

ARROWCREEK HOMEOWNERS' ASSOCIATION
APPROVED BOARD OF DIRECTORS MEETING MINUTES
JUNE 7, 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 Alan Liebman, President, at 6:12 PM at the ArrowCreek HOA Residents Club, Reno Nevada. It was announced that the meeting will be audio and video recorded. Proof of notice of the meeting was sent to the Members on May 20, 2016. A quorum was established with five of seven board members present:

Board Members Present: Alan Liebman, President
 David Steele, Vice President
 Bob Kirtley, Treasurer
 Robert McDonald, Director
 Joyce Seelen, Director

Board Members Absent: Charlie Dickinson, Secretary
 John Krisch, Director

Others Present: Jeanne Tarantino, PCAM – Associa Sierra North
 Jeff Anderson, ACHOA Operations Manager
 Rick Reyome, ACHOA Security Director

Owners Present: 36 owners signed in as present for the meeting (see sign in sheet)

HOMEOWNER COMMENTS

J. Klasch – RV parking and road maintenance. He believes that the vendor hired is not crack sealing properly and that a different material should be used.

D. Unruh – Plays both pickle ball & tennis. Does not feel that permanently removing a tennis court is a good idea. Should research other alternatives. Is pro-trampoline.

S. Duncan – Strategic planning process for capital improvements. Reviewed the Tahoe Donner website, great info. They have a strategic plan in pamphlet format and a Capital Projects Spending Process that she would like the board to look at.

R. Duncan – Would like the board to consider a formal process to add amenities to the community. He suggested language to include in the revised CCRs.

W. Krachun – Stated, until there is long range plan in place amenities will be dealt with one at a time. Pickle ball, converting a court will have a significant negative impact for tennis players. Trampolines, hoping we are going to be kind to our young families.

L. Murphy – No additional comment, stated that her concerns have already been expressed.

J. Christensen – Supports a dedicated pickle ball court; it is an extremely fun and popular sport

B. Christensen – Supports the conversion of one tennis court to four pickle ball courts. Would like the board to vote to increase pickle ball playing options while still retaining 3 tennis courts.

D. Delegal – Was a competitive tennis player, but now really enjoys pickle ball, easier on the body. There is a standard practice in tennis on how to wait for a court, the same rule should apply for pickle ball. Feels that the courts can be striped so that both sports can be played and the courts can be shared.

J. Uhlan - Pickle ball. Past competitive tennis player. Now plays pickle ball. Somerset shares their tennis and pickle ball courts.

L. Wohletz - Likes pickle ball. Main concern is trampoline. Walked neighborhoods with a petition for trampolines, got 30 hard signatures and 85 online signatures. Only one resident was against trampolines. Feels the HOA is making it too hard to allow trampolines. It's true that trampolines are difficult to fully screen from view. Hoping the board can apply some common sense to the rule.

PICKLE BALL PRESENTATION (K. Whitley): Provided a presentation on pickle ball. The group is very popular and she hopes the board will consider permanently converting one tennis court to four pickle ball courts. Has a petition with 162 resident signatures who are pro pickle ball as an amenity for the community. She requested that the upper tennis court, the one that is less frequently used, be converted to four permanently dedicated pickle ball courts when they are scheduled for resurfacing this year (converting existing may cost approximately \$10,000. Building brand new from the ground up could cost approximately \$100,000, best guess).

OTHER BUSINESS - Item 7(a) Pickle Ball Group, request to create permanent and dedicated pickle ball courts was moved up on the agenda to be addressed at this time.

MOTION: A. Liebman moved to send this item to the social and reserve committees to research and provide a suggestion on how to proceed with this request. D. Steele seconded. Discussion ensued as to the timing of the tennis court resurfacing. J. Seelen was opposed. All others in favor, the motion was carried by a majority vote.

