



Sierra Canyon Association

WEDNESDAY, July 13th, 2016 BOARD OF DIRECTOR'S MINUTES page 1 of 6

DIRECTORS PRESENT: KATEY FOX, PRESIDENT, RON MIYASAKI, VICE-PRESIDENT; JIM MCKEE, SECRETARY; RAY LEE, TREASURER; LOREN FARELL, DIRECTOR AND STEVE GUDERIAN, DIRECTOR

DIRECTORS ABSENT: ANDY HOPPER, DIRECTOR

MANAGEMENT PRESENT: KAREN BROWN, COMMUNITY MANAGER; FIRSTSERVICE RESIDENTIAL.

62 owners in attendance – Sign in sheets 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 13th, 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.

NOTE: *At this time Ron Miyasaki submitted his verbal resignation to the Board, effective immediately. The Board and audience thanked Ron for all his contributions to the Board and the Community, and made note he would be surely missed!*

II. HOMEOWNER FORUM

Agenda items only in accordance with NRS 116 – Board responses in italics.

- A. *Alice Yucht:* Voiced concerns about the current traffic issues through the community. She stated the City approved 168 homes at the north entrance to Sierra Canyon, the roads are falling apart due to truck construction traffic and the trucks need to use the Somersett east entrance as they did in the past.
- B. *Sarah Madden:* Asked if Pulte is paying for the roof/pool repairs. The Board responded that Pulte was paying for all the roof repairs. Sarah also asked if there would be any consequences to those residents who act up at the Lodge. The Board stated there was Harassment/Bullying Resolution on the agenda which will be reviewed later in the meeting, which has consequences to those behaviors.
- C. *Maryann McKinley:* Was shocked and embarrassed by some of the recent reported behaviors of residents at the Lodge. She said residents should "speak up" when they see misbehaviors. Maryann also noted she almost hit a bicyclist on the parkway as they were weaving back and forth.
- D. *Glenda Powell:* Stated the Harassment Policy should have verbiage included for immediate suspension for those residents who harass or bully the staff.
- E. *Joe Fadrowsky:* Spoke on the proposed Somersett landscape Maintenance Easement Agreement. He has studied it for 18 months, it primarily adds some Sierra Canyon common areas along the parkway to Somersett maintenance responsibility. He encouraged the Board to move forward with the agreement.
- F. *Lance Chontos:* Made note that not doing anything to those residents who display unacceptable behavior makes the behavior worse. He encouraged the Board to use the rules to get tough and encouraged residents to report misbehaving's as their observe them.
- G. *Cyril Korte:* Stated she purchased her home in Sierra Canyon for a "retired" relaxing lifestyle, not to deal with 20+ construction trucks which pass her home daily, before 8:00 am! The Board responded that due to the public streets there wasn't much the association could do, but the issue is being addressed with the City of Reno.



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- H. *Donald Yucht*: Spoke on the need for snow removal to be added to the upcoming budget preparation. He felt the association should budget for snow removal from the streets along with removal from the sidewalks. The Board stated the streets belong to the City of Reno, therefore this wouldn't be an option for the association.
- I. *Owner across from empty Tarleton lot*: Voiced concerns that residents who live near the Lot weren't given details about the proposed improvements. She has concerns about safety and parking for residents on the street if the Lot is developed. The Board stated the Facilities Committee was asked for improvement ideas for the 2017 budget, that nothing has been discussed or determined as of yet. They said once a determination is made residents within 500' will be canvassed for a vote.

III. APPROVAL OF MINUTES

June 8th, 2016 Minutes: The Board reviewed draft minutes from the June 8th meeting.

MOTION: Katey Fox made a motion to approve the June 8th minutes as presented. Duly seconded by Jim McKee.

Motion carried with a majority. Ray Lee abstained as he wasn't present at the June meeting.

