

**FAIRWAYS AT FIELDCREEK HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**October 12, 2015 ~ Approved 11-18-15**  
**Terra West Management Services**  
**10651 Professional Circle, Suite A**  
**Reno, NV 89521**

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**Board Members Present**

Mike Vonada - President                      Kathy Braband - Secretary  
Lisa Martin - Treasurer                      Gary Fornfeist - Vice President

**Board Members Absent**

Jim Beach - Director

**Others Present**

Holly Bullock, CAM                      Terra West Management Services  
Supervising Community Manager

**Owners Present**

There were five homeowners in attendance. Sign in sheet on file.

*In accordance with NRS116 requirements the meeting is being recorded.*

*Note: Before and after this meeting the Board met in Executive Session to review delinquencies, violations & legal issues.*

**I. Establishment of Quorum and Call to Order**

A quorum was established with four Board Members' in attendance. The meeting was called to order at 5:29 pm by Board President, Mike Vonada.

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**II. Homeowners' Forum regarding agenda items:**

There were no homeowner comments made at this time.

**III. Insurance Presentation:**

Betsi Williams from Farmer's Insurance and Scott Johnson from Menath Insurance were present at the meeting to present their proposals for insurance packages to the Board.

Betsi Williams discussed her insurance background and the proposal she prepared for the Board's consideration. She reviewed the coverages and responded to questions. Ms. Williams departed from the meeting at 5:40 p.m.

Scott Johnson reviewed the CAU Insurance renewal with the Board. He noted that the CAU policy calls out the D & O coverage being separate from the General Liability and the D & O defense costs are outside the \$2M in coverage.

The board opened the insurance issue up for discussion and upon general discussion, Scott Johnson departed from the meeting.

**VI. Approval of Meeting Minutes**

**A. June 29, 2015 and July 29, 2015 Board Minutes** – L. Martin noted amendments were needed to the Minutes which she has sent to Management. **Motion was made by** L. Martin by approve the June 29, 2015 Minutes subject to correction and the July 28, 2015 as submitted. G, Fornfeist duly seconded by to approve the June 29, 2015 minutes as corrected and the July 28, 2015 minutes as submitted. **Motion carried unanimously.**

**V. Review of Financial Reports**

**A. Current Financial Statements:**

**June - September 2015 Financials** – L. Martin reviewed the June, July, August and September financials. **Motion was made by L. Martin and duly seconded by G. Fornfeist to accept the June, July, August and September financials as presented.**  
**Motion carried unanimously.**

*NOTE:* In accordance with NRS116.31083 the Board has fulfilled their fiduciary responsibility in reviewing the current financial statements.

*NOTE* In accordance with NRS116.3115 (2.b) the association is not using the reserve funds for daily maintenance items of the association.

**B. C.D.'S – MATURING 12/17/15:**

Discussion was regarding the Reserve Account Certificate of Deposits maturing on 12/17/15. (Mutual of Omaha Account 1124 –\$50,306.82 and Mutual of Omaha Account 1125 - \$101,054.25). **Motion was made by L. Martin and duly seconded by G. Fornfeist to the renewal of the C.D.'s as presented.**  
**Motion carried unanimously.**

Management was requested to contact the Board prior to the 12/17/15 maturity dates to confirm the Board's direction on the C.D.'s.

**C. RESERVE STUDY PREPARATIONS:**

The Board opened and reviewed the Reserve Study proposals received from Better Reserve Consultants and Resource One BC. The bids were reviewed. The cost for Better Reserves was quoted at \$650.00 for a new Reserve Study. The cost for Resource One was quoted at \$895.00 with a notation that they'd match any other provider's bid. Discussion was held regarding the streets in the community being the largest cost to the HOA. Management noted that either company would schedule to walk the common areas with the Board. Management noted the study was due for the five year onsite update as well.  
**Motion was made by G. Fornfeist and duly seconded by K. Braband to accept the proposal from Better Reserve Consultants for a cost of \$650.00 to perform the onsite inspection report.**  
**Motion carried unanimously.**

G. Fornfeist commented that he would contact Monte Meredith regarding the asphalt work that was needed. He noted Monte has contacts in the industry and would be helpful with the scope and bidding project. Gary noted there were no proposals to consider on this work yet and it would be better to do the work in the spring.

**D. 2016 OPERATING AND RESERVE BUDGETS**

The Board reviewed the 2016 Operating and Reserve Budgets prepared by L. Martin. Management noted the budget in the packet included minor changes to the budget but kept the assessments at the current rate. Upon review and discussion, **a motion was made by L. Martin and seconded by G. Fornfeist to adopt the Operating and Reserve Budgets with the assessments remaining at \$325.00 per quarter. Motion carried unanimously.**

**V. Committee Reports:**

**A. ARC Report – New Submissions** – L. Martin provided the report on the current architectural matters for the members.

- B. Architectural Committee Appointments** – L. Martin noted that there were two positions open on the Architectural Committee. **L. Martin moved to approve appointments for Monte Meredith and Kathy Angaran to the Architectural Committee. G. Fornfeist seconded and the motion carried unanimously.**

M. Vonada noted it would be appropriate to solicit some owners to serve as Alternate on the Committee.

**VI. Unfinished Business -**

- A. Secondary Access Road (off Springer Court)** – No action to be taken until the asphalt bids are received.

