

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

MONTHLY HOMEOWNERS' MEETING MAY 2, 2018

CALL TO ORDER:

The meeting was called to order by President Kathy Andre at 2:05PM

ROLL CALL:

Kathy Andre, President
Susan McGurgan, Vice-President
Elman Duncan, 1st Vice-President
Victoria Robinson, Treasurer
Barbara Meconi, Secretary
Jessica Johnson, Office Manager

BANK BALANCES AS OF 4/25/18 READ BY VICTORIA ROBINSON:

Operating Checking	\$ 51,364
Money Market	19,046
Fire Abatement	1,589
ARC	<u>25</u>

TOTAL OPERATING CHECKING \$ 72,024

Umpqua Reserve Checking	\$ 41,060
Westamerica Reserve Checking	107,833
Reserve Fund CD	<u>100,894</u>

TOTAL RESERVE ACCTS. \$ 249,787

Cash receipts through March were \$226,600. Of this total \$204,800 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. Current year dues payments continue to come in. As of April 25, 2018, only \$13,943 of the \$207,424 (dues billed for 2017-2018) remains outstanding. This represents a 93% collection rate for this fiscal year.

On an accrual basis, year to date total income is \$239,184. Total expenses through March were \$162,427, resulting in net income of \$76,757.

One member met the terms of their payment plan agreement and old balances were written off.

There were four property transfers in March which makes a total of 22 transfers since July 2017.

One remaining 2017-2018 reserve transfer of \$24,000 was made in April. Per the budget, a total of \$48,000 was transferred to reserve for the year.

COLLECTIONS:

Bruce Kupferman, RHHA Collections, has collected an estimated \$45,000 since starting for RHHA in mid-January 2017. This does not include the two homeowners that Bruce brought to Small Claims Court and was successfully awarded \$5,000. This money will eventually be collected because these owners have multiple properties that can have liens placed on them. When this money is collected, it will be put in the operating budget.

RESERVE FUND UPDATE:

A commitment of \$48,000 was made for the 2017/2018 fiscal year for the Reserve Fund. \$24,000 has recently been transferred from RHHA Operating Checking to the Reserve Fund at West America Bank thus fulfilling our annual funding commitment. \$48,000 is the most money RHHA has ever contributed in the Reserve Fund in one calendar year.

BUDGET:

The budget has been approved and will be going out in the Annual disclosure packet in May.

We will have a modest increase in our dues assessment of 3.1% or \$10.00. This will give us more income to work with because of increases in our everyday expenses, such as utilities and insurance.

RESERVE STUDY:

The reserve study is a long-term capital budget planning tool (based on 30 years). It identifies the current status of the reserve fund and a stable and equitable funding plan to offset ongoing deterioration of HOA assets and to repair and replace those assets over time, as needed. Monies to fund the reserve account are generated from membership dues and other misc. income and then transferred from the annual operating budget to the reserve fund account. The reserve study must be updated every year as reserve projects change or emergency projects arise.

RHHA TAX IDENTIFICATION NUMBER:

As the former social committee of RHHA, who are now a separate entity, the Board advised the bank that the VIP's are no longer authorized to use the RHHA tax identification number.

NOTICE OF CANDIDACY:

The Notice of Candidacy form was sent out to all homeowners. To date we have received two notices of candidacy forms from qualified homeowners. Two current Board members are running for re-election They are, Susan McGurgan, Vice-President, and Victoria Robinson, Treasurer. Homeowner Chris Welch has also shown an interest in becoming a Board member. Elma Duncan, our 1st Vice-President will be moving to Buckingham which may leave another opening on the Board at some point.

NEWLETTER:

The newsletter is currently being written and will be coming out soon.

BY LAWS & CC&R'S:

Our ByLaws/CC&R's have not been updated in 10 years. Because there are so many changes in California laws, the Board has voted to update them. This process takes as long as 6 months. The Board will focus on updating the CC&R's beginning in July 2018.

