

**WOODLAND VILLAGE  
BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY NOVEMBER 12<sup>TH</sup>, 2024**

**CALL TO ORDER, WELCOME AND INTRODUCTIONS, ROLL CALL, DETERMINATION OF QUORUM**

The meeting of the Woodland Village Board of Directors was called to order at 5:31 pm. A quorum was established with five (5) Board Members present.

<b>Board Members Present</b>	Robert Corrado Mark Wilson Robert Lissner Rebecca Marko Gregory Johnson	President Vice President Treasurer Director Secretary (joined @ 6:15pm)
<b>Management Present</b>	Amy Tupper	Community Manager, Associa Sierra North
<b>Owners Present</b>	On file	

**HOMEOWNER FORUM** – None at this time

**COMMUNITY ANNOUNCEMENTS**

- Holiday Bazaar - Beck mentioned the bazaar would be happening November 23<sup>rd</sup> from 10am to 2pm. There will be over 40 vendors, food and a bunch of fun stuff for everyone.
- Tree Lighting Ceremony and Lights of the Valley coming up December, more information will be posted on Facebook
- Holiday Decorating Contest sign up will be available next week at the Cold Springs Family Center

**MINUTES**

The board was supplied the meeting minutes from the September 24, 2024 meeting minutes

**MOTION: B. Corrado made a motion to approve the meeting minutes. R. Marko seconded the motion. All was in favor.**

**FINANCIAL REPORT**

**Treasurers Report**

R. Lissner expressed concern that the collection income was under budget, he also noted other income lines, that includes fines was under budget. He also noted we are under budget on expenses though so the total overall lost was about \$40,000 which the association can afford, however, he was concerned with the amount of revenue lost since transitioning to Associa but believes its under control. Other than that he didn't see any problems on the budget or financial statement. R. Corrado noted the legal reimbursements appeared to be upside down. R. Lissner asked management to provide a breakdown on the legal reimbursements to the Board the following day.

**Review and accept current unaudited financial reports**

The August/September 2024 unaudited financial report was submitted for review.

**MOTION: R. Corrado made a motion to approve financials that were provided by management. R. Lissner seconded the motion. All was in favor.**

**REPORTS****Brightview Landscape**

Jacob Swift was in attendance. Jacob introduced himself as the new account manager for the association and gave a brief discussion of his experience with Brightview. He noted he was learning the association and had done with walk with management (A. Tupper) and R. Corrado recently. Jacob mentioned they have added another service day (M,Th,F) and would be working on leaf abatement and pruning. Jacob also mentioned he had received the signed proposal for the homeowner trees and recommends waiting until Spring '25 when water is turned back on. R. Corrado that they would follow his recommendation.

**Alert Security – Not in attendance.** R. Lissner asked the rest of the Board their thoughts on asking security to encourage the officers to talk to more people instead of just driving around. B. Marko and R. Corrado agreed. Management to contact Alert with request.

**Maintenance Report** – C. Griffith was in attendance. Clint noted that Painting Pros was out and working on the path from Briar to Briar. He noted there were kids riding bikes along the pathway throwing rocks and riding through the landscaping doing damage. He also had been working on the lights since Halloween. He repaired the walking path along Bear Lake Path that had damage and removed the section of the fence was altering the drainage and cut it shorter and got assistance and extra rock from Lifestyle Homes to fill in the area that had eroded. He was working on restriping the fire lane around Village Parkway. R. Corrado had asked about Painting Pros. and quality of work and Clint stated that it looked good. They were moving a little slower now that the water was off, so they had to scrape the spilt rail with a wire brush. Clint also noted he had repaired the fence at the dog park. R. Lissner inquired about the kids along the pathway and asked management to have security and Clint exchange numbers so security can get after them right away. R. Marko asked Clint to feel free to mention any areas that might need improvement. M. Wilson inquired about the trail cams that had been purchased. Clint mentioned that one of them got smashed and he doesn't know where to put the other two where they are safe from vandalism.

**Manager Report**

Executive session summary update: A. Tupper reported on the executive meetings held on October 9<sup>th</sup>, where the Board reviewed homeowners requests to fees, they held violation hearings, reviewed a violation report and delinquency report. As well as discussed attorney, client privilege matters concerning collection assessments and enforcement matter. The Board would having another executive session on November 13<sup>th</sup>. Otherwise, Amy was working on the Annual Meeting that was coming up at the beginning of December and getting the mailer out. And there would be a Meet the Candidate meeting on November 21<sup>st</sup>.

**Litigation/Pending Legal Action**

No pending legal action against the association at this time. Legal action taken again homeowners for enforcement only. NOPA Binder available at office.

**OLD ASSOCIATION BUSINESS**

None at this time.