**B. Retention Pond & Drain Cleaning -**

The Board reviewed the proposal received from Green Things to clean the Retention Pond. The bid included cost to weed-eat the weeds and apply a vegetation killer for a cost of \$1200.00. The bid included a cost to apply a pre-emergent/retardant in late winter to prohibit weed growth in the spring for a cost of \$600.00. Additionally, Green Things recommended a monthly weed killer application for a cost of \$100.00. **G. Fornfeist moved to approve the proposal from Green Things for a cost not to exceed \$1800.00 for the weed-eat and pre-emergent application. K. Braband seconded and the motion carried.**

**C. Landscape and Lighting Project-**

Jeff Houston reported that the electrical work has been completed with the Kirsty box installations and the GFI outlets installed for the transformers. He noted the lighting has been delivered and the wiring/cable needed to be buried. M. Vonada noted he has reserved a back hoe to lift the boulders in place for October 21<sup>st</sup>. He noted he would meet with Connie Duncan on the boulders.

**D. Front Gates -**

Discussion was held regarding the entry gates. The left side front entry gate was checked and observed to be hampered by the metal awning on the monument so it does not fully open. M. Vonada noted that it may be motorbox. It was noted that the outbound gate has been open. Discussion was held and it was requested that a bid for a Wind Click monitoring system be obtained.

**E. Street Maintenance –**

G. Fornfeist noted this will need to be addressed in the spring. Further discussion was postponed to the spring meeting.

**VII. New Business**

**A. Street Sweeping Proposal -**

The Board reviewed the revised proposal from DC Sweeping to perform services on a bi-annual basis. The Board noted concern with cost for the services. K. Braband noted she knew of a company that she would contact to bid the sweeping service. The Board postponed further discussion to the next meeting on this issue.

**B. Insurance proposal review:**

Discussion was held regarding the bids submitted for insurance. **G. Fornfeist moved to approve the renewal with Menath Insurance for a cost of \$2972.00. K. Braband seconded. Motion carried unanimously.**

**C. Audit/Taxes –**

The Board opened and reviewed the audit and tax proposals from Hilburn & Lein and Gene Clawson. Upon discussion, **K. Braband moved to accept the proposal from Hilburn & Lein to perform the Audit and Taxes for a cost of \$1475.00. L. Martin seconded. Motion carried unanimously.**

**D. 2013 Collection Policy Update -**

Discussion was held the 2015 NRS116 changes to collection policies. Gayle Kern's office is preparing revisions on policies written for her clients for a fee of \$100.00. **L. Martin moved to approve the cost for Kern's office to update the Collection Policy. G. Fornfeist seconded. Motion carried unanimously.**

**E. Additional Cameras for Entry Gates -**

J. Houston noted the current cameras at the gate only show the license plates and recommended that additional cameras be installed to broaden the view of the entry. He noted the exit gate camera is failing. He noted that the equipment can be updated to include a new exit gate camera and two additional cameras. He noted he contacted the company that did the initial installation and they have declined to update the system. Jeff noted that the cameras are available through Amazon and he recommended the Board purchase the new cameras. **L. Martin moved to approve the cost to purchase the cameras. G. Fornfeist seconded. Motion carried unanimously.**

**F. Gate Repairs / Maintenance Service -**

The Board discussed the proposal from Community Access Systems to provide quarterly maintenance services for the entry gates. The gates would be cleaned, lubricated, and tested with a written report issued to call out any additional repairs or maintenance recommendations needed. The cost for the maintenance program is \$325.00 per quarterly service. Any additional parts or labor would be charged at \$85.00 per hour. **K. Braband moved to approve the CAS proposal for a term of one year. G. Fornfeist seconded. Motion carried unanimously.**

**G. No trespassing signage**

Discussion was held regarding pedestrians that are accessing the Association by walking around the pillars at the entrance. M. Vonada noted that he has stopped a lady from trimming the trees so she could get around them easier. The trespassing issue was discussed and Jeff Houston provided a few design styles for the signs. Upon discussion, **G. Fornfeist moved to approve the cost to purchase 2 no trespassing signs for the entry area. L. Martin seconded. The motion carried with three "aye" votes. K. Braband abstained from voting. Jeff Houston will order the signs accordingly.**

**H. Monument Caps-**

The Board discussed approving a cost to repaint/refinish the monument caps and gate posts at the entry. K. Braband noted she knows a firm that does powder coating that may be able to do the work. Discussion was held regarding what may be removed for the work to be done. If the caps are removed, management will need to send out a maintenance notice to the members.

**I. Water Meter for common area –**

Discussion was held regarding the location of the HOA's water meter and backflow which is located outside of the gates in the area in the neighboring easement. Jeff Houston noted this was found due to an irrigation line break when the electrical work was being done. It was suggested that the backflow device be protected with a cage to prevent theft. The board

reviewed the proposal from Green Things to install a wire mesh enclosure on the backflow valve for a cost of \$750.00 for the enclosure, installation and labor. Upon discussion, **K. Braband moved to approve the cost for the enclosure and installation. G. Fornfeist seconded and the motion carried unanimously.**

**J. Candidate Nominations for the November Election -**

The Association received two (2) nomination forms by the closing date of the nomination period. Management sent a letter to the members noting the two candidates would be duly elected at the Annual Meeting to be held on November 9<sup>th</sup> unless another member volunteered to run thus causing the HOA to issue ballots. At this time, there is a third candidate that has volunteered to run. The Association will be sending out ballots in the next few weeks.

**K. Next Agenda – Items for discussion -**

Discussion was held on items needing to be placed on the next agenda for discussion. The Board will review snow removal and street sweeping bids at the next meeting. No further items were noted at this time.

**VIII. Homeowners Forum**

- M. Vonada commented on the Legislative Update that he attended in September wherein changes have been made in NRS 116 with respect to service animals. Legislation now allows for miniature horses.

**XIII. Adjournment**

With no further business to be discussed, L. Martin moved to adjourn, seconded by K. Braband. The meeting was adjourned at 6:55 pm.

Respectfully submitted by:



Holly Bullock, Community Manager  
Terra West Management Services

Approved by:



Fairways At Fieldcreek HOA  
Board Member