Associa Sierra North
10509 Professional Circle, Suite 200, Reno, NV 89521 | 775.626.7333
Sparks | South Lake Tahoe, CA
Delivering unsurpassed management and lifestyle services to communities worldwide. | www.associasn.com

WOODLAND VILLAGE
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, MAY 19TH, 2026

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 four (4) Board Members present.

Board Members Present	Robert Corrado	President
	Rebecca Marko	Vice President
	Robert Lissner	Treasurer
	Louis Parker	Secretary
Board Members Absent	Gregory Johnson	Director
Management Present	Amy Tupper	Community Manager, Associa Sierra North
Owners Present	On file	

HOMEOWNER FORUM
Lee Carpenter addressed the Board regarding delays in the Design Review Committee process and requested an update on an architectural application submitted approximately one month earlier. Management agreed to research the status of the application and provide follow-up.

COMMUNITY ANNOUNCEMENTS Candidates for Washoe County Commissioner District 5 were provided an opportunity to introduce themselves and discuss issues impacting the North Valleys community:

Tammy Holstill discussed her experience serving the community and addressed concerns regarding road maintenance, public safety, law enforcement staffing, and code enforcement. Ms. Holstill encouraged residents to utilize Washoe County's 311 reporting system to document road hazards and community concerns. She also discussed challenges associated with enforcing unlicensed vehicle regulations and the need for increased law enforcement resources throughout the North Valleys.

Rob Pierce discussed his experience serving on various county boards and commissions and emphasized the importance of responsible growth, regional planning, affordable housing, public safety, homelessness solutions, and fiscal responsibility. Mr. Pierce also spoke about supporting first responders and ensuring infrastructure keeps pace with future development.

Brian Wadsworth discussed his professional background in auditing, finance, and environmental programs. He addressed concerns regarding emergency services, infrastructure planning, and responsible growth management. Mr. Wadsworth emphasized government accountability, sustainable development, water resource planning, and careful oversight of county spending.

Katherine Yriarte discussed her experience as a business owner and advocate for regulatory reform. Ms. Yriarte spoke about road maintenance, public safety, homelessness, economic development, and support for small businesses. She also discussed the need for additional law enforcement resources in the North Valleys and improvements to transportation infrastructure.

MINUTES

The board was supplied the meeting minutes from the March 17th, 2026 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 reported the Association was approximately $48,000 ahead of budget after the first quarter. He noted that expenses later in the year, including fence stain, pathway projects, and irrigation costs, would impact the current surplus. The Board discussed water usage, irrigation efficiency, and the need to monitor expenses closely due to dry conditions and increasing utility costs.

Review and accept current unaudited financial reports:
The February & March 2026 unaudited financial report was submitted for review.
MOTION: R. Corrado made a motion to approve March & February 2026 financials as presented. R. Marko seconded the motion. All was in favor.

REPORTS
Brightview Landscape – No representative was in attendance but provided a summary management read: Brightview continued irrigation inspections and repairs, addressed broken sprinkler heads and exposed irrigation lines, removed dead and dying shrubs, completed fence line clearing, performed rodent control treatments, removed dead pine trees and damaged branches, and completed seasonal fertilization and turf aeration activities.

ESI Security – Security representative was not in attendance. The Board reviewed the transition from Alert Security to ESI Security. Initial reports regarding service levels, communication, and responsiveness were positive. The Board discussed the selection process and expectations for future patrol services. The Board discussed the reports ESI provide appears to

Maintenance Report – Clint Griffith was attendance. Maintenance activities included irrigation repairs, fence repairs, lighting maintenance, and preparation for the annual fence stain program. Posts for the new walking pathway signage & basins were starting to be put in around focusing in around the New Forest area. Discussion also included vandalism concerns with summer starting and having supplies on hand, common area monitoring, and ongoing efforts to reduce irrigation runoff.

