

**WOODLAND VILLAGE
BOARD OF DIRECTORS MEETING MINUTES**

Thursday, September 19, 2019
Held at: 18705 Village Center Drive, Suite 103

Board Members Present:	Bob Corrado, Robert Lissner, Jenna O'Neil
Board Members Absent:	Katie Bouchard, Robert St. Denis
EBMC:	Holly Bullock, Community Manager, Rebeka Whatley, Recording Secretary
Other:	None
Homeowners Present:	List on File with Management

I. CALL MEETING TO ORDER

Bob Corrado called the meeting to order at 7:00 p.m.

II. MEMBER'S FORUM: AGENDA ITEMS ONLY

A. Derek Sharpe (18359 Panda Bear)

Homeowner stated that there are areas that have not been turned over by Lifestyle yet and he is concerned that the retention areas should not be turned over until the walls are rocked. He is very concerned about these drainage areas are going to fail and cause a special assessment.

B. Homeowner

Homeowner claims that her property is going to continue to erode and the water still channels when it rains. Lifestyle needs to install some rock in the area or a French drain or something.

III. APPROVAL OF PREVIOUS MEETING MINUTES

A. Review and Approve July 18, 2019

The meeting minutes were reviewed by the Board.

Motion: Robert Lissner made a motion to approve the July 18, 2019 minutes as written. The motion was seconded by Bob Corrado and unanimously approved.

IV. REPORTS

A. Signature Landscape Report

Robert Gamboa with Signature Landscapes was present at this meeting to discuss landscaping issues throughout the community. They will begin weed abatement throughout the next couple of weeks, burying drip line as they go. They will begin applying pre-emergent. They have begun cutting back on water depending on temperatures. He explained that they have been working with Robert Whatley to put together a list of dead plants that need to be replaced. He added that they still have a few more fence lines to clear for fire safety. Justin with Signature stated that in his opinion, some of the trees in the new areas may be planted too deep and he is concerned about planting rose bushes near walking paths.

B. Martin Ross Patrol Report

Martin Ross was present at this meeting and he explained that they have QR codes that they put up and they are being removed. They are only out here 8 hours per day, he would recommend 10 hours per day. In addition they have been getting a lot of calls for dirt bikes in the new school area and they are not allowed to patrol the school areas.

C. Maintenance Report

Bob Corrado explained that Robert is out here all day everyday so if they see anything that needs to be repaired, just let Holly know.

D. Manager's Report

Holly explained that they have been working on a handful of things. They sent out a newsletter. Elections are coming, you should be receiving your candidate forms either by email or by regular mail. Please attend our "Meet the Candidates Night" on October 10, 2019. She added that they have been working on tree issues recently.

E. Review Status Litigation/Pending Legal Action

Holly explained that two of the pending litigation issues that we had going on have now been settled. The other two we are just waiting for the summary judgments to come back and they should be resolved.

V. FINANCIAL REPORTS

A. Treasurer's Report

Bob Lissner explained that we currently have about a million dollars in the bank and we have these funds to set aside for emergencies and maintenance items just so we do not have to worry about a special assessment unless there is a real catastrophic event.

B. Review and Acceptance of Financial Report for June & July 2019.

The financial report was reviewed by the Board.

Motion: Robert Lissner made a motion to accept the financial report for June & July 2019 as corrected. The motion was seconded by Jenna O'Neil and motion was unanimously approved.

C. Review and acceptance of the 2018 Year End Audit.

Robert Lissner stated that each year we have the books audited and this particular audit had some clerical errors on the report that he would like to have fixed before he approves it.

Motion: Jenna O'Neil made a motion to accept the audit once the clerical errors are corrected. The motion was seconded by Robert Lissner and unanimously approved.

VI. OLD BUSINESS

A. Review and discuss purchase of new utility cart.

Bob Corrado explained that they really have been discussing purchasing a machine that can handle more of the snow removal issues as well as more of the maintenance issues throughout the Community. The Board decided that they would postpone the decision until the full Board can be consulted for such a large purchase and if favorable, the proposal would be approved.

VII. NEW BUSINESS

A. Review and approve revised policy for front yard tree maintenance and developer installation.

Bob Corrado explained that in the past, the Developer has been providing and planting a tree in the front of each house built. They are changing that policy so that now the Homeowner will be allowed to choose the tree and be reimbursed. For each existing tree, the Homeowner will be given two trees and the third tree could be at the Homeowner's expense. This issue was discussed and the Board will review the policy language for adoption in the next few weeks by email.

