

**APPROVED
WOODLAND VILLAGE
BOARD OF DIRECTORS MEETING MINUTES
JANUARY 27, 2010
6:30 PM**

BOARD MEMBERS PRESENT: Fred England, President
Bill Vanderslice, Vice President
Robert Lissner, Treasurer
Jacques Swain, Director

BOARD MEMBERS ABSENT: Dan Jurkovics, Secretary

OTHERS PRESENT: Susan Toy, Provisional Manager
Susan Keenan Associated Management, Inc.
Gavin Silberschlag Associated Management, Inc.
Jennifer Tennis, Maintenance Supervisor
Mike Hendi and Art Pugh ESI Security Services
Homeowners per Attached Sign in Sheet

CALL MEETING TO ORDER

President Fred England called the Woodland Village Board of Directors meeting to order at 6:30 PM.

ESTABLISHMENT OF QUORUM

A quorum was established with all members of the Woodland Village Board of Directors present.

HOMEOWNERS COMMENTS

A homeowner commented the snow removal on their street was exceptional and the street was very clean. F. England advised the county cleans the streets as they are public roads. Also, the homeowner stated they did not receive their coupon booklet. S. Toy will check on this for the homeowner and advised them the coupons can be recreated. The homeowner advised all they need is the address as they pay their assessments on line.

APPROVAL OF PREVIOUS MINUTES

The Board reviewed the Minutes from the December 9, 2009 Special Board of Directors Meeting. J. Swain asked if the check had been issued to NDOW for the reseeding project. S. Toy advised the check was just issued today and Chris Hampson from NDOW will pick up the check later this week.

B. Vanderslice moved to approve the Minutes as written.

J. Swain seconded.

Motion carried unanimously.

FINANCIAL REPORT

Current Financials F. England presented the October, November and December 2009 financials. He advised we are still in the process of moving the accounts from Wells Fargo to the new bank. As of the year end, the net income is \$65,000. The write-off for bad debit is approximately \$100,000. Our income from operations is at \$76,000 and we budgeted \$75,000.

J. Swain moved to accept the financials as presented.

B. Vanderslice seconded.

Motion carried unanimously.

ESI – PATROL REPORT

ESI advised during the months of December and January they received 721 home watch requests. Some homeowners' stop the officers to let them know they will be away. Patrol then puts the homes on their routes to make sure they are checked. They walk around the homes and make sure there are no break-ins. The best thing about all of this is that the homeowners feel secure enough to tell patrol that they are going to be away and they are entrusting their home to patrol. ESI said this is really a great responsibility for them and they take it very seriously. That is why they go above and beyond to take care of these homes.

ESI reported 39 different issues for maintenance from street lights that were out to broken gates. The great thing about this is they do not have to report the same issue twice to the Association. Also, they responded to 29 different calls above and beyond patrol. The calls range from lost dogs to someone broke a fence and did not know who to call. The issues are not quite sheriff department issues but something the homeowners do not know how to handle. Also, this includes vandals, vehicle break-ins and alarm's going off for cars or homes.

They track how many calls are received when patrol is not on duty. In two months they only received 6 calls, which they responded to even though patrol was not on duty. They sent a supervisor out these calls even though they did not have to and they did not charge us for the calls. They did this because they do feel they are part of the community and they want to make sure they take care of the homeowners. Also, they track our calls and determined there has been a reduction of 23% in the 2 years since they took over patrol. ESI thinks the scheduling is working well and the homeowners are getting used to patrol, like having them around and trust them.

A homeowner asked about the hours for dispatch. ESI stated they now have dispatch available 24 hours 7 days a week.

Note to the Minutes: Remind homeowners in the next newsletter that they can stop patrol, call or fill out the forms for a house watch request.

MAINTENANCE REPORT

Woodland Village Supervisor – J. Tennis advised children are rolling rocks into the drains which clog the openings. They have to remove rocks from several drains every month. The builders' contractor went back and cemented some of the large rocks on top to avoid this issue on a few of the drains. Maybe this should be done on all the drains to stop this from happening. This has been a problem since November.

