



Sierra Canyon Association

WEDNESDAY, June 8th, 2016 BOARD OF DIRECTOR'S MINUTES page 1 of 5

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

DIRECTORS ABSENT: RAY LEE, TREASURER

MANAGEMENT PRESENT: KAREN BROWN, COMMUNITY MANAGER; AND KATHLEEN HALL, ASSISTANT COMMUNITY MANAGER, with FirstService Residential. **OBSERVING:** ERICA HEAVRIN & KELLY NICHOLS, PROVISIONAL COMMUNITY MANAGERS, FIRSTSERVICE RESIDENTIAL.

55 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, June 8th, 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.

II. HOMEOWNER FORUM

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

A. ***Libess Holguin:*** Stated the agenda wasn't posted on the website. Management noted that the agenda had been posted, 10 days before the meeting, and it was on the website under the Community Documents heading. Libess said it used to be posted on the main page. Management said it would be posted on the main page from now on, along with it being in the Community Documents sections. Libess also said there should be a Calendar of Meetings. Management said the committees which have regular meetings do have their dates/times posted.

III. APPROVAL OF MINUTES

May 11th, 2016 Minutes: The Board reviewed draft minutes from the May 11th meeting.

MOTION: Jim McKee made a motion to approve the May 11th minutes as presented. Duly seconded by Andy Hopper.

Discussion ensued.

Motion carried with a majority. Katey Fox abstained as she wasn't present at the May meeting.

IV. REVIEW OF FINANCIAL REPORT

A. **Treasurer's Report:** In the absence of a Treasurer, Katey Fox (Board President) read the Treasurers report. Ron has asked for an operating metrics for Sierra Canyon so management, the finance committee and Board can get a better understanding of the operations which drive the revenues and expenses of the association. On-site staff salaries and benefits are above the budgeted amount and we are working on a staff analysis. April 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 41 days of operating cash. Delinquent assessment and fines is at \$17k, which represents a 1.6% delinquency rate.



Onsite Office
nevada.fsrconnect.com/sierracanyon
Customer Care: 775.624.9152

■ 1798 Del Webb Pkwy W | Reno, NV | 89523
■ sierracanyon@fsrnevada.com
Onsite: 775.624.2900 Fax: 775.624.2909



Sierra Canyon Association

WEDNESDAY, June 8th, 2016 BOARD OF DIRECTOR'S MINUTES page 2 of 5

A "clean" 2015 Draft Audit report was issued by our CPA's, Hilburn & Lien. The Finance Committee has reviewed the audit and we recommend that the "representation" letter be signed. A final audit report will be issued once the letter is signed.

The Finance Committee contacted four reserve study consultants and after review and interviews the committee recommends the employment of Browning Reserve for the new 2017 Full on-site Reserve Study. The Finance Committee will also be interviewing for applicants to fill a vacancy. They hope to have a recommendation at the July Board Meeting. The Committee is asking the Board, management and all committee chairs, including ad hoc committees, to advise of their 2017 budgeting objectives and special project expenses so they can be reviewed and incorporated into the 2017 operating budget.

Lance Chontos (member of the Finance Committee) made note that 41 days of operating cash is low for the association. He stated this is not the time to spend to excess.

B. Financial Statements – March 2016: The Board reviewed the April 2016, Financial statements, presented by Lance Chontos.

MOTION: Katey Fox made a motion to accept the current unaudited April 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 Andy Hopper.

Motion carried unanimously.

V. COMMITTEE REPORTS

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

A. Architectural Review Committee: Andy Hopper reported 27 ARC submittals had been received. 25 of the submittals were approved and two were denied. He noted the Pulte Sales Office was handing out older versions of the ARC application and asked management to provide a current application to them.

B. Budget & Finance Committee: The Committee didn't meet in June.

2015 Audit Review – The committee did review the audit and recommended approval by the Board.

MOTION: Katey Fox made motion to accept the 2015 Audit. Duly seconded by Jim McKee.

Motion passed unanimously.

Charter Revisions – Postponed until the July meeting.

Committee Vacancy – Appointment recommendation postponed until the July meeting.

C. Facilities Committee: Glenda Powell reported there had been a meeting with Pulte legal representatives in reference to the dehumidifier and possible construction defects at the Lodge. Pulte reached out and offered to repair the roof and install enhancements which will eliminate the dehumidifier issues. The project will be in three phases: 1) Mold remediation in the north wall (pool area), 2) ducting to improve the dehumidifier function, 3) replace the roof over the pool. Pulte will pay for all the repairs estimated to be over \$600,000.00.

