



**DIRECTORS PRESENT:** DENNIS CRABB, PRESIDENT; KATEY FOX, VICE-PRESIDENT; JOE FADROWSKY, TREASURER JOHN MCKINNEY, SECRETARY ANDY HOPPER, DIRECTOR; KEN MCNEIL, DIRECTOR; AND RON MIYASAKI, DIRECTOR

**OTHERS PRESENT:** MELISSA RAMSEY, JAMES GIBSON and KIMBERLY WEIKEL with FIRSTSERVICE RESIDENTIAL

Approximately 40 homeowners in attendance.

Upon notice 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 8, 2015 at Sierra Canyon Association Aspen Lodge, located at 1798 Del Web Pkwy W, Reno, NV 89523.

### CALL TO ORDER/ESTABLISHMENT OF QUORUM

Dennis called the meeting to order at 5:30 pm, and a quorum of Members was present.

### HOMEOWNER FORUM

#### *Agenda items only in accordance with NRS 116 – Board responses in Italics*

- Loren Farell inquired about the status of the doggie stations and offered his services to help with the determination of the locations. He strongly urged that a clean-up day be scheduled. Lastly, he inquired about the facility committee and if there were any new candidates.
- *Board responded that the doggie stations have arrived and management will be working on setting them up. There have been no positions filled for the facility committee as of yet and directed management to distribute a re-advertisement.*
- Lorrie Moore expressed the difficulty of attending the meeting at 5:30 pm and suggested a later start time. She hopes to see open communication from the Board. *The Board thanked her for her comment.*
- Alice Yucht stated that she would like to see a website advisory committee to look at syncing of sites, classified section, homeowner forum, google calendar, easy to find information, etc. *As part of the transition the website will be reviewed with further information to come.*

### REPORTS

A. Committee Appointments: Management will send out a request to owners for volunteers for all open positions.

- Architectural Review Committee: There are no applicants at this time for the open position and the Board is still in need of someone with experience.
- Budget and Finance Committee: No appointments at this time but will need to fill one of the appointed seats from the last meeting as the individual is on another committee already. Other qualified candidates interested in joining the committee.
- Facilities Committee: No candidates at this time. Discussion occurred on Marcus Rector serving on two committees which was determined an exception at this time due to his knowledge and experience which is needed for the Lodge expansion discussions.

**MOTION:** Katey Fox motioned to extend the terms of current Facilities committee members to February 2016. Current committee members are: Marcus Rector, Doug Wilson, Harold Allred. John McKinney seconded; motion carried unanimously.





- B. Management Transition 30 Day Report: James Gibson provided update to the Board on the transition which is 77% complete. Documents are still being picked up from Associa and being uploaded into the system. There will be a Meet & Greet with a community website presentation on April 20<sup>th</sup> from 4:30-6:30 pm at the Aspen Lodge. Property inspection by FirstService's West Region Corporate Engineer will be conducted April 20<sup>th</sup> with a report out of recommendations to the Board as well as maintenance staff.
- C. Community Manager Report: Dennis Crabb provided a brief report out.
- Pool Lift – expected to be fully operating by April 17, 2015.
  - Fitness Equipment Installation – Equipment installed and staff receiving positive feedback.
  - Doggie Stations Install - Stations have arrived and management will begin coordinating the installation.
  - Risk Assessment Report – American Family Insurance provided a detailed report to the Association regarding the recently conducted risk assessment inspection. Although no major areas of concern were identified, the report indicated a lack of signage on trails. Management will reach out to American Family Insurance to clarify the language and locations of these signs to be added.
  - Red Emergency Phones - Management will check the operating condition of the phones both upstairs and downstairs in the Lodge and have repaired as necessary.

#### APPROVAL OF MINUTES

- A. February 11, 2015 Minutes: Joe noted three grammatical errors under the homeowners comments on pg 3: 'and assistant' to 'an assistant'; delete 'they' in 'they the management...'; edit 'allot' to 'a lot'; Edit 'Ron McGushin' to 'Rob McGushin'.

**MOTION**: Joe Fadrowsky made a motion to approve the February 11, 2015 Board of Directors Minutes as amended. Katey Fox seconded; motion carried unanimously.

- B. March 14, 2015 Minutes:

**MOTION**: Andy Hopper made a motion to approve the March 14, 2015 Board of Directors Minutes. John McKinney seconded; motion carried unanimously.

#### FINANCIALS

- A. Treasurer's Report: Joe reported on the January 2015 Financials which reflected \$936,098 in the Operating account and \$876,283 in the Reserves.

- B. Current Year to Date Financials Statements: Ken inquired about the Operating balance from 12/31/14 to 1/31/15 and the status on the Reserve transfer of \$76,000.

**MOTION**: Joe Fadrowsky made a motion to accept the current unaudited January 2015 financial report, acknowledging that the Board has fulfilled their duty to review the financials in accordance with NRS 116.31083, subject to the year-end audit. Katey Fox seconded. Motion carried with Ken McNeil opposing and remaining board members in favor.