F. England asked maintenance to check with AMI, Lifestyle Homes or the County to see if we can install some type of cage over the drains. Also, what would the estimated cost be for doing this?

J. Tennis asked if maintenance is to take care of all the association trees in the empty homes. F. England advised yes maintenance is to care for those trees. This needs to start in April so maintenance will need a vacant home list every 2 weeks. S. Toy advised compliance already has a list of vacant homes available.

J. Tennis stated putting in tree wells around the mature trees is not going to work as the roots run on top of the grass areas and they do not want to damage the roots. She asked if the Board would want raised tree wells. F. England advised he just wants all trees that are in the grass areas to be protected from mowing or weed whacking damage. If we have to replace the older trees due to this damage it will be very expensive.

J. Swain wants the association to make sure snow is removed where all the children walk to school because it

is a liability for the association? S. Toy stated it is county code that the homeowner remove snow from their sidewalk and the association is only liable for common areas. F. England requested that maintenance remove snow from the areas that the children use to walk to school or walk to the bus stops. S. Toy asked if they are going to include Williamsburg and Desert Lake that are not common areas because there are bus stops on these streets. If so, the Board needs to be explicit with maintenance and spell out which streets they want cleared of snow. Also, the Association received complaints from homeowners on Williamsburg when the association cleaned areas that other homeowners were responsible for and failed to clean. F. England asked that the association obtain a list of the school bus stops in the village and the Board will review.

AMI Erosion Control – G. Silberschlag presented a booklet outlining erosion control and walking path enhancement methods they have implemented in several communities. They have had success with this method in Incline Village. Not only does this method work very well; it enhances the curb appeal of the property. It is a little expensive initially but in the long run it reduces expenses. Woodland Village has a lot of open DG throughout the community and erosion of soil that is washing into the catch basins. It is time consuming, labor intensive and expensive to clean those basins out.

They would install rock swells approximately 2 ft wide with relief drains that go into the basins and put traps to slow down the water so it will not wash sediment into the basins. One 10 yard load of 6” to 12” rip-rap covers approximately 200 to 250 linear feet of 2ft wide swales. His crew can put in 50 ft, 2 ft wide swells in 4 days. The rock is all hand placed and will carry the water. The cost of material and labor is \$6.00 per sq. ft. He recommends doing a one section at a time so it can be built into the budget. A discussion ensued.

F. England requested that a test area be completed in one area but before we buy the rock, check with Lifestyle Homes to see if they have any rock available from their gravel pit.

F. England moved to complete a test area of 100 ft or one 10 yard truck.

B. Vanderslice seconded.

Motion carried unanimously.

OLD BUSINESS

Discussion and Review of Advertising Signs for Commercial Businesses in Village Center. F. England stated the association has rules against advertising signs but we have not enforced them for the Village Grill and Woodland Mart. He would recommend that we allow those signs if they are professional made and maintained. B. Vanderslice suggested signs made out of wood or plastic that would allow the names of the businesses to be changed if needed. F. England asked that B. Vanderslice bring back recommendations to the board regarding the signs. He asked maintenance to remove any signs that are falling down. This item is to be brought back to the April meeting.

NEW BUSINESS

Discussion and Review of Ownership of the Builder’s Fence around old Cold Springs. S. Toy spoke to J. Meyer at Lifestyle Homes regarding this issue. What he remembers is, the builder talked to the county and the fence coming into the village that is not on association property is on the county easement. The county did not care if the builder put up a fence as long as it was maintained. Jim Meyer does not remember who was responsible for maintaining the fence. He said there was no written agreement between the County and the builder that he can recall but the same agreement applies to some of our landscaping that is on county easement.

S. Toy stated she was advised by the old president of the association, Lifestyle Homes was to maintain the fence. He also said the fences on either side of the drainage ditches that back up to the old section of Cold Springs are on a county easement and the same agreement applied.

J. Tennis said the people in the old section have taken down their fences and moved it all the way to the easement so maintenance cannot get to the fences to take care of them. S. Toy advised that when these fences are broken, the association is called to repair them and in the past has made the repairs per old policy.

