

ARROWCREEK HOMEOWNERS' ASSOCIATION
APPROVED SPECIAL BOARD OF DIRECTORS MEETING MINUTES
APRIL 12, 2016

The meeting started with the Pledge of Allegiance.

CALL TO ORDER, ROLL CALL & QUORUM, INTRODUCTIONS

The board meeting of the ArrowCreek HOA was called to order by Dave Steele, Vice President, at 5:36 PM at the ArrowCreek HOA Residents Club, Reno Nevada. Dave Steele. Proof of notice of the meeting was sent to the Members on March 25, 2016. A quorum was established with five of seven board members present:

Board Members Present: David Steele, Vice President
 Bob Kirtley, Treasurer
 Charlie Dickinson, Secretary
 Joyce Seelen, Director
 Robert McDonald, Director

Board Members Absent: Alan Liebman, President
 John Krisch, Director

Others Present: Debora Costa, CAM – Associa Sierra North
 Jeff Anderson, ACHOA Operations Manager

Owners Present: 2 owners (representing one lot) signed in as present for the meeting
 (see sign in sheet)

HOMEOWNER COMMENTS

There were no homeowner comments.

ROAD MAINTENANCE PROGRAM 2016

Sealed bids were presented. The RFP (request for proposal) and scope of work was prepared by Steve Seeds, Applied Pavement Technologies (APTech). An analysis of the vendor bids will be prepared by APTech for presentation to the Reserve Committee and the Board of Directors. A decision on vendor selection will be made at the April 19, 2016 board meeting. Bids were received from the following vendors. West Coast Paving, Inc.; Intermountain Slurry Seal; and Sierra Nevada Construction. Per the RFP, the bids were prepared in two sections, Appendix A and Work Package 2 (this allows the board the option to select more than one vendor to have the best cost/vendor for the type of work). A total bid amount was not calculated on the bids. Instead the bids listed a per sq. ft cost for each line item to be calculated and analyzed by APTech and then presented to the board. A copy of each bid is attached to these minutes as Addendum A.

HOMEOWNER COMMENTS

R. Duncan – The board should consider consolidating the bidding process. Discussion ensued about the current bid process the HOA follows.

S. Duncan – Did the HOA provide the sq ft numbers? Yes, the sq ft was included as part of the bid summary sheet.

ADJOURNMENT

MOTION: J. Seelen moved to adjourn the meeting. C. Dickinson seconded. The meeting adjourned at 6:02 PM by unanimous vote.

Approved by:

Respectfully Submitted by:

Debora Costa, CAM
Associa Sierra North

ArrowCreek HOA Board Member

MINUTES – ADDENDUM A – ROAD WORK BIDS (PER RFP)

REQUEST FOR BIDS

April 1, 2016

**APPENDIX A
 CONTRACTOR BID SUMMARY SHEET**

**2016 PAVEMENT MAINTENANCE AND REPAIR PROGRAM
 ARROWCREEK RESIDENTIAL SUBDIVISION**

Contractor: West Coast Paving, Inc.
 Address: Po Box 19162
 Contact Person: Jeff Sander Mobile Phone: 715-691-0515
 Office Phone: 715-852-3101 Fax: 715-852-3101 e-mail: Sander@westcoastpaving.net


Construction Items	Bid Unit Rate
Work Package 1	
Full-Depth HMA Patching	
See Appendices B and C for work description and construction/material details	
Expected completion date: June 30, 2016	
HMA patching on sidewalks (2.5 to 3-in thick), approx. 7,044 ft ²	8.00 \$/ft ²
HMA patching on sidewalks (3-in thick) with root damage, approx. 654 ft ²	4.50 \$/ft ²
HMA patches on streets (2.75 to 3.5-in thick) approx. 1,035 ft ²	6.00 \$/ft ²
HMA patches on streets (4.25 to 5-in thick) approx. 216 ft ²	11.50 \$/ft ²
HMA patches on streets (5.75 to 6.5-in thick) approx. 212 ft ²	12.00 \$/ft ²
Relief Saw Cuts	
2-inch deep diamond blade saw cuts on designated streets and sidewalks	
Expected completion date: June 30, 2016	
Relief saw cuts (approx. 1,000 ft)	1.00 \$/ft
Cold-Mix Asphalt Crack Repair (CMCR)	
See Appendix B for work description and construction/material details	
Expected completion date: June 30, 2016	
CMCR on streets (approx. 1,000 ft)	2.00 \$/ft
CMCR on sidewalks (approx. 232 ft)	4.50 \$/ft
Crack Sealing	
See Appendix B for work description and construction/materials details	
Expected completion date: June 30, 2016	
Crack sealing on streets (approx. 20,000 ft)	0.85 \$/ft
Crack sealing on sidewalks (approx. 4,776 ft)	1.00 \$/ft
Joint Sealing	
See Appendix B for work description and construction/materials details	
Expected completion date: June 30, 2016	
Joint sealing on streets (approx. 52,725 ft)	0.80 \$/ft
Joint sealing on sidewalks (approx. 6,917 ft)	1.00 \$/ft

