

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION
MONTHLY BOARD MEETING
Wednesday, April 1, 2020

The regularly scheduled monthly RHHA Board Meeting was held at the Clubhouse at 3040 Riviera Heights Drive, Kelseyville, CA 95451 on Wednesday, April 1, 2020. Due to Corona Virus pandemic and related shelter-in-place orders, members were not able to attend this meeting. Plans have been put in place to do next RHHA Board Meeting through video teleconferencing if shelter-in-place orders remain in effect.

1. MEETING CALLED TO ORDER AT 2:05 P.M.

2. Roll Call

A. Board Members Present:

Kathy Andre, President

Susan McGurgan, Vice President

Nancy Yamaguchi – 2nd Vice-President

Victoria Robinson, Treasurer

Byron Turner, Secretary

3. Minutes of March 4, 2020 Board Meeting were submitted. Victoria Robinson made motion to approve minutes as submitted. Nancy Yamaguchi seconded motion. Board voted to approve minutes as submitted.

Board Member Barbara Meconi resigned from the RHHA Board due to health concerns. We thank “Bonnie” for her valued contributions to the Board over the last several years and send her our best wishes for continued recovery and good health. The Board has selected homeowner Byron Turner to fill the vacancy on the Board resulting from Meconi’s resignation. We are very pleased to welcome Byron Turner to the Board and look forward to his input and work on the behalf of the RHHA.

4. OFFICE ISSUES/FINANCIAL REPORTS

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

Operating Checking:	\$80,314
Money Market:	\$19,056
Fire Abatement:	1,089

Total - Operating Accounts \$100,459

Umpqua Reserve Checking	\$8,992
Westamerica Reserve Checking:	\$162,304
Reserve Fund CD:	102,148

Total – Reserve Accounts \$ 273,444

5. Kathy Andre made motion to have Board Members Nancy Yamaguchi and Byron Turner be approved to have RHHA bank signing privileges. Motion was seconded by Susan McGurgan. All Board members approved.

6. Association Reserves representative Charles Martin conducted a site visit of RHHA on February 31, 2020 as part of the requirements and preparation for 2020 Annual Reserve Study, which is required by law. Results of the reserve study will be received prior to May 1, 2020, and will be included in Annual spring disclosures to be mailed to all homeowners in May 2020. This study has a major impact on reserve spending for both current and future years.

7. RHHA budget preparation for fiscal year 2020/2021 is underway. The Board will begin drafting this budget in March/April after receipt of Reserve Study and other several other bids for key capital expense projects have been received. This budget will also be included in the Annual spring disclosures going out in May 2020.

PRESIDENTS REPORT:

A. CLUB HOUSE – update

New Proposed Election Rules:

Proposed Election Rules meeting requirements of new Civil Code SB323 will need to be considered for adoption per law. RHHA Board has hired the legal firm of Adams-Stirling, specialists in HOA law, to help us through this complicated legal process. Proposed changes to the current RHHA election rules & regulations per RHHA CC&R's are now being prepared by Adams-Stirling for review by the BOD. Once received, the Board, with direction from Adams-Stirling, will determine how to move forward with the 2020 election process for RHHA Board of Directors.

Alternate Electronic Communications for Board Meetings – new topic

The BOD is evaluating alternative ways to communicate with membership during the Shelter-In-Place orders. Byron Turner provided information on Zoom; Susan McGurgan expressed concerns over hacking complaints about Zoom and other teleconferencing platforms. The Board will quickly establish method of electronic broadcast prior to the next RHHA Board Meeting.

B. FIREWISE - UPDATE:

A. The RHHA Annual Fire Risk/Safety Inspection program is underway and inspections will continue in April. Follow up letters, inspection forms and hearing notices are being sent to homeowners as inspections are completed. Homeowners of properties rated a medium or high

fire risk that remain in non-compliance after deadline provided will be subject to fire abatement fines.

B. Clearing of Firebreak on RHHA common area land below Club House by Timberline Land Management was discussed. A verbal estimate for this project has been received from Timberline, so that an initial discussion of scope and cost of project could be considered. The Board decided to table this discussion until a written bid, currently being prepared, is received. The Board will then vote on this project. Reserve study fire abatement expenditures year to date and budget will also be considered in the decision process.

C. Progress on the Benefit Zone Program regarding lot clearing of specific properties in tax default in RHHA and other nearby associations has been stalled due to county department shutdowns and limited essential work force caused by the COVID-19 pandemic. Kathy Andre will follow up with Code Enforcement to get status update of when work will proceed.

D. The North Konocti Community Fire Station presentation to the KFPD BOD on March 18, 2020 has been postponed by KFPD due to pandemic; fire department is only dealing with regularly scheduled KFPD Board business and all new business is on hold. The presentation will be rescheduled as soon as feasible.

C. MARINA COMMITTEE – UPDATE

A. Gate lock – Office Manager, Jessica Johnson has contacted vendor to have key & lock Replaced. This project is also being impacted by Shelter-In-Place orders and is pending completion.

B. Further discussion of how and when to proceed with new pier construction at the Marina is pending results of the Association Reserve Study & overall financial review of 2020/21 budgets.

D. ARC COMMITTEE – UPDATE

Follow up on minor ARC requests and complaints received at office continues.

E. CODE ENFORCEMENT – UPDATE

Follow up on minor Code Enforcement violation complaints continue.

F. WATER – UPDATE

Meeting with Special Districts to announce updates is on hold due to Shelter-In-Place Orders

G. SOCIAL COMMITTEE – UPDATE

Email communication program with RHHA homeowners initiated; future social event are on hold pending lifting of Shelter-In-Place Orders.

H. OPEN FORUM –

No open forum for this meeting due to Shelter-In-Place Orders.

I. ADJOURNMENT OF MEETING AT 2:40 P.M.

Next BOARD MEETING WILL BE HELD ON Wednesday, May 6, 2020 at 2:00PM AT CLUB HOUSE OR VIA ELECTRONIC TELECONFERENCING, PENDING STATUS OF SHELTER-IN-PLACE ORDERS. Contact the RHHA office for more information. Minutes of this April Board Meeting will be posted on the RHHA website.