



Date: 1/14/17

ARROWCREEK HOMEOWNER'S ASSOCIATION

Board of Directors Meeting Notice

Date & Time: Tuesday, January 31, 2017 | 6:00 p.m.

Location: ACHOA Residents Club, 2900 ArrowCreek Parkway, Reno, NV

AGENDA

NOTICE: THE BOARD MEETING WILL BE AUDIO & VIDEO RECORDED. THE VIDEO WILL BE POSTED FOR OWNER REVIEW. An owner may record on audiotape, or any other means of sound reproduction, a meeting of the executive board if the owner, before recording the meeting, provides notice of his or her intent to record the meeting to the members of the executive board and the other units' owners who are in attendance at the meeting.

- **Action may be taken on each item on the agenda.** Per NRS 116.3108.4(b) the items listed on the agenda include a description denoting what action may be taken on the items.
- *Presentations to the board are time-limited.*
- *All meetings will be conducted using the ArrowCreek HOA Parliamentary Procedures Resolution of 11/1/11.*

Pledge of Allegiance

1. Call to Order, Board Introductions, Roll Call, and Determination of Quorum
2. Homeowner Comments: *Owners have the right to speak to the Board. This period is devoted to comments from property owners and discussion of those comments related to items on the agenda. Please note that the Board has the authority to limit the time for individual comments. A time limit of three minutes has been allotted per individual. No individual can give away their allotted time to expand another individual's time.*
3. Presentation to Outgoing Board Member Charlie Dickinson – Thank you for your service to the ACHOA
4. Minutes:
 - a) Approval of December 6, 2016 Board Meeting Minutes. Action
 - b) Review of December 6, 2016 Annual Members Meeting Minutes (to be approved at the next Members Meeting)
5. Board Business:
 - a) 2017 Committee Appointments – Confirm committee members, Committee Chairs and Board Liaisons. Action
 - b) Trademark Policy – Presentation of new Trademark Policy for approval by the board. Action
 - c) Strategic Plan Update with Consulting Service HEC. Take action as necessary
 - d) Residents Club Refresh – Approve proceeding with hiring an Interior Designer to assist with this project. Action
 - e) Executive Session summary update (meeting held prior to the regular session)

6. Financial Reports/Recommendations – Includes new and old business and items for board action. Standard financial presentations should be limited to 10 minutes each:
- a) Budget & Finance Committee update - Presentation of current financial reports. Recommendations for board action as follows:
 - Current financials (unaudited) as prepared by ASN. Acceptance of report
 - Acceptance of the 2/15/2017 Insurance Renewal recommendations. Action
 - b) Reserve Committee Update – Recommendations for board actions as follows:
 - APTech 2017 Services – Ratification of the Applied Pavement Technology (APTech) contract for 2017 services (approved by unanimous board agreement in December 2016). Action
 - Road Snippet Updated Reserve Study – Approve the new updated reserve study effective January 1, 2017, with increase. Note: This study only affects 5 private streets (18 lots) in ArrowCreek. Action
7. Staff & Committee Reports – May include new and old business and recommendations to the board. Standard staff and committee presentations, if provided, should be limited to 5 minutes each:
- a) Operations/Security – (Rick Reyome)
 - b) Administrative Committee (Margaret McConnell)
 - Recommend Board approval of the proposed Conflict of Interest Policy
 - c) ADRC Committee (John Krisch)
 - d) Communications Committee (Paul Burkett/Norm Reeder)
 - Website - Update on the status of the new ACHOA website, take action as needed
 - e) Fuels Management Committee (Janet Ouren/Kathi Delegal)
 - Update on potential grant application status. Take action as needed
 - f) Governing Documents Committee (Joyce Seelen) – Update on Bylaws & CCRs Revisions
 - g) The Club at ArrowCreek Liaison (Joyce Seelen) – Recommend Board actions as follows: Approval of Agreements between the FOA & ACHOA:
 - 1) ACHOA & FOA Overall Agreement; and
 - 2) Land Exchange Agreement (trade of the pit land for the pump house land)
 - h) Landscape Committee (Rich Kenny)
 - i) Social Committee (Betsy Burgess/Joyce Seelen)
 - j) Safety Committee (Mary Steele)
 - Disaster/Fire Emergency Plan Update – Review proposed update for board approval and posting on the ACHOA website. Take action as needed
8. Homeowner Comments: *Owners have the right to speak to the Board. This period is devoted to comments from property owners and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised during this portion of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken later. Please note that the Board has the authority to limit the time for individual comments. A time limit of three minutes has been allotted per individual. No individual can give away their allotted time to expand another individual's time.*
9. Adjournment

