

**RIVIERA GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 27, 2023
MINUTES**

Upon proper notice duly given, a meeting of the Board of Directors of the Riviera Gardens Homeowners Association was held on January 27, 2023, at 11:45 a.m. via teleconference. A quorum of members was present, and business was conducted as outlined herein.

MEMBERS PRESENT:

Deirdrie Wade	President
(Randall) Scott Daniels	Secretary
Tessa Voss	Director-At-Large (Until Resignation was approved)
Mike Tull	Vice-President
JD Baker	Treasurer

ALSO PRESENT:

Johny Perez, CCAM, representing Personalized Property Management
Jim Busch

CALL TO ORDER:

President Wade called the meeting to order at 11:54 a.m.

EXECUTIVE MEETING DISCLOSURE:

Manager Perez informed the membership the Board met in an Executive meeting prior to the General Session meeting to approve minutes, hold a hearing, discuss landscape contracts and homeowners' issues.

APPROVAL OF BOARD MEMBER RESIGNATION – TESSA VOSS:

The Board thanked Tessa Voss for all the help and feedback during the time served as a Board member. After further discussion, a motion was made by President Wade and duly seconded by Vice-President Tull to accept the resignation of Tessa Voss from the Board of Directors as of January 27, 2023. Motion passed unanimously.

APPOINTMENT TO BOARD VACANT POSITION – JIM BUSCH:

Tessa Voss nominated Jim Busch to serve in the remaining term of the vacant position. Upon a motion made by President Wade and duly seconded by Vice-president Tull to appoint Jim Busch to the vacant position for the remaining term. Motion passed unanimously.

HOMEOWNER FORUM

There were twenty homeowners present during the meeting. The topics discussed were as follows:

- Minutes & HOA dues
- Issues related to the fire
- Maintenance clarification

- Three homeowners thanked the Board for their outstanding work.

SECRETARY'S REPORT:

The board reviewed the minutes dated December 15, 2022. Upon a motion made by President Wade and duly seconded by Treasurer Baker to approve the minutes of December 15, 2022, as amended. Motion passed 4-0-1

TREASURER'S REPORT:

The board reviewed the financials as of December 2022 in accordance with Civil Code 5500. Upon a motion made by President Wade and duly seconded by Secretary Daniels to accept the December 2022 financials as presented. Motion passed unanimously.

LATE CHARGES, DEFINITION, AND APPLICATION:

Treasurer Baker held a conversation regarding late fees being assessed to accounts. Treasurer Baker requested management to provide more information on the handling of owner payments over the counter at PPM be reviewed and communicated to the board. An owner's letter to PPM suggested that there may be delays in posting payments and subsequently causing late fees.

DELINQUENCY:

Vice-President Tull held a conversation on the accounts that are past due. The association is short about \$20,000 due to some accounts having an outstanding balance of over \$3,000. Vice-President Tull requested management to provide an updated report and the status of collection for each account.

COMMITTEE REPORTS:

- A. **Landscape** – Vice-President Tull held a conversation regarding the five landscape proposals received. After further review and consideration, the Landscape Committee narrowed down to two suitable proposals for the association (Conserve and Pro Landscape). More information needs to be obtained for clarification as well as to perform an interview with the two selected landscape companies.
Irrigation update- the Landscape Committee provided an update on the irrigation system inspection.
- B. **Communications / Social Committee** – The committee informed on the February newsletter edition which will have a section for homeowners to provide any concerns and feedback. Also, the committee is looking for members that are interested in becoming building ambassadors, so far five members have shown interest. Furthermore, a potluck was scheduled for January 21st. and the Valentine's Day event has been scheduled for February 14 at 4:00 p.m. by pool #2.
- C. **Planning and Implementation Committee** – The committee reported on the priority projects including the replacement of the electrical panels for each building and the Balconies/walkways inspection. Also, the committee provided information on the proposal submitted by RTM engineering consultant to provide

electrical site plans, diagrams, and designs for the project for \$21,000. After further discussion, the committee requests the Board to grant the approval of \$31,000 for the electrical project involving the expertise from SoCal Edison. Upon a motion made by President Wade and duly seconded by Vice-President Tull to approve the estimate for \$21,000 plus an extra \$10,000. Motion passed 3-0-2. Based on a review of the geographic location, nature of their expertise, input from SoCal Edison, urgency of the project, personal site meeting with Victor Leon, telephone conversation with Mr. Minetto, and Brudvik input, it was committee member Scott Fleming's assessment that RTM Engineering had the local experience, qualifications, and confidence of both SoCal Edison/large electrical contractors. As such and based upon his investigations, it was his assessment that RTM is the only viable contractor to do this work and therefore justifies the committee's and the Board's selection of RTM without competing bids. In addition, the committee advised that they are working on obtaining the proposals for the balcony/walkway inspections for the next Board meeting in February.

D. Architectural – No update.

- a. 1735 N. Via Miraleste #1916 Window Replacement – The board reviewed the application as submitted by the owner. Upon a motion made by President Wade and duly seconded by Secretary Daniels to approve the application with a bronze color. Motion passed 4-0-1.
- b. 385 E. Via Escuela #411 installation of bathroom vent – The Board reviewed the application as submitted by the owner. After further discussion, a motion was made by President Wade and duly Seconded by Treasurer Baker to approve the application as presented. Motion passed 4-0-1.

OLD BUSINESS

- A. Hotel Fence Update– President Wade provided an update on this matter. Communication with Code Enforcement and the Margaritaville Hotel has been constant without a positive outcome. President Wade will provide an update in the next meeting.
- B. New Card System Gates #3 & 8 Proposal – The Board held a discussion regarding the proposed card system update. Secretary Daniels proposed gate cards should be given to the ninety-six units located by these two gates. After further discussion, a motion was made by President Wade and duly seconded by Vice-President Tull to approve the estimate submitted by Big Sky to replace the card reader at gates 3 & 8 for \$4,543.12. Motion passed 4-0-1.
- C. Mold Remediation unit #1712 – The Board reviewed the proposal submitted by Particulate Matter to perform the mold remediation for \$3,800.04. After further discussion, the Board wants to get more information on this matter before approving the proposal. The proposal has been tabled until clarification is provided.

NEW BUSINESS

- A. Ratification Wire Cage on Via Escuela – Upon a motion made by President Wade and duly seconded by Treasurer Baker to ratify the estimate submitted by Vantage Point for the replacement of the wire cage for \$3,290. Motion passed 4-0-1.
- B. Ratification Estimate 2140 Blue Sky – Upon a motion made by Vice-President Tull and duly seconded by President Wade to ratify the proposal for \$1,700. Motion passed 4-0-1.
- C. Ratification Estimate 2285 Blue Sky – Up a motion made by Vice-President Tull and duly seconded by President Wade to ratify estimate #2285 for the grass fertilizer for \$580. Motion passed 4-0-1.

NEXT MEETING:

The next meeting is scheduled for February 24, 2023, at 10:00 AM

ADJOURNMENT:

At this time with no further business presented to the board, the board director adjourned the meeting at 1:55 PM

Respectfully submitted
Johny Perez, CCAM®, 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