



DIRECTORS PRESENT: LOREN FARELL – PRESIDENT; DALE STEPHENS – VICE-PRESIDENT; RAY LEE- TREASURER; SUZANNE FLYNN – SECRETARY; VIRGINIA CASAZZA – DIRECTOR; THOMAS HEDGER – DIRECTOR; AND ALAN STROPPINI – DIRECTOR

MANAGEMENT PRESENT: MONICA RIOS, KYLEE JOSEPH, AND DARREN NULL

44 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, May 9, 2018 at Sierra Canyon 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 5:33 pm and a quorum of Members were present.

HOMEOWNER FORUM

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

Nancy Chontos thanked the Board for going out to bid for a new janitorial service. She commented on taking the word "communications" out of the Website/Communications Committee.

Karen Boon commented on behalf of her neighbor that the holiday lights are a disturbance to her sleep.

Libess Holguin commented on the Nevada Gold rock that is now permitted in the mow-strips per the AGC's new guidelines.

Don Graham commented on the drainage issue and the sediment that runs off in to his yard.

Linn Melvin commented on the drainage issues that have affected his yard for the past three years.

APPROVAL OF MINUTES

The board reviewed draft minutes from the April 11, 2018 meeting.

MOTION: Virginia Casazza moved to approve the April 11, 2018 Board of Director's minutes as presented; Suzanne Flynn seconded; Ray Lee and Dale Stephens abstained. Motion carries.

REPORTS

A. Architectural Review Committee: Ross Bowman reported on behalf of the ARC. He stated they had 8 submittals for the May 8th meeting, which only one owner attended. ARC is working with Darren Null and Dennis O'Brien to get communication out to have owners submitting plans attend the meetings.

B. Budget & Finance Committee: Dennis Pellegrino reported the committee reviewed the March 2018 unaudited financials and recommended the Board approve.



MOTION: Ray Lee made a motion to approve the March 2018 unaudited financials; Suzanne Flynn seconded. Motion carries unanimously.

Dennis reported the committee reviewed the association's expense policy and are recommending the policy be updated to include any projects over \$12,000 require three bids be requested and all committees/groups must go through management for any purchase they would like made.

MOTION: Ray Lee made a motion to accept the two changes; Thomas Hedger seconded. Motion carries unanimously.

Dennis informed the Board the committee reviewed the Schaper Consulting contract and recommend they accept the contract at \$500 per month for ongoing maintenance plus \$60 per hour for any technical support.

- C. Facilities Committee: Harold Allred reported the library wall is now complete with the exception of the windows and bookcases being installed. Harold stated he would like to change some wording in the Facilities charter, which he will provide for the Board's review next month.
- D. Sierra Canyon Voice Committee: The Board noted that they have reviewed the report included in the board packet.
- E. Website/Communication Committee: Alice Yucht reported the new website is now up and running with 1,000 residents registered. Alice recommended to the Board that the word "communications" be removed from the charter, as the committee has nothing to do with the communication that goes out to the community.
MOTION: Dale Stephens made a motion to remove the word "communications" from the Website/Communications Charter; Suzanne Flynn seconded. Motion carries unanimously.
- F. Management Report: Monica Rios reported on various items, including the Lunch and Learn events, fitness card proceeds doubled for the month of April, former Lodge Attendant, April Jenkins was promoted to the local corporate office, and DeeDee Viau received the Employee of the Month award, representing Northern Nevada.
- G. Maintenance Report: Darren Null reported that the heater flue stacks and rain gutters have been replaced. He informed the Board that he is in the process of getting paint bids for the exterior of the lodge. The lodge is getting two hydration stations installed. Darren updated the Board on the dehumidifier, stating the new one is about 12 weeks out.
- H. Legal Update on Drainage and Lodge: Loren Farell read Eva Segerblom's letter to the community included in the board packet. Loren informed the community that the Ch. 40 is still on the table and the board will be talking to their attorney about taking a more aggressive approach.
- I. President's Report: Loren Farell informed the community that the ARC rules still apply and owners must go through the committee for any modification they intend to make to their home. Loren thanked the Website Committee and Janet Schaper on all of their hard work on the new website. He informed the community that the Governing Documents working group is hard at work and has made significant progress on updating the Bylaws. Loren announced Assistant Community Manager, Kylee Joseph will be leaving Sierra



Canyon, as she has been promoted as Community Manager at another association. However, another FirstService Residential employee, Mariah Becker will be taking her place and the board is excited to have her join the community.

REVIEW OF FINANCIAL REPORT

- A. Treasurer's Report: Ray Lee reported the association is collecting \$118,000 per month in assessments. The association's operating account is \$50,000 favorable YTD, partially due to lack of snow in comparison to 2017.
- B. YTD Financial Statements: Board reviewed the March 2018 financials. **MOTION**: Ray Lee moved to approve the March 2018 financial statements as unaudited. Dale Stephens seconded. Motion carried unanimously.

UNFINISHED BUSINESS

- A. Lodge Office Remodel: The Board has tabled this item until the next meeting in June.

