



DIRECTORS PRESENT: KATEY FOX, PRESIDENT; RON MIYASAKI, VICE-PRESIDENT; JOHN MCKINNEY, TREASURER; JIM MCKEE, SECRETARY; ANDY HOPPER, DIRECTOR; LOREN FARELL, DIRECTOR AND STEVE GUDERIAN, DIRECTOR

DIRECTORS ABSENT: None at this time

MANAGEMENT PRESENT: KAREN BROWN, COMMUNITY MANAGER; MELISSA RAMSEY, VICE PRESIDENT, AND KATHLEEN HALL, ASSISTANT COMMUNITY MANAGER, with FirstService Residential

51 owners in attendance – Sign in sheets on file

Upon notice of duly given in accordance with NRS 116, the Board of Directors of Sierra Canyon Association held a Board of Director's Meeting on Wednesday, April 13th, 2016 at Sierra Canyon Association Aspen Lodge, located at 1798 Del Webb Pkwy W, Reno, NV 89523.

I. CALL TO ORDER/ESTABLISHMENT OF QUORUM

A quorum was established with seven of seven Board Member's in attendance and the meeting was called to order at 5:30 pm by Board President, Katey Fox.

II. HOMEOWNER FORUM

Agenda items only in accordance with NRS 116 – Board responses in italics.

- A. *David Suhr*: Presented a list of concerns pertaining to the Sierra Canyon website and the "Sync" project between the FirstService Connect website and Sierra Canyon's website.
- B. *Alice Yucht*: Voiced concerns over the website, stating it needs a new look, a new webmaster, and needs to be updated. Its old format is tedious to navigate. She volunteered to assist in the updating.

III. APPROVAL OF MINUTES

March 9th, 2016 Minutes: The Board reviewed draft minutes from the March 9th meeting.

MOTION: Andy Hopper made a motion to approve the March 9th minutes with a spelling correction in Glenda Powell's name. It has two "L"s not one. Duly seconded by Katey Fox.

Motion carried by a majority. Loren Farrell abstained as he was not in attendance at the March 9th meeting.

IV. REVIEW OF FINANCIAL REPORT

A. Treasurer's Report: John McKinney reviewed the February 2016 financials with the Board and those members in attendance. He stated that as of February 29th the Balance Sheet, Operating Funds show a total of \$205,717.38. With \$205,217.38 in the checking account and \$500.00 in Petty Cash. The Reserve Balance was \$859,442.47 of which \$689,401.27 was invested in CDs or MS cash equivalents and \$170,041.20 was invested in the Reserve Fund money market account. Our total cash is \$1,065,159.85. Total assets are \$1,075,825.39 and total Liabilities are equal at \$1,075,825.39. Total delinquency over 90 days is at \$18,822.24. Of that amount \$5,584.26 is delinquent A/R (assessments), \$8,096.00 in unpaid fines and \$5,141.98 in unpaid late fees and other misc. receivables. Delinquencies are low due to more aggressive collections.

B. Financial Statements – February 2016: The Board reviewed the February 2016, Financial statements.



MOTION: John McKinney made a motion to accept the current unaudited February 2016 financial statements & reports, acknowledging that the Board has fulfilled their duty to review the financials in accordance with NRS 116.31083, subject to the year-end audit. Duly seconded by Jim McKee.

Motion carried unanimously.

V. COMMITTEE REPORTS

The Board of Directors may take action on items recommended during each report.

