



## Sierra Canyon Association

WEDNESDAY, DECEMBER 13, 2017 EXECUTIVE SESSION MEETING MINUTES

*Confidential Information*

PAGE 1 of 2

**DIRECTORS PRESENT:** LOREN FARELL – PRESIDENT; STEVE GUDERIAN - VICE-PRESIDENT; MARYANN MCKINLEY – SECRETARY; AND AMY BERNS – DIRECTOR

**DIRECTORS ABSENT:** RAY LEE – TREASURER AND ALAN STROPPINI – DIRECTOR

**MANAGEMENT PRESENT:** MELISSA RAMSEY, MONICA RIOS, AND KYLEE JOSEPH

Upon notice duly given in accordance with NRS 116, the Board of Directors of Sierra Canyon Association held the Executive Session Board of Director's Meeting on Wednesday, December 13, 2017 at Sierra Canyon Association Aspen Lodge, located at 1798 Del Web Pkwy W, Reno, NV 89523.

### **CALL TO ORDER/ESTABLISHMENT OF QUORUM**

Loren Farell called the meeting to order at 4:00 pm and a quorum of members were present.

### **APPROVAL OF MINUTES**

November 8, 2017 – Board reviewed the draft minutes from November 8 Executive Session.

**MOTION:** Maryann McKinley moved to approve the minutes as presented for November 8, 2017. Amy Berns seconded. Motion carries.

November 14, 2017 ARC Minutes – Board reviewed ARC minutes. Amy Berns pointed out that on a couple of the applications where the motion was made, it did not state "preliminary approval" as the rest of the minutes do. Kylee Joseph to update ARC Minutes to add preliminary approval to be consistent with the rest of the motions made. Kylee Joseph advised that many violations are being extended to May 1, 2018 as that is when the climate will be warmer allowing those with violations for stucco and/ paint to be addressed. Amy Berns inquired why that is not referenced in the violations report and Kylee Joseph advised that the letters are generic.

### **HEARINGS**

- A. Fine Assessment Determination: None at this time.
- B. Pre-Collection: No action needed at this time.

### **CORRESPONDENCE/APPEALS**

None at this time.

### **DELINQUENCY**

- A. Delinquency Report: No action needed by the Board at this time. Melissa Ramsey to follow-up on two (2) delinquent accounts, Eugene Newman with an outstanding balance of \$12,887.45, and Samuel Gardner with an outstanding balance of \$6,392, that do not show on the Kern or Leach, Johnson collection report. Loren Farell inquired
- B. Bad-Debt Write-Off: None at this time

### **COLLECTION REPORT**

Report included in the packet for review. Board reviewed packet, including Amended Notice of Default and Election to Sell from Kern's office. No action needed from the board at this time. Discussions regarding Karen Johnston who is currently in collections for an outstanding balance of \$6,033.61 and is renting her home arose. Loren Farell inquired if the association can send a letter advising that both the homeowners and the renter's privileges to the Aspen Lodge are revoked. Melissa Ramsey advised that any future communications related to this matter must come from Gayle Kern's office. It was decided to not reach Gayle Kern's office to request that a letter be sent to either the homeowner or renter as there is no way to monitor their accessing the lodge making this a moot point. Melissa



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Ramsey, as an FYI made the board aware that when it comes to foreclosing on a homeowner, the association can foreclose if assessments are past due, however, the association cannot foreclose due to fines and/ late fees.

**LEGAL UPDATE/DISCUSSION**

- **Rockery Walls:** Loren Farell reported that the association’s attorney, Donna Zanetti is researched whether or not SOA can be held responsible for fixing Sierra Canyon’s rock walls since Sierra Canyon is paying in to SOA’s rock walls. Loren Farell advised that this issue would be placed on hold until Donna Zanetti’s report can be furthered reviewed. Amy Berns mentioned insurance for the rock walls and whether we are covered in an event of a natural disaster. The board agreed to look at the association’s insurance policies next year. Melissa Ramsey to follow-up on earthquake insurance for the rock walls and advise of her findings.
- **Ch. 40 Notice - Drainage:** Loren Farell reported on the walkthrough with Pulte of Villages 11-15. Loren stated that Pulte was very quiet and Pulte’s team was taking a lot of notes. Loren brought up the drainage issue in the common area behind 1110 Wakefield. Loren suggested putting an automatic pump in the common area to help filter the water and keep from draining in to the owner’s property. The board agreed that they need to take action to help remedy this drainage situation until there is a permanent fix. Monica Rios to follow-up with association’s attorneys, Eva Segerblom and Donna Zanetti regarding moving forward with the pump and plan of action.
- **Board Member Conflict:** Loren Farell reported that Maryann McKinley had an issue regarding breach of ethics and confidentiality related to the SOA election. Loren informed the board that Maryann wanted to go to the association’s attorney, Donna Zanetti and Loren instructed her not to, as it was a board issue that needed to be discussed in executive session. Loren informed the board that despite his instruction to Maryann, Maryann sent an e-mail to Donna Zanetti anyway. Loren stated that per the association’s PRGs, the board President and Community Manager are the only ones to contact the association’s attorney unless there are unforeseen circumstances and it would fall on the Vice-President. Maryann debated with Loren, stating she wrote to the attorney in hopes to get some training for the current board regarding ethics and confidentiality as well as training for the new board. Melissa Ramsey advised that when the new board comes on, everyone will receive ethics and confidentiality training. After much debate back and forth, Maryann verbally indicated to the board that she would be stepping down as board Secretary, effective immediately. Loren advised Maryann that the board needs a formal resignation in writing. Maryann stated that she would e-mail the board with her resignation and then gathered her belongings and left the executive session. Melissa is going to follow up with Donna Zanetti, once Maryann McKinley’s resignation is received in writing, to amend the ballot notice and Maryann McKinley’s seat. Due to Maryann McKinley’s resignation, there was no quorum for the board meeting. It was decided to hold an unofficial Q & A session between the residents and Board Members instead of cancelling the meeting as residents were already gathered. Loren Farell made the recommendation that Steve Guderian stay on through the end of his term. Amy Berns agreed and Steve Guderian accepted to proceed in this fashion.

**ADJOURNMENT**

Steve Guderian moved to adjourn the meeting at 5:10 pm. Loren Farell seconded; motion carries.

Respectfully Submitted for Board Review and Approval:

APPROVED,

Board Member