REQUEST FOR BIDS

April 1, 2016

Work Package 2		
Type II Slurry Seal on Sidewalks		
See Appendices B and E for work description and construction/material details		
Expected completion date: July 31, 2016		
Slurry seal on ArrowCreek Pkwy (both loops) and Nambe Dr (from Questa Ct to end) sidewalks areas (total area 272,687 ft ²)	N/A	\$/ft ²
Type II Rapid Set Slurry Seal on Streets		
See Appendices B and E for work description and construction/material details		
Expected completion date: July 31, 2016		
Rapid Set Slurry Seal in 6 areas (385,126 ft ²)	N/A	\$/ft ²
Rejuvenating Fog Seal		
See Appendices B and C for work description and construction/material details		
Expected completion date: July 31, 2016		
Rejuvenating fog seal on streets and parking areas in 4 areas (562,195 ft ²)	N/A	\$/ft ²
Striping and Marking		
See Appendices B for work description and construction/material details		
Expected completion date: August 31, 2016		
White Solid Line (943 ft)	N/A	\$/ft
White Broken Line (946 ft)	N/A	\$/ft
Yellow Solid Line (12,762 ft)	N/A	\$/ft
Lettered "STOP" (total 9)	N/A	ea
Lettered "STOP AHEAD" (total 3)	N/A	ea
Stop Bars (total 42)	N/A	ea
Warning Strips (total 30)	N/A	ea
Turning Arrows (total 18)	N/A	ea
Crosswalks (total 24)	N/A	ea

Person Authorized to Submit Bid:

Printed Name: Jeff Sander Title: President
 Signature:  Date: 4/1/16
 Phone: 775-952-3101 e-mail: jsander @ westcoastparking.net

**APPENDIX A
 CONTRACTOR BID SUMMARY SHEET**

**2016 PAVEMENT MAINTENANCE AND REPAIR PROGRAM
 ARROWCREEK RESIDENTIAL SUBDIVISION**

Contractor: INTERMOUNTAIN SURRY SEAL, INC.
 Address: 1120 TERMINAL WAY RENO NV 89502
 Contact Person: RANDY CONTRERAS Mobile Phone: (775) 745-9021
 Office Phone: 775-358-1355 Fax: 775-355-3458 e-mail: randy.contreras@gcinc.com

Construction Items	Bid Unit Rate
Work Package 1	
Full-Depth HMA Patching	
See Appendices B and C for work description and construction/material details	
Expected completion date: June 30, 2016	
HMA patching on sidewalks (2.5 to 3-in thick), approx. 7,044 ft ²	n/a \$/ft ²
HMA patching on sidewalks (3-in thick) with root damage, approx. 654 ft ²	n/a \$/ft ²
HMA patches on streets (2.75 to 3.5-in thick) approx. 1,035 ft ²	n/a \$/ft ²
HMA patches on streets (4.25 to 5-in thick) approx. 216 ft ²	n/a \$/ft ²
HMA patches on streets (5.75 to 6.5-in thick) approx. 212 ft ²	n/a \$/ft ²
Relief Saw Cuts	
2-inch deep diamond blade saw cuts on designated streets and sidewalks	
Expected completion date: June 30, 2016	
Relief saw cuts (approx. 1,000 ft)	n/a \$/ft
Cold-Mix Asphalt Crack Repair (CMCR)	
See Appendix B for work description and construction/material details	
Expected completion date: June 30, 2016	
CMCR on streets (approx. 1,000 ft)	n/a \$/ft
CMCR on sidewalks (approx. 232 ft)	n/a \$/ft
Crack Sealing	
See Appendix B for work description and construction/materials details	
Expected completion date: June 30, 2016	
Crack sealing on streets (approx. 20,000 ft)	n/a \$/ft
Crack sealing on sidewalks (approx. 4,776 ft)	n/a \$/ft
Joint Sealing	
See Appendix B for work description and construction/materials details	
Expected completion date: June 30, 2016	
Joint sealing on streets (approx. 52,725 ft)	n/a \$/ft
Joint sealing on sidewalks (approx. 6,917 ft)	n/a \$/ft

REQUEST FOR BIDS

April 1, 2016

Work Package 2	
Type II Slurry Seal on Sidewalks	
See Appendices B and E for work description and construction/material details	
Expected completion date: July 31, 2016	
Slurry seal on ArrowCreek Pkwy (both loops) and Nambe Dr (from Questa Ct to end) sidewalks areas (total area 272,687 ft ²)	<i>\$0.40</i> \$/ft ²
Type II Rapid Set Slurry Seal on Streets	
See Appendices B and E for work description and construction/material details	
Expected completion date: July 31, 2016	
Rapid Set Slurry Seal in 6 areas (385,126 ft ²)	<i>\$0.17</i> \$/ft ²
Rejuvenating Fog Seal	
See Appendices B and C for work description and construction/material details	
Expected completion date: July 31, 2016	
Rejuvenating fog seal on streets and parking areas in 4 areas (562,195 ft ²)	<i>\$0.07</i> \$/ft ²
Striping and Marking	
See Appendices B for work description and construction/material details	
Expected completion date: August 31, 2016	
White Solid Line (943 ft)	<i>\$1.00</i> \$/ft
White Broken Line (946 ft)	<i>\$0.50</i> \$/ft
Yellow Solid Line (12,762 ft)	<i>\$0.20</i> \$/ft
Lettered "STOP" (total 9)	<i>\$75.00</i> ea
Lettered "STOP AHEAD" (total 3)	<i>\$75.00</i> ea
Stop Bars (total 42)	<i>\$25.00</i> ea
Warning Strips (total 30)	<i>\$35.00</i> ea
Turning Arrows (total 18)	<i>\$35.00</i> ea
Crosswalks (total 24)	<i>\$145.00</i> ea