- A. Architectural Review Committee: Andy Hopper had nothing to report on the days Architectural Review Meeting, but did note that the committee needed one more member.
- B. Budget & Finance Committee: John McKinney reported that MaryAnn McKinney is the new Chairperson for the Finance Committee. He also welcomed Lance Chontos who had been absent from the last meeting. John requested an RFP for a new Reserve Study be placed on the May agenda.
- C. Facilities Committee: Glenda Powell reported that after meeting with the Budget & Finance Committee the Facilities Committee is recommending a delay in the proposed Lodge Expansion project. She stated there were multiple issues to look at including the possibility of acquiring the sales office when Pulte is built out, adding bocce ball courts, improving the Tarleton lot with amenities, enclosing the tennis courts, etc. Glenda would like to present one comprehensive master package to the Board and owners for review and approval. Determination of which activities/amenities deserve priority will also be considered. It was suggested that the Facilities and Budget/Finance Committees work together to come up with a plan.
- D. Maintenance Supervisor: The Board reviewed a report submitted by Darren Null, Association Maintenance. Darren stated he had just received the analysis report from Chris Rounds, from CR Engineering, on the pool de-humidifier, it states the capacity of the equipment is 50% less than what is needed for the size of the indoor pool. He will review the report and ask Chris for an estimate on installation ideas and cost of a new de-humidifier which is the appropriate size for the room. Darren also reported that all the drains around the pool have been cleared.
- E. Fitness Coordinator Report: In Lynn Peterson's absence Karen reported that: We sold 43 punch card's in March for a total income of \$2,580.00. Lynn taught 65 classes with a participation of 722 residents, at an income of \$2,166.00. Due to popular request an evening yoga class was added on Monday nights. Lynn has two events coming up: In honor of National Senior Health & Fitness Day, May 25th, she is holding a Senior Health & Fitness Day at the Aspen Lodge (May 24th). The other event is the Summer Village Games which begin June 15th.
- F. Community Manager Report: Karen Brown stated that attendance records from 2015 & 2016 (current month) shows a 20% increase in Lodge attendance. Staff is keeping records of attendance for future documentation. She reported on the "pink trees" in the parkway. Somersett has sprayed the trucks of those trees listed for possible removal, per the PUD, pink. Each tree will be reviewed by the Somersett Board to necessitate its removal due to visibility concerns. Events have been well attended and the recent posting of a White Water Rafting trip in early June sold out in three days. Another trip is proposed in July. Karen also noted that agendas are posted 10 days in advance of a meeting on the web, in the lodge and are available on request. That Board Packets are reviewed by the Board five days before the meeting for errors/additions/revisions, and once approved are posted for resident review on the web, typically the Monday before the Wednesday meeting. They may also be downloaded from the website and a copy is at the Lodge for owner review.



VI. UNFINISHED BUSINESS –

- A. Landscape Maintenance Agreement – Somerset/Sierra Canyon proposed amended agreement. *Postponed to the May meeting.*
- B. Drainage Engineer – RFP – Villages 11 & 12: As no proposals were received from companies to review the drainage issues in Villages 11 & 12 under "New Business" the Board will be appointing an Ad Hoc Working Group of qualified Sierra Canyon residents to review.
- C. 2016/2017 Snow Removal RFQ – Review – Postponed to May meeting
- D. Committee Appointment – Architectural

Darren Null, Chairperson of the Architectural Review Committee, recommended appointment of Robert Dreiling to fill the open position and Ross Bowman to fill as an alternate. Darren stated the committee feels it is necessary to appoint an alternate to the committee as this body has a very high volume of traffic and it's important to insure a quorum is always present to prevent delays.

MOTION: Andy Hopper made a motion to appoint Robert Dreiling to the Architectural Review Committee along with Ross Bowman as an alternate. Duly seconded by Jim McKee.

Motion carried unanimously.

- E. Website Management – Independent Contractor vs Vendor Contract

Discussion on the Independent Contractor vs Vendor Contract ensued.

The Board asked Melissa Ramsey to explain the "FSR/SCN Sync Project". Melissa said owner info in the FSR program, Connect, and the Sierra Canyon owner records in the SCN website would talk to each other. This would eliminate duplication of services/data entry. She explained the assistance from Association Voice, so files could be cross-referenced between the websites, would cost \$150.00.

MOTION: Jim McKee moved to approve spending \$150.00 for Association Voice in assistance with the sync project. Duly seconded by Loren Farrell.

MOTION: Due to the lengthy discussion Katey Fox moved to "table" the item until later in the meeting so the Drainage Ad Hoc Group could give their report. Duly seconded by Steve Guderian.

Motion carried unanimously.

MOTION: Katey Fox moved to bring the Website Management item back to the table. Duly seconded by Loren Farrell.

Motion carried unanimously.

Andy Hopper called for the question. Katey Fox noted that:

MOTION: Jim McKee moved to approve spending \$150.00 for Association Voice in assistance with the sync project. Duly seconded by Loren Farrell.

Motion carried unanimously.

Discussion ensued on website management/data entry and hiring current vendor, Jan McKinney, who had procured her business license so she could maintain the association website as an outside vendor and not an independent contractor. It was noted that Jan has been the Webmaster for several years, and a paid Webmaster for the past year. She could not work in the conditions of the cramped/noisy office and FSR has a policy against letting employees work from home. She originally was going to be an Independent Contractor, but the Board preferred a vendor contract. Steve Guderian voiced concerns with the webmaster expense due to the recent invoice which was over \$800.00 for a two-week period. Ron noted that the webmaster was catching up on postings and editing due to the break in service. Steve had concerns as the association has an open vendor contract with no limit on hours.

MOTION: Jim McKee made motion to hire Jan McKinney as the Website Management



vendor at \$16.00 per hour, with a maximum of 12 hours per week, hours exceeding 12 to be approved by management. Contract to be on a month to month basis. Duly seconded by Andy Hopper.

