



At Fieldcreek Ranch Homeowners Association  
[www.fairwaysatfieldcreek.com](http://www.fairwaysatfieldcreek.com)

Dear Fellow Homeowners

Happy Easter! After all the snow of the past months, it will be good to enjoy warmer weather and this great holiday. We've had the opportunity to meet many more of you during the last three months, and we appreciate the high quality of our neighbors and their dedication to our Fairways community.

We hope to have many of you join us for the April 26, 2017 Fairways Board meeting at the Wolf Run Golf Course. You will find the Board Agenda enclosed, addressing important issues meant to enhance our community, including fresh color and changes to the Fairways Entrance, as well as restoration and cleaning of the drainage easements throughout the Fairways, which were very effective for us during the many storms. We have also scheduled community dumpsters in late April for your spring cleaning use.

~~Due to difficulty in transferring accounts with the existing bank used by our former community manager,~~ and its delays in getting the payment coupons out, we chose to move to a new bank, Seacoast, which specializes in residential communities such as ours. You will find attached all the information you need, as well as coupon books, to arrange for your quarterly April dues payment. We have extended the payment of the quarterly dues to April 30.

We've also been successful in obtaining 70% of our homeowners to convert to email notices from the Association, by signing the enclosed "opt in" form. We hope the rest of you will join this effort to save time and money for all of us in communicating as neighbors on behalf of our community. Please fill out and sign the "opt in" form and email it back to Kenyon & Associates. The "opt in" allows you real time notices/correspondence/newsletters from the Board or the Community Manager, without the delay of US Mail. It also saves the Fairways time and money by avoiding the preparation and mailing process

At the April 26 Board meeting, we hope to fill the 5th board position (vacancy due to the Director removal last November) rather than require the time and expense of a secret ballot election by US mail, just for one vacancy. Generally, the board can fill a vacant board position, except when there has been a removal. In that case, the board can only do so with your consent. We ask that you give us the consent to fill this one position vacated due to the removal. All other Board elections will take place, as in the past, by US Mail and secret ballot. Please sign and email/return the second page of this letter with your consent.

We are always available to any of you and appreciate the opportunity to serve our beautiful community.

Jack Angaran, President

Tom Duncan, Vice President

Laura Miceli, Treasurer

Gretchen Swope

Instead of requiring an election by secret ballot, I consent to the Board selecting the 5<sup>th</sup> board member to fill the vacancy due to the November, 2016 Removal Election.

Fairways Address \_\_\_\_\_

Homeowner name \_\_\_\_\_

Signature \_\_\_\_\_

date \_\_\_\_\_

Please return your signed consent to: Kenyon & Associates by email, mail or hand delivery before 4/25/2017.



At Fieldcreek Ranch Homeowners Association  
[www.fairwaysatfieldcreek.com](http://www.fairwaysatfieldcreek.com)

Board of Directors Business Meeting  
April 26, 2017

The Board Meeting starts @ 6:00PM

The meeting will be held at Wolf Run Golf Course 1400 Wolf Run Rd. Reno, NV 89511

## AGENDA

- |   |                   |
|---|-------------------|
| 1. CALL MEETING TO ORDER /ROLL CALL   | Action            |
| 2. MEMBERSHIP OPEN FORUM: This is the portion of the meeting that is dedicated to membership input for items on the AGENDA ONLY.                |                   |
| 3. PRESIDENTS REPORT  | Discussion/Action |
| 4. APPROVAL OF MINUTES  | Discussion/Action |
| A. January 18, 2017   | Discussion/Action |
| 5. FINANCIAL REPORTS  | Discussion/Action |
| A. Financials- Review of Reports  | Discussion/Action |
| B. Review of Bank Statements  | Discussion/Action |
| 6. UNFINISHED BUSINESS  | Discussion/Action |
| A. Discuss and select Finance Advisory Committee  | Discussion/Action |
| B. Selection or set election of Fifth Board member  | Discussion/Action |
| C. Review Gate/Landscaping committee budget/<br>recommendations for signage repairs/seasonal plants and color at Entrance                       | Discussion/Action |
| 7. NEW BUSINESS   |                   |
| A. 2016 Tax Return and Audit Review   | Discussion/Action |
| B. Ratify Dumpster Rental for Spring Clean-up   | Discussion/Action |
| C. Ratify Selection of new Bank for Fairways business   | Discussion/Action |
| D. Open bids and select drainage easement maintenance contract  | Discussion/Action |
| 8. MANAGEMENT REPORT  | Discussion/Action |
| A. Executive Session Report   | Discussion/Action |
| 9. CORRESPONDENCE   | Discussion/Action |
| 10. ITEMS TO BE ON NEXT AGENDA  | Discussion/Action |
| 11. MEMBERSHIP OPEN FORUM: This is the portion of the meeting that is dedicated to membership input for ANY ITEM PERTAINING TO THE ASSOCIATION. |                   |
| 12. ADJOURNMENT   | Action            |

The Board of Directors may conduct an Executive Session Meeting before or after the Business Meeting is conducted.

**\*\*Please note that this agenda may be revised 24 hours prior to the Board Meeting and the revised agenda will be available upon request at Kenyon and Associates.\*\***

Upon request, unit owners are entitled to a copy of the audio recording, the minutes or a summary of the minutes of the meeting in electronic format at no charge to the owner or, if the association is unable to provide the copy or summary in electronic format, in paper format at a cost not to exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter.

# The Fairways at Fieldcreek Ranch HOA

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## ATTENTION HOMEOWNERS

The Board of Directors has transferred the operating and reserve accounts to Seacoast Bank. You have additional payment options listed below.