IV. REVIEW OF FINANCIAL REPORT

A. Treasurer's Report: Ray Lee presented a report to the Board of Directors. The May financial report shows we have a \$228k operating cash balance and \$885k in reserves. Unencumbered operating cash, cash in bank less prepaid assessments, is \$123k, or approximately 50 days of operating cash. Delinquent assessment and fines is at \$10k, which represents a 2% delinquency rate. We currently have 25 delinquent accounts with four in collections.

B. Financial Statements – May 2016: The Board reviewed the May 2016, Financial statements, presented by Ray Lee.

MOTION: Ray Lee made a motion to accept the current unaudited May 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 Loren Farrell.

Motion carried unanimously.

V. COMMITTEE REPORTS

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

A. Architectural Review Committee: Marcus Rector reported 51 ARC submittals had been received in June, 27 at the last ARC meeting. Of the 27 submittals 24 were approved and two were denied and one was withdrawn. Marcus made note that the majority of applications have been well prepared.

B. Budget & Finance Committee:

1) Charter revisions – Was postponed until the August Board Meeting

2) Committee Vacancy – After reviewing and interviewing applicants the committee made recommendation to the Board to appoint Amy Berns.

MOTION: Ray Lee made motion to appoint Amy Berns to the Budget/Finance Committee. Duly seconded by Jim McKee.

Motion passed unanimously.



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Ray Lee made note of multiple Budget meetings needed in August/September/October in preparation of the 2017 budget. He also stated the committee would present the proposed budget to the community in early October.

C. Facilities Committee: Glenda Powell reported:

- Roof deicing system – That Darren Null, Lodge Maintenance was asked to procure proposals for review at the August meeting.
- Needing suggestions for the improvement of the empty Lot at Tarleton and Del Webb Pkwy. E, for the 2017 budget preparation.
- That due to no engineering plans from Pulte on the roof repairs the committee recommends the Board contact Eva Segerblom, Construction Defect Attorney, to secure direction/information on warrantees.
- Committee recommends acceptance of the revised CR Engineering Report on the Dehumidifier. CR Engineering won't provide a "stamped final copy" of the report without Board acceptance.
- Committee recommends Seth Padovan with Padovan Consulting, as the association representative for roof project oversight.
- Glenda reported the reupholstered chair fabric is failing, the vendor won't replace, but Sage Interiors, who worked on the project, will do so at her cost (\$2,550.00) with no warrantee.
- The revisions to the west entrance landscaping should be installed within a few weeks.

D. Maintenance Supervisor: The Board reviewed a report submitted by Darren Null, Association Maintenance. Darren reported the concrete repair project is to begin July 25th. The 5-year elevator test by Schindler Elevator is scheduled for July 25th. And, he continues to work on a preventative maintenance schedule for the Lodge.

E. Fitness Coordinator Report: Lynn Peterson reported that: We sold 37 punch card's in June for a total income of \$2,220.00. Lynn taught 52 classes with a participation of 576 residents, at an income of \$1,728.00. Lynn reported the Summer Outdoor Village Games were a big success. We had 169 total event participants and Village 6 was the winner of the overall games, with Village 9 winning the "Spirit" award. July will have a 30-day "Ab Challenge". All the participants who complete the challenge will have their name put into a drawing, winner receives a Fitness Card.

F. Community Manager Report: Karen Brown reported there were 71 current violations, with the majority being stressed lawns and weeds. She also stated she had found a 2014 Rockery Wall Report with recommended repairs and asked the Board if they were aware of the repairs being complete. *The Board responded no, that it should be done as routine maintenance.* Karen reported Fire Station #19, across from the Vue, has a target date of July 22nd to open with a two person medical EMT Team. She also updated the Board on the coffee tracking statistics: Due to the association purchasing its own coffee machine and ordering from Sam's Club there has been a 50%+ monthly savings on the refreshment expenses. On average the Lodge goes through 50 pots of regular coffee per week and 22 pots of decaf.

G. Landscaping Report: Reno Green has said with the April rains and the landscape company transition, there was a "perfect storm" which produced an enormous amount of weeds throughout the common areas. They are diligently working on eradication.