B. Ratify proposal for 2019 asphalt maintenance project.

Bob Corrado explained that we have an engineer take a look at the project annually and once the report is received, then an RFP is prepared and the proposal that was received from Sierra Nevada Construction in the amount of \$10,624.00. The Board approved this proposal via email and will hereby ratify this project.

Motion: Bob Corrado made a motion to ratify the Board's decision to accept the proposal as presented by Sierra Nevada Construction for the 2019 paving project as presented. The motion was seconded by Robert Lissner and unanimously approved.

C. Ratify proposal for 2019 fence staining project for common areas.

Bob Corrado explained that the Board has been working on this project for quite some time because there were some issues with the proposals that were received and the Board wanted to be certain that all of the scheduled areas would be covered. Since we are off to such a late start for this project and we had to get it started before any weather issues might cause further delays, the Board approved a proposal as presented by APS for the 2019 Fence Stain Project.

Motion: Bob Corrado made a motion to ratify the Board's acceptance of the proposal that was presented by APS in the amount of \$28,546.00 for the 2019 staining project. The motion was seconded by Jenna O'Neil and unanimously approved.

D. Review and approval for front yard tree and street tree replacement costs.

This project will be postponed until the spring.

E. Review and approval of bid for repairs to address washout/run off issues in drainage areas.

Robert Lissner explained that he would like to have the Board meet with Lifestyle Homes to determine who is ultimately responsible for the drainage issues within the community.

F. Review and approval of bid for snow removal services from Signature Landscape.

This issue was postponed until The Board can meet with Justin.

G. Review and approval for Reserve Study Financial update.

Holly Bullock recommended that a financial update might not be necessary until 2020 for 2021. Bob Corrado stated that he would like to go ahead and approve the update to begin say June of next year, that way it will be ready in time for the 2021 Budget.

Motion: Bob Corrado made a motion to have a Financial Update prepared in June 2020 for the 2021 Budget Year. The motion was seconded by Robert Lissner and unanimously approved.

H. Review and approval of Draft 2020 Operating and Reserve Budget.

The 2020 draft Budget was reviewed by the Board.

Motion: Robert Lissner made a motion to approve the 2020 Budget as presented including the increase to \$114 per quarter. The motion was seconded by Jenna O'Neil and unanimously approved.

I. Review and approval of 2019 Amended Collection Policy (due to NRS changes)

Holly Bullock explained that the recent legislation required a few changes to the collection policy. The Proposed Collection Policy was reviewed by the Board.

Motion: Bob Lissner made a motion to as adopt the 2019 Collection Policy as amended. The motion was seconded by Jenna O'Neil and unanimously approved.

J. Review and approval of 2020 Board of Directors Meeting Schedule.

The 2020 Meeting schedule was reviewed by the Board.

Motion: Robert Lissner made a motion to accept the 2020 Meeting schedule as presented. The motion was seconded by Bob Corrado and unanimously approved.

K. Review and discussion regarding Annual Election. Positions open and adopt the Election by Acclimation.

Jenna asked if the time expectations be explained to potential candidates for the new board. Holly stated that she would put something into the candidate solicitation explaining the time expectations for Board Members.

Motion: Jenna O'Neil made a motion to accept the solicitation with corrections. The motion was seconded by Bob Corrado and unanimously approved.

VIII. NEXT BOARD MEETING DATE

Meet the Candidate Night – Saturday, October 19, 2019

Board of Directors Meeting – Thursday, November 21, 2019

Budget Ratification Meeting – Thursday, November 21, 2019

Annual Membership Meeting – Thursday, November 21, 2019

IX. MEMBER'S FORUM – OPEN FORUM

None.

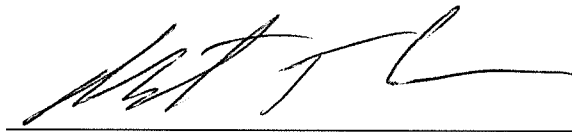
X. ADJOURNMENT

Bob Corrado adjourned the meeting by General Consent at 9:05 p.m.

Respectfully Submitted,

Rebeka Whatley, Recording Secretary

Rebeka Wiggins, Recording Secretary



Board of Directors