

**WOODLAND VILLAGE  
BOARD OF DIRECTORS MEETING MINUTES  
TUESDAY, JULY 22<sup>ND</sup>, 2025**

**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 5:30 pm. A quorum was established with five (5) Board Members present.

<b>Board Members Present</b>	Robert Corrado Mark Wilson Robert Lissner Rebecca Marko	President Vice President (left at 6:43pm) Treasurer (joined at 5:41pm) Director
<b>Board Members Absent</b>	Gregory Johnson	Secretary
<b>Management Present</b>	Amy Tupper	Community Manager, Associa Sierra North
<b>Owners Present</b>	On file	

**HOMEOWNER FORUM** – No Comments at this time

**COMMUNITY ANNOUNCEMENTS** – None at this time

**MINUTES**

The board was supplied the meeting minutes from the May 13<sup>th</sup>, 2025 board meeting minutes

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

**FINANCIAL REPORT**

**Treasurers Report**

R. Lissner noted that they had financials up to May and according to the financials the association was currently ahead by \$24,000 but that was normal for this time of year based on the expenses to date.

**Review and accept current unaudited financial reports:**

The April & May 2025 unaudited financial report was submitted for review.

**MOTION: R. Lissner made a motion to approve April & May 2025 financials as presented. R. Marko seconded the motion. All was in favor.**

**REPORTS**

**Brightview Landscape**

Davis Goicoechea with Brightview was on the call. Davis mentioned a few projects that they were working on, most recently the taxi crash on Desert Lake, most damage was to the surrounding bushes, but the tree looked okay. A large locust tree that suffered weather damage off New Forest. Otherwise, the crews have been working on weed control, & trimming has started along Williamsburg. R. Corrado asked about the car that hit the tree on Desert Lake and how severe was the damage. Davis stated that even though there was bark missing that overall, the cambium layer and bark around the rest of tree and it's a sycamore that are known to be robust. R. Marko asked about seeing possible effects in the future. Davis mentioned he showed the photos to his District Manager (Phil) who is a certified arborist, and he said the tree looked like it would survive. Davis said he would keep an eye on it and monitor it for any stress.

**Alert Security** – Not in attendance. R. Marko wanted to advise the membership that if they see anything happening, like teenagers doing donuts anywhere to please report it to the Sheriff's as they keep reports to bring up their data so they can get more police patrol in the area.

**Maintenance Report** – Not in attendance.

#### **Manager Report**

Executive session summary update: A. Tupper reported on the executive meetings held on May 14th, 2025, June 11<sup>th</sup> & July 09<sup>th</sup>, 2025 since the last Board Meeting. The following topics were discussed: Held 49 rule violation hearings, reviewed two appeals from homeowner to waive \$200 in late fees, Board approved waiver of 1 late fee per homeowner in the amount of \$50. The Board reviewed a homeowner appeal to waive fines, the Board agreed to waive \$119.0 in fines, homeowner is responsible for remaining \$100. The Board reviewed and approved Executive Session Minutes & reviewed current Collection Status Report. There are 55 accounts currently at collections, there were 42 accounts at final warning to be considered for collection, reviewed covenant violation reports and there were currently 418 violation records that had been cited and/or being monitored since 2025, and reviewed Enforcement Status Report with attorney.

#### **Litigation/Pending Legal Action**

No pending legal action against the association currently. Legal action taken against homeowners for enforcement only, currently two properties pending action (Case #CV21-00253) Woodland Village vs. Holbrook & Woodland Village vs. Murr. NOPA(s) available on request.

