

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION

3040 RIVIERA HEIGHTS DRIVE

KELSEYVILLE, CA., 95451

MONTHLY HOMEOWNERS' BOARD MEETING OCTOBER 4, 2017

CALL TO ORDER:

The meeting was called to order by President Kathy Andre at 2:12pm

ROLL CALL:

Kathy Andre, President

Susan McGurgan, Vice-President

Elma Duncan, 2nd Vice-President ABSENT

Victoria Robinson, Treasurer

Barbara Meconi, Secretary

Jessica Johnson, Office Manager

APPROVAL OF MINUTES:

The meetings of the September 6, 2017 monthly Board Meeting were approved as submitted.

BANK BALANCES as of 9/28/17 Read by Victoria Robinson:

Operating Checking \$ 130,399

Money Market 19,042

Fire Abatement 1,689

ARC 25

Umpqua Reserve Ckg. 65,457

Westamerica Reserve Ckg. 22,480

Reserve Fund CD'S \$ 137,628 Total

FINANCIAL REPORTS RECAP:

Total accrual-based expenses for August were \$24,655. Payroll expenses were higher by approximately \$4,300 due to the number of pay periods that fell in the month, i.e., 3 vs 2, as well as the addition of grounds keeper/pool monitor Zach Villalobos having to be trained by Justin Johnson prior to Justin's departure.

For the fiscal year, expenses have been \$61,000, of which \$8,200 was due to the write-off of uncollectible accounts.

There were two property transfers in August, bringing the number of transfers to 4 in 2017.

Cash receipts through August were \$172,211. Of this total, \$168,210 was collected in HOA Dues (primarily from the current year assessments) with the remaining amount received for prior years' late charges, fines, and interest. As of August 31, 2017, 86% of the 2017/2018 dues have been collected.

Late charges were posted on September 6th. A total of 100 properties were assessed a late fee of \$32.40.

WORKMEN'S COMPENSATION REFUND:

When a workmen's compensation policy is initially underwritten, the policy premium is based on the company's estimated exposure for the upcoming period. At the end of the policy period, an annual Workers' Comp premium audit determines what the accurate cost for that period should have been. There may be differences between the estimated premium established at the onset of the policy period and the actual premiums, which is why the audit process is critical. After RHHA's audit, Kathy announced that this year we received a check back from Workmen's Comp in the amount of \$7,345.00. Special thanks to bookkeeper, Mary Terou, of Terou Business Services, and Jessica Johnson, RHHA Office Manager for all their hard work in preparing for the Payroll Audit.

RESERVE ACCOUNT TRANSFERS:

We will be transferring \$20,000 of the \$48,000 we have committed into our Reserve Account in the month of October. The remaining \$28,000 will be transferred at the end of the fiscal year.

COLLECTIONS:

Bruce Kupferman, our collections representative is hard at work collecting past due homeowners accounts. Some delinquent homeowners accounts have been identified for small claims court action and the process of filing these claims is underway.

Also, Bruce has significantly helped our fire abatement efforts in obtaining current homeowner contact information and in the fine assessment process.

We have received a check in the amount of \$400.00 for a nuisance fine assessed on a homeowner whose guests were responsible for the pool contamination issue we had a month or so ago. This was to cover the cost of cleaning and shocking the pool, chemicals, labor and down time.

DISCLOSURES:

The disclosures will be mailed out soon. Per Davis Stirling, disclosures must be mailed out twice a year, in Spring and in the Fall. Year-end financials will be included in the fall disclosures as well as our RHHA newsletter. Rosalie Schmalz asked that a letter that received from the Battered Women's Shelter, thanking the VIP's for their donation (Xmas 2016) also be included in the newsletter.

Jessica announced that she received a favorable response to her inquiry at Kelseyville High for seniors were interested in fulfilling their community service credits by volunteering to help RHHA get our disclosure envelopes stuffed and ready for mailing, light lot clearing and other projects.

VIP'S ACTIVITIES:

The VIP's will hold their annual Xmas Party again this year on December 9, 2017.

Ginny Potter will host the annual New Year's Eve Event on December 31st. Details to follow. It was determined that this is a private event (not a VIP event)

POOL CLOSURE:

The pool has been closed for the 2017 season.

MARINA UPDATE:

In mid-September high winds and rough water were responsible for causing bolts to pull out of the float. These bolts connected anchoring chains to the float. The float broke loose and the ramp fell into the water. The Dock Factory pulled the ramp out of the water and it will remain so during the winter season. One of our goals this coming year is making improvements at the Marina.

We are working with PG&E and Otte Electric to relocate the existing electrical from the vandalized pump house at the Marina. Permits from the County and PG&E have been obtained. Otte Electric has installed a new commercial electrical panel as part of this process. Brush and trees were cut back by Francisco's Tree & Garden Service that were in the path of the relocated lines. Once the electrical is done, the Board has contracted with John Goss Backhoe Service to tear down the old pump building and haul off all concrete and debris, leaving only the cement slab. The Marina Committee will be working on a game plan for repurposing this space as well as overall Marina improvements.

In response to homeowner Shirley Taucer's request, we obtained prices regarding renting a porta-potty with a sink from Action Sanitary supply and were informed that the cost would be \$160.00 per month. The matter will be further addressed by the Marina Committee and considered for next fishing season.

Water line repair, additional lighting and other projects are being discussed to improve the use and safety of the RHHA marina.

FISH & GAME:

We received several reports from homeowners regarding foxes that may have been poisoned or were acting aggressively, going on decks, growling at residents, etc. As such, we contacted Lake County Animal Control who referred us to Fish & Game. Fish & Game advised us that this might be CANINE DISTEMPER. We were instructed to immediately call Fish & Game if a dead carcass is found so that they can test for disease. Also, please contact the RHHA office and let us know of any fox incidents.

