



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

DIRECTORS ABSENT: LOREN FARELL, DIRECTOR

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

42 owners in attendance – Sign in sheet 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, March 9th, 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 six 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:* Spoke in support of Jan McKinney remaining the Webmaster for the association.
- B. *Nancy Chontos:* Questioned the Board on the Drainage Proposals for Villages 11 & 12. *The Board responded that four engineering firms were sent the proposal. Two declined to submit and two never responded. The City of Reno approved the drainage plan originally submitted by Pulte.*
- C. *Ken McNeil:* Stated the Somersett-Sierra Canyon Landscape Maintenance Agreement was not in the best interest of Sierra Canyon. He also noted that it may be difficult to hire an engineer to assess the drainage as they may be hesitant to point out the errors to the City of Reno, who approved the Pulte drainage plan. Ken reported that Jose Mendoza with Groundskeeper had evaluated the drainage and stated some areas lacked positive drainage and some areas had no drainage at all.
- D. *Libess Holguin:* Asked the Board to post the Board Packet at least five days before the meetings to give owners time to review and make comment on items in the packet. She also made note that \$16.00 per hour for an independent contractor to maintain the association website was too low. Libess asked about the Village Life Magazine and if it was going to continue. *Katey Fox responded that the first/new issue should be rolling out to the community around March 15th.*

III. APPROVAL OF MINUTES

February 1st, 2016 Minutes: The Board reviewed draft minutes from the February 1st, special Landscape RFP meeting.

MOTION: John McKinney made a motion to approve the February 1st minutes as presented. Duly seconded by Andy Hopper.

Motion carried by a majority. Steve Guderian and Jim McKee abstained as they were not in attendance at the February 1st meeting.

February 10th, 2016 Minutes: The Board reviewed draft minutes from the February 10th Board Meeting.





MOTION: John McKinney made a motion to approve the February 10th minutes as presented. Duly seconded by Ron Miyasaki.

Motion carried by a majority. Steve Guderian and Jim McKee abstained as they were not in attendance at the February 10th Board Meeting.

February 10th, 2016 Board Organizational Minutes: The Board reviewed draft minutes from the February 10th Board Organizational meeting.

MOTION: John McKinney made a motion to approve the February 10th minutes as presented. Duly seconded by Andy Hopper.

Motion carried unanimously.

IV. REVIEW OF FINANCIAL REPORT

A. Treasurer's Report: John McKinney reviewed the January 2016 financials with the Board and those members in attendance. He stated that as of January 31st the Balance Sheet, Operating Funds show a total of \$214,896.82. With \$214,396.82 in the checking account and \$500.00 in Petty Cash. The Reserve Balance was \$843,723.77 of which \$689,309.30 was invested in CDs or MS cash equivalents and \$154,414.47 was invested in the Reserve Fund money market account. Our total cash is \$1,058,620.59. Total assets are \$1,072,018.91 and total Liabilities are equal at \$1,072,018.91. Total delinquency over 90 days is at \$13,683.83. Delinquencies are low due to more aggressive collections.

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

MOTION: John McKinney made a motion to accept the current unaudited January 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 Andy Hopper.

Motion carried unanimously.

V. COMMITTEE REPORTS

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

A. Architectural Review Committee: Ken McNeil was absent from the March meeting and had no report for the Board. As Ken didn't run again for the Board his seat as Board Liaison on the ARC Committee will be vacant.

MOTION: Katey Fox made a motion to appoint Andy Hopper as the new Board Liaison on the Architectural Review Committee to replace the departing Ken McNeil. Duly seconded by Ron Miyasaki.

Motion carried unanimously.

B. Budget & Finance Committee: John McKinney reported that the Committee did not meet this month as they hadn't received the financials in time for review.

C. Facilities Committee: Glenda Powell reported on the applications she received from owners applying to the Facilities Committee and those interviews. She made recommendation to the Board. As Andy Hopper has now been appointed as the Board Liaison to the Architectural Review Committee, there is a Board vacancy.

MOTION: Katey Fox made a motion to appoint Jim McKee as the new Board Liaison on the Facilities Committee to replace Andy Hopper. Duly seconded by Andy Hopper.

