

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

MONTHLY HOMEOWNERS' MEETING MARCH 7, 2018

CALL TO ORDER:

The meeting was called to order at 2:07PM by President Kathy Andre

ROLL CALL:

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

CORRECTION TO MINUTES OF FEBRUARY 7, 2018 REGARDING WATER UPDATE:

- (1) NEPA is a Federal Law that requires environmental review of projects (many Federal Departments, including the EPA also must go through NEPA).
- (2) "Once grant is lifted" should read: "Once Grant is Approved" or "Once Moratorium is Lifted"

FINANCIALS:

BANK BALANCES AS OF 2/28/18:

• OPERATING CHECKING	\$ 89,199
• MONEY MARKET	19,045
• FIRE ABATEMENT	1,689
• ARC	25
• UMPQUA RESERVE CKG.	52,642
• WESTAMERICA RESERVE CKG.	83,833
• RESERVE FUND CD	\$ 100,694 TOTAL

Cash receipts through January were \$219,640. Of this total, \$199,833 has been collected in HOA Dues (the current year as well as prior years) with the remaining amount received for late charges, fines, transfer and escrow fees, miscellaneous income, and interest. As of January 31<sup>st</sup>, 7.6% of the 2017/2018 annual dues remain uncollected.

On an accrual basis, year to date total income is \$235,488, which includes \$9,800 in assessed fire abatement fines, as well as \$7,300 received from State Farm for Marina repairs. For the year, total income was budgeted at \$227,961. Total expenses through January were \$115,546. This results in a net income of \$119,940.

There was one property transfer in January and 17 since July. Previous report showed 24 property transfers, but the incorrect transfer fee amount was used.

A property owner donated \$207.00 to the Association in January. Thank you!

The budgeting process for the 2018/2019 fiscal year will begin in March.

**COLLECTIONS:**

045-173-040 Bruce Kupferman, RHHA Collection Representative, represented RHHA at a Small Claims Court hearing held on Feb. 26, 2018, pertaining to outstanding homeowner dues and assessments. The case was won by RHHA and a judgement in the amount of \$5,000 plus costs in the amount of \$115.00 was awarded. Liens in Lake & Alameda County will be filed within 30 days.

045-193-060 After a successful small claims court action and filing of judgement lien against this property, owner has agreed to enter into a payment plan with RHHA & to have property cleared. The bid was \$600 from Majestic Landscape and was provided to the homeowner. A payment plan is being set up.

**DISCLOSURES:**

The preparation of annual disclosures, required by law, are underway. They will include the 2018/2019 budget, reserve expenditures and funding, and other important homeowner information. The disclosures will be mailed out to all homeowners in May/June 2018.

**BOARD VOTES FINE ASSESSMENTS:**

045-191-600 \$1,200 Fire Abatement

045-201-130 \$1,500 Fire Abatement

045-233-190 \$ 250 Dogs off leash (2 dogs)

045-261-150 \$1,200 \*Fire Abatement fine (dead pine tree) working with RHHA setup payment plan.  
Tree at risk of falling on neighboring home.

045-152-150 \$500 Fire Abatement Fine for Large Limb hanging over neighbor property

**MANAGERS REPORT:**

**FIREWISE:**

Once again, this year, Jim Comisky will be doing RHHA fire risk inspections of all properties. This will begin on March 6, 2018. All homeowners were sent letters notifying them of these property fire risk inspections. Upon inspection, homeowners will receive their completed Fire Inspection form. Office Manager Jessica Johnson and the Firewise Committee will follow up with all at risk properties, particularly those that were rated medium or high and work with owners to have those properties come into fire abatement compliance.

Chipper days are scheduled for May 16, 17, & 18. We have moved chipper days up a month this year, in order to get properties cleared prior to the fire season. Timberline Management will be doing the chipping for us again this year. Remember, you must sign up if you would like to take advantage of this free service. Call the office and get on the list.

A Nixel report was recently sent out reporting a change in the 911 Emergency System. Effective March 1, 2018 fire and emergency medical dispatch services for the Lake County Fire Districts will be provided by Cal Fire Emergency Command Center in St. Helena. If you have an emergency, you would continue to call 911 as usual and you will be transferred to the appropriate dispatch center. If you should have any non-emergency fire or medical related questions or concerns you would contact Cal Fire Emergency Command Center in St. Helena.

The Lake County Sheriff's Office of Emergency Services has implemented the CodeRED system. This CodeRed system sends notifications by phone, email, text, social media, and/or mobile alerts. If you download the CodeRed APP. You can ensure you receive vital information needed to protect your loved ones, even when you are traveling. Through the CodeRed system, the Sheriff's Office is also able to send geographically-targeted messages via the integrated Public Alert and Warning System. This is an additional benefit and offers a streamlined way to inform the right people of actual and imminent emergencies.