ACKNOWLEDGEMENT AND THANK YOU TO 'RETIRED' COMMITTEE MEMBERS:

A. Liebman acknowledged and thanked ArrowCreek owners, who no longer sit on any ArrowCreek committees, for their past support and time to volunteer on committees. This acknowledgement will become an annual observation each January/February when new committees are selected. Certificates of appreciation were awarded to:

J.R. Rodine & John McGhee	-	Communications Committee -
Bill Brown	-	Governing Documents Committee
Gary Smith	-	Reserve & ArrowCreek County Club Committee (ACCC)
Clyde Ikehara	-	Safety Committee
Kadi Mohr	-	ADRC (Architectural Design Review Committee)

MINUTES

The Board Meeting Minutes from April 12, 2016 and April 19, 2016 were reviewed for approval. The completed action list was also provided. The April 19 meeting minutes need to be corrected; The Club at ArrowCreek abbreviation is TCAC (not TCAAC).

MOTION: D. Steele moved to approve the Special Board Meeting Minutes of April 12, 2016. B. Kirtley seconded. No further discussion. The motion was carried by a unanimous vote.

MOTION: D. Steele moved to approve the corrected Board Meeting Minutes of April 19, 2016. B. Kirtley seconded. No further discussion. The motion was carried by a unanimous vote.

FINANCIAL REPORTS

Reserve Committee Report (B. Kirtley): A presentation was given including a review of the 4/30/16 financials, a recommendation to approve an updated Investment Policy Resolution and a recommendation to accept the 7/1/16 employee health insurance renewal with existing provider Prominence Health insurance (their rates are competitive and were below the costs of the three other plans bid by the insurance broker). It was noted that the minor changes made to the Investment Policy provide additional control requirements, limiting the access to trade investments. There was also a mention of the potential financial impacts to the HOA by the recent Nevada Supreme Court decisions related to collection and foreclosure costs. There was no bad debt to write off at this time. The full presentation and financial reports are posted on the ArrowCreek-hoa.com website. *Note: The board has been provided with current reconciliations of the operating and reserve accounts and the latest account statements prepared by the financial institutions in which the accounts of the association are maintained. The financial reports also include a balance sheet and a current year-to-date financial statement of the association and the current year-to-date schedule of revenues and expenses for the operating and reserve accounts.*

MOTION: B. Kirtley moved to accept the 4/30/16 unaudited financial reports prepared by Associa Sierra North. A. Liebman seconded. No further discussion. The motion was carried by a unanimous vote.

MOTION: B. Kirtley moved to approve the updated Investment Policy Resolution as amended to include a change to item 2 clarifying the process for board review and acceptance of all accounts instruments and investments in accordance with Nevada Law NRS 116 at least quarterly and to include additional investment trade control requirements. J. Seelen seconded. No further discussion. The motion was carried by a unanimous vote.

Reserve Committee Report (W. Boon): Recommendations for board action as follows:

- Full Reserve Study Update – Ratify board approval to move up the full new study date from 2017 to 2016 to coincide with the road snippet agreements, using Browning Reserve Group, the current ACHOA vendor.
- Road Snippet Agreements – Consider action to allow the one outstanding road snippet to join the program. The board agreed that more time is needed to research this item before taking action.

MOTION: B. Kirtley moved to ratify the unanimous approval of the board, at the request of the Reserve Committee, to move up the full new reserve study date from 2017 to 2016 to coincide with the road snippet agreements using the existing reserve vendor, Browning Reserve Group (BRG). D. Steele seconded. No further discussion. The motion was carried by a unanimous vote.

STAFF & COMMITTEE UPDATES

Operations Manager Report (Jeff Anderson): Pools were opened May 13th ahead of schedule. The pool vendor Finishing Touch deserves a lot of credit for getting the pools open early every year. Just completed a major phase of the 2016 road program, an update was provided on the balance of the 2016 road work. Two tennis courts are scheduled for resurfacing this year. The court under consideration for pickle ball is one of the courts, tentatively scheduled for September. Staff is dealing with a huge weed problem. Crews have already been through ArrowCreek parkway once, but the weeds keep coming. Two long term security staff have recently left ArrowCreek, they moved out of the area to pursue other opportunities. With Reno booming, it is getting more difficult to find staff, so it's important that the HOA work to keep their existing staff in place.

Security Department Report (Rick Reyome): No major incidents since the last board meeting. Stop sign checks have been increased, 72 violations have been recorded for stop signs. Speeding violations are way down, radar cameras have been moved around. An update since March 22, 2016 vehicle break-ins, two additional arrests have been made. No further incidents have been reported inside the ACHOA gates but there have been incidents outside ArrowCreek.

