



DIRECTORS PRESENT: KATEY FOX, PRESIDENT, RAY LEE, TREASURER; ANDY HOPPER, DIRECTOR, LOREN FARELL, DIRECTOR AND STEVE GUDERIAN, DIRECTOR

DIRECTORS ABSENT: TWO VACANT SEATS

MANAGEMENT PRESENT: KAREN BROWN, COMMUNITY MANAGER; AND KATHLEEN HALL, ASSISTANT COMMUNITY MANAGER, FIRSTSERVICE RESIDENTIAL.

47 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, September 14, 2016 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 five of seven Board Member's in attendance and the meeting was called to order at 5:32 pm by Board President, Katey Fox.

HOMEOWNER FORUM

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

None at this time

APPROVAL OF MINUTES

August 10th, 2016 Minutes: The Board reviewed draft minutes from the August meeting.

MOTION: Ray Lee moved to approve the August 10th minutes with two corrections, which were fixed. Duly seconded by Katey Fox. Motion carried unanimously.

REVIEW OF FINANCIAL REPORT

A. Treasurer's Report: Ray Lee presented a report to the Board of Directors. The July financial report shows we have a \$244,829k operating cash balance and \$935,414k in reserves. Delinquent assessment and fines is at \$15,591. We currently have 32 delinquent accounts with four in collections. We currently have 58 days of working capital. The current revenue exceeds expenses by \$20,000 at this time, but we expect to break even at years' end.

B. Financial Statements - July 2016: The Board reviewed the July 2016, Financial statements, presented by Ray Lee.

MOTION: Ray Lee made a motion to accept the current unaudited 2016 July 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 Steve Guderian. Motion carried unanimously.

COMMITTEE REPORTS

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

A. Architectural Review Committee: Marcus Rector reported 52 ARC submittals had been received in August. Of the 52 submittals 48 were approved and four were denied. Marcus said the committee still had concerns over the mow strips and requirements. *Mow strip concerns and revisions are being reviewed and will be forwarded on to Somersett once approved by Sierra Canyon ARC Committee and Board of Directors.*



B. Budget & Finance Committee:

- Reserve Study – Browning Reserves

MaryAnn McKinney reported that the committee had reviewed the final draft and found no items needing revisions. The committee believes it to be correct and recommends acceptance by the Board of Directors.

MOTION: Ray Lee Moved to approve the new, full on-site, 2017 Reserve Study prepared by Bob Browning per the Budget/Finance Committee's recommendation. Duly seconded by Steve Guderian. Discussion ensued. With the removal of asphalt walking trails, and addition of the dehumidifier pricing, the study shows the association to be 83.9% funded. Motion carried unanimously.

- Punch Cards: It was the recommendation of the Committee to increase the cost of a "punch" to \$3.50, from the \$3.00 current fee which has been in place for 8 to 10 years. This new fee would increase the cost of a punch card to \$70.00, \$10.00 more than the current \$60.00 price.

MOTION: Steve Guderian moved to approve the .50 increase per punch, taking the cards to \$70.00 each. Duly seconded by Loren Farell. Motion carried unanimously.

- Committee Charter: The Charter was placed on hold until the next meeting.

- Staffing Change: The Committee recommended acceptance of the proposed staffing change presented by FirstService.

MOTION: Ray Lee moved to approve the staffing proposal, which includes adding an additional Lodge Front Desk Attendant to assist evenings and during special events, with revisions. Duly seconded by Steve Guderian.

Discussion ensued. Ray recommended moving Maintenance to 30 hours per week and Events to 25 hours per week. He also noted in the future "event" fees may need to include staffing costs to break even. Andy asked that a breakdown of staff hours be included in a monthly report so the Board could track the expenditures. A request was also made for an Annual "Events" Calendar and a survey sent to residents asking about events and what types/number of they would like to see.

MOTION: Andy Hopper amended the motion to approve the Staffing Change proposal to include a monthly staffing cost breakdown, amend the Event hours to 25 per week and the Maintenance to 30 per week. Duly seconded by Steve Guderian. Motion carried unanimously.

- C. Facilities Committee:** Glenda Powell reported on a study received from Padovan Engineering in reference to adding 16 additional parking spaces by removing some of the landscaping and curb areas. Removing the landscaping to provide those spaces is a "no" from the City of Reno, unless the PUD was changed to allow the revisions. She also noted there was not a Board Liaison currently on the Committee.

MOTION: Steve Guderian moved to appoint Loren Farell to the Facilities Committee as the new Board Liaison. Duly seconded by Katey Fox. Motion carried unanimously.

