

**WOODLAND VILLAGE
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, SEPTEMBER 23RD, 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.

Board Members Present

Robert Corrado
Mark Wilson
Robert Lissner
Rebecca Marko

President
Vice President
Treasurer
Director

Board Members Absent

Gregory Johnson

Secretary

Management Present

Amy Tupper

Community Manager, Associa Sierra North

Owners Present

On file

HOMEOWNER FORUM – No Comments at this time

COMMUNITY ANNOUNCEMENTS – R. Marko mentioned the Halloween Event at the Cold Spring Family Center on 10/31 and get more information at the Cold Springs Family Center website. C. Griffith mentioned the Family Center was having a car show this weekend. R. Marko mentioned its Friday and Saturday and you can get information on Instagram or Facebook.

MINUTES

The board was supplied the meeting minutes from the July 22nd, 2025 board meeting minutes

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

FINANCIAL REPORT

Treasurers Report

R. Lissner noted that they budget looked good, currently ahead of budget by about 6% and under budget in operational costs, so looking like a dues increase would not be required and the financials look fine. R. Corrado noted the association expenses like the fence stain that haven't come in yet. R. Lissner requested management to provide October financials by the November meeting.

Review and accept current unaudited financial reports:

The June & July 2025 unaudited financial report was submitted for review.

MOTION: R. Lissner made a motion to approve June & July 2025 financials as presented. R. Corrado 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 which included doing the 5' foot weed clearance around the perimeter areas for the fence staining, current working the New Forest Section. Otherwise, they are working on trimming areas along Aquamarine where signage is blocked and other visibility issues. Davis mentioned some other trees that had some issues but he would send

management an email on those issues. He also noted some blackberry vine at the Tractor Park and noted these plants can be invasive and wanted to know if the Board wanted them removed. R. Marko mentioned they had blackberry bushes throughout the community and as long as it doesn't get out of hand than its okay to leave it. R. Corrado asked about the irrigation leaks and Davis stated Jose was in the process of changing the turf irrigation schedule and the various leaks that had been reported are in process of being corrected if not already.

Alert Security – Not in attendance.

Maintenance Report – Clint Griffith was in attendance. Clint advised he had been fixing split rail, had some vandalism with broken tree branches and dog stations, he had taken some of the paint contractors that are bidding on the fence stain around. Clint asked if in the future Brightview could make him aware when they are doing planting or installations so he can check the posts and drip lines, etc.. R. Lissner asked management to make sure to pass Clints request onto Brightview.

Manager Report

Executive session summary update: A. Tupper reported on the executive meetings were held on August 13th and September 10th, 2025, since the last board meeting. The following topics were discussed. The board held, 40 rule violation hearings. One homeowner appeal a waiver \$50 in late fees, approved a waiver of one late fee in the amount of \$25. Approved the executive session meeting minutes. The Board reviewed current collection status report. There are currently 39 accounts at collections. There are 33 accounts at final warning to be considered for collections, and there are currently 126 accounts past due and subject to a final warning. Reviewed, they also reviewed the covenant violation reports. There are currently 580 violation records that have been cited since the beginning of 2025. There are 33 accounts at final warning to be considered for collections, and there are currently 126 accounts past due and subject to a final warning. The Board also reviewed the covenant violation reports. There are currently 580 violation records that have been cited since the beginning of 2025 or that are open.

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

Woodland Village Investment (CDARS) – R. Lissner explained that Wells Fargo CD's had matured and was re-invested into CDARS with First Citizens bank to the funds are insured by the FDIC and earning around 3.5% interest. Total invested was \$1.3 million from Reserves & Operating into 26 week CD's.

DGS (Solar Panel) Policy – R. Corrado explained that due to new legislative action, the association had legal write up a policy that covered the association on where homeowners can place solar panels with more specific language. This policy was mailed out to homeowners with the recently updated Property Usage Rules.

Property Usage Rules – A. Tupper explained that the Board had previously approved a change in the Property Usage Mailer (adding verbiage to the common area section regarding motorized vehicles), however, since it had been 30 days since approved it was on the agenda to confirm it was approved and sent out to homeowners along with the previous discussed DGS Policy.

Brightview – Desert Lake Cab Crash (\$1,353.88) – R. Corrado explained a cab had recently ran into a section of common area landscaping off of Desert Lake causing damage to a tree and other plants and irrigation parts. The Board agreed to pay for the damages, and management was going after Reno Cab Company for reimbursement.

