

WOODLAND VILLAGE HOMEOWNERS ASSOCIATION INC
BOARD OF DIRECTORS MEETING

Thursday, September 20, 2018
Held at: 18705 Village Center Dr. Suite 103

**Board Members Present: Bob Corrado, Robert Lissner, Jenna O'Neil,
Rob Poirier and Theresa Rucker**

Board Members Absent: None

**EBMC: Lori Burger, Community Manager
Amy Tupper, Provisional Community Manager
Tedra Gavin, Recording Secretary**

1. CALL MEETING TO ORDER- Bob Corrado called the meeting to order at 7:06 p.m.

2. MEMBER'S FORUM: AGENDA ITEMS ONLY- The Board President allowed for open members forum due to the long agenda so that residents would have time to speak and not have to wait until the end of the meeting.

Mr. Frost commented that 6 months ago he asked for a board meeting but was there was a closed session meeting held which was illegal. EBMC and the Board should not have closed meetings. Mr. Frost thanked the board for getting a dead tree taken down. Mr. Frost also commented that he would like the county to fix the cracks in the paving. The board confirmed this is on the agenda for tonight's meeting. Mr. Frost commented that the school does not plan to paint the fence on his property line and he will not paint the fence any longer, as it should be common area. The trees near his property need to be trimmed and the school will not take responsibility for maintaining the trees. Mr. Frost commented that in the fall and winter he gets a significant amount of debris stuck in the fencing and around his property. Mr. Frost would like the board to help him with the issues he is having. The board would like to know if EBMC sent him a follow up letter after the hearing as to their decisions. Amy Tupper will review the file to see if a follow up letter was issued.

Mr. Sasser asked if the Board would be replacing EBMC with any other management company. Mr. Sasser commented that EBMC has lost some correspondence that was sent and he is concerned that there may be other items missing from their records. The board confirmed that the topic is on the agenda and they will be further discussing this issue.

A homeowner commented that he got a notice letter for having a boat in the driveway and asked if he will have this violation on his account for a year. The board confirmed that he could receive a second notice but the board reviews the violations at each meeting and they are more concerned about repeat offenders. EBMC noted that residents can call to notify them that they may have an RV or boat on site for a short period of time, so that they can put a note in the file in case there are any questions later. The board confirmed that residents could petition the board to remove violations from their record if they wish.

A homeowner commented that she has not used the Yardi portal but one time, but asked if the portal could be a way to see a status or acknowledgement of their account status? EBMC confirmed that the Yardi portal is more of a place to store documents, such as fine policies, minutes, CC&R's along with balances on ledgers.

Robert Lissner commented as a homeowner, not a board member. The Association has been approached by the Washoe County School District to build another school and there is a proposal floating around with a public meeting coming up. The School District would like to take up some of the ownership of Village Park for a school. Mr. Lissner's company has been working on some additional buildings.

3. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve July 19, 2018 Meeting Minutes- The board reviewed the minutes and made no changes.

MOTION: A motion was made by Rob Poirier and seconded by Jenna O'Neil to approve the minutes as written. **MOTION CARRIED UNANIMOUSLY.**

4. REPORTS

A. **Signature Landscape Report-** Kim Brown was present at the meeting and gave a report. In August and September they have been focusing on weeds, cleaning up trash, pruning and tree trimming throughout the community. Pathways ditches and culverts have been addressed for weeds and salt grass. Signature is looking at other options of pre-emergent but need to be careful due to the waterways involved. Signature has been providing weekly reports and have been trying to be more proactive.

B. Security Report– Martin Ross Security- Henry with Martin Ross gave a report. Over last 3 months there have been a few altercations at the grill , 6 property damage or vandalism, 6 noise complaints (fireworks was one incident), 3 unsecured doors, a few barking dog incidents, 1 attempted theft of a property, 1 safety hazard, 1 car accident, 1 welfare check and the child was located. Stan is still doing a bike patrol and there are still foot patrols going on. Zack would have to answer the questions in regards to notifications of graffiti and vandalism through the community.

C. Maintenance Report- Robert Whatley- Robert Whatley submitted a report for the board and it was included in the board packet for review. One project that has been ongoing has been to paint street light poles. Drip system and irrigation issues are continuous maintenance. If residents see issues please notify EBMC so that it can be fixed/ addressed.

D. Treasurer's Report- Robert Lissner gave a report for the membership and board. As of July 2018, there was \$355,924.33 in the total operating cash and the total assets were at \$1,099,336.44. The reserves are 100% funded. Robert Lissner confirmed that the Association is over budget in some areas such as collection costs and legal fees. The Association has created revenue of about \$4.00 per month more than expected in reimbursements from homeowners who are paying their assessments

E. Wildlife Rehab Funding Opportunities- Rob Poirier has been in contact with Don, who is going to do some research to find out if there are any projects that can be done. Any updates will be discussed at the next few meetings.