Discussion ensued: Loren Farrell asked about the time frame of the contract. Management stated it could be yearly or monthly whichever the Board prefers. Steve suggested a month to month and still had concerns of how this was brought before the Board, appearance wise, and it was disconcerting we didn't go out for bid. Andy Hopper made note that management has the authority to spend this amount of money without Board approval and this contract didn't need to come before the Board. Steve stated the Webmaster (Jan McKinney) is related to someone on the Board (John McKinney, Treasurer) and that was his "appearance" concern. At this point in the meeting John McKinney resigned his position and left the room. (7:25 pm) *Discussion ensued – Andy Hopper called for the question and vote.*

Katey Fox repeated that: Jim McKee made motion to hire Jan McKinney as the Website Management vendor at \$16.00 per hour, with a maximum of 12 hours per week, hours exceeding 12 to be approved by management. Contract to be on a month to month basis. Duly seconded by Andy Hopper.

MOTION passed with a majority. Andy Hopper against, Katey Fox abstained.

VII. NEW BUSINESS

A. Drainage Ad Hoc Working Group Appointment - Drainage Villages 11 & 12

MOTION: Katey Fox moved to appoint Alan Stroppini, P.E., Martin Fink and Ken McNeil to the Drainage Ad Hoc Working Group with the purpose of analyzing drainage issues in Villages 11 & 12. Duly seconded by Jim McKee.

Motion carried unanimously

Drainage Group report: Alan Stroppini gave a report on the groups findings to date.

B. Volunteer Recognition – National Volunteer Month

Katey Fox gave appreciation to all the residents who volunteer throughout the community and City of Reno/Sparks. She made note of a long list of agencies who benefit from Sierra Canyon residents volunteer time and that she had met quite a few at the recent Appreciation Day at the Aspen Lodge. Katey stated next year she would like a more "formal" Volunteer Appreciation Day at Sierra Canyon.

VIII. LEGAL

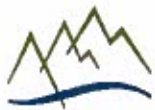
A. Copyright License – Music at the Lodge

Andy Hopper updated the Board on his communications and meeting with the Copyright Attorney that association legal counsel, Gayle Kern, recommended. Attorney's with Brownstein, Hyall, Farber & Schreck of Reno. They will be sending notice to SESAC to "cease and desist" their demands of payment from the association for a copyright license.

IX. HOMEOWNER FORUM

Open comments on any items

- A. The Board reviewed a letter from the residents of Village 13 requesting security cameras and signage which they would pay for. It was noted that they need to submit an ARC application to the Architectural Committee for review and approval of.
- B. The Board reviewed an email from Ed Hass and his distain at the Somerset ruling pertaining to Open House signage. It was noted that Ed should contact Somerset with his concerns as the rule on Open House sign posting comes from Somerset.
- C. Pam McNeil – Reported on the NAB (Neighborhood Advisory Board) The Virginia Street Bridge is now open!



- D. Carrie Argyris: Questioned the "pink" painted trees on the parkway. Management stated the trees earmarked for removal (trunks spray painted pink) are per the PUD and the 30' corner visibility triangle. She was advised to contact Somerset with her questions and concerns as the trees fall under their maintenance agreement.
- E. Fran Puckli: Asked who was responsible for the Neighborhood Watch sign at the Verdi entrance. Management stated the sign was installed several years ago when there was an active Neighborhood Watch program in Sierra Canyon.
- F. Richard Estes: Asked of the procedure for separation from Somerset. The Board responded that it is a very lengthy, expensive process and would take a vote from the entire Somerset community, not just Sierra Canyon. They said the documents have provisions about separation and so did NRS116.
- G. Nancy Chontos: Stated that a Dog Park at the West Park was the most popular item requested. She also noted that 82% of the respondents to the Somerset survey would like to share amenities between Somerset and Sierra Canyon.
- H. Joe Fadrowsky: Suggested the Drainage Group have a "nonadversarial" meeting with the City Planning & Development Department to review their findings. He stated findings could be a legal issue not an engineering issue and suggested consulting legal counsel to determine options.

X. BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS

- A. Reserve Study – RFP – Going out for new vendor
- B. Concrete Repairs – Around Aspen Lodge
- C. Annual Event Calendar – Preparation of Reno Yearly Event Calendar

XI. NEXT MEETING DATE

The next Board of Director's Meeting is scheduled for Wednesday, May 11th, 2016, 5:30 PM at the Aspen Lodge.

XII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:55 pm.

Respectfully Submitted for Board review and Approval:

APPROVED,

Secretary/Treasurer

Date