Safety Committee Report (M. Steele): The committee provided a report to the board to include their suggestions for the updated Committee Charter. A request to trim or remove Mugo Pines at the intersection of Flowering Sage Court and High Vista was provided to maintenance. It was agreed that the pines were obstructing visibility. So the bushes were removed.

ADRC Committee Report (D. Steele): There are currently nine new homes in process; five nearing completion and four recently started, or ready to start. There are two additional new homes going through the design review process. There are various miscellaneous projects too; trellis, trampolines, etc.

Administrative Committee Report: The Committee Chair and Board Liaison were not able to attend the meeting. At the previous meeting the committee requested the board consider having the Administrative Committee research and prepare a policy to require insurance and signed agreements when vendors are paid for services while using the HOA amenities. An expert opinion including insurance and legal pros and cons was obtained by the board. There are several components to take into consideration before considering such a policy. Action on this item is postponed, so is any action on a revised charter.

Communications Committee Report (N. Reeder): Provided an update on the new website progress with eUnify:

1. The Website will be public. The portal will house secured information that is password protected. The committee is re-assessing what information could be public that is currently password protected.
2. Initial content has been loaded to both the website (public side) and the portal (secured side) and is almost ready for committee review. After review the committee will set their next meeting.
3. The committee is looking at a few website template options for the HOA before making a final decision. All options will include pictures of the community.
4. The committee will test the site for user-friendliness and interesting content.
5. The committee will be establishing a timeline 'milestone' structure at their next meeting.

Governing Documents & The Club at ArrowCreek (TCAC) Liaison Committee Report (J. Seelen): Reports from both these committees have been combined. The Bylaws & CCRs revision is essentially done. Getting close to a resolution on the equivalent lots calculation with TCAC. There are also items for discussion regarding the pit used by the ACHOA (TCAC land) and the pump house used by TCAC (ACHOA land). To this point the ACHOA and TCAC have been working together for common use of these areas, but agreements for use of these areas should be formalized in the revised CCRs documents. These are the final items needed to complete the CCRs revisions. All the proposed document changes are subject to board approval and then a homeowner vote. A request was submitted to approve up to \$3000 for a land survey of the pit area under discussion.

MOTION: J. Seelen moved that up to \$3000 be approved for a land survey of the pit area being discussed. D. Steele seconded. No further discussion. The motion was carried by a unanimous vote.

Social Committee (J. Seelen): Betsy Burgess was selected as the Committee Chair. An email has been established for residents to send input: acsocialcomm@gmail.com. The next meeting is June 13, 2016 4PM. There are no events currently in process.

Fuels Management Committee Report (M. Moll): The committee had an official meeting on May 27th at the Residents Club and the history of ACHOA fuels management was reviewed with some board members present. Rodd Rummel is currently putting together the scope of work for 2016 maintenance of the areas masticated in 2015 under the grant. Discussion ensued about what if the scope of work is over \$10,000, are there additional funds available if needed? The board would need to see the information from Rodd Rummel before discussing further.

Update on the 2016 Work and Five Year Plan - Per the fire consultant Rodd Rummel, as of 5/31/16 he is getting close to having the database up and functioning. He sent an addendum/clarification to the five-year plan to further explain how the data will be handled. And to include the Committees request to separate the vacant lots from the improved lots. It is an option for the ACHOA whether or not they want to purchase the apple devise to run the database or not, but the data will belong to the ACHOA and will be provided in hard copy format. Jeanne & Rodd will work together on noticing owners of lots being inspected. The Fuels Committee requested that an informational letter to be sent to every vacant lot owner. Jeanne will work with Rodd for language on such a notice to be reviewed by the board.

MOTION: A. Liebman moved to confirm approval and adoption of the 2016 portion only of the 5-year Fuels Management Plan prepared by High Sierra Forestry to include inspections of individual lots (Note: The 2016 portion of the plan was previously approved with the 2016 budget). And to include the purchase/of the apple devise to run the data and inclusion of the two sections; for improved and unimproved lots. The balance of the plan shall be reassessed after review of the 2016 reports. No second. The motion died.

