



DIRECTORS PRESENT: DENNIS CRABB, PRESIDENT; KATEY FOX, VICE-PRESIDENT;
JOE FADROWSKY, TREASURER; JOHN MCKINNEY, SECRETARY;
ANDY HOPPER, DIRECTOR; AND KEN MCNEIL DIRECTOR

DIRECTORS ABSENT: RON MIYASAKI, DIRECTOR

MANAGEMENT PRESENT: KAREN BROWN, COMMUNITY MANAGER AND COURTNEY FORESTIERE,
REGIONAL MANAGER; Cliff Tebbitt, Assistant Community Manager and
Jan McKinney, Administrative Assistant with First Service Residential

51 owners in attendance – Sign in sheet on file

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, November 14th, 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 six 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.

Cathy Melvin submitted a petition signed by 54 residents asking for additional "security/community patrol". *Community Patrol is provided by your assessments to Somerset you'll need to approach their Board of Directors with your request.*

An "Anonymous" petition was submitted signed by 21 residents who are against a requirement to wear name badges. *The item will be discussed when the Board addresses new revisions in the Policies/Rules & Guidelines.*

Tom Rich submitted a suggestion that the Board consider upgrading the entrances to the Lodge with wireless technology-swipe cards.

Sarah Parks – Commented that she "is pro for name tags" and is an advocate for the Aspen Lodge name tag policy and believes it to be a positive influence in the overall security of the Lodge.

Linda Herrick – Requested clarification regarding the supporting documents in the Board Meeting packet pertaining to "communication". *The Board said Katey Fox, Vice-President, was scheduled later in the meeting to present her research of other Del Webb community's communication efforts.*

Nancy Chontos – Apologized to the Board for her comments made three months ago during a scheduled Board meeting. She also expressed concern over the Developer's (Pulte) water runoff management (drainage) within V11 & 12 common area. Questioned the engineering concept being constructed.

Libess Holguin – Expressed disappointment over the Lodge's women's dressing room locker doors. She believes since recent locker door modifications there has been an increase in problems with the doors. *The Board stated her concerns would be addressed by the Association's maintenance supervisor later in the Board Meeting.*

APPROVAL OF MINUTES

September 9th, 2015 Minutes: The Board reviewed draft minutes from the September meeting.

MOTION: Joe Fadrowsky made a motion to approve the September 9th minutes as presented. Duly seconded by Katey Fox.

Motion carried unanimously.





REVIEW OF FINANCIAL REPORT

- A. Treasurer's Report: Joe Fadrowsky reviewed the summary August 31, 2015 financials and made note that all the Board Members had received the full Financial Packet previously for review. He reported the association currently had \$206,961.00 cash funds in the Operating Account and \$796,481.00 in the Reserve Account. That total Equity was \$79,198.00 and Year-to-Date Expenses were \$557,410.00. reviewed the August financials with the Board and those members in attendance.
- B. Financial Statements – August 2015:
MOTION: Joe Fadrowsky made a motion to accept the current unaudited August 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 Ken McNeil.
Motion carried unanimously.
- C. Reserve Study – Financial update – Final Draft: The Budget Committee has reviewed the Draft of the Financial Update and the funding for 2016. Dennis Crabb notes the fund is currently 69.2% and set to increase to 75% in 2016. He also commented on why it is not necessary to be at 100%.
MOTION: Joe Fadrowsky made a motion to accept the 2016 "Financial Update" Reserve Study. Duly seconded by Ken McNeil.
Motion carried unanimously.

REPORTS

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

- A. Architectural Review Committee:
ARC/AGE Delegation Agreement: The Board reviewed the ARC-AGC Delegation Agreement.
MOTION: Dennis Crabb made a motion that the proposed Architectural Review Delegation Agreement be approved and sent to Somerset for action. Duly seconded by Andy McNeil.
Motion carried unanimously.
- Common ARC/AGC Application**: The Common Application item was dropped from the agenda at Dennis Crabb's request based on ARC Committee comments.
- B. Budget & Finance Committee: The Committee submitted the 2016 Budget-Final Draft to the Board for review. Joe Fadrowsky thanked all the Committee Members for their diligent work on completing the draft. Joe stated two key line items, Landscaping and Janitorial, have been increased for 2016. He also noted the Management line item decreased by over \$26,800 from last year.
MOTION: Joe Fadrowsky made a motion to approve 2016 Budget-Final Draft. Duly seconded by John McKinney.
Motion carried unanimously.
- C. Facilities Committee: Glenda Powell reported:
- The Great Room furniture refreshing is done, but recommends the purchase of 2 additional chairs with an estimated cost of \$1,310.00 + tax.
 - The committee is working on digitizing/scanning Association maps and related documents.
 - Adding additional parking spots to the Lodge's parking lot has been estimated at \$55,000-\$60,000.



