

**MINUTES**  
**RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION**  
**BOARD MEETING**  
THURSDAY, NOVEMBER 6th, 2025

1. MEETING CALLED TO ORDER at 2:00 PM
2. ROLL CALL  
Board Members:  
Kathy Andre, President – present  
Susan McGurgan, Vice-President – present  
Anthony Bisaccio, 2<sup>nd</sup> Vice President – absent  
Vicky Lauritzen, Treasurer – present  
Cindy Sottiaux, Secretary – present  
Tara Davis – Office Manager
3. INTRODUCTION OF NEW BOARD MEMBER  
Cindy Sottiaux is now serving as the RHHA Secretary. We are also looking for an additional board member.
4. APPROVAL OF MINUTES from the October 9<sup>th</sup>, 2025, Board Meeting -  
Vicky Lauritzen, treasurer, made a motion to approve and adopt the minutes of October 9th, 2025, Cindy Sottiaux seconded motion and Board voted unanimously to approve/adopt minutes as submitted.
5. TREASURER'S REPORT:
  - Account Balances/Recap
  - Vicky Lauritzen gave an updated report
6. CLUBHOUSE/OFFICE:
  - Annual Financial Review from CPA's Pheling & Pheling completed, Met with Zach.
  - Fall Disclosures mailed to homeowners; including Annual Financial Review & AB130 documents
  - Collections Representative- Collections are going well. Alexa is doing a great job.
  - Department of Public Works-Road/Curb Repairs, Dept. Of Public Works is in the process of cleaning gutters and curb repairs. Also, water tanks are being repaired or replaced.
  - Department of Public Works-Sign on Skyline Drive-We are still in process of trying to replace the sign.
  - Wilderness Road- Water Bars are in and look great.
  - Updating Employee Handbook is in process; Tara and Kathy are working on it now.
  - Updated Welcome Packet to include AB130 changes.

## PRESIDENTS REPORT:

### A. RHHA FIREWISE

- RHHA Property Fire Risk Re-Inspections are ongoing.
- Fall Chipper Days-November 5-7, 2025, via chipping program funded by CLERC
- National Firewise Renewal Application submitted and approved; copies are available in the office or online.

### B. KONOCTI FIRE SAFE COUNCIL

- Presentation by RHHA & KFSC at Kelseyville Fire Protection District held on Wed., Oct. 15th
- Participated in KFPD 100-year anniversary event on Saturday, Oct. 25th; evacuation/wildfire preparedness. KFSC had a booth.
- Kathy discussed Red Cross programs for Firewise Communities, including RHHA. There are new programs for homeowners, and there will be more info to come.
- NCO Training Programs for Firewise Communities, including RHHA
- KFSC was awarded an \$89,000 grant to clear around PG&E poles. This included fire abatement on properties behind lower sections of Marina View Drive connecting to Soda Bay Road; developing additional shaded fuel break for wildfire preparedness.
- 7 acres on/near Grande Vista to be mitigated by CLERC as part of CAL FIRE Fuel break project

C. CODE ENFORCEMENT – There are serious issues with trash and garbage in property owners' yards. The office has been in contact with these owners, and they are working on cleaning it up.

D. ARC – We have a roof that collapsed at one residence. This property has been red tagged, and the owner has stated that it will be repaired once the weather permits.

E. MARINA – Kyle is keeping the Marina clean and maintained. We have had a few people parked on the access road to the marina, but Tara has been in contact with the owners and has informed them that there is no parking allowed in that area.

### F. SOCIAL COMMITTEE:

- Fall Craft Fair will be held on November 15, 2025
- Possible Food Drive, no updates.
- Christmas Party- To be determined
- Friday Fun Nights are still being held on the 2<sup>nd</sup> Friday of each month

G. OPEN FORUM- no members had any input or questions

H. ADJOURNMENT OF MEETING at 2:28 PM