

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

APRIL 1, 2017 MONTHLY HOMEOWNERS' ASSOCIATION MEETING

CALLED TO ORDER:

The meeting was called to order on April 1, 2017 at 10:05 AM by President Kathy Andre. Kathy introduced the newest member to join the Board of Directors Elma Duncan. Elma Duncan joins the board as 2nd Vice President. Riviera Heights Homeowners' Association now has a full Board of Directors.

ROLL CALL:

Kathy Andre, President
Susan McGurgan, Vice President
Elma Duncan, 2nd Vice President
Victoria Robinson, Treasurer
Barbara Meconi, Secretary

OTHERS PRESENT:

Stephen Stetzer, Fire Wise Committee Member
Jessica Johnson, Office Assistant

APPROVAL OF MINUTES:

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

ACCOUNT BALANCES (Read by Kathy Andre, President)

- Operating Checking \$ 100,643
- Money Market 19,040
- Fire Abatement 2,289
- Reserve Checking 39,518
- Reserve Fund CD's 137,628
- Insurance Vandalism 13,797 This money was deposited into the operating checking account and will be transferred to reserve checking.

After numerous unsuccessful attempts at opening our new account with West America Bank because of incorrect paperwork, West America has agreed to have a representative from the bank help us obtain the correct paperwork from the State.

Kathy, once again, reminded the homeowners' that the Profit & Loss Budget Performance and Balance sheet are reported on an accrual basis in order to maintain consistency with our 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.

Kathy read the account balances as follows:

Through February 2017, accrual income is \$239,842 and expenses are \$139,999 resulting in a YTD net income of \$98,844. Total reserve expenses through February were \$40,936, which includes the reserve study, clubhouse building repairs, repair of the sewer lines, and the replacement of the pool heater and HVAC system in the Clubhouse.

Cash basis income through February was \$276,789 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, \$195,964 was from assessment payments for the current year and previous years. Almost \$4,800 in past due assessment charges was collected in February. Cash operating expenses for this period were \$144,940.

Of the \$208,008 in assessments charged for 2016-2017 and \$3888 in late fees, a total of \$187,270 has been collected, leaving an outstanding balance of \$24,626 of 2016-2017 receivables.

There were no ownership transfers recorded during the month. YTD there have been 17 property transfers.

COLLECTIONS:

In February 2017, Bruce Kupferman, was hired by as RHHA Collection Representative. Since February, he has collected \$4,800 in back dues. Payment plans have been established with delinquent homeowners and aggressive collections efforts are in progress.

UNCOLLECTIBLE & BAD DEBT ACCOUNTS:

In accordance with Davis Sterling, Kathy Andre read accounts with charges that have been deemed uncollectible and that the Board has approved to write off. These accounts are uncollectible due to foreclosures, lack of due process procedures, change of ownership, etc. Leaving these uncollectible debts on the books without writing them off, gives a distorted view of RHHA accounts receivables.

PAYLEASE:

RHHA has signed an agreement with PayLease that provides a homeowner the option of paying their dues or fines online with either a credit card, debit card, or by E-Check. The cost to do this will be \$2.95 (convenience fee) plus 3.25% (charged for credit card company) and \$1.00 charge from PayLease, a total service fee of \$13.95 for paying dues on line ($\$324 + \$13.95 = \$337.95$)

VIP'S:

Kathy Meyer, reported that the annual Mexican Fiesta celebration will be held at the Clubhouse on May 6th. There will be a social hour from 4-5PM followed by Dinner between 5:00-6:30PM. The cost will be \$15.00 per person.

The Pot Luck Dinner originally scheduled for July 8th has been cancelled.

MANAGER'S REPORT:

Kathy thanked all who attended our Firewise Meeting which was held on Saturday, March 4, 2017.

RHHA has officially received recognition as a National Firewise approved community.

Letters have been sent to all homeowners announcing the start of the annual RHHA fire-risk inspections, part of our Firewise program. Fire safety professional Jim Comisky will again do the property inspections this year. Upon inspection completion, homeowners will receive via mail an assessment notification if their property has been rated a medium and high fire-hazard. By June 1, 2017, all properties are to be cleared of brush, branches, tree limbs to close to the ground, etc. per our Fire Mitigation policy, our CC&R's and those requirements of Kelseyville Fire Protection district.

We are concentrating on fire abatement for RHHA common areas and are waiting for bids from Tony Gonzales to determine cost feasibility of using goats for fire mitigation, as well as lot spraying bids from several companies. We are prioritizing what areas need to be addressed and what we can accomplish per our budget.

Unfortunately, we did not get enough votes to win the \$500 Firewise grant for National Fire Prevention for which we competed, so our May 2017 Firewise Preparedness Day is cancelled. However, we are holding an informative Firewise Seminar Event focusing on evacuation in the event of a wild fire on June 10, 2017. Jim Comisky will be one of our guest speakers.