F. Mule Deer – Future Funding Project Update- There is nothing current to date, but this item will be kept on the agenda for future meetings.

G. Nevada Department of Wildlife Report- There is nothing current to date, but this item will be kept on the agenda for future meetings.

H. Update on Litigation- A litigation summary from counsel was received regarding foreclosures. This will be attached to the minutes. Robert Lissner gave a brief review for the membership

5. FINANCIAL REPORTS

A. Review and Approve Financial Report for June & July 2018.

MOTION: A motion was made by Robert Lissner and seconded by Jenna 'Neil to accept the financials for June and July 2018, excluding the Treasurer's report that was included in the packet. **MOTION CARRIED UNANIMOUSLY.**

6. NEW BUSINESS

A. Ratification of Gradex Construction Estimate (Cat Tail Trail)- All 5 board members signed the consent to ratify the approval by resolve to approve the Gradex Construction estimate for ditch maintenance off Village Parkway in the amount of \$6,125.00.

B. Ratification of Signature Landscape Estimate(s) (Whitebark- Fire Blight)- All 5 board members signed the consent to ratify the approval for the Signature Landscaping estimate for tree care and pest control for Fire Blight in the amount of \$5,555.00

C. Ratification of 2018-2019 Insurance Policies- All 5 board members signed the consent to ratify the approval for the insurance renewal policies in the amount of \$33,881.88

D. Review and Discuss Performance of Signature Landscape- Kim Brown, with Signature Landscaping was available at the meeting to answer questions. At the last board meeting the board discussed the performance for Signature landscaping and their dissatisfaction in the amount of time it has taken to get the weeds under control for the common areas. EBMC sent Signature Landscaping a non performance notice on September 4th for the weed control. Amy Tupper noted that the work performance is good, however the weekly reports are not getting to her and there are some communication issues that need to be worked out. Amy Tupper confirmed that Robert Whaley has been doing a large amount of the irrigation work for Signature Landscaping, so that issue needs to be addressed. Most of the board agreed that the landscaping throughout the Association is looking better, however they are not going to continue to have this discussion about work performance. In May 2019, the board will be seriously looking at the contract and the performance

E. Review and Discuss Signature Landscape Contract Addendum- In August, Signature Landscape sent Woodland Village and EBMC an addendum to the landscape maintenance program to increase the scope of work to include limited maintenance service of the grove-dg areas only. The total costs for services is an additional \$284.00 a month, making the new monthly total \$12,168.00.

MOTION: A motion was made by Bob Corrado and seconded by Rob Poirier to approve the addendum as presented. **MOTION CARRIED UNANIMOUSLY.**

F. Review breakdown of EBMC Costs- The board reviewed and discussed the costs associated with EBMC's services. Robert Lissner gave a brief review and noted that at this time, the Association is paying a monthly fee of about \$5,000 a month that covers general management and there are a lot of extra charges, such as postage, mailings, etcetera which brings the monthly costs closer to \$10,000 a month total.

EBMC does put in a large amount of time that they are not charging for. EBMC did note that there is income that offsets some of these costs such as collecting fines from violations. The board agreed that they need to be more diligent when it comes to printing and what they ask/need to be printed. For the hearing meetings in October, the board would like to get all board packets by email and have no paper. EBMC confirmed that out of 1600 homes there are only about 300 homes who opted in for email notifications, however it would save the Association some significant money if homeowners authorized email communication. EBMC will send out a reminder when they send out the budget asking homeowners to opt in for email communications. **MOTION:** A motion was made by Robert Lissner to rebid the property management services. There was no second to the motion. **MOTION DIED.**

G. Review and Discuss Use of Pay Scan- The board discussed the PayScan system. Robert Lissner and Bob Corrado opposed to the use of PayScan. This item will be tabled at this time.

H. Review and Discuss Use of Retention Basins- The board reviewed the responses from the HOA lawyer and HOA insurance agent in respects to the retention basins and the risks/ liabilities associate with them. The board further discussed the retention basins and allowing children to play in the basins and agreed to leave them alone. **MOTION:** A motion was made by Rob Poirier and seconded by Theresa Rucker to leave the basins as they are currently to not encourage kids to play in the areas. **MOTION CARRIED UNANIMOUSLY.**

I. Review and Discuss Use of On-site Maintenance Personal Tools- The board reviewed the list submitted by Robert Whaley. **MOTION:** A motion was made by Bob Corrado and seconded by Rob Poirier to approve the rate list as submitted. **MOTION CARRIED UNANIMOUSLY.**

