



Sierra Canyon Association

WEDNESDAY, SEPTEMBER 9TH, 2015 BOARD OF DIRECTOR'S MINUTES page 1 of 5

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

MANAGEMENT PRESENT: KAREN BROWN, COMMUNITY MANAGER AND COURTNEY FORESTIERE,
REGIONAL MANAGER and Jan McKinney, Administrative Assistant with
FIRSTSERVICE RESIDENTIAL

39 owners in attendance – Sign in sheet 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, September 9th, 2015 at Sierra Canyon Association Aspen Lodge, located at 1798 Del Webb Pkwy W, Reno, NV 89523.

CALL TO ORDER/ESTABLISHMENT OF QUORUM

A quorum was established with seven of seven Board Member's in attendance and the meeting was called to order at 5:30 pm by Board President, Dennis Crabb.

HOMEOWNER FORUM

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

Several comments were received about the weeds in V11 & 12. *Board President, Dennis Crabb, responded that there is a dispute with Pulte over the clean-up and the HOA is currently receiving bids for the work.*

Donald and Sharon Graham (V12) presented concerns and photos about the "storm water diversion construction" Pulte built next to his home. *The Board said they would bring the condition to Pulte's attention.*

Marty Fink agreed the water diversion area was unacceptable and that Curtis with Pulte had told him and his neighbors that the items was permanent.

Linda Moody (V11) presented concerns and photos of the area behind her home which has turned into a "dirt road" due to all the construction traffic. *The Board said they would bring the condition to Pulte's attention.*

Marcia Garnese (V11) asked the Board if she could have more trees installed behind her home.

Susan Rogers (V11) would like more trees behind her home and asked if the trees could be installed if she purchased them.

APPROVAL OF MINUTES

August 12th, 2015 Minutes: The Board reviewed draft minutes from the August meeting.

MOTION: Joe Fadrowsky made a motion to approve the August 12th minutes as presented. Duly seconded by Ken McNeil.

Motion carried unanimously.

REVIEW OF FINANCIAL REPORT

A. Treasurer's Report: Joe Fadrowsky reviewed the July financials with the Board and those members in attendance. It was noted a summary of the June financials were in the Board Packet. Joe reported the association currently has \$996,289.21 in assets. \$214,237.62 in the Operating account and \$782,051.59 in the Reserve Account. He also made note that slurry sealing/asphalt work will be deferred to next year.

B. Current Year to Date Financial Statements: The Board reviewed the July Financial statements.



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



MOTION: Joe Fadrowsky made a motion to accept the current unaudited July 2015 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 John McKinney.

Motion carried unanimously.

C. Reserve Study – Financial update

The Budget Committee has received the First Draft of the Financial Update and find the funding for 2016 will be similar to the 2015 study. The Board will review for approval at the October meeting.

REPORTS

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

A. Architectural Review Committee: Items for review this month: Containment Fence Issue, ARC/AGC Delegation Agreement and the Common ARC-AGC Application are postponed and will be reviewed by the Board at the October meeting.

B. Budget & Finance Committee: The 2016 Budget will be reviewed for approval at the October Board Meeting. Joe Fadrowsky reported revisions on the budget are almost complete.

C. Facilities Committee: Surplus property disposition. Per the Surplus Property Disposition Policy Glenda Powell requested Board approval to donate some of the old Great Room furniture to a Church Youth Center as new items which will be replacing the donated items are to arrive next week.

Glenda also reported on the proposal Lodge expansion project. She recommends that once the project receives approval the Board hire a Project Engineer to oversee all of the renovations/expansion. She also stated her committee is working on additional parking ideas and solutions for the Lodge noting that whether or not the expansion is approved additional parking is needed.

D. Maintenance Supervisor: Ron Eckhardt was not in attendance but submitted a report for Board review.

- Additional deficiency with pool room dehumidifier were identified, part on order
- Replaced compressor fan motor on one roof-top HVAC unit.
- West entrance Bollard lighting project is complete.
- Swimming pool heater has been replaced.
- Spa re-plastering in scheduled for September 14th (spa should be down two weeks to allow curing of the plaster).
- Bird mitigation activities at the Verdi entrance monument have been completed
- Facility-wide key system in progress.
- Door closing/locking issues are being addressed

An *American Lock & Safe – Master key system* was presented to the Board for approval, at a cost of \$1,836.70. New system would allow one master key to open all doors (including closets) and assure that any "floating keys" not accounted for over the years are not operational. Andy Hopper asked if management knew what cost savings a new key system would have to the HOA. Management said it was unknown. It was agreed though that having new keys due to those "floating keys" for security reasons was a good idea.

MOTION: Joe Fadrowsky made a motion to approve the new key system. Duly seconded by Katey Fox.

Motion carried with a majority. Andy Hopper voted against.



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Lodge Inspection Report – First Service property inspection. Ron also addressed comments made by the First Service Residential Engineer who did an on-site Lodge inspection in April. The Board asked that Ron review the issues with Andy Hopper and Ken McNeil and report their findings at the October meeting.