LEAP'S (Lake Evacuation and Animal Protection) volunteer training will begin on April 8, 2017, at Fire Station 60 in Middleton between 9-1 for anyone interested in signing up.

Sean Cabrera, RHHA Property Supervisor has been meeting with lot clearers and obtaining bids for property owners who live out of the area. The cost of lot clearing, tree trimming, etc. has risen considerably. In obtaining bids on our owners behalf, RHHA will work with local companies that have insurance to do lot clearing or tree removal.

(KATHY CUT AND PASTE FIVE PROPERTIES HERE THAT HAVE RECEIVED BIDS)

ARC UPDATES:

We have not received any new ARC applications this month. There is only one project for rebuilding a deck for APN #045-226-140 and this project has been placed on hold.

CODE ENFORCEMENT:

We are working on addressing on-going alleged code enforcement violations with homeowners #045-273-190 from our last meeting. We have not had any new code enforcement issues this month.

CLUBHOUSE CLEANING/RENTAL:

The Board has re-visited two issues regarding the clubhouse. The first is whether or not to rent the clubhouse to both homeowners and the public. After much discussion, it was decided not to open the clubhouse for public rental because of insurance liability issues. It was decided that the revenue generated from rentals would not warrant the liability and damage risk.

The second issue was whether or not to reduce the rental fee from the current \$200 to a more reasonable fee of \$125.00. The Board has voted to reduce the rental fee from the current \$200 to \$125. The refundable cleaning/damage deposit fee of \$500 was also reduced to \$300. Only members in good

VIP'S will not pay a fee providing the event is for RHHA homeowners and their invited guests only.

There will be no charge for Memorial Services.

CLUBHOUSE EVENTS:

The first annual RHHA Spring Member Mixer will be held on Saturday, April 8, 2017 between 2-4pm at the Clubhouse. We will be serving complimentary appetizers, wine, beer and soft drinks.

RHHA Calendar of Events that will be held at the Clubhouse for the months of April, May and June has been completed and were given out at the meeting. The Calendar of Events will also be included in the Spring newsletter which will be sent out soon.

SWIMMING POOL UPDATE:

We have received estimates for an extensive resurfacing of the pool deck that range from \$17,500 to \$49,500. Due to reserve fund considerations, we have decided to do a simplified deck resurfacing this year, removing all the rotted wooden slats, repairing the expansion joint around perimeter of pool, caulking and missing/cracked pool tiles and sanding/painting deck surface. The work will be performed in-house. We will address the more extensive resurfacing project until the 2017/2018 fiscal year. We are also obtaining prices on a new pool cover.

MARINA:

We have received from our insurance company a total of \$22,416.58 to cover the cost of the 2 vandalisms that occurred at the Marina, damaging the pump house and dock and are discussing the best approach for repair/replacement of these projects. We have received 2 proposals from Mark Tanti of Clearlake Marine Construction to repair the vandalized ramp and float. One proposal (because of heavy winds and rough waters we experience in the winters) is to put in 4- 8' steel pilings, construct a 3x24 aluminum gangway, and construct a new 10x20 hand-cranked, steel suspended platform, all decking in vinyl, edges bumper skipped with 4 cleats. The hand-cranked system, would be enable us to lift the float out of the water during Winter storms. Although the old float was only somewhat damaged from the vandalism, it will need to be replaced within the next couple of years due to wear and tear any way. The other proposal is to put 2 - 8' steel pilings, install a 3x24 aluminum gangway on the existing pier attach it to the existing float and install new bumper stripping and 2 new cleats on the existing float. A new Marina Committee is being formed headed by homeowner and fisherman, Gary Hill. The committee will meet this Thursday to address the Marina issues.

The obsolete water pump house at the Marina was severely damaged and is now considered a safety hazard. As such, the Board voted to tear this down. The Marina committee will consider different options regarding this project, (i.e. tearing down pump house, leaving the cement slab in place, using site for additional parking of cars and boat trailers, etc.) We have received a proposal from John Goss, Backhoe and Septic Contractor to take down the shed and to haul off all the old building materials.

We are also obtaining bids to possibly relocate the Marina entrance gate closer to Soda Bay Road, as well as options for a new gate and gate/sides. We are working with the owners of this access road to obtain their permission to relocate the gate, which provides more security at the main marina entry point, benefiting both RHHA and the access road owners.

WATER UPDATE:

Lynette Fished-Dunbar reported that although 4.5 million dollars in grants have been earmarked for our new water system by the state, the final process of grant approval is still in the pipeline. An additional grant in the amount of \$2 million is also being obtained from the state to address additional treatment plant construction needs. According to Special Districts, the large grant was delayed because of emergencies dealing with recent storms.

Next Homeowners' Meeting will be held on May 3, 2017 at 2:00 PM

The meeting was adjourned at 12:30PM

Minutes Respectfully Submitted by Barbara Meconi, Secretary

Approved by Kathy Andre, President _____