MOTION: Jim McKee made motion to accept Pulte's plan/offer to repair the building. Duly seconded by Andy Hopper.

Discussion ensued.

Motion passed with a majority. Steve Guderian and Loren Farell abstained.



FirstService
RESIDENTIAL

Onsite Office
nevada.fsrconnect.com/sierracanyon
Customer Care: 775.624.9152

1798 Del Webb Pkwy W | Reno, NV | 89523
sierracanyon@fsrnevada.com
Onsite: 775.624.2900 Fax: 775.624.2909



Sierra Canyon Association

WEDNESDAY, June 8th, 2016 BOARD OF DIRECTOR'S MINUTES page 3 of 5

Glenda Powell submitted a photo and donation proposal from Dick & Ellen Fering. With the request that the wood chain saw carved eagle be installed in the Village 6 park pavilion.

MOTION: Andy Hopper moved to accept and install the eagle at the Village 6 park pavilion. Duly seconded by Loren Farell.

Motion passed unanimously.

- D. **President's Report:** Katey Fox thanked all the volunteers who help keep the association moving forward. She made special note to thank LaVona Quadro for updating the cork board in the Fitness Center with monthly fitness tidbits and healthy menus.
- E. **Maintenance Supervisor:** The Board reviewed a report submitted by Darren Null, Association Maintenance. Darren reported the Facilities Committee has taken the helm for the Pulte roof and dehumidifier project. He stated the natatorium mold remediation project has started. JLS Engineering has placed plastic wrap on the wall to encapsulate the spore activity. Darren is continuing to monitor and log humidity and temperature levels four times a day. Even with the south spa door open the humidity is above acceptable levels. He stated the required 5-year Elevator Load Test has been scheduled with Schindler Elevator, along with 3rd party inspector as required by law, is scheduled for July 25th. A Fungal Screen Inspection report on the indoor swimming pool from Wise Consulting & Training was presented to the Board for review.
- F. **Fitness Coordinator Report:** In Lynn Peterson's absence Karen reported that: We sold 34 punch card's in May for a total income of \$2,040.00. Lynn taught 57 classes with a participation of 625 residents, at an income of \$1,875.00. Sierra Canyon's "Senior Health & Fitness Day" on May 24th was a huge success. We had 20 health organizations participate and over 120 residents attended. The two presentations in the gym were full with a waiting list! Sign-ups for the Outdoor Summer Villages Games look good. The dates are June 15th through June 20th.
- G. **Community Manager Report:** Karen Brown reported there were 165 current violations, with the majority being stressed lawns and weeds. She also stated violations are going out on the gray/black stained fences in the community. Owners can use a hose and wire brush to remove or there has been success using a high pressure washer. Karen said the recent White Water Rafting Trip was a success. 29 residents had a wonderful time getting wet in the American River. Karen also said it's unfortunate but due to missing foods we will be placing a lock on the kitchen door. The kitchen will be locked up when we have event foods as some of the food is coming up missing when we store them in the kitchen.

VI. UNFINISHED BUSINESS -

- A. **2016/2017 Snow Removal Proposals - Postponed to the July meeting.**
- B. **Drainage Ad Hoc Working Group - Update** Steve Guderian stated the group is waiting to hear back from the City of Reno Engineer.
- C. **Website Communications Committee - Update and Composition of (Members)**
Steve Guderian will provide the committee members names at the July meeting. He did say one goal is to make the website user friendly.
- D. **Reserve Study - Proposals - New vendor**
Two proposals were reviewed: Browning Reserves at \$6,800.00 and Better Reserves at \$2,500.00.
MOTION: Katey Fox made motion to send the two proposals to the Budget/Finance Committee for review, interviews and recommendation. To not spend over \$6,800.00 on a new study, and to return a recommendation as soon as possible. Duly seconded by Loren Farell.



Onsite Office
nevada.fsrconnect.com/sierracanyon
Customer Care: 775.624.9152

1798 Del Webb Pkwy W | Reno, NV | 89523
sierracanyon@fsrnevada.com
Onsite: 775 624.2900 Fax: 775 624.2909



Sierra Canyon Association

WEDNESDAY, June 8th, 2016 BOARD OF DIRECTOR'S MINUTES page 4 of 5

Discussion ensued. The Board asked the committee to review and recommend and stressed that time was of the essence. Once recommendation is received the Board will complete a Unanimous Consent Form to hire the new vendor as soon as possible with ratification at the July Board Meeting

Motion passed unanimously.

