



## Sierra Canyon Association

WEDNESDAY, May 11<sup>th</sup>, 2016 BOARD OF DIRECTOR'S MINUTES page 1 of 5

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

**DIRECTORS ABSENT:** KATEY FOX, PRESIDENT & A VACANT POSITION

**MANAGEMENT PRESENT:** KAREN BROWN, COMMUNITY MANAGER; AND KATHLEEN HALL, ASSISTANT COMMUNITY MANAGER, with FirstService Residential

43 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, May 11<sup>th</sup>, 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 five of seven Board Member's in attendance and the meeting was called to order at 5:30 pm by Board Vice President, Ron Miyasaki.

### II. HOMEOWNER FORUM

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

- A. *Libess Holguin:* Stated the April minutes "Drainage Report" which was in the Board Packet should have been more detailed. She also didn't see the names of persons who submitted applications for the open appointment to the Board and stated the Members should be allowed to comment when the names are announced. Libess wanted the Board to know she was sorry John McKinney resigned. The Board replied that they had received a few applications for the appointment, they had reviewed and will discuss among themselves before voting on the appointment.
- B. *Nancy Chontos:* Noted the association has a potential lawsuit over drainage issues in Village 11 & 12 and dehumidifier problems.
- C. *Jill Lehr:* Questioned the landscaping maintenance - weeds throughout Village 12 and that the water had only recently been turned on. It was noted that Groundskeeper hadn't kept a full crew at Sierra Canyon in April and quite a few areas hadn't been maintained. Reno Green does have Village 11 & 12 (the worst sections) as a priority.
- D. *Ken Cole:* Asked to have the trees and bushes along the walking paths trimmed as the overhang poses a safety issue.
- E. *Alice Yucht:* Alice stated she couldn't find the minutes on the Sierra Canyon website and the most current ones she could find were from 2012. (Dave Suhr stated later in the meeting that the minutes were on the site, most recent ones posted were dated April 2016, the location is difficult to find). She voiced concerns over the website, stating it needs a new look, a new webmaster, and needs to be updated. Its old format is tedious to navigate. She volunteered to assist in the updating.
- F. She also asked the Board to consider appointing a woman to the open position as it is currently male dominated (six males/one women).

### III. APPROVAL OF MINUTES

April 13<sup>th</sup>, 2016 Minutes: The Board reviewed draft minutes from the April 13<sup>th</sup> meeting.

**MOTION:** Jim McKee made a motion to approve the April 13<sup>th</sup> minutes as presented. Duly seconded by Loren Farrell.

**Motion carried unanimously.**



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**IV. REVIEW OF FINANCIAL REPORT**

A. Treasurer's Report: In the absence of a Treasurer, Maryann McKinney (Chairperson of the Budget/Finance Committee) reviewed the March 2016 financials with the Board and those members in attendance. She stated that as of March 31<sup>st</sup> the Balance Sheet, Operating Funds show a total of \$185,234.71, with \$184,734.71 in the checking account and \$500.00 in Petty Cash. The Reserve Balance was \$876,510.40 of which \$689,628.31 was invested in CDs or MS cash equivalents and \$186,882.09 was invested in the Reserve Fund money market account. Our total cash is \$1,065,159.85. Total assets are \$1,075,825.39 and total Liabilities are equal at \$1,061,745.11. Total delinquency over 90 days is at \$18,530.40. Of that amount \$5,988.03 is delinquent A/R (assessments), \$7,296.00 in unpaid fines and \$5,246.37 in unpaid late fees and other misc. receivables. Delinquencies are low due to more aggressive collections.

B. Financial Statements – March 2016: The Board reviewed the March 2016, Financial statements.

**MOTION**: Andy Hopper made a motion to accept the current unaudited March 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 Farell.

