WOODLAND VILLAGE
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, JULY 21ST, 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 – None at this time

COMMUNITY ANNOUNCEMENTS – None at this time

MINUTES
The Board was supplied the May 19, 2026 Board Meeting Minutes for review. No corrections or revisions were requested.
MOTION: R. Corrado made a motion to approve the May 19, 2026 Board Meeting Minutes as submitted. R. Lissner seconded the motion. All were in favor. Motion carried.

FINANCIAL REPORT
Treasurers Report
R. Lissner reported that the Association was approximately $46,000 ahead of budget based on the May 2026 financial statements. He clarified that the favorable variance represented a combination of higher-than-budgeted income and lower-than-budgeted expenses. He noted that while the Association appeared to be in a favorable financial position, the current variance should not be viewed as an indication of the year-end result because additional expenses remained outstanding. The Board discussed upcoming expenses, including common-area fence staining and homeowner stain costs. Management clarified that the financial statements being reviewed were through May and that additional staining expenses would be reflected in the June financial statements. The Board also discussed the additional stain distribution following the community stain event. Management confirmed additional stain was obtained and made available after supplies ran out during the original distribution.

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

Payment Transfer Request(s)
Management reported that the Board had previously approved at the XX/XX/XX Executive Session a transfer of $81,247.94 from the First Citizens Bank reserve account to the Enterprise Bank reserve account to take advantage of the higher interest rate available through Enterprise Bank. The Board then discussed whether an additional $100,000 should

be transferred from the First Citizens Bank operating account to the Enterprise Bank operating account. R. Lissner discussed the Association's current account balances, FDIC insurance limits, interest earnings, and the possibility of establishing a sweep account through Enterprise Bank to distribute funds among multiple institutions while maintaining FDIC coverage. During discussion, questions arose regarding the exact balances currently held in the Association's Enterprise operating and reserve accounts and the amount of unrestricted operating funds available for transfer. The Board agreed that additional clarification of the account balances and banking options was needed before authorizing another transfer.

MOTION: R. Corrado made a motion to table the additional operating account transfer until the next Executive Session so the Board could verify the balances in each account and obtain additional clarification regarding the Enterprise accounts. R. Lissner seconded the motion. All were in favor. Motion carried.

R. Lissner noted that maximizing interest earnings could provide approximately $4,000 annually in additional income to the Association and that, while not a significant portion of the overall budget, the Board did not want to leave available interest income unused.

REPORTS

Brightview Landscape – Jana Siete was in attendance and provided an update regarding ongoing landscaping activities throughout the community. Brightview continued clearance pruning along split-rail fence areas in the New Forest Loop and completed cleanup and pruning work near Davis Meadow. Brightview reported that a replacement tree was scheduled for installation near Williamsburg/Village Parkway and replacement plants were scheduled for the Huckleberry area before the end of the month. Basin mowing was also discussed. Due to recent rainfall and increased vegetation growth, Brightview was evaluating moving the normal mowing schedule forward and anticipated completing the work during August. Brightview was also investigating irrigation concerns at Polar Bear Drive and Polar Bear Court. Previously identified mole activity in that area appeared to be inactive, and remaining disturbed rock areas would be restored. Jana explained that she had begun conducting regular inspections by selecting individual cul-de-sacs and expanding the inspection several streets in each direction to develop weekly punch lists for the landscape crews. Areas recently reviewed included Huckleberry, Oakfield Court, Box Elder, Davenport Lake, Spruce Lake Court, Oak Brook Court, and surrounding streets. Priority areas such as Aspen Grove, Tractor Park, and the dog park would continue to receive regular attention. The Board emphasized the importance of maintaining the community's heavily used park and recreation areas. Brightview also briefly addressed the annual contract increase and advised that the increase was provided for under the existing agreement but could be discussed with Brightview leadership if the Board had concerns.

ESI Security – Security representative was not in attendance. An ESI Security representative was expected to attend but was not present. No formal security report was provided.

