

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

MONTHLY HOMEOWNERS' MEETING JUNE 6, 2018

CALL TO ORDER:

The meeting was called to order by President Kathy Andre at 2:05PM, June 6, 2018

APPROVAL OF MINUTES:

The minutes of May 2, 2018 were approved as presented. Minutes are also posted on RHHA Website.

INTRODUCING THE BOARD OF DIRECTORS:

Kathy introduced the BOD newest member Christopher Welch, 2nd Vice-President. Chris Welch has stepped into the 2nd Vice-President position after the resignation of Elma Duncan, who has moved from the area. Chris Welch is also a member of the Marina Committee and Firewise Committee.

For the 2018/2019 fiscal year two positions were open on the Board; however, because we already had two qualified candidates Susan McGurgan, Vice President, and Victoria Robinson, Treasurer, opting to stay on the Board, the election was uncontested and there was no need to send out election ballots election this year.

The Board members are: Kathy Andre, President, Susan McGurgan, Vice-President, Christopher Welch 2nd Vice-President, Victoria Robinson, Treasurer and Barbara Meconi, Secretary.

ROLL CALL:

Kathy Andre, President
Susan McGurgan, Vice-President
Christopher Welch, 2nd Vice-President
Barbara Meconi, Secretary
Victoria Robinson, Treasurer ABSENT

FINANCIAL REPORT:

1. Bank Balances as of 5/31/18:

• Operating Checking	\$ 32,126
• Money Market	19,046
• Fire Abatement	1,589
• ARC	5,025
<u>TOTAL – OPERATING ACCOUNTS</u>	<u>\$ 57,786</u>

FINANCIAL REPORT: CON'TD.

Bank Balances as of 5/31/18:

• Umpqua Reserve Checking	\$ 38,760
• Westamerica Reserve Checking	107,833
• <u>Reserve Fund CD</u>	<u>100,894</u>
<u>Total – Reserve Accounts</u>	<u>\$ 247,487</u>

2. Cash receipts through April were \$230,711. Of this total, \$206,500 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 May 31, \$12,319 of the \$207,424 dues billed for 2017/2018 remains outstanding, representing a 94% collection rate this fiscal year.

3. On an accrual basis, year to date total income is \$241,301. Total expenses through April were \$180,774, resulting in net income of \$60,527.

4. There were six property transfers in April with a total of 28 since July.

5. Two members met the terms of their payment plan agreements in May and old balances were written off.

**The Profit & Loss Budget Performance and Balance sheet are reported on the accrual basis to maintain consistency with 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. As the budget for 2017-2018 is on an accrual basis, only the annual budgeted totals are included in the cash basis report. The actual P&L, which is also on the accrual basis, has the budget broken down by month.

DISCLOSURES:

The Disclosure packets by law must be mailed out to Association Members, twice a year. The Disclosure packet is also online. In answer to Chris Welch's question "can they be emailed?" The answer is unfortunately not, according to Davis Stirling.

HOMEOWNERS' DUES:

This year there was a 3% assessment in our dues, which amounts to a \$10.00 increase. This is a nominal amount, considering dues were raised by 20% in 2016. The dues were raised this year to compensate for the increase in utilities, insurance, etc.

RESERVE ACCOUNT:

The Board met the annual 2017/2018 reserve fund commitment, transferring \$48,000 to the reserve account from the operating accounting (not including insurance monies transferred to reserve fund). If we meet our Reserve Study fund goal for 2018/2019, we will be 62% funded at the end of next year. The average is 50-55% which means we are steadily improving our reserve funding status. There are no anticipated special assessments for the upcoming 2018/2019 fiscal year, unless an emergency arises.

WATER MEETING UPDATE:

Special Districts held a update meeting at RHHA Club House which was very informative. Special districts was awarded/funded two grants, one for an Ozone Filter which is a pre-filtering process for our water treatment, which will save water during the filtering process. A second \$600,000 grant was funded to replace the 4 old Redwood tanks with new stainless-steel tanks. The redwood tanks pose a fire hazard and leak severely. Both projects have been put out to bid. Hopefully, with the water saved from the ozone filter improvement and with new tanks that don't leak, the State may consider allowing water hookups (once these projects are installed and operational).

In the meantime, the state mandated water moratorium is still in effect for District 20, which includes Riviera Heights. There are no water hookups being released; monies that were earmarked under Proposition 1 for the refurbishment of our existing water treatment plant was spent by the state for other emergency projects. The state is continuing to look at alternate funding resources.

