



DIRECTORS PRESENT: LOREN FARELL - VICE-PRESIDENT/SECRETARY; RAY LEE - TREASURER; ANDY HOPPER - DIRECTOR; AMY BERNS - DIRECTOR; MARYANN MCKINLEY - DIRECTOR; and STEVE GUDERIAN - DIRECTOR

DIRECTORS ABSENT: KATEY FOX, PRESIDENT

MANAGEMENT PRESENT: MELISSA RAMSEY, KATHLEEN HALL, and DARREN NULL

27 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, October 12, 2016 at Sierra Canyon Association Aspen Lodge, located at 1798 Del Webb Pkwy W, Reno, NV 89523.

CALL TO ORDER/ESTABLISHMENT OF QUORUM

Loren Farell called the meeting to order at 5:36 pm and a quorum of Members was present.

HOMEOWNER FORUM

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

Ken McNeil addressed his traffic concerns around the new Toll Brothers project above the fire station and the amount of dirt work they will be doing to build the approximate 160 homes. Additionally they have moved the location of a trailhead without approval.

APPROVAL OF MINUTES

September 14, 2016: Board reviewed draft minutes and noted the following changes:

- 1. Mow Strip reference under Unfinished business H should not include vegetation as it was only related to ground cover.*
- 2. Under Reports B, item 1, the Budget and Finance Committee reviewed the 'Final' draft.*

MOTION: Amy Berns made a motion to approve the September 14, 2016 Board of Director's Minutes as amended. Steve Guderian seconded; Motion carried unanimously.

REVIEW OF FINANCIAL REPORT

A. Treasurer's Report: Ray reviewed the August financials with the Board and those members in attendance. It was noted a summary of the August financials were in the Board Packet. Ray reported the association currently has \$197,000 in the operating account with \$95,000 in prepaid assessments, resulting in approximately 40 days of operating cash on hand. There is \$952,000 in the reserves. Association is currently running a \$4,700 Year-to-date favorable variance although August had a deficit driven by landscaping expenses.

B. Current Year to Date Financial Statements: Financial statements through August 31, 2016 were provided to the board for review.

MOTION: Ray Lee made a motion to accept the current unaudited August 2016 financial statements, acknowledging that the Board has fulfilled their duty to review the financials in accordance with NRS 116.31083, subject to the year-end audit. Andy Hopper seconded; Motion carried unanimously.

REPORTS

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

A. Architectural Review Committee: Bob Darling reported that the committee reviewed 37 applications in September with 34 being approved and 2 going to Somerset AGC. He also noted that the committee mistakenly approved Blue Juniper trees on a plan in the prior month which has now been planted by the owner. Committee is requesting the Board consider some form of assistance for the owner.



MOTION: Andy Hopper made a motion to authorize reimbursement to the owner for the cost of the Blue Juniper trees. Ray Lee seconded; motion carried unanimously.

Andy Hopper addressed two other items from the ARC regarding Fence Stain and Mow Strip (Parking strip) Mulch, to reference both vegetation and ground cover. Regarding the Fence Stain topic, the Committee needs further direction/parameters from the board regarding the recommendation of 'colors' as this is too vague. Current guidelines are specific that fences are to only be sealed with clear stain. On the parking strip areas, the PUD does not define the ground cover to be used nor the Aesthetic Guidelines of Somerset. There is a reference to DG being used on flat slopes. Andy recommending the Board extend the 60 day hiatus another 60 days as issue is unresolved.

MOTION: Andy Hopper made a motion to extend the open violations another 60 days while review continues on the ground cover issue. Amy seconded; motion carried unanimously.

- B. Budget & Finance Committee: Debby Mather reported on the projects of the committee in the last month. The work on updating the charter has been put on hold as they focused on review of the financial statements, expense policy, investments, and the 2017 Budget. Committee making two recommendations to the Board for action at this time.

First recommendation is approval to open a brokerage account with UBS for the future reserve investments as existing CDs mature. UBS had the best interest rates when comparing with FirstService Financial. Morgan Stanley has recently come to the Board requesting personal information from the Board members who are signers on the accounts.

MOTION: Ray Lee made a motion to approve a Brokerage account with UBS. Steve Guderian seconded; motion carried unanimously.

The second recommendation was the conditionally approval of the 2017 Budget subject to the Somerset Owners Association approving their 2017 Budget at their board meeting at the end of the month. Ray provided further details that both Somerset and Sierra Canyon wanted to recapture the transfer fee credits in General Common to be used for special projects in areas their respective areas. The recapture will net the same total assessments of \$158 for Sierra Canyon Owners with Somerset being paid \$11 less and Sierra Canyon \$11 more. The goal will be to have 2018 assessments return as close as possible to 2016 rates. No action at this time as it is later on the agenda.

