

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION
MEETING MINUTES

A Board Meeting was held at the Clubhouse at 3040 Riviera Heights Drive, Kelseyville, CA 95451 on Wednesday, March 4, 2020.

1. MEETING CALL TO ORDER – 2:04pm

2. Roll Call

- A. Board Members:
Kathy Andre, President
Susan McGurgan, Vice President
Nancy Yamaguchi – 2nd Vice-President
Victoria Robinson, Treasurer
Barbara Meconi, Secretary - absent

3. Approval of Minutes

Minutes from February, 2020 Board meeting submitted and approved.

4. OFFICE ISSUES/FINANCIAL REPORTS

A. Bank Balances as of 3/3/20:

| | |
|-----------------------------------|--------------------------|
| Operating Checking: | \$80,314 |
| Money Market: | 19,055 |
| Fire Abatement: | <u>1,089</u> |
| Total - Operating Accounts | <u>\$100,459</u> |
| | |
| Umpqua Reserve Checking | \$ 8,992 |
| Westamerica Reserve Checking: | 162,304 |
| Reserve Fund CD: | <u>102,148</u> |
| | |
| Total – Reserve Accounts | <u>\$ 273,444</u> |
| | |
| ARC: | <u>7,025</u> |

- \$24,000 was transferred from RHHA operating budget to Reserve fund, which represents 50% of our annual reserve funding goal for the 2019/2020 fiscal year.

- Collections – update given on collections efforts by Bruce Kupferman.

- Reserve Study – We are scheduling a site visit with Association Reserves to begin the 2020/2021 Reserve Study process. By law, the Board is required to complete a reserve study each year. Every three years, a site visit is required as part of the Reserve

Study process. This site visit involves an assessment of all components and assets of Riviera Heights, determining the current value of those assets and the replacement cost of each asset over a period of 30 years. This determines the amount of monies which need to be set aside in our reserve fund each year to address replacement costs of all assets.

- **New Election Procedures have been mandated by the State of California, and per Davis-Stirling, all HOA Boards must adopt and adhere to these new laws. Kathy Andre made motion to adopt these required regulations into our CC&R's and election procedures. Victoria Robinson seconded motion. All Board Members voted to approve.**
- **Notice of Candidacy forms for the 2020/2021 fiscal year was mailed to all HOA members on February 21, 2020. All persons seeking to run for a position on the Board must returned their Notice of Candidacy to the RHHA office by March 25, 2020**
- There are two open positions on the board for the upcoming year.**

PRESIDENTS REPORT:

A. CLUB HOUSE – update

- Presentations were made at the Club House by Tina Scott and Chris Almind, both candidates running for Supervisor 2020 District 4. The purpose of the presentations was to give RHHA homeowners An opportunity to meet and ask questions of both candidates prior to the upcoming election. Both candidates were supportive of a new fire station in our area.

FIREWISE - UPDATE:

- New neighbors, John & Karen Nowell, who purchased the Soper Ranch were gratefully acknowledged by the Board for allowing RHHA homeowners to use their property as a safety zone in the event of Wildfire (if using the evacuation routes on Soda Bay road are not feasible). Their property was approved for this purpose by CALFIRE. Also acknowledged was new homeowner Yvette Marciano who purchased vacant lots and a house on Marina View Drive that were previously owned by the Sopers. Yvette has granted HOA members the right to access the Nowell's property/safety zone through Marina View Drive vacant lots. This is a tremendous benefit to our community.

- A task force has been formed with Riviera Heights HOA, Buckingham HOA and surrounding neighbors to build a fire station within a five-mile radius of our communities. The North Konocti Fire Station 57 Task Force will be seeking sponsorship for this undertaking from KFPD and will be making a formal presentation to KFPD Board of Directors on March 18, 2020. The purpose of the Task Force in building this fire station will be to increase rapid response time for KFPD for both fire and paramedic emergencies and to potentially reduce insurance costs in our area by Reducing the ISO fire hazard insurance rating for our area. Once our formal presentation is completed and we have a commitment of support from KFPD, the task force will make more detailed announcements regarding this project. We would also like to thank Jim Comisky for his support in this process.

Representatives of the North Konocti Fire Station 57 Task Force attended the KFPD Board meeting on February 19, 2020 to announce the creation of this Task Force and request a formal Presentation before the KFPD Board at next month's meeting. The Task Force was approved to Be on the upcoming agenda on March 18, 2020.

Task Force Representatives Rian Sommerfield, John & Karen Nowell and Kathy Andre attended the Lake County Community Risk Reduction Authority meeting on 2/24/20 to announce the formation and purpose of the North Konocti Fire Station 57 Task Force, seeking support from this area agency in our efforts to build a fire station in our community. The Risk Reduction Authority is also planning to hold an informative Fire Mitigation and Preparedness Seminar at Twin Pines Casino on March 29, 2020.

