

**RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION**  
**BOARD MEETING MINUTES**  
**WEDNESDAY, MAY 6, 2020**

A Board Meeting was held via teleconference (ZOOM) on Wednesday, May 6, 2020 at 2:15PM

**1. MEETING CALLED TO ORDER AT 2:16PM**

**This is first time Board meeting was held via Zoom due to Covid-19 Shelter-In-Place orders. The Board thanked Tamra Renfrow and Denny Renfrow for their help in sending out e-mail meeting announcements, as well as Board Members Byron Turner and Nancy Yamaguchi and Office Manager Jessica Johnson for technical support in setting up this Meeting.**

**2. Roll Call**

- A. Board Members in attendance:  
Kathy Andre, President  
Susan McGurgan, Vice President  
Nancy Yamaguchi – 2<sup>nd</sup> Vice-President  
Victoria Robinson, Treasurer  
Byron Turner, Secretary

**3. Approval of Minutes**

Minutes from April 1, 2020 submitted; Susan McGurgan made motion to approve Board meeting minutes as submitted; Victoria Robinson seconded motion; all board approved.

**4. OFFICE ISSUES/FINANCIAL REPORTS -**

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

Operating Checking:	\$63,633
Money Market:	19,057
<u>Fire Abatement:</u>	<u>1,089</u>
<u>Total - Operating Accounts</u>	<u>\$83,779</u>
Umpqua Reserve Checking	\$ 8,077
Westamerica Reserve Checking:	160,127
<u>Reserve Fund CD:</u>	<u>102,148</u>
<u>Total – Reserve Accounts</u>	<u>\$ 270,352</u>
<u>ARC:</u>	<u>7,025</u>

## **PRESIDENTS REPORT:**

### **A. CLUB HOUSE – update**

#### **A. New Proposed Election Rules- update**

- Direct mailing to membership of new proposed Election Rules was mailed.
- Posting of new Timeline for Election Rules completed.
- The Annual Meeting has been rescheduled to the end of August (per timeline)
- Chipper Day fliers & fire abatement vendor list mailing to homeowners completed.

#### **B. Annual Disclosures –**

The Annual Disclosures are to be mailed to all homeowners this May, as required By Davis-Stirling; disclosures include an approved budget for the upcoming fiscal year 2020/2021, an Executive Recap of the completed reserve study, and more. This is the largest mailing of the year and preparations are already underway.

#### **C. Association Reserves – 2020/2021 Reserve Study update**

The Board continues to work with Association Reserves and has received an initial draft of the study and related financial analysis for replacement timeline and related cost of each asset of the RHHA over a period of 30 years. This study determines the Amount of money that needed to be contributed to the reserve fund each year. Reserve fund contributions are part of annual the membership dues. An updated Reserve study was received today but board did not have chance to review before today's meeting.

#### **D. RHHA Budget Preparation for fiscal year 2020/2021 – update**

An initial operating budget has been prepared; however, the new Association Reserve Study will likely impact this budget draft. A final budget for the fiscal year will be prepared for Board approval.

#### **E. New CC&R's – update**

The current RHHA CC&R's need to be updated, particularly due to all of the new State laws regarding marijuana, short-term rentals, elections and other legal matters. The board is obtaining bids from Adam-Stirling and other vendors to produce these extensive legal documents and provide direction as to how to implement new CC&R's. An estimated cost is being included in the pending reserve study.

**E. On-going litigation with homeowner – update**

RHHA is in continuing litigation with a homeowner regarding on-going violations Of CC&R's and other matters. This is costing the association in legal fees and time.

**F. Proposed Bio-Fuel production facility near Hwy 29 & Kit's Corner – new topic**

RHHA received request for letter of support to prohibit proposed construction of bio-fuel facility with proposed location at Hwy 29 & Kit's Corner. While there is support for this bio-fuel facility in Lake County, it is the proposed location of this at the entrance and view corridor to the Riviera's and wineries located in this area. Board members requested additional information before taking action; also, Byron Turner thought that this matter was already before the Board of Supervisors for vote tomorrow.