- D. Maintenance Supervisor:** The Board reviewed a report submitted by Darren Null, Association Maintenance. In Darren's absence management reported that SNC would be slurry sealing the interior asphalt pathways for Somerset starting tomorrow. The pool will be closed from September 19th to the 25th for an annual, mandatory pool draining/cleaning process. This is needed to scrub the calcium deposits from the walls. Karen reported on the roof maintenance: The attic is fully foamed, closed in and water tight. A soffit was built above the walking track, along the ceiling edge, for help with attic air exchange. This should assist with condensation issues in the pool area. Scaffolding will be removed from the east side of the building this



week. Scaffolding will be installed in the stairwell going up to the walking track as the wall will be demoed and rebuilt (due to water intrusion). Kent with Padovan Engineering has reported the construction work is going to plan. Kent reported that JLS is one of the better contractors he's ever worked with. The roofing project is still running ahead of schedule and should be completed in mid-October

- E. Fitness Coordinator Report: In Lynn Peterson's absence management reported that: We sold 37 punch cards in August for a total income of \$2,200.00. Lynn taught 54 classes with a participation of 682 residents, at an income of \$2,046.00. Lynn's report reminds residents that the Satin Mary's flu clinic is next Wednesday, 9:00am to 2:00pm. And, sign-ups are in the Loge along the hallway for the Fall Village Games which are scheduled for October 1st thru October 10th. "Let the Games Begin!".
- F. Community Manager Report: Karen Brown reported there were 197 current violations, with the majority being stressed lawns and weeds. 60 violations were closed and sent "Thank you" notices. Event staff is planning an upscale holiday dinner/dance which will include a four-piece Tom Delany band, a catered dinner, linens, real dishes and silverware. The estimated price is about \$55 per person. We will need a commitment from 50 residents to confirm attendance before confirming/booking so the association doesn't go into the hole on the event. Karen reported the Somersett "Well Lot" in Village 9 will soon be landscaped. As the infrastructure is already installed new dedicated irrigation lines can't be installed. Sierra Canyon will need to bill back Somersett for the water usage. Reno Green has reported there will be 444 emitters, which will use approximately 5,328 gallons of water per month during water months, best guess....about \$18 per month. Karen also reported on the Kenton Trail/Somersett Ridge Parkway visibility issues. Reno Green has been instructed to clear/cut the landscaping down to a safe height to remove visibility issues for vehicles merging onto/or crossing over to Somersett Pkwy, from Kenton.
- G. Landscaping Report: Kathleen Hall gave an update on the community landscaping and Reno Greens progress. Management reported meeting with Scott and Carrie Owen, owners of Reno Green, with concerns of lack of maintenance and lack of workers on-site. Scott agreed that he underestimated the amount of time the common areas would take to mow and maintain due to how "chopped up" they are. He will look into extra staffing, and revise the contract should Sierra Canyon choose to renew. Kathleen also made note of finding pine trees in common areas with their branches cut off, some from the bottom up, one with the entire middle cut out, not done by the landscape company.

UNFINISHED BUSINESS –

- A. Drainage Ad Hoc Working Group – Update Steve Guderian stated the group is still waiting to hear back from the City of Reno Engineer. He told the Board the Group was "disbanded" at this time.
- B. Common Area Turnover – Villages 13 & 15. Seth Padovan, with Padovan Consulting, is scheduled next week to walk the areas for corrected/completed items which were on his punch list. He will present a report for the next meeting.
- C. Somersett & Sierra Canyon Joint Parkway Agreement
Revisions to median on Del Webb Parkway E & Somersett Ridge Pkwy, by City of Reno to allow for truck traffic. The Board previously reviewed a letter from Board President Katey Fox to Reno Mayor, Hillary Schieve, which detailed the traffic issues in Sierra Canyon and the communities' concerns. They also reviewed an email from William Gall, P.E., Senior Civil Engineer with the Reno Community Development Department, who recommended the removal of approximately 50 feet of landscaping & irrigation, and replacing it with asphalt to





allow truck traffic to utilize the median island in negotiating the noted turn. The City of Reno asked for a small revision to the previous approved document. The revision is asking that Sierra Canyon and Somerset remove the landscaping and irrigation, instead of the City of Reno, from the 50-foot area.

MOTION: Katey Fox made motion to accept the revised median modification agreement with Somerset and the City of Reno. Duly seconded by Loren Farrell.
Motion passed with a majority. Andy Hopper opposed.

D. Somerset Traffic Ad Hoc Working Group

Loren Farrell reported he wasn't in attendance at the meeting as he was out of town.

E. Website/Communications Committee – Establishment of & Charter

Postponed to the October meeting.

F. Board Vacancies – Appointments – Two vacant seats

A subcommittee of the Board, consisting of Loren Farrell, Ray Lee & Katey Fox, interviewed all the candidates who submitted applications.

MOTION: Katey Fox made motion to appoint Maryann McKinley and Amy Berns to the Board, to fill the two vacancies until the February elections. Duly seconded by Steve Guderian.
Discussion ensued. Motion passed with a majority. Andy Hopper opposed.

7:13pm-At this time Maryann and Amy were invited to join the Board at the table.

G. Privacy Fences – Solid stain vs clear stain – Revisions to rules

The Board asked the ARC Committee to come up with two colors for review/approval which can be submitted to the Somerset AGC & Board for approval.