Person Authorized to Submit Bid:

Printed Name: RANDY CONTRERAS Title: PROJECT MANAGER
 Signature: *Randy Contreras* Date: 04/11/16
 Phone: 775-745-9021 e-mail: randy.contreras@scinc.com

REQUEST FOR BIDS

April 1, 2016

**APPENDIX A
 CONTRACTOR BID SUMMARY SHEET**

**2016 PAVEMENT MAINTENANCE AND REPAIR PROGRAM
 ARROWCREEK RESIDENTIAL SUBDIVISION**

Contractor: Sierra Nevada Construction, Inc.
 Address: PO Box 50760, Sparks, Nevada 89435
 Contact Person: Alex Faust Mobile Phone: 775-691-8383
 Office Phone: 775-355-0420 Fax: 775-355-0535 e-mail: bids@snc.biz


Construction Items	Bid Unit Rate
Work Package 1	
Full-Depth HMA Patching	
See Appendices B and C for work description and construction/material details	
Expected completion date: June 30, 2016	
HMA patching on sidewalks (2.5 to 3-in thick), approx. 7,044 ft ²	4.25 \$/ft ²
HMA patching on sidewalks (3-in thick) with root damage, approx. 654 ft ²	7.00 \$/ft ²
HMA patches on streets (2.75 to 3.5-in thick) approx. 1,035 ft ²	5.00 \$/ft ²
HMA patches on streets (4.25 to 5-in thick) approx. 216 ft ²	7.00 \$/ft ²
HMA patches on streets (5.75 to 6.5-in thick) approx. 212 ft ²	10.00 \$/ft ²
Relief Saw Cuts	
2-inch deep diamond blade saw cuts on designated streets and sidewalks	
Expected completion date: June 30, 2016	
Relief saw cuts (approx. 1,000 ft)	0.90 \$/ft
Cold-Mix Asphalt Crack Repair (CMCR)	
See Appendix B for work description and construction/material details	
Expected completion date: June 30, 2016	
CMCR on streets (approx. 1,000 ft)	1.75 \$/ft
CMCR on sidewalks (approx. 232 ft)	1.75 \$/ft
Crack Sealing	
See Appendix B for work description and construction/materials details	
Expected completion date: June 30, 2016	
Crack sealing on streets (approx. 20,000 ft)	0.69 \$/ft
Crack sealing on sidewalks (approx. 4,776 ft)	0.69 \$/ft
Joint Sealing	
See Appendix B for work description and construction/materials details	
Expected completion date: June 30, 2016	
Joint sealing on streets (approx. 52,725 ft)	0.85 \$/ft
Joint sealing on sidewalks (approx. 6,917 ft)	0.90 \$/ft

REQUEST FOR BIDS

April 1, 2016

Work Package 2	
Type II Slurry Seal on Sidewalks	
See Appendices B and E for work description and construction/material details	
Expected completion date: July 31, 2016	
Slurry seal on ArrowCreek Pkwy (both loops) and Nambe Dr (from Questa Ct to end) sidewalks areas (total area 272,687 ft ²)	0.28 \$/ft ²
Type II Rapid Set Slurry Seal on Streets	
See Appendices B and E for work description and construction/material details	
Expected completion date: July 31, 2016	
Rapid Set Slurry Seal in 6 areas (385,126 ft ²)	0.11 \$/ft ²
Rejuvenating Fog Seal	
See Appendices B and C for work description and construction/material details	
Expected completion date: July 31, 2016	
Rejuvenating fog seal on streets and parking areas in 4 areas (562,195 ft ²)	0.045 \$/ft ²
Striping and Marking	
See Appendices B for work description and construction/material details	
Expected completion date: August 31, 2016	
White Solid Line (943 ft)	0.15 \$/ft
White Broken Line (946 ft)	0.15 \$/ft
Yellow Solid Line (12,762 ft)	0.15 \$/ft
Lettered "STOP" (total 9)	55.00 ea
Lettered "STOP AHEAD" (total 3)	110.00 ea
Stop Bars (total 42)	70.00 ea
Warning Strips (total 30)	11.00 ea
Turning Arrows (total 18)	50.00 ea
Crosswalks (total 24)	80.00 ea

Person Authorized to Submit Bid:

Printed Name: Kevin L. Robertson Title: President
 Signature:  Date: April 11, 2016
 Phone: 775-355-0420 e-mail: bids@snc.biz