

**RIVIERA GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
December 28, 2023
MINUTES**

Upon proper notice duly given, a meeting of the Board of Directors of the Riviera Gardens Homeowners Association was held on the date stated above, 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
J.D Baker	Director

ALSO PRESENT:

Johny Perez, CCAM, representing Personalized Property Management

CALL TO ORDER:

President Wade called the meeting to order at 10:18 a.m.

HOMEOWNER FORUM

There were thirty-three (33) homeowners present during the meeting. The topics discussed were as follows:

- Pool Temperature
- Information for candidates – Special assessment
- Board decision – recording meetings
- Thanks to the Board for the outstanding job
- Holding special assessment after annual meeting
- Appreciation to Mike Tull and Jim Busch for the excellent job regarding Bldg. 21.
- New management company

SECRETARY'S REPORT:

The Board reviewed the minutes dated November 30, 2023. After further discussion, a motion was made by Secretary Tull and duly seconded by Treasurer Busch to approve the minutes dated November 30, 2023, as presented. Director Baker, Vice-President Daniels, and President Wade voted yes. The motion passed unanimously.

TREASURER'S REPORT:

Treasurer Jim Busch provided the financial report for November 2023 which is attached.

DELINQUENCY:

Treasurer Busch provided the delinquency report – the association has a total of \$39,223.18 in arrears.

COMMITTEE REPORTS –

- Landscape Committee – Secretary Tull held a conversation on this matter – a walkthrough was performed with the landscape and the new association manager Mel Kuppinger from

Powerstone and provided positive feedback to the landscape crew. Also, Christmas gift cards were given to the landscape crew as a thank you for the outstanding job.

Tree Management Proposal – Secretary Tull held a conversation on this matter and provided information on the second phase of tree trimming, tree removal, and tree replacements. After further discussion, a motion was made by Secretary Tull and duly seconded by Treasurer Busch to approve estimates #5258 for \$18,235 for tree trimming and #5259 for \$5,345 for tree removal and replacement. Director Baker, Vice-President Daniels, and President Wade voted yes. The motion passed unanimously.

- Social Committee – Donna Asbury provided the report – Laura Fuson is no longer part of the committee as she has sold her unit. Also, she informed about the social gathering that took place at Loco Charlie’s after the town hall meeting on December 9, 2023. The newsletter went out in early December and is available to everyone on the website. The next newsletter is scheduled for mid-February; new subjects and topics are welcome.
- Planning and Implementation Committee – Paul Roggenkamp provided the report - The committee reports that the Dec 9 Town Hall Meeting was attended by 65 homeowners, in-person and on Zoom. The invited speakers presented reports on the RG 2024 Reserve Study and financial status (Kevin Leonard of Association Reserves and Jim Busch, Treasurer of Riviera Gardens HOA); HOA Insurance (Matt Lawton of Prendiville Insurance); Electrical Panel Replacement Project (Victor Leon of RTM Consulting) and HOA Legal (Dan Parlow of Tinnelly Law group). The meeting went smoothly, and a great deal of valuable information was disseminated, and many questions were answered. By all accounts, the meeting was successful. This committee recommends that such in-person meetings be held, at least quarterly, to ensure that transparent dialog and exchange of information are continued as our HOA is experiencing changes and we are dealing with many complex issues for the maintenance and improvement of our aging asset.

As reported last month, the SB326 legally mandated inspection and evaluation of our elevated surfaces, balconies and staircases have been completed by C L Sigler & Associates. Our committee is coordinating with Chris Sigler to plan and schedule the repair and maintenance of the repair items identified and prioritized in the Inspection/Evaluation Report. We are looking forward to working with our new PM from Powerstone to integrate that schedule into our 2024 maintenance plan.

Updated status of the Electrical Panel project: The two electrical contractors, Grayco and Cove have confirmed that their initial proposals will be available by the end of the first week of January. Because the project requires plans developed by SCE to be used by the selected contractor, I spent time at SCE planning department to obtain and clarify the application documents required to proceed with that process. I also spoke with both contractors to ensure that they understand the required processes and are willing to perform accordingly.

An additional note to inform homeowners of the reasons this electrical panel replacement project is a high priority: On the night of Dec 13, the common area, carport, and building exterior lighting were out on Buildings 1, 2, 3, 4 and 5 from around 7 pm through the remainder of the night. The outage was reported on Facebook and to PPM more than once. Attempts were also made to report the outage to SCE. The response from the PPM report was that the contractor response would come on the following morning. Fortunately, there were no downed lines or outages to homeowner units; but the experience brought to light the unpredictability and unreliability of our aging system as well as two ineffective reporting systems which resulted in no immediate positive response to our need. During my visit to SCE, I made the point of discussing the dysfunctional reporting system of SCE, so that technical corrections could be

made to their online and phone reporting systems. I look forward to Powerstone's reporting systems working effectively. The PIC is continuing to work on a comprehensive security program for our complex. Repeated requests for homeowner input/ feedback/ideas/wants have not been productive. The committee will proceed with the results of the wants and needs analysis presented at previous meeting and continue to reach out to HOA security experts to prepare a recommendation to the board.

- Architectural & Compliance Committee – Ric Barnes Provided the report – two architectural Requests were submitted.

353 E. Via Escuela #223 – Windows Installation – Ric Barnes provided information on this request and proposed the approval of the application as presented. – Upon a motion made by President Wade and duly seconded by Treasurer Busch to approve the request as presented pending permit approval. Secretary Tull, Director Baker, and Vice-President Daniels voted yes. The motion passed unanimously.

450 Vista Chino #2015 – Paver stone Installation on the patio – Ric Barnes provided information on this request to the Board and proposed the approval of the installation and use of the sandstone color in the paver stone. – Upon a motion made by President Wade and duly seconded by Treasurer Busch to approve the request as presented. Secretary Tull, Director Baker, and Vice-President Daniels voted yes. The motion passed unanimously.

OLD BUSINESS

- A. Building 21 Fire update – Secretary Tull provided an update to the membership on this matter. – Windows and AC vents have been installed – PCC will provide a new process timeline in the next week.
- B. Town Hall Planning Debrief – Secretary Tull held a conversation on this matter – there was great participation by the membership, and many questions were answered by the professionals who attended such as insurance broker, attorney, Reserve consultant, and electrical engineer. Secretary Tull proposed having more in-person meetings and scheduling town hall meetings to inform the membership of the different projects happening throughout the community. Also, Treasurer Busch stated that the town hall was a great meeting that provided answers to many questions owners had.
- C. Special Assessment – Secretary Tull held a conversation on this matter – the Board needs to decide on the date to issue ballots so that HOA members can vote on the special assessment previously discussed by the Board and at the Dec. 9 Town Hall. President Wade stated that the special assessment should be separated into two proposed assessments: one for re-funding our reserves to cover our 2023 insurance premium, and one to fund the reserves, including the replacement of our electrical panels. Treasurer Busch stated that the special assessment is not considered an emergency – currently, the association has low funding in the reserve account and needs to be funded in order to complete major capital improvements. After further debate around how and when to put the assessments forward for a vote, a motion was made by President Wade and duly seconded by Director Baker to table this matter until the next meeting. Secretary Tull and Treasurer Busch voted no; Vice-President Daniels voted yes. The motion passed 3-2.

NEXT MEETING:

The next meeting is scheduled for January 25, 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 12:33p.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: Feb 1, 2024

Riviera Gardens Homeowners Association
A California Corporation

BY:  Michael Tull (Feb 1, 2024 16:44 PST)
Secretary or Director