

THE FAIRWAYS AT FIELDCREEK RANCH HOMEOWNERS ASSOCIATION
Board of Directors Meeting ~ Regular Session
March 30, 2015 ~ 5:30 p.m.
Location: Terra West Management Conference Room
10651 Professional Circle, Unit A, Reno, NV 89521

Board Members

Mike Vonada – President ~ **Gary Fornfeist** - Vice President ~ **Kathy Braband** – Secretary ~ **Lisa Martin** – Treasurer ~ **Jim Beach** - Director

Management

Holly Bullock, Community Manager

Terra West Management Services

This agenda is made available to the association's membership in accordance with NRS 116.3108. In accordance with NRS each meeting of the Executive Board in Regular Session shall be audio recorded. Items on this agenda may be adjusted as needed to meet the business needs of the Association. No revision will be made within 72-hours prior to the meeting. A Revised Agenda will be available at the above address upon request.

The Board may take action on any item on the agenda

- I. Call to Order and Establishment of Quorum**
- II. Homeowners' Forum**— This forum is devoted to comments from homeowners on agenda items only. To ensure everyone gets an opportunity to speak, comments may be limited to three minutes. No owner can give away their allotted time to expand another owner's time. Except in emergencies, no action will be taken upon a matter raised during this forum until the matter has been specifically included on a future agenda as an item upon which action may be taken. (NRS 116.3108)
- III. Approval of Meeting Minutes**
 - A. Review/Discussion/Motion for approval: January 22, 2015
- IV. Review of Financial Reports**
 - A. Treasurer's Report Review/Discussion/Motion for approval – January and February 2015 Financial Reports.
- V. Committee Reports**
 - A. Architectural Committee
- VI. Unfinished Business**
 - A. Update - Secondary Road Access (Springer Court)
 - B. Update - Retention Pond and Drain Cleaning.
 - C. Update – Receivership – 1255 Springer Court.
 - D. Update – Exit Gate & Directory repairs.
- VII. New Business**
 - A. Review/Discuss/Approve opening a CDARS account (Operating and Reserves) at Mutual of Omaha Bank for the funds over \$250,000 FDIC limits.
 - B. Review/Discuss/Approve adoption of Resolutions for:
 1. Minutes (Format and additional submissions to be kept with Minutes)
 2. Management Set Up Fees (TWMS Fee paid for new owner account set up at escrow)
 3. Investment Procedures (outlines Board direction on account investments)
 4. Agenda Revisions (allows for revisions within 72 hours prior to meeting)
 5. Records Retention (electronic record keeping)
 6. CAI Membership (to join)

AN EXECUTIVE SESSION OF THE BOARD OF DIRECTORS MAY BE HELD PRIOR TO/AFTER THIS MEETING.

Audio Recordings and approved minutes from previous meeting(s) are available by contacting Terra West Management Services, 10651 Professional Circle Suite A, Reno, NV 89521 (775-853-9777) or may be downloaded from your **community website by logging in at www.terrawest.com** or via email from fairwaysatfieldcreekrancho@terrwest.com. There may be a cost for paper or audio copies of minutes. There is no cost in downloading them from the website. – Please note that this agenda may be revised up to 72 hours prior to the meeting and is available upon request at Terra West Management Services.

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- C. Review/Discuss/Approve proposals for street sweeping services.
- D. Review/Discuss/Approve action to address a scope for plans to install additional landscape lighting at the community entry gates. Bids to be reviewed at the next meeting.
- E. Review/Discuss/Approve action to approve bid for Asphalt Consultant to inspect and prepare bid scope for re-sealing and repairs on the access road.
- F. Review/Discuss/Approve action for Board Member enrollment with Community Associations Institute. Decide if full board enrollment or limited board members.
- G. Review/Discuss/Approve 2015 Holiday Party – date, time, venue and budget.
- H. Review/Discuss/Approve acceptable auto insurance requirements for vendors performing services for the community. Terra West recommends \$1M in coverage.
- I. Review/Discuss any business to be discussed at the next Meeting to be placed on the next Agenda.

VIII. Homeowners Forum – This forum is devoted to comments from homeowners on general topics. To ensure everyone gets an opportunity to speak, comments may be limited to three minutes. No owner can give away their allotted time to expand another owner’s time. Items discussed may be placed on future agenda at the discretion of the Board of Directors. (NRS 116.3108)

IX. Next Meeting – Board Meeting - June 29, 2015 – 5:30 p.m.

X. Adjournment

Reminders for our Community Members:

Complaints:

Please be advised it is the policy of our management company, Terra West Management Services, that all violation complaints are to be submitted in writing by the party observing and reporting the complaint. Phone calls reporting issues will not be addressed with regards to violation complaints. You may mail, email, or fax your written complaint to our Community Manager, Holly Bullock at 775-853-9771 (fax) or by email to hbullock@terrawest.com.

Upcoming Events:

Spring Clean up: 4/25 – 4/26
Dumpster Delivery: 4/24
Dumpster Removal 4/27
Street Sweeping 4/28

Hydrant Cleanup / Painting
4/25 – 4/26

Thank you for your attention to these issues.

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FAIRWAYS AT FIELDCREEK RANCH HOMEOWNERS ASSOCIATION

EMAIL "OPT IN" AUTHORIZATION FORM

To enhance timely and effective communication between the Association and property owners, and to save association funds by eliminating postage required mailings whenever possible, the association would like to send email "blasts" to all owners, who approve, which contain official notices previously required by law to be delivered by 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.

Per NRS116.31068, and as a cost savings for the association, I would like to "Opt In" and receive my official Association Mailings via electronic mail. Returning this form is your email authorization to the association and the first step to setting up your account to receive email. The NEXT STEP is to register for an online account at terrawest.com by clicking *Log into Your Community Association and setting up your electronic communication preferences*. After logging in you may set the preferences by clicking "Profile" on the left hand menu and click on "Preferences." Thank you! Email is a cost savings for everyone....

EMAIL AUTHORIZATION: To enhance timely and effective communication between the association and property owners, and as a cost savings for the association, I would like to receive all correspondence, including but not limited to official association mailers, such as agendas, minutes, resolutions, rule updates, event flyers, newsletters, etc., in electronic format via the email listed below in lieu of US Mail.

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
_____	_____
Fairways at Fieldcreek property address – Please print	Date
_____	_____
Email address – Please print	Homeowner Signature
_____	_____
Fairways at Fieldcreek property address – Please print	Date

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

Please return this form to:
Terra West Management Services, 10651 Professional Circle, Ste. A. Reno, NV 89521
Fax to: 775-853-9771 or Scan and email to: fairwaysatfieldcreekranch@terrawest.com

For Management Office Use Only:	Date	Initial
Owner authorization entered	_____	_____



10651 Professional Circle, Suite A
Reno, NV 89521

Jeffrey D Houston
12840 Silver Wolf Rd
Reno, NV 89511

RENO NV 895

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