MOTION: J. Seelen moved to support the 5-year plans as revised by High Sierra Forestry. The agreement for work shall include both improved and unimproved (vacant) lots and purchase of the apple device as set out in the written amendment/clarification provided to the board on June 7, 2016. R. McDonald seconded. D. Steele amended the motion to include that there will be an evaluation after the first year's activities and the board will have the option to make changes to future years activities based on evaluation results and

homeowner reactions. J. Seelen seconded the amended motion. No further discussion. The motion was carried by a unanimous vote.

OTHER BUSINESS

Administrative & Safety Committee Charter Revisions: Postponed.

Landscape Committee Member Appointments: New member appointments, up to seven (7) members including at least one HOA Board Member. The following ACHOA members submitted their interest to be on the committee:

- Jim Linscott
- Angela Havewala
- Margaret McConnell
- Susan Duncan
- Rich Kenny
- Jose Martinez (tentative pending his application submittal)
- *Bob Kirtley – Board Liaison*

MOTION: A. Liebman moved to appoint the six landscape committee members listed above and to appoint Bob Kirtley as board liaison. J. Seelen seconded. No discussion. All in favor, the motion carried by unanimous vote.

Rule Revisions to Parking & Storage of Vehicles: The board added clarification to this rule based on homeowner comment. It clarifies that *parking* or storage of trailers, boats, *or similar type objects* shall only be permitted if kept a fully enclosed garage or screened from view. The revision also clarified trucks *with or without a camper shell* and specifies, *‘For the intent of this section, a pickup truck fitted with a cab-over camper or a van converted to a camper, regardless if it is driven on a regular basis or not, are considered recreational vehicles and subject to the parking and storage restrictions of this section.*

MOTION: J. Seelen moved to approve the parking rule revision as presented. R. McDonald seconded. No discussion. All in favor, the motion carried by unanimous vote.

Rule Revision to Trampolines: The board was asked to review the current rules on trampolines. Trampolines in the community are allowed. However, the CCRs Article IV, Section 37 require that trampolines must be approved by the ADRC to be installed. Requirements to submit for a trampoline include that it must be recessed, comply with all setback requirements, and the committee reserve the right to require additional planting or screening upon final inspection. The ADRC has recently modified their requirement from ‘must’ be recessed to ‘should’ be recessed but they still may require screening for aesthetics and setbacks must be adhered to.

MOTION: J. Seelen moved that the current process and language, with the revised ADRC change of should vs must be recessed stands is adequate and stands. B. Kirtley. Seconded. No further discussion. All in favor, the motion carried by unanimous vote.

Summary of Executive Session board meeting held prior to the regular session - Meeting highlights from the June 7, 2016 Executive Session held prior to the regular meeting were read aloud by A. Liebman:

- Approval of the 4/19/16 executive meeting minutes.
- There were six violation hearings.
- There were two violation appeals.
- Delinquency Reports for assessments and fines were reviewed. There is one account on an active HOA payment plan. There are 4 accounts at the final warning status with significant balances that are being considered for processing to collection.
- Collection updates were presented. There are 6 accounts in collection: One is on an active payment plan; two are on hold for legal; one continues to be in the bank foreclosure process; and two are in the first phases of the process.

- Bad debt write-off. None at this time.
- Violation status reports were reviewed. The Summary Count report reflects a total of 209 violation records entered through 6/2/16. An open violation report for violations being monitored was also reviewed.
- Legal – There are 2 open legal cases related to collections and foreclosures. No current actions, both cases are pending. The board reviewed attorney client privilege discussions related the ACHOA and TCAC and examined the draft of a trademark enforcement policy to be forwarded to the Trademark attorney for review.

HOMEOWNER COMMENTS

R. Rakusin - Pickle ball. Made a note that too many lines on the courts is confusing. Multi use courts are not the best solution. A permanent conversion of one tennis court to four pickle ball courts is the best solution.

R. Duncan - TCAC could also build a court.

L. Wohletz – Believes that if you can mildly see the trampoline net or trampoline that it is not causing a problem. Significantly screening is fine but strict 100% screening from all angles is not realistic.

J. Klasch - Restated his opinion that the crack filling of the asphalt is not being properly done.

ADJOURNMENT

MOTION: R. McDonald moved to adjourn the meeting. J. Seelen seconded. The meeting adjourned at 9:28 PM by unanimous vote.

Approved by:

Respectfully Submitted by:

Jeanne Tarantino, PCAM
Associa Sierra North

ArrowCreek HOA Board Member