Manager Report - The Board held Executive Sessions on April 8 and May 13, 2026. During Executive Session, the Board conducted twenty-two (22) violation hearings, approved Executive Session minutes, reviewed collection and covenant violation reports, and discussed enforcement matters with legal counsel. There are currently 44 accounts in collections and 68 accounts at final warning status pending collections. There were 629 covenant violation records cited and/or monitored within a twelve-month period.

Litigation/Pending Legal Action
No pending legal action against the association currently. Legal action taken against homeowners for enforcement only, currently one property pending action (Case #CV21-00253) Woodland Village vs. Holbrook.

Action taken outside of a meeting
ESI Security Contract
R. Corrado explained the Board has signed a contract with ESI Security to take over patrol duties from Alert Security. The reason they went with ESI was because they were able to give a fixed cost vs. some other services that had an open-end pricing on their vehicle maintenance, as well as ESI presented themselves in a professional manner. A. Tupper confirmed contracts were available to view at Associas office.

Brightview – Removal of Dead Pine Trees
R. Corrado explained the Board approved action taken outside of the meeting by approving a $1,897.50 proposal from Brightview to remove 2 dead pine trees near Vineyard along Cat Tail Trail. Action was taken outside of a Board Meeting due to fire danger.

Brightview – Removal of Olive Tree Branches
R. Corrado explained the Board approved action taken outside of the meeting by approving a $1,167.33 proposal from Brightview to remove broken branches on olive trees off cat tail trail. Action was taken outside of a Board Meeting due to possible damage to tree due to further stress.

Amazon – Basin & Pathway Signage
R. Corrado explained the Board approved action taken outside of the meeting by approving a $747.63 purchase of pathway signs (No Unauthorized Vehicles) & basin signs (No Trespassing) to assist with the issue of motorized vehicles. The Board discussed the issue with e-bikes and dirt bikes have become a nationwide problem and how frustrating it was to get assistance. R. Marko talked about Washoe County has encouraged people to report the issue so the area can get more patrols. R. Lissner encouraged residents to take pictures/videos and that’s it not illegal to take a picture when in public and that it helps law enforcement.

OLD ASSOCIATION BUSINESS
Updated Violation & Fine Policy
R. Corrado explained that legal had prepared a draft of a revised Violation & Fine Policy. Although he was wondering on one of the line items they had a fine for speeding and the fine varied for mph and his concern was the association had no way to accurately measure someone’s speed. The current rules call for speed to be a reasonable and prudent level. The Board discussed if the item was for documented reports of speeding, for instance Washoe County Sheriffs reported the speed. R. Lissner mentioned keep thing the line item if its ever needed. R. Corrado noted that the line item for motorized vehicles, e-bikes on walking paths there was no fine amount. A. Tupper noted it might be blank as it could fall under a Health & Safety which means the association is not limited to $100, as it would depend on severity of violation, however, legal would need to confirm that was the intent of the line item. L. Parker inquired how to enforce the motorized vehicles/e-bikes and identifying the rider. A. Tupper mentioned this was the issue, was identifying the rider but if identified then that’s when the association could enforce the fine.
R. Corrado made a motion to approve the revised Violation & Fine Policy as drafted, with the addition of a $100 fine for motorized vehicles and e-bikes operating on Association walking paths, subject to legal review and approval. R. Marko seconded the motion. All was in favor. Motion carried.

NEW ASSOCIATION BUSINESS
Laptop – Compliance Coordinator
A. Tupper presented a request for a laptop to allow the Compliance Coordinator to access Association systems while working in the field and assisting homeowners within the community.
R. Marko made a motion to approve the purchase of the laptop in the amount of $699 plus tax/S&H. R. Corrado seconded the motion. All was in favor. Motion carried.

