

**RIVIERA GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 29, 2023
MINUTES**

*Upon proper notice duly given, a meeting of the Board of Directors of the **Riviera Gardens Homeowners Association** was held on June 29, 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
Jim Busch	Treasurer

ALSO PRESENT:

Johny Perez, CCAM, representing Personalized Property Management

ABSENT:

J.D Baker, Director

CALL TO ORDER:

President Wade called the meeting to order at 10:03 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 and discuss HOA and homeowners' issues.

HOMEOWNER FORUM

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

- Bldg. 21 fire
- Zoom instructions
- Beehive issues (inefficient handling)
- Roof leak in unit 1124
- Pool decks and furniture cleaning
- Wasp nest
- Harassment by Board members
- Appreciation to the entire Board for the great work

SECRETARY'S REPORT:

The Board reviewed the minutes dated June 1, 2023. After further discussion, a motion was made by Secretary Tull and duly seconded by Treasurer Busch to approve the minutes dated June 1, 2023, as amended. President Wade and Vice-President Daniels voted yes. The motion passed unanimously.

TREASURER'S REPORT:

Treasurer Busch deferred approving the May 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.

CDARS Investment – Treasurer Busch held a conversation regarding the investment of the money received from the insurance company for the repairs of damaged units by the fire. Currently, the association is insured for up to \$250,000 per the FDIC. After further discussion, a motion was made by Treasurer Busch and duly seconded by President Wade to invest \$340,000 of the insurance money in a 30-day term CDARS account leaving \$80,000 in the account. Secretary Tull and Vice-President Daniels voted yes. The motion passed unanimously.

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 \$31,309.17 arrears.

WORK ORDER REPORT:

The Board reviewed the work order report.

COMMITTEE REPORTS:

- A. **Landscape** – Secretary Tull provided the landscape report. The palm tree trimming is scheduled to be performed on July 6,7, and 8. Also, the nutgrass treatment has been approved, and waiting for Pro Landscape for scheduling. Additionally, the proposal for the mulching was received as well as for the atrium updates. In addition, Treasurer Tull stated some cacti and vincas have been stolen throughout the community. No more planting of new flowers or plants until further notice.
- 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. Any comments or topics for the newsletter, please forward them to the committee. Also, a social gathering was held on June 24 – twelve people attended.
- C. **Planning and Implementation Committee** –
SB326 Elevated Surfaces Inspection:
The committee has reviewed the proposal submitted by RGSE and found that there are significant differences from the proposal submitted and briefed by Chris Sigler of Sigler & Associates during the April meeting. The Stage 2 services proposed by Sigler were not included; these are essential to the comprehensive inspection of areas that are not exposed to view but are covered with drywall and stucco. These services were a total of \$15K, not addressed in RGSE proposal. Sigler will also provide a supplementary report on railings and waterproofing which are

included in our reserve study. It appears the RGSE did not do a site visit/inspection and proposed that its inspection would be done only on exposed areas, none covered by architectural finishes. In the absence of as-built plans, that gives us no assurance/verification that our structures are in safe condition. Given the significant differences in the two existing proposals and the fact that neither PIC nor the HOA has received a briefing by RGSE, it is recommended that the board approve the Sigler proposal so that the inspections can be scheduled and completed with no further waste of valuable time.

Main Electrical Panels:

The chairman of the PIC is scheduled to meet on June 27, onsite with Victor Leon of RTM Engineering and Justin Wyebenga of SoCal Edison to review and discuss the status of this process. The report of this updated status was presented verbally at the June 29th meeting and is included in the printed report for the next RG Newsletter. Added text from the meeting as described above: The key areas discussed were the processes of determining the exact type of conduit and wiring from each main panel to the serving transformer. First, the homeowners in the building designated for replacement must be notified of the date/time and duration of a power outage and the expected time of restoration of power. SCE requires that a test hole must be dug at each panel location to determine what exists. A. If a 3-inch conduit or larger is currently in place, the existing wires will be removed and replaced by the size of new wires required for the new service; at the same time, the new panel can be installed. Once this has been accomplished, SCE and the City of Palm Springs must inspect and approve the work; following approval, the panel can be connected, and the power turned on. (in each process at each panel, the removal and disposal of all existing equipment must be considered and accomplished. B. If the existing conduit is not 3 inches or greater, then Dig Alert must be called, and a locator service to determine exactly where the existing wire is buried from the panel to the transformer, after the location is completed, the area must be excavated by a company licensed to do this type of work, to remove the existing insufficient wiring and provide a trench in which to install the replacement conduit and wiring. Following the installation of the new wiring, SCE and the City of Palm Springs will inspect and approve. Upon approval the trench can be refilled, grass and sidewalk/pavement restored, and the new wiring can be connected to the replacement panel and the power turned on. One of the two processes must be done on every panel which will be replaced.

