

SIERRA CANYON ASSOCIATION
BOARD OF DIRECTOR'S MEETING

January 14, 2015

APPROVED Meeting Minutes

CALL TO ORDER/DETERMINATION OF QUORUM

The meeting of the Sierra Canyon Association Board of Directors was called to order by Dennis Crabb, Board President, at 5:31 p.m., at the Aspen Lodge. All seven new Board Members were present. A Quorum was established.

Board Members Present:	Dennis Crabb	President
	Katey Fox	Vice-President
	John McKinney	Secretary
	Joe Fadrowsky	Treasurer
	Ken McNeil	Director
	Andy Hopper	Director
	Ron Miyasaki	Director

Others Present:	Mike Aguilar	Executive Director-Sierra Canyon
	Kris Lindberg	Associa Sierra North
	Mandy Scarff	Associa Sierra North

Homeowners Present: See sign in sheets.

HOMEOWNER COMMENTS

Homeowner Betty Dixon, Village 10; 3 year resident read aloud a statement regarding the exercise equipment, and requested that the Board consider purchasing the equipment with fans, or installing ceiling fans to assist with air movement.

Homeowner Ray Lee spoke about the management services item, and recommended that the Board change management services to First Services.

Homeowner Glenda Powell spoke about the management services item, and also urged the Board to transition management services to First Services.

APPROVAL OF MINUTES

Review and Approve December 3, 2014 Board of Director's Meeting & the December 5, 2014 Continued Board of Director's Meeting Minutes

The Board reviewed the minutes. J. McKinney stated that the word "transition" should be inserted on pg. 2 of the 12/3 minutes, and "Services Residential" should be added on pg. 5 of the 12/5 minutes.

MOTION: J. McKinney moved to approve the December 3 & 5th, 2014 Sierra Canyon Association Board of Directors meeting minutes with changes.

K. Fox seconded the motion. R. Miyasaki abstained due to his absence, and K. McNeil opposed, the motion passed with majority vote.

FINANCIALS

a. Review and Approve Current Un-Audited Financials

J. Fadrowsky gave a brief summary.

MOTION: J. Fadrowsky moved to approve the SCA un-audited financials and acknowledge that the Board has fulfilled their fiduciary duty pursuant to NRS 116.31083 to review the financial statement, subject to the year end audit or review.

A. Hopper seconded the motion. All in favor, motion passed unanimously.

COMMITTEES REPORTS

- a. Subcommittee Recommendation on 2015 Goals & Policies Board Workshop & Executive Director Evaluation Process
D. Crabb gave a brief summary. The workshop would be schedule for February 11, 2015 from 12:00-3:00 pm at the Somerset Clubhouse.
MOTION: J. Fadrowsky moved to approve the Subcommittee Recommendation on 2015 Goals & Policies Board Workshop & Executive Director Evaluation Process.
K. McNeil seconded the motion. All in favor, motion passed unanimously.
- b. Facilities Committee Report & Recommendations on Pending Projects & Possible Sales Center Acquisition
K. Fox gave a brief summary.
MOTION: J. Fadrowsky moved to approve the Facilities Committee Report & Recommendations on Pending Projects & Possible Sales Center Acquisition.
A. Hopper seconded the motion. One Board member K. McNeil opposed, the motion passed with majority vote.

UNFINISHED BUSINESS

- a. Response to Accounting Services Request for Proposals & Possible Contract for Services, received 1/9/15
Only two proposals were received, McClintock who is the current Accounting & Tax services professional proposed \$5,700.00 for audit services and \$1,150.00 for taxes. Hillburn provided a proposal for \$5,875.00 total for all services.
MOTION: J. Fadrowsky moved to approve Hillburn's proposal for \$5,875.00 for all services, stating that the Association needs a new set of eyes.
J. McKinney seconded the motion. All in favor, motion passed unanimously.
- b. Response to Janitorial Services Request for Proposals & Possible Contract for Services
M. Aguilar gave a brief summary, after receiving several complaints regarding the current services. He received six (6) proposals from different companies; FAAD Janitorial, Nevada Building Maintenance, The Proper Image, Teresa Flores, and Jani King. His recommendations are 1) Faad or 2) Nevada Building Services, based on interviews, and receptiveness of company.
- | | | |
|-----------------------------|--|---|
| F.A.A.D Janitorial | 6 days \$3,861.00/mo | 7 days \$4,337.00/mo |
| Nevada Building Maintenance | 6 days \$4,500.00/mo | 7 days \$5,100.00/mo |
| The Proper Image | 6 days \$4,596.00/mo | 7 days \$5,255.00/mo |
| Teresa Flores | \$2,908.00 total, with no other information. | |
| Jani King | 6 days \$3,663.00/mo | 7 days \$4,262.00/mo with extra charges for carpet, floor waxing etc. |
- MOTION: A. Hopper moved to approve the proposal from Faad for 6 days of janitorial service for \$3,861.00 as presented.**
J. Fadrowsky seconded the motion. All in favor, motion passed unanimously.
- c. Response to Accounting Community Management Service Request for Proposals & Possible Contract for Services
- 5:45 pm Associa Sierra North Presentation
Laura Price, President & CEO, Jeanne Tarantino, Senior Vice President, Debora Costa, Director of Client Services, & Chris Brown, Associa Regional Sales Manager gave their presentation.
R. Miyasaki had questions regarding the Associations employees, not including their independent subcontractors. K. Fox asked how many employees / associations Associa Sierra North has totaled, Laura stated 30 in office employees, and 73 associations. Associa also manages 5 other Del Webb communities in Nevada and Northern California. J. Fadrowsky asked Laura if the number of employees included off-site, Laura stated that we have 15 more off-site employees. J. McKinney commented that