See next page for additional meeting disclosures

ADDITIONAL MEETING DISCLOSURES:

The purpose of this notice/agenda is to inform you of the date, time, place and action items of the upcoming scheduled meeting of the Board of Directors. This meeting will be recorded in accordance with NRS 116. The meeting will also be video recorded. Draft minutes of this meeting will be available within 30 days after the meeting date. Minutes, together with other important HOA information are posted on the website at www.arrowcreek-hoa.com. A copy of the audio recording, the minutes or a summary of the minutes of the meeting shall be provided to the unit's owner upon request, in electronic format at no charge to the unit's owner or, if the association is unable to provide the copy or summary in electronic format, in paper format at a cost not to exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter. A unit's owner may record a meeting of the board (except executive sessions) if the unit's owner, before recording the meeting, provides notice of his or her intent to record the meeting to all present. An Executive Session of the Board may be held prior to, the board meeting to discuss CC&R violations and attorney client privilege items (please note that the executive session is board members only). Please see the separate executive session agenda.

MINUTES: Per NRS 116.31083, only the substance of matters proposed, discussed or decided at the meeting are included in the minutes (they are not presented verbatim). The substance of remarks made by any unit's owner who addresses the executive board at the meeting may be included if the unit's owner requests that the minutes reflect his or her remarks or, if the unit's owner has prepared written remarks, a copy of his or her prepared remarks if the unit's owner submits a copy for inclusion. The executive board may establish reasonable limitations on materials, remarks or other information to be included in the minutes of its meetings.



Date: 1/14/17

ARROWCREEK HOMEOWNERS ASSOCIATION
Board of Directors EXECUTIVE SESSION Meeting Notice
Date & Time: Tuesday, January 31, 2017 | 4:00 p.m.
Location: ACHOA Residents Club, 2900 ArrowCreek Parkway, Reno, NV

NOTE: Executive Sessions are closed session meetings, to be attended by board members and those specifically called to hearing, only. This agenda/notice is mailed to the Association owners as a requirement of Nevada Law

EXECUTIVE SESSION AGENDA

Please note action may be taken on any of the following agenda items:

1. Call to Order and Determination of Quorum
2. Appeals/Hearings
 - a) Listen to owners who have been called to hearing. Deliberate regarding the imposition of fines to a unit owner due to violations
 - b) Review written owner appeals. Deliberate regarding unit owner appeals from the imposition of fines, or late fees assessed
3. Minutes
 - a) Review and Approval of the previous Executive Board Meeting minutes & Action List
4. Delinquency & Collections Reports
 - a) Review the current delinquency report as presented by Associa Sierra North. Deliberate on collection actions to be taken in accordance with the Association's collection policy
 - b) Review Bad Debt & Write-Offs. Discussion of the collectability from particular unit owners and potential write-offs for same. Write-off amounts to be discussed and decided in next regular session
 - c) Review current collection company reports. Deliberate on collection actions required in accordance with the Associations collection policy
5. Violations Report
 - a) Review violation reports that summarize the status of violations, closed and/or open. Review continuing violation fines
 - b) Review written owner responses to violations. Deliberate regarding unit owner appeals and take action as necessary
6. Legal
 - a) Discuss pending attorney-client privilege items
7. Adjournment