If you regularly mail your Association assessment payment, please use the following Mailing Address: The Fairways at Fieldcreek Ranch

c/o Kenyon & Associates, Inc.  
645 Sierra Rose Dr., #104  
Reno, NV 89511

If you make your Association Assessment Payment VIA YOUR ONLINE BANKING, please update the mailing address to ensure that your payment is processed timely. Change the payment address in your ONLINE BANKING records to:

The Fairways at Fieldcreek Ranch  
c/o Kenyon & Associates, Inc.  
645 Sierra Rose Dr., #104  
Reno, NV 89511

With this change in payment processing service you will now have additional options for making your payments. PhonePay and WebPay via Credit Card (there may be an additional charge), or E-Check are also available.

Pay by Phone: 775-410-6721  
Pay on the Internet: <https://kenyon.afts.com>

Additionally, ACH payment information is enclosed. Return completed form to the Kenyon office for processing if you wish to use the ACH option.

Respectfully,

Bob Kenyon  
Community Manager  
On behalf of the Board of Directors

Ken Carteron  
Senior Vice President  
Seacoast Commerce Bank  
775-453-9131

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*Professionally Managed by*  
Kenyon & Associates Inc.  
645 Sierra Rose Dr., Ste.104  
Reno, NV 89511

P: (775) 674-8000 F: (775) 674-8010

HOA Homeowner ACH Debit Authorization Agreement

AUTHORIZATION AGREEMENT FOR DUES ASSESSMENTS AND FEES (ACH DEBITS)

Association Name \_\_\_\_\_

Homeowner Name \_\_\_\_\_

Phone # \_\_\_\_\_

Property Address \_\_\_\_\_ Start Month \_\_\_\_\_

I (we) hereby authorize Kenyon & Associates, Inc., hereinafter called COMPANY, to initiate debit entries to my (our) Checking/Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, for credit to my Association's Bank Account at Seacoast Commerce Bank for the payment of my monthly assessment fees, and/or dues. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. I (we) understand that my (our) account will be debited between the 3<sup>rd</sup> and the 8<sup>th</sup> of each month

Financial Institution:

Name \_\_\_\_\_ Branch Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_ Account Type \_\_\_\_\_

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Names(s) \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Note: All written credit authorizations must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.

ATTACH VOIDED CHECK TO THIS FORM FOR VERIFICATION OF ACCOUNT INFORMATION

**THE FAIRWAYS AT FIELDCREEK RANCH HOMEOWNERS  
ASSOCIATION**

**EMAIL "OPT IN" AUTHORIZATION FORM**

For homeowner notification purposes, we would like to send official notice of any Association information via email. Through this, we eliminate costs of physically sending notices in the mail and improve communication between Kenyon & Associates and homeowners. If you choose not to receive Association notifications via email, we by law, must deliver all notices through the United States Postal Service.

**Per NRS116.31068 "Notice to units' owners. (Effective January 1, 2012)**

1. Except as otherwise provided in subsection 3, an association shall deliver any notice required to be given by the association under this chapter to any mailing or ***electronic mail address a unit's owner designates***. Except as otherwise provided in subsection 3, if a unit's owner has not designated a mailing or electronic mail address to which a notice must be delivered, the association may deliver notices by:
  - a) Hand delivery to each unit's owner;
  - b) Hand delivery, United States mail, postage paid, or commercially reasonable delivery service to the mailing address of each unit;
  - c) ***Electronic means, if the unit's owner has given the association an electronic mail address; or***
  - d) Any other method reasonably calculated to provide notice to the unit's owner.

The law requires authorization to do this. Please complete the information below if you would like to receive email communications. Your email address will be kept confidential and used for association business only.

**YES, I (We) hereby authorize The Fairways at Fieldcreek Ranch Homeowners Association and its agents to notify me (us), as the owner, by electronic mail format for all official Association notifications as required and allowed by the Nevada Revised Statutes in lieu of the US Mail.**

\_\_\_\_\_  
Email Address – Please Print

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
The Fairways at Fieldcreek Property Address – Please Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address – Please Print

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
The Fairways at Fieldcreek Property Address – Please Print

\_\_\_\_\_  
Date

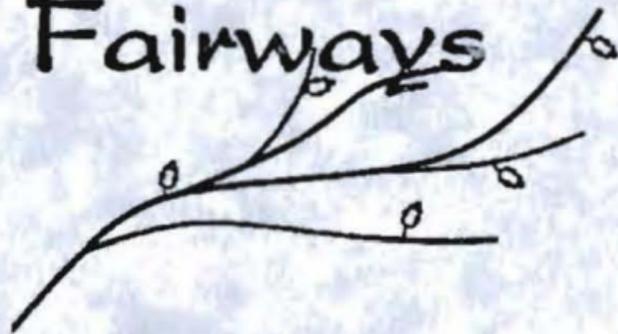
***Please Note: Separate authorization and email addresses must be filled out for each owner of the property.***

**PLEASE RETURN THIS FORM VIA EMAIL TO:**

**bob@kenyonandassociates.com**

Kenyon & Associates  
645 Sierra Rose Dr. Ste. 104  
Reno, NV 89511

**Fairways**



**The Fairways at Fieldcreek Ranch HOA**

*c/o Kenyon & Associates, Inc*

645 Sierra Rose Dr., Ste. 104, Reno, NV 89511

Office: (775) 674-8000 Fax: (775) 674-8010



THE FAIRWAYS AT  
FIELDCREEK RANCH HOA  
645 SIERRA ROSE DR.  
SUITE 104  
RENO, NV 89511



Jeffrey D Houston  
12840 Silver Wolf Road  
Reno, NV 89511