Motion carried unanimously.

D. Maintenance Supervisor: The Board reviewed a report submitted by Darren Null, Association Maintenance. Darren noted that Chris Rounds, from CR Engineering, is





currently assessing the pool de-humidifier and will report on his findings at the next meeting.

- E. Fitness Coordinator Report: In Lynn Peterson's absence Karen reported that: We sold 34 punch card's in February for a total income of \$2,040.00. Lynn taught 55 classes with a participation of 656 residents, at an income of \$1,968.00. The 6-week Fitness Challenge was a great success with a total weight loss of 111.25 pounds with a total loss of 22 waist inches. Lynn is gearing up for the Spring/Summer Village Games.
- F. Community Manager Report: Karen Brown stated that the pool would be closed March 15th & 16th, noon to 8:30PM for maintenance. The HVAC ducting vents will be rerouted to face the windows, which should help alleviate some of the moisture issues. Groundskeeper has received their 60-day termination notice; their last day of service will be April 30th. The new landscape company, Reno Green, begins May 1st. Pulte closed their first home in Village 15 so the association should start seeing some added assessment income. Karen also reported on the recent "Republican Caucus". The room capacity was exceeded greatly! IF this were a function the association should sponsor in the future more volunteers would be needed to assist and set times to vote, alphabetically, would need to be considered to keep capacity limits legal.

VI. UNFINISHED BUSINESS –

A. Committee Appointments

Facilities Committee: After interviewing four candidates the Facilities Committee recommended John Imsdahl for the vacant position.

MOTION: Andy Hopper made a motion to appoint John Imsdahl to the Facilities Committee for a two-year term, beginning March 2016, and thanked all those who applied. Duly seconded by Jim McKee.

Motion carried unanimously.

Budget & Finance Committee: After interviewing candidates the Finance Committee recommended Ray Lee and Lance Chontos for the two vacant positions.

MOTION: John McKinney made a motion to appoint Ray Lee and Lance Chontos to the Budget & Finance Committee for a two-year term, beginning April 2016, and thanked all those who applied. Duly seconded by Katey Fox.

Motion carried unanimously.

Architectural Committee: Appointment for the ARC Committee was postponed to April.

- B. Landscape Maintenance Agreement – Somerset/Sierra Canyon proposed amended agreement. *Postponed to the April meeting.*

- C. Drainage Engineer – RFP – Villages 11 & 12

Management reported that no proposals had been received from the four companies which were sent the RFP. Proposals were sent to: Pezonell Associates, Summit Engineering, Padovan Consulting and CFA Engineering, all of Reno. Andy Hopper stated it is an error for the association to spend association funds to correct a developer defect. That it's the Boards fiduciary duty to spend HOA funds on HOA responsibilities. John McKinney said some of the drainage issues are in the association common areas and it is the associations responsibility to repair and seek reimbursement if necessary. John pointed out that the association doesn't have a "right of refusal" when Pulte turns over a common area per the governing documents. Steve Guderian asked if there was a government agency (state, federal, local) who could help with the drainage effects.

MOTION: Ron Miyasaki made motion to form a sub-committee of Village 11 & 12 owners to review the drainage issues and put together a plan to help solve the problem which can be presented to the Board at the April meeting. Duly seconded by Katey Fox.



Discussion ensued: It was noted there are several engineers living in V11 & 12 and maybe one or two would volunteer to be on the committee. Ron and Steve will draft qualifications for the committee and management will send out an eblast of solicitation.

MOTION was made by Katey Fox to amend Ron's motion to form a sub-committee and instead form an Ad-Hoc Drainage Working Group instead. And, to add Ken McNeil to the Group. Duly seconded by Jim McKee.

Motion passed unanimously.

VII. NEW BUSINESS

A. Management Contract

The Board reviewed the updated management contract presented by FirstService Residential. The contract is for a three-year term @ \$4.00 per door, with 2.5% increases annually. Termination clause of 60-day notice for either party.

MOTION was made by John McKinney to approve the FirstService three-year contract as noted above. Duly seconded by Andy Hopper.