FIRE HYDRANTS:

Fire Hydrants in District 20, which haven't been tested in 5-7 years, will now be checked at the rate of 10 hydrants a week. When they are tested, a special device is used so that no water is wasted. The testing uses only 2-3 gallons of water. All fire hydrants will be tested and the project will be completed by the middle of July. Chris Welch will be following up on the project with Special Districts 20.

COLLECTIONS:

Bruce Kupferman, our collection representative, has collected over \$45,000 in past membership dues. He represented RHHA in Small Claims Court and was awarded \$5,000. The property owner, 045-173-040, disputed the judgement. This case will now be re-heard on July 30, 2018.

Bruce will also be representing RHHA in Small Claims Court against the property owner of two lots 045-193-010 and 045-193-030.

RHHA has an on-going civil litigation action against property owner 045-273-190.

POOL OPENING:

Our pool was inspected by Environmental Health and past with flying colors, allowing us to open on-time for the summer season. Our thanks to Jessica Johnson, and Sophie Sells for all their dedication and hard work.

CC&R'S/BY LAWS REVISIONS:

We are getting ready to undertake revisions of the RHHA CC&R's and By Laws. It has been fourteen years (14) since they have been updated. Because California law supersedes our CC&R's/By Laws in many instances, and because so many laws have changed in the past years, it is imperative that we keep up with these changes. If you would like to volunteer for this committee, please contact the RHHA office.

FIREWISE:

This year, chipper days were held on May 16, 17, 18. We had 82 homeowners participate. The work was done by Timberline Management. The Marina roadsides, parking lot and beach area were cleared of fire fuels by Majestic Landscaping on May 16, 2018.

This year our Annual Meeting will be held on Saturday June 30th. We are going to combine this meeting with an Evacuation and Fire Safety seminar. We have invited Cal Fire Battalion Chief, Sean O'Hara & Jim Comisky, President of the Firefighters Association of California to be our guest speakers.

Jim Comisky did our home safety fire inspections again this year. He also followed up with homeowners who had questions regarding fire safety around their homes.

We have 18-20 properties rated High fire risk. 15-17 of these properties have deceased owners or are abandoned and in serious tax default. This is a complicated problem as the properties need to be cleared of fire fuels; we continue to explore options as to clearing these properties.

It is important that all homeowners come into compliance with fire safety rules. It is just as important that RHHA is vigilant in keeping the common areas cleared of fire fuels. Remember these safety steps.

- CLEAR PROPERTIES OF FIRE FUELS
- BE PREPARED TO EVACUATE WHEN ADVISED
- SIGN UP FOR NIXEL REPORTS (IF YOU ARE TOLD TO EVACUATE LEAVE IMMEDIATELY)

LOT CLEARING/TREE REMOVAL:

- 045-143-070 Owner has cleared weeds/brush/high grasses from around property; This was high fire danger;
- 045-233-150 Majestic Landscaping to clear; worked with owner in response to Fire risk inspection. Owner sent check; lot cleared.
- 045-191-110 Property rated low. The property was re-inspected to ensure owners Cut enough branches away from the roof & house (5/7/18);
- 045-261-070 Called to complain that neighboring property 045-261-060) has Poison oak growing in a tree that is next to her property; husband is highly Allergic to poison oak and they want it removed. Also, smells of septic problem. 6/1/18 had back yard weed whacked; needs to address bay tree problems And poison oak vines in utility & PG&E lines;
- 045—183-010 Call Majestic Landscape and obtained bid on Zenon's behalf; he sent Check to RHHA office and property being cleared.
- 045-171-030 Referred owner to Majestic Landscaping who cleared both upper and lower lots of brush/grasses in response to fire assessment - Property was rated high fire hazard.
- 045-273-130 In response to hearing letter/phone calls, Owner sent check to have lot cleared By Majestic Landscaping. Property cleared.
- 045- 152-240 Responding to fire risk assessment; owner hiring Majestic Landscaping to clear; Check received at office.
- 045-261-220 Owners attended hearing before Board regarding fire risks on their rental property. Owners disagreed with both CAL FIRE and RHHA fire abatement compliance

requirements. If homeowners choose not to comply, the Board will assess fines accordingly. Medium fire hazard.

