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, SEPTEMBER 15TH, 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 5:31 pm. A quorum was established with five (5) Board Members present.

Board Members Present	Robert Corrado	President
	Rebecca Marko	Vice President
	Robert Lissner	Treasurer
	Louis Parker	Secretary
	Gregory Johnson	Director
Management Present	Amy Tupper	Community Manager
	Trey Henry	Administrative Assistant
Owners Present	On file	

HOMEOWNER FORUM

Homeowner Louise Souffront asked about defensible space following the Bug and Hawk fires, communication with other Cold Springs homeowner associations, and the possibility of an additional emergency access route. The Board discussed existing vegetation clearance around the community and noted that work on BLM property is restricted. R. Lissner reported that regional transportation officials had recently heard concerns regarding the need for additional access routes. The Board noted that planning or construction of another regional access route would be outside the Association's authority.

Homeowner Heather addressed meeting participation procedures and raised concerns regarding violation enforcement, the 12-month recurrence period, and homeowner communication. The Board stated that the Association's enforcement practices and policies had been reviewed by Association legal counsel and advised that the Board would take the request for future discussion under consideration.

A homeowner asked about the status of an architectural submission for a roof replacement required by the homeowner's insurance carrier. Management confirmed the submission would be processed through the Design Committee and advised the homeowner to follow up with management regarding the application status.

COMMUNITY ANNOUNCEMENTS - None at this time.

MINUTES

The Board was supplied the July 21, 2026 Board Meeting Minutes for review. No corrections or revisions were requested.

MOTION: R. Corrado made a motion to approve the July 21, 2026 Board Meeting Minutes as submitted. R. Marko seconded the motion. All were in favor. Motion carried.

DRAFT

FINANCIAL REPORT

Treasurer's Report

R. Lissner requested that the Mule Deer Fund be shown separately on the balance sheet and that an income-statement reference to a "Golf Fund" be corrected to the Mule Deer Fund. He reported that the reserve fund held approximately $1.1 million for future reserve obligations and that the operating fund maintained approximately $300,000 in working capital. The Association was approximately $7,000 ahead for the current year. Significant discussion focused on increasing water costs, including higher base charges for Association irrigation meters. R. Lissner advised that the preliminary 2027 budget could require an assessment increase primarily due to water expenses.

Review and accept current unaudited financial reports

The current unaudited financial reports were submitted for Board review.

MOTION: R. Corrado made a motion to accept the current unaudited financial reports as presented. L. Parker seconded the motion. All were in favor. Motion carried.

Payment Transfer Request(s)

Management reported for the minutes that the Board approved a payment transfer request during the August 12, 2026 Executive Session. A total of $121,000 was transferred from the First Citizens Bank operating account to the Enterprise Bank operating account.

REPORTS

Brightview Landscape – Brightview was not in attendance. No formal landscape report was provided.

ESI Security – ESI representatives reported that patrol services had been in place since mid-May and that activity remained relatively routine. Items encountered included trailer-related concerns, water leaks, and one graffiti incident. ESI reported receiving homeowner calls, including calls outside patrol hours, and stated that non-urgent matters are documented for follow-up when patrol is next in the community. The Board expressed appreciation for continuity in assigned patrol personnel and discussed patrol procedures, vehicle monitoring, and the importance of officers remaining visible and attentive throughout their shifts.

Maintenance Report – Maintenance reported continued irrigation repairs and routine common-area maintenance. Discussion included irrigation leaks, pressure and system conditions, coordination with Brightview, and the need for timely follow-up on identified maintenance concerns. The Board and maintenance also discussed coordination with security regarding observations made while patrolling the community.

Manager Report – Management reported that Executive Sessions were held on August 12 and September 9, 2026. Since the prior Board Meeting, the Board conducted seventy-four (74) rule violation hearings, approved Executive Session meeting minutes, reviewed the collection status report, reviewed covenant violations, and reviewed enforcement matters with Association legal counsel. There were forty-six (46) accounts in collections, forty-two (42) accounts at final warning and subject to consideration for collections, and thirty-three (33) accounts subject to a final warning notice. Management reported 850 covenant violation records within the preceding twelve-month period that had been cited or were being monitored for recurrence.

Litigation/Pending Legal Action

Management reported one pending enforcement matter, Case No. CV21-00253, Woodland Village v. Holbrook.

Action taken outside of a Meeting – None at this time.

DRAFT

OLD ASSOCIATION BUSINESS

Permanent Lighting

The Board continued discussion regarding standards for permanently installed exterior lighting. Discussion focused on brightness, dark-sky concerns, flashing or moving light patterns, holiday versus non-holiday use, architectural approval requirements, and the need for a clear and enforceable standard. Board Members noted that permanent exterior lighting currently requires Design Committee approval and that several installations appeared to have been completed without approval. The Board agreed that a comprehensive standard should be developed rather than adopting separate requirements incrementally. Management was directed to identify current unapproved installations, conduct a nighttime survey, document the properties, and proceed with appropriate compliance notices while proposed permanent-lighting standards are refined.

