

Minutes From:
RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION
ANNUAL MEETING
SATURDAY, JUNE 27th, 2026

MEETING CALL TO ORDER at 10:05am

1. ROLL CALL:

Board Members:

Kathy Andre, President - Present
Susan McGurgan, Vice President - Present
Byron Turner, 2nd Vice-President - Present
Vicky Lauritzen, Treasurer – Absent
Cindy Sottiaux, Secretary - Present

RHHA STAFF INTRODUCTION

Andre introduced Office Manager Tara Davis. Davis announced RHHA staff members:
Office Assistant – Jennifer Arvilla; Fire Representative – Jay Beristianos; Accounting Assistant –
Cathy Frank; Handyman – Amy Zingone; Pool Supervisor Michael Hayes and Pool Monitors
Cassidy Turner, Aniya Jauregui and Amirah Jassar.

2. APPROVAL OF MINUTES:

- A. Susan McGurgan made a motion to approve and adopt the June 4, 2026, Board meeting minutes as submitted. Byron Turner seconded motion. Board unanimously approved motion to adopt minutes.

3. RHHA BOARD OF DIRECTORS ELECTION-2026-2028 TERM:

- A. Per Inspector of Elections, Denise Alderman, the Election was determined by acclamation in accordance with election process per Davis Stirling. There were two open positions on the Board and only two owners submitted a Notice of Candidacy to run for RHHA BOD. The two candidates (McGurgan and Sottiaux) are current board members who ran for re-election. As election was determined by acclamation there is no legal need to move forward with balloting, etc. and the election process is completed. The following Board of Directors were seated for the July 1, 2026 thru June 30, 2027, fiscal year: Kathy Andre, President; Susan McGurgan, Vice President; Byron Turner, 2nd Vice President; Vicky Lauritzen, Treasurer and Cindy Sottiaux, Secretary. Each board member serves a 2-year term.

4. OFFICE UPDATES/FINANCIAL REPORTS:

- A. Account Balances – Susan McGurgan read financial recap and account balances. Financial reports were also distributed to owners at the annual meeting.
- B. This fiscal year, RHHA hired CA Accounting to handle accounting oversight and payables, while in-house bookkeeper handled payroll and receivables. Recently, RHHA modified agreement with CA

Accounting to handle accounting oversight/reconciliations and payroll. RHHA in-house bookkeeper now handles accounts receivables and payables. More cost effective and efficient and works with RHHA Quickbooks on-line software.

- C. Estimated \$6,000 in interest assessed to homeowner accounts with outstanding HOA dues balance and mailed/mailed to those owners for this fiscal year. Interest is based at 1% per month/12% per annum.
- D. RHHA Annual Dues Statement for 2026/2027 fiscal year were mailed/mailed to owners mid-June. Due to increased operational costs, RHHA Annual Dues amount for the 2026 – 2027 fiscal year is \$580. This is a \$50 increase (\$4.58 per month) over last year. Late fees will apply after August 31st.
- E. In June, RHHA transferred the remaining 50% reserve contribution from operating account to the reserve fund in the amount of \$22,500, fully funding our annual Reserve Contribution of \$45,000 for fiscal year 2025/2026. The RHHA reserve fund is at a medium strength level. On July 6, 2026, Charles Martin with Association Reserves of San Francisco will be conducting an on-site inspection and updating the current RHHA reserve study. Upon completion, the updated reserve study will be mailed/mailed to all RHHA homeowners. An on-site reserve study is required by Davis-Stirling every three years.
- F. Annual Financial Review with RHHA accountant, Pehling & Pehling, CPA's is scheduled for August 2026. Once completed, the Annual Financial review is sent to RHHA owners in October mailing as part of the Fall Disclosures, as required by Davis Stirling.
- G. In 2026, seven RHHA properties were sold at the Lake County Tax Collectors auction. These properties were in extreme tax default (deceased owners/owners who abandoned properties). These same owners also owed past dues/fines to RHHA in the total amount of \$40,401. These accounts have been written off the RHHA Accounts Receivables Aging Report as uncollectible bad debt, as approved by Board. The upside is that RHHA gets new owners who will hopefully pay their dues in a timely manner and will maintain their properties to RHHA standards/CC&R's.
- H. Collections – RHHA Board has voted to hire California HOA Collection Services to recover monies owed to RHHA by owners with serious past due accounts. RHHA is also interviewing for an on-site Collections Representative.