**Motion carried unanimously.**

**V. COMMITTEE REPORTS**

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

- A. Architectural Review Committee: Darren Null reported 28 ARC submittals had been received. 26 of the submittals were approved and two were denied.
- B. Budget & Finance Committee: Maryann McKinney updated the Board on the recent committee meeting. She stated the committee charter was reviewed for accountabilities and revisions may be necessary for clarification. The committee had a few questions on the March financials which will require answers from FSR accounting. The current reserve study was reviewed and the committee agreed to recommend that the Board acquire bids for a new reserve group due to concerns with the current study.
- C. Facilities Committee: Glenda Powell said there was nothing to report this month.
- D. Maintenance Supervisor: The Board reviewed a report submitted by Darren Null, Association Maintenance. Darren reported the recent CR Engineering report on the pool dehumidifier gives a cost estimate of \$240,000.00 for replacement which includes roof repair for removal, gas piping, controls, engineering and permit fees. Wise Consulting (environmental testing business) took samples from the air in the pool area and samples from the north wall, which has mold spores, and will report back on their findings. The engineer recommended leaving the outside spa door open throughout the day to help with the humidity level. Darren also gave the Board the sealed bids for the concrete repair around the lodge. Andy Hopper suggested another opinion from a different engineering firm. He questioned the statute of limitations. Steve Guderian pointed out that Pulte was in control of the association until last year. The Board asked the Facilities and Finance Committees to take on the pool issues and agreed to keep the south pool door open during business hours.
- E. Fitness Coordinator Report: In Lynn Peterson's absence Karen reported that: We sold 44 punch card's in April for a total income of \$2,640.00. Lynn taught 59 classes with a participation of 696 residents, at an income of \$2,088.00. The new evening Yoga class is





doing well; attendance has been very good. Sierra Canyon's "Senior Health & Fitness Day" is scheduled for May 24<sup>th</sup>, from 3:00pm to 6:00pm, and all Fitness Classes will be free that day. She reported that the Outdoor Summer Village Games are June 15<sup>th</sup> through June 20<sup>th</sup>, and that sign-up sheets are up in the hallway.

- F. **Community Manager Report:** Karen Brown reported the new landscape company, Reno Green, began service on May 1<sup>st</sup>. She also informed the Board that the trees which have their trunks spray painted "pink" are within the 30' visibility triangle and will be reviewed and considered for removal, if needed, per Somerset's Board of Directors. Pulte has notified us that Villages 13 & 15 are ready for turnover, an inspection will be scheduled. The 2015 Audit is complete and the auditor states it was a "good" report with no concerns. Due to the late delivery the Board and Finance Committee will review and report/accept at the next meeting. The auditor did note he will set up a "pass through" account for Patty's Tours income/expense (and other pass through items, ex. Aces Baseball and the rafting company) where the association is the handler of funds but it isn't income and expense of the association. This will help protect the associations tax status. Karen reported that with his tutorial assistance Dave Suhr has been a great help in keeping the website updated in the absence of a webmaster. Due to recent rude behaviors towards staff (by a few residents) the Board will consider a resolution about behaviors.

**VI. UNFINISHED BUSINESS –**

- A. **Landscape Maintenance Agreement** – Somerset/Sierra Canyon proposed amended Agreement to maintain the main thoroughfare.  
**MOTION:** Andy Hopper moved to approve the amended agreement. Duly seconded by Jim McKee.  
*Discussion ensued.*  
**Motion carried by a majority.** Steve Guderian voted against.
- B. **2016/2017 Snow Removal RFO – Review** The Board set the dates for snow removal as October 1<sup>st</sup> to May 1<sup>st</sup> for the new contract. The RFO and contract was reviewed by legal and the Board instructed management to send to vendors for proposals.
- C. **Drainage Ad Hoc Working Group – Update** The Group met and is only in information "gathering mode" only right now. They've met with the City of Reno, who is aware of the issues and is looking into it, and met with some of the owners off Wakefield Trail, Dutch Hollow and other areas of concern about the drainage issues. More research will be needed before submitting a recommendation/report to the Board.

**VII. NEW BUSINESS**

- A. **Board Member Resignation** – John McKinney, Treasurer - Drainage Villages 11 & 12 Ron Miyasaki read an email from Katey Fox who requested that John's resignation letter be read into the minutes.
- B. **Board Member Appointment-Director-** The Board reviewed the bios of three applicants who submitted for the vacant position. Amy Berns, Ray Lee and Michael Spingler. Ron Miyasaki recommended Ray Lee, Steve Guderian recommended Amy Berns.  
*Discussion ensued.*  
**MOTION:** Ron Miyasaki moved to appoint Ray Lee to the vacant Board position. Duly seconded by Andy Hopper.  
**Motion passed by a majority.** Steve Guderian and Loren Farell voted against.
- C. **Board Selection of Officers**  
**MOTION:** Steve Guderian moved to keep Katey Fox as President, Ron Miyasaki as Vice President and Jim McKee as Secretary. Duly seconded by Loren Farell.  
**Discussion ensued:** Andy Hopper questioned the need to re-vote on the existing officers as he didn't believe it was necessary. Steve stated he called for a vote as it was on the agenda.