**B. FIREWISE - UPDATE:**

A. RHHA Annual Fire Risk/Safety Inspections follow-up continues. The Board is currently working with an estimated 125 - 150 property owners whose properties were rated medium or high to ensure that properties in violation are now in fire abatement compliance.

B. Fire abatement letters for medium & high rated properties in non-compliance were mailed to those homeowners, advising they have until June 1, 2020 to clear risk or be fined accordingly.

C. Board just received written bid/proposal from Timberline Land Management to clear Firebreak on RHHA common area land that stretches below Club House. Board will review bid in executive session following this meeting.

D. The Benefit Zone Program is still underway and Lake County Code Enforcement has awarded contracts to vendors for lot clearing in each benefit zone. These are for properties that are in extreme tax default. Owners in RHHA paid a \$100 tax assessment as part of the benefit zone program. Work on clearing these high fire danger properties should begin shortly.

**C. SWIMMING POOL – UPDATE**

A. Environmental Health has announced that no pool inspections are currently scheduled due to COVID-19 Shelter-In-Place orders; as such, the pool will not open on Memorial Weekend.

B. The state and county will advise when pools will be allowed to open; still pending concerns of virus spread due to touching pool hand rails, furniture, entry/exit gates, etc.

**D. MARINA COMMITTEE – UPDATE**

A. New gate lock with restricted key access was obtained by vendor in Ukiah (only RHHA keys will open marina gate and pool); now working on welding key lock chain onto gate to secure Lock. Upon completion, which we hope to be shortly, the Marina Gate will be locked, allowing access to RHHA members only.

B. Status of new pier project – The Board has been working on Association Reserve Study Revisions which includes the Marina; Final revision was just received and board has not yet had a chance to review with Association Reserves. Reserve Study impacts financials and budget preparations.

#### **E. ARC COMMITTEE – UPDATE**

On-going follow-up to alleged ARC violations such as parking and unapproved construction projects, as well as approval of ARC projects for exterior painting, decks and roofing replacement continue.

#### **F. CODE ENFORCEMENT – UPDATE**

There was an incident reported to the office this week regarding an intruder attempting to break in to two houses on Westridge Drive. The intruder appeared to be on drugs/intoxicated. Board posted this incident on NextDoor Riviera Heights. If you see any suspicious activities, please contact the Sheriff's Department and the RHHHA office to report. On-going follow-up to other minor code enforcement infractions continues.

#### **G. WATER –**

No updates at this time; reported that two temporary water tanks have been relocated to other sites in Riviera Heights and that there may be forward movement on replacement of water tanks project. Special Districts was going to hold meeting with RHHHA membership to update status of water projects, moratorium, etc. but due to current Shelter-In-Place Orders this was not possible.

#### **H. SOCIAL COMMITTEE – UPDATE**

Due to current Shelter-In-Place orders we will not be holding the annual Memorial pool opening barbeque. Social Committee Member Debra Welch advised that committee is still planning an Italian Night event in September 2020.

#### **I. OPEN FORUM**

Question: What is Board's best guess as to when pool might open – something Board has no control over; State and local Environmental Health Agency will dictate this. We are hoping maybe July, but again, just a guess.

Question: Can HOA documents/notices be sent via email vs conventional postal mailing to save printing and mailing costs? Yes, some information can be sent via email, and again, the Board would like to thank Tamra Renfrow for all of her efforts in getting an e-mail blast list put together and setting up a system to do this. There are still specific documents, such as our disclosures and other legal documents that are required to be mailed.

#### **J. ADJOURNMENT OF MEETING AT 2:47 PM**

Next BOARD MEETING WILL BE HELD ON Wednesday, June 3, 2020 at 2:00PM AT CLUB HOUSE or via teleconference, pending Covid-19 Shelter in Place Orders. Contact the RHHHA for more information.

MINUTES RESPECTFULLY SUBMITTED MAY 8, 2020

BY BYRON TURNER, SECRETARY

