

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION

BOARD MEETING

WEDNESDAY, March 3, 2021

Minutes

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

1. MEETING CALL TO ORDER at 2:00 P.M.

2. Roll Call

A. Board Members:

Kathy Andre, President - present

Susan McGurgan, Vice President - present

Nancy Yamaguchi – 2nd Vice-President - present

Byron Turner, Secretary - present

3. Approval of Minutes

Minutes from February 3, 2021 Board meeting submitted and approved.

4. OFFICE ISSUES/FINANCIAL REPORTS

Financial Report Recap – January 2021 Reports for March 2021 Meeting

A. Bank Balances as of 2/24/2021:

Operating Checking:	\$	92,250
Money Market:		19,060
Fire Abatement:		1,089

<u>Total - Operating Accounts</u>	<u>\$</u>	<u>112,399</u>
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Umpqua Reserve Checking	\$	8,077
Westamerica Reserve Checking:		165,755
Reserve Fund CD:		103,101

<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 January were \$213,900. Of the total received, \$205,100 was for annual dues. Cash operating expenses through January were \$116,200 (25% administrative expense, 54% payroll expense, 10% property maintenance, 11% utilities).
2. On an accrual basis, total income in January was \$2,000 less fine reversals of \$3,050. Expenses for the month were \$11,050. Year-to-date, accrual income was \$246,260 and total expenses were \$110,310.
3. Four property transfers were posted in January, bringing the total since July to 28.
4. The budgeted contribution to the reserve account for 2020-2021 is \$54,000. Half of the contribution was made on February 3, 2021.

B. Budget preparation for 2021-2022 fiscal year

We are in the process of preparing our annual budget for the fiscal year 2021-2022 which will be sent out in the Annual Disclosures in May.

C. Annual Meeting – set for Saturday, June 26, 2021

D. Election for 2021 Board of Directors

a. Updated Election Timeline

Per Davis-Sterling there is a new election timeline that we must follow by law. This Timeline goes as follows:

Wednesday March 3, 2021 **Nomination Procedures & Notice of Candidacy Applications**
Mailed to membership

Friday, April 2, 2021 **Close of Candidacy Nominations**
Due to the RHHA office by 2pm

Tuesday April 6, 2021 **IDR Notice Date (notice to non-qualifying candidates)**

(April 7th to April 16, 2021) **Deadline to Select Director of Elections**

Thursday April 21, 2021 **IDR Completion Date & Preparation of List**
Members may come to the RHHA office to review and verify the accuracy of their individual information on candidate registration list and voter list.

Friday, April 22, 2020 **Pre-ballot Notice mailed to membership.**

Monday May 17, 2020 **Deadline to Report Voter List and Candidate Registration List**
Errors to Inspector of Elections Members should report any changes to their individual

information on Candidate Registration List and Voter List to the Inspector of Election by this deadline to allow for corrections to be made before ballots are mailed.

Tuesday, May 25, 2021 Ballot Materials distributed to membership.

In Annual Disclosure Mailing

Tuesday, May 25, 2021 Deliver Election Rules

Inspector of Elections to deliver election operating rules by posting on internet website where rules of governing election may be found or by individual mail delivery.

Saturday, June 26, 2021 Annual Meeting & Election Voting Deadline

10:00 A.M at RHHA Clubhouse/ Zoom

b. Notice of Candidacy & nomination procedures – mailed by March 3, 2021

The notices have been mailed out as of today. There are two positions open. The two positions are President and 2nd Vice President. If you wish to run for an open position, the notice of candidacy must be received in the Riviera Heights Office no later than 2pm on April 2, 2021.

PRESIDENTS REPORT:

A. CLUB HOUSE – UPDATE

a. Jessica Johnson's & Sophie Sells farewell to RHHA

Jessica Johnson's last day was February 25, 2021. She will be greatly missed, but we know she is off to do wonderful things in The United States Air Force. Sophie Sells has opened her own business in Kelseyville, Sophies Dy Spa. Her business is doing great, and she too will be leaving. She has agreed to stay until after pool season has begun so that we are prepared and ready to go.

b. Groundskeeping bids obtained.

We are in the process of obtaining groundskeeping bids for the clubhouse and marina areas. Thursday we are interviewing two Riviera Heights homeowner's one for groundskeeping and the other for maintenance and repairs.