- Reported concerns of wear and tear of carpet and furniture in the Great room with the current Tuesday's Community Social. She suggested the group move its social to the Tahoe/Sierra Room.

Karen Brown also reported the Lodge's parking lot crack sealing is scheduled for later this month.

D. Maintenance Supervisor: Ron Eckhardt briefed the Board on the following:

- The Lodge men's & women's dressing room locker door maintenance requires a specialized (hard to obtain) tool. He reported he is sourcing the tool for purchase.
- Spa replacement lighting equipment is scheduled to arrive October 15th (spa should be closed two-three days to fix).
- Lodge's recent power outage was determined to have occurred as a result of circuit breaker failing. Assessment indicates an adjustment problem exists. Currently in the process of adjusting the breaker which is computer driven.
- Ron addressed comments made by the First Service Residential Engineer who did an on-site Lodge inspection in April. Ron reviewed the items with Andy and Ken.
- On the review walk stucco creaks were observed on various outside walls which needs to be addressed.

E. Fitness Coordinator Report: Lynn Peterson reported the number of prepaid activities punch card sales for the last three months i.e., 30, 35, 55. Lynn briefed described the plans for the 2015 Fall Village Olympic Games scheduled for 13 November, which will include a 6-8 pm potluck dinner at the Lodge.

F. Community Manager Report: Karen Brown reported that:

- Within the past 30-days we have had unannounced visits from the Health Department, Fire Marshall, and Nevada OSHA; with no issues reported.
- Dee Dee Viau (prior Attendant) has been promoted to the Life Style/Event Coordinator position. DeeDee has already secured many donated items for event and program gifts.
- Resident Janet Schaper, with Schaper Consulting, had submitted an application for advertisement.

MOTION: Ken McNeil made a motion to approve resident advertisement request. Duly seconded by Andy Hopper.

Motion carried unanimously.

UNFINISHED BUSINESS

A. Pulte Turnover V 11 & 12 – Punch list review:

Dennis Crabb reported that Pulte has tentatively agreed to contribute \$40,000 in support of correcting punch list issues identified in Seth Padovan's report (engineer). He also noted the association needs to hire an independent engineer to review drainage issues. Four proposals were received from Groundskeeper in reference to items on the punch list.

MOTION: Joe Fadrowsky made a motion to accept the Groundskeeper proposals for weeding, reseeding, juniper replacement/planting and corrections of some of the punch list items noted in the Padovan Engineering report as further specified in the Pulte commitment letter dated October 12, 2015. The Board approval and acceptance of the Pulte funds is not a settlement agreement and any remaining drainage issues are reserved for future negotiation and Board review. Duly seconded by John McKinney.

Motion carried by majority. Dennis Crabb abstained.



B. Phone System Upgrade –VIOP Solution:

Karen Brown reported that the VOIP phones have been paid for and are in the mail. Upon receipt of the phones coordination for installation will be scheduled.

C. Groundskeeper Proposal – Addendum to contract for V11 & 12:

Joe Fadrowsky and Andy Hopper expressed initial concern whether the contract is needed at this time. Katey Fox questioned if the contract needed to also include V 13-15.

MOTION: Ken McNeil made a motion to approve the landscaping addendum with Groundskeeper for the maintenance of Villages 11 & 12. Duly seconded by Katey Fox.

Motion carried with a majority. Joe Fadrowsky opposed.

D. Landscape RFP – Review Draft:

Ken McNeil commented that the RFP is "a work in progress". The Board will take the RFP up as a future Workshop agenda item with the hopes of having the finished item by the November 11th Board Meeting.

E. PGR – Policies Rules Guidelines – Revisions:

Due to numerous requests and suggestions on the wearing of badges in the Lodge the Board discussed different options.

MOTION: Dennis Crabb made a motion to revise the Policies, Rules & Guidelines (PRG) language in Chapter-4, Section-2, Item-6.4, to state: "All persons using the lodge or participating in Association activities shall have with them their name badge or another form of official identification and shall present it to staff upon request at the time of sign in". Duly seconded by Katey Fox.