Enterprise – Operating Account
A. Tupper explained that at the March Board Meeting the Board had agreed to open a separate reserve account that earned more interest and now they were in the process of opening another Enterprise money market account for the operating account in order to earn interest as well, the account has been set up however to transfer operating funds for the current First Citizens Bank Account to the new Enterprise Money Market operating account to generate additional interest income while maintaining adequate operating funds board approval with meeting minutes was required to complete the payment transfer request. A. Tupper stated there was currently about $315,000 in the FCB operating account. R. Lissner noted this amount was largely due to April assessment coming in and the association needs at least $100,000 a month to cover expenses, so to get through May and June he was suggesting a transfer of $100,000 to the new Enterprise operating account to start earning interest. R. Corrado inquired if another meeting was required if the Board wanted to move money out of the Enterprise account back into the daily operating account. A. Tupper advised, yes, any transfer requires Board approval, and the Enterprise account was limited to 6 transactions a month. R. Lissner expressed frustration with the meeting minutes requirement as it was 2 months between meetings. A. Tupper explained it was a requirement of management.
R. Lissner made a motion to transfer $100,000 into the Enterprise Bank operating money market account. R. Corrado seconded the motion. All was in favor. Motion carried. Management was directed to obtain clarification regarding Associa policy that requires meeting minutes in order to transfers between Association operating accounts as the Board had concerns this would delay any upcoming transfer requests.

Jackson & Jackson Audit
Management presented the completed 2023 audit prepared by Jackson & Jackson. The CPA was working on 2024 & 2025 to get the association caught up. R. Lissner noted that the audit doesn't necessarily look for anyone stealing from the association, but making sure the association is following accounting principles and would note if they saw anything related to fraud and nothing was noted, and everything looked fine.
R. Corrado made a motion to accept the 2023 audit prepared by Jackson & Jackson. R. Lissner seconded the motion. All was in favor. Motion carried.

Permanent Lighting
The Board discussed permanently installed decorative lighting systems, including brightness, flashing effects, color displays, and potential nuisance impacts on neighboring properties. R. Marko noted she had received a lot of complaints on how bright they were and that some are on all though out the year vs. holiday time. The Board agreed additional research and policy development were needed. A. Tupper noted that any permanent lighting requires a DC permit prior to install and the association had received a few request that had been approved with conditional approvals. R. Corrado agreed with Beck that the issues were the brightness, or the flashing lights and the community was borderline dark skies area.
R. Corrado made a motion to table the permanent lighting discussion and direct management to prepare draft standards for future consideration. R. Lissner seconded the motion. All was in favor. Motion carried.

Garden Boxes – Tractor Park
R. Marko discussed concerns regarding unauthorized use of community garden boxes within Tractor Park. The Board discussed reservation procedures, signage, participation guidelines, and maintaining the garden boxes for vegetables, herbs, and other food-producing plants. L. Parker mentioned there should be some information that homeowners could access either via email or phone to reserve garden boxes. R. Marko agreed to assist with developing proposed guidelines and administrative procedures.

Associa Management Contract
The Board reviewed the proposed Associa Management Contract and discussed concerns regarding policies governing transfers between Association operating accounts.

R. Corrado made a motion to table the Associa Management Contract until the next Board Meeting pending clarification regarding account transfer policies. L. Parker seconded the motion. All was in favor. Motion carried.

Next Board Meeting – July 21st, 2026 via Zoom

HOMEOWNER FORUM
Homeowner L. Souffront questioned the Board regarding the delays associated with the Association's financial audits and questioned the continued use of Jackson & Jackson. A. Tupper explained that many audit firms experienced delays following COVID and noted that alternative proposals were significantly more expensive. Management advised the Board would continue monitoring performance and consider alternatives if necessary.

Ms. Souffront also commented on permanent decorative lighting and suggested homeowners be allowed to leave approved lighting installed year-round provided the lights remain turned off except during approved holiday periods.

ADJOURNMENT
MOTION: R. Corrado moved to adjourn the meeting at 7:16pm. R. Lissner seconded; motion carried unanimously.

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

Approved by:

____
Board Member
Woodland Village