



Sierra Canyon Association

WEDNESDAY, MARCH 11, 2015 BOARD OF DIRECTOR'S MINUTES

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DIRECTORS PRESENT: KATEY FOX, VICE-PRESIDENT; JOHN MCKINNEY, SECRETARY
ANDY HOPPER, DIRECTOR; KEN MCNEIL, DIRECTOR; AND
RON MIYASAKI, DIRECTOR

DIRECTORS ABSENT: DENNIS CRABB, PRESIDENT; JOE FADROWSKY, TREASURER

OTHERS PRESENT: MIKE AGUILAR, MELISSA RAMSEY and KIMBERLY WEIKEL with
FIRSTSERVICE RESIDENTIAL

Upon notice duly given in accordance with NRS 116, the Board of Directors of Sierra Canyon Association held a Board of Director's Meeting on Wednesday, March 11, 2015 at Sierra Canyon Association, Aspen Lodge, located at 1798 Deb Web Pkwy W, Reno, NV 89523.

CALL TO ORDER/ESTABLISHMENT OF QUORUM

Katey 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

No homeowner comments.

REPORTS

- A. Committee Reports: None at this time. Appointments will be handled later in the agenda.
- B. Management Transition 30 Day Report: Melissa Ramsey noted FirstService has been managing for 11 days. The transition process is progressing with the receipt of information and files from Associa, including 23 boxes and December Financials to date. Welcome Letters went out with assessment payment information. Onsite staff can assist owners in reviewing their information to determine balances. Mike Aguilar and Melissa Ramsey will coordinate a flyer to put up in the Lodge with the payment options.

One major item of the transition was the onboarding of personnel from Association employment to FirstService. Mike Aguilar is the Community Manager on the account and responsible for all aspects related to the association with the support of FirstService. Interviews are being conducted for the open Assistant Manager Position who will focus on compliance related matters but also serve as a second in command in Mike's absence, as well as a part-time administrative assistant. Melissa Ramsey will continue to provide reports through the 90 day transition mark.

C. Community Manager Report:

- **Water Heater** – Currently the water heater servicing the showers and located in the pool pump room needs repair as there is no hot water. To fix would cost \$2100 with no guarantee to a complete fix or \$8900 for a new unit. Discussion included examination by maintenance for ventilation improvement ideas or possible relocation.

MOTION: John McKinney made a motion to approve the heater replacement in an amount not to exceed \$10,000 out of the reserve account. Andy Hopper seconded; motion carried unanimously.



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- **Groundskeeper Contract** – Mike Aguilar recommended the Board continue with a month-to-month contract until the Landscape Committee is up and running to evaluate the scope of work. Board in agreement.
- **Lockers** – Through discussion with maintenance, the use of locks on the lockers was reviewed with Mike Aguilar recommending a new policy where owners would use their own locks. Management will examine a policy and incorporate into the Rules.
- **Risk Assessment** – Insurance Company conducted a risk assessment inspection recently with no major areas of concern immediately identified. Association will be receiving a full written report shortly for further review.
- **Pool Lift** – The anchor to the pool lift located in the pool deck is broken, resulting in the lift being inoperable at this time. Given the Lodge is a private facility, full public ADA accommodations are not required. Management will get further information and options for the Board to review at the April meeting, including a portable lift option. In the interim, the seat will be removed from the lift for added safety and if possible removed completely from the deck.

APPROVAL OF MINUTES

- January 14, 2015 Minutes:** Ken McNeil noted under the approval of the December 3rd and 5th minutes that he abstained not objected.
MOTION: John McKinney made a motion to approve the January 14, 2015 Board of Directors Minutes with Ken's changes. Ken McNeil seconded; motion carried unanimously.
- February 11, 2015 Minutes:** The Board has not received minutes at this time for approval.