There have also been bear sightings in Riviera Heights and mountain Lion sightings in Buckingham. We have placed flyers in the flyer boxes reminding our homeowners to be aware of their surroundings when going outside, walking your pets, etc.

WATER UPDATE:

There was no water update provided by volunteer representative Lynette Fishel-Dunbar.

WATER TANKS:

Felicia Bridges who is running for the Kelseyville Fire Protection District Board called Lake County Special Districts on our behalf regarding the RHHA water tanks leaking and asked when they were last checked.

State of California has approved \$6,000,000 for replacing the aqueduct water system. Funding is now at the Federal level. Once it is granted on the Federal level, they will begin building the new water system.

ITALIAN NIGHT DINNER NOVEMBER 4th, 2017:

The Board of Directors will be holding "A Taste of Italy" sit-down dinner on November 4th. All RHHA Homeowners and their guests are invited. This will be by reservation only. Tickets are \$15.00 per person and will be sold in advance at the Clubhouse.

RED CROSS CPR TRAINING COURSE:

A CPR training course will be held at the clubhouse, date pending. There must be 10 people signed up for the course in order to book it. The cost is \$40.00 per person. Thus far, only one person has responded. If we do not have the required 10 people, we will not be able to book the instructor.

PG&E LIGHTS:

PG&E has finished replacing our traditional sulphur street lights with new, more energy efficient LED lighting. A few of RHHA members at the meeting felt the lights were much brighter than those before. They felt that they were "blinding" drivers at night and obscuring the night stars and sky view. Kathy said she would be contacting PG&E regarding the homeowner complaints. The complaints were specifically about the lights located at Riviera Heights Dr. and Fairview Lane and Evergreen & Eastridge as well as Riviera Heights Drive and Eastridge.

FIREWISE:

- 045-142-240 Inspected by Jim Comisky and still not cleared; owner had small patch of brush removed But is not in compliance. Owner advised to complete by 10/7/17 or face up to a \$2,500 fine.
- 045-203-140 Lot cleared by Francisco
- 045-231-040 Lot cleared by Francisco
- 045-183-190 Owner had Majestic Landscaping clear lot.
- 045-264-080 Cleared by Jose Juarez
- 045-183-110 After working with owner for months, owner had lot cleared on 9/25/17 by Majestic
- 045-242-030 Owner had cleared - High fire danger (working with owner 9/26/17)
- 045-191-060 Owner clearing (poison oak) almost finished & will have brush/poison oak hauled
- 045-234-130 Pending \$2,500 fine; owners will work with us to clear & pay past dues.
- 045-173-120 Lot cleared by owner.
- 045-203-140 Lot cleared & chipped.
- 045-153-060 Lot cleared by property manager
- 045-261-080 Owner hired People Services who cleared up some of the brush/weed; additional tree work needs to be done to remove trees/branches leaning against house.

- 045-203-060 Trunk of tree removed but branches left; need to clear and clean up around house
- 045-141-020 Working with owner & Ricky Junker of Timberline Mgmt. to have dead tree removed.
- 045-152-020 Large dead walnut tree; obtained bid. Owner accepted bid and sending check to have Francisco Lopez remove tree.

- 045-281-070 Obtaining bids on owner's behalf to have dead tree & lot cleared
- 045-234-030 Owner cleared. Inspected lot on 9/29/2017
- 045-203-070 Real estate agent working with homeowner to clear lot. Daniel Holland to clear.
- 045-142-020 Working with owner representative to resolve; owner is ill and moving out of state; putting house up on market; get bid from Francisco Lopez to weed whack/remove brush around house.

- 045- 252-180 Clearing defensible space around home per CAL FIRE
- 045-264-040 Contacted owner as tree leaning over and going to come down on Riviera Heights Drive; one tree already came down; owner to have Jose Juarez clear.

ARC ISSUES:

- 045-242-090 Application approved for new driveway based on county approval/permits.
045-263-050 Re-roofing approved
045-161-060 Re-roofing/exterior painting/gutters approved
045-172-170 Working with owner on carport installation pending ARC application submission
045-171-160 Replacing rotted wood on house exterior due to bathroom leak
045-263-040 Called regarding new light installation by PG&E; glaring, blinding at their house;

CODE ENFORCEMENT:

- 045-171-160 Parking situation resolved; vehicle towed;
045-142-070 Board members met with owner to discuss repairs/improvements that need to be made on house, including painting exterior, replacing stairs and deck, rotted wood,
045-261-110 Putting house up for sale; cleared mattresses; trash still remains on side of house; paid outstanding account balance in full.
045-143-070 Received written response to hearing date letter mailed regarding improvements that need to be made to house, etc.; working with owner.
045-171-230 Working to resolve matter in response to complaint by homeowner regarding dogs off leash.

OPEN FORUM:

There was a complaint made by a homeowner regarding children riding mini-bikes and speeding up and down Riviera Heights Drive and other streets in the area. The homeowner said the children are as young as 10 years old with no license to drive on the street and are not observing driving laws. The bikes are not approved for public roads, are loud, and may pose a fire from sparks. There was serious concern about the children's safety, as well as the heartbreak this would cause to anyone who accidentally struck the kids with their vehicle. Kathy said she contact the homeowner and follow up ASAP.

The meeting was adjourned at 4:00pm.

Minutes respectfully submitted by: Barbara Meconi, Secretary

Approved by: Kathy Andre, President _____

