

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION
3040 RIVIERA HEIGHTS DRIVE
KELSEYVILLE, CA., 95451

MONTHLY HOMEOWNERS' MEETING SEPTEMBER 6, 2017

CALL TO ORDER:

President, Kathy Andre, called the meeting to order at 2:10PM on September 6, 2017.

ROLL CALL:

Kathy Andre, President
Susan McGurgan, Vice President
Victoria Robinson, Treasurer
Barbara Meconi, Secretary

ABSENT:

Elma Duncan, 2nd Vice President

APPROVAL OF MINUTES:

The minutes from August 2, 2017 monthly board meeting were approved as presented.

GUEST SPEAKERS:

Kathy introduced 3 guest speakers:
Felicia Bridges
Justin Malloy
John (JT) Traller

All 3 guest speakers are running for the Board of Directors of the Kelseyville Fire Protection District. Each candidate gave a brief summary as to what they hope to accomplish if elected to the Board. Felicia Bridges is running for a second term. Her hope is to improve conditions for our firefighters and insure fair treatment within the agency with opportunities to advance based on performance and merit rather than preference. Justin Molloy and John Traller are also committed to helping our fire fighters obtain the equipment they need to safely and effectively carry out their job responsibilities. All candidates feel the KFPD Board should be more involved in being able to help with lot clearing efforts in the Riviera's.

There was a brief discussion on fire hydrants in our area; who maintains them and how often they should be checked. Kathy said that Stephen Stetzer had mapped all the fire hydrants in our area, and found that ultimately, Special Districts is responsible for checking the hydrants. It is important that they have adequate water pressure in the event of a fire. Shirley Taucer asked if anyone knew who paid for the new hydrants in Buckingham. Kathy said that the homeowners paid for them out of their reserve account. Nine new hydrants were put in along Soda Bay Road.

OFFICE ISSUES:

Account balances as read by Victoria Robinson, Treasurer

Bank Balances as of 9/6/17:

Operating Checking	\$ 132,675
Money Market	19,042
Fire Abatement	2,539
ARC	25
Umpqua Reserve Checking	66,157
West America Reserve Checking	22,498

Reserve Fund CDs \$ 137,628 Total

FINANCIAL REPORT RECAP:

On July 1st the annual assessments were charged. A total of 642 properties were assessed \$324.00 each, resulting in HOA dues accrual income for the 2017/2018 fiscal year of \$208,008.

Total accrual expenses for the month were \$36,667, which included \$12,140 spent on Marina repairs, which is a reserve expenditure.

Cash receipts for the month of July were \$109,081. Of this total, \$106,834 was collected in HOA dues (primarily from the current year assessment) with the remaining amount received for prior years' late charges, fines, and interest. Late charges will be posted on September 6th as detailed in the May 2016 Delinquent Collection Policy.

COLLECTIONS:

Bruce Kupferman continues doing a great job in collecting past due accounts. He is working to complete due diligence on specific accounts that will be taken to Small Claims Court towards the end of September for collection of outstanding monies owed RHHA.

EMPLOYEE UPDATE:

Justin Johnson, who has been with RHHA for five years working as pool monitor and more recently as maintenance man, has left RHHA for college. Last year he interned with NASA where he earned a scholarship. We wish him well and know that Justin will be successful in his chosen endeavors. Zachary Villalobos has been hired as RHHA'S part-time grounds keeper and pool monitor.

Jessica Johnson, Office Assistant, has been promoted to Office Manager. Many thanks to Jessica for her hard work, dedication and accomplishments on behalf of the HOA Board and Riviera Heights homeowners.

WORKMEN'S COMPENSATION AUDIT:

The annual premium payroll audit was done by Workmen's Compensation Insurance.

YEAR-END ACCOUNTING:

Zach Pehling, the Association's CPA, began the annual review in August. We expect to receive his report in September. Zach said he was very pleased with the fact that we had not only written off bad debt, but was especially pleased how we have separated our Operating Budget account from our Reserve Account.

This not only simplifies accounting, but has created more transparency. As soon as we received the annual financial report back from Pehling and Pehling, it will be sent out in our fall disclosures packet to association members, as required by Davis Sterling. We would like to acknowledge our bookkeeper, Mary Terou with Terou Business Services, for her professional efforts

VIP UPDATE:

It was reported by the VIP's that sadly Mickey Mee, a long time Riviera Heights resident, has passed away at age 83. She was an active member of the VIP's for many years. She will be missed.

EVENTS:

A CPR class was held at the Clubhouse last month for our staff. The course was 7 hours long and covered many emergency situations. The cost of the class was \$40.00. We would like to hold another class on September 23, 2017. We will be posting a notice on the Neighborhood Blog to see how many of our homeowners would be interested in taking this course.

MANAGERS REPORT:

FIREWISE/LOT CLEARING:

- 045-272-020 Large branch fell across road. Contact owner and Public Works.

- 045-224-090 Large branch from neighboring tree fell onto this property; owner would not take responsibility. Neighbor kindly cut tree branch and had it removed.

- 045-241-190 Home in foreclosure. Contacted Timothy Toye real estate to have weeds cut around house. Home going into escrow by 9/1/17 and weed eating will become the responsibility of new owner.

