

**RIVIERA HIEGHTS HOMEOWNERS' ASSOCIATION**

BOARD OF DIRECTORS  
MINUTES OF BOARD MEETING  
AUGUST 3, 2016

**1. CALL TO ORDER**

President Kathy Andre called the meeting to order at 2:07 PM

**2. BOARD MEMBERS IN ATTENDANCE**

Kathy Andre, President

Susan McGurgan, Vice President

Barbara Meconi, Secretary

Victoria Robinson, Treasurer (introduced as new interim Board Member)

**3. OTHERS PRESENT**

Jessica Johnson, Office Assistant

Mary Terou, Bookkeeper

Stephen Stetzer, Fire Wise/Code Enforcement Committee Member

**4. OFFICE ISSUES**

Mary Terou was introduced as new RHHA Bookkeeper; she was highly recommended by our CPA firm Pheling & Pheling

Lynette Fischel-Dunbar's resignation from HOA Board of Directors was announced  
Kathy Andre announced that Board positions are open for anyone who would like to volunteer

**ACCOUNT BALANCES** - read by Jessica Johnson as follows:

\*Operating Checking \$114,674.09

\*F/A Checking \$2,289

\*ARC Checking \$70

\*Money Market Savings \$136,069

**RESERVE FUND CD'S** – ready by Jessica Johnson as follows:

\*CD #9829 \$100,894

\*CD #7016 \$ 36,734

\*CD #0770 \$ 50,223

\$187,851 total

**HOA DUES BILLED**

\$208,008 was billed to homeowners as of July 1, 2016

\$111,442 of this has been collected from homeowners as of July 30, 2016

**5. VIP UPDATES:**

No events planned at this time

Evaluating possibility of Zumba classes being held at Club House

**6. MANAGERS REPORT**

\*RESERVE STUDY - Board voted to hire Association Reserves of San Francisco to conduct a Reserve Study (required by law to be done at least every 3 years); Board will advise Membership of results of Reserve Study as soon as available. We anticipate having the Study done in August and completed in September 2016.

\*ARC Issues were presented as follows:

-APN#045-142-070- new roof

-APN#045-142-030 – tree removal

-APN#045-273-170 – replacement fencing/painting

-APN#045-231-050 – retractable awning

-APN#045-202-030 – removal of deck cover/owner compliance

\*WATER ISSUES

Kathy Andre, President, clarified with Lynette Fischel-Dunbar, Citizens Advisory Representative for Special Districts 20, that some of the information Fishel-Dunbar had provided at the Annual Homeowner's meeting on July 25, 2016 was confusing and very premature. Grants for construction/equipment replacement of the water treatment plant, as well as the 4 stainless steel tanks had not been approved as Fishel-Dunbar had previously announced. Also, the cost, if any, of water meters has yet to be determined by Special Districts and at this time we still do not have a time frame for when water meter hookups will be available.

\*CODE ENFORCEMENT

-APN#045-183-260 – trash/debris removal

-APN#045-273-190 – mediation on-going

-APN#045-172-100 – dog off leash/aggressive

-APN#045-233-190 – dogs off leash/barking

-APN#045-151-230 - dog off leash and barking

-APN#045-252-080 – excessive vehicle parking; raising chickens

\*FIREWISE/FIRE ABATEMENT:

Kathy Andre announced that in the last 6 weeks the Board has worked with homeowners to have approximately 50 more properties cleared of weeds, brush and dead trees, thanks to the owner's cooperation and financial investment to do so, including:

