



**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

**MANAGEMENT PRESENT:** MELISSA RAMSEY, CLIFF TEBBITT, AND JAN MCKINNEY with FIRSTSERVICE RESIDENTIAL

59 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, July 8, 2015 at Sierra Canyon Association Aspen Lodge, located at 1798 Del Webb 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.**

Alice Yucht wants the Fitness Committee to continue to operate and no changes to the Aspen Lodge Holiday closure schedule.

### REPORTS

- A. **Architectural Review Committee:** John McKinney reported that there were no items to note at this time. Dennis directed John to have the ARC review the Somerset/Sierra Canyon consolidated application for feedback.
- B. **Budget and Finance Committee:** Joe Fadrowsky noted the committee met the day prior to review the financial statements provided by management. Committee examined various CD options for reserve fund investments with a recommendation before the Board for a step up CD with Mutual of Omaha. Additionally an account will be established with Provident Trust so the committee can recommend action in the future.  
**MOTION:** Joe Fradrowsky made a motion to transfer \$245,000 into a 28 month CD through Mutual of Omaha for a 1.15% step up rate. John McKinney seconded; Motion carried unanimously.
- C. **Facilities Committee:** Andy Hopper referred the comments to Glenda Powell. Glenda reported Lodge west entrance bollard lights installation has started, the Lodge's furniture disposition is being examined, and the Lodge expansion project design concept will be reviewed by the Committee at the August meeting. It was also noted that the committee's prior recommendation was approved for two of the three items and therefore they were requesting approval for design artwork not to exceed \$2,500 or negotiated ad space trade.  
**MOTION:** Andy Hopper made a motion to approve the interior design proposal with \$2,500 worth of advertising being traded out with the vendor. John McKinney seconded; Motion carried unanimously.
- D. **Fitness Committee:** David Ingersoll reported the fitness equipment is installed; the fee for instructors is in place with no impact on usage; and suggested the need to examine a monthly unlimited fee as well as new classes. Dennis stated he believed the committee's charter was specific with an end date of June. Ron suggested more information and member input is needed.



**MOTION:** Dennis Crabb made a motion to accept the committee's report and take no further action, resulting in the dissolution of the committee. John McKinney seconded; Ken McNeil opposed. Motion carried.

- E. **Maintenance Supervisor:** Ron Eckhardt reported maintenance advancements and noted of the bollard lights installation progress. Dennis commented that he is working with Ron on determining the status of the roof litigation.
- F. **Community Manager:** Melissa Ramsey provided summary of management report including the positive feedback from the July 4<sup>th</sup> event with approximately 60 people in attendance.

### APPROVAL OF MINUTES

**June 10, 2015 Minutes:** Board reviewed draft minutes as presented with Dennis requesting clarification on the VOIP (Voice over IP) system which will be reviewed by the board before any changes made.

**MOTION:** Joe Fadrowsky made a motion to approve the June 10, 2015 Board of Directors Minutes as amended. Andy Hopper seconded; Katey Fox abstained. Motion Carried.

### FINANCIALS

- A. **Treasurer's Report:** Joe Fadrowsky reported highlights of the financial statements for the Association for the year to date period May 31, 2015. There were no unusual or unexplained items identified after review by the committee. The operating account has approximately \$154,350 while the reserves has \$793,000. The YTD revenues over expenses is positive \$18,608.
- B. **Current Year to Date Financial Statements:** Financial statements through May 31, 2015 were provided to the board for review. Dennis requested the fitness revenue YTD being examined to ensure accuracy.  
**MOTION:** Joe Fadrowsky made a motion to accept the current unaudited May 2015 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. John McKinney seconded; Motion carried unanimously.
- C. **2014 Audit & Tax Preparation:** Joe noted that the audit was reviewed including the accrual of the Pulte escrow funds of \$130,000 which will be applied to 2014.  
**MOTION:** Joe Fadrowsky made a motion to accept the clean 2014 audit. Ken McNeil seconded; Motion carried unanimously.

### UNFINISHED BUSINESS

- A. **Updated Policies, Rules & Guidelines:** Ron Miyasaki provided matrix of 7 items outstanding for discussion by the Board based on the workshop held to go over the document in detail. Board will post the draft document on the website in advance of the August meeting in which final approval will occur by the board.
  1. Nametags at \$240 – research other Del Webb communities
  2. Guest passes from Pulte Sales to end immediately
  3. Lodge hours – situational adjustments at Manager discretion
  4. 2 channel router to setup a secure network and new Lodge computer
  5. Keep the Community Manager as the approving authority for resident groups
  6. Suspension of privileges by Manager with long term approval by board
  7. Personnel training parameters and scheduling



- B. Common Area Turnover – Village 11C & 12C: Dennis stated an engineer report is being reviewed to provide to Pulte for a revised punch list. Progress is being made.
- C. Proposed Lodge Holiday Closures: Board against changing current Holiday Lodge operating hours without further information. Management will monitor usage moving forward for consideration as needed in the future.