H. Mow Strip Requirements – Possible revisions to requirements

The Board asked the ARC Committee to come up with a few alternate ground cover selections for review/approval which can be submitted to the Somerset AGC & Board for approval.

I. Pulte Sales Office – Association potential acquisition of

Katey Fox read last month's motion. She and Ray had conversations with Pulte representative, Greg Van Dam, about the possible acquisition of the sales office. Pulte turned down multiple offers from the association and had strict contingency's for those offers that couldn't be met. It was determined the association wouldn't obtain the sales office.

J. Board Meeting – December 14th – Cancellation of

If Board business for the year is complete at the November meeting, the Board will consider cancelling their December meeting. Decision to be postponed to the October meeting.

K. Somerset Landscape Maintenance Easement Agreement – Revisions submitted by SSA

As the Board accepted and approved the agreement last month they felt there was no action needed.

NEW BUSINESS

A. Board Selection of Officers – Acceptance of

MOTION: Katey Fox made motion to select Loren Farrell as a combined Vice President/Secretary. Duly seconded by Steve Guderian. Motion carried unanimously.



B. Mow Strip - Ground cover – Possible revisions to requirement

The Board asked the ARC Committee to come up with several ground cover alternatives for review/approval which can be submitted to the Somerset AGC & Board for approval. They also explained that not only did SCN and SSA Committees, and Boards, need to approve the proposed changes in ground cover and vegetation in the mow strip, the City of Reno would also need to approve. The PUD would need to be opened at a cost of \$6,500 to make the revisions. Glenda Powell confirmed the process and stated it could take until December 2017, or longer, to get the approvals and documentation in order.

C. Reserve Study – New on-site for 2017. The study was reviewed and approved during the Budget/Finance Committee section.

D. 2017 "Other" Budget Items - Addition of – Discussion

The Board discussed: Fuel reduction costs – Fire prevention in common areas with estimated price of \$190,000 if performed at one time. Ray Lee proposed a five-year plan, rotating areas, at \$38,000 a year; Staff increase and cost; Assessment increase

LEGAL – Management presented email from Gayle Kern's office noting an increase in fees starting January 2017. Gayle will increase her fees to \$285.00 per hour.

BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS

For the October Board Meeting the Board requested adding items to the agenda:

- 1) Seth Padovan report on parking lot and increased spaces
- 2) 2017 Budget approval
- 3) Nominating Committee – Meet the Candidates Night
- 4) Communications Charter
- 5) Toll Brothers project by Sierra Canyon for discussion

HOMEOWNER FORUM

Open comments on any items

- Gary Wolk: Requested five minutes to speak to the Board instead of the allowed three. He asked Katey Fox, Board President to approve. Katey agreed to allow the five minutes for his comments. Gary had requested an "open" hearing before the Board of Directors so he could speak on the recent violation he had received about dead junipers in his mow strip. His mow strip junipers were viewed as "dead" in a September 2015 violation notice. After receiving multiple extensions of time for improvement, his junipers were again noted as dead August 2016. He stated his plants have never been dead they were just very stressed. He suggested that the Compliance Inspector get out of the vehicle to inspect. He said if the inspector had taken a closer look he/she would have seen the new green growth on them.
- Joe Callahan: Barking dogs - Proposed a new rule that renters cannot have dogs. He believes the majority of dog issues at Sierra Canyon are due to renter's dogs.
- Ken McNeil: Spoke of concerns with the proposed Toll Brothers project behind the firehouse just outside the north entrance of Sierra Canyon. He believes it will have a bad visual effect on the mountain and that the PUD and City ordinances have been ignored.
- Pam McNeill: Reported on the recent NAB (Neighborhood Advisory Board) meeting. She stated the NAB discussed the school situation in Reno (not enough of), and the Toll Brothers project. They voiced concerns of the project having only one entrance/exit (changed from two), and the grading being performed in a high hazard fire area.
- Glenda Powell: Noted the Somerset elections will be in November. She said ballots are currently available and having a Sierra Canyon resident on the Board is beneficial to this community.





Sierra Canyon Association

WEDNESDAY, SEPTEMBER 14, 2016 BOARD OF DIRECTOR'S MINUTES page 6 of 6

- Cathy Melvin: Submitted an email for comment in reference to drainage issue behind her home as she couldn't be in attendance at the meeting. She stated in the past Pulte had a contractor fix the drainage, but the issues remain. *The Board suggested she contact Pulte and the contractor who did the original fix and give them an update on the issue.*

NEXT MEETING DATE

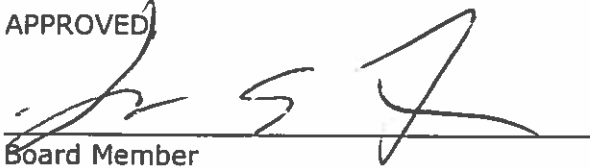
The next Board of Director's Meeting is scheduled for Wednesday, October 12, 2016, 5:30 PM at the Aspen Lodge.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 8:07 pm.

Respectfully Submitted for Board review and Approval:

APPROVED



Board Member

Date