

MINUTES

RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION

BOARD MEETING

THURSDAY, DECEMBER 4th, 2025

1. MEETING CALLED TO ORDER at 2 PM

2. ROLL CALL
Board Members:
Kathy Andre, President – present
Susan McGurgan, Vice-President – present
Anthony Bisaccio, 2nd Vice President – absent
Vicky Lauritzen, Treasurer – present
Cindy Sottiaux, Secretary – present

Tara Davis – Office Manager - Present

3. **APPROVAL OF MINUTES** – Cindy Sottiaux made a motion to approve and adopt minutes of Nov. 6, 2025, and Vicky Lauritzen seconded. Board voted unanimously to approve/adopt minutes as submitted.

4. **TREASURER'S REPORT:**
 - Vicky Lauritzen gave account balance recap

5. CLUBHOUSE/OFFICE:
 - Terou Business will no longer be doing our accounting because bookkeeper is moving out of state.
 - CA Accounting will be doing RHHA accounts payables, payroll and financial reports starting in January. Accounts receivables will be done in-house.
 - Collections- \$10,000 collected in outstanding dues/penalties in the past month. We are still looking for a new collection's representative.
 - Department of Public Works has completed some curb/road repairs and leaf clearing on Evergreen Drive. They have also added RHHA to their weekly route for street sweeping throughout the association.
 - L.C. Special Districts – Inspections and cleaning of the four water tanks in RHHA was completed; immediately following tank cleaning, some residents may still need to boil water for a couple of days and will be notified by Special Districts when it is safe to drink the water.
 - We are still working on updating the employee handbook
 - Electronic Voting for Board of Directors Elections is more expensive than we originally thought it was going to be, so we are opting out of doing it at this time.
 - We hired a new Office-Assistant, Jennifer, she will start Dec. 9th.
 - The office will be closed for the Holidays, starting December 22 through January 5th.

PRESIDENTS REPORT:

A. RHHA FIREWISE

- Fire Risk RE-Inspections are underway, starting with the Benefit Zone properties and moving on to all the other properties that are still in FA non-compliance.
- Fall Chipper Days were held November 5-7, 2025, via a chipping program funded by CLERC. This was a success and saved RHHA between \$4,000 to \$6,000 in chipper expenses.

B. KONOCTI FIRE SAFE COUNCIL –

- KFSC will be offering Red Cross CPR classes and NCO pet evacuation preparedness event for RHHA members to be held at RHHA club house; dates to be advised.
- \$89,000 PG&E Grant was awarded to KFSC. This includes mitigation work on the property abutting Riviera Heights below Marina View Drive and behind Evergreen Drive loop for wildfire preparedness.

C. CODE ENFORCEMENT – We are seeking the counties help regarding trash and junk in yards. We are also dealing with ongoing parking violations.

D. ARC – On-going issues with two RHHA properties whose roofs are in ARC non-compliance; County Code Enforcement is helping us address these ongoing issues.

E. **MARINA** – on-going maintenance being done and in good shape

F. SOCIAL COMMITTEE:

- Fall Craft Fair-November 15, 2025, was a success
- Temporary postponement of Social Committee events due to decrease in owner participation

G. **OPEN FORUM**- One resident complained about speeding on Echo Drive. They were advised to call CHP. RHHA will talk to violators if we know who they are.

I. **ADJOURNMENT OF MEETING at 2:36 PM**