#### **Action taken outside of a meeting**

Brightview – Deep Root Injection – Approved via unanimous consent via email in the amount of \$4,922.28

New Forest – (1) Large Tree Removal/Replacement - Approved via unanimous consent via email in the amount of \$1,079.60

Reno City Council (Stonegate Rezoning) – Board sent letter to Reno City Council opposing the rezoning of Stonegate on behalf of the Woodland Village association

#### **OLD ASSOCIATION BUSINESS**

##### **Resource 1 – Full Site Reserve Study Proposal**

NRED has responded to the inquiry made by management whether the association had to get a new Full Site study since accepting Tractor Park and Juniper Village parcels, but additional improvement/parcels are pending. NRED advised associations are required to get a full site study every 5 years and could not provide a legal opinion. A. Tupper recommend getting legal opinions on what the association was required to do in order to be in compliance with NRS. **R. Marko made a motion to seek legal opinion. R. Corrado seconded the motion. R. Lissner noted that he did not hear but he wasn't going to vote if it involved Lifestyle Homes. M. Wilson stated he voted No, as it was his opinion that NRS response they were not required to do a Reserve Study. Votes are one no, one abstained and 2 yes, vote carries.**

##### **Parking Regulations/Motorized Vehicles on Pathways – Property Usage Rules**

R. Corrado explained the Board had drafted a proposed rule on prohibiting motor vehicles on the walking paths with board approval pending legal review. The Board had received a draft copy of legal changes. **R. Corrado made a motion to accept legal changes and send it out to the membership. R. Marko seconded the motion. R. Lissner asked for discussion as he noted there was no mention of golf carts. R. Corrado noted that the language of the rule would require Board permission. R. Lissner noted he was in favor then. All in favor. Motion carried.**

#### **NEW ASSOCIATION BUSINESS**

##### **Trail Sign Replacement**

A. Tupper noted that a lot of walking paths signs were damaged or missing and need replacement, so quotes were obtained to get signs for all the pathways for a total of 86 signs. International Minute Press provided a quote Sign Shop provided a quote of \$1,219.50 & Silver State Barricade & Sign (Sign Shop) provide a quote of \$1,850.99. **R. Marko made a motion to accept International Minute Press quote in the amount of \$1,219.50. R. Lissner seconded the motion. All in favor. Motion carried.**

#### **Brightview Landscape – Remove Dead Aspen Tree off Almondleaf**

Brightview provided a proposal to a dead aspen tree and replace it with maple tree in the amount of \$1,429.50. R. Marko asked the reason the tree died. M. Wilson noted aspens require a lot of water and by the looks of it current condition that appears that it was getting enough water. **R. Lissner made a motion to approve the proposal in the amount of \$1,429.50. R. Corrado seconded the motion. All in favor. Motion carried.**

#### **Brightview Landscape – Huckleberry Plant Replacement**

A. Tupper explained that there have been plants in the common area that have died off and it noted that the there was a irrigation line being pinched by some tree roots which had recently been repaired and seems to be under control now. So Brightview Landscape provided a proposal to replace the dead plants in the amount of \$988.22. **R. Marko made a motion to approve the proposal in the amount of \$988.22. R. Lissner seconded the motion. All in favor. Motion carried.**

#### **Associa Management Renewal**

M. Wilson made a motion to table this item until the Board can speak together in executive session. R. Lissner stated he would agree with that and asked about scheduling for an executive session. R. Marko commented that last year she believed the Board had a workshop. A. Tupper noted a workshop would be best if the Board wanted the membership to be allowed to attend and was not positive on notification but believed it was 10-days and it would have to mailed out to non-email subscribers due to no previous notification. **Item was tabled to discuss after the Homeowners Forum.**

#### **Padovan Consulting**

A Tupper explained that Padovan Consulting had been doing assessments on the associations walking paths for a number of years and had provided a proposal to evaluate and see anything needed to be replaced or repaired the proposal provided was his standard scope and services for \$2,400. **R. Marko made a motion to approve the proposal in the amount of \$2,400. R. Corrado seconded the motion. All in favor. Motion carried.**

#### **Brightview Landscape – Juniper Village Amendment**

A Tupper explained that at the last Board Meeting the Board had accepted 3 parcels of common area from developer (Lifestyle Homes) and Brightview Landscaper has provided an amendment to the current contract to maintain the areas. The proposed amendment was for \$438.34 a month to be added to the current contract from \$17,049.50 to \$17,487.84. R. Lissner noted that was about adding \$11 per lot and they were currently paying about \$8 but there was a couple more of common areas so there wasn't much to negotiate. **R. Lissner made a motion to approve the amendment of an additional \$438.34 to the current monthly contract. R. Marko seconded the motion. All in favor. Motion carried.**