- 045-234-170 Received hearing letter for fine up to \$2,500, which is the cost to have it cleared. Lot was cleared before fine was imposed.

- 045-182-020 Hearing letter received for lot clearing. High fire hazard; lot cleared.

- 045-203-140 Francisco will complete this week. High fire hazard; response to neighbor

- 045-234-110 Lot cleared/re-inspected; cleared; was high fire hazard

- 045-242-050 Hearing letter sent with fine up to \$2,500; high fire hazard 9/14

- 045-191-060 Hearing letter sent; owner responded saying he would have cleared by end of the week. Fine up to \$1,000 (cost of clearing). Will recheck this week.

- 045-142-090 Deceased owner/lot cleared by Francisco using F/A account funds. Owner's account to be Billed \$600 FA fine for clearing. High fire hazard posed to neighboring properties. Met with neighbors in response to concerns.

- 045-243-080 High fire hazard both lots. Cleared after receiving hearing letter with fine of \$2,500 per
045-234-090 Lot. Both lots were cleared after re-inspection.

- 045-241-180 Owner paid to have Francisco clear lot; completed

- 045-233-200 Owner paid to have Francisco clear lot; completed
- 045-242-030 Hearing letter with fine sent to owner. Owner will clear within two weeks.
- 045-173-120 Owner sent hearing letter with potential fine of \$350.00.
- 045-203-060 Ornamental plum tree died/fell over on neighboring lot. Owner notified on 9/2/17
- 045-234-130 Sent final hearing letter before posting fine of \$2,500. High hazard
- 045-234-030 High fire hazard. Hearing letter sent with \$2,500 fine notice 9/7/17
- 045-234-020 High fire hazard. Hearing letter sent with \$2,500 fine notice 9/7/17. Jose Juarez cleared.
- 045-264-090 Hearing letter sent with \$1,500 fine notice 9/14.
- 045-241-240 Hearing letter sent with \$2,500 fine notice 9/14. Cal Fire also sent violation letter.
- 045-153-240 Hearing letter sent with \$1,500 fine on 9/14. High fire danger.
- 045-201-140 Hearing letter sent with \$1,500 fine on 9/14.

ARC:

- 045-232-040 Fire damaged house. Must fill out ARC application and present plans before start of rebuilding for ARC approval.
- 045-242-090 Property owners are exploring driveway options. Joe Magliocco Arc representative Met with owner's work, identifying the need and referring them to additional assistance from Public Works.
- 045-222-120 Potential fence issue with neighbor.
- 045-202-030 Notice was sent to new owners to remove illegal deck cover.

CODE ENFORCEMENT:

- 045-153-180 Homeowner called office to alert other homeowners about vehicle stolen from their driveway last Friday between hours of midnight and 6am. Please be aware and alert.
- 045-142-190 Hearing date set for 9/7/17 regarding alleged pool contamination. RHHA billing homeowner for chemicals to treat pool, nuisance fine, etc
- 045-142-020 Tenant parked vehicle at entrance to Marina; finally moved after five days.
- 045-142-030 Tenant has barking dog (tethered to clothesline); Animal control called registered complaint. Response to neighbor's complaints.

- 045-161-110 Neighbors vehicle parked in driveway; met with owner, car removed.
- 045-252-220 Sent hearing letter for removal of trash/debris around rental house.
- 045-2226-110 Tenants piling trash/debris on side of house; hearing date letter sent.
- 045-143-070 Cleaning, repair & improvements needed for rental house. Owner complying.
- 045-202-020 Responded to complaint regarding alleged party with inappropriate language. Owner notified and problem addressed.
- 045-273-190 On-going litigation.

MARINA:

Our application with PG&E to relocate electrical power from the pump house to another location was approved by PG&E. Relocation of power must be done prior to tearing down the old pump house building that was extensively damaged by vandalism. Kathy met with Otte Electric & PG&E to discuss where to move the panel box, and install new PG&E pole and commercial electrical panel. The cost to do this will be \$3,800. Also, necessary, Francisco has been hired to cutting back trees/brush at Marina in order to run new electrical line (\$600); Once this work has been done, we can proceed with tearing down the obsolete/vandalized pump house which presently poses a danger and risk. John Gosh will tear down the building at the cost of \$2,500. We are using the money sent to us by our insurance company.

Pending final costs, if there is money left over after relocating the electrical line and tearing down the building, monies would be used to fund additional projects. Under consideration are addition of new lights, moving the entrance gate closer to Soda Bay Road for security purposes, replacing damaged fencing, etc.

The ramp and float will be taken out of the water prior to winter, as it will not withstand the currents and winter storms without incurring possible damage.

ELECTRICAL LIGHTS:

PG&E has contacted RHHA notifying us that they will be changing out the old lights fixtures in Riviera Heights with new LED light fixtures. They say doing this will help save on our clubhouse electrical bill as LED light fixtures use less energy than traditional lights. The illumination levels of lights are to remain the same as current levels.

WATER UPDATE – Lynette Fishel Dunbar

There was no water update provided.

Next Homeowners' Meeting will be held at 2:00pm on October 4, 2017.

The meeting was adjourned at 3:50pm

Minutes respectfully submitted by Barbara Meconi, Secretary

Approved by Kathy Andre, President _____

