

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION
3140 RIVIERA HEIGHTS DRIVE
KELSEYVILLE, CA., 95451

MONTHLY HOMEOWNERS' MEETING NOVEMBER 1, 2017

CALL TO ORDER:

President Kathy Andre called the meeting to order at 2:05PM on November 1, 2017.

ROLL CALL:

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

GUEST SPEAKER:

Paul Scott Representing Professional Firefighters was a guest speaker at today's meeting. He told the homeowners that this year the Kelseyville Fire Protection District had three openings on its Board of Directors with a total of 5 candidates running for the position. All 5 candidates were interviewed by the staff to determine who they felt would be best qualified to be on their Board. Ultimately, they decided to endorse Paul Lauenroth, Herbert Colt and John "JT" Traller. The election will be held on November 7, 2017.

APPROVAL OF MINUTES:

The minutes from October 4, 2017 were approved as submitted.

BANK BALANCES AS OF SEPTEMBER 2017:

Operating Checking	\$ 132,285
Money Market	19,043
Fire Abatement	1,689
ARC	25
Umpqua Reserve Ckg.	66,457
Westamerica Reserve Ckg.	<u>22,480</u>
	\$ 240,979 TOTALS

Reserve Fund CD's \$ 137,628 TOTALS

FINANCIALS:

- Late charges were assessed on September 6th on a total of 99 properties.
- Cash receipts through September were \$185,900 of which \$182,00 has been collected in HOA Dues (current year as well as prior years). The remaining amount received for late charges, fines, and interest. As of September 30, 87% of the 2017/2918 annual dues have been collected.

- Total expenses on an accrual-basis for September were \$15,393. Payroll expenses were UNDER BUDGET by approximately \$1,500 for the month but are eight percent over year-to-date. Propane expenses were considerably higher than budgeted due to a leak at the tank.
- There were two property transfers in September and one merger.
- After a compliance audit by the association's workers' comp insurance provider, the premium for last year was reduced, as well as the projected premium for the current year. A total refund of \$7,345 was received in October. The premium was increased for the two years because workers comp certificates had not been obtained from all of the outside contractors that had been hired by the association in 2014/2015.

YEAR-END FINANCIAL STATEMENTS:

Our year-end financial statements were reviewed by Pheling & Pheling, our CPA's. The overall financial picture is positive. Even though we had major expenses in replacing the Clubhouse AC&Heating System, the Swimming Pool Heater, old plumbing at the Clubhouse and had to make repairs to the pool deck, we have INCREASED our reserve funds, ending the year at \$216,025. This was due to the transfer of \$37,000 for the fiscal year 2015/2016 and a \$40,000 reserve contribution for the fiscal year ending June 30, 2017. Our goal this year is to contribute \$48,000 of annual RHHA dues income to our reserve fund. We have also made improvements in our accounting systems, providing a more transparent picture and separate tracking of reserve expenses and operating expenses.

We are continuing to work on cleaning up the RHHA accounts receivables. On June 30, 2016. The receivables balance was \$336,000. On June 30, 2017, this balance was \$158,000. A **reduction of \$178,000 over the prior year.** This decrease in accounts receivables was due in part to writing off old, uncollectible homeowners' account balances on the books, totaling \$111,000. The remaining \$47,000 reduction was a result of monies that were collected from delinquent homeowners' accounts. The Board gratefully acknowledges our Bookkeeper, Mary Terou of Terou Business Services, Bruce Kupferman, RHHA Collections Representative and Jessica Johnson, Office Manager for all their hard work and dedication.

On December 19th Bruce Kupferman will take the first of several homeowners to Small Claims Court for past dues and F/A fines that have gone unpaid. Bruce has a great deal of experience dealing with people who have not paid or refuse to pay their dues or clear their lots.

REFUND CHECK RECEIVED:

A refund check in the amount of \$7,345 was received from Workmen's Compensation due to the annual Workmen's Compensation audit. This check has been deposited in our operating account.

MOTIONS MADE:

A motion was made by Kathy to transfer \$20,000 from the Operating Checking Account to the Reserve Account. This money will go towards our year-end reserve funding commitment of \$48,000. It was seconded by Susan McGurgan, and approved by all Board members.