- 045-261-050 Received fire assessment in mail just after he had already cut branches on tree/ground Stacked for chipper day cleared.
- 045-224-050 Owner had Daniel Holland clear property – low fire risk
- 045-232-230 In response to fire assessment, owner hired Majestic Landscaping to clear; Medium fire risk
- 045-152-270 Owner has sent check to RHHA and Majestic Landscaping cleared property.
- 045-142-020 Owner recently deceased; working with co-owners of house to Have cleared. high weeds/grasses in front and back yard. Got bid from Majestic Landscaping. Son of owner sent check to have property cleared by Majestic Landscaping. Will be cleared on June 6, 2018.
- 045-193-050 Contacted owner in follow up to high fire risk notification and hearing letter. Owner did not show for hearing on 5/23/18; asked if Board would Consider allowing RHHA homeowners with vacant lots to temporarily Put a motor home or airstream on property so that they can use property And amenities.
- 045-241-240 Working with Property owners to remove 3 dead pine trees and Removing all trash/abandoned vehicle/debris from Property; high fire danger. Owners are putting house up for sale.
- 045-252-340 New property owners cleared downed trees and brush from their Property; was high fire danger.
- 045-172-030 Responding to inspection; will comply by June 1, 2018
- 045-192-040 CONTACTED DEPT. OF PUBLIC WORKS FOR downed tree that fell on owner's property. Followed up with Public Works, who came out and inspected the tree and approved That County will remove. Tree on wait list for removal.
- 045-152-040 Contacted both PG&E and Dept. of Public Works to have dead tree removed as it is close To property line. PG&E topped tree but would not remove. Public Works inspected and Determined tree on public property and will remove. Tree on wait list for removal. Tree was girdled in years past and is now dead. Owner is trying to sell property. Obtained deed of trust at courthouse on behalf of owner, as they are out of town
- 045-241-050 In response to hearing letter, Owner Hired Timberline Land Management to clear by 6/15/18
- 045-241-040 In response to hearing letter, Owner hired Timberline Land Management to clear by 6/15/18

- 045-242-020 Property Owner's representative called in response to hearing letters and phone call.
- 045-242-010 Both properties are rated high fire risk for heavy brush/vegetation. Obtaining bid From Majestic Landscaping to have properties cleared. Upon receipt of bid owner will Send check to RHHA to have Majestic clear both vacant lots.
- 045-234-210 Called daughter of property owner to follow up with hearing letter; will hire Timberline Management to clear ASAP. High fire hazard.
- 045-281-020 Obtained bid from Majestic Landscaping on owner's behalf.
- 045-281-030 Obtained bid from Majestic Landscaping on owner's behalf.
- 045-281-040 Obtained bid from Majestic Landscaping on owner's behalf.
- 045-233-040 Called Dept. of Public Works to report tree down across road – potential hazard 5/29/18. Tree removed.
- Corner of Eastridge & Riviera Heights Drive – Called Public Works to notify that Stop Sign on corner is completely covered by tall brush/shrubs and needs to be cleared. Potential danger as no one can see stop sign. 5/29/18
- 045-152-230 Kupferman to assist Owner in complying with fire risk assessment. Owner is hiring Jose Ramierz to clear lot; scheduled for 6/7/18 or pending fine will be assessed.
- 045-226-020 Office received phone call regarding dead tree at this address. Tree had been girdled in years past and has now died. Hearing letter sent and owner responded. Will have cleared by June 27, 2018.
- 045-172-180 Top of felled dead tree on property is over in neighbors' yard. Hearing letter sent.
- 045-142-060 CONTACTED PG& E VEGETATION MANAGEMENT ON 3 different occasions to advise them that extremely tall pine tree is leaning across the road and could come down, pulling down electrical lines in the process. PG&E inspected all 3 times and determined that tree is healthy and trunk solid and therefore, at this time, per PG&E standards, will not fall down. PG&E will re-inspect tree in next 6 months. Owner of property also advised that tree is leaning and poses potential problem if tree should fall on neighboring properties or vehicles parked on street.
- 045-142-200 Owner sent notification to weed whack high weeds/grasses.
- 045-153-020
- 045-153-030 3 dead trees on properties near road; contacted property manager & trees removed
- 045-153-050 Contacted property manager and they cleared lot of high grasses/weeds; low hazard.
- 045-233-070 Hearing letter sent regarding high weeds/grasses; owner had property cleared;

medium fire hazard.