Maintenance Report – Clint Griffith was in attendance and provided an update regarding maintenance activities, with significant discussion focused on irrigation leaks and aging irrigation infrastructure. Maintenance had been addressing approximately three (3) to ten (10) smaller irrigation leaks per day, with many occurring along Cat Tail Trail. Due to concerns regarding repeated failures in the drip irrigation system, C. Griffith recommended evaluating the pressure regulators within the irrigation control boxes before undertaking extensive replacement of drip lines. He explained that excessive pressure could contribute to both existing and newly installed irrigation lines failing. The Board and maintenance discussed the age of the irrigation infrastructure, prior installation of pressure regulators, appropriate operating pressure, and the potential need to reduce pressure while increasing watering duration to provide the appropriate amount of water to landscaped areas. The Board supported having maintenance independently verify irrigation pressures so the Association could better determine whether excessive pressure was contributing to repeated failures. The Board also discussed the importance of quickly responding to unusual water-meter activity and irrigation leaks to reduce unnecessary water expenses.

Manager Report - Management reported that Executive Sessions were held on June 10 and July 8, 2026. During the Executive Sessions, the Board conducted forty-seven (47) rule violation hearings, approved Executive Session meeting minutes, reviewed the current collection status report, reviewed covenant violations, and reviewed enforcement matters with Association legal counsel. There were currently thirty-four (34) accounts in collections and sixty-seven (67) accounts at final warning status and subject to collections if balances remained unpaid. Management reported 731 covenant violation records within the preceding twelve-month period that were either active or monitored for recurrence.

Litigation/Pending Legal Action
Management reported the pending enforcement matter identified as Case No. CV21-00253, Woodland Village v. Holbrook. The Board briefly discussed the status of the matter. Management advised that the current issue involved securing a vendor to perform the required work. A vendor had indicated willingness to perform the work but requested law-enforcement presence at the property. The Washoe County Sheriff's Office had indicated it could not guarantee availability on a specific scheduled date. The Board agreed that additional discussion regarding the matter would be more appropriately conducted during the next Executive Session.

Action taken outside of a meeting
Violation & Fine Policy
R. Corrado reported that the Board had previously approved the revised Violation & Fine Policy and returned the document to Association legal counsel for additional review and revisions. The revised policy was returned by counsel for final Board consideration. The Board discussed the fine applicable to motorized vehicles and e-bikes operating on Association walking paths. The revised policy established a $500 fine for the violation. The Board discussed that the higher fine reflected the potential health and safety risks associated with motorized vehicles being operated recklessly on pathways used by pedestrians. Board Members encouraged homeowners who witness unsafe motorized vehicle activity on Association pathways to document incidents through photographs or video when it is safe to do so, submit the information to management, and contact law enforcement when an immediate safety concern exists.
MOTION: R. Corrado made a motion to approve the revised Violation & Fine Policy as reviewed and revised by Association legal counsel. R. Marko seconded the motion. All were in favor. Motion carried.

Brightview SO#895007 - Sprinkler Head Replacements - $1,019.46
The Board reviewed the previously approved Brightview proposal for replacement of multiple aging sprinkler heads. R. Corrado explained that the sprinkler heads had reached the end of their useful life and were no longer operating properly. Maintenance had reviewed the proposed work and determined the pricing and labor to be reasonable.
The Board discussed the cost of the commercial-grade sprinkler heads and associated labor. It was noted that Brightview had reduced its initial proposal by approximately $400 following discussion regarding pricing.
No additional Board action was required, as the work had previously been authorized.

OLD ASSOCIATION BUSINESS

Associa Management Contract 2026-2027
The Board revisited the proposed Associa Management Contract, which had previously been tabled pending clarification regarding requirements for documentation and meeting minutes associated with Association account transfers. Management explained that providing approved meeting minutes creates a documented paper trail supporting the Association's financial transactions. The Board acknowledged that while the additional documentation requirement was not preferred, the process had been clarified and was manageable. The Board also discussed the annual office supply fee contained in the contract. Management and the Board reviewed the prior contract negotiations and noted that the office supply fee had been accepted in exchange for concessions associated with other processing fees. Management confirmed that the proposed renewal represented a $50-per-month increase in management fees.

