

**RIVIERA GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 14, 2023
MINUTES**

Upon proper notice duly given, a meeting of the Board of Directors of the Riviera Gardens Homeowners Association was held on April 14, 2023, at 10:00 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	Vice-President
Mike Tull	Secretary
JD Baker	Director
Jim Busch	Treasurer

ALSO PRESENT:

Johny Perez, CCAM, representing Personalized Property Management
Matthew Lawton, Prendiville Insurance
Chris Sigler, C.L Sigler & Associates

CALL TO ORDER:

President Wade called the meeting to order at 10:02 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, discuss the contract with Vincere Industries, and discuss homeowners' issues and delinquency.

GUEST: Matthew Lawton, Prendiville Insurance

Matthew Lawton provided information to the Board and the membership about the association's insurance. Currently, insurance premium has increased due to inflation. The association is seeing the insurance renewal of a total cost of \$110,942.91. In addition, the Board held a conversation about the payment of the insurance premium. After further discussion, a motion was made by President Wade and duly seconded by Vice-President Daniels to approve the insurance renewal for \$110,942.91. The motion passed unanimously.

HOMEOWNER FORUM

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

- Insurance
- General session meetings in person
- Townhall meetings
- Bldg. 21 fire update

- Homeowners thanked Matthew Lawton for the information provided.
- Pest control company

SECRETARY'S REPORT:

The Board reviewed the minutes dated February 24, 2023. Upon a motion made by President Wade and duly seconded by Director Baker to approve the minutes of February 24, 2023, as presented. The motion passed unanimously.

TREASURER'S REPORT:

Treasurer Busch provided the financial report for January and February 2023. Currently, the association has a low balance in the operating account. Also, the utility item is running over budget due to the cost of natural gas. After further discussion, a motion was made by Treasurer Busch and duly seconded by President Wade to accept the financials for January and February 2023 as presented. The motion passed unanimously.

The Board reviewed the financials statement pursuant to Civil Code 5500.

DELINQUENCY:

Upon a motion made by President Wade and duly seconded by Treasurer Busch to authorize Guralnick & Gilliland, as our attorney and agent, to execute, and record an assessment lien (to the extent the account is not brought current within the 35-day Pay-or-Lien timeline) and invoice the Association for the recording and mailing costs against APN 501-092-011 records of Riverside County, CA. The motion passed unanimously.

COMMITTEE REPORTS:

- A. **Landscape** – Secretary Tull held a conversation regarding the new landscape company, Pro Landscape. They have already started working in the community as of April 1st. Currently, they are doing a final review of the contract. Also, Treasurer Tull informed that three trimmings were performed in the community. In addition, information was provided regarding the removal of the palm tree located on the south side of the community and the addition of flowers in the pools and spas areas.
Upon a motion made by Treasurer Tull and duly seconded by President Wade to ratify the proposals for the tree trimming for \$30,746.75 and Jacarandas trimming for \$2,750. The motion passed unanimously.
- B. **Communications / Social Committee** – The committee informed on the April newsletter edition distributed to the membership. Also, the website is being updated with new contact information as well as the Facebook page. A social gathering has been scheduled for April 22 at Pool #1.
- C. **Planning and Implementation Committee** – Chris Sigler from C.L Sigler & Associates joined the meeting to provide information on the proposal submitted for the inspection of the elevated surfaces and stairways. During this time, the Board and the membership asked questions regarding this subject.

On Friday, April 7, the entire committee met and reviewed the status of its priority projects. A Zoom meeting with Victor Leon, Principal of RTM Engineering Consultants, gave the committee the opportunity to ask questions and discuss the status of the company's inspection/evaluation and the condition of Riviera Gardens' electrical services. The comprehensive report is near completion and will be sent to So Cal Edison for review and coordination with the companies which can physically do the upgrade work required to replace existing main panels and install new transformers and cables as necessary.