#### CALFIRE:

Kathy met with Battalion Chief Sean O'Hara for the purpose of exploring option of working with CAL FIRE to have these land parcels cleared. These land parcels are RHHA common area properties. One land parcel is at 7195 Westridge Drive and the second is behind Westridge drive at 6705 Soda Bay Road. Unfortunately, due to requirements of the California Environmental Quality Act or CEQA, it would take over a year or more to possibly obtain CEQUA approval to have this work done by CAL FIRE. This does not address the current high wildfire risk for these locations. As such, we are obtaining a bid from Timberline Land Management to further expand the fire break already existing at this location. A bid has also been obtained from Majestic Landscaping. After both bids are received, the Board will vote and award the contract. It is important that we have this work done prior to the upcoming fire season, as this area is particularly vulnerable to wild fires due to wind conditions and location to Soda Bay Road.

Battalion Chief O'Hara and Kathy also inspected RHHA common area land on a parcel located in the Wilderness Road area. In coordination with CAL FIRE, the California Conservation Core is cutting dense underbrush to reduce fire fuels and create a line of defense fire break between Mt. Konocti and Riviera Heights. This is part of the MT. KONOCTI INTERFACE FUEL PROJECT funded by grant monies obtained by KFPD and the Lake County Fire Safe Council in partnership with CAL FIRE. Small controlled burns are managed by CAL FIRE crews to eliminate the cut brush. There are Cal Fire trucks on site during these controlled burns.

#### LOT CLEARING:

The Association hired Majestic Landscape to chip a small section of brush on the Wilderness Road by entry gate that posed a high fire risk.

Our thanks go out to all homeowners who have or are working with us to reduce fire fuels in Riviera Heights by clearing their lots and/o removing trees. Following is a list of properties that are being cleared:

045-152-240 In response to pending lien/fine. Owner paid Majestic Landscaping to clear lot.  
Completed. Bid was \$1,500.

045-173-050 In response to hearing, owner hired Majestic Landscaping to clear lot.

045-141-020 Owner hired Timberlake Management to remove large dead tree and prune 2<sup>nd</sup> tree.  
045-201-140 In response to hearing letter, owner sent check to have property cleared. Majestic Landscaping has completed.  
045-172-250 Owners are working on clearing large land parcel. Project on-going.  
045-152-100 Lot cleared by Robert McCracken  
045-234-130 Owner hired and paid lot clearer; however, did not finish job. Owner will be here the week of March 9, 2018, to finish clearing lot.  
045-242-050 Responded to hearing letter by sending check to have property cleared. Completed by Majestic Landscaping.  
045-234-180 Sent final notice to clear property or forfeit existing payment plan arrangement. Owner will comply by 3/15/18.  
045-192-040 Neighbor called to advise tree had fallen; inspected & photographed tree. This may be on County Property; contacted Public Works Dept. on 3/7/2018.  
045-181-100 Deceased homeowner's family working with RHHA to clear vacant lot; bid obtained from Majestic Landscaping for \$600.  
045-273-110 Dead pine tree and one dying tree on property. Obtaining bid from Nichols Tree Service.  
045-183-070 Hearing letter sent for lot clearing with potential fine of up to \$500.

CODE ENFORCEMENT:

045-273-190 On going pending civil case  
045-142-070 Given extension till July 1, 2018 to comply with improvements on exterior of home.  
045-233-190 Complaints of two dogs off leash on multiple occasions. Hearing letter sent/no response. Fine of \$250 assessed \$125 per dog.  
045-241-110 Neighbor reports alarm going off for past 24 hours. House is for sale/real estate agent contacted. Problem resolved.  
045-142-330 Tenant appeared for hearing and is working with RHHA to stay in compliance. Resolved.  
045-282-060 Homeowners contacted Sheriff's office on 3/4/18 reporting prowlers in 2 vehicles. Photos were taken of vehicles in question. License numbers also taken. Sheriff is handling.  
045-153-190 Andre met with vendor to determine how to make & install a larger light shield on light pole at RHHA Club House shining too brightly into neighbors' house. Project pending.

