

**FAIRWAYS AT FIELD CREEK HOMEOWNERS ASSOCIATION**

**Board of Directors Meeting Minutes**

**DRAFT November 18, 2015**

**Terra West Management Services**

**10651 Professional Circle, Suite A**

**Reno, NV 89521**

*Approved 2/22/16*

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**Board Members Present**

Mike Vonada - President

Lisa Martin - Treasurer

Gary Fornfeist - Vice President

Jim Beach - Director

**Board Members Absent**

Kathy Braband - Secretary

**Others Present**

Holly Bullock, CAM

Terra West Management Services, Supervising Community Manager

**Owners Present**

There were six 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 5:30 pm by Board President, Mike Vonada.

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

A comment was made regarding the entry caps that are in need of repainting. An owner stated he knows a contractor that could assist with this project.

**III. Approval of Meeting Minutes**

**A. October 12, 2015 Board Minutes – Motion was made by J. Beach to approve the October 12, 2015 Minutes as submitted. G, Fornfeist seconded to approve the minutes as submitted. Motion carried unanimously.**

**VI. Review of Financial Reports**

**A. Current Financial Statements:**

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

**VI. Unfinished Business -**

**A. Landscape and Lighting Project-**

M. Vonada noted Jeff Houston reported that the lighting installation will be completed on the last part of the project. He noted a GFI outlet had to be replaced with a new outdoor fixture.

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

It was noted that Green Things has started the work and Management noted that some of the work has started in the pond area.

**C. Landscape – Backflow Cage Installation**

H. Bullock noted that Brian with Green Things has ordered the backflow cage as of Nov. 9<sup>th</sup> and was waiting for delivery. It may not be installed until after Thanksgiving with the pending weather coming in.

**D. Front Gate –**

Discussion was held regarding the gates. M. Vonada noted that Jeff Houston met with the gate contractor on the gates. The inspection showed several issues with the gate that needs to be addressed. Management noted there is a bid coming to address the battery backups and some other issues. She will forward this on receipt to the Board for direction. M. Vonada noted that the work will need to be done to get done and to send it for direction.

**E. Monument Caps & Entry Posts -**

M. Vonada noted the caps were going to be removed and sent to be powder coated, however due to the LED lighting connected to the caps, they will be painted in place. He noted a suggestion from an owner regarding the process to repaint them. This will be addressed as the weather permits in the spring. Management noted she has worked with the Kelly Moore Rep to prepare a specification for the project.

**VII. New Business**

**A. Street Sweeping Proposal -**

The Board reviewed proposals. The bids were opened and reviewed from TLC Sweeping and from Knight Sweeping. L. Martin reviewed the bid from TLC for monthly at \$250 and quarterly at \$350 sweeping services. Knight Sweeping was quoted at \$300.00 per service. Discussion was held regarding the Association's use of a service bi-annually in the spring and fall. The budget was reviewed for 2016 which is \$1500.00 annually. Discussion was held regarding the type of equipment to be used and the Board indicated a brush/vacuum truck would be needed. **Motion was made by J. Beach to use TLC Sweeping. L. Martin seconded. Motion carried unanimously.**

**B. Snow Removal Proposal -**

Discussion was held regarding the bid submitted for snow removal services from J & R Landscape. The Board noted the dates for the services needed to be confirmed as they were of the opinion that the contract executed in 2014 was for the 2015 fall season as well. Management was requested to confirm the dates and what type of deicing material would be used for this bid and to advise the Board. They would review and approve via email.

**C. CC&R Amendment Discussion -**

M. Vonada noted that the Board has been looking at amending the CC&R's with Gayle Kern. He noted most owners think there are two sets of CC&R's. He noted that some of the language is out of date. He noted the CC&R's need to be updated and it would be a good time for the members to provide input on the CC&R's for consideration on changes. Jeanne Fornfeist noted she would assist in this project. M. Vonada noted the quote from Kern's office was \$4000 to \$5000 to do the amendments. **L. Martin moved to accept the estimate from Kern's office. G. Fornfeist seconded. Motion carried unanimously.**

Discussion ensued regarding this and Management suggested that a workshop be held to work on amendments for this project. M. Vonada noted that the membership should be noticed regarding changes to garner suggestions. He noted Gayle will review the CC&R's and suggest changes.

The Board discussed how the changes would be reviewed and voted on and that each change would be a separate issue to be approved. Monte Meredith also volunteered to assist with the project.

**D. 2014 Audit Review -**

Discussion was held regarding the audit. **L. Martin moved to approve the audit. J. Beach seconded. Motion carried unanimously.**

**E. Management Contract Renewal-**

The Board reviewed the 2016 contract renewal. Management asked the Board to consider requesting extra Executive Meetings to conduct Hearings when/if needed during the off meeting months. She suggested that a couple of meetings would be helpful. Discussion was held regarding the pending calendar and noted it would be added as an addendum. The Board was favorable on this issue, **J. Beach moved to approve the contract renewal. L. Martin seconded. Motion carried unanimously.**

**F. Gate Repairs / Replacement of Operators -**

Discussion was briefly held regarding the gate equipment. The Board postponed discussion on this to see how the maintenance work to be done over the next year improves the situation.

**G. Wind Click Proposal -**

Management noted the installation would run about \$1500-\$1600 to install. She noted that CAS is not recommending this type of unit as it can be “bumped” and it would open the gates. Discussion continued regarding the inspection done. The Board agreed to postpone this issue at this time.

**H. 2016 Meeting Calendar -**

Discussion was held regarding the Meeting calendar. Management noted the community events had not been placed on the calendar yet. The Board noted they’d meet in February and the meeting was set for February 22<sup>nd</sup>. The Board will review the final calendar at that meeting.

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

Discussion noted that issues would be added as they are needed.

Mike Vonada informed the Members present that the next meeting will be the Annual Meeting, followed by the Organizational and Executive Board Meetings.

**VIII. Homeowners Forum**

Monte Meredith noted that he had discussed the asphalt situation with several people. He commented that he was advised the cracks were an issue with the rock used (very porous) for the base and the oil soaked into it and in the private communities the developers used the cheapest materials for the installation and the oil quality was not very good. He noted the cracking issue should be minimal over time. He noted that the suggestion was to address the cracks was to grind it up and replace it. There are band-aid cures to address the cracks but ultimately replacement is the answer. He noted the roads do not show significant dips and humps which would indicate a road base issue. Management asked if they recommended a sealant to use. Monte noted they have not but they did note that the crack repair method used was an issue. Management noted there was a new product being used at another of her communities which is Gilsonite 88 and is used at the Carson City Airport. She noted it was recommended by a contractor and it may be worth looking into.

An owner commented on the gates being left open when there are snow or wind events. Management noted she could open remotely. Discussion ensued regarding the release latches that were on the gate but removed (as noted by a homeowner) due to unauthorized people opening the gates.

**IX. Adjournment**

With no further business to be discussed, L. Martin moved to adjourn, seconded by G. Fornfeist. The meeting was adjourned at 6:15 pm.

Respectfully submitted by:



Holly Bullock, Community Manager  
Terra West Management Services

Approved by:



Fairways At Fieldcreek HOA  
Board Member