

# **RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION**

## **BOARD MEETING**

**WEDNESDAY, April 14, 2021**

### **Minutes**

The Board Meeting of Wednesday, April 14, 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 – 2<sup>nd</sup> Vice-President - present

Byron Turner, Secretary - present

**3. Approval of Minutes**

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

**4. OFFICE ISSUES/FINANCIAL REPORTS**

Financial Report Recap – February 2021 Reports for April 2021 Meeting

**1. Bank Balances as of 3/31/2021:**

Operating Checking:	\$	76,348
Money Market:		19,061
Fire Abatement:		1,089
<u>Total - Operating Accounts</u>	<u>\$</u>	<u>96,498</u>

Umpqua Reserve Checking	\$	4,492
Westamerica Reserve Checking:		165,755
<u>Reserve Fund CD:</u>		<u>103,101</u>

<u>Total – Reserve Accounts</u>	<u>\$</u>	<u>273,348</u>
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<u>ARC:</u>		<u>2,025</u>
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1. Total cash receipts through February were \$221,765. Of the total received, \$207,770 was for annual dues. Cash operating expenses through February were \$130,870 (24% administrative expense, 55% payroll expense, 10% property maintenance, 11% utilities).
2. On an accrual basis, total income in February was \$3,550 less fine reversals of \$2,250. Expenses for the month were \$15,855. Year-to-date, accrual income was \$247,555 and total expenses were \$126,160.
3. Eleven property transfers were posted in February, bringing the total since July to 39.
4. The budgeted contribution to the reserve account for 2020-2021 is \$54,000. Half of the contribution was made on February 3, 2021.
5. **BOD Elections Update**  
There were two positions up for election. Each Board member serves two years, and then has to run for re-election. This year Kathy Andre and Nancy Yamaguchi's terms were up for re-election. This election was uncontested, as nobody decided to run. Nancy and Kathy filled out their notice of candidacy and will proudly serve another two years.

#### **PRESIDENTS REPORT:**

##### **A. CLUB HOUSE – UPDATE**

###### **a. New Hire for part-time RHHA maintenance/handyman position**

We have hired Chris Becker, a homeowner in Riviera Heights as our part-time maintenance person. He is doing a great job so far. He is currently working on getting the pool ready for our annual inspection as well as repairing items that have been needing attention.

###### **b. New hire for part-time Fire Abatement Coordinator position**

We have hired Marcie Cordova, also an RHHA homeowner for the position of Fire Abatement Coordinator. She will be following up with all the property owners that were rated a Medium or a High on their Fire Abatement Inspections, working with them to bring their property into compliance.

###### **c. Groundskeeping bids obtained.**

We have made the decision to hire Aguilar's Landscaping to do the groundskeeping at the clubhouse. They will be coming in and do an initial clean up of the area. From there they will be coming once a week to keep up the grounds.



**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.

**The CLERC Grant has been read into the Board Meeting and was approved by all Board members. The Grant reads as follows:**



## Resolution to Accept Funding from the Clear Lake Environmental Research Center to Remove Hazardous Trees and Facilitate Maintenance of Designated Fire Breaks

March 17, 2021

- The Clear Lake Environmental Research Center (CLERC) was founded in 2014 to coordinate projects and programs that focus on solutions to environmental and economic problems. In March 2020 CLERC was awarded a \$3 million Fire Prevention Grant for fuel reduction, workforce development, and planning future projects.
- The Board Presidents of Riviera West HOA (Phil Hartley) and Riviera Heights HOA (Kathy Andre) submitted a joint grant proposal to CLERC to mitigate the hazardous conditions created by the large number of aging, distressed pine trees in the communities which are both a contributing factor in creating fire storm conditions and a danger to ingress and egress in the communities along evacuation roadways. After meeting with the Director of CLERC on two occasions, the HOA Presidents submitted a formal proposal to CLERC in August 2020.
- In February 2021, CLERC announced that it was approving a joint grant to Riviera West and Riviera Heights for removal of hazardous trees along evacuation roadways and also to assist in the maintenance of fire breaks surrounding the neighborhoods. Total funding includes:
  - Tree Removal: \$100,000
  - Firebreak Maintenance: \$ 89,000
- The funds are to be shared equitably between the two HOAs as per the attached budgets.
- The project will be jointly administered by the governing boards of Riviera West and Riviera Heights according to the provisions of the grant proposal and attached budgets. and with guidance from CLERC, Cal Fire and the Kelseyville Fire Protection District concerning maintenance of the fuel breaks. The presidents of the two HOA boards will serve as co-managers of the project.
- Riviera West HOA will act as fiscal agent for the project and will establish a separate bank account to receive and disperse grant funds as directed by the attached budgets. Funds will be forwarded directly from this bank account directly to Riviera Heights HOA as requested. As directed by the governing boards of Riviera Heights and Riviera West, the grant funds will be managed by an independent Project Administrator as per the grant proposal. All expenditures will require the signature of least one HOA Board member from each HOA.
- **Action:** Move to accept funding from the Clear Lake Environmental Research Center to Remove Hazardous Trees and Facilitate Maintenance of Designated Fire Breaks per the provisions described above.