-APN#045-261-210 – tree removal

-APN#045-233-080 – backyard brush cleared-medium fire hazard

-APN#045-233-050 – downed tree branch removed

-APN#045-142-200 - lot cleared-medium fire hazard

-APN#045-203-170 - brush/weeds cleared by owner – medium fire hazard  
-APN#045-183-300 – lot cleared-medium fire hazard  
-APN#045-281-010 - property cleared – medium fire hazard  
-APN#045-143-060 – lot cleared – medium fire hazard  
-APN#045-241-140 – lot cleared – high fire hazard  
-APN#045-234-170 – lot cleared – medium fire hazard  
-APN#045-241-250 – brush cleared/PG&E power line lifted – medium fire hazard  
-APN#045-232-140 – brush/weeds cleared – medium fire hazard  
-APN#045-172-090 – brush/shrubs cleared & pruned – high fire hazard  
-APN#045-173-120 – lot cleared – low fire hazard  
-APN#045-225-210 – lot cleared – low fire hazard  
-APN#045-152-240 – fire break/lot clearing underway – high fire hazard  
-APN#045-152-230 – lot cleared – high fire hazard  
-APN#045-241-180 – lot cleared – medium fire hazard  
-APN#045-191-400 – lot cleared – medium fire hazard  
-APN#045-201-140 – lot cleared – medium fire hazard  
-APN#045-152-280 – lot cleared – high fire hazard  
-APN#045-183-250 - lot cleared  
-APN#045-271-100 – dead tree branches removed  
-APN#045-192-030 – lot cleared  
-APN#045-152-040 – lot cleared – low fire hazard  
-APN#045-221-070 – brush, branches, weeds cleared – high fire hazard  
-APN#045-183-100 - lot being cleared – high fire hazard  
-APN#045-152-370 – property cleared – medium fire hazard  
-APN#045-153-120 – lot cleared – high fire hazard  
-APN#045-153-130 – lot cleared – medium fire hazard  
-APN#045-153-131 – lot cleared – medium fire hazard  
-APN#045-234-210 – lot cleared – high fire hazard  
-APN#045-234-200 – lot cleared – high fire hazard  
-APN#045-261-130 – lot cleared – medium fire hazard  
-APN#045-281-170 – lot cleared – medium fire hazard  
-APN#045-261-120 – lot being cleared – low fire hazard  
-APN#045-234-200 - lot cleared – high fire hazard  
-APN#045-252-340 – lot cleared – dead tree/brush removal – high fire hazard  
-APN#045-144-130 – lot cleared/fire break – medium fire hazard  
-APN#045-144-120 – lot cleared – low fire hazard  
-APN#045-144-140 – lot cleared – low fire hazard  
-APN#045-153-010 – lot cleared – low fire hazard  
-APN#045-153-020 – lot cleared – low fire hazard  
-APN#045-153-030 – lot cleared – low fire hazard  
-APN#045-153-040 - lot cleared – low fire hazard  
-APN#045-153-050 – lot cleared – low fire hazard  
-APN#045-153-060 – lot cleared – low fire hazard

**\*LAKE COUNTY CODE ENFORCEMENT/LOT CLEARING**

Project still moving forward, with expectation of County Code Enforcement to clear approximately 15 identified lots in Riviera Heights at owner's expense through property tax assessments

**\*MARINA PIER**

Insurance check received resulting from recent pier vandalism.

Board is still exploring options and obtaining bids on best way to move forward on repairs  
Homeowner Gary Hill is helping with these efforts

**\*SECURITY CAMERAS/SURVEILLANCE SYSTEM FOR CLUB HOUSE & MARINA**

Security surveillance options and bids were discussed; Board will be voting in Executive Session on bid award. Once again, thank you to Gary Hill for all of his time and advise.

**\*SWIMMING POOL**

Filtration system was clogged/non-functioning. Worked with 2 pool companies to determine cause. Identified need for filtration system to have sand and pea gravel replaced, as this had not been done in over 5 years.

New California State swimming/safety required signage installed at pool and marina.

Hand dryers for pool bathrooms installed to minimize the on-going problem of toilet clogs/flooding caused by paper towels being stuffed in toilets

**\*CC&R's**

A brief discussion was held regarding our current CC&R's and the need to have these updated. The Board will explore this further.

**\*SPENDING RUMORS**

Kathy Andre addressed rumors circulating regarding current Board expenditures. Andre reviewed a comparison of current Board reserve spending to prior years expenditures:

In 2013/2014 fiscal year the previous Board spent \$13,000 in reserve expenses

In 2014/2015 fiscal year the previous Board spent approximately \$133,00 in reserve expenses (actual figure \$136,552 – of this, \$78,000 was spent in Club House renovation and \$58,500)

In 2015/2016 the current Board has spent approximately \$46,000 which included an estimated \$12,000 to complete the skylight and Club House flooring projects started by prior board in 2014/2015.

Andre further clarified that the balance of reserve expenses incurred in 2015/2016 were for necessary repairs to prevent trip and fall hazards and other liability issues. Monies were not spent on cosmetic improvements.

Andre also advised Homeowners that they can inspect the reserve expenditures, budgets and financial reports of the Association by contacting the RHHA office in writing and requesting to do so.

Also discussed was reserve funding. Andre shared that the following amounts of money were transferred into the Reserves per year:

2010 - \$20,000

2011 - \$40,000

2012 - \$38,000

2013 - \$36,350

2014- -0-

2015 – an estimated \$32,000 will be transferred to reserves pending the final assessment of our CPA firm, Pheling & Pheling

#### QUESTIONS & COMMENTS:

Homeowner reminded Andre that the minutes were not approved as submitted at the start of this meeting. Andre apologized for inadvertently missing this. The Board had previously approved these minutes as submitted and minutes has already been posted for Association member review. Homeowner also requested that copies of prior monthly meeting minutes be available at each meeting. Homeowner also requested that copies of monthly financial statement be available at each Board meeting.

Homeowner requested that Board be mindful of spending money on unnecessary expenditures. Homeowner reminded Board that whatever we do regarding Marina Pier, it cannot be less than what previously existed.

3:30PM - MEETING ADJOURNED

MINUTES RESPECTFULLY SUBMITTED BY:

Barbara Meconi, Secretary

APPROVED BY:

Kathy Andre, President