

RIVIERA GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
July 26, 2023
MINUTES

*Upon proper notice duly given, a meeting of the Board of Directors of the **Riviera Gardens Homeowners Association** was held on July 26, 2023, at 10:00 a.m. via teleconference. A quorum of members was present, and business was conducted as outlined herein.*

MEMBERS PRESENT:

(Randall) Scott Daniels	Vice-President
Mike Tull	Secretary
Jim Busch	Treasurer
J.D Baker	Director

ALSO PRESENT:

Johny Perez, CCAM, representing Personalized Property Management

ABSENT:

Deirdrie Wade, President

CALL TO ORDER:

Vice-President Daniels called the meeting to order at 10:14 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 contracts, approve Notice of Default against delinquent account (APN:501-091-068), and discuss HOA and homeowners' issues.

HOMEOWNER FORUM

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

- Bldg. 21 fire
- Gate issues
- Notice to owners regarding closet cleaning
- Tagging vehicles and vandalism
- Pool decks and furniture cleaning
- Appreciation to the entire Board for the great work

SECRETARY'S REPORT:

The Board reviewed the minutes dated June 29, 2023. After further discussion, a motion was made by Treasurer Busch and duly seconded by Vice-President Daniels to approve the minutes dated June 29, 2023, as amended. Director Baker and Secretary Tull voted yes. The motion passed unanimously.

TREASURER'S REPORT:

Treasurer Busch deferred approving the June 2023 financials until the proper updates and entries are corrected. Financial has been tabled for the next meeting.

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 in \$31,687.90 arrears.

WORK ORDER REPORT:

The Board reviewed the work order report.

COMMITTEE REPORTS:

- A. **Landscape** – Secretary Tull provided the landscape report. A conversation was held regarding mulching. Mulching hasn't been performed in the community for many years. This will provide nutrients to the soil and better absorption of water. Secretary Tull proposed to perform the mulching in two sections. One in 2024 and the second in 2025 with a total cost of \$33,212. After further discussion, the Board agreed to table discussion until the 2024 budgeting process begins, at which point mulching options and costs can be considered and incorporated into our 2024 budget.
Landscape Improvement Project – Secretary Tull explained to the Board the proposals submitted by Pro Landscape for the different landscape update projects in the community. The total amount for these updates comes to \$9,158. After further discussion, a motion was made by Secretary Tull and duly seconded by Treasurer Busch to approve the total amount of \$9,158 for the landscape update projects. Vice-President Daniels and Director Baker voted yes. The motion passed unanimously.
- 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 August 2023 newsletter to be distributed to the membership in the second week of August. In addition, the committee had some questions regarding the pool deck and pool furniture cleaning, delinquency, and wasp/bee hive issues.
- C. **Planning and Implementation Committee** –
New Reserve Study is being reviewed and worked on by Jim Busch in conjunction with Kevin Leonard, of Associate Reserves to ensure that all major components are included and that all aspects of the complex are considered. Upon Jim's completion, the entire committee will review the final study. The Western Roofing report has not yet been received and is critical that it be included. The finalization of the Reserve Study is very important, and it must be tied into the operating budget process for the upcoming year.

This committee recommends that all key stakeholders such as board members, committee chairpersons, and other key individuals be included in the annual operating budget process because all aspects of our HOA complex and investment are impacted by the budget/Reserve Study.

The contract for SB326 requirement for inspection of all elevated surfaces and walkways was approved at last month's meeting and reviewed by the RG attorney and is to be executed by the board. A retainer fee is due to Chris Sigler so that work can begin as soon as possible.

Replacement of Main Electrical Panels: Following the meeting with SCE and RTM Engineering reported at the last meeting, there has been further investigation into the required test hole digging requirement to verify the existing conduit size. Both RTM E and one of the electrical construction companies which have agreed to bid on the installation project seems to support the idea that a representative number of test holes could be dug and that the sample should provide reasonable information on the remainder of the panel wiring status. Our representative from SCE was gone for the past two weeks and will be contacted as soon as possible to determine if he will agree with that process. Upon final confirmation of the SCE requirement, the RFP process will begin with the electrical construction companies which will bid to do the work.

Because of the complexity, extended time (potentially up to 2 years) required and the sensitive nature of these projects, the Committee is requesting that any interested, experienced, competent homeowner who would be willing to work with this committee on coordinating and monitoring the projects, please complete the application to serve form for review and consideration. Currently, all of the committee members are part-time residents; it would be of great value to have a full-time resident of Riviera Gardens who could be on-site to provide important and timely communication and coordination from the committee to the contractors and vice versa.

Architectural – Ric provided the Architectural report. Changes to the Architectural Committee charter have been made. Kip and Lorna will be working on the review of the Rules & Regulations, CC&R, and Bylaws. For the Architectural side of the committee, Daniel and Ric will begin looking at approved products (windows, sliding door, patio screening, flooring, plumbing changes, etc.) and begin a catalog so homeowners can select products.

- a. 1953 N. Via Miraleste #1321 Patio Tile Installation – Upon a motion made by Treasurer Busch and duly seconded by Vice-President Daniels to ratify the approval of the application submitted by the owner of the property mentioned above. Director Baker and Secretary Tull voted yes. The motion passed unanimously.

OLD BUSINESS

- A. Bldg. 21 Fire Update – Manager Perez provided an update on this matter. Treasurer Busch and Secretary Tull expressed that this project is not moving fast enough, and the affected homeowners are upset and threatening to sue the association for the lack of results. Furthermore, a town hall must be scheduled to go over with the affected homeowners and provide accurate information. After further discussion, a motion was made by Secretary Tull and duly seconded by Treasurer Busch to remove President Wade as the project manager and assign Mike Tull and Jim Busch as the new project managers. Vice-President Daniels voted yes; Director Baker voted no. motion passed 3-1.
- B. Gate 3 & 8 – Treasurer Busch held a conversation on the issue with the card reader at gates 3 & 8. The gate 8 reader was replaced, and new cards will be distributed to the membership. Also, a conversation was held regarding the issue presented with Frontier that is affecting the callboxes at all RG gates. Residents and owners cannot use their codes to allow guests to gain access to the community. After further discussion, a motion was made by Treasurer Busch and seconded by Secretary Tull to involve the Planting and Implementation Committee to provide recommendations to update the gate system. Vice-President Daniels and Director Baker voted yes. The motion passed unanimously.
- C. Unit 1124 – Treasurer Busch held a conversation regarding the two proposals submitted by Flood Response and Vantage Point. The two proposals are not the same and more clarification is needed. Proposals have been tabled.

NEXT MEETING:

The next meeting is scheduled for August 24, 2023, at 10:00 a.m.

ADJOURNMENT:

At this time with no further business presented to the board, the board director adjourned the meeting at 12:40 p.m.

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: 8/31/2023

Riviera Gardens Homeowners Association
A California Corporation

DocuSigned by:
BY: Mike Tull
Secretary or Director