Approved by Riviera West Board of Directors at its regular meeting on March 17, 2021.

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## ATTACHMENT A

### Project Budget

Hazardous Fuels Reduction: Riviera Heights and Riviera West Residential Subdivisions

	Quantity	Units	Cost/Unit	Total
<b>A. Salaries and Wages</b>				
Clerical support	60	hours	\$ 30	\$ 1,800
<b>B. Employee Benefits</b>				
Clerical Support (15%)	60	hours	\$ 4	\$ 240
<b>C. Contractual</b>				
Tree & Fuel Removal*	80	each	\$ 1,150	\$ 92,000
Firebreak Maintenance*	66	acres	\$ 1,350	\$ 89,000
Project Administration	100	hours	\$ 40	\$ 4,000
<b>D. Travel &amp; Per Diem</b>				
NA				
<b>E. Supplies</b>				
Postage/Mailing/Legal Postings	2200	each	\$ 0.55	\$ 1,210
Signage	2	each	\$ 375	\$ 750
<b>F. Equipment</b>				
NA				0
<b>G. Other Costs</b>				
NA				0
<b>Total Direct Costs</b>				<b>\$ 189,000</b>

Indirect Costs: All indirect costs will be borne by the HOAs

\* Approximate estimates



#### **B. Benefit Zone Program – update**

The Benefit Zone is underway. Majestic Landscaping has already started working on some of the Benefit Zone properties. There are a total of 25 properties in Riviera Heights that went on the list to be cleared by the Benefit Zone Program. All properties should be cleared before the start of the fire season.

#### **C. Annual RHHA Fire Risk Property Inspections 2021**

The annual Fire Inspections are completed and have been mailed out to each property owner. The deadline to have your property cleared is May 1, 2021. If the property has not been brought into compliance by the deadline fines can be assessed to the property owner. Call the office if there are any questions or concerns regarding the inspections.

#### **D. Chipper Day event – April 14<sup>th</sup>, 15<sup>th</sup> & 16<sup>th</sup>**

Chipper days have officially started as of this morning. We had a total of 79 property owners sign up for the program this year so far. Remember to have your piles out by the curb so Timberline can pick it up on their way by. They are starting at the top of Riviera Heights and working their way down.

#### **E. Fire Station – taskforce update**

The next taskforce meeting will be April 15, 2021 with Chief Huggins. We will then get an update on the possibility of getting a fire station. There are many reasons we need a closer fire station, including property owner's ability to get and afford fire insurance. A closer fire station would likely decrease the cost of fire insurance as well decreasing the fire risk from a 10 to possibly a 5.

#### **C. MARINA COMMITTEE – UPDATE**

**Marina Pier Update-** Clearlake Marine Construction has begun the prep work for installing the new pier. They are putting a trench across the parking lot to install electricity for the pier lift as well installing water for the bathrooms. They looked at the boat ramp in different spots and realized the erosion in this area is not as bad as anticipated. They will be fixing the few spots of erosion on the boat ramp as well as shoring up the erosion problem where the new pier is going to be placed. As soon as this is done, they will begin the pile driving portion of our new pier installation.

#### **D. ARC COMMITTEE – UPDATE**

Not a lot of ARC applications have been submitted this past month. Just a reminder, if you are doing any work on the exterior of your house, you must first submit an ARC application to the office. Once the ARC application has been approved the work may begin.

#### **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. This drive thru event will be held in the parking lot of the Clubhouse on April 24, 2021 from 11 AM to 2 PM. We encourage everyone to drive thru in order to be prepared for the upcoming wildfire season.

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



**I. ADJOURNMENT OF MEETING**

**The next monthly Board Meeting will be held on Wednesday, May 5, 2021 at 2:00PM via teleconference, pending Covid-19 Shelter in Place Orders. Contact the RHHA for more information.**