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VI. UNFINISHED BUSINESS –

A. 2016/2017 Snow Removal Proposals

The Board opened sealed bids from:

- Reno Green
- Action Lawn & Landscape
- The Groundskeeper

MOTION: Loren Farrell made motion to accept the Reno Green Snow Removal proposal for the 2016/2017 snow removal year. Duly seconded by Steve Guderian.

Motion passed unanimously.

(It was noted that APS & Signature Landscape declined to submit a proposal).

B. Drainage Ad Hoc Working Group – Update Steve Guderian stated the group is still waiting to hear back from the City of Reno Engineer.

C. Website Communications Ad Hoc Group – Update and Composition of (Members)

Kathleen Bosworth, Nancy Chontos, Karen Craner, Ron Drouin, Steve Guderian, Alysha Landes, Janet Schaper and Alice Yucht are working on the website revamp project. The group met and brainstormed several ideas in reference to the current and proposed website. They presented a report to the Board for review. Steve Guderian reported the Group is recommending the expenditure of \$13,000 for a professional website design/development. The group presented a "must have", "should have" and a "nice to have" list of priorities to the Board for consideration.

D. Common Area Turnover – Villages 13 & 15

The Board reviewed a Punch List provided by Seth Padovan, with Padovan Consulting and an engineering report provided by Alan Stroppini. Management met with Pulte representatives, several homeowner representatives, Seth Padovan, Alan Stroppini and Board Member Steve Guderian for an inspection of Villages 13 & 15. Due to multiple issues and a final cleanup of weeds from the common areas by National Landscape, no formal acceptance is recommended at this time.

E. Reserve Study – New on-site full study

MOTION: Katey Fox moved to ratify the Board's decision (on the Budget/Finance Committee recommendation) to hire Browning Reserves as the new reserves specialist for Sierra Canyon. Duly seconded by Ray Lee.

Discussion ensued.

MOTION: Motion passed unanimously.

F. Somerset Landscape Maintenance Easement Agreement – Exhibits of boundaries for discussion & possible action

MOTION: Jim McKee made motion to approve the revisions to the maps, adding the 2005 original map and to send both back to Somerset for approval. Duly seconded by Ray Lee.

Discussion ensued.

Motion passed with a majority. Steve Guderian voted against.

G. Photo Resolution – Policy for taking photos in Lodge (Model releases needed/possible)

MOTION: Katey Fox made motion to leave the responsibility for any model releases to the administrators of each group. That the administrators should announce to their groups when photos are taken and for what publication. Duly seconded by Loren Farrell.

MOTION: Motion passed unanimously.

VII. NEW BUSINESS

A. Roof Repairs/Dehumidifier Project – Board oversight & resident communications strategy

Seth Padovan to communicate to management the progress on the roof repairs: Key items, schedule, accomplishments, records/documents, etc. who will then provide an update to the Board.

MOTION: Jim McKee made motion to accept CR Engineering's report on the dehumidifier. Duly seconded by Steve Guderian.



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Discussion ensued. The Board questioned whether or not they should give Pulte a copy of the final CR Engineering report. It was determined to ask Eva Segerblom for her opinion.

Motion passed unanimously.

B. Contracting Management Representative – Roof repair project oversight

MOTION: Ray Lee moved to hire Seth Padovan with Padovan Consulting as the owner's representative to the Pulte roof repair project for an amount not to exceed \$12,480.00 Duly seconded by Jim McKee.

Motion passed unanimously.

C. City of Reno Communications - Letter from association detailing traffic concerns

The Board reviewed a letter prepared by Board President, Katey Fox, to Reno Mayor Schieve and Councilwoman Jardon. The letter detailed the traffic concerns on Del Webb Parkway West & East.

D. Somerset Traffic Ad Hoc Working Group - Update

There was no update at this time. Loren Farrell stated he would like a Traffic Group in Sierra Canyon, and asked residents to become concerned citizens.

E. Village 6 Park - Irrigation enhancements – Reno Green

MOTION: Ray Lee made motion to replace the sprinkler heads at the Village 6 park. The new heads will provide a more consistent water pattern and achieve a 50% water savings. Duly seconded by Jim McKee.