he did not know about half of the services Associa provided. K. McNeil had a question regarding the proposals specific to employee titles.

R. Miyasaki stated that after he read Associa's proposal, seems like a completely different company, and he can't wait to see the bid.

Associa Sierra North proposed for Option 1 onsite: \$356,000.00 and option 2 off site management \$299,746.00. Current services are \$7.00 per door or around the \$400,000.00.

- **6:15 pm First Services Residential Presentation**

Melissa Ramsey, Vice President, Community & Lifestyle Services, Tina Cox, Director, Human Resources, & James Gibson, Vice President, Business Development of First Services Residential gave their presentation.

K. McNeil asked why they had gone with the compliance title rather than the assistant manager. Melissa stated that it came down to dynamics of each title, and can be changed / flexible. He asked about a disagreement between Somerset Master and Sierra Canyon, and how they would handle the situation. Melissa stated that there would be two different sets of staff to make sure every issue is addressed accordingly.

K. Fox asked how many employees / associations First Service Residential has totaled, Melissa stated 72 local in office employees, and 32 associations. J. Fadrowsky asked them to explain their proprietary software, and website software capabilities.

First Services Residential proposed a fee as high as \$5.50 per door and as low as \$4.00 per door, depending on what services. D. Crabb stated that the proposals are not even comparable, and requests J. McKinney and J. Fadrowsky to sit down and compare side by side. He stated that one option for the Board to decide on is continue with ASN, and sit down and negotiate with ASN and bring back to the next meeting, or begin negotiations with First Services.

MOTION: J. McKinney moved to approve beginning contract negotiations with First Services Residential and report the results back at the February Board meeting.

K. Fox seconded the motion. Board members, K. McNeil, R. Miyasaki, & A. Hopper opposed stating the decision was premature, the motion passed with majority vote.

NEW BUSINESS/OTHER

a. **Committee Activities, Architectural Committee Appointment, Standardization of Charters & Finalization of Committees for 2015**

D. Crabb stated that he would be removing himself from the Facilities Committee, John McKinney would be removing himself from the Budget & Finance Committee, and they needed to start a new recruitment process. The ARC Committee needs a new member, as the Committee Chair Charles is resigning. J. Fadrowsky recommended Mike Aguilar be involved, and instructed him to send a "Mike Mail" to start, with interviews to follow. R. Miyasaki stated that the standardization of charters should be ready to present to the Board by the February meeting.

b. **Opening of Bid & Possible Bid Award for New Fitness Equipment & Related Items**

Fitness Director Kelli Nevills gave an extensive presentation and comparisons on the equipment replacements. She provided the Board with three (3) proposals; Precor, Life Fitness, and Matrix Commercial Machines. She recommended that the Board choose the proposal from Precor, they offer a parts and labor warranty, plus discounted the products.

MOTION: R. Miyasaki moved to approve the proposal and purchase of new exercise equipment from Precor as presented in the amount of \$97,154.00 total for all equipment; 9 treadmills, 1 bike, & 4 elliptical cross trainers, with trade-in the old equipment.

J. McKinney seconded the motion. One board member, A. Hopper abstained. the motion passed with majority vote.

c. Executive Director's Report

The report was provided to the Board in the pack, and is available upon request.

d. Community Managers Report

The report was provided to the Board in the pack, and is available upon request.

REQUEST FOR AGENDA ITEMS

Association Insurance Coverage Briefing from American Family Insurance

Denis gave a brief summary

CORRESPONDENCE

None at this time

HOMEOWNER COMMENTS

Homeowner Glenda Powell thanked the Board for inviting the management companies in for their presentations. She stated that the Board members who abstained need to say why.

A homeowner requested the Board create a procedure, by creating a Village delegate, to meet quarterly and discuss issues to present to the Board.

Homeowner Ray Lee stated that Somersett looked into staff combination and it seemed to take away the finger pointing. He went to say that from a homeowner stand point both companies are the same, and he has no grudge against either company.

ADJORNMENT

MOTION: With no further business to discuss, J. Fadrowsky moved to adjourn the meeting.

K. McNeil seconded the motion. All in favor, the meeting was adjourned at 8:15 P.M.

Respectfully Submitted,
Associa Sierra North
As Agent for Sierra Canyon Association

Approved By:
Sierra Canyon Association

Kris Lindberg, CMCA, AMS
Community Manager

John McKinney
Secretary