



Minutes – Board of Director’s Meeting

2 PM – Tuesday, April 14, 2020, ☼ Zoom Video Conference

1. Meeting was called to order at 2:00 pm by President Mahoney. Board members Kathy Slechta, Michael Mahoney, J Rigler, Joan Huffaker, and Dana Branch, Epicenter Mgmt: Rita Franco, Tributary editor: Kathy Mahoney
2. Review Minutes from March 11, 2020 board meeting. Minutes were reviewed by all directors. J moved to approve the minutes from the March’s meeting and Joan seconded. The minutes from March’s meeting were accepted. March’s action item reviewed. All were completed.
3. RIE’s COVID-19 response
 - a. RIE Common area use, RICC golf course: The directors discussed the HOA policy regarding COVID-19. President Mahoney had sent out an email to all directors outlining what the responsibilities of the HOA are during this time. The board will continue to follow the guidelines set by the County of Tulare Health and Human services. The pool will remain closed until further notice and the bathrooms will be closed. All Board meetings will be conducted via video conferencing to maintain social distancing.
ACTION ITEM: Rita to send out an email blast to residents regarding pool and bathroom closure.
 - b. Contract staff schedule & availability: Epicenter Mgmt: Rita is working from home but can still be reached via email or phone. Silva Landscape: No schedule change.
 - c. General Calendar Schedule and Future Outlook: Discussion. All events have been placed on HOLD such as the Cinco de Mayo. County’s set guidelines will be followed until further notice.
4. **Hearing – Homeowners**
 - a. Unauthorized tree removal on Riverside Dr: Discussion continued to find a solution to address the owner’s action. Kathy S. shared with the board she had several reservations about sending out a letter to the Fish and Wildlife. President Mahoney share with the board he had a brief conversation with the property owner, and he is having regrets. Joan H. recommends that the board meet with the property owner to give him the opportunity to explain his actions. The owner understands his actions were wrong. President Mahoney made a motion to invite the property owner to the next board meeting to explain his actions of removing trees without prior approval, J seconded. All directors agreed, motion passed. **ACTION ITEM:** President Mahoney to reach out to the property owner to invite him to attend the next month’s meeting.
 - b. Rescind approval of oak tree removal: President Mahoney referred this situation to Attorney Allan Bailey for recommendations on how to handle the situation. The attorney had three recommendations:
 - i. Cease and Ascent: Attorneys are involved
 - ii. Take no action: Residents would work it out.
 - iii. HOA involvement: HOA is involved.

Directors agree that both property owners have a point. J suggested the board table the request until requestor property owner can prove the tree is on common area.

President Mahoney made a motion to send out a letter to both homeowners rescinding the approval of the tree removal, Joan seconded. All in favor, motion passed. **ACTION ITEM:** *President Mahoney will draft a letter informing both property owners the board's decision to rescind the original decision.*

- c. Debris and other items on Lot 32, PH II: A lot of work has been done to the vacant lot by the next-door homeowner. The lot owner of Lot 32 has been sent a letter regarding the dead trees and he has not responded. The board suggested Rita contacts the lot owner. **ACTION ITEM:** *Rita to reach out the lot owner and discuss the situation.*

5. Treasurers Report

- a. Bank Account Balances: General Account: \$13,762.05; WWTP ACCOUNT: \$12,155.62; RESERVE ACCOUNT: \$429,496.83. Kathy reported the status of each account. The General account continues to be affected by delinquent accounts. The reserve account is high and would like to transfer some of the money to a different bank to protect the money. Kathy will reach out to Fred to get some advice. **ACTION ITEM:** *Kathy to follow up with Fred regarding the reserve account.*
- b. Review Accounts in Arrears: Kathy shared with the directors that the same residents continue to be delinquent on their monthly dues. This is affecting the general account. The board discussed that some residents might be out of work due to the COVID-19 pandemic and might be the reason why they are delinquent. The board recommended past due letters be send out and add a sentence to say if they are experiencing financial troubles, they must request a hardship status and a payment arrangement will be discussed. **ACTION ITEM:** *Rita to send out past due letters.*

6. Epicenter Communication

- a. Letters: Continue to go out as needed
- b. Dropbox: No update.
- c. Website: Several updates are needed, and Rita will continue to work with the web designer to get them updated.
- d. Directors' HOA email address: The directors would like to set up a protocol where all complaints, concerns or issues go through Rita. The directors will need to get an HOA email and remove personal contact information. **ACTION ITEMS:** *Rita to work with OACY's to get all directors an HOA email address.*

7. Committee Reports

- a. Ad hoc Committee on Safety & Security: J shared some information about the last committee meeting he had. The committee would like to purchase some neighborhood watch decals. Decals will be available to residents that would like one. President Mahoney made a motion to purchase the neighborhood watch decals, Joan seconded, all board members agreed. Motion passed. **ACTION ITEMS:** *J will coordinate for Romi and Kathy to connect to complete the purchase of the decals.*
- b. Architectural Committee:
 - 1. Status of approved projects: A tracking system needs to be set up to follow up with approved architectural applications and projects are not complete. An application will be active for 6 months. After that time a new application needs to be submitted. **ACTION ITEM:** *Rita will add this information to the application and post to the website.*
 - 2. Non-compliance properties: Joan shared with the board that many residents that

have received a non-compliance letter still have not fixed the violations. She suggested the board take care of the violations and send the invoice to the homeowners. The board would like to think about it and discuss it later.

- c. Landscape:
 - 1. Request for discussion on yard service technique: The board would like to talk to Roberto regarding the service techniques some of the workers are using. For example, using the blower and blowing the dirt to the front door. **ACTION ITEM:** *Kathy S. will talk with Roberto.*
- d. Social Committee:
 - 1. Postpone May activity: Priscilla has informed the board the Cinco de Mayo event will be postpone due to the COVID-19.

8. Real Estate

- a. Status Report: Two new properties have been added to the For Sale list.
- b. Lot 34 PH II (Lange) is not on the list of owners/renter – what happened. Kathy explained that Rita had hide the column, but she has put it back up on the list. **ACTION ITEM:** *Kathy will follow up with Brenda to make sure dues are still being collected.*

9. Pool

- a. Pool pump still running all day: **ACTION ITEM:** *Rita to follow up with Cornerstone to find out why the pump is still running during the day.*
- b. Pool to remain closed: Due to the COVID-19 the pool will remain closed as suggested by the Tulare County of Human and Health services. **ACTION ITEM:** *Rita to send out an email blasts to all residents.*

10. Wastewater Treatment group

- a. significant computer challenges: Kathy shared with board that the motherboard is having problems and might need to be replaced. Kathy is concern about the invoicing and the current services we are receiving; it looks like the same equipment continues to be replaced repeatedly. The board will discuss about contacting a different vendor.

11. Gate Group

- a. Status Report: Board discussed the gate reports, but all look good.

12. Tributary Newsletter

- a. Announcement(s): Pool and Bathroom are still closed. Reminder to pay dues, applications will be placed on hold. Include the riehoa.com email for directors.

13. Old Business

- a. Crack filling by Fox Asphalt: The work started today and will last 3 days.

14. New Business

- a. RIE COVID-19 see 3. RIE's COVID Response
- b. Set next regular board meeting: Tuesday, May 12, 2020.

15. Adjournment: Joan moved to adjourn meeting; J seconded. Meeting was adjourned at 4:30pm.

Questions and/or comments - Rita Franco - rita@wcisa.net - (559) 793-2685