D. Architectural – No update.

- a. 2083 N. Via Miraleste #814 Removal of Rocks by Sidewalk – The Board inspected the areas that represented trip hazards throughout the community. Treasurer Tull proposed the installation of stepping stones rather than placing concrete. Furthermore, President Wade proposed the seven owners of the building share the cost of this project. After further discussion, the Board table the approval of the request until the next meeting.
- b. 1955 Via Miraleste # 1315- Upon a motion made by President Wade and duly seconded by Secretary Tull to approve the application submitted by the owner of the address stated above for the installation of shrubs. The motion passed unanimously.
- c. 450 E. Vista Chino #2012 – Window installation. Upon a motion made by President Wade and duly seconded by Treasurer Busch to approve the application submitted by the owner of the address stated above as presented. The motion passed unanimously.
- d. 1895 N. Via Miraleste #1525 – Window Installation. Upon a motion made by President Wade and duly seconded by Treasurer Busch to approve the application submitted by the owner of the address stated above as presented. The motion passed unanimously.

OLD BUSINESS

- A. Bldg. 21 Fire Update – President Wade provided an update to the membership regarding the agreement cancellation with the contractor, Vincere Industries. The attorney found many flaws in the contract and the lack of interest from Vincere. A new contractor has been contacted and a meeting has been scheduled to move forward with this project.
- B. Western Pacific Roofing unit 1124 roof repair – Upon a motion made by President Wade and duly seconded by Vice-President Daniels to ratify the approval of the estimate submitted by Western Pacific Roofing for \$1,781. The motion passed unanimously.
- C. Ratification Blue Sky estimate for tree removal for \$3,480. Upon a motion made by Secretary Tull and duly seconded by Treasurer Busch to ratify the estimate submitted by Blue Sky. The motion passed unanimously.

- D. Big Sky Gate Keeper – DC punch batteries proposal. Upon a motion made by President Wade and duly seconded by Vice-President Daniels to approve the estimate submitted big Big Sky for \$770. The motion passed unanimously.

NEW BUSINESS

- A. Western Pacific Roofing gutters cleaning and roof maintenance Proposal – upon a motion made by President Wade and duly seconded by Secretary Tull to approve the estimate for \$5,600 with the removal of Bldg. 21 from the proposal. The motion passed unanimously.
- B. 2024 Reserve Study – two proposals were presented to the Board for review. SCT Consultants and Association Reserve. The Board compared both estimates and expressed the unsatisfactory report provided by SCT Consultants. After further discussion, a motion was made by Treasurer Busch and duly seconded by President Wade to approve the proposal submitted by Association Reserve Level One using the loyalty program (three-year agreement) for \$3,300. The motion passed unanimously.
- C. C.L Sigler & Associates estimate SB326 (Elevated Surfaces and stairways inspection) The Board agreed to table the proposal until a second estimate is provided.
- D. RFP Threshold Increase – Secretary Tull held a conversation regarding the increase of the threshold for proposals. Secretary Tull proposed updating the Bylaws to reflect such an increase. More discussion will be held in the next meetings.
- E. Smoking (Discussion) – Vice-President Daniels held a conversation regarding this matter. He proposed to include a section in the governing documents to prohibit smoking in the common areas. The Board agreed to obtain more information on this matter.
- F. Compliance & Uniformity Committee (Discussion) – Secretary Tull held a conversation regarding establishing a new committee. Director explained it is challenging to obtain members to participate in committees. An e-mail notice should be sent out to the membership asking for membership participation. He provided a draft notice for the Board to review and approve. After further discussion, a motion was made by President Wade and duly seconded by Vice-President Daniels to authorize management to send the notice drafted by Secretary Tull to the membership seeking volunteers for the new committee. The motion passed unanimously.

NEXT MEETING:

The next meeting is scheduled for May 25, 2023, at 10:00 AM

ADJOURNMENT:

At this time with no further business presented to the board, the board director adjourned the meeting at 1:43 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

DRAFT