

**WOODLAND VILLAGE**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, December 13, 2018 – Approved February 12, 2019**  
**Location: 18705 Village Center Drive #103, Cold Springs, Nevada**

**Board Members Present: Bob Corrado, Robert Lissner, Jenna O’Neil, Robert St. Denis and  
Katie Bouchard**

**Board Members Absent: None**

**EBMC: Lori Burger and Holly Bullock, Community Association Managers  
Tedra Gavin, Recording Secretary**

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**I. CALL MEETING TO ORDER-** Bob Corrado called the meeting to order at 7:10 p.m.

**II. MEMBER’S FORUM: AGENDA ITEMS ONLY-**There were no comments at this time.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

**A. Review and Approve September 20, 2018 Meeting Minutes-** The Board reviewed the minutes and made no changes. **MOTION:** A motion was made by Robert St. Denis and seconded by Robert Lissner to approve the minutes as written. **MOTION CARRIED UNANIMOUSLY.**

**IV. REPORTS**

**A. Signature Landscape Report-** Justin Trimble with Signature Landscaping was not present as he was sick, however Bob Corrado noted that Signature has been working on pruning, weed abatement and trash pickup. There will be a report for the next meeting.

**B. Security Report– Martin Ross Security-** There was no representative at the meeting to give a report. The Board would like to have a representative present at each meeting so that the homeowners can get information about events going on in the community.

**C. Maintenance Report- Robert Whatley-** Bob Corrado noted that Robert Whatley has been fixing lights and has repaired some washouts on Cattail Trail. Robert has been working on the continuous common maintenance issues and he also assisted with the snow clearing with the last storm.

**D. Treasurer’s Report-** Robert Lissner gave a report for the membership through September. There is a surplus in the operating from this year that will be applied to next year’s budget. The reserves are in good standing. There are some split rail fencing repairs coming due in a few years. The Association has secured investments that are making interest for the Association that will be used for major repairs.

**E. Wildlife Rehab Funding Opportunities-** Bob Corrado briefly explained the wildlife and mule deer funding projects to the new homeowners who were in attendance.

**F. Mule Deer – Future Funding Project Update-** Robert Poirier was heading this committee, but Mr. Poirier is no longer on the Board, so there will be a new committee established. 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. There are 6 to 7 cases where the banks are in process of getting the properties back. There will be an updated report for the January Board meeting. There is one new account that is with Gayle Kern's office for recommendation

## **V. FINANCIAL REPORTS**

A. Review and Approve Financial Report for August and September 2018.

**MOTION:** A motion was made by Jenna O'Neil and seconded by Robert Lissner to accept the financials for August and September 2018. **MOTION CARRIED UNANIMOUSLY.**

## **VI. OLD BUSINESS**

**A. Review and Discuss Purchase of ATV and ice melt trailer for snow removal/ ice melt services -**

The Board has been discussing purchasing an ATV or a small tractor to clear sidewalks as well as other maintenance items.

The Board would like some time to put together specifications for discussion at the next Board meeting. This item will be tabled until the next Board meeting.

The Board reviewed the letter from a homeowner in regards to the lack of sidewalks, snow clearing, and type of ice melt being used throughout the community. Discussion noted the type of ice melt used is not detrimental to plant material.

**B. Discuss Garage/ Storage Yard for Maintenance upon Lifestyle departure-** The Board would like to table this item until the next meeting after Bob Corrado has more information to present to the Board and membership.

**C. Discuss Entrance Fence Maintenance upon Lifestyle departure-** The Board discussed this topic and concluded that they will need to figure out how to include this item into the reserve study and how to pay for this expense. This item will need to be reviewed by Gayle Kern as the fence is on a parcel that is not owned by the Association. This item will be tabled until the next Board meeting until there is more information available.

**D. Discuss Shade Structure for Dog Park/Separation for Small Dogs-** The Board noted that it has already obtained a bid for the small dog section and the fencing would be roughly \$5000.00. Robert Lissner believes that the developer will help pay for this expense. The Board will follow up with the developer to see what they would be willing to contribute to the project. The Board would like to get bids for the shade structure. This item will be tabled until the next Board meeting

**E. Discuss New Forest/Village Parkway Tree Replacement-** Bob Corrado noted that a homeowner has requested that the Board possibly add a tree at the monument rock when you enter Woodland Village. The Board would like to table this item until the next Board meeting after they can review the area where the tree is being proposed.

**F. Discuss Requesting Lifestyle Homes to Stain Fence Along Briar Parkway-** Bob Corrado discussed this with Peter and he will be taking care of the staining.

**G. Discuss Staining Fencing/ Weed Removal to Cold Springs Ranch Properties-** Jenna O' Neil noted that there is a section of property that looks like it is part of Woodland Village, but this area is not a part of

the village but is called Cold Springs Ranch. Those properties are not a part of the HOA and some of the properties are not being properly maintained and it also looks like the Board is not taking action on the properties not being maintained. The Board obtained a legal opinion and there is not much that can be done to make these homes comply. A homeowner suggested putting in a sign noting when homeowners are leaving and entering Woodland Village so it shows the property line. This item will be left on the agenda for an active item.

