

Board Meeting

Riviera Heights Homeowners Association
3040 Riviera Heights Drive
Kelseyville, CA 95451

May 2, 2008

The Board Meeting was called to order at 4:00 PM.

Board Members Present: Bonnie Piccolo, Brennan Conaghan
Absent: Nelson Powley, Rebecca Knievel

Others Present: Board Secretary: Louise Theall
Office Administrator: Linda Unruh

Homeowners Present: Six

With a quorum of Board Members not present for an official meeting, the following is a memorandum of discussions.

The minutes of the Board Meeting and the Homeowners Meeting of April 18 were read and corrections noted on the minutes.

Administration: Bonnie stated that the liens (approved by the Board) against properties with unpaid homeowners dues have been completed. Linda reported the amount to be \$26,351.75 and that Dave Lewis volunteered to take them to Court House for filing on this date. Liens are in process for four additional properties.

A Letter of Notification will be sent to the remaining property owners with unpaid dues for past years. Pre-lien notices are the next step in the process of collecting these unpaid dues.

Linda reported the plastic boxes used throughout the neighborhood for Agendas and other notifications have been ordered and should arrive by Tuesday.

Elections: The overall system for the secret ballot election process was discussed. Linda is still searching for a Notary to oversee the elections and one or two persons to assist the Notary in counting ballots. It was noted that any property owner whose dues are not current by May 16, 2008, will not receive a ballot.

Meet Candidates Night: A suggestion was made that there be a box for Homeowners to submit written questions to candidates.

Larry and Karen praised and thanked Linda for her accomplishment of the office.

Annual Disclosures as required by Davis-Stirling and other Corp Codes will be prepared by Linda and Louise. The plan is to mail them with the pro forma budget which should be mailed 30 days prior to Fiscal Year.

Maintenance: Bonnie discussed the need for a completed job description for the maintenance position and Robin Unruh volunteered to repair the flag pole if Maintenance does not have the time. Bonnie will contact Nelson concerning these items. Linda stated the Pool was the main focus for Maintenance this week.

Reserve Study: Dave Meisle reported that he and Bob Cate should have it finished soon.

Road Repair Update: A Homeowners meeting concerning TCD's is scheduled for May 8th at 3:30 PM. Bonnie suggested discussing the replacement of road signs and the solution of the drainage problem at the entrance of the Wilderness Area at this meeting.

CC&R Compliance Committee: Letters have been sent to three property owners concerning noncompliance with CC&Rs

Bonnie discussed the purpose of the Compliance Committee; it's authority to send letters; and signature authority which requires two signatures one of which is a Board Member's.

ARC Rules Change: Bonnie stated that she, Nelson and Bob had worked on the dollar amounts required for various deposits and fines for the revised rules. She plans to rearrange portions of the current boiler plate and present it at the next Board Meeting with a completion timeline.

There was also a discussion of requiring three specific inspections for new construction in addition to the usual ARC oversight. It was also suggested that Homeowners within 300 feet of new construction be notified at the time the Committee makes presentation to Board.

ARC Committee: Brennan suggested that when the unclaimed ARC performance deposits are transferred they should be put in the assessment account for capital expenditures. It was reported that one additional deposit had been refunded.

The Committee has acted on three minor requests – a tree removal and the other two concerning fences. There was a question about a shed at the intersection of Alta Lane & Evergreen Dr. This will be researched.

Pool: Linda stated there is need for the pool monitors to be present from 10 AM to 8PM and itemized many of their responsibilities. Annual pool inspection by County is set for May 7th.

Marina: Linda reported that signs ordered for the Marina have arrived.

Environment and Safety Committee: Within the next few weeks Larry & Burl will be evaluating all undeveloped properties for fire prevention.

Discussions ended at 7:15 PM.

Respectfully Submitted,

Louise Theall
Board Secretary

APPROVED _____ DATE _____

Bonnie Piccolo
Board President