OLD ASSOCIATION BUSINESS**Resource 1 – Full Site Reserve Study Proposal**

A. Tupper explained that there had been some confusion on managements part regarding the recent parcels added and the Tractor Park and under the impression that any new addition required a full site study. At the last Board Meeting the board wanted legal opinion and legal advised the association was not responsible to get a full site study under the required 5-year period, and that the developer was required to provide the reserve study. Lifestyle Home has been made aware on will start the process. A. Tupper advised the association could still move forward with getting a financial update if the Board felt is was required after reviewing the current study as required by NRS.

R. Corrado made a motion to not do anything since its not required to do the financial update. R. Marko seconded the motion. R. Lissner noted that he was going to abstain. M. Wilson voted in favor of motion. Motion carried.

Associa Management Renewal (2025-2026)

R. Corrado explained the Board of Directors had a workshop and entered negotiations with Associa and the net results was an increase of costs going up by 5.82% vs. the original 8.67%. Associa agreed to waive some fees, and the Board agreed to accept some fees and thought it was fair and reasonable. Monthly costs will be around \$15,883 a month vs. \$14,986, so an increase, but with the rate of inflation and everything else, he thought it was acceptable.

R. Corrado made a motion to accept the proposal from Associa. R. Marko seconded the motion. R. Lissner asked for discussion to discuss in effort to save the association money and pushing to send out a one-page statement that sent out once a year to homeowners. A. Tupper note that Associa does not offer a 1-page coupon statement. M. Wilson noted the county can provide a yearly statement with coupons that are customized to include account number, amount due, etc. R. Corrado noted that there was a motion on the table and asked for vote of all in favor, R. Lissner & M. Wilson voted nay. Motion didn't pass. R. Lissner made a motion to approve the contract except for the one item to be discussed at the next meeting. M. Wilson seconded. R. Marko noted she didn't think they could legally get into a partial contract and wondered if the month-to-month increase was worth the savings cost to the association. Further discussion was made regarding coupon books, statements, and cost savings. R. Marko brought up the most cost effective is homeowners signing up for Direct Debit. R. Lissner made a motion to have himself & M. Wilson have a workshop with Ed @ Associa to negotiate in the next week or two. R. Corrado stated the contract will be tabled for now.

NEW ASSOCIATION BUSINESS**Brightview – Homeowner Street Tree Replacement**

R. Corrado noted that Brightview was proposing about \$784 per tree and 28 trees for a total of \$21,953 and thought that seemed high. A. Tupper noted that she had noticed as well and had inquired with Brightview who stated the previous bids, did not include the cost of the stakes and the hours were incorrect leading to rushed work, and as well as wages have increased affecting pricing. R. Corrado noted the estimate included 4 hours per tree so that would be 2 trees per day. R. Lissner mentioned getting a price from Summerscape who does work for Lifestyle Homes. M. Wilson agreed that was expensive. R. Lissner noted he had an issue with Brightview hourly rate of \$130. **R. Corrado made a motion to reject the bid from Brightview and solicit bid to other landscaping companies. R. Lissner seconded the motion. All in favor. Motion carried.**

Brightview Landscape – Snow Services 2025-2026

R. Corrado noted that Brightview is used on a as-needed basis and this was their annual service contract with included a 5% increase. Otherwise, onsite maintenance and Peter did a lot of the work on the walking paths. **R. Lissner made a motion to approve the proposal for Snow Services. R. Corrado seconded the motion. All in favor. Motion carried.**

Mule Deer Checking Account – Closure Request

R. Lissner explained he had requested the account be closed and there was no reason to have its own checking account, so he had it combined in the main operating account and the fund still shows on the expense side as a line item and by adding combining it with the operating it will make more interest. R. Corrado clarified that it was to simplify things. R. Lissner also stated they are not allowed to combine operating and reserves and they don't. R. Corrado noted this was on the agenda as an announcement only.