ARC:

045-162-080 ARC Application requesting height variance denied.  
045-183-260 Application for removal of grey pine tree for fire abatement & exterior house paint colors approved.  
045-223-040 Setback requirements for garden fence; ARC application approved  
045-264-010 Application for pre-fabricated carport submitted & approved  
045-241-190 Application for installation of solar energy panels submitted & approved

CLUBHOUSE:

Preparation of the Club House and swimming pool for upcoming summer season is underway. We will be ordering a new pool cover and will be replacing some pool furniture and umbrellas. The pool heater will be inspected, making sure everything is in working order prior to pool opening at the end of May.

### MARINA:

We have received bids from Adam Nichols to remove two dead trees at the Marina as a result of beetle infestation.

Kathy said she was sorry to announce that Gary Hill resigned as head of the Marina Committee. We will continue to seek his valuable input on Marina projects and improvements. Marina Committee Members, Denny Renfrow and Chris Welch and Kathy Andre reviewed the status of the Marina projects, committee responsibilities, etc. Committee Members Mark Pariani and Bob Duncan were absent.

There are erosion issues at the Marina that are being evaluated and the committee will explore and determine the best way to resolve this matter. Erosion is due to the high, rough waters and wave action caused by last year's storms.

Darryl Davis of Davis Fabrication will be giving us a bid to repair or possibly replace the broken cross brace at the end of the pier. Their challenge is that the only way to get to this cross brace is from the water. The cross break also broke as a result of last year's storm.

We are also obtaining bid options from Darryl Davis for relocating the existing entry gate to the Marina closer to Soda Bay Road. We would also need to increase the width of the gate with side panels. This project is being considered for security purposes and can only be done with approval of the owners of neighbors who own this section of the access road to our Marina.

### RHHA SOCIAL COMMITTEE:

Three new members of the newly-formed Social Committee, Tamra Renfrow, Penelope Bent, and Kathryn Schmidt. Lisa Turner and Connie Lemon-Kosla, as well as all Board Members, are part of this committee. The RHHA Social Committee will hold their second meeting next week and have already put together fun new ideas for RHHA community events, in addition to other annual RHHA events. Tamra and Penelope presented highlights for upcoming events March, April and May was distributed. Highlights of upcoming events include:

**Saturday, March 31, 2018,**      2-4pm Annual Spring Mixer  
This year, we have included Easter Egg Coloring and other fun activities for the kids.

**Saturday, May 12, 2018,**      Mother's Day Afternoon Tea.

**Saturday, May 26, 2018**      1-3PM Opening of pool & Annual Bar-B-que.

### RESERVE STUDY:

Andre briefly explained the purpose of a Reserve Study, a long term (30 year) plan that evaluates the current value of an association's assets and how much money the association needs to put aside each year to pay for the future replacement of those assets when needed. This is a key fiscal management tool that must be evaluated each year as it directly relates to the annual membership assessment fees (dues). The difference between operating and reserve expenses was also briefly discussed.

WATER UPDATE:

Lynette Fishel-Dunbar stated that the two grants which have been applied for by Special Districts are still pending approval on a federal level. The first grant is for the water treatment plant refurbishment and the second grant is for purchase and installation of four new steel water tanks to replace existing RHHA wooden tanks). Fishel-Dunbar said that the two grants were under one “umbrella”; however, there was confusion on this matter. Homeowner Rob Surgis said the grants were from two separate governmental entities, and that there was no “umbrella” relationship. Further clarification is needed.

There was also discussion on when any water hook ups might be released. Homeowner Phil Brady expressed frustration with the status of water hook ups and the impact this has on his ability to build on his vacant lot. Currently, no new construction can take place in Riviera Heights until a property owner of an undeveloped lot purchases a water hookup from Special Districts. At this time, no new water hook ups are now available until the necessary grant monies to pay for the water treatment plant project are approved on the federal level. Brady also asked how to be placed on a wait list with Special Districts for the next release of water hookups, offering his help in trying to move this process forward.

OPEN FORUM:

Rosalie Schmaltz said at our last meeting Kathy mentioned using Homeowners dues to clear lots of deceased owners. Kathy said no, that is not what was said. What she said was “if we used homeowners’ dues to clear lots, it would have to be through a special assessment and voted on by the membership. We cannot arbitrarily use homeowners’ money to clear other homeowners’ lots.” We are still exploring options and ideas of how to clear these abandoned and/or tax defaulted properties to reduce the fire danger in Riviera Heights.

Shirlee Taucer stated “She heard the Board of Directors is going to be increasing HOA dues for this upcoming year?” Victoria Robinson answered “The board has never stated we are rising dues nor has it been discussed. “Kathy Andre answered “The board cannot answer this question yet as we are just putting together the 2018-2019 budget.

The meeting was adjourned at 3:40pm.

Minutes respectfully submitted by, Barbara Meconi, Secretary

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