara Meconi, Secretary

Approved by Kathy Andre, President _____