F. England asked if the association wants to maintain the fences behind Georgetown that back up to old Cold Springs. If we are going to maintain these fences, then the fence needs to be included in the reserve.

B. Vanderslice moved to remove the fence.

F. England seconded.

R. Lissner abstained

Motion carried with three out of four board members voting in favor

Discussion and Review of Fees applied to Homeowners' Accounts. J. Swain said due to economic times, if a homeowner becomes compliant within a specified time frame for CC&R violations, then the Association should consider reducing a portion of the fines. Also, the Association should offer payment plans to pay off balances and maybe reduce the late fees. F. England is willing to write off half of the fines if the homeowner becomes compliant within a designated time period. The same could apply to late fees. If they pay all of their assessments, then we could write off half of the late fees. The Board would need to pick a specific date for compliance. S. Toy reminded the Board they already gave winter extensions to everyone for fence staining, weeds and lawn maintenance issues. Also, would we have to correct the fine policy?

F. England stated he is not going to change the fine; it is still \$25.00. He is looking at a one time plan to try to get everyone compliant. He is not going to write off all of the fines. He is trying to give homeowners that have not corrected their compliance violations an incentive to become compliant. They have to be compliant 30 days from a certain date and pay half of their fines or set up a payment plan and then we will write off half of their fines after they have paid their half. This will only apply to current violations and fines. It will not apply to fines that have already been paid. Homeowners would be notified of this plan by a separate regular mailing. AMI suggested this should be run by the attorney.

R. Lissner moved to reduce the fine schedule and late fees to \$15.00 effective immediately and notify all the residents by a special mailing if they become compliant 30 days from the date of the notice or extension any violations open as of the date of the letter and they pay 50% of their fines or set up a payment plan for 6 months to pay 50% of their fines, the remaining fines will be removed by the Association

B. Vanderslice seconded.

Motion carried unanimously.

Discussion and Review of Audit Management Letter from Muckel Anderson CPAs. F. England advised the auditor explains what a material weakness is and where they find items that can be improved. He reviewed the letter in detail and discussed each item listed with the Board of Directors. See copy of letter attached.

B. Vanderslice moved to accept the audit Management Letter from Muckel Anderson CPAs.

J. Swain seconded.

Motion carried unanimously.

Discussion and Review of Authority for Write Offs on Homeowners' Accounts. F. England advised per NRS anytime an amount is to be written off it is to be approved by the Board. He would like to authorize verbal approval for write offs. If there is a foreclosure by a bank, they are only required to pay for the 9 months of charges prior to the foreclosure date. The Association is required to write off amounts prior to the 9 months. F. England stated the Treasurer and the President are to be contacted when a write off is needed. If they are not available then the Secretary should respond for the President and either the Vice-President or the Director should respond for the Treasurer. S. Toy is to send an email to all Board members regarding this issue and obtain the appropriate approval.

Add Debit Card Account. F. England stated the Association currently has a credit card for the manager. Our new bank will set up a separate petty cash/debit account. The reason to do this is there are places that will not take a credit card but will take a debit card. The President is the only person with the authority to transfer money into this debit account.

F. England moved to open a debit card account for the manager of the association.

B. Vanderslice seconded.

Motion carried unanimously.

TRANSITION

Review and Possible Acceptance of Phase 16 Common Area Turnover Report from Declarant to Association provided by Resource1 and Acceptance of Phase 16 Common Area Landscape Map provided by G&G Nursery. S. Toy advised the corrections outlined by Resource1 have not been completed. R. Lissner asked if we had ordered corrections from Lifestyle Homes. S. Toy stated the report was given to Lifestyle Homes when it was received. Also, Lifestyle Homes included in the Officer and Acceptance a portion of phase 15 over by the construction yard, which has not been inspected by a professional.

This item to be moved to the April meeting.

CHAIR AND/OR BOARD COMMENTS

R. Lissner speaking as the Declarant advised a letter has been mailed to old phase 6 & 7. They have obtained