- 045-183-100 Owner contacted & is sending check to have Majestic Landscaping clear lot of high weeds/grasses. Property rated medium.
- 045-241-060 Owner cleared defensible space around house; gave two-week extension
045-241-070 to 6/15/18 to finish clearing lot.
- 045- 234-170 Owner responded to inspection notice and has hired Robert McKracken to clear by June 7, 2018.
- 045-225-010 Owner contacted PG&E regarding tree on property that was dying as a result of having been accidentally damaged by PG&E; utility company came out and trimmed up tree to save. Medium fire hazard resolved.
- 045-201-070 Fire abatement hearing letter; owner had lot cleared. High fire hazard.
- 045-226-010 Owner cleared in response to hearing letter; medium hazard
- 045-152-380 Shrubs in front yard cleared, low fire danger
- 045-143-230 Owner cleared lot in response to fire risk assessment. Medium risk
- 045- 152-10 Owner cleared lot in response to fire risk assessment; medium risk
- 045-233-110 Hearing letter sent; owner cleared around her house next to this lot that she Also owns. Requested extension which has expired; was going to do work herself, But lot remains unclear; Vote to assess \$300 fine (cost of Majestic to clear)
- 045-143-060 Owner sent hearing letter to have lot cleared of high weeds/grasses; Medium fire hazard; partially cleared. Obtain bids from Majestic Landscaping To finish per owner.
- 045-152-010 Spoke with owner; obtain bid from Majestic Landscaping and she will pay to Have it cleared asap.
- 045-261-130 Wild Poppy shrubs from neighbor's yard have encroached on this owner Property; medium fire hazard. Working with both owners to resolve.
- 045-261-090 Owner sent hearing letter to have lot cleared of high weeds/grasses
- 045-182-020 Hearing letter sent regarding high weeds/grasses; medium fire hazard.
- 045-181-090 Hearing letter sent regarding high weeds/grasses; medium fire hazard.
- 045-192-090 Hearing letter sent for brush, high weeds/grasses; medium fire hazard.

- 045-234-020 Hearing letter sent for brush and trees that need to be limbed up; medium fire hazard.
- 045-183-190 Hearing letter sent for brush, high weeds/grasses; medium fire hazard.
- 045-221-070 Hearing letter sent for high weeds/grasses; medium fire hazard.
- 045-261-080 Hearing letter sent due to tree limbs that contact roof or eaves; medium hazard.
- 045-225-050 Hearing letter sent for brush and high weeds; Medium fire hazard.
- 045-151-020 Hearing letter sent for vegetation growing at right side of house that Needs to be cut back/trimmed; medium fire hazard.
- 045-241-250 Hearing letter sent for brush at roadside and in landscaping. Medium hazard.
- 045-173-070 Hearing letter sent for brush and high weeds at end of property that are too close to house next door. Medium hazard.
- 045-234-150 Hearing letter sent due to brush, vegetation and trees that need to be limbed up. Medium hazard.
- 045-234-030 Hearing letter sent due to brush and trees that need to be limbed up; Medium hazard.
- 045-261-140 Hearing letter sent due to brush & high grasses; medium hazard.
- 045-142-070 Hearing letter sent as pine tree needs to be limbed up and juniper bushes Need to be cut back or thinned to remove ladder fuels; medium hazard.
- 045-171-180 Hearing letter sent as dead fronds on palm tree need removing and vegetation Growing under eaves of house need to be thinned/removed. Medium hazard.
- 045-191-010 Hearing letter sent as trees need to be limbed up from ground. Medium hazard.
- 045-262-130 Hearing letter sent as trees need trimming so that nothing is under the eaves or Touching the roof of home. Medium hazard.
- 045-152-350 2987 Marina View Drive Lucas
Remove dead sections of junipers and limb up tree six feet.
- 045-143-120 7170 Riviera Heights Court Sandra McKeon
Need visible address sign; remove combustibles near house, including Old wine barrels, card board; also, clear brush & grass.

ARC:

- 045-241-190 Replacing existing fence. ARC application approved
- 045-142-070 Exterior paint color samples/ARC application approved.
Owner hired painters to complete exterior painting.

- 045-273-170 Small deck extension; application approved.
- 045-202-030 Left construction debris on site and dumped leftover concrete On lawn after repair of deck and cover. Owners have picked up Debris. House now up for sale.