Architectural – No update.

- a. 450 E. Vista Chino #2013 Window Installation – Upon a motion made by President Wade and duly seconded by Vice-President Daniels to approve the application as presented. Treasurer Busch and Secretary Tull voted yes. 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 RGSE Proposal – Treasurer Busch held a conversation regarding the proposal submitted by RGSE Structural Engineers. After further discussion, a motion was made by President Wade and duly seconded by Secretary Tull to approve Sigler & Associates' proposal for \$ 37,800. Treasurer Busch and Vice-President Daniels voted yes. The motion passed unanimously.
- C. Gate 8 Update and Key Card Distribution Plan – The board held a conversation on this matter. A plan must be created to distribute the gate cards to those owners that use gate 8. Also, the Board proposed to distribute 2 cards per unit in a card-for-card swap until it is confirmed that all owners using Gate 8 have had their first 2 cards replaced; then additional cards can be replaced, also in a card-for-card swap.
- D. Bldg. 6 Sidewalk Repair status and Ratification – Upon a motion made by President Wade and duly seconded by Treasurer Busch to ratify the proposal submitted by Vantage Point for \$3,363.95. Secretary Tull and Vice-President Daniels voted yes. The motion passed unanimously.
- E. Reserve Payback Plan (Insurance Premium) – Treasurer Busch is waiting for the two main pieces, the electrical panel, and balconies reports, to generate the payment plan.

NEW BUSINESS

- A. City-mandated Strobe Sensor – The Board held a conversation regarding this matter. A proposal was submitted by Big Sky for the installation of the strobe sensor on each gate (8) for \$13,650.42. President Wade stated she reached out to the Fire Marshall on this matter to obtain more information. The proposal has been tabled for the next meeting.
- B. Reserve Study Components – Treasurer Busch held a conversation regarding the components included in the association reserve study to be addressed this year. He will be working with the reserve consultant in preparation for the 2024 reserve study. The HOA is waiting for the roof inspection report from Western Pacific Roofing to determine what work may be necessary in 2023.
- C. Ratification Flood Response Mitigation and Remediation Unit 1124- upon a motion made by President Wade and duly seconded by Treasurer Busch to ratify the estimate submitted by Flood Response for \$1,747.29. Vice-President Daniels and Secretary Tull voted yes. The motion passed unanimously.
- D. 2022 YE Audit – Treasurer Busch explained to the Board and the membership the 2022 YE audit provided by the CPA. The association finished the 2022 year-end with a cumulative deficit of \$45,000. After further discussion, a motion was made by Treasurer Busch and duly seconded by President Wade to approve the 2022 YE audit. Secretary Tull and Vice-President Daniels voted yes. The motion passed unanimously.

- E. Adjusting Journal Entry – upon a motion made by Treasurer Busch and duly seconded by President Wade to accept the adjusting journal entry as presented. Secretary Tull and Vice-President Daniels voted yes. The motion passed unanimously.
- F. Architectural & Compliance Committee Charter Review and member appointment - Upon a motion made by Secretary Tull and duly seconded by President Wade to appoint Treasurer Busch as the liaison of the committee. Vice-President Daniel and Treasurer Busch voted yes. The motion passed unanimously.
- Member Appointment – upon a motion made by Secretary Tull and duly seconded by Treasurer Busch to appoint Lorna Schanzenbach to the Architectural & Compliance committee. President Wade and Vice-President Daniels voted yes. The motion passed unanimously.
- Committee Charter - after further discussion, a motion was made by Secretary Tull and duly seconded by President Wade to approve the committee charter as amended. Vice-president Daniels and Treasurer Busch voted yes. The motion passed unanimously.
- G. Pool Survey – Secretary Tull held a conversation about creating a survey for the membership to obtain feedback regarding heating the pools. Secretary Tull and Treasurer Busch agreed to work together to draft the survey, including pool-heating costs, to be sent to all owners. More information will be provided next meeting.

NEXT MEETING:

The next meeting is scheduled for July 27, 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 12:55 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: 8/21/2023

Riviera Gardens Homeowners Association
A California Corporation

DocuSigned by:

BY: _____

Mike Tull

Secretary of Director