J. Review and Discuss Purchase of Tractor/Snow Blower - The board reviewed the quote from Featherlite of Reno for a Mahindra eMax 20 HST loader and backhoe in the amount of \$19,210.54 , a Mahindra eMax 22 HST loader and backhoe in the amount of \$22,395.70 and for a Mahindra eMax26 xL HST in the amount of \$24,246.00. The board also reviewed a quote from Nevada Power Products for backhoe and loader in the amount of \$14,498 and \$20,527.00. The board does not believe that the purchase of a back hoe would be necessary. The board discussed getting a bid on an ATV with an attachable blade and spreader for ice melt. **MOTION:** A motion was made by Rob Poirier and seconded by Jenna O'Neil to get bids for an ATV type vehicle with an attachable blade and spreader for ice melt. **MOTION CARRIED UNANIMOUSLY.**

K. Review and Discuss Revised Plant Replacement List from Signature Landscape- The board reviewed the revised proposal from Signature Landscaping in regards to the tree and shrub replacement in the amount of \$16,046.00 **MOTION:** A motion was made by Bob Corrado and seconded by Rob Poirier to approve the revised proposal from Signature Landscaping in the amount of \$16,046.00. **MOTION CARRIED UNANIMOUSLY.** The work is tentatively scheduled for the first week of October. At this time the board declined the optional columnar Evergreen trees in the amount of \$6063.00.

L. Review and Discuss 2019 Reserve Study Financial Update- The board reviewed the Reserve Study submitted by Resource 1. Robert Lissner noted in the reserve study it was shown that monthly dues should be raised. In the last study, the report suggested that the monthly dues be raised, but the board had elected to not raise the dues at that time as well. **MOTION:** A motion was made by Robert Lissner and seconded by Jenna O'Neil to table this item until the next meeting so that the board is able to go over the reserve study in detail with EBMC. **MOTION CARRIED UNANIMOUSLY.**

M. Review and Discuss Sealed Bids for Common Area Fence Staining- Robert Whaley met with each contractor to review the project and contractors should bid on the same specifications. Amy Tupper sent out four RFQ's and three bids were submitted back. The board reviewed all three bids, but threw out one of the bids due to the low cost. The two potential bids further reviewed were submitted by Parkers Painting and RPV. **MOTION:** A motion was made by Rob Poirier and seconded by Bob Corrado to approve the bid from RPV Advanced painting in the amount of \$36,785 with the condition that the area around the staining area needs to be protected and to follow the scope of work as noted in the bid packet and pending the verification of the footage of area to be painted. **MOTION CARRIED UNANIMOUSLY.** Any additional repairs that need to be done should be completed by Robert.

N. Discuss Garage/Storage Yard for Maintenance Upon Lifestyle Departure- This item will be tabled until the next meeting and placed on the agenda for review and discussion.

O. Discuss Entrance Fence Maintenance upon Lifestyle Departure- This item will be tabled until the next meeting and placed on the agenda for review and discussion.

P. Discuss Shade Structure of Dog Park/Separation for Small Dogs This item will be tabled until the next meeting and placed on the agenda for review and discussion.

Q. Discuss New Forest/ Village Parkway Tree Placement - This item will be tabled until the next meeting and placed on the agenda for review and discussion.

R. Discuss Requesting Lifestyle Homes to Stain Fence Along Briar Parkway- This item will be tabled until the next meeting and placed on the agenda for review and discussion.

S. Discuss Sending Formal Letter to Washoe County – Roadway Cracks- The board discussed the issues with roadway cracks. **MOTION:** A motion was made by Robert Lissner and seconded by Jenna O'Neil to send the county a letter and to make sure all five commissioners are also sent letters to have them address the roadway cracks. **MOTION CARRIED UNANIMOUSLY.**

T. Discuss Sending Formal Letter to Washoe County- Street Sweeper Schedule- The board discussed the issues **MOTION:** A motion was made by Robert Lissner and seconded by Jenna O'Neil to send the county a letter and to make sure all 5 five commissioners are also sent letters to have them address the street sweeping. **MOTION CARRIED UNANIMOUSLY.**

U. Discuss Sending Formal Letter to Washoe County School District- Maintenance Issues- Robert Lissner will contact the WCSD about this issues.

V. Discuss Staining Fencing. Weed Removal to Cold Springs Ranch Properties- This item will be tabled until the next meeting and placed on the agenda for review and discussion.

W. Discuss Snow Removal Policy- The board reviewed the attached snow removal policy. **MOTION:** A motion was made by Bob Corrado and seconded by Robert Poinier to approve the snow removal policy as drafted by legal counsel. **MOTION CARRIED UNANIMOUSLY.**

7. ANNOUNCEMENTS- None at this time.

8. NEXT BOARD MEETING DATE- BOARD & ANNUAL – A budget ratification meeting will be held in October and an Annual meeting will be held November 15, 2018


9. MEMBER'S FORUM – OPEN FORUM- There were no comments at this time.

10. ADJOURNMENT

MOTION: A motion was made by Bob Corrado and seconded by Rob Poirier to adjourn the meeting at 9:36 p.m. **MOTION CARRIED UNANIMOUSLY.**

Respectfully Submitted,

Tedra Gavin, Recording Secretary



Board of Directors