FINANCIALS

- Treasurer's Report:** No report at this time due to Joe's absence.
- Current Year to Date Financials Statements:** Board reviewed the December 2014 financial statements. John McKinney reported \$124,234 in operating funds with \$70,900 in checking and another \$200 in petty cash, while the reserves fund had \$835,810. Ken McNeil inquired about the Executive Director pay for December reflecting \$13,000, while Mike Aguilar noted that was not actual. Andy inquired about the Special Projects Revenue of \$44,000 which was discussed as part of the Pulte Escrow fund payments for the West Entrance work.
MOTION: John McKinney made a motion to accept the current unaudited December 2014 financial report, acknowledging that the Board has fulfilled their duty to review the financials in accordance with NRS 116.31083, subject to the year-end audit. Ron Miyasaki seconded; motion carried unanimously.

UNFINISHED BUSINESS

None at this time.



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NEW BUSINESS

A. Committee Appointments:

- Budget & Finance – Three spots open with two volunteers having submitted committee applications. One additional volunteer spot needs to still be filled.
MOTION: John McKinney made a motion to appoint Harold Allred and Deborah Mather to the committee for two year terms. Ron Miyasaki seconded; motion carried unanimously.
MOTION: John McKinney made a motion to appoint Joe Williamson as chair of the committee. Katey Fox seconded; motion carried unanimously.
- Architectural Review – positions open for Board to appoint.
MOTION: Katey Fox made a motion for John McKinney to serve as the Board Liaison in place of Ken McNeil. Ron Miyasaki seconded; motion carried unanimously.
MOTION: Ken McNeil made a motion to appoint Connie Pellegrino to the committee for a two year term. Andy Hopper seconded; motion carried unanimously.
- Facilities – Katey Fox noted the committee will need a new chair given the recent charter templates which state the Board liaison is a non-voting member of a committee. Volunteers will be requested for Board consideration in April.

- B. Lodge Alarm & Security System:** The Lodge does not have a security alarm system, just security cameras. Currently Burgarello services the fire control system and provided a proposal on alarm monitoring based on the association purchasing the equipment. Cost of equipment and install would be approximately \$6,500 with an added cost to the monthly monitoring of \$28.50. This project is not specifically in the budget. It was also noted that call procedures would need to be put in place as well as impact on insurance.
MOTION: Andy Hopper made a motion to postpone a decision until April for further information to be obtained. Katey Fox seconded; motion carried unanimously.

- C. Lodge Appraisal:** Andy Hopper provided background to the appraisal request as the Reserve study valued the clubhouse at \$5 million but there was no 3rd party documentation to support the value. Mike Aguilar contacted Johnson, Perkins & Associates who provided a ballpark value of \$256/sq. ft as being reasonable but for a full appraisal it would cost \$3,500.
MOTION: Andy made a motion to approve the \$3,500 for a full appraisal. John seconded but no vote called. Andy Hopper motioned to withdraw his original motion, which was approved by John McKinney, and made a new motion to postpone action until April. Katey seconded; motion carried unanimously.

- D. Tenant Registration Fee:** Melissa Ramsey advised the board that as part of the transition FirstService would be auditing the documents to make recommendations. The tenant registration fee was an area of concern based on legislative changes in 2011 that prevented associations from charging owners any fees for tenant registration. Although the Association is currently charging the tenant not the owner the intent of the law might be an issue. Melissa Ramsey recommended for the Board to have their counsel review the fee for further discussion in April.



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MOTION: John McKinney made a motion to have Gayle Kern review the tenant registration fee in place by Sierra Canyon. Ken McNeil seconded; motion carried unanimously.

E. West Entrance Lighting Proposals: Lighting options were examined by maintenance in conjunction with Mike Aguilar and Andy Hopper based on safety concerns at the new west entrance. The concept is to install bollard LED lights that have a downward lighting impact on the sidewalk. Baldwin Electric submitted a proposal for 5 LED lights for \$7,000.