FIREWISE/CHIPPER DAYS:

Timberline Land Management will be doing our chipper days on May 16, 17, 18. They will be working with a 6-man crew going up and down each street chipping brush for those homeowners who have signed up with the office. All brush must be placed at curbside. Each homeowner will get 20 minutes of free chipping.

FIRE-RISK ASSESSMENTS:

The fire-risk assessments have been done again this year by Jim Comisky. He has completed all 642 properties. The final assessment was 25 properties rated HIGH. Of these 25 properties, 13 were deceased homeowners. There were 35 MEDIUM and 171 were rated LOW and 369 properties had no violations. Those properties still need to continue to maintain properties by cutting weeds. We, continue to monitor all the MEDIUM & HIGH rated properties each week and work with property owners to come into compliance by having their identified fire abatement risks resolved.

READY, SET, GO PROGRAM:

As part of the RHHA Annual Meeting, we will have guest speakers who will educate our membership on how to prepare for wild fire season and evacuation procedures. Our annual meeting will be held on June 30, 2018 beginning at 10:00AM.

RHHA COMMON PROPERTIES:

RHHA owns 8 parcels of land which cover 75 to 85 acres. These include the RHHA Clubhouse, the Marina and the Wilderness Road area. Because RHHA owns this land, we have the responsibility of maintaining it. Over the past few years, the Firewise Committee and BOD have tackled multiple projects aimed at reducing wildfire and safety risks in our "common areas" of Riviera Heights.

This year we cleared the common area located at 7195 Grande Vista. The project was completed in March by Timberline Land Management. In April we worked with Cal Fire, KFPD, & Air Quality control to expand an existing fire break and do a controlled burn behind Westridge Drive. The work was done by Timberline Land Management crews. This was done to protect the homes that boarder the land owned by RHHA. We will continue to work on this and will be cutting in more fire breaks that must be done. The fire breaks that have already been done are the RHHA "common areas" of Grande Vista; Westridge,

and below the Clubhouse. The Marina was done last year but needs more maintenance done this year. The Mount Konocti Interface Fuel Project, the wilderness area, done through grant funding, is finished for the year. We are very grateful to KFPD, Lake County Fire Safe Council, and Cal-Fire in conjunction with the California Conservation Corps.

BLUE ROAD REFLECTORS:

After our roads were repaved, the blue road reflectors that indicate where fire hydrants are located, were removed and not replaced. Our thanks to Chris Welch, Committee Member, who took on the project of having them replaced by the Public Works Department. He is also following up on fire hydrant testing making sure that our fire hydrants are all working properly.

PHOS-CHEK:

This is a relatively new product that is available to homeowners for home defense and can be sprayed around the perimeter of your home by just adding water to the concentrate and, by using simple garden sprayer. When activated by heat, it turns into water and acts as a fire retardant. It comes in jugs. There are pros and cons about this product. After a rain, it breaks down and you have to respray. It also acts as a fertilizer which could make the grasses grow faster. It sells for \$48 a jug. If anyone is interested in ordering this product, please let Kathy Andre know. Riviera West is encouraging their homeowners to buy the product.

POOL:

In preparation for the opening of the pool on May 26th, we have been going through our check list prior to the pool inspection on May 8th. Mark Campanelli, Lake County Pool & Spa Care, came out to inspect the pool chemicals. The pool pump was not working properly and had to be replaced by Summers Pool Equipment Company. The cost to replace it was \$1,100. The pool cover must also be replaced soon. The anticipated cost will be \$7,500. Some of our pool signage still needs to be replaced. The Palm trees have been pruned by Francisco's Tree and Garden Service.

Sophie Sells will be back as RHHA Pool Manager. All pool monitors have been hired.

CODE ENFORCEMENT:

045-226-110 Trash/sanitation issue; owner/tenant contacted advising removal essential

045-241-240 Trash, debris & abandoned vehicle on property. High fire risk for dead trees.

Property inspected; hearing letter/proposed fine sent; vote to assess & lien.