5. 2025-2026 FISCAL YEAR RHHA CHALLENGES AND ACCOMPLISHMENTS:

Challenges:

- A. As with many organizations, RHHA continues to face rising operational costs, including utilities, payroll, pool chemicals and propane, insurance, and common-area maintenance and fire abatement. In addition, the Annual Reserve Contribution was increased by \$10,000 over last year, and the Association incurred unanticipated legal expenses totaling \$4,564 related to required CC&R and procedural updates necessary to comply with AB130. To reduce accounting and professional service costs, RHHA transitioned bookkeeping and accounting oversight and payroll from Terou Business Services to California Accounting,

while retaining in-house bookkeeping services for accounts receivables and payables. Very importantly, the rising cost of fire hazard insurance and cost of living have seriously impacted RHHA owners. As such, we are experiencing homeowners who are having challenges paying their annual assessments or who are selling their properties here in Riviera Heights and moving out-of-state.

Key Accomplishments:

- A. RHHA adopted a revised Enforcement and Fine Policy in compliance with California State laws of AB130, passed on June 30, 2026 and signed by Governor Newsom. The civil codes of AB 130 supersede RHHA CC&R's that were in effect prior to June 30, 2025.
- B. Transition from Terou Bookkeeping services to California Accounting
- C. Developed and mailed Fall 2025 and Spring 2026 Annual Disclosures as required by Davis Stirling. This included financial reports, as well as annual budget and annual reserve study.
- D. Completed evaluation of all outstanding homeowners accounts and hired CA HOA Collection Services to begin judicial process to collect monies owed RHHA. Establishing payment plans with homeowners when possible.
- E. Partnering with CLERC to have free RHHA Chipper Days events in April and May 2026, saving RHHA homeowners substantial monies on fire abatement/chipping costs, as well as saving RHHA costs of operating the Chipper program on behalf of RHHA owners. Two additional free chipping events with CLERC are scheduled for July and November 2026.
- F. Improved RHHA Fire Inspection form to include photos of alleged property violations, to clarify fire risks identified on property, helping owners better understand mitigation work or home hardening need to bring property into compliance.
- G. CAL FIRE Fuel break maintenance of 35 acres in the Wilderness Road area in partnership with Clear Lake Environmental Resource Center (CLERC) with grant funding completed, using heavy equipment and hand crews.
- H. Partnered with Konocti Fire Safe Council who was awarded an \$89,000 PG&E grant. A shaded fuel break was developed by removal of extensive brush behind the lower section of Marina View Drive as part of this grant funding at no cost to RHHA.
- I. Reapplied and approved for continued status as a nationally recognized Firewise Community, for which homeowners may be eligible for discounts on home hazard insurance.
- J. Initiated first phase of RHHA web site upgrade to improve format, information and functionality for RHHA owners and potential home buyers.

6. 2025 – 2026 MAJOR RESERVE PROJECTS COMPLETED:

- A. Clubhouse parking lot asphalt overlay completed by S & K Seal & Stripe (\$65,055)
- B. Marina Parking lot asphalt repair completed by S & K Seal & Stripe (\$5,605)
- C. Re-painted pool deck surface for opening Memorial Weekend 2026 for pool season and passed Lake County Environmental Health inspection required to open pool (est. \$2,000)
- D. Common Area – Abatement of fire breaks and common area properties completed at RHHA Clubhouse (includes shaded fuel break below clubhouse, Marina, 3032 Riviera Heights Drive, 7255 Grande Vista (shaded fuel break), and 6705 Soda Bay Road (fire break below Westridge Drive) totaling \$6,550 completed by Rico's Tree Service.

2026-2027 MAJOR RESERVE PROJECTS SCHEDULED:

- E. SWIMMING POOL REFURBISHMENT –in process of obtaining evaluations and bids
- F. SWIMMING POOL DECK REFURBISHMENT – in process of obtaining evaluations and bids

7. UPCOMING GRANT PROJECTS for 2026/2027:

- A. Controlled burns of brush piles on CAL FIRE fuel breaks in the RHHA wilderness road area in partnership with Clear Lake Environmental Resource Center. Originally developed as part of the Mt. Konocti Fire Fuel Interface Project, this fire major break gives Cal Fire a place to stage fire equipment and crews to stop or stall the forward progression of wildfire coming over the top of Mt. Konocti and into RHHA.
- B. In on-going partnership with Clear Lake Environmental Resource Center, RHHA anticipates additional free chipping events for RHHA in 2026 – 2027 thru grant funding available through CLERC.