- E. Fitness Coordinator Report: Lynn Peterson reported that the Water Fitness, Forever Fit and Circuit Training classes were well attended. Recently added programs are: Chair Yoga, Circuit Training afternoon classes and the 2015 Fall Village Olympic Games. Wellness programs from Saint Mary's are set, a flu/phenomena shot will be available in late October and the seminar introducing Saint Mary's new clinic off Robb Drive is scheduled for October 8th. A couple pieces of fitness equipment have been repaired and new owner fitness center orientations are given frequently.
- F. Community Manager Report: Karen Brown reported that:
- She is currently working with maintenance (Ron) to identify issues at the Lodge which need attention.
 - The phone on the walking path is not an emergency phone but a direct dial to the front desk. A new sign is on order for identification.
 - Currently working on written procedures for all the "jobs" the attendants do throughout the three shifts.
 - Attendants recently completed Customer Service training with First Service and we now have ten (10) employees certified in CPR & AED use.
 - Pulte closed escrow on the 1st home in V13 recently which will activate assessments for the remaining 34 Lots in V13.
 - Dessert, Dancing and & Sax had 44 attendees and a wide variety of homemade desserts. Thank you's go out to all the volunteers who baked/provided desserts.
 - The outstanding fraud funds were received from Mutual of Omaha bank (\$3,585.28) which makes the association whole.
 - We continue to meet with owners over landscape concerns.

UNFINISHED BUSINESS

- A. Pulte Turnover V 11 & 12 – Punch list review:
Postponed until the October Board Meeting to allow time for receipt of proposals.

NEW BUSINESS

- A. Phone System Upgrade – VOIP solution
No recommendations at this time. Postponed until the October meeting.
- B. Sierra Office Solutions – Leased copy/fax/scan machine:
Proposal submitted by Office Solutions for a new Xerox WC7845 office copier, a monthly fee of \$351.78 for a five year contract which includes 2,000 B/W and 1000 color copies per month with an additional charge of .014 B/W and .087 color should printing go over the maximum included in the contract.
MOTION: Joe Fadrowsky made a motion to accept the proposal from Sierra Office Solutions. Duly seconded by Ken McNeil.
Motion carried unanimously.
- C. Commercial Equipment Source (CES) – Fitness equipment maintenance
Proposal submitted for quarterly maintenance at \$190.00 per visit or Biannual maintenance at \$400.00 per visit



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MOTION: Joe Fadrowsky made a motion to accept the proposal from CES for quarterly maintenance at \$190.00 per visit. Duly seconded by Katey Fox.
Motion carried unanimously.

D. Roof Repair Proposal – Pulte legal counsel

The Board reviewed a letter from Nathan Owens with Newmeyer & Dillion in reference to the Lodge roof repairs. The letter outlines the work to be performed in three phases, the first phase will be over the swimming pool. Work will begin in the next few weeks on that phase. Pulte has agreed to pay for the repairs in the proposed amount of \$600,000.

MOTION: Dennis Crabb made a motion to accept the proposal repairs and payment from Pulte. Duly seconded by Joe Fadrowsky.

Motion carried unanimously. Management was asked to confirm insurance and bonding requirements for Environmental Construction Science, the contracting company.

E. Minutes Resolution – Guidance for accepting resident submittals

MOTION: Joe Fadrowsky made a motion to approve the Minutes Resolution. Duly seconded by Andy Hopper.

Motion carried unanimously.

F. Groundskeeper Proposal – Addendum to contract for V11 & 12.

The Board postponed to the October meeting.

G. Landscape RFP – Review draft

After receiving input from the Board Ken M. and Ron M. will submit a final draft to the Board at the October meeting.

H. Drought Strategy – Water conservation ideas

The Board reported conservation strategies which have been in place for the past year have reduced irrigation water consumption by 14.5%. The irrigation system will be evaluated in 2016 for a possible "smart controller" water system.

I. Board Workshop – November 5th, 1:00 – 4:00 pm at Somerset Town Center

The Board announced they would be holding a "workshop" to review their 2015 strategic plan for achievements and evaluate the results. They will also review outstanding issues and make a 2016 plan.

LEGAL

During the Manager's Report she note the association had received all the fraud funds from Mutual of Omaha Bank, making the association whole.

HOMEOWNER FORUM

Open comments on any items

Pam McNeil gave an update on the NAB (Neighborhood Advisory Board).

Peter Ward noted the need for additional Pickle Ball Courts due to demand.

Rickki Whitehill stated Securitas patrols need to come through the community more often.

Karen Wales addressed the lack of scooter parking at the Lodge. *Facilities Committee will review for Possible locations.*

Nancy Chantos gave an update on the proposed Somerset West Park and usage possibilities.

Chuck Tidd voiced concerns about all the weeds in the common areas.

Dale Stephens noted the best way to get rid of of tumbleweeds.

Pat Blake noted he had concerns about the drainage and grade in the alleyway behind 1325 Del Webb Parkway W, and feels the "bindle" in place won't stop any flooding from rains.





BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS

1. Communication Strategy
2. Community Survey
3. Lodge expansion financing proposal
4. V13 inspection of the common area for turnover

NEXT MEETING DATE

The next Board of Director's Meeting is scheduled for Wednesday, October 14th, 2015 at 5:30 PM at the Aspen Lodge.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:00 pm.

Respectfully Submitted for Board review and Approval:

APPROVED,



Secretary

10-14-15
Date