045-232-140 Hearing letter will be sent regarding complaints about trash/debris/multiple cars

Yelling

045-143-330 Contacted property management re issues with tenants being disruptive.

Mailbox hutch damaged on Riviera Heights Drive; will repair

ARC:

045-153-190 ARC application submitted for hot tub platform – approved

045-153-180 ARC application submitted for solar installation – approved

045-241-190 ARC application submitted for outdoor stairs – approved

045-143-360 ARC application submitted for pine tree removal by LC Tree Service – approved
045-263-030 ARC application resubmitted for new home construction. Building plans approved
045-273-100 ARC application approved for re-roofing

FIREWISE:

045-141-030 Tree seriously leaning over road; neighbors concerned; PG&E inspected 3 times.
PG&E says tree is stable will inspect again if tree shows signs of dying.
045-273-140 Has not cleared lot after numerous warnings – Board voted to assess \$300 fine
045-143-070 Owner has cleared weeds/brush/high grasses from around property.
045-191-110 Owner requested RHHA to inspect property to insure enough branches were cut
Away from roof & house.
045-261-070 Complaining about neighboring property having poison oak in tree; also believes
There may be a septic problem because of strong odor of septic.
045-183-010 Getting bid to clear property
045-224-050 Getting bid to have lawn mowed and area cleaned on property per firewise letter.
045-142-020 Neighbor concerned over high weeds/grasses in front & back yard. Getting bid
From Majestic.

MARINA UPDATE:

Chris Welch reports that the Marina should be fully operational by the end of week. The float has a new ladder. We are getting bids for erosion issue work, as well as bids for the asphalt repair. These big-ticket items are considered a Reserve Expense.

SOCIAL COMMITTEE UPDATE:

The Mother's Day Tea will be held on May 12th. It will be sponsored by Traditions Antiques in Lakeport in conjunction with RHHA Social Committee. Thanks goes out to Jamie Sells of Traditions Antiques, as well as Sophie Sells and Jessica Johnson for making all the arrangements for this event. All the proceeds from the Mother's Day Tea will be donated to RHHA for future children events such as Ice Cream Sunday's (Sundaes); Popsicle Tuesdays; and more. The Social Committee is working on a calendar of upcoming events.

WATER UPDATE:

Kathy contacted Jan Coppinger of Lake County Special Districts regarding updates on the water situation. Kathy said Jan Coppinger will be coming out to update us on the water situation on May 29th at 6:00PM. All homeowners will be getting a letter in the mail about this meeting.

The grant for new stainless-steel water tanks has been approved. The grant for the Water Treatment Plant refurbishment is still pending and has not yet been approved. If this goes through as planned, there will be more water meters available and we will be able to build again.

The cost to replace the (4) four wooden water tanks with new steel tanks will be \$800,000. This is especially good news because of the fire risk the wooden tanks presented. We do know that 75% of the cost will be covered by the grant and the remaining 25% will be paid by Special Districts. If you have been paying the special assessment on your water bill right along, and you wanted a water hook up, it would cost approximately 12,000. If, however, you have not been paying the assessment right along, the same hook up would cost about 65,000.

H.C. WELLS:

H.C. Wells property consisting of 176 acres, is being purchased by Charles Von Schmidt and is currently in escrow. Mr. Von Schmidt is a Real Estate developer who says his plan is to build a family home with a vineyard and wine cellar. He did not share any other plans with the Board at this time except to ask RHHA's permission for electrical access on the wilderness road to put in 400' of electrical. He needs our permission because RHHA owns this dedicated access road off of Echo. The Board will consider the matter. No major decisions regarding the wilderness road area will be made without identifying the need for full approval of the Association membership.

OPEN FORUM:

Homeowner Rosalie Schmaltz brought up several issues of concern to her which were addressed by the Board.

The meeting was adjourned at 4:00PM

Next monthly meeting will be held on June 30, 2018 at 2:00PM

Minutes Respectfully submitted by, Barbara Meconi, Secretary

Approved by Kathy Andre, President _____