**Motion passed by a majority.** Andy Hopper voted against.

**MOTION:** Ron Miyasaki moved to appoint Ray Lee as the Board Treasurer. Duly seconded by Steve Guderian.

**Motion passed unanimously.**

**D. Budget/Finance Committee – Appointment of Board Representative**

**MOTION:** Andy Hopper moved to appoint Ray Lee as the Board Representative on the Budget and Finance Committee.

**Motion passed unanimously.**

**E. Reserve Study – Go out for new vendor**

The Board directed management to request proposals from vendors. Ray Lee asked that First Service recommend three vendors. Vendors suggested were: Browning Reserves, Association Reserves and Better Reserves.

**F. Concrete Repairs – Around Lodge – Sealed bids**

The Board opened bids from:

1. Anchor Concrete	\$47,900.00
2. Diversified Concrete Cutting	\$57,991.90
3. Rios Concrete and Custom Curb	\$27,783.00
4. Supreme Concrete	\$16,496.00

It was determined two of the companies included repairs of a drain on the south side of the Fitness Center and a drain under one portion of the front sidewalk.

The Board asked Darren Null, Maintenance Manager, to request new bids from Rios and Supreme which will include the two drains. Decision postponed to the June meeting.

**G. Website Communications Committee – Implementation of**

Steve Guderian noted this should be an "Ad Hoc Website Working Group" for the one time "fix/update" of the association website. Alice Yucht stated she needed Administrator privileges so she can review all the pages and start on the revamp project. She also stated she would need a few more volunteers to assist with the project of: graphics, design, layout, content, etc. An eblast will go out to the community in search of qualified persons to assist.

**MOTION:** Steve Guderian moved to approve the Ad Hoc Website Working Group to revamp the website. Duly seconded by Ray Lee.

**Motion passed unanimously.**

**VIII. LEGAL – None at this time**

**IX. BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS**

- A. 2016 Budget Shortfall
- B. Pool Dehumidifier

**X. HOMEOWNER FORUM**

***Open comments on any items***

- A. Dave Suhr: Made note of where the agendas and minutes are on the website and stated they are difficult to locate. He welcomes a fresh look for the site and thanked all those residents who helped with its implementation and past issues when it was on the England server.
- B. Nancy Chontos: Expressed concerns with mold spores in the pool room and how they affect residents who have asthma, allergies or other lung issues. She also stated that Somerset was implementing a new website, with dramatic change, which could be shared by all the sub-associations.





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- C. Glenda Powell: Voiced concerns over pool repair responsibilities. She urged the Board to speak to Ray Lee and Melissa Ramsey, FSR V.P., about any possible litigation, as they were both involved with the Moana litigation at Somerset. She also requested that all the Scotch Broom plants be removed from the Lodge area due to resident allergies.
- D. Pam McNeil: Gave her N.A.B report (Neighborhood Advisory Board). She noted that the Reno Police Department had redesigned their lobby. She told the membership about N4, Neighborhood Network of Northern Nevada, an agency which assists seniors. She reported on the police departments responses to sexual violence and that the University Police Department has stated rapes are under reported. She also noted that the Annual "Denim Day" was upcoming. Pam reminded residents that if they have any issues relating to the City of Reno and/or the City streets to contact Reno Direct.
- E. Maryann McKinney: Due to another employee leaving because of rude behaviors from residents Maryann asked residents to treat the staff with respect and asked the Board to send a message to the membership stating the same.

## XI. NEXT MEETING DATE

The next Board of Director's Meeting is scheduled for Wednesday, June 8<sup>th</sup>, 2016, 5:30 PM at the Aspen Lodge.

## XII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:24 pm.

Respectfully Submitted for Board review and Approval:

APPROVED

\_\_\_\_\_  
Secretary/Treasurer

4/8/16  
\_\_\_\_\_  
Date



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