

FAIRWAYS AT FIELDCREEK HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes – Approved 10-12-15
June 29, 2015
Terra West Management Services
10651 Professional Circle, Suite A
Reno, NV 89521

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. March 30, 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 Minutes, subject to correction. J. Beach duly seconded by to approve the March minutes as corrected. **Motion carried unanimously.**

IV. Review of Financial Reports

A. Current Financial Statements

March - May 2015 Financials – L. Martin reviewed the March, April and May financials. **Motion was made by** L. Martin and duly seconded by J. Beach to accept the March, April and May 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 – New Submissions – L. Martin provided the report on the current architectural matters for the members.

B. Architectural Committee Appointments – Discussion was held and the Board agreed to send notices to the members regarding the openings on the Committee. The Board will schedule a meeting to address appointments at a meeting in July. M. Vonada noted there are two positions that will be appointed to bring the Committee back to five (5) members. M. Vonada called for Board approval to have L. Martin remain as a voting member and Board Liaison on the Committee. G. Fornfeist seconded and the motion carried.

C. **Architectural Form Changes** – Discussion was held regarding additions to the form to address Large, Small and Repainting projects. Board discussion was held pertaining to costs to repaint homes and agreed painting should be a no charge for owners. The Board noted that Small projects (under \$5000 in costs) should also be no charge unless extensions to complete work are required. L. Martin moved to approve the Architectural Committee Construction Deposit and Fee Agreement form revisions. J. Beach seconded at the motion carried.

VI. **Unfinished Business** -

A. **Secondary Access Road (off Springer Court)** – M. Vonada reported the weed abatement work on the access road has been done. G. Fornfeist noted that he contacted several companies but no inspections have been done yet. He noted he would be addressing a request for a proposal from the company that bid last time. M. Vonada noted that bids should be in for discussion at the next meeting. G. Fornfeist noted he would like to arrange for M. Vonada to be present at the inspection.

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

M. Vonada noted the work has been done. Management noted the weeds were starting up again. Management was directed to obtain proposals to clean up the weeds and debris in the Retention pond for review at the next meeting in October.

C. **Landscape/Lighting project** -

J. Houston reported on the project. He noted the lighting needs to be addressed to add power for the transformers. Management noted a bid from Action but it needs to be revisited as the scope has changed. Discussion was held regarding the scope for the power issue and if the board moved to approve a cost not to exceed \$1500-\$2000 then the board could motion to approve the cost to proceed. She requested a motion to be made on this matter. L. Martin moved to approve the expense. K. Braband seconded and the motion carried.

J. Houston noted that landscape boulders were to be addressed. G. Fornfeist noted he would be using some equipment to move rock for the wall at the home under construction. He noted it would be in the next few weeks and Jeff was welcome to contact him to move the boulders. Jeff noted he would contact Connie about this issue.

D. **Gate** –

The Board discussed the left front gate is not fully opening and should be fully opened. Management asked if the Association has a company performing quarterly maintenance for the gates. The Board commented the gates have been an ongoing issue and Management could find another vendor for maintenance. Management noted she would contact companies on this issue.

Discussion ensued regarding the open times for the gates. J. Houston noted the entry gate has been open in the morning but the exit gate was closed. He noted vehicles were using the entry gate to exit the HOA. L. Martin noted she did notice the exit gates closed, but they should be open during construction hours. M. Vonada opened discussion on the need for the gates to be open since construction is winding down and if they needed to remain open. The Board agreed to approve closing the gates within the next few weeks. This will be noticed to the members.

E. **Street Maintenance** -

Comments were addressed earlier.

VII. New Business

A. Street Sweeping -

Discussion was held regarding this issue and the Board tabled review to the next meeting. Management noted she contacted the vendor but had not heard back from them.

B-C. Street Sweeping Fees Construction / Vacant Lots-

M. Vonada noted this issue has been discussed over the years wherein upon completion of construction as well as when there are vacant lots and the mud tracked on the street. M. Vonada noted that there should be a base of gravel on the construction lot that helps to prevent this but if a vehicle tracks mud onto the street, it needs to be addressed. L. Martin noted on vacant lots, there isn't a gravel area and vehicles have driven across vacant lots and tracked mud on the streets. Management noted there is the violation process that can be utilized to inform owners of the violations. M. Vonada addressed the fee to be assessed upon construction completion. Discussion ensued with respect to the service provided by the sweeping company (how many passes would be made to clean the street) and the amount would be a pass through for the sweep (approximately \$700). M. Vonada called for a motion. J. Beach moved to approve the cost for street sweeping. L. Martin seconded. The Board discussed this would be effective for any new or future construction projects. The update has been added to the "Architectural Committee Architectural Rules", the "Construction Rules Poster" and the "Contractor Rules and Regulations". Management noted it would need to be addressed in the Agreement and Rules effective 30 days.

Discussion ensued regarding the owners that drive across vacant lots (outside construction lots) and leaves mud on the street. M. Vonada called for a motion to address if an owner did this, they would be called to a hearing and charged the same fee. L. Martin moved to approve the motion, G. Fornfeist seconded at the motion carried.

