

**RIVIERA GARDENS HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
19<sup>th</sup> of August 2022  
MINUTES**

*Upon proper notice duly given, a meeting of the Board of Directors of the **Riviera Gardens Homeowners Association** was held on the 19<sup>nd</sup> of August 2022 via teleconference at 11:00 AM. A quorum of members was present, and business was conducted as is outlined herein.*

**MEMBERS PRESENT:**

<b>Deirdrie Wade</b>	President
<b>(Randall) Scott Daniels</b>	Secretary
<b>JD Baker</b>	Treasurer
<b>Tessa Voss</b>	Director-At-Large
<b>Brett Ferguson</b>	Vice-President

**MEMBERS ABSENT:**

**ALSO PRESENT:**

David J. Schuknecht, AMS, PCAM and Jasmine Meza representing Personalized Property Management.

**CALL TO ORDER:**

The meeting was called to order at 11:00 AM.

**HOMEOWNER FORUM**

There were fifteen homeowners present topics discussed included, committees, minutes, the drainage.

**SECRETARY'S REPORT:**

The board reviewed the minutes of the last meeting dated the 22<sup>nd</sup> of July 2022. *Following a discussion and upon a motion duly made and seconded, the board of directors unanimously approved the minutes. Motion carries unanimously.*

The board disclosed that the met in executive session and discussed contracts, one contractor was approved for mediation.

**TREASURER'S REPORT:**

The board reviewed the financials from July 2022 as prepared by Management. *Following a discussion and upon a motion duly made and seconded, the board moved to accept the financials. Motion carries unanimously.*

*The assessments charged against the following properties are more than sixty (60) days delinquent. The Board of Directors hereby authorizes its attorney to record a notice of lien on the*

association's behalf against APN# 501-091-030 and 501-092-074. Following a discussion and a motion duly made and seconded the board approved unanimously.

#### **COMMITTEE REPORTS:**

- A. **Landscape and Maintenance** – The committee provided a written report to the board as well as provided a verbal report at the meeting. Highlights included correspondence with the landscaper, tree maintenance, and other proposals for new plantings.
- i. Landscape Committee Report -
    1. Report and Enclosure – The landscape committee provided a tree inventory review and replacement with trees that have been identified by the arborist or have had inquiries from owners. Three trees were recommended to be removed and three were recommended to not be removed.
    2. Blue Sky Various Proposals
      - a. Oak Tree Removal at Gate 1 – The board reviewed the estimate 2198 from Blue Sky Landscaping. The Board tabled the item until they receive clarification from the Planning department.
      - b. Removal of trees at Gate 4 – Similar to item A. the item was tabled until the clarification from the Planning Department is received.
- B. Communications / Social Committee
- i. Nomination Forms – Three interested persons submitted their name to be considered for the committee. The board reviewed the three applications. Following a discussion and upon a motion duly made and seconded, the board of directors unanimously approved Donna Asbury, Nancy Lesky, and Laura Fuson to the Communications/ Social committee.
  - ii. Charter – The newly appointed members will form the charter.
- C. Long-Term Planning Committee
- i. Nomination Form – Three interested persons submitted their name to be considered for the committee. The board reviewed the three applications. Following a discussion and upon a motion duly made and seconded, the board of directors unanimously approved Jim Busch, Scott Fleming, and Paul Roggenkamp to the Long-Term Planning committee.
  - ii. Charter – The potential committee members drafted a charter for the review of the Board. The prepared charter was tabled and will be reviewed in the next Board of Directors meeting.
- D. **Architectural** –

- iii. 224 Via Escuela / Landscape – The owner submitted a request for the removal of the trees adjacent to their unit be removed. The landscape committee reviewed the trees and found nothing wrong with the trees. Following a discussion and upon a motion duly made and seconded the Board of Directors denied the application as submitted.
- iv. 1015 Via Miraleste / Ring Camera & Doorbell – The Board reviewed the application from Unit 1015 to install a security door and a ring doorbell. Following a discussion and upon a motion duly made and seconded the Board of Directors unanimously approved the application.
- v. 1576 Via Miraleste / Landscape – The Board reviewed the application from unit 1576 regarding the outside landscaping of their unit. The submitted item was not an application that no approval or disapproval was provided.

#### **UNFINISHED BUSINESS**

- A. Gate Sentry Proposal/DoorKing Cellular Service Proposal - The demo was completed. The board believe the gate sentry will be a good solution to their needs. Following a discussion and upon a motion duly made and seconded the Board of Directors referred the item to the long-term planning committee for their review and recommendation. Motion carries unanimously.
- B. Carport Post and Carport Roof Proposal Updates – No updates. Following a discussion and upon a motion duly made and seconded the Board of Directors referred the item to the long-term planning committee for their review and recommendation. Motion carries unanimously.
- C. Greenbelt Drainage Building 10/9 Update – When the proposal is received, management was requested to forward to the Long Term Planning committee.
- D. Grayco Panel Inspection – Grayco electric provided estimate 2312 for the review of the electrical panels. Following a discussion and upon a motion duly made and seconded the Board of Directors referred the item to the Long-Term Planning committee. Motion carries unanimously.
- E. Bicycle Storage – The board discussed having the attorney draft a “hold harmless” for the association to allow owners to store bicycles in the common area. Following a discussion and upon a motion duly made the motion failed for lack of a second.
- F. Pool Clocks – One director proposed to purchase pool clocks for \$100.
- G. Pool Hours - Following a discussion and upon a motion duly made and seconded the Board of Directors approved making the pool hours to 11:00 PM. Motion carries 3-2.
- H. Electric Car Charging - Following a discussion and upon a motion duly made and seconded the Board of Directors referred the item to the long-term planning committee for their review and recommendation. Motion carries unanimously.

- I. Hotel Fence Long Term Solutions – Item tabled until the next Board meeting.

**NEW BUSINESS**

- A. 2023 Reserve Study – Following a discussion and upon a motion duly made and seconded the Board of Directors approved the reserve study as prepared by the reserve consultant SCT Reserves. Motion carries unanimously.
- B. Pool Maintenance Contract / Increase – The association pool service provided a proposal for the service for the upcoming year, 2023. The item was referred to the long-term planning committee.
- C. Zoom Subscription – Following a discussion and upon a motion duly made and seconded the Board of directors approved the subscription at a cost of \$149. Motion carries unanimously. The president will purchase the subscription service and submit for reimbursement.
- D. Insurance Premium – Upon a motion duly made and seconded the Board of Directors moved to only allow their insurance agent to get estimates from insurance from only those underwriters who will accept monthly payments. Motion fails 1-3-1.

**NEXT MEETING:**

The next meeting is scheduled for September 23, 2022 at 11:30 AM.

**ADJOURNMENT:**

At this time with no further business presented to the board, the board director adjourned the meeting at 12:11 PM

Respectfully submitted  
David J. Schuknecht  
Community Manager  
Personalized Property Management

**CERTIFICATE OF SECRETARY**

I certify that I am the duly qualified and acting secretary of the Riviera Gardens Homeowners Association a California incorporated association. The foregoing is a true and correct record (minutes) of the meeting held by the Board of Directors of the Association and entered in the Minutes Book.

DATED: \_\_\_\_\_

Riviera Gardens Homeowners Association  
A California Corporation

BY: \_\_\_\_\_

Secretary or Director