8. RHHA FIREWISE - OVERVIEW:

- A. Fire Inspections – Went digital with fire inspections this year and used an online platform called FastField Forms. This allowed us to be much more detailed and include pictures of each alleged violation within the report. Downside is it took much longer to complete the fire inspections. Received mixed feedback on the new inspection reports so we will be reevaluating to see if we can make it more efficient. Every year more properties are in fire abatement compliance during initial inspections. 2024 we had 99 properties that were rated "Clear" at first inspection and this year we were at 183 rated "Clear". Thank you to everyone for all of your hard work. As of today, we have about 63% of the properties cleared on our end. 35% of the properties that remain in non-compliance are currently in progress of clearing their violations.
- B. Hearings & Fine Assessments for owners with properties remaining in FA non-compliance – Properties that were not in FA compliance at time of inspection received their report and asked

to have their mitigation work completed by a scheduled hearing date and then notify the office for a re-inspection. If the property was clear of FA hazards at time of re-inspection, the hearing was cancelled and no further action required. If during the re-inspection our inspector found the work was not fully completed, he notified the owner and we provided an extension date, if needed. If we did not receive a re-inspection request from the owner, the hearing took place and after due process, fines were assessed to owners.

- C. Chipper Days Events – 4 Free Chipper Days Events scheduled in 2026 thanks to grant funding through Clear Lake Environmental Research Center (CLERC). One was held in April 2026 (42 owners participated and another in May 2026 (85 owners participated). We have 2 upcoming events scheduled) for July 15th-17th and another for November 4th-6th. CLERC requires owners to sign up at least one week prior to the event, either by going online or mailing or emailing the forms to them. You can also come into the RHHA office and drop off your forms with us, and we will send it over for you. Your piles will not be chipped if you do not sign up and you will be responsible for removing them from your property, so it is very important that you sign up, if you plan on participating in these events.
- D. Fire Hydrant Inspections were completed in June 2026 by Lake County Special Districts and we will be advised of hydrant status.
- E. RHHA Common Area Properties – Fire Abatement – see above “Major Reserve Projects Completed”
- F. CERC – Partnered with California Emergency Response Corp on a pilot fire mitigation project; in which CERC provided a crew to cut/remove brush, limb up trees, etc. Completed abatement projects on 12 properties when program was placed on hold while CERC re-evaluates program operations.
- G. Konocti Fire Safe Council - \$89,000 PG&E GRANT PROPOSAL - RHHA Submitted proposal for brush removal/mitigation project on County owned land parcel near lower section of Marina View Drive (connecting to Soda Bay Road) for consideration as part of the \$89,000 PG&E mitigation grant recently awarded to the Konocti Fire Safe Council.
- H. Benefit Zone – This program was transferred from the Community Development Department to the Department of Public Works, and the program remains in limbo. There were no properties cleared by the Benefit Zone program again this year, even though there is existing funding to do so. Currently, there are 24 properties that qualify for the Benefit Zone program.

9. SWIMMING POOL:

- A. RHHA passed Lake County Department of Public Health pool inspection required and pool opened Saturday May 23, 2026, of Memorial Weekend. Refurbishment of pool and pool deck are major reserve projects planned for the upcoming, and we are in process of obtaining evaluations and bids on both. Effective July 1, 2026, pool is open 7 days a week from 10am to

8pm for all of July and August (pending weather or other unanticipated emergencies). Pool may remain open in September based on usage/weather or other circumstances.

10. ARC/CODE ENFORCEMENT:

- A. There are no short-term rentals less than 30 days allowed in Riviera Heights -violation of CC&R's.
- B. If you are renting/leasing your home, you need to provide RHHA Office with Tenant Information Form per Davis Stirling.
- C. Before you make any new improvements on your home exterior, you must fill out an ARC application and submit to office for ARC approval. ARC variance may be granted for metal roofs (fire safety consideration). All forms are available at office and on RHHA web site.

11. RHHA SPECIAL EVENTS/ACTIVITIES:

- A. Sound The Alarm with Red Cross– July 11th @ 10am
- B. Free Chipper Days with CLERC – July 15-17
- C. Wildfire & Evacuation Preparedness w/ Guest Speaker, John Nowell – July 18 @ 10am
- D. Compression Only CPR Training w/ Red Cross – July 25th @ 10am
- E. Every Monday & Wednesday – Walking Club @ 9am
- F. Every Tuesday & Thursday – Aqua Aerobics @ 10am

12. **OPEN FORUM:** Homeowners suggestions: would like HOA to have another Garage Sale
Also, to once a quarter have an evening or weekend HOA Meeting for Owners that can't attend the 2PM meetings. Check into using the Masticator Arm again.

13. AJOURNMENT OF MEETING @ 11:36 am