## **VII. NEW BUSINESS**

**A. Ratification of 2019 Budget and Reserve Study-** The Board reviewed the 2019 Budget and Reserve Study. **Motion:** A motion was made by Robert Lissner and seconded by Bob Corrado to ratify the approval of the 2019 Budget and Reserve Study. **Motion Carried Unanimously.**

**B. Ratification of Cruz Painting Proposal dated October 5, 2018-** There was a miscommunication of the paint colors used on a home. The developer will pay for half of the labor and the Association will pay the other half. The homeowner will pay for the paint. The Board approved the painting in consent in lieu of meeting. **Motion:** A motion was made by Robert Lissner and seconded by Bob Corrado to ratify the approval of the painting in the amount of \$2,600.00 total. **Motion Carried Unanimously.**

**C. Review and Discuss Proposal from Kohn & Associates to Prepare the 2018 Audit and Taxes-** The Board reviewed the proposal from Beth Kohn. **Motion:** A motion was made by Robert Lissner and seconded by Bob Corrado to approve the bid from Kohn & Associates. **Motion Carried Unanimously.**

**D. Review and Discuss Tentative Turnover of Common Areas from Lifestyle Homes-** Ms. Burger noted that the documentation from the developer needs to be transferred over to the Association. There is a timeline that needs to be followed. Ms. Burger noted that there should be a Board member who is the main point of contact for the paperwork and information for the transition. The Board would like to have Gayle Kern note what exactly needs to be done by the developer.

**E. Review and Discuss Signature Landscape Estimates Dog Park Weed Abatement-** The Board reviewed the estimate from Signature Landscaping in the amount of \$2,864.00. Jenna O'Neil suggested having a long-term plan in place instead of spending money for pre-emergent. **Motion:** A motion was made by Robert Lissner and seconded by Bob Corrado to approve the bid as submitted. The motion was opposed by Jenna O'Neil, Robert St. Denis and Katie Bouchard. **Motion Died.** The Board would like to have Signature propose alternative options for weed control. **Motion:** A motion was made by Jenna O'Neil and seconded by Robert St. Denis to develop a strategic plan for weed control. **Motion Carried Unanimously.**

**F. Review and Discuss Signature Landscape Contract Addendum ( Due to Tree Trimming)-** The Board reviewed the contract addendum for the reduction of services in contract as the HOA is no longer responsible for homeowner HOA trees in front yards. The total cost for the recommended landscape maintenance services is reduced by \$303.00 per month for a total of \$3,636.00 per year. The new monthly amount moving forward will be \$11,865.00 per month. **Motion:** A motion was made by Robert Lissner and seconded by Katie Bouchard to approve the contract addendum as submitted. **Motion Carried Unanimously.**

**G. Review and Discuss EBMC Management Contract Effective January 1, 2019-** The Board reviewed the contract from EBMC. The Board noted that they do not see a problem with the increase, but they would like to have clear expectations as there have been some issues with both managers and compliance changes over the last year. The Board would like to see more consistency with compliance and more

preparation from EBMC before any meetings. **Motion:** A motion was made by Robert Lissner and seconded by Jenna O'Neil to approve the bid from EBMC as submitted. **Motion Carried.** Katie Bouchard abstained from voting.

**H. Review and Discuss 2019 Fence Staining Project for Homes in Cycle This Year-** here should be roughly 490 homes being painted. There were bids submitted by Reno Paint Mart at \$79.95 per 5 gallon, Sherwin Williams at \$119.00 per 5 gallon and Kelly Moore at \$97.00 per 5 gallon. Bob Corrado is going to test the stain over some old Boards to be sure that it is correct. Bob Corrado noted that Reno Paint Mart has been the best company at coming up with the right combinations. This item will be tabled until the next meeting after more information is obtained after testing.

**VIII. NEXT BOARD MEETING DATE-** The next Board meeting will be held January 17, 2019

**IX. MEMBER'S FORUM – OPEN FORUM-**A homeowner noted that the mailing she received states that all meetings are held on the third Thursday of every other month and the Executive Session will be held after the regular Board meeting. Jenna O'Neil noted that it needs to be re-written noting the executive session is before the regular meeting which will be at 7 p.m. The homeowner also asked if the billings will be changing? EBMC confirmed there will be no change to the billings. Statements will be issued for the assessment payments.

Louise thanked the Board for the cookies at the Annual Meeting.

#### **X. ADJOURNMENT**

**MOTION: A motion was made by Bob Corrado and seconded by Jenna O'Neil to adjourn the meeting at 8:38 p.m. MOTION CARRIED UNANIMOUSLY.**

Respectfully Submitted,

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Tedra Gavin, Recording Secretary



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Board of Directors