A motion was made **NOT** to have solar energy installed at the clubhouse. It was seconded by Elma Duncan, and approved by all Board Members. HOA's cannot legally enter into any contract or finance anything over one year. The purchase of solar energy equipment and installation could only be done through a special assessment of the RHHA members.

A motion was made to switch our propane company from Suburban to Value Propane Company. It was seconded by Barbara Meconi, and approved by all Board Members.

A motion was made to clean 6 palm trees on RHHA grounds of dry fronds because of the fire danger they create. It was seconded by Susan McGurgan, and approved by all Board Members. The cost will be \$100 per tree. The work will be done by Francisco's Tree and Garden Service.

ARC COMMITTEE:

Kathy announced that volunteers were needed for the ARC Committee. Volunteers must have some construction background knowledge, and know ARC guidelines.

ITALIAN NIGHT EVENT:

The Board of Directors will be hosting a dinner, "Taste of Italy" on November 4th. The event was sold out in less than 4 days. Because of the overwhelming response we received, the Board will be hosting more events in the future.

VIP EVENTS:

In the past, the VIP'S were always considered the "social arm" of the association who reports to the Board of Directors when putting on events. In recent years, they have broken away from this practice and, instead, have been acting on their own. Kathy asked if they considered themselves a social committee that reports to the Board. All VIP's in attendance said they did not consider themselves a committee and did not feel they had to report to the Board when hosting events. Kathy wondered if they were not a committee what did they consider themselves to be? A separate entity? An Ad Hoc Committee? She asked several questions, such as "who's insurance do you go under when hosting events at the HOA Clubhouse?" Being a separate entity did they carry their own liability insurance? Rosalie Schmalz said they had been using the Riviera Heights Homeowners' Tax Identification Number when hosting events for a number of years. The end result of this discussion was, the VIP's must decide if they want to be a part of the Riviera Heights Homeowners' in which case they must be a committee that reports to the Board of Directors or a separate entity in which case when hosting events at the clubhouse, they must sign a rental agreement, pay for the rental of the clubhouse, and abide by the same rules that any homeowner renting the clubhouse must follow. Kathy said she would respect any decision they make.

REFLECTIVE ADDRESS SIGNS:

In the event of an emergency, whether it be a medical emergency or any other type, it is imperative that you have an address sign that is easy to see. Kelseyville Fire Protection has reflective address signs available for purchase. The cost is \$30.00. If you purchase the address sign from them, they will come out and install it for you.

PG&E LED STREET LIGHTS:

Kathy has contacted the PG&E regarding complaints received on the new LED street lights. They have responded saying they will be installing shields over the lights so as not to bother homeowners.

ARC MATTERS:

Chris Welch spoke to the homeowners on the importance of allowing trees on their property to become so tall that they block the neighbors' views.

APN 045-162-080 regarding property damage/new roof. Property is not in the complainant's name. The Board cannot speak to anyone except the current owner.

APN 045-141-060 Neighbor fence dispute

APN 045-172-170 Application has been submitted for steel boat cover structure; pending approval.

FIREWISE:

We continue looking at properties and identifying those that still need clearing. There are proper steps of due process that need to be taken before RHHA can assess a property owner for not clearing his/her property, which include written notice of alleged violation and potential fine, dispute resolution hearing, fine assessment for non-compliance and the filing of property liens.

APN 045-172-090 Large branch came down on road. Road Department cleared.

APN 045-152-240 Board assessed \$2,500 fire abatement fine; letter read aloud at meeting.

APN 045-261-220 Hearing letter sent with \$5,000 fine. High fire risk no defensible space.

Branches hanging over roof & deck. Owner notified and responded immediately.

Dead tree about to fall on deck of neighboring house. Property to be re-inspected.

APN 045-261-210 Responded to complaint by neighbor. Took pictures of dead tree about to fall. Called Homeowner who responded by cutting down tree. Will return to remove 2 other Dead trees.

APN 045-142-020 Property ownership dispute. Bid for \$400 was obtained. Cannot clear until ownership dispute is settled. Cal Fire also involved.

APN 045-252-180 Owner having defensible space cleared around home. Cal Fire involved.

APN 045-261-080 Met with owner who obtained People Services to clear weeds and brush. Branches Still are overhanging house and trees are too close to side of house and front deck.

APN 045-264-090 Hearing date, owner responded; working to clear.