B. FIREWISE COMMITTEE - UPDATE:

A. Board to vote on acceptance of grant awarded by CLERC to RHHA & Riviera West for

1. Hazard Tree removal along evacuation routes

CLERC or Clearlake Environmental Resource Center has awarded the Riviera Heights and Riviera West a joint grant to remove hazardous trees along the evacuation routes. Riviera Heights Drive, Marina View,

Alta Vista and Westridge are the streets we will be marking trees on. We were awarded \$100,000 for this part of the grant.

2. Fire Fuel Break Maintenance - Konocti Interface Fuel Break

The second part of this grant is to maintain the fire breaks that surround Riviera Heights and Riviera West. This part of the grant is approximately \$89,000. Cal Fire is working on getting access to these properties. We are currently reaching out to vendors such as Timberline to bring out the masticators, we are also talking with Tony Gonzalez with Goat Busters to get a bid for bringing the goats out to clear the vegetation along the fire breaks.

B. Benefit Zone Program – update

We will be getting an updated notice this coming Monday on the Benefit Zone Program.

C. Black Forest – prescribed burning underway.

The prescribed burn for the Black Forest has started and is under way, however Cal Fire is limited in staff, resulting in a slower process to get this done.

D. Fire Station- taskforce update

There was a meeting on February 25, 2021 regarding the Fire Station. We are currently trying to get a Fire Station put in within 5 miles of Riviera Heights. KFPD has agreed to needing a fire station and is helping in looking for funding to get this approved. They have just gotten approval to hire a consulting company to see what, in entirety, is needed to get this done. We will be having another meeting in two weeks to check the progress.

E. Annual RHHA Fire Risk Property Inspections start March 2021 – Firwise 2000, LLC

Our annual Fire Abatement inspections have already started. We are contracted with Firewise 2000, LLC. This company has done fire inspections with Clearlake Riviera for the past six years. If you see two gentlemen driving around the neighborhood in a tan Ford Escape with a blinking light on top of the vehicle, those are the fire inspectors. We will be mailing the fire inspection forms out as soon as we receive them. If your property has been rated clear or low you have nothing to do but maintain your property as usual. If your property is rated a Medium or a High the BOD can assess fines accordingly if the property is not brought into compliance. Our fire abatement coordinator will be following up with the property owners rated medium or high. This year we have added a couple things to our fire abatement. We are asking people to have a 5 foot defensible space around your home which creates a safety zone around the dwelling.

F. Chipper Day event – April 14th, 15th & 16th (wed thru fri)

We usually have our free chipper day program in June. However, because of the recent snowstorm we had, we decided to move our chipper day program to April because there were so many properties that had downed branches and trees. If you want to be put on the chipper day list please call or email the office and we will add your property.

G. Fire hydrant inspections – County of Lake Special Districts

We have contacted Special Districts to inspect the fire hydrants around Riviera Heights for the annual test. We are also having Majestic Landscaping clear all the debris out from around all 28 fire hydrants.

J. Blue Reflectors re-installed to identify hydrant locations Public Works Dept.

After the last snow storm the snow plow scraped off our blue reflectors that indicate where the fire hydrants are. We have contacted Special Districts to come out and replace these.

K. Listos Grant – drive thru event

LISTOS, which means “Ready” in Spanish, is a drive thru fire preparedness event. We were awarded a grant to help educate people in the event of a wildfire. Jessica Pyska is in support of this and been a huge help.

C. MARINA COMMITTEE – UPDATE

Marina Pier Update-

We have recently met with Mark Tanti to address the erosion issues under the boat ramp and at the end of the parking lot that have to be fixed before the pier goes in. Mark Tanti is going to give us an estimate on how much this might cost. We are also looking into putting electricity, water, and security cameras in.

As the pier is being constructed we will also have to make a decision on an electric or a manual lift for the pier. The electric pier lift would just require the push of a button to lift it during harsh weather. The button would be secured by a lock and this will cost approximately \$9,000. If we choose the manual lift this would consist of 4 cranks that will all have to be manually turned to lift the pier. The decision on this will be made after we obtain the bids and discuss pros and cons of each.

D. 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.

Special Districts has recently released 56 water meters for sale. As of today, 23 have been sold, 6 are waiting for payment and signing, and 4 have been installed. We have one property owner who has already submitted blue prints for construction of his new home to be built.

E. 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.

F. SOCIAL COMMITTEE – NEW

The Social Committee has been helping us with the LISTOS event.

H.OPEN FORUM Comments from the residents participating via Zoom.

I. ADJOURNMENT OF MEETING

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.