NEW BUSINESS

- A. Insurance Audit & Findings: The Board reviewed the association's insurance agent's recommendation to increase their crime insurance, which would change the annual premium from \$937,000 to \$1,446,750, at a prorated monthly rate of \$81 until May 2019.
MOTION: Ray Lee made a motion to increase the crime insurance; Dale Stephens seconded. Motion carries unanimously.
- B. Janitorial Bids: The Board opened three sealed bids from the following vendors:
- Express Janitorial - \$4,750 per month
 - F.A.A.D. Janitorial Inc. - \$4,982.46 per month
 - Prestige Building Maintenance - \$5,000 month
- Management recommends Express Janitorial, as they have great references and provided a very comprehensive proposal.
MOTION: Suzanne Flynn made a motion to accept Express Janitorial; Virginia Casazza seconded. Motion carries unanimously.
- C. Plantings on Rockery Walls: The Board tabled this for the June meeting in order to obtain additional information on this matter from Civil Engineer, Seth Padovan.
- D. Padovan Consulting Wakefield Proposal: The Board reviewed the proposal to address the common area drainage issue behind Wakefield Trail in the amount of \$11,580.
MOTION: Suzanne Flynn made a motion to accept the proposal as presented; Thomas Hedger seconded. Motion carries unanimously.
- E. Maplehurst Common Area Bids: The Board opened four sealed bids from the following vendors:
- Environmental Protection Services - \$1,950
 - NV Environmental Consulting - \$5,900
 - Reno Green - \$2,871
 - Reno Green - \$3,396



The Board would like additional information on this project and for Seth Padovan to make a recommendation. Monica Rios will send the RFP to the board to review and given the cost, the board can make a decision via e-mail.

- F. Schaper Consulting Contract: The Board reviewed the contract.

MOTION: Ray Lee made a motion to accept the contract at the \$500 per month maintenance fee and \$60 per hour technical support; Suzanne Flynn seconded. Motion carries unanimously.

- G. Canyon Courier Newsletter Locations: The Board reviewed the locations for the Canyon Courier newsletter proposed by management. Monica Rios informed the Board that Somerset's AGC needs to approve the flyer holders and would like the locations narrowed down.

MOTION: Virginia Casazza made a motion to move forward with the Canyon Courier locations contingent upon AGC's approval; Suzanne Flynn seconded. Motion carries unanimously.

- H. Lodge Front Vestibule Updates: Harold Allred updated the Board. The Facilities Committee has all of the designs needed for the front vestibule and Darren Null is reaching out to potential contractors to see if they are interested in the project, which three are interested so far. Management will request information from the contractors, followed by an RFP, and then will obtain bids. Harold is hopeful that construction can start in the fall.

- I. Developing Common Area Across from Lodge: Darren Null informed the Board that he is looking in to the idea of potentially putting in a bocce ball court, horseshoe pit, or sand volleyball court and the feasibility of this in the park across from the lodge.

- J. Establishment of Memoir Writing Group: The Board has reviewed the group's application and they meet all of the parameters outlined in the PRGs.

MOTION: Ray Lee made a motion to accept the group; Dale Stephens seconded. Motion carries unanimously.

- K. Reno Green Fuel Reduction Proposal: The Board reviewed Reno Green's proposal for fuel reduction in priority two areas outlined in the fuel reduction study in the amount of \$40,000.

MOTION: Ray Lee made a motion to accept the proposal as presented; Dale Stephens seconded. Motion carries unanimously.

- L. Lights on Trees Outside of Aspen Lodge: Monica Rios reported to the Board that the office has been receiving complaints about the holiday lights on the trees outside of the lodge and that there is potentially a petition to have the lights removed.

MOTION: Dale Stephens made a motion to have the lights turned off at 9:00 PM each night; Ray Lee seconded; Suzanne Flynn opposed. Motion carries.

- M. Tennis Court Surfacing Repair Bids: Darren Null informed the Board that the original company they chose wants an additional \$4,000 on top of the previous price accepted and if we do not accept now, they cannot do the work. Darren stated that the additional \$4,000 is now applies to apples with the other two bids. Zaino Tennis Courts



Inc. is still interested in performing the work at the cost of \$21,350 and can start at the end of May or beginning of June.

MOTION: Ray Lee made a motion to accept Zaino's bid in the amount of \$21,350; Suzanne Flynn seconded. Motion carries unanimously.

HOMEOWNER FORUM

Open comments on any items.

Marty Fink commented on the west Verdi entrance monument and would like to know if it is being repaired and if the Del Webb sign will be put back up.

Pam McNeil commented on the additional 62 homes being built in the Somerset community. Pam gave an update on the proposed development near Verdi, which is being put off for discussion until June.

BOARD MEMBER REQUEST FOR FUTURE AGENDA ITEMS

- Lodge Office Remodel
- Owners Clearing Weeds in Common Areas
- Plantings on Rockery Walls
- Communications Committee
- 2017 Draft Audit

NEXT MEETING DATE – June 13, 2018, at 5:30 PM.

ADJOURNMENT

Virginia Casazza moved to adjourn at 7:35 pm. Suzanne Flynn seconded; motion carried.

Respectfully Submitted for Board review and Approval:

APPROVED,

Board Member