MOTION: R. Corrado made a motion to table the Permanent Lighting standards until the next Board Meeting to allow additional drafts to be reviewed and discussed, and to direct management to follow up on current unapproved installations. R. Lissner seconded the motion. All were in favor. Motion carried.

Washoe County Parks – Light Removal Agreement

Management reported that the proposed light-removal agreement remained under review with Washoe County Parks. The Board confirmed that the matter concerns removal of developer-installed lights within County park areas. The Board discussed recurring vandalism and maintenance concerns and noted that the County does not favor lighting the parks because the parks are closed from dusk to dawn. No additional Board action was taken at this time.

NEW ASSOCIATION BUSINESS

Jackson & Jackson Audit

The Board reviewed the 2025 financial audit prepared by Jackson & Jackson. Management advised that the draft had recently been received and that the Association was now current on its required audits. R. Lissner reported that the auditor's letter did not identify improper accounting practices or significant concerns.

MOTION: R. Lissner made a motion to approve the 2025 audit prepared by Jackson & Jackson. R. Corrado seconded the motion. All were in favor. Motion carried.

Common Area Fence Stain – Bid(s)

The Board publicly opened three sealed proposals for the current common-area fence staining project. RPV Advanced Painting submitted a labor proposal of $46,132; Paint Envy submitted a proposal of $78,103; and Painting Pros submitted a proposal of $51,485. The Association will provide the stain. The Board compared the scopes, discussed prior experience with the contractors, contractor licensing and complaint history, surface preparation, pressure washing, spraying, back-rolling/brushing, and quality-control considerations. Because of the substantial pricing differences, the Board agreed that each proposal should be circulated for detailed review before a contractor is selected.

MOTION: R. Corrado made a motion to table selection of the common-area fence staining contractor so all Board Members could review the submitted proposals, with a deadline of the following Monday for the Board to make a decision. G. Johnson seconded the motion. All were in favor. Motion carried.

Landscaping Contract – Bid(s)

The Board publicly opened proposals from All Seasons Landscaping, Reliance Grounds Management, and Reno Green for annual common-area landscape maintenance. All Seasons proposed $17,810 per month, Reliance proposed $18,920 per month, and Reno Green proposed $18,250 per month. For comparison, Brightview's current monthly contract amount was reported as $18,187. The Board discussed contractor references, staffing continuity, responsiveness to additional work and emergencies, familiarity with the community, and management's experience during contractor site tours. Management reported that Reno Green conducted a particularly detailed site review, asked extensive questions regarding the irrigation system and equipment, returned to inspect the property further, and had a

DRAFT

representative who resides in Woodland Village. The Board also compared after-hours emergency rates and discussed Brightview's repeated turnover in account managers and field supervisors and its response to unresolved service issues.
MOTION: G. Johnson made a motion to select Reno Green as the Association's landscape maintenance contractor. R. Corrado seconded the motion. All were in favor. Motion carried. Management was directed to review the Brightview contract requirements and applicable notice period, confirm Reno Green's availability to begin service, obtain references, and report back to the Board regarding transition timing.

2027 Budget – Draft Review
Management presented the draft 2027 budget. The Board discussed increases in operating expenses, with particular emphasis on water-rate increases and other rising service and material costs. The Board considered assessment increases of $5 or $6 per quarter and discussed the importance of maintaining sufficient operating revenue rather than reducing the budget to a level that could create future shortfalls or special assessments. Board Members generally favored a $6-per-quarter increase, equivalent to $2 per month.
MOTION: R. Corrado made a motion to approve the 2027 budget with a $6.00 per quarter assessment increase per homeowner. G. Johnson seconded the motion. All were in favor. Motion carried.

Brightview Landscape SO#9004690 Tree Crown Pruning – New Forest / SO#9004795 Phase One – Tree Mulch Rings
Following the Board's selection of a new landscape contractor, the Board considered the two Brightview proposals listed on the agenda.
MOTION: R. Corrado made a motion to reject Brightview Landscape SO#9004690 for tree crown pruning and SO#9004795 for Phase One tree mulch rings. G. Johnson seconded the motion. All were in favor. Motion carried. Management advised that Brightview was currently within a 30-day performance/cure process and would review the contract to confirm the applicable termination notice requirements and transition options.

Next Board Meeting – November 17th, 2026 via Zoom

HOMEOWNER FORUM
Homeowner Louise Souffront commented in support of the proposed assessment increase and the Board's approach to addressing higher water costs. She encouraged the Association to clearly explain the water-rate impact when communicating the increase to homeowners. No additional homeowners requested to speak.

ADJOURNMENT
MOTION: R. Corrado moved to adjourn the meeting at 7:25 pm. G. Johnson seconded the motion. All were in favor. Motion carried.

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

Approved by:

_____
Board Member
Woodland Village

DRAFT