

RIVIERA GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 1, 2023
MINUTES

*Upon proper notice duly given, a meeting of the Board of Directors of the **Riviera Gardens Homeowners Association** was held on June 1, 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

CALL TO ORDER:

President Wade called the meeting to order at 10:08 a.m.

President Wade made a motion to add the Facebook Group to the agenda for discussion. The motion was seconded by Director Baker. The motion passed unanimously.

EXECUTIVE MEETING DISCLOSURE:

Manager Perez informed the membership the Board met in an Executive meeting prior to the General Session meeting to approve minutes and discuss legal, homeowners' issues, and delinquency.

HOMEOWNER FORUM

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

- Bldg. 21 fire
- Vandalism, vehicle tagging
- General Meeting recordings
- Delinquency
- Gate 8 issues
- Electrical boxes for single units

SECRETARY'S REPORT:

The Board reviewed the minutes dated April 14, 2023. Upon a motion made by Treasurer Busch and duly seconded by Secretary Tull to approve the minutes of April 14, 2023, as amended.

Director Baker voted yes, Vice-president Daniels voted yes, and President Wade voted yes. The motion passed unanimously.

TREASURER'S REPORT:

Treasurer Busch provided the financial report for March and April 2023. Currently, the association has a low balance in the operating account. The association should have at least an extra month's worth of expenses in the operating account. Also, the utility item is running over budget as well as the landscape items due to unforeseen expenses. After further discussion, a motion was made by Treasurer Busch and duly seconded by Vice-President Daniels to accept the financials for March and April 2023 with the insurance entries and landscape expenses to be reflected in the May 2023 financials. Secretary Tull voted yes, Director Baker votes yes, and President Wade voted yes. The motion passed unanimously.

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

DELINQUENCY:

The Board reviewed the delinquency report. Secretary Tull expressed his concern regarding the amount of money owed to the association and what can be done to start collecting the money. Currently, the association is \$26,633.08. arrears.

WORK ORDER REPORT:

The Board reviewed the work order report.

COMMITTEE REPORTS:

- A. **Landscape** – Secretary Tull held a conversation regarding the new landscape company, Pro Landscape. They have been doing excellent work in the community overall. The communication needs improvement from the crew. Also, the committee has performed monthly walkthroughs in the community to address different issues. In addition, the landscape crew will be spraying the Queen palms due to fungus. Furthermore, landscape beautification projects are on hold due to the hot weather. The Board and committee will be discussing more about the project at the beginning of the Fall.
- B. **Communications / Social Committee** – The committee informed on the different sources the members can obtain information regarding the association (Facebook page, HOA website, and PPM portal.) Also, the committee is working on the June newsletter to be distributed to the membership in the second week of June. Also, the minutes have been updated and should be available to the membership by the end of the week. Furthermore, the committee is still looking for building ambassadors.
- C. **Planning and Implementation Committee** – Paul Roggenkamp provided the report. The Elevated Surfaces Inspection as proposed by Sigler & Associates: this project should be approved and begun as soon as possible, so we preclude potentially being bumped by many other HOAs requiring limited expert inspections and locking up all the available service

providers. Chris Sigler has committed to doing our inspections and can provide recommendations for our carport structure upgrades/repairs as well. Also, Victor Leon of RTM Electrical has provided engineering drawings and the upgrade plans which were sent to SoCal Edison for review and approval/guidance. The timeline for actual replacement will be determined based on the direction in SoCal Edison's approval. In conjunction with the 2 projects above, Jim Busch, Board Treasurer, and PIC Liaison met with Kevin Leonard of Associated Reserve on Monday, May 22 to begin the comprehensive inspection and evaluation of the Riviera Gardens complex to produce our updated Reserve Study.

Architectural – No update.

- a. 1735 N. Via Miraleste #1924 Sliding doors installation – Upon a motion made by Treasurer Busch and duly seconded by Secretary Tull to approve the application as presented. The motion passed unanimously.
- b. 1955 N. Via Miraleste #1321 Windows and Sliding door installation - Upon a motion made by President Wade and duly seconded by Vice-President Daniels Tull to approve the application as submitted. The motion passed unanimously.
- c. Building 8 Request – The Board held a conversation regarding the proposed work between the sidewalk and curb in Bldg. 8. After further discussion, a motion was made by President Wade and duly seconded by Director Baker to approve the installation of 4 bushes in the area mentioned above with the conditions that the owners will pay for the expenses of these bushes and the HOA will be responsible for the irrigation. The motion passed 3-2.
- d. 2053 N. Via Miraleste #913 – Installation of Security Bars on Patio. The Board held a conversation regarding this application as the owner commenced the project prior to receiving approval from the Board. After further discussion, a motion was made by President Wade and duly seconded by Secretary Tull to send a notice to the owner that the security bars must be painted within fifteen days. Failure to comply will result in the removal of the security bars and monetary fines. The motion passed unanimously.

OLD BUSINESS

- A. Bldg. 21 Fire Update – President Wade provided an update on this matter to the membership.
- B. Elevated Surfaces Update – President Wade informed the Board that a second estimate has been requested for review.

NEW BUSINESS

- A. Reserve Payback Plan (Insurance Premium) – Treasurer Busch held a conversation regarding the plan to pay back the reserve account for the insurance expenditure. Also, Treasurer Busch mentioned that the association