D. Vacant Lot Abatement -

Discussion was held regarding weed abatement for vacant lots. Discussion noted that due to late seasons rain storms the weeds are more prevalent. The Association has an established Weed Abatement Policy, the Board reviewed the policy and suggestions from Management that abatement be done by a certain date annually or bi-annually. M. Vonada noted with the spring rains, more weeds will surface. It would be ideal for abatement to be done by late May. J. Beach commented on the draft requiring abatement twice a year, but once should suffice. The consensus was to have weeds abated by May 31st of each year; weeds to cut back 10' on the lot lines and any significant growth cut back / thinned to allow for fire reduction.

The Board concurred that notices would be sent in the early spring with a list of contractors that could do the weed abatement services. M. Vonada commented that it would be helpful if the Association could bid this out and have one company perform the service. M. Vonada opened the floor for owner comments.

E. Asphalt Consultant Bid -

The Board agreed to hold off on this bid. The work can be added to the scope that Gary is working on for the street repairs. Management will issue a thank you letter to the company for their time.

F. CC&R Compliance Policy -

Discussion was held regarding the time frame for the compliance drives and letters.

Management noted the courtesy was issued which gives the owner a thirty day window with a request of a response within 10 days as to what action the owner will take. If the issue isn't addressed, a formal letter is issued with either 30 days or 10 days to correct and

if not corrected / abated the board would hold a hearing on the issue. Discussion was held regarding the time frame taking too long to address compliance issues. L. Martin voiced concern with Management's responses to her concerns regarding maintenance and compliance issues. Management noted with the quarterly meetings that timing for hearings, several owners commented as well. The Board confirmed that Hearings will be held as needed to address issues.

The Board discussed establishing Rules which are in the CC&R's. K. Braband commented that a letter should go out to address concerns on maintenance issues (such as mailbox painting) which for most owners who've never had a violation, getting a courtesy notice on this issue could be offensive. She was concerned that most our owners have good maintenance practices. M. Vonada agreed that a general notice would be helpful. L. Martin stated that everyone can walk at their door and see they need to weed. Discussion ensued with respect to the follow up letters. M. Vonada noted that if the "general" notice is sent, could the Association issue the second notice and if the issue is not abated, that a hearing is schedule. Scenarios were discussed. Concerns were noted by owners present to address matters where there are chronic violators who just wait to get a letter and then do the minimal work needed. Management noted if the work is done at the inspection then the issue is closed and not left open for another time.

The consensus of the Board was letters need to be issued for a courtesy for 30 days (10 days to respond), if they did not respond and/or comply, then the Formal would be sent at the when the 30 days were up and that Formal notice would give the homeowner 10 days to respond and comply and the hearing would be scheduled when that 10 day period was up. She noted that there are HOA's that have a 14 day courtesy and hearings immediately after if issues are not abated. This type of change should be discussed with council.

G. Entry Gate Video Camera Policy-

M. Vonada discussed the background on this issue he noted that J. Houston spent time on this matter and was unsuccessful which resulted in unnecessary threats from an outside party. The Board reviewed the policy drafted by Kern's office. Discussion was held regarding the policy and suggestions from J. Houston. The Board amended a line it to reflect that parents and guardians of minors would only have "view" access to the recordings. Another comment made was to add pending Board approval to requests made by entities/persons other than law enforcement. M. Vonada expressed concern that this be left as written.

Motion was made by J. Beach and duly seconded by L. Martin to approve the policy as amended. Motion carried unanimously.

H. Collection Policy Review -

Discussion was held to amend the Collection Policy regarding the notification process for owners to allow for Recovery Services (through Terra West) to issue the 60 day past due notice letters prior to the accounts being turned over to Kern's office for collection proceedings. M. Vonada noted the sooner an account turned over to Kern's office the better off the HOA would be on collections. He noted the Board has worked hard on the past due accounts over the past few years. The Board reviewed the 60 Day notice letter that Accounting sends out per NRS which is sent with the fee schedule. Management noted that the Board discussed holding off on collection proceedings until an account is six (6) months past due. Discussion ensued with time frames on letters. The Board confirmed notice would be sent at 60 days past due and collections would proceed if the owner misses the next quarterly payment (due on the 1st; payable by the 10th; late on the 11th).

I. Next Agenda – Items for discussion -

Management requested Board input on the Budget processing and who to contact

regarding this. Management was directed to work with the treasurer, K. Braband offered to assist. It was agreed Management would draft and work with M. Vonada and L. Martin.

VIII. Homeowners Forum

- An owner asked about the vacant lot street sweeping if the ditch company tracked mud from the easement access at the back of his lot out onto the street. M. Vonada noted that he would not.

- An owner commented the gates being open and drivers using the entry for exiting. The Board noted this was addressed at the meeting and the gates will be closed.

XIII. Adjournment

With no further business to be discussed, L. Martin moved to adjourn, seconded by G. Fornfeist. The meeting was adjourned at 6:37 pm.

Respectfully submitted by:

Approved by:

Holly Bullock, Community Manager
Terra West Management Services

Fairways At Fieldcreek HOA
Board Member