MOTION: R. Corrado made a motion to approve the Associa Management Contract renewal under the terms submitted. R. Marko seconded the motion. All were in favor. Motion carried.

Permanent Lighting

The Board continued its discussion regarding standards for permanently installed decorative lighting systems.
The proposed standards included requirements that lighting be installed behind fascia boards and under eaves so the fixtures themselves are not visible; colored lighting be limited to traditional holiday periods; flashing or strobing lights not be permitted where they could disturb neighboring properties; and lighting during non-holiday periods be limited to white light. The Board discussed additional concerns regarding brightness, direction of illumination, light projecting onto neighboring properties, color temperature, and the need for objective rather than subjective enforcement standards. R. Marko suggested requiring lights to be directed downward or toward the residence rather than outward toward neighboring properties or streets. R. Lissner recommended establishing a measurable lighting standard, such as a maximum permitted light level at the property line, rather than relying solely on subjective descriptions. The Board also discussed clarifying the equivalent wattage language because LED lighting can produce substantially greater illumination using lower actual wattage. The Board further discussed establishing specific allowable dates for holiday lighting and decorations. Existing rules contain a defined period for Christmas lighting, but the Board noted that additional standards may be needed for Halloween and other holidays. R. Marko agreed to research permanent-lighting standards used by other associations, and management would continue working on proposed language.
MOTION: R. Corrado made a motion to table the Permanent Lighting standards until the next Board Meeting to allow additional research and revisions. R. Lissner seconded the motion. All were in favor. Motion carried.

NEW ASSOCIATION BUSINESS

Balsiger Insurance - 2026-2027 Policy

The Board reviewed the Association's 2026-2027 insurance renewal. The proposed annual premium increased from approximately $40,585 to $45,931.31, representing an increase of approximately 13%.
The Board discussed factors contributing to the increase, including additional Association parcels and general increases within the insurance market. R. Lissner questioned several components of the Association's coverage, including umbrella liability, workers' compensation, cyber liability, and current deductible amounts. Management explained that workers' compensation coverage provides protection related to vendors working for the Association and advised that the broker attributed increases in Directors & Officers and umbrella liability premiums to the carrier's overall experience within the area. Management also noted that carrier options were limited due to the size of the Association. The Board discussed whether increasing deductibles could reduce the overall premium while still maintaining appropriate coverage. Due to the Association's financial position and claims history, Board Members agreed it would be appropriate to obtain pricing alternatives for higher deductibles before the August 1 renewal date. Management was directed to request premium comparisons using higher deductible options, including $10,000 and $25,000 deductibles where available, for Board consideration prior to renewal.
MOTION: R. Lissner made a motion to authorize payment of the insurance renewal effective August 1, 2026, as presented unless a majority of the Board approves an alternative deductible option prior to the payment date. R. Corrado seconded the motion. All were in favor. Motion carried.

Jackson & Jackson Audit

The Board reviewed the completed 2024 financial audit prepared by Jackson & Jackson. R. Lissner noted that the audit indicated the Association's accounting records were being properly maintained and that no matters appeared out of line. The Board discussed the scope and purpose of the audit and noted that no significant concerns were identified.
MOTION: R. Corrado made a motion to accept the 2024 audit prepared by Jackson & Jackson as submitted. L. Parker seconded the motion. All were in favor. Motion carried.

SNC & Future Striping and Signs Proposal(s) - Village Center Drive Striping

The Board reviewed proposals to restripe the centerline along Village Center Drive. SNC submitted a proposal of $2,200, while Future Striping and Signs submitted a proposal of $1,310. The Board noted that the existing centerline was significantly faded. However, the Association's pavement consultant had recommended slurry sealing this section of roadway in 2027, which would cover any striping completed at this time. The Board discussed whether the current condition of the centerline presented a significant safety concern and determined that the existing line remained partially visible and that restriping for only approximately one year did not justify the expense.
MOTION: R. Corrado made a motion not to restripe Village Center Drive at this time due to the anticipated slurry seal project in 2027. R. Lissner seconded the motion. All were in favor. Motion carried.