MOTION: Andy Hopper made a motion to approve the install of 5 LED lights by Baldwin with a not to exceed amount of \$7,000 with funds coming from the west entrance escrow money if available. John McKinney seconded; motion carried unanimously.

F. Operating Account Setup Ratification: The Board initiated the opening of an operating account with US Bank as part of the transition to FirstService.

MOTION: John McKinney made a motion to ratify the Board's action in opening a US Bank operating account. Andy Hopper seconded; motion carried unanimously.

HOMEOWNER FORUM

Open Comments on any items - Board responses in italics

- Ron Steele commented on the need to consider frequent users of lockers and the impact on daily use.
- Glenda Powell commented on the transition recommendations from developer control and the pursuit of a Ch. 40 claim; the reserve study should be examined to audit the assigned lifespan and value of the assets. Glenda Powell commented that the Transition Committee recommended all facilities should be inspected by a licensed building inspector and/or qualified professionals to assure there are no construction defects. She urged the Board to start this process.
- Janet Macy commented on the rock stone crushing plan proposed to go in Verdi and encouraged owners to get involved to prevent the negative impact on the community.
- Toni Burke inquired about the bollard lightings impact on PUD compliance for dark sky compliance.
- Walt Keane asked why the Board had not received January financials to date; the type and size of the water heater as it seemed expensive (*Mike Aguilar noted it was a 100,000 gallon electric heater*).
- Peggy O'Neil commented that she had not received the Welcome Package from FirstService; solar lights should be looked at for the west entrance possibly; contacting construction companies for cost comparisons on the appraisal would be a good idea.
- Harold Allred sought clarification on the dates of financial approval (*December 31, 2014*); what the titles were for Mike Aguilar and the assistant (*Mike is the licensed Community Manager on the account while maintaining the title of Executive Director and the Assistant will be Assistant Community Manager*); the committee composition for members (*5 voting homeowners plus a non-voting board liaison*).
- Jim Gratteau asked if owners could pay off a single bill for Sierra Canyon and Somerset (not an available option as it is two tax ID #s and bank accounts); additionally noted that the appraisal from insurance is building only and not land.
- Dianne MacNair inquired about the reserve versus capital funds availability; asked if the pool lift could be sold; suggested the tennis courts should be included in the appraisal; recommended to examine the location of the heater further to determine if there are hazmat concerns with chemicals from pump room; and encouraged owners to get involved on the quarry as it will impact the association.



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- Sue Whitaker commented that the Board should get a real appraisal for the facility to determine the true value.
- Ray Lee noted that the Board can consider the surplus funds from previous years as a means to address safety concerns; recommended to contact other firms for the appraisal that he will provide Mike Aguilar who are cheaper and quicker; inquired about owners needing to return forms and the badge cost (*Requesting updated forms to ensure correct information and additional badges are \$240 after the initial two that are free*).
- Steve Guderian commented that although the bushes heading towards Village 11 were trimmed the Board might want to consider replacing them with a lower growing shrub for easier maintenance.
- Jim Gratteau asked if the Board could look at a better sound system so the microphone would not be passed around and owners could hear the discussions; funds; inquired when the website welcome letter will be sent as the first letter referenced mid-March (*will be coming shortly*).
- Ann Whitney Inquired on what staff rolled over to FirstService (*all staff employed as of 3/1/14 with Sierra Canyon became FirstService employees and further review will occur on positions and responsibilities*).
- Ron Miyasaki mentioned contracted fitness instructors had not yet being paid for their services from January, 2015. Ron mentioned that this was totally unacceptable and it reflects poorly on our Association in managing instructor payment in a reasonable timely fashion. Ron asked to please get the payments made immediately.

NEXT MEETING DATE

The next Board of Director's Meeting is now scheduled for Wednesday, April 8, 2015 at 5:30 pm.

ADJOURNMENT

There being no further business to discuss, Katey adjourned the meeting at 7:22 pm.

Respectfully Submitted for Board Review and Approval:

APPROVED,


Secretary



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