- C. 2014 Audit & Tax Preparation: Joe and Melissa met with Auditor with regards to preparing the 2014 Audit and Tax preparation. A draft audit will be presented to the Association at the next Board meeting and a tax extension has been filed until September.

**UNFINISHED BUSINESS**

- A. Lodge Appraisal: One bid was received from Johnson, Perkins, Griffin Real Estate Appraisers & Consultants at \$3,500. Joe requested to see at least one more bid before a decision is made. Action deferred to the May meeting.
- B. Lodge Security System: Ron Eckhardt provided a report to the Board recommending that the Association use Burgarello Alarm System, as they currently monitor the fire panel system. He also recommended that it would be financially beneficial for the Association to purchase the equipment for \$5,640 with a monthly monitoring fee of \$28.50 per month. The Board deferred to the May meeting due to concerns with cash to cover. The Board also directed management to clarify if this system includes a panic alarm and to research estimates of Guard Services for next meeting.
- C. Tenant Registration Fee: Counsel had reviewed the fee following the March meeting and advised it violates NRS. Ron asked for examination of fees charged since the NRS changed for potential refunds.  
**MOTION**: Ken McNeil motioned to eliminate the Tenant Registration Fee, effective immediately. Joe Fadrowsky seconded; Motion carried unanimously.
- D. 2015 Strategic Plan First Draft: Management will make accessible for homeowners to review for action at the May meeting. Ken noted that only Katey is listed on Goal #4 of draft; Dennis noted Ken can be added. Goal #5 will be examined and possibly eliminated due to FirstService relationship after further discussion between Dennis and Melissa.

**NEW BUSINESS**

- A. Marketplace Advertising: Board provided with two advertising contracts for review. Katey inquired about what Healthlight specializes in, which was determined to be LED Devices.  
**MOTION**: Ken McNeil motioned to approve the advertising from Healthlight and Middle Lake Inc. Joe Fadrowsky seconded; motion carried unanimously.
- B. Donation of Artwork West Entrance: Dennis provided a picture and note regarding the donation of a 40x60 canvas painting of the Sierras to be placed in the west entrance area.  
**MOTION**: John McKinney made a motion to accept the donation of the canvas painting. Katey Fox seconded. Motion carried with Dennis Crabb abstaining and all others in favor.
- C. Installation of Fans in Tahoe/Sierra Rooms: Board reviewed a proposal for 4 fans with 2 speeds with a wall control panel from United Electrical Services, Inc. for \$1,100.  
**MOTION**: Joe Fadrowsky motioned to approve the proposal for \$1,100 for the 4 fans with the funds coming out of the operating account. John McKinney seconded; Motion carried unanimously.
- D. Lodge Living Room Furniture Replacement: Joe and John recommend deferring the item until 2016 due to uncertain financial records at this time. Andy inquired about the Reserve Project monies possibly not spent in 2014. Dennis is concerned that if delay to 2016 that the Association will have a loss of opportunity and would like the financials to be reviewed again in 60 days with an update for possible action at that time. Item is deferred at this time pending further financial review.



### HOMEOWNER FORUM

#### Open Comments on any items – Board responses in italics

- Amy Burns comment on the need for visual presentation of package to help the homeowners at future meetings follow board action. *Board will examine for May.*
- Loren Farell commented on the need for a security committee to assist in the alarm system review as many owners have police background.
- Harold Allred commented on if the fans approved include installation (*the \$1,100 does include installation*); Inquired if the furniture replacement project included wall artwork and what the status was (*both the furniture replacement and artwork for walls were deferred*); Inquired about the status about the sound system (*Andy received a proposal at \$7,000 so the Board is currently seeking other options*).
- Donald Moore suggested the Board consider using the existing four (4) system microphones for meetings while further options are obtained. *Board agreed to look at for May.*
- Jason Hadick inquired about who is responsible for hiring and staffing changes (*FirstService handles employment and Mike is pursuing another opportunity*); where in the budget is the money coming from for the new assistant position (*with changing management companies, the cost of the management fee was significantly decreased, so the money is available for that new assistant position*).
- Dick Madden commented on the planned RV/Storage Facility approved by AGC and Inquired if this could be reversed.
- Marilyn McKinley Inquired if a mid-year budget revision could be completed. *Budget and Finance committee will review the budget but it is not likely to be revised.*
- Steve Guderian Inquired if Burgarello will come out to examine the Lodge for recommendations to the system. *Management will follow up with them accordingly.*
- Glenda Powell noted that the RV Park is approved with permits and therefore a done deal. She recommended that Joe work with the master association in considering a policy where Commercial applicants are required to present to the community. *Board will look at options with the master.*

### NEXT MEETING DATE

The next Board of Director's Meeting is now scheduled for Wednesday, May 13, 2015 at 5:30 pm at the Aspen Lodge.

### ADJOURNMENT

There being no further business to discuss, Denis adjourned the meeting at 6:38 pm.

Respectfully Submitted for Board Review and Approval:  
APPROVED,

Secretary