- An update was provided regarding the Benefit Safety Benefit Zones (Supervisor Rob Brown program). The Lake County Code Enforcement Department (Planning Division) is spearheading this project under the direction of Code Enforcement Representative Andy Williams. All 42 properties submitted for fire abatement in Riviera Heights, Riviera West and Buckingham have been inspected and those property owners in non-compliance have been legally notified of intent to abate by County. Requests for bid proposals have been sent out to area vendors to clear these properties. All vendor bids must be in by this Friday. Once bids are reviewed, the Code Enforcement division will award bids and the work to abate these properties will begin immediately – before the upcoming fire season.

- The Firewise Committee & RHHA Board Members have approved revisions to the RHHA Fire Mitigation Policy for 2020/2021 fiscal year, which will be mailed out in the annual May disclosures.

- Kathy Andre met with CALFIRE Battalion Chief Jake Hannan on February 14, 2020 to identify owners of properties in RHHA adjacent to the Wilderness Road entrance at the end of Evergreen Drive. CALFIRE is seeking to abate specific properties in this area, as it relates to the Mt. Konocti Interface Fuel Program. Also discussed was the use of CALFIRE electronic inspection program and forms to do our fire risk property inspections this year, sharing this information with CALFIRE.

- The RHHA Annual Fire Risk/Safety Property Inspection program started on 3/1/2020. Fire and Safety Professional Joe Thurin was introduced as our new Inspector, taking the place of Jim Comisky who has moved on to a major role as a community fire abatement liaison with PG&E. Joe Thurin discussed his background in the industry as well as the fire safety program. Joe also Reminded homeowners to obtain reflective address signs, which can help first responders locate your property in the event of a medical or fire emergency. These can be purchased from KFPD.

- Fire Risk safety inspection letters were mailed to homeowners on 2/28/20.

- Expansion and Maintenance of the RHHA Fire Break on Westridge has been completed by Timberline Land Management.

- Expansion of firebreak and lot clearing on Grande Vista was completed by Timberline Land Management.

- Clearing of brush, downed trees & weeds at Marina was completed by Majestic Landscaping

- The Board is obtaining bids from vendors to clear common the large swath of land below the Club House area to reduce fire fuel loads and wildfire risk. This is a major project that is necessary to protect the RHHA in the event of wildfire.

C. MARINA COMMITTEE – UPDATE

- The damaged marina pier and pilings were removed by Clear Lake Marine Construction. This was a costly and major undertaking that required a barge, crane, additional heavy equipment and calm weather.
- The Board has contracted with S & K Seal & Stripe for resealing of the Marina Driveway and parking lot area.
- The erosion project at the Marina boat ramp is pending agency permit process and weather, and possible change in vendor
- The Marina Committee and Board are reviewing new pier concepts and options to replace the destroyed pier – meeting will be held tomorrow on new pier idea.
- The lock at the Marina entry gate has been broken and will be replaced by with new key/lock.

D. ARC COMMITTEE –

Only a few minor ARC requests have been turned for ARC approval.

E. CODE ENFORCEMENT – UPDATE

Code Enforcement matters have been relatively few, and Board has addressed those matters.

F. WATER – UPDATE –

Kathy Andre met with Jan Coppinger & Scott Harter of Special Districts to get updates and a better understanding of the status of pending RHHA projects including new steel water tanks to replace our antiquated wood tanks, grants, refurbishment of water treatment plant and California state mandated water moratorium which still remains in effect for Riviera Heights and surrounding areas (Special District 20). Special Districts will hold a meeting soon at the RHHA Club House to share current information with our Homeowners. We will set a date and time and advise homeowners.

G. SOCIAL COMMITTEE – UPDATE

Social Committee member Tamra Renfrow will input homeowner emails into a RHHA owned chrome book so that announcements and special event notices can be e-mailed directly and quickly to our homeowners. Loading these emails into Chrome Book is a major and time-consuming project. Also, a series of RHHA Electronic Bulletins regarding fire mitigation, marina projects, etc., will be produced by Board Member Nancy Yamaguchi to keep HOA members more up to date and aware of important RHHA topics. This is an important improvement in communicating with our homeowners. In addition to keeping homeowners more informed, this will also reduce the cost of mailing, printing and postage. We appreciate all of Nancy and Tamra's hard work in getting this program up and running. The Social Committee will be focusing on about 5 major social events this year, including the pool opening barbeque, 4th of July, Halloween and Christmas events. Volunteers for the Social Committee are needed and welcome! The more volunteers, the more events we can do!

H. OPEN FORUM

I. ADJOURNMENT OF Meeting

Next BOARD MEETING WILL BE HELD ON Wednesday, April 1, 2020 at 2:00PM AT CLUB HOUSE. All property owners are encouraged to attend. Firewise Committee Meetings are open to members – contact our office for more information.