



**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

**OTHERS PRESENT:** DIANA MONACH-JONES, MELISSA RAMSEY, and JAMES GIBSON with FIRTSERVICE RESIDENTIAL

Approximately 30 homeowners in attendance.

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, May 13, 2015 at Sierra Canyon Association Aspen Lodge, located at 1798 Del Web Pkwy W, Reno, NV 89523.

### CALL TO ORDER/ESTABLISHMENT OF QUORUM

Dennis called the meeting to order at 5:31 pm, and a quorum of Members was present.

### HOMEOWNER FORUM

*Agenda Items only in accordance with NRS 116 – Board responses in italics*

Alice Yucht noted the Strategic Goals being posted online which she appreciated and wanted to encourage the members to continue to communicate and act transparent.

Beverly Wiecking appreciated the management team announcement and asked if Kelli was considered part of the management team as she has provided excellent service to the residents over the years. *Melissa responded that Kelli is part of the team.*

### REPORTS

- A. **Architectural Review Committee:** John reported that the committee is one member short with another opening coming at the end of June.  
**MOTION:** John McKinney made a motion to appoint Charles Sudberry to the ARC. Ron Miyasaki seconded; motion carried unanimously.
- B. **Budget and Finance Committee:** Joe reported the committee met the week prior to review year-to-date financials through February 2015 as well as December 2014. They are reviewing the monthly allocation of the annual 2015 budget numbers to ensure accuracy as well as a more comprehensive reserve report for transparency.  
**MOTION:** Joe Fadrowsky made a motion to appoint Maryann McKinley to the Budget and Finance Committee. John McKinney seconded; motion carried unanimously.
- C. **Facilities Committee:** Katey noted that she and Dennis will be coming off the committee as liaisons and Andy will be stepping in the role. They have two positions open out of the five available.  
**MOTION:** Andy Hopper made a motion to appoint Glenda Powell and James McKee to the Facilities Committee. Ken McNeil seconded; motion carried unanimously.
- D. **Maintenance Supervisor:** Ron Eckhardt provided first maintenance report on various items he has been working on at the Lodge, including the pool room dehumidifier, chemical control room, and completion of the west entrance lighting. Andy inquired about the duct cleaning which Ron hopes to have a solution in the next week. Additionally the doggie stations have not been located resulting in staff verifying the purchase before ordering.



WEDNESDAY, MAY 13, 2015 BOARD OF DIRECTOR'S MINUTES

- E. **Management Transition 30 Day Report:** James Gibson provided update on the transition which is over 90% complete. Calendar has been updated; Association Voice contract will be up for renewal in June with ability to receive 30-40% discount on pricing; March financials coming this week; scanning of homeowner files are 50% complete. James asked the board if staff could shred duplicate copies of board packages and other documents once compared and scanned of which all Directors were in agreement.
- F. **Community Manager Report:** Melissa noted that management is working on generating a comprehensive report on the alarm and security system for the board to review. The alcohol on property has been disposed of, bringing the Association into compliance. 21% of owners have logged onto the FirstService Connect website in the first two months. Edits to the Policies, Rules and Guidelines have been provided submitted for consideration.

**APPROVAL OF MINUTES**

- A. **April 8, 2015 Minutes:** One change needed in the minute approval section to correct the spelling of Andy's name from Hooper to Hopper.  
**MOTION:** Joe Fadrowsky made a motion to approve the April 8, 2015 Board of Directors Minutes as amended. Katey Fox seconded; Motion carried unanimously.

**FINANCIALS**

- A. **Treasurer's Report:** Joe reported on the February 2015 Financials which reflected \$27,448 in the Operating account and \$883,159 in the Reserves. Operating has a positive revenue variance of \$34,000 due to west entrance escrow funds being received which also is the reason for the negative variance on the expense side of \$46,498.
- B. **Current Year to Date Financials Statements:** Finance committee reviewed the financials with summary provided as part of treasurer's report.  
**MOTION:** Joe Fadrowsky made a motion to accept the current unaudited February 2015 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. John McKinney seconded. Motion carried with Ken McNeil abstaining.
- C. **2014 Audit & Tax Preparation:** Joe noted they hoped for a draft audit to review by this meeting but it was delayed due to some outstanding payroll reports. Management working on obtaining reports this week to send to Hilburn & Lein.

**UNFINISHED BUSINESS**

- A. **Lodge Appraisal:** Two additional proposals obtained by Staff after the one from Johnson and Perkins was received at the previous meeting. Joe requested that the work also include a detailed listing of room square footage.  
**MOTION:** Andy Hopper made a motion to accept the proposal from Johnson and Perkins for \$3,500. Katey Fox seconded; Motion carried unanimously.
- B. **2015 Strategic Plan First Draft:** Board reviewed goals for discussion. Goal 1 (additional facilities) will be roughly \$358,000 with a need for a project manager and funds for consultants. Goal 2 (Smooth Transition) will include a review of contracts and invoice to Pulte for the 2014 Reserve Study and Audit. Goal 3 (Landscaping) will be focused on an RFP being formed, prior to a committee, with a focus on drought-tolerant options. Goal 4 (Customer Service) will include communication strategies as well as resolution to outstanding items with the master association.  
**MOTION:** Ken McNeil made a motion to accept the 2015 Strategic Goals. Katey Fox seconded; Motion carried unanimously.