E. **Concrete Repairs** – Around Aspen Lodge – Proposals/Sealed bids

The Board reviewed bids from Rios Concrete (\$32,583.00) Meridian Concrete (\$34,195.00), Diversified Concrete (\$71,000.00) Anchor Concrete (\$49,400.00) and Supreme Concrete (\$21,336.00).

Discussion ensued. The Board reviewed each of the proposals.

MOTION: Ron Miyasaki moved to give the contract to Rios Concrete and to have the Budget/Finance Committee provide details as to what line item(s) the reserve funds will come from. Duly seconded by Steve Guderian.

Motion passed unanimously.

VII. NEW BUSINESS

A. **2015 Audit** – Review and acceptance of

The Board reviewed and accepted the 2015 Audit earlier in the meeting, under the Facilities Committee heading.

B. **Common Area Turnover** - Villages 13 & 15

The Board reviewed the punch list provided by Seth Padovan. Acceptance was postponed.

C. **Landscape Contract** – Villages 13 & 15 addendum

MOTION: Andy Hopper moved to approve the Village 13 & 15 addendum provided by Reno Green (current landscaper). Duly seconded by Jim McKee.

Discussion ensued. Andy Hopper asked management to send an email to Pulte letting them know of the Boards concern with the deteriorating condition of the common areas in V 13 & 15 and the Somerset Ridge Parkway. That if they don't agree to maintain immediately we will hire Reno Green to do so and bill Pulte back for the expenses.

Motion passed unanimously. Start date of contract to be determined.

D. **Photo Resolution** - Policy for taking photos in Lodge – Possible model releases needed
Postponed to the July Board Meeting

E. **Budget/Finance Committee Appointment**

Postponed to the July Board Meeting

F. **Schindler Elevator Contract** – Amendment- To include the 5-year load test

Postponed. The Board asked the Budget/Finance Committee to procure proposals when the Schindler Contract comes up for renewal. In the meantime, the 5-year Elevator Load Test will be scheduled, without a new/revised contract.

VIII. LEGAL – None at this time

IX. BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS

A. Facilities Committee – Consistent scheduled meetings

B. Rebuttal to John McKinney resignation by Steve Guderian

X. HOMEOWNER FORUM

Open comments on any items

A. Dave Suhr: Expressed concerns over the Sync project between FirstService Residential and Association Voice as FSR uses the legal name, same as the Assessor's site and Association Voice uses owners names as they like to be called by. Dave noted the Sync is corrupting the Sierra Canyon website.

B. Nancy Chontos: made note the Somerset was going to include a Community Garden, a Children's Play Area and a Dog Park in the new design for the West Park.



FirstService
RESIDENTIAL

Onsite Office

nevada.fsrconnect.com/sierracanyon

Customer Care: 775.624.9152

■ 1798 Del Webb Pkwy W | Reno, NV | 89523

■ sierracanyon@fsrnevada.com

Onsite: 775.624.2900 Fax: 775.624.2909



Sierra Canyon Association

WEDNESDAY, June 8th, 2016 BOARD OF DIRECTOR'S MINUTES page 5 of 5

- C. Joe Mattos: Wanted to report that someone tried to steal the tires off his truck. He is asking the Board to have Somerset increase the number of patrols each night that Securitas provides in the community.
- D. Doug Wilson: Supports Dave Suhr's ideas about the website.
- E. Joe Bower: Would like the Board to reinstate the Landscape Committee, which he volunteered to chair. He also would like to know who the Engineer is on the Facilities Committee. The Board told him Lance Chontos has been assisting. Joe also informed the Board that he has copies of the Village 13 & 15 plans if the Board can't locate.
- F. Darren Null: The old ARC Guidelines need to be removed from the website and replaced with the most recent approved copy.
- G. Jane Sturgill: The Board read an email from Jane who has concerns about the pool water temperature. Lap Sim should be at 78-82.
- H. Michael Ferrell: Asked for a regularly posted Facilities Committee Meeting on the calendar.

XI. NEXT MEETING DATE

The next Board of Director's Meeting is scheduled for Wednesday, July 13th, 2016, 5:30 PM at the Aspen Lodge.

XII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:51 pm.

Respectfully Submitted for Board review and Approval:

APPROVED,

Secretary/Treasurer

7/14/16

Date



Onsite Office
nevada.fsrconnect.com/sierracanyon
Customer Care: 775.624.9152

1798 Del Webb Pkwy W | Reno, NV | 89523
sierracanyon@fsrnevada.com
Onsite: 775.624.2900 Fax: 775.624.2909