**NEW ASSOCIATION BUSINESS****Corporate Transparency Act**

B. Corrado advised the membership that federal law is now requiring Board Members to disclose who they are to make sure they are not laundering money. Associa is offer a service to sign Board Members up to be in compliance for \$495.

**MOTION: B. Corrado moved to table until after the election Contract. B. Marko seconded the motion. All was in favor.**

**Digitizing/Records Storage**

R. Corrado noted that the association currently has 225 boxes in Associa storage that has old records that they are required to keep per NRS and were currently paying \$1,125. Management provided options on digitizing or moving storage locations. Digitizing quote from Iron Mountain **R. Lissner moved to switch storage locations from Associa warehouse to Iron Mountain for \$349 a month. B. Marko seconded the motion. M. Wilson open the discussion back up to clarify Iron Mountains price goes up if more boxes are added. B. Marko asked management if that would happen as she believed Associa's keep digital records. A. Tupper confirmed. The Board discussed volunteering to go through the boxes and scanning the files to reduce the number of boxes. R. Corrado noted there was a standing motion to relocate the boxes to Iron Mountain. All in favor. Motion carried.**

**Dog Park Improvements**

R. Corrado noted that they were working with the county for improvements at the Dog Park. He noted a sketch had been sent to a landscape architect for formal plans and then they draft an agreement with the Parks dept that would providing the funding. R. Lissner expanded to explain that Lifestyle Homes paid into a park fund for every house built and those are the funds that were used to build the parks in the area and there is about \$180,000 left to use. The parks department like the Dog Park improvement idea and Village Center Park grove of trees and that's what parks have approved to use the funds on. R. Lissner wanted to make it clear that association funds were not being used. No agreement is signed yet, so this will fall under Old Business

**Brightview – Tree Clearance Pruning**

A proposal was provided from Brightview to prune association trees along Desert Lake from Aquamarine and Bear Lake Drive that need street & sidewalk clearance. The price quoted was \$12,048. The Board wanted to know if reserve funds can be used.

**MOTION: R. Lissner moved to approve BrightView's proposal if Reserve funds could be used. B. Marko seconded the motion. All was in favor.**

**Brightview – Tree Replacement (Jeffery Pine Trees)**

A proposal was provided from Brightview to replace some pine trees that had died off New Forest next to the Tractor Park. The quote was for 7 (15) gallon trees for \$297 each. R. Marko asked if it was a disease that had killed them. M. Wilson noted he went by the area, and it appeared to be lack of water.

**MOTION: B. Corrado motioned to table the bid until springtime and irrigation was back on to verify the trees would be properly watered. M. Wilson seconded the motion. R. Lissner asked for discussion. Floor was opened. R. Lissner stated he was concerned about putting in pine trees back in due to fire hazards and suggested maybe put in a deciduous tree when the time comes. M. Wilson agreed based on the difference in price.**

**Jackson & Jackson – 2024 Audit and Tax Services**

A proposal was provided from Jackson & Jackson for their professional services. R. Corrado noted they have used Jackson & Jackson since 2019 and the price was in line with previous years. The price quoted was \$4,950.

**MOTION: R. Lissner moved to approve. M. Wilson seconded the motion. All was in favor.**

**Washoe County Park Lights**

R. Corrado noted that the lights around Village Center Park and Forest Park was put in the by the developer with no clear understanding as to who was going to maintain them. The association had spoken to legal counsel who says the Association would be trespassing if they maintained the lights with approval from the parks department. The parks provided permission if the association wanted to maintain or remove the lights. R. Corrado asked the Board for their opinion. M. Wilson noted the counties policy for parks was open from

dusk to dawn and suggested the lights be removed. R. Corrado agreed with M. Wilson and added the lights seemed to be a magnet for vandals. R. Marko brought up the issues if someone is injured fixing the taller lights and was okay with them removed. R. Lissner brought up the option of using motion sensor lights that would follow people around in case they were up to no good, but didn't feel that was an option and agreed the lights should be taken out. **MOTION: R. Corrado made a motion to have the lights removed with Washoe County Parks permission. M. Wilson seconded the motion. All was in favor. R. Corrado asked management to draft a letter to the county requesting permission to remove the light poles from Village Center Park, Forest Park and Sierra Rock Park.**

**Next Board Meeting** – 2025 schedule TBD

**HOMEOWNER FORUM**

None at this time

**ADJOURNMENT**

**MOTION: R. Corrado moved to adjourn the meeting at 6:45 PM. M. Wilson seconded; motion carried unanimously.**

Respectfully Submitted by:  
Amy Tupper  
Community Association Manager  
Associa Sierra North

Approved by:

*/s/Robert Corrado*

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Board Member  
Woodland Village