#### NEW BUSINESS

- A. Credit Card/Petty Cash Procedures: Melissa overviewed recommendations to the Board on petty cash, vendor accounts, and credit cards. Board needs to be aware that some credit accounts require personal guarantees to establish them which is difficult for associations since board members change.  
**MOTION**: Dennis Crabb made a motion to establish a \$500 Petty Cash fund, along with the establishment of accounts as needed with other vendors. Ken McNeil seconded; Joe Fadrowsky opposed. Motion carried.
- B. Acceptance of the Lodge Appraisal: Board received final appraisal of the Lodge which came in at \$5 million for the 19,617 sq. foot facility.
- C. Building Coverage Verification of Insurance: Brett W Charbonneau from American Family Insurance presented a summary to the Board of the association's coverage which includes total amount of \$8.6 million with \$5.2 million specific to the Lodge.
- D. Hourly Rate Increase for Counsel: Dennis noted the Association received a notice from Gayle Kern's office of an hourly rate increase for services as of January 1, 2016. The increase proposed is very competitive and below the going rate for Reno practicing attorney fees.  
**MOTION**: Dennis Crabb made a motion to approve the hourly rate increase with Gayle Kern's office for legal services. Andy Hopper seconded; Motion carried unanimously.
- E. Asphalt Reserve Contribution Request: Joe submitted his draft letter to be sent to Pulte to the Board for review. Association is requesting \$29,650 in reserve funding to offset the underfunded amount due to incorrect measurement of trails.  
**MOTION**: Andy Hopper made a motion to approve the letter to be sent to Pulte requesting \$29,650 in reserve funding. Ken McNeil seconded; Motion carried unanimously.

#### HOMEOWNER FORUM

##### *Open comments on any items – Board responses in italics*

Nancy Chontos – Committee involvement should be encouraged to facilitate communication. Encourage surveys and forums, and would volunteer to support these to improve communication.

Lance Chontos – Concerned with allowing solar panels given the windy conditions creating a less than safe condition for installation. Concerned the panel and material installed would be blown off and damage nearby homes.

Colby Smith – Received compliance violation notice for weeds. Received multiple copy of the same notice. The notice language is offensive and should be softened.





Glenda Powell – stated concerns with the janitorial contract; poor overall cleaning, pool area not cleaned, and mold on the locker room shower curtains. She also believes the landscaping is worst with The Groundskeeper, e.g., common area mow strips are not being maintained.

Ron Drouin – States concerns over the Lodge Attendant status, believes there is a lack of transparency, and believes the Board of Director should communicate through the use of "President's Message."

Sarah Madden – Village 11/12 has a hillside that needs repair to walkway.

Amy Burns – States a needs to enhance communication in general when possible. Believes the continuation of a Fitness Committee would promote activity.

Diane Mee – Concerned with a containment fence installed with past Community Manager's approval, and now appears to be out of compliance with the new Somerset adopted guidelines. *She was informed that the Board is addressing the matter with Somerset.*

Loren Farrell – Stated he has brought to the Board's attention a willingness to form and/or participate in a "Security Committee" and stated he has complained about the speeding cars and bicycles on Del Webb Parkway West and he will call the police if nothing is done; he continued further to say that speed bumps would be help. *Dennis Crabb asked to speak with Loren after the meeting.*

#### BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS

None

#### NEXT MEETING DATE

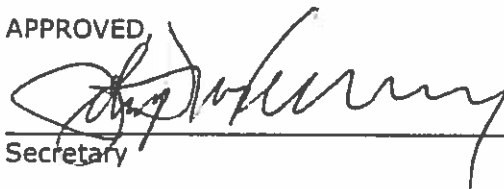
The next Board of Director's Meeting is now scheduled for Wednesday, August 12, 2015 at 5:30 PM at the Aspen Lodge.

#### ADJOURNMENT

There being no further business to discuss, Dennis adjourned the meeting at 7:27 pm.

Respectfully Submitted for Board review and Approval:

APPROVED

  
Secretary