**NEW BUSINESS**

- A. Ratification of Unanimous Consent for Pool Dehumidifier: Board unanimously approved work with Johnson Controls totaling \$5,840 for needed repairs to the pool system in between meetings.  
**MOTION**: Joe Fadrowsky motioned to ratify the unanimous approval of dehumidification work in the pool area. John McKinney seconded; motion carried unanimously.
- B. 2015 Reserve Projects: Reserve Study identifies \$247,678 in expenditures for 2015
1. Lodge Furniture – Funds being requested for Great Room furniture replacement totaling \$16,463. Joe would like to be able to review the March financials to determine current financial status before proceeding with purchase.  
**MOTION**: Andy Hopper made a motion to approve the furniture replacement subject to the Treasurer's review of the March 2015 financials. Katey Fox seconded; Motion carried unanimously.
  2. Asphalt Sealing – Melissa noted no action needed at this time but management looking for direction from the board as it is a large expense. Board would like staff to proceed with creating a map of needed work with a list of vendors. Clarification on trail responsibility will need to be considered. Additionally the reserve study update will need to take into account changes in oil cost.
  3. Tennis Ball Machine – Ball machine in need of replacement but varying opinions on type of machine. Management will work to finalize needs with tennis group.  
**MOTION**: Dennis Crabb made a motion to purchase a new ball machine not to exceed \$1,500. Katey Fox seconded; Motion carried unanimously.
  4. Spa Controller – Ron Eckhardt provided a quote for an automated chemical control feeder for the spa which will create some inconsistencies in the water and operations. Install will be done by Ron.  
**MOTION**: John McKinney made a motion to approve the \$1,659.10 controller purchase. Joe Fadrowsky seconded; Motion carried unanimously.
- C. Worker's Comp Insurance: Association cancelled previous worker's comp policy since they no longer had employees but 'shadow coverage' was needed to protect the association for work done by contractors. Coverage premium is \$615 annually.  
**MOTION**: Joe Fadrowsky motioned to approve the new Worker's Comp policy. Ken McNeil seconded; Motion carried unanimously.
- D. Updated/Revised Rules & Regulations: In addition to edits submitted by management, the section on Committees will need to be updated to address that members of the Board can serve on committees as voting members not liaisons. Joe suggested language on handling appeals if needed from committee actions. Ron will work with homeowners on updated 'legislative' draft for Board review.
- E. Expense Policy: Management presented draft policy to the board for review on handling expenses with authority being given to the manager based on the budget and operating or reserve accounts. Ken noted the need to remove the language giving Finance and Budget the authority to approve purchases since they do not have that power.  
**MOTION**: Dennis Crabb made a motion to approve the Expense policy with the changes requested. Joe Fadrowsky seconded; Motion carried unanimously.



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- F. New Computer Purchase: Proposal submitted by current vendor, Aveir, for new computer as well as replacement router to better support needs of the building.  
**MOTION**: Joe Fadrowsky made a motion to approve the proposal for \$1,718.21 for a new computer and router with the router costing \$725. John McKinney seconded; Motion carried unanimously.
- G. Common Area Turnover – Village 11C & 12C: Chris Downum from Pulte present to address items with the Board. Members of management and Board met with Pulte and National to inspect the areas on May 12<sup>th</sup> with a punch list created of items to be addressed. Per the CC&Rs the areas have already been deeded over to the Association. Board needs cost to maintain from Groundskeeper which management will obtain.  
**MOTION**: Dennis Crabb moved to defer action until the June Board meeting to allow members time to review the documents. Katey Fox seconded; Motion carried unanimously.

**HOMEOWNER FORUM**

*Open Comments on any items – Board responses in italics*

Peggy O'Neill asked if the Sierra Canyon Reno website was still being maintained. *Staff responded that Yes it was.*

Maryanne McKinley asked for more information on what the \$80 assessment to the master association covered. *Board noted this could be discussed further in the workshop in June.*

Ken Stanley commented on two items, Board should not limit the purchase amount for a ball machine as it could limit features and he does not like the pickleball lines being on the tennis courts.

**FUTURE AGENDA ITEMS**

Members of the Board requested the Turnover report as well as proposal from Groundskeeper to be on the next agenda.

**NEXT MEETING DATE**

The next Board of Director's Meeting is now scheduled for Wednesday, June 10, 2015 at 5:30 pm at the Aspen Lodge.

**ADJOURNMENT**

There being no further business to discuss, Denis adjourned the meeting at 7:15 pm.

Respectfully Submitted for Board Review and Approval:

APPROVED,

Secretary