CODE ENFORCEMENT:

LIGHT SHIELD FOR PARKING LOT – SHIELDS MADE & NEED TO RENT CHERRY PICKER LIFT TO INSTALL

- 045-226-110 Contacted owner and tenant to remove Trash/debris being removed from property, which is going up for sale. Owner complied/dumpster rented/trash hauled off.
- 045-232-140 Hearing letter sent regarding complaints received by neighbors about tenants. Owner responded and tenants have given notice to move out as of 5/30/2018.
- 045-143-330 Contacted Property Management Company & Owner Regarding on-going tenant issues which have caused disruption to the neighborhood. Reported issues to Property Mgmt. Company and they have taken appropriate action in this matter.
- 045-224-070 In response to hearing letter, owner voluntarily resolving barking dog matter.
- 045-252-220 Tenant has Sofa & debris in driveway – sent letter to owner Owner responded and will have tenant cleared; ask office to send Letter to tenant also, which was done.
- 045-201- 020 Alleged parking, garage and single-family residence violations
- 045-171-060 Owner contacted and will remove scaffolding by June 15, 2018

SOCIAL COMMITTEE:

The Mother's Day afternoon Tea sponsored by Sophie's Day SPA in conjunction with Jamie Sells, Traditions Antiques, Lakeport, Ca., was a huge success. Together they donated \$1,035.00 towards RHHAs Kids' Summer Programs. Big thanks go out to Jessica Johnson, and her entire family for all their hard work and dedication to the new RHHAs Social Committee.

ANNUAL POOL OPENING EVENT MAY 26, 2018:

The Annual Pool Opening had a great turnout considering the weather was not very good, and there were so many other activities taking place around the Lake. We had approximately 100 attendees.

GARAGE SALE:

We have our community garage sale coming up the first week of June. If you would like to participate in this event, please call Jessica at the Clubhouse to be put on the list.

ITALIAN NIGHT:

We are planning another Italian Night Dinner in the Fall. Last year's event was quite successful and sold out quickly. As soon as a date is set, we will advertise with flyers and on Nextdoor Riviera.

MARINA:

Chris Welch reported that the float has been placed back in the water and has a new ladder. He also reports there is a huge rock in the water by the dock that should be marked by a buoy as a warning. We have a serious erosion problem that needs to be addressed. We will be getting bids for this, as well as bids for asphalt repair. These big-ticket items are considered a Reserve Expense and were budgeted for the 2018/2019 fiscal year.

The Marina Gate is being left unlocked. Whether it is left unlocked knowingly, or not, we do not know; however, this could possibly create a potential liability. We are still hoping to get the gate moved closer to Soda Bay Road. Ideally, we would like to have a card system put in, however, this system is very expensive and could cost up to \$15,000.

CLUBHOUSE PARKING LOT:

We are working on getting bids for repaving the parking lot at the Clubhouse.

HOMEOWNER REQUESTS PERMISSION:

The Board is in the process of calling homeowners' who have had their properties inspected and need to clear them of fire fuel. While in the process of making one of these calls, Kathy spoke to a homeowner that is upset because of the building moratorium. He asked if the Board would consider at least allowing people to put temporary trailer on their property so that they could at least use the RHHA amenities. We have spoken to many property owners that cannot build but still must maintain their property. Kathy asked this question of the members that were present today and, the consensus of opinion from Association Members was NO - not to allow any type of temporary structure on a lot. Susan McGurgan made a motion that it would not be in the best interest of the homeowners to allow temporary motor homes on properties. It was seconded by Chris Welch, all approved.

WILDERNESS ROAD:

H.C. Wells property is the owner of 176 acres above the Wilderness Road. In a recent meeting with Mr. Charles Von Schmidt he said he has purchased some of this acreage and it 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 so he could put in 400' of electrical underground wiring. He also wants permission to widen the access road 12-14 feet. Parts of this road run through RHHA common area land, and needs our permission to expand road and allow additional access.

Since we are not sure what it is in total that Von Schmidt is proposing, and whether or not it would be beneficial to RHHA, we have asked him to have his attorney put his proposal in writing with detailed information of what his plans are. We would then take it to our attorney for review. Mr. Von Schmidt would be responsible for the attorney's fees, up front, before we could even consider having our attorney involved. We also believe this proposal would need the vote of the entire membership before any decisions are made.

OPEN FORUM:

Shirley Taucer thought there was a time limit as to the number of days before an election the Board could fill a vacant seat. Andre said she did not believe this was in the CC&R's but would review the matter.

Rosalie Schmaltz suggested that someone contact the chamber of commerce next year prior to setting a date for our community garage sale. The reason for this suggestion was because this year's garage sale coincided with too many other events.

The meeting was adjourned at 3:50PM

Minutes Respectfully Submitted by Barbara Meconi, Secretary

Approved by Kathy Andre, President _____