

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

*Upon proper notice duly given, a meeting of the Board of Directors of the **Riviera Gardens Homeowners Association** was held on the 22<sup>nd</sup> of July 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 11:01 AM.

**HOMEOWNER FORUM**

There were homeowners present topics discussed included, security, landscaping, and pool hours.

**SECRETARY'S REPORT:**

The board reviewed the minutes of the last meeting dated the 2<sup>nd</sup> of June 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 June 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 treasurer requested that cash flow related to the insurance payment for 2023 be added to the next agenda for board review.

## **COMMITTEE REPORTS:**

- A. **Landscape and Maintenance** – The committee provided a report. There has been a dissatisfaction with the landscape contractor’s quality of work. Items noted in need of attention are shrubs, weeds, over/under pruning of plant material, irrigation, grass has not been aerated, trees are not properly pruned. The committee recommends they along with management and BlueSky conduct a thorough site inspection to define clear expectations and identify responsibilities for daily and weekly scope of work. It was also recommended that a certified arborist inspect the property to inspect trees. If there is no improvement in quality of service, the committee recommends the community go out to bid for a new contractor November 15, 2022. In addition, the committee recommended drought tolerant perennials be installed in the fall. The irrigation needs to be properly check/repared to ensure the plants would survive prior to installation.

Following a discussion and upon a motion duly made and seconded, the board of directors unanimously approved the landscape committee’s report as presented. Motion carries unanimously.

Following a discussion and upon a motion duly made and seconded, the board of directors unanimously approved management to request proposals from BlueSky for the installation of drought tolerant plants in areas identified by committee. Motion carries unanimously.

Following a discussion and upon a motion duly made and seconded, the board of directors unanimously approved arborist recommended by the committee not to exceed \$500, to conduct an initial review of trees in the complex. Motion carries unanimously.

- i. Landscape Committee Member Review –
    1. Nominations Forms – The board reviewed three applications.  
Following a discussion and upon a motion duly made and seconded, the board of directors unanimously approved Rick Schwabauer, John Benisch, and Holly Jill St. John to the landscape committee.
    2. Report and Enclosure
  - ii. Bluesky Estimates – Various – Tabled until arborist review.
    1. Oak Tree Removal – Tabled.
    2. Removal of Trees at Gate 4 – Tabled.
- B. **Architectural** –
- i. 415 Condenser – Following a discussion and upon a motion duly made and seconded, the board of directors approved to ratify application as presented. Motion carries unanimously.

- ii. 814 Landscape – Following a discussion and upon a motion duly made and seconded, the board of directors approved to ratify application as presented. 4-0-1. Motion carries.
- iii. 2014 Landscape – Following a discussion and upon a motion duly made and seconded, the board of directors approved application as recommended by landscape committee. Motion carries unanimously.
- iv. 815 Door – Following a discussion and upon a motion duly made and seconded, the board of directors to denied the application. Motion carries unanimously. Management will send work order to Mario to review the front door.

C. Creation of New Committees

- i. Long Term Planning Committee – It was proposed that a committee be formed to assist with the planning for future projects. Following a discussion and upon a motion duly made and seconded, the board of directors approved to form committee as presented. 2-0-3. Motion fails.

Following a discussion and upon a motion duly made and seconded, the board of directors approved to establish the Long-Term Planning Committee. Motion carries unanimously.

- ii. Communications / Social Committee – It was suggested that the two committees be formed and combined to assist with future planning of events. Following a discussion and upon a motion duly made and seconded, the board of directors approved the formation of the committee. Motion carries unanimously.

**UNFINISHED BUSINESS**

- A. Gate Sentry Proposal/DoorKing Cellular Service Proposal - The board discussed the proposal from Gate Century. Management recommended that a demo be scheduled with them prior to the board deciding, that way the board can have a better understanding of the system. The demo will be scheduled.
- B. Carport Post and Carport Roof Proposal Updates – The Board President provided a synopsis of information provided by an engineer. The President will coordinate onsite visit with engineer. No further action at this time.
- C. Water Drainage Building 10/9 Update –The Board reviewed the revised proposal from BlueSky for the building drywell. Following a discussion and upon a motion duly made and seconded, the board of directors approved proposal from BlueSky drywell area in the amount of \$6,200 as presented. Motion carries unanimously. The board requested an additional proposal from BlueSky for the green belt areas. Following a discussion and upon a motion duly made and seconded, the

board of directors approved for management to request an additional proposal from BlueSky for building 10/9. Motion carries unanimously.

- D. Electrical Panels Review and Proposal Update – The board reviewed the proposals from four various contractors. A Board member recommended the panels be inspected and prioritize the units that are in urgent need of replacement, the remaining replacements be staggered. The Board requested to amend the scope to provide only a proposal to review all the panels and to provide a report on them. Management will request that proposal from Grayco Electric.
- E. CAI Membership Update – All board members have received welcome information from CAI and are now members of the organization.

The Board tabled remaining unfinished items until the September meeting.

- F. Bicycle Storage –
- G. Pool Clocks –
- H. Electric Car Charging –
- I. Painting Walkthrough Rescheduling – It was mentioned that the meeting has been scheduled.

#### **NEW BUSINESS**

- A. Special Assessment – The board discussed whether a special assessment would be necessary to help fund various expenditures needed for urgent repairs throughout the community. No action taken at this time, board will await recommendation from long-term planning committee.
- B. Hotel Fence – The board discussed the chain link fence that was installed by the hotel. Tabled.

#### **NEXT MEETING:**

The next meeting is scheduled for August 19, 2022 at 11:00 AM, successive meetings will be scheduled for the third Friday at 11 AM.

#### **ADJOURNMENT:**

At this time with no further business presented to the board, the board director adjourned the meeting at 1:04 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