- C. Facilities Committee: Glenda Powell noted there were no updates at this time.
- D. Maintenance Supervisor: Darren Null provided an update on various projects occurring throughout the property. Repairs on the condensers in the Tahoe/Sierra Rooms almost complete; Roof repairs will be complete within a week after some touchups; Dehumidifier is undergoing further testing; pools have been cleaned; parts have arrived and the de-icing project scheduled; and music system will be upgraded to new internet based program at no additional cost in the coming week. Darren also updated the Board on the rockery wall inspection. Initial report done in June 2014 and current report found minor repairs needed and is seen as an ongoing project for the association to undertake. Ray noted that the repairs should be scheduled in the reserve study.
- E. Fitness Coordinator: Melissa reported on behalf of Lynne Peterson who was teaching. 46 punch cards were sold in September for \$2,760 in revenue with Lynne teaching 47 classes with 517 participants. Flu shot clinic a success with 145 shots. Village games well received too with 14 events and 139 participants. Congratulations to Village 10!
- F. Community Manager Report: Melissa Ramsey reported as Community Manager and updated community to Karen's new role at Fleur De Lis. Search for a new Manager is underway with



Melissa thanking the board for their support and feedback. Following budget presentation questions, non-compliance information for year reported as 545 initiated with 157 remaining open currently. Melissa asked for clarification on the effective date of the punch card increase, Board noted January 1, 2017.

- G. Landscape Report: Kathleen Hall provided update on common area landscape concerns. Reno Green is working on the fall clean up throughout, including the spraying of green round- up so it's visible. Additionally they are still working on the fire breaks behind fences with the target completion date of November 18, 2016. Board noted concern with overall performance as the common area did not look all that well this summer. Kathleen will look into a particular area in Village 14 off of Somerset Ridge Pkwy to determine why there is a dead patch of grass.

UNFINISHED BUSINESS

- A. Common Area Turnover – Village 13 & 15: Steve reported that they are still in discussions with Pulte on the punch list items. No further update at this time.
- B. Somerset Traffic Ad-Hoc Working Group: Loren reported on several items impacting traffic in the community including the work scheduled at Somerset Ridge and Del Webb Pkwy interchange. Reno Green is evaluating the water lines to ensure water/pipes are moved and diverted appropriately. Loren also requesting the board to approve a request to have a presence at all City meetings moving forward that will discuss the Toll Brothers project so the community's concerns on the traffic impact are voiced.
MOTION: Loren Farrell made a motion to have a Board representative attend all City of Reno meetings on the Toll Brothers project. Steve Guderian seconded; motion carried unanimously.
- C. Website/Communications Group: Alice Yucht reported to the Board that the group is requesting a formal charter to be established as a committee as well as the approval of an RFP to solicit bids on a new website vendor. Board noted the charter was consistent with the standards set forth in the PRG. Question was raised on funds for a website update to which it was noted that some funds were in Special Projects for Board consideration.
MOTION: Amy Berns made a motion to approve the Website/Communications Charter and the Website RFP. Steve Guderian seconded; Andy Hopper opposed. Motion carries.

Melissa noted the Board needed to select a Board member to the newly formed Committee.

MOTION: Ray Lee made a motion to have Steve Guderian as the Board representative. Loren Farrell seconded; motion carried unanimously.

- D. December 14 Board Meeting Cancellation: Loren suggested item be tabled until November.

NEW BUSINESS

- A. Collection Policy Review: In conjunction with Budget approval, Board to annually review the collection policy as it is mailed with the budget to owners.
MOTION: Ray Lee made a motion to continue the existing Collection policy from 2015. Amy Berns seconded; Motion carried unanimously.
- B. 2017 Budget Approval: Ray noted per the discussion under the Budget & Finance Committee that no action will be taken by the Board at this time. Meeting will be recessed tonight and reconvened for approval on the 28th.
- C. Elevator Contracts with Bids: Darren reached out to 5 elevator companies for bids on the preventative maintenance contract with only 2 responding. Board opened the 2 bids with



Schindler as the current vendor at \$207.86 per month which includes the load testing and ThyssenKrupp at \$269 per month or a 3% discount if paid annually.

MOTION: Amy Berns made a motion to approve the 5 year contract with Schindler at \$207.86 per month. Ray Lee seconded; motion carried unanimously.