Motion carried unanimously.

F. Lodge Expansion – Financing Options:

Joe Fadrowsky stated the expansion is estimated to cost \$1.2 million. The association would need to acquire a loan of \$1 million with the remaining \$200,000.00 coming from other sources. He reported the following possible funding options: 10-year term with 5 to 5.5% interest, with an assessment increase of about \$8.95 per month, or a 14-year term loan at 5/5 to 6% interest with a monthly increase of about \$6.00. Joe also indicated Sierra Canyon may look into Transfer and Capital Contribution fees. Ken McNeil mentioned the Del Webb Sale Center would also be a future option to address expansion needs. Dennis Crabb indicated this topic will be on the November Workshop agenda.

NEW BUSINESS

A. Containment Fence – Somerset Letter (Response to earlier Sierra Canyon Letter):

Dennis Crabb reported Somerset would be enforcing the containment fence policy. He noted the Sierra Canyon Board will be reviewing options at the November 5th workshop and at the November 11th Board Meeting. John McKinney noted there were at least 500 containment fences installed before the 2013 approved SCN rule was put into place.

B. Maintenance Agreement – Amendment

1. Somerset Parkway & Somerset Ridge Parkway

Dennis Crabb stated the existing Somerset Owners Association easement maintenance obligation identifies all of Del Webb Parkway East & Somerset Ridge Parkway. The amendment adds Villages 11 & 12 landscaping maintenance to the existing agreement.

MOTION: Joe Fadrowsky made a motion to approve the amendment adding Villages 11 & 12 Parkway areas to Somerset Owners Association obligations. Duly seconded by John McKinney.

Motion carried unanimously.



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2. Public Trail System

Dennis Crabb reported that Sierra Canyon legal counsel returned an opinion that confirms Somerset Owners Association has an obligation to maintain the trail system. Dennis reported he has asked Somerset Owners Association to place trail maintenance into their upcoming budget.

MOTION: Andy Hopper made a motion to present legal opinion to Somerset Owners Association and request that they pick-up the cost of maintenance in accordance with the legal opinion from association attorney, Gayle Kern. Duly seconded by Katey Fox.
Motion carried unanimously.

C. Communication Strategy – Options/Styles – Katey Fox:

Katey Fox reported on communication strategies. She surveyed multiple Del Webb communities in California, Nevada, and Arizona and found they use numerous communication methods in their communications with their residents. In an attempt to improve Association/Board & management communication she would like to; place a lockbox in the Lodge to allow Homeowner comments; initiate random homeowner surveys to begin January 2016, surveys on amenities, etc. It was suggested to have no more than 15 Questions with 2 open ended questions; a "Karen Corner" like monthly homeowner open meeting (starting November 2015); management's regular e-blast homeowner messaging; President's monthly e-blast message; and staff follow-up with homeowners on comments provided at the Board of Director's Meetings. Katey indicated a more detailed report with recommendations will be provided for Board discussion at the November 5th. Workshop.

LEGAL – None at this time.

HOMEOWNER FORUM

Open comments on any items

Pam McNeil gave an update on the NAB (Neighborhood Advisory Board), i.e., next meeting is November 10th, Park Advisory Board input is encouraged, survey's online support "Reimage Reno .com" residents were encouraged to participate and to use "Reno Direct" to energize City of Reno Department services.

Michael Walters stated his comment will be "put on hold till next month".

Lance Chantos stated Somerset Owners Association is conducting a meeting about the West Park Development on November 6th & 7th.

Sue Whitaker voiced opposition in Glenda Powel's request to have the Tuesday Night Social moved from the Great Room to the Tahoe/Sierra room.

Linda Herrick asked what is to be accomplished at the November 5th Workshop? Dennis Crabb stated the Board will assess the degree of success it has had achieving the "Strategic Plan". Dennis stated the meeting is scheduled at the Somerset Owners Association's Town Center.

Martin Fink stated Village-11 sidewalks, curbs and gutters are failing and Reno should not have released the Developer Bonds.

BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS

Ken McNeil recommends a 2015 Christmas decoration contest event like last years. *Karen Brown* reported one is already in the planning stage.

NEXT MEETING DATE

The next Board of Director's Meeting is scheduled for Wednesday, November 11th, 2015 immediately after the Budget Ratification Meeting which begins at 5:30PM.





ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:35 pm.

Respectfully Submitted for Board review and Approval:

APPROVED,



Secretary

11-11-15

Date