Discussion ensued: Steve Guderian asked about FirstService and how long it had been in business. He was also concerned about signing a three-year contract. John explained the process the Board had gone through in the bidding selection last year and made note of "positive" comments about FSR in the recent survey. Management pointed out that there was a 60-day notice of termination for either party in the contract.

Motion passed unanimously.

B. 2016 Board Strategic Workshop – Schedule

The Board chose April 14th, 1:00 to 4:00 pm for their 2016 Board Strategic Workshop, which will be at the Somerset Clubhouse.

C. SACN Website Independent Contractor - Contract

NOTE: John McKinney and Katey Fox recused themselves from the meeting as both have a relationship with the proposed Webmaster, Jan McKinney. Jan is John's wife and Katey's personal friend. **Discussion ensued:**

Andy Hopper asked if FSR could find someone else to maintain the website. Management replied that sierracanyonreno.com is the associations website and maintenance of wasn't included in the management contract as the association had their own webmasters. He asked if we could find an outside vendor instead of having an independent contractor contract. Steve Guderian voiced concerns about Jan being related to a Board Member and if there was a conflict of interest. Ron Miyasaki stated we would need a webmaster that is familiar with the association, groups, events & calendars. That the FSR website is more account info and governing documents, where the association website is full of activities, groups, events, etc. The Board asked Dave Suhr his opinion, and asked how much time per week would be needed for just the webmaster duties (updating/uploading and maintaining the calendar). Dave said 10 hours a week would be sufficient, and he understood Jan's need for a quiet location to do her work. Andy asked management to come up with a best resources solution.

MOTION: Andy Hopper moved to postpone the item until the next meeting. Duly seconded by Jim McKee.

Motion passed with a majority. John McKinney and Katey Fox were out of the room.

D. 2016/2017 Snow Removal RFQ – Review

Ron Miyasaki presented a S2016/2017 now Removal RFQ to the Board for consideration. Management pointed out that all the common area sidewalks would need snow removal in the contract, not just those sidewalks around the Lodge. RFQ will be revised and sent to Gayle Kern for comment.



VIII. LEGAL

A. Copyright License – Music at the Lodge

The Board reviewed the latest communication from SESAC, a copyright infringement Company who has been accusing the association of being in violation. They are trying to strong-arm the association into purchasing a "music license". Association legal counsel, Gayle Kern, recommended a Copyright Attorney to the association.

MOTION was made by Andy Hopper to hire the copyright attorney, not to exceed \$1,000.00 to explore his opinion. Duly seconded by Steve Guderian.

Discussion ensued.

Motion passed unanimously.

IX. HOMEOWNER FORUM

Open comments on any items

A. Pam McNeil – Reported on the NAB (Neighborhood Advisory Board) On March 8th the NAB heard three presentations:

1. Reno Police Department regarding the myRPD app. It was designed and maintained in house by RPD.
2. Parking permits – The residential area contiguous to UNR requires parking permits. The system is being revised.
3. Code Enforcement gave an update on recent projects in Ward 5.

B. Ray Lee – Noted that Preston Sides was leaving the community and wanted to make sure he was thanked for all his years of service in the groups/activities and thanked for the electronic equipment he donated to the association. Katey Fox said she would pick up some cards for Preston and leave them at the front desk for signatures.

C. Ron Drouin – Stated he had submitted an application to the Budget/Finance Committee and never received a call or interview. Management found his form had been sent to an association mailbox belonging to Mike Aguilar, previous Executive Director, so it was never received. The webmaster deleted this mailbox to prevent future issues.

D. Chris Waters – Submitted a comment to the Board about drone use in Sierra Canyon listing his concerns, noise, privacy and safety. He would like the Board to address drone usage here.

E. Jim Sepulveda – Submitted a comment to the Board about the structure of how the meetings are run. He would like to see the Board open each agenda item for owner comment. He feels at times residents might have more knowledge on a topic than the Board and a discussion would be helpful.

X. BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS – None at this time

XI. NEXT MEETING DATE

The next Board of Director's Meeting is scheduled for Wednesday, April 13th, 2016, 5:30 PM at the Aspen Lodge.

XII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:00 pm.

Respectfully Submitted for Board review and Approval:

APPROVED,

Secretary/Treasurer

4/13/16
Date