- D. HVAC repairs in Sierra/Tahoe Rooms: Darren reported that the price was negotiated with Pyramid Mechanical on the repairs to the condenser units to fall within the expense policy range for Community Manager approval. No action needed by the board.
- E. Bullying/Harassment Resolution: Given recent situations at the Lodge with owners, Andy and Katey had spoken with counsel on how the Board should best address the behavior. NRS 116.31184 allows for the board to adopt a policy regarding such harassing and bullying behavior. Each situation would be reviewed individually by board for action.
MOTION: Andy Hopper made a motion to adopt the Bullying/Harassment resolution. Ray Lee seconded; Steve Guderian opposed. Motion carries.
- F. 2017 Election – Nominating Committee: No action needed at this time, but will be discussed at November meeting with a proposed timeline. Election will be for 5 seats, 4 for 2 year terms and 1 for a single year term.
- G. Process of Changing PUD: Cost to open the Planned Unit Development Handbooks is \$6500, but once opened anyone can submit items. Recommendation is to wait for Somersett to open and then add in items if needed. No action needed on the topic at this time.

LEGAL UPDATE

No update at this time

BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS

No specific items noted at this time.

HOMEOWNER FORUM

Open comments on any items

Pam McNeil gave an update on the NAB (Neighborhood Advisory Board) meeting which included discussion of expanded RTC service. Additionally she spoke to the concerns of the Toll Brothers Project as it related to the trailhead being moved, single access at Fire Station with the Roundabout 6 access being Fire only; and the off road vehicle provisions being of concern.

Ken McNeil also spoke to the Toll Brothers project and the interactions with the City and Naomi regarding the concerns. There is a new planner involved on the City side and following the PUD does not seem to be a focus.

Glenda Powell noted the well lot has not been landscaped yet as she previously stated at the last meeting. Somersett Golf and Country Club is doing work on the well which is delaying the start to the landscaping. Goal is to complete in 2016.

Nancy Chantos noted the website change for Somersett Owners Association which did not go as planned and encouraged owners to call the club for their login information. The West Park plans were approved by the Somersett Board as well and submitted to the City.

Ray Lee made two announcements. October 25th will be a departing party for two owners if others wish to attend. Harvey Landsman who was one of the first owner on the Board passed away.



NEXT MEETING DATE

The next Board of Director's Meeting is scheduled for Wednesday, November 9, 2016 at 5:30 PM at the Aspen Lodge. The budget ratification meeting will be rescheduled to meet the timing requirements of NRS once the Budget is mailed on November 1.

RECESS

Maryann moved to recess the meeting at 7:34 pm until Friday, October 28, 2016 at 1 pm. Steve seconded; motion carried.

FRIDAY, OCTOBER 28, 2016

DIRECTORS PRESENT: KATEY FOX, PRESIDENT; LOREN FARELL - VICE-PRESIDENT/SECRETARY; ANDY HOPPER - DIRECTOR; AMY BERNIS - DIRECTOR; MARYANN MCKINLEY - DIRECTOR; and RAY LEE - TREASURER via teleconference

DIRECTORS ABSENT: STEVE GUDERIAN - DIRECTOR

MANAGEMENT PRESENT: MELISSA RAMSEY, and KATHLEEN HALL

8 owners in attendance - Sign in sheet on file

RECONVENE AND ESTABLISHMENT OF QUORUM

Katey Fox reconvened the Board of Directors meeting from October 12th at 1 pm on October 28th.

NEW BUSINESS

2017 Budget Approval - The board meeting was recessed to allow Somerset Owners Association board to meet on October 26th to approve its 2017 budget. The Somerset board has now approved a 2017 Common Area budget with a monthly assessment abatement of \$11 per month from \$80 to \$69 for 2017 only. As discussed at the October 11th budget presentation and at the October 12th board meeting, it is the board's intent to increase the Sierra Canyon 2017 assessment by \$11 per month from \$78 to \$89. The \$11 increase is intended to be for 2017 only and allows for the recapture and use of approximately \$110,000 in special projects such as possible parking space modifications, storage space additions, Aspen Lodge renovations, etc. These special projects will need further engineering, cost estimating and board review and approval before execution. Discussion noted the budget would be re-examined in 2018; communication to owners critical; partial solution to amenity concerns. Comment received from floor this was the only way to bring funds into the community; Ray Lee and Joe Fadrowsky should be commended.

MOTION: Katey Fox made a motion to approve the 2017 Sierra Canyon budget with an assessment rate of \$89 per month. Loren Farell seconded; motion carried unanimously.

HOMEOWNER FORUM

Dave Suhr commented on resident directory corruption due to sync and requesting presentation at board meeting. *Loren noted that the Board would be following up to schedule a discussion.*

Sarah Madden commented on pool humidifier and supported Dave Suhr's concern on database.

ADJOURNMENT

Katey Fox moved to adjourn the meeting at 1:14 pm. Seconded by Loren Farell; motion carried.

Respectfully Submitted for Board review and Approval:

APPROVED,

Board Member



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