Motion passed unanimously.

F. Advertising Contract - First Wall Street Investments

MOTION: Steve Guderian made motion to accept the one-year resident advertising contract for First Wall Street Investments. Duly seconded by Jim McKee.

Motion passed unanimously.

G. Somerset Ridge Parkway – Clean-up - Ratification

MOTION: Jim McKee moved to ratify the Board's decision to clean-up Somerset Ridge Parkway in the absence of Somerset's maintenance responsibility. Duly seconded by Loren Farrell.

Discussion ensued. The Board asked management to keep record of the association expenditure as the maintenance responsibility lies with Somerset.

Motion passed unanimously.

H. Harassment/Bullying Resolution

MOTION: Jim McKee moved to approve the Harassment/Bullying Resolution. Duly seconded by Steve Guderian.

Discussion ensued. The Board will review with association legal counsel.

Motion passed unanimously.

I. Committee Meetings – Scheduling & communication of

The Board suggested a 10-day notice before any committee meeting, but would be looking at Charters for those which aren't regularly scheduled for posting requirements. The Facilities Committee Charter will be reviewed at the August meeting.

VIII. LEGAL – Pulte Escrow Agreement – Release of funds to Sierra Canyon

MOTION: Loren Farrell moved to approve accepting the remaining (entrance) escrow funds from Pulte of \$18,750.00 and closing the escrow account. Duly seconded by Ray Lee.

Discussion ensued.

Motion passed unanimously.

IX. BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS

A. Board appointment



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- B. Board selection of officers
- C. Cancellation of December meeting
- D. Fencing Stain – Possible revisions to all solid stain (Sierra Canyon & Somerset approval)
- E. Board Meeting times – Possible earlier meetings several times a year
- F. Moratorium on 2016 capital improvement projects

X. HOMEOWNER FORUM

Open comments on any items

- A. Carrie Argyris: Expressed concerns over the use of poison in the common area to eradicate rodents
- B. David Rhine: Would like the Board to consider revisions in the ARC Guidelines to allow for solid fence stain on the privacy fence. The Board said they would consider but the request would also need to be approved by Somerset.
- C. Mike Lehr: Expressed concerns about the last of defensible space in the community.
- D. Betty Dixon: Would like the Board to consider alternate plants and ground cover for the mow strips. The Board made note that the PUD had specific guidelines as to what ground cover and vegetation could be installed in the mow strips. But, they said they would approach Somerset and see if they would consider researching revisions to the plan.
- E. Betty Dixon: Stated the walking paths were in need of a slurry seal. The Board noted the paths are the responsibility of Somerset, not Sierra Canyon. That slurry was scheduled for later this year.
- F. Nancy Chontos: Stated Somerset was having a meeting next week with the Fire Chief about fire prevention, and that Somerset would be holding an Open Forum about Fire Safety very soon.
- G. Pam McNeil: Reported on the recent NAB Meeting (Neighborhood Advisory Board). She made note that our Councilwoman has received numerous calls about our traffic problems, and that the City Planning Commission is reviewing the infrastructure plans of the new approved development project of 165 homes nearby.
- H. Ken McNeil: Said he would contact Reno Green about squirrel concerns.
- I. Joe Fadrowsky: Said the fire station outside the north gates of Sierra Canyon is scheduled to open soon and will be staffed with two EMS. January 1st they will be upgraded to two paramedics. No current schedule on fire personal staffing.
- J. Brian Faircloth: Spoke of Property Manager's and those who don't maintain the properties they are paid to maintain. He suggested they be banned from management in the community.
- K. Owner: Suggested Somerset Ridge Pkwy may be a restricted route for trucks. Traffic permits could be checked which may eliminate the truck traffic in the community.

XI. NEXT MEETING DATE

The next Board of Director's Meeting is scheduled for Wednesday, August 10th, 2016, 5:30 PM at the Aspen Lodge.

XII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 8:20 pm.

Respectfully Submitted for Board review and Approval:

APPROVED

Secretary/Treasurer

8-10-16
Date