

**RIVIERA GARDENS HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
2<sup>nd</sup> of June 2022  
MINUTES**

*Upon proper notice duly given, a meeting of the Board of Directors of the **Riviera Gardens Homeowners Association** was held on the 2<sup>nd</sup> of June 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 representing Personalized Property Management.

**CALL TO ORDER:**

The meeting was called to order at at 11:01 AM.

**HOMEOWNER FORUM**

There were eighteen homeowners present topics discussed included, electrical panels, painting, meeting scheduling, committees, CAI, organization of the Board, frequently asked questions,

**ORGANIZATION OF THE BOARD OF DIRECTORS:**

The Board was unable to organize following the end of the annual meeting. The Board of Director here discussed officer positions for the upcoming year.

President – Tessa Voss  
Vice-President – Brett Ferguson  
Secretary – Scott Daniels  
Treasurer – JD Baker  
Director at Large – Deirdrie Wade

*Following a discussion and upon a motion duly made and seconded the Board of Directors moved to approve the above Board organization. Motion fails 2-2-1.*

President – Deirdrie Wade  
Vice-President – Brett Ferguson  
Secretary – Scott Daniels

Treasurer – JD Baker  
Director at Large – Tessa Voss

Following a discussion and upon a motion duly made and seconded the Board of Directors moved to approve the above Board organization. Motion carries unanimously.

**SECRETARY’S REPORT:**

The board reviewed the minutes of the last meeting dated the 1<sup>st</sup> of April 2022. Following a discussion and upon a motion duly made and seconded, the board of directors unanimously approved the minutes as amended.

**TREASURER’S REPORT:**

The board reviewed the financials from April 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 owners in question are more than 60 days delinquent the board of Directors approved their attorney to record a notice of lien on the association’s behalf on the following APN# 501-091-068 and APN# 501-092-047. Following a discussion and upon a motion duly made and seconded the Board of Directors unanimously approved.

The Board reviewed the CD’s that are maturing here soon. The Board would like to buy three certificates of deposit with 90 day maturities in sums of \$100,000 and three three certificates of deposit with 180 day maturities in sums of \$100,000. Following a discussion and upon a motion duly made and seconded the Board of Directors unanimously approved the purchase of six, \$100,000 certificates of deposit with the varying maturities. Motion carries unanimously.

The Board discussed the Insurance payment thereof and the need of the association to pay the Insurance check from the Reserve account. Following a discussion and upon a motion duly made and seconded the Board of Directors approved the payment of the insurance from reserves and the 12 month payback period. Motion carries unanimously.

**COMMITTEE REPORTS:**

**Landscape and Maintenance** – The condition of the onsite bathroom was brought up.

- i. Landscape Committee Charter Review – The Board reviewed the landscape charter. Following a discussion and upon a motion duly made and seconded the Board of Directors approved the charter with the amendment that the maximum number of members is lowered to five.
- ii. Landscape Committee Member Review – Following a discussion and upon a motion duly made and seconded the Board of Directors approved Julie

Harris and Mike Tull to serve on the landscape committee. Motion carries unanimously.

- iii. Bluesky Estimates – Various -
  - a. Palm Tree Trimming - Following a discussion and upon a motion duly made and seconded the Board of Directors approved the palm tree trimming with Blue Sky Landscape at a cost of \$7,636. Motion carries unanimously.
- iv. Pool Signage Replacement – The board would like to put out a survey regarding the pool hours. Following a discussion and upon a motion duly and seconded the Board of Directors unanimously approved the application.

**Architectural –**

- i. AC Unit Replacement Ratifications – Following a discussion and upon a motion duly made and seconded the Board of Directors ratified the approvals. Motion carries unanimously.
- ii. Unit 1112 Doorbell Installation – Following a discussion and upon a motion duly made and seconded the Board of Directors approved the installation of the Nest Video Camera. Motion carries
- iii. Unit 1518 Landscape App - Following a discussion and upon a motion duly made and seconded the Board of Directors approved the application as presented. Motion carries

**UNFINISHED BUSINESS**

- A. Gate Sentry Proposal/DoorKing Cellular Service Proposal - The board reviewed the letter from the management company, the doorking cellular service, and Gate Sentry.
- B. Carport Post Proposal Updates – The Board President will speak with an engineer regarding carposts.
- C. Carport Roof Replacement Proposals – The item was tabled until the carport post issue is resolved. The Board of Directors approved the on-site employee to put up plywood on the holes.
- D. Water Drainage Building 10/9 Update –The Board reviewed the proposals from Bob’s Equipment, Southwest Plumbing, Hammer Plumbing, and Blue Sky Landscaping. The board would like to give the Blue Sky a chance to rebid the proposal.
- E. Electrical Panels Review and Proposal Update – The board reviewed the proposals from, Grayco Electrical, and Coachella Valley Lighting and Electrical. Two proposals are still yet to be received from Stewy’s Lighting and Horizon Lighting and Electrical.
- F. Updated Proposal for Resurfacing of Pool and Spa – Rammel Construction – The board reviewed the correspondence from Rammell Construction and the previous approval. Following a discussion and upon a motion duly made and seconded the Board approved the Rammell Contract not to exceed 10% of the original price. Motion carries unanimously.

- G. Review of Painting Project/Completion/Scheduling of Final walkthrough – The walkthrough is scheduled for June 29<sup>th</sup> at 9:00 AM.

**NEW BUSINESS**

- A. Blackflow Replacement Proposals and Approval – Following a discussion and upon a motion duly made and seconded the Board of Directors unanimously approved DWA to do the replacement of the Backflow. Motion carries unanimously.
- B. Electric Car Charging – The Board will exchange correspondence over the issue.
- C. Storage of Bicycles – The board will explore bicycle storage.
- D. Pool Clocks – The board discussed installing clocks at the pool.
- E. Gate 1 Repair Ratification – Following a discussion and upon a motion duly made and seconded the Board of Directors unanimously ratified the approval of the gate 1 repair.
- F. CAI Membership – The board approved joining CAI. Committee members will be included in the membership.

**NEXT MEETING:**

The next meeting is scheduled for July 22, 2022 at 11:00 AM, successive meetings will be scheduled for the third Friday at 1 PM.

**ADJOURNMENT:**

At this time with no further business presented to the board, the board director adjourned the meeting at 1:09 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