Padovan Consulting - Pathway Maintenance Proposal

The Board reviewed the pathway maintenance consulting proposal submitted by Padovan Consulting.
The consultant recommended completing the pathway patching bid process during the current year. The proposed scope included inspecting Association pathways, identifying areas requiring repair, preparing the request for bid, coordinating proposals, and providing recommendations to the Board. The cost for the pathway patching bid services was $4,080. A separate surface-treatment consulting scope of $2,720 was also presented but was recommended for the following year. The Board discussed the consultant's prior performance, communication, familiarity with the Association's pathways, and the overall condition of the pathway system. The Board expressed satisfaction with the consultant's previous work and preventative maintenance recommendations.
MOTION: R. Corrado made a motion to approve Item No. 1 of the Padovan Consulting proposal for pathway patching request-for-bid services in the amount of $4,080. R. Marko seconded the motion. All were in favor. Motion carried.

Washoe County Parks - Light Removal Agreement

The Board reviewed the proposed Washoe County Parks Light Removal Agreement regarding developer-installed lighting located within County park areas. Board Members expressed concerns regarding conflicting information received from Washoe County Parks regarding whether the County wanted the lights to remain in the parks. The Board also discussed questions regarding the Association's legal authority and responsibility for removing the lights. The Board agreed that Association legal counsel should provide clarification before the Association executes an agreement or takes further action. Following legal review, the Board discussed potentially arranging a meeting with appropriate Washoe County Parks representatives to ensure all parties have a consistent understanding regarding the lights and future responsibility for the park areas.
MOTION: R. Corrado made a motion to table the Washoe County Parks Light Removal Agreement until the Board meets with Association legal counsel and receives clarification regarding the Association's authority and responsibilities. R. Marko seconded the motion. All were in favor. Motion carried.

Brightview Landscape - Annual Contract Increase

The Board reviewed Brightview Landscape's annual contract increase of 4%.
The Board discussed Brightview's performance, recent improvements in landscaping services, continuing concerns regarding employee and account-manager turnover, and the challenges associated with servicing an Association of Woodland Village's size. Board Members noted that service quality had declined during portions of the spring but had recently improved. Positive observations included improved leaf cleanup and weed control. However, the Board remained concerned about frequent turnover among Brightview account representatives, supervisors, and other personnel, which has affected continuity and communication. The Board discussed whether to seek proposals from alternative landscape companies. Board Members generally agreed that current performance did not warrant immediately changing contractors and that a 4% increase was reasonable considering increased fuel and operating costs. However, the Board expressed interest in informally researching other landscape providers as potential alternatives should service levels decline.
Management was asked to inquire regarding landscape companies used by other large associations.

MOTION: R. Corrado made a motion to accept Brightview Landscape's 4% annual contract increase. R. Lissner seconded the motion. All were in favor. Motion carried. Management clarified that approval of the increase did not eliminate the existing 30-day termination provision under the contract.

Next Board Meeting – September 15th, 2026 via Zoom

HOMEOWNER FORUM

Homeowner Ron Johnson addressed the Board regarding landscape and irrigation contractors. Mr. Johnson stated that he had experience working with a former irrigation supervisor associated with a previous landscape contractor who currently operates a smaller landscape business in the Cold Springs area. While Mr. Johnson did not believe the contractor's company was large enough to service Woodland Village directly, he offered to provide the individual's contact information because the individual may be able to recommend other qualified landscape or irrigation companies for the Association to consider. The Board thanked Mr. Johnson for the information and requested that he forward the contact information to management. No additional homeowners requested to speak.

ADJOURNMENT

MOTION: R. Corrado moved to adjourn the meeting at 7:05pm. 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