**Next Board Meeting – September 23<sup>rd</sup>, 2025**

#### **HOMEOWNER FORUM**

Louise Souffront stated she had 2 complaints; Associa sent out July statements late and she didn't her HOA bill until the day it was due, she mailed a check out the following day however, but the 15<sup>th</sup> her check still had not cashed and to avoid a late fee she had to pay online using a credit card and had to pay a \$8 fee. She also had a complaint regarding multiple properties on her street that needed to pull her weeds and didn't think Associa was doing a good job. M. Wilson noted they had a compliance person that was pretty diligent about citing homeowners on weeds and regarding the statements

they would be discussing it later. Louise suggested a dropbox or an office that homeowners can drop checks of to be deposit and be recognized because she is sure Associa will blame it on the post office and thought the \$8 fee was outrageous. A. Tupper noted that homeowner can drop off a check at Associa's office in Reno. R. Marko asked if they ever set up of the Dropbox at the Family Center. A. Tupper also noted the billing statements were put on-hold by the Board as they were discussing moving towards coupon books, so the statements did go out late, but it wasn't due to management. R. Lissner & R. Marko agreed. M. Wilson noted that most homeowner would agree that going into town is a hassle. R. Lissner asked Louise to advise when the check was cleared as he has concerns on how long it takes for Associa's bank to process checks.

Eva Knight mentioned in the chat that she wanted to bring attention to the amount of dog waste on the walking paths. M. Wilson noted there wasn't much the association could do about it. Dog station and doggie waste bags were provided.

Jayne Miller asked in the chat if she could get a copy of Associa's contract. A. Tupper advised copies of contracts were only made available to view at management's office via an appointment. R. Lissner noted the chat and stated the contracts should be made available to homeowners. A. Tupper noted it was Associa's policy and could not recall specifically why other than it some of the reasons is the .pdf could be manipulated and made public. **R. Lissner made a motion that Associa sends it out if anybody asks. R. Marko seconded the motion, if its was okay with NRS. R. Corrado agreed as long as it was okay with legal counsel and NRS. R. Corrado asked management to double check with legal counsel (Sophie). A. Tupper stated she was pretty sure she had Sophies opinion from the last time but didn't want to mis-quote and would pull it for the Board.**

#### **Tabled - Associa Management Proposal**

R. Lissner asked if the base management went up. A. Tupper advised stated it did and the breakdown was included in the email she had sent to the Board. R. Marko noted that it went up \$400 a month. M. Wilson felt that was too much. R. Marko disagreed as everything is going up. The Board discussed the fee associated with using a debit or credit card fees. M. Wilson felt \$8 was excessive. R. Marko felt it was in line with other places that charge a fee. R. Lissner agreed with R. Marko on the fees, but his concerns were more with the administrative fees like the digital processing fee or the annual set-up/office supply fee. M. Wilson noted it was time to start looking for another management company. R. Lissner wants to negotiate. R. Marko agreed with negotiating as things have gotten better now that Amy was back. R. Corrado agreed with R. Lissner with some of the fees and the fact that they can't do a 1-page coupon billing statement. The discussed some of the fees that seem to be surprises that Associa can charge for when they want too. Arch. fees were brought up but they have a compliance person they pay that processes the arch. applications. A. Tupper reminded the Board when talking about reimbursables was part of the invoice included maintenance credit card charges which included various maintenance supplies. **R. Corrado made a motion to do a workshop before meeting with Associa to get on the same page on what they wanted to negotiate and ask for a 60-day extension. R. Marko seconded the motion. All in favor. Motion carried.**

#### **ADJOURNMENT**

**MOTION: R. Corrado moved to adjourn the meeting at 6:56 PM. R. Lissner seconded; motion carried unanimously.**

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

Approved by:

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Board Member

**Woodland Village**

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