APN 045-143-070 Threatening e-mail received from RHHA resident regarding "evicting this Homeowner."

APN 045-144-150 Owner will trim back shrubs.

APN 045-192-130 Large dead tree down on property. Sent owner fire Abatement letter. Need to obtain bids; hearing date Nov. 9th.

APN 045-181-100 Lot clearing; hearing letter sent \$1,500 proposed fine. Hearing date Nov. 9th.

APN 045-264-040 Large tree coming down; will block road; spoke with owner said Jose Juarez would Be clearing. 2nd check of property shows tree still up with no work performed. Will Re-contact owner ASAP.

APN 045-152-150 Spoke with neighboring property owner voiced concerns about large branch from Walnut tree might fall on his deck. Inspected property & obtained bid for branch Removal; need to contact owner. Neighbor wants walnut trees pruned. Sent hearing letter. Nov. 9th.

APN 045-152-230 Property has high brush growth; bid obtained from Francisco Lopez; hearing letter With potential fine sent. Additional bid from Majestic Landscaping on dead walnut Tree.

APN 045-152-200 Large palm tree with dead fronds to ground; bid obtained for \$400 from Francisco Lopez. Property owner will have tree removed.

APN 045-182-180 Complaint against neighbor because of brush posing fire hazard to his house. Lot was cleared, but not enough. Taking photos.

APN 045-152-040 Pine Tree girdled now dead and in power lines. Owner identified and hearing letter

Has been sent with potential fine of \$1,500. Bid obtained from Francisco Lopez to
for \$700. PG&E called. Hearing date scheduled for 11/9.

APN 045-201-230 Owner responded to fine letter. Hired Daniel Holland to remove shrubs and brush
Around home. Owner will pay Daniel Holland directly.

APN 045-234-130 Owner responded to hearing & proposed fine letter. Owner has obtained bid from
Majestic Landscaping for \$1,800. Will have lot cleared. Hearing date 11/9.

APN 045-183-100 High dead grasses/weeds. Bid received for \$500. Hearing date 11/9.

APN 045-183-100 Property owner said she sent check in amount of \$475 to clear property; check
Not received. Hearing date with proposed fine of \$500.

APN 045-141-020 Update from Timberline Management on dead tree. It was determined that it was
An Elderberry tree with endangered Beetles. Will now cut down as soon as their
Schedule allows.

APN 045-281-130 High dead grass/weeds. Owner cleared weeds; work in progress; need bid for
Hauling off. Hearing letter had been sent with proposed \$1,000 fine. Hearing date
Had been scheduled for 11/9. Inspected on 10/31/17 still needs multiple trees
Limbed up. Obtaining bids.

APN 045-183-200 Bruce in contact with homeowners. Children are working with RHHA to resolve
Both outstanding account balance and lot clearing. Inspected 10/31/17 obtaining
Bids.

APN 045-191-060 Obtaining bid on owner's behalf to complete work. Owner started but did not
Finish. Limb up trees and haul off branches and brush. Inspected on 10/31/17.

Following properties were re-inspected on 10/31/17. Obtaining bids to clear:

APN 045-183-030 Abandoned property

APN 045-152-010 Trees/brush in mail boxes/wires

APN 045-152-060 Abandoned property

APN 045-152-070 Owner obtaining bids to have cleared.

APN 045-181-170 Needs clearing

APN 045-183-010 Needs clearing

APN 045-183-020 Needs clearing

APN 045-183-120 Abandoned property Owner Deceased

APN 045-183-220 " "

APN 045-233-120 " "

APN 045-233-110 3198 Marina View

APN 045-281-090 3177 RHD

APN 045-281-070 3167 RHD

APN 045-281-050 Abandoned Property

CODE ENFORCEMENT:

APN 045-172-120 Minors riding mini-bikes has been addressed and resolved.

APN 045-226-110 Tenant being fined for visible trash not being removed.

APN 045-201-030 Barking dog complaint – sending letter

APN 045-142-030 Noise complaint/vehicle traffic – contacting owner.

MARINA UPDATE:

We are waiting for PG&E to complete the work at the Marina. They are busy with fire work.

The meeting was adjourned at 4:05PM

Minutes Respectfully Submitted by Barbara Meconi, Secretary

Approved by: Kathy Andre, President _____