Common Area Fence Stain

A. Tupper explained that she sent the RFP out to 5 vendors: CertiPro, RPV Advanced Painting, Painting Pros., PaintNV and Glacier Peak. CertiPro did not bid and did not respond to email or phone call follow-up. R. Corrado and R. Marko were in the office to open the bids with the Zoom camera on. A. Tupper noted that RPV had dropped off the bid yesterday per the deadline and stated his certificate of insurance shows work comp expired, but he could provide a new COI and send it to me, as of the time of the meeting he had not. R. Corrado noted RPV bid was \$69,872. R. Lissner asked if these contractors were licensed by the state, A. Tupper advised yes, that was a requirement of the RFP. A. Tupper noted the association has used RPV Advanced painting for previous stain years but it had been several years. R. Corrado noted the next bid was from Painting Pros at \$54,894, A. Tupper noted Painting Pros had done the project the last 2 years. R. Marko next bid was PaintNV at \$47,621. A. Tupper noted the gentleman submitting was previously with Painting Pros. Glacier Peak bid was \$83,847 + power washing \$3,500 for a total of \$87,347. It was noted RPV included a bunch of items that weren't included in the RFP. PaintNV and Painting Pros. seemed to be more aligned but Painting Pros., does not include picking up the stain or power washing. **R. Marko made a motion to approve the PaintNV proposal of \$47,621 for the common area fence stain program. M. Wilson seconded the motion. All in favor. Motion carried.**

Alert Security – Review

R. Lissner requested this item be on the agenda as he noted Alert has had issues with staffing for the last month and patrol days are being missed, which a day or two here and there isn't an issue. M. Wilson was considered they were still expecting to get paid for missing days. A. Tupper noted she was working on an audit comparing the daily reports and the GPS report vs. what the association has been billed. M. Wilson noted they have also had a lot of vehicle issues. R. Marko stated she didn't have an issue with missing days if no officer is available however she did have an issue with Aric missing meetings and he has missed the last 3 or 4 meetings in a row. A. Tupper noted Aric had been in attendance for January & May but has missed March, July and today. R. Lissner brought up someone that lives in Woodland Village work for Alert. R. Corrado that they had that in the past with a couple of officers. R. Marko noted she could advertise on social media if Aric provided a link. A. Tupper it was provided before, and she would share it with the Board again. The Board agreed to continue to monitor.

2025 Budget

A. Tupper had provided a rough draft to the Board with no increase in assessments. A. Tupper noted that while some expense went up like insurance, and mailing costs using the reduced coupon books rate, but a lot of expense came in under. A. Tupper would provide a Budget Comparison to give the Board more time to review. R. Lissner would like to see the August financials. R. Lissner asked about the legal firm and collections and recovering majority of the money. A. Tupper explained the collections cost are listed under expense and income. However, management fees related to collections like Final Warning, are billed back to the homeowner but it doesn't show up on the income side only expense. The income is the Balance Sheet under liabilities until the homeowner pays the fee. R. Lissner asked that Madi give him a call. No motion at this time. Management to provide excel spreadsheet with 2025 Budget for further review.

Cold Springs Family Center – 2025 Halloween Event – Donation

R. Marko noted she was abstaining from voting because she part of the committee that plans the event. R. Lissner asked for details on the event. R. Marko noted its one of the Family Centers largest event, this year it will be in the morning

due Halloween falling on Nevada Day so its starting at 10am. The Family Center was taking donations on candy. It includes Truck or Treat and a house decorating contest. R. Corrado noted this was a budgeted line item and sponsored in the past. **R. Corrado made a motion to approve the \$750 donation to the Family Center. R. Lissner abstained from voting. M. Wilson seconded the motion. R. Corrado since it's a budgeted item the donation was in order to be included in the minutes for the record.**

Next Board Meeting – November 11th, 2025

HOMEOWNER FORUM

Sue Dennison stated she was new to Juniper Village and asked about snow removal and clarification on the as-needed basis. R. Corrado confirmed that Brightview was only called when needed and its not for residential on for common areas. It's an hourly rate depending on the type of service. The streets are county. Sue asked if the Board new of the priority level. R. Marko explained anyone can go on Washoe County Webpage and pull up the map and see the priority level of your street. Cul-de-sacs are generally last priority. Sue asked about donating candy for the Halloween event. R. Marko stated you could go to the Cold Springs Family Center website or Facebook page.

ADJOURNMENT

MOTION: R. Corrado moved to adjourn the meeting at 7:18 PM. M. Wilson seconded; motion carried unanimously.

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

Approved by:

Board Member
Woodland Village