

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

*Upon proper notice duly given, a meeting of the Board of Directors of the **Riviera Gardens Homeowners Association** was held on the 26<sup>th</sup> of January 2022 via teleconference at 3:00 PM. A quorum of members was present, and business was conducted as is outlined herein.*

**MEMBERS PRESENT:**

<b>Ed Colson</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 representing Personalized Property Management.

**CALL TO ORDER:**

The meeting was called to order by Ed Colson at 3:30 PM

**HOMEOWNER FORUM**

There were thirty-six homeowners present topics discussed included, communication, storage units, landscaping, main electrical boxes, Earthquake insurance, firewalls, second unit hard surface flooring,

**SECRETARY'S REPORT:**

The board reviewed the minutes of the last meeting dated the 28<sup>th</sup> of December 2021. *Following a discussion and upon a motion duly made and seconded, the board of directors unanimously approved the minutes as presented.*

**TREASURER'S REPORT:**

The board reviewed the financials from December 2021 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 account in question are more than 60 days delinquent. The association hereby authorizes its attorney record a lien on the association behalf against the property APN# 501-091-068. *Upon a motion duly made and seconded the Board of Directors unanimously approved.*

## **COMMITTEE REPORTS:**

**Landscape and Maintenance** – The board discussed the landscape report that was prepared by an independent consultant.

- i. Landscape Committee Charter Review – The board reviewed the charter that was prepared by the Landscape Committee. The directors discussed the Charter that was originally prepared by management and would like the committee to review that committee charter against their own preparation.
- ii. Landscape Committee Member Review – Following a discussion and upon a motion duly made and seconded the Board of Directors approved the owners Marilyn Meyer, Jennifer Givner, Deirdrie Wade, Laura Fuson, Nikki Virbitsky, Gordon Elkins, Scott Daniels(Board Liaison) and Chairperson Julie Harris. Motion carries unanimously.
- iii. Unit 224 Request – The board referred the issue to the landscape committee for the review.

**Pools and Spas** – The Board of Directors reviewed the proposal from Gardner, Rammell, and Laguna Falls for the replastering of Spa 2 and Spa 4 of the association. Rammell and Laguna Falls were very close in price. Following a discussion and upon a motion duly made and seconded the Board of Directors unanimously approved Rammell Construction and all payments thereof for the replastering of Spa 2 and 4 for a total cost of \$11,100 plus an additional \$1,100 for the replacement of the lights in both spas. With the work to begin in late March/April. Motion carries unanimously. The new furniture was received, three of the tables were damaged and the return was processed with new tables en route. Following a discussion and upon a motion duly made and seconded the Board of Directors approved the Spas to be completed in June. Motion carries unanimously.

**Architectural** –

- i. Units 411, 612, 615, 714, 911, 1915 – The board of directors reviewed all the applications. Following a discussion and upon a motion duly made and seconded the Board of Directors voted as below:

**Approved**

Unit 612

Unit 615 with the contingency of Bronze Anodized exterior

Unit 714 with the contingency of Bronze Anodized exterior

Unit 911 with the contingency that the rock is Palm Springs Gold 3/8”

**Denied**

Denied Unit 411 for the front door as it is the association’s responsibility, and deny the vent as the Board of Directors need additional information

Following a discussion and upon a motion duly made and seconded the Board of Directors approved the installation of the Ring Doorbell for unit 1915 as long as it is wireless. Motion carries 4-1.

**Storage Units-** Several of the comments regarding the storage units were shared in the homeowner forum. The board will put the charge for the storage units on the next meeting agenda.

**Newsletter** – The Board of Directors told the owners present on the call that they need volunteers to participate. If they are interested in participating they need to contact the management company.

**Ad-Hoc Painting Oversight Committee** - The Board of Directors told the owners present on the call that they need volunteers to participate. If they are interested in participating they need to contact the management company.

### **UNFINISHED BUSINESS**

- A. Replastering Spa(s) Proposal – This item was discussed under pools and spas.
- B. Upstairs Flooring CC&R Amendment – The board will discuss at the Town Hall Meeting.

### **NEW BUSINESS**

- A. Gate Sentry Proposal – The board tabled the discussion until next meeting.
- B. 2021 Roof Maintenance Report – The board reviewed the roof maintenance report.
- C. Carport Roof Replacement – The Board reviewed the proposal from Western Pacific Roofing for the repair of the carport roofs. The estimate total was \$52,604.
- D. Unit 1313 Mold Remediation – Following discussion and upon a motion duly made and seconded the Board of Directors ratified the approval for the \$4,139.61 for the mold remediation and clearance, and the approval of Kings remediation to do the insulation, drywall of the unit. Motion carries unanimously.
- E. Annual Meeting Date – The annual meeting was scheduled for May 14, 2022 at 10:00 AM. The Ballot Box will serve as the inspector of elections and prepare the pre-ballot notice and the ballots. Management will send out the call for nomination.
- F. Water Drainage Buildings 10/9 – The board will have someone review cleaning the drain.
- G. Flooring Town Hall – The board discussed holding the town hall or waiting until the new board is in place to discuss.

### **NEXT MEETING:**

The next meeting is on March 4, 2022 at 12:00 PM

### **ADJOURNMENT:**

At this time with no further business presented to the board, the board director adjourned the meeting at 5:58 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

DRAFT