

**FAIRWAYS AT FIELDCREEK HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**March 30, 2015 ~ Amended June 29, 2015**  
**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	Jim Beach	- Director
Gary Fornfeist	- Vice President		

**Others Present**

Holly Bullock, CAM	Terra West Management Services
Supervising Community Manager	

**Owners Present**

There were eight (8) 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 all Board Members' in attendance. The meeting was called to order at 5:30 pm by Board President, Mike Vonada.

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

There were no homeowner comments made at this time.

**III. Approval of Meeting Minutes**

**A. January 22, 2015 Board Minutes – Motion was made by L. Martin and duly seconded by K. Braband to approve the January minutes as presented.**  
**Motion carried unanimously.**

**IV. Review of Financial Reports**

**A. Current Financial Statements**

**January and February 2015 Financials – L. Martin reviewed the January and February financials. Motion was made by L. Martin and duly seconded by J. Beach to accept the January and February 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.

**V. Committee Reports:**

**A. ARC Report – L. Martin provided the report on the current architectural matters for the members. An application had been received to repaint a home and replace the garage doors. There was also a request for landscaping changes.**

**B. Discussion – Architectural Forms**

L. Martin commented that the Architectural Committee would be reviewing and presenting changes to the Construction Deposit and Fee Agreement form for Board review at the next meeting.

## VI. Unfinished Business -

A. Secondary Access Road (off Springer Court) – Management noted the road was walked with a paving consultant and we have requested a proposal to do the weed abatement and sweeping of the street. This will be sent on for approval to the Board. M. Vonada noted this would be revisited later in the meeting.

### B. Retention Pond & Drain Cleaning -

Management noted she checked the pond basin and there is a bit of debris (black pipe insulation and brush that needs to be removed around the concrete swale. The landscape contractor has been requested to do a cleanup and provide a bid for this work for review at the June meeting.

### C. 1255 Springer Ct – Receivership -

L. Martin reported that the Receivership has been dissolved and the bank now owns the property. Management noted that she talked to the realtor on issues concerning the property regarding the water leak and yard conditions.

### D. Exit Gate and Directory -

The Exit Gate has been repaired and the directory was also checked and addressed. The exit gate was a warranty issue, M. Vonada noted the left side entry gate needs an adjustment it doesn't open fully.

## VII. New Business

### A. CDARS-ICS Accounts – Mutual of Omaha –

Management commented on the FDIC limits on the Mutual of Omaha accounts which is limited to \$250,000. She informed the CDARS and ICS account set ups and how they are used. **Motion made by** L. Martin and duty seconded by G. Fornfeist to approve opening the ICS account at Mutual of Omaha. **Motion carried unanimously.**

### B. Resolutions

1. Minute Resolution -

**Motion made by** L. Martin and duty seconded by J. Beach to approve the Minute Resolution (addresses format and additional submissions). **Motion carried unanimously.**

2. Management Set Up Fees Resolution -

**Motion made by** L. Martin and duty seconded by J. Beach to approve the Management Set Up Fees Resolution (TWMS fee paid for new owner account set up at escrow). **Motion carried unanimously.**

3. Investment Procedures Resolution -

**Motion made by** L. Martin and duty seconded by J. Beach to approve the Investment Procedures Resolution (outlines board direction on account investments). **Motion carried unanimously.**

4. Agenda Revisions Resolution -

**Motion made by** L. Martin and duty seconded by K. Braband to approve the Agenda Revisions Resolution (allows for Agenda revisions within 72 hours prior to the meeting). **Motion carried unanimously.**

5. Records Retention Resolution -

**Motion made by** L. Martin and duty seconded by J. Beach to approve the Records Retention Resolution (Electronic record keeping). **Motion carried unanimously.**

6. CAI Membership –

Management noted what Community Associations Institute and other organizations provide in education and information for homeowners, Board members and Community Managers. M. Vonada noted that joining this organization would be beneficial for the current and future Board's.

**Motion made by** J. Beach and duly seconded by L. Martin to join CAI (Community Associations Institute). **Motion carried unanimously.**

**C. Street Sweeping proposals:**

The Board opened and reviewed the proposal received for street sweeping. Discussion was held wherein the Board requested more information on the type of equipment (broom or vacuum truck). They also wanted to verify that service would be curb to curb. J. Beach advised that he would contact the vendors regarding these issues. The Board would approve a proposal by email and ratify the action at the next meeting.

An owner questioned if the new home builders pay toward the street cleaning work that needs to be done. M. Vonada noted this would be beneficial as it needed. M. Vonada requested that this be agendaized for the next meeting for consideration as a Street Sweeping Fee for new construction. A comment was made regarding the Architectural Form which L. Martin responded is in process and will be reviewed at the next meeting.

**D. Landscape Lighting –**

Discussion was held regarding a landscaping / lighting project for Silver Wolf Road inside the gates. J. Houston addressed the plan to install lighting to improve visibility and improve the landscaping with boulders and additional shrubbery plantings. The Board discussed costs and contractors to perform the work. Comments were made by homeowners noting the project impacts all the owners in the community. The Board continued discussion and agreed that M. Vonada, J. Houston and C. Duncan would purchase the lighting needed for the project. The Board discussed requesting the trenching work to be done by J & R Lawn and what vendor would be able to do the electrical setup work.

**Motion was made by** L. Martin and duly seconded by G. Fornfeist to approve the cost for the project for an amount not to exceed \$3,000.00 for the fixtures and materials. **Motion carried unanimously.**

**E. Asphalt Repair Project –**

M. Vonada reported that a walkthrough with a consultant for the street work that needs to be completed this year. He noted that the reserves will need to be reviewed to address the long term funding for future street replacement work. The Board reviewed the proposal and noted the cost for the preparation for a scope for repairs was a concern. The Board agreed to postpone action on this matter to the June meeting. G. Fornfeist noted he would talk to contractors and work on a scope for the proposal bidding with M. Meredith.

**F. CAI Membership Enrollment –**

**Motion was made by** J. Beach and duly seconded by L. Martin to approve the cost to enroll all five board members with CAI. **Motion carried unanimously.**

**G. 2015 Holiday Party-**

Discussion was held regarding the Holiday Party. The date selected was for Saturday, December 5, 2015. G. Fornfeist volunteered to hold the event at his home. **Motion was made by** G. Fornfeist and duly seconded by L. Martin to approve the event. **Motion carried unanimously.**

**H. Auto Insurance Requirements -**

The Board discussed the TWMS requirements for vendor's auto insurance which is \$1M. Currently the Association's landscape vendor has a \$300,000 policy cap. The Board concurred they would request the landscaper's policy limits if set to \$1M.

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

Discussion was held on items needing to be placed on the next agenda for discussion. The Board will review the asphalt consultants bid; Architectural Form changes and the Association's Collection Policy. No further items were noted at this time.

**VIII. Homeowners Forum**

- Owner thanked the Board Members for all of the issues and time spent in service of the Community.

**XIII. Adjournment**

With no further business to be discussed, K. Braband moved to adjourn, seconded by L. Martin. The meeting was adjourned at 6:52 pm.

Respectfully submitted by:

Approved by:

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Holly Bullock, Community Manager  
Terra West Management Services

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Fairways At Fieldcreek HOA  
Board Member