

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

MONTHLY HOMEOWNERS' MEETING JANUARY 3, 2017

CALL TO ORDER:

The meeting was called to order by President Kathy Andre at 2:10AM

ROLL CALL:

Kathy Andre, President
Susan McGurgan, Vice-President
Elma Duncan, 2nd Vice-President
Victoria Robinson, Treasurer
Barbara Meconi, Secretary
Jessica Johnson, Office Manager

ALSO IN ATTENDANCE:

Stephen Stetzer, Code Enforcement Committee Member
Chris Welsh, ARC Committee
Gary Hill, Marina Committee

SPECIAL NOTE:

Kathy announced the passing of Mary "Kay" Katherine Ridgeway, on December 21, 2017. Kay Ridgeway was a long-time Kelseyville resident. She was the mother of Kenny Ridgeway. A memorial will be held at 11:00am on Saturday, January 6, 2018 at the Chapel of the Lakes in Lakeport followed by a reception celebrating her life at RHHA Clubhouse. Our heartfelt condolences to the Ridgeway family.

APPROVAL OF MINUTES:

The minutes from December 6, 2017 Annual Board Meeting were approved as submitted.

BANK BALANCES AS READ BY VICTORIA ROBINSON:

Operating Checking	\$ 100,160
Money Market	19,044
Fire Abatement	1,689
ARC:	2,025
Umpqua Reserve Ckg.	60,567
Westamerica Reserve Checking	83,833
Reserve Fund CD's	\$ 100,894 total
GRAND TOTAL OF:	\$ 368,212

FINANCIAL REPORT CONT'D.

Cash Receipts through November 30th, 2017 were \$214,800. Of this total, \$195,200 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 November 30th, less than 9% of the 2017/2018 annual dues remains uncollected.

Total expenses on an accrual-basis for November were \$15,867. Payroll expenses were under budget by about 11% for the month and are six percent over year-to-date.

There were seven property transfers in November and 12 since July.

In November, \$24,000 was transferred from RHHAs operating account to RHHAs reserve checking account. This \$24,000 represents half of the budgeted \$48,000 annual reserve contribution. The remaining \$24,000 will be transferred from operating to reserves prior to the fiscal year end. One of the RHHAs reserve CD's at Umpqua Bank matured and it was transferred to the RHHAs reserve checking account at West America Bank. This was done because the amount of RHHAs money in Umpqua Bank exceeded \$250,000, the maximum amount that the FDIC insures per banking institution.

This financial report shows RHHAs to be in a healthy financial position.

COLLECTIONS UPDATES:

On Tuesday, December 18, 2017 Bruce Kupferman, represented RHHAs in our first Small Claims Court filing to recover past membership dues, fines and assessments from homeowner 045-193-060, etc. The homeowner did not show for the court appearance; therefore, a favorable judgment was granted to RHHAs in the amount of \$4,851.40 in principal and \$115 in costs on plaintiffs claim. The court mails out the judgement within 2 weeks of the court date, then there is a 30 day appear period. After this period, RHHAs will file a judgement lien against the homeowner for amount due RHHAs.

FIREWISE UPDATES:

- RHHAs COMMON AREAS INSURANCE COVERAGE - On Tuesday, January 9, 2018, at 2:00pm Board Members will be meeting with State Farm Insurance Representative to review and possibly increase HOA insurance in the event of a natural disaster, particularly wildfire, to make sure that our current insurance coverage is sufficient for the rebuilding of all RHHAs common areas, i.e., Clubhouse Marina, Pool, etc. The Reserve Study will be used as a reference tool in this assessment process.

The Board encourage all RHHAs homeowners to review their own personal homeowner's insurance coverage to make sure you also have ample coverage.

- COMMON AREA FIRE MITIGATION PROJECTS: We have met with Majestic Landscaping and have viewed RHHAs common areas for fire mitigation bids. We will address further clearing/fire breaks, etc., on a priority basis in order to protect RHHAs homeowners and property. A bid was awarded to Majestic Landscaping to chip remaining brush left at site where LC Conservation crews cleared wide swaths of land at the Wilderness Road area for a fire break. After a brief

initial start, the project was temporarily halted and cost reevaluated due to additional work required to cut ends of numerous branches and stack before running through the chipper, increasing the original bid by \$300. Susan McGurgan made a motion to approve the increased bid to get this project completed. Elma Duncan seconded the motion; all board members voted in favor.

- HOMEOWNER LOT CLEARING BIDS FOR ABANDONED PROPERTIES: Obtaining additional bids from Majestic Landscaping to clear vacant lots on behalf of homeowners for fire hazard mitigation. We have also obtained prices of clearing abandoned lots that pose fire dangers to neighboring properties and evaluating options to address this serious matter.
- LAKE COUNTY FIRE SAFE COUNCIL MEETING: evacuation preparedness was stressed as the top priority for associations to address regarding fire safety programs. In the event of wildfire in our area, evacuate as soon as possible. There may be very little warning and fires burn rapidly. Cal Fire's first priority would be evacuation of residents.

Discussed Lake County Tax Collectors Office regarding status of abandoned properties in RHHA With extensive tax defaults to look for options for fire mitigation.

Cal Fire is composing a Hazard Abatement Ordinance aimed at reducing fire fuels on vacant lots, assisting HOA's and other communities to deal with this high-risk situation. The Ordinance will give teeth to Cal Fire that would allow them the ability to enforce lot clearing/fire mitigation and compel compliance.

Supervisor, Jim Steel, is working with insurance companies regarding fire insurance for Lake County. He also discussed the bigger vegetation/landscape component that can overwhelm a community regarding fire mitigation, especially when it comes to ember cast and radiant heat (trees/shrubs that have been planted or have multiplied in subdivisions, particularly those with high fire combustion such as Grey (Digger) Pines, Knob Cone Pines, Bay Trees, and Junipers. Jim Steel presented a draft of a Tiered Risk Management Model for Wildland Fire Insurance Evaluations. Steel is exploring options on a state level to deal with the backlash of fire insurance policy cancellations that Lake County homeowners are experiencing after the recent wildfires.

- KELSEYVILLE FIRE PROTECTION BOARD MEETING – attended by Kathy Andre & Shirley Taucer To learn how we can better partner on fire safety.
- FIREWISE INFORMATION/TRAINING MEETING – A Firewise Community Meeting will be scheduled for our membership in February/March 2018 to address evacuation procedures, fire mitigation, Firewise Programs and challenges we face in the upcoming fire season. We are also compiling a list of those residents who for medical reasons, etc. might need help from first responders or neighbors in emergency evacuation.
- FIRE WISE PRIORITY REASSESSMENT: At the Boards request, Cal Fire Battalion Chief, Sean O'Hara will help RHHA in assessing priorities/ideas regarding fire mitigation of RHHA common area properties for clearing/fire breaks, evacuation routes, etc.

- LAKE COUNTY OES HAZARD MITIGATION DRAFT PLAN:
The draft plan is finished and is available on line for public input and awareness. This plan deals with issues such as fire hazards, flooding, health of the lake, and earthquakes. The highest priority is wildfire prevention and response. This must be done every 5 years and submitted to FEMA, required to be eligible to obtain grant funding.
- RIVIERA'S JOINT PLANNING MEETING:
The first joint council meeting of the Riviera Heights, Clearlake Riviera & Riviera West homeowner's associations will be held in the next few weeks. The main focus will be on emergency evacuation and fire mitigation. This new joint council, with the proposed name Of the Mt. Konocti Fire Safe Council, will allow us to combine our efforts, exchange ideas, and collectively pursue solutions to fire mitigation challenges and other needs for the benefit of all of our communities.
- FIRE HYDRANTS UPDATE:
Kathy spoke to Jill Shaul at Special Districts who has forwarded our request for hydrant status/inspection to the Special Districts engineer responsible for the hydrants. We are waiting for a response. Our hydrants have not been tested in a long time. We don't know if they work. Also need to address lack of blue reflector on/near the hydrant locations.
- REFLECTIVE ADDRESS SIGNS: If you have not already done so, please fill out the application for the purchase of a "reflective address sign." This is a very important safety feature. If first responders cannot find your house in a medical or natural disaster event such as wildfire, they will not be able to help you. In an emergency, minutes count. The signs are purchased through Kelseyville Fire District. The KFD will come out and install them at your home. The cost for the sign and installation is \$30. Applications for reflective address signs are available at the RHHA office.
- PG&E: Kathy met with Travis May, Vegetation Manager for PG&E regarding fire mitigation in Lake County to learn more about PG&E's inspection/fire mitigation/safety programs. He provided handout information for homeowners on "Knowing Your Overhead Lines." During the last week of December PG&E survey crew was here in the Riviera. Their job was to go through every powerline and put florescent green paint "dots" on those trees that are within 4' of power line and must be topped, cut back or removed. After the inspection crew's complete surveys, actual mitigation work will begin in January.

The handout also has valuable information in it, and describes the different PG& E or communication company lines. The handout includes what kind of trees to plant and where best to plant them so they will never block someone's vision on street corners, or grow into the power lines.

CODE ENFORCEMENT:

045-226-110 Tenant and Owner responded to hearing letter; obtained dumpster/hailed off debris
045-203-050 & 045-203-060 Tenants have debris stacked in front yard, dead branches from fallen tree
on next door lot

ARC:

045-162-080 Met with owners on 12/7/17 who requested ARC to reconsider a third story addition to
existing home.

MARINA UPDATE:

John Goss Backhoe will tear down and remove the obsolete water pump building at Marina in next two
weeks. This is a reserve expense (from insurance reimbursement for vandalism).

Marina Committee Guidelines were created and presented for Board discussion and vote. This new
Committee will be a long term committee whose purpose is to ensure the safety, maintenance,
improvement, enjoyment and financial investment of the common area known as the Riviera Heights
Marina.

WATER UPDATE:

New RHHA homeowner, Rob Shurgis, at the December 2017 Board Meeting provided a brief update on
the water treatment plant grant funding status. In follow up, Andre telephoned Jill Shaul at Special
Districts, (who manage the water system/treatment plant for Riviera Heights). Shaul shared that the
grant application process for funding the capital improvement budget for this project had been
submitted to the Federal level for approval. However, it hit a snag because NEPA (the Fed govt's
environmental report process), returned the application to Special Districts, requiring that Special
Districts submit an updated archaeological dig report (on the site where the treatment plant has been
for years). The report now has been updated and sent back to the Federal level for approval. Special
Districts believes this is the last major hurdle in the grant funding process. The grant for new steel water
tanks is still pending approval on the federal level. We welcome our new community member, Rob
Shurgis, and are appreciative of his input and knowledge regarding the water issues.

VIPS:

Rosalie Schmalz reported that the VIP's Christmas Event was successful. Ginny Potter reported that her
New Year's Event was also successful.

RHHA SOCIAL COMMITTEE GUIDELINES:

Andre created and presented guidelines of being an RHHA social committee (similar to guidelines for the
Marina Committee) These guidelines spell out the following: The Function; Authority; Appointment;
Purpose and Responsibilities; and include the Committee Structure and Terms, etc. The primary
purpose of the social committee is to develop and conduct a community recreational and social
program, (i.e. conduct parties and social events, etc.) for the RHHA membership.

The current VIP'S were then asked if they had decided whether or not they wanted to be the social
committee of the RHHA. If they decided to continue to represent RHHA they must abide by these social
committee guidelines and RHHA CC&R's. In the RHHA CC&R's, it states that all committees report to the
Board and serve at the pleasure of the Board. The purpose of this is to protect RHHA, particularly
regarding insurance policies, financial accounting, etc. All monies received and spent by any RHHA

committee must be accounted for through appropriate RHHH book keeping procedures. The VIP's have kept a separate bank account (established with the RHHH tax ID number), and have kept their accounting separate from the association. No one from the Association Board is authorized as a signer on this account. It was discussed that some Board Members would need to be authorized as signers on the account. Basically, the VIP's cannot operate as a separate entity from the RHHH in violation of the CC&R's. However, the VIP's can form their own club and rent the Club House just as any other homeowner would have to do, to put on an event. The Board would be willing to offer a discount on VIP Club House rental price. Andre had also contacted the Social Committee chair of the Riviera West HOA to see how they were structured, and was told that all monies made by their Social Committee went back to their Association (to purchase event items needed or remodel kitchen, etc).

The VIP's were then asked individually if they wanted to be the social committee of RHHH. VIP members responded: Kathy Meyer "Not at this time." Rosalie Schmalz, did not respond directly to the question but began a dialog of "what Buckingham did; Ginny Potter said that the VIP's have always been a committee of the RHHH; and Shirley Taucer indicated that she has too many other personal responsibilities to commit to being on an RHHH Social Committee; Lou Ward was absent from the meeting. In response to a question asked by homeowner Kathryn Schmidt, Andre made every attempt to explain the pros and cons of being an RHHH committee or being a separate entity. As an RHHH committee, our insurance covers RHHH social events and RHHH assists in and pays costs for the promotion of events (newsletter, flyers, etc.). Kathy Meyer stated that the BOD never helps them. Andre disagreed. Kathy Andre asked RHHH attorney Andre Ross of Ewing & Associates (who was on hand to attend an Executive Meeting following the regular Board meeting) his thoughts on this matter. Attorney Ross explained the responsibilities of the Board of Directors and the BOD's fiduciary responsibility to oversee committees, and that the BOD was doing its best to protect the association in this matter. At this time, a motion was made by Victoria Robinson to dissolve the current VIP Committee so that they may become their own entity, and RHHH would form a new RHHH Social Committee. It was seconded by Susan McGurgan. Board voted all in favor.

Kathy asked for volunteers to join the social committee of RHHH.

The meeting was adjourned at 4:00pm.

Minutes Respectfully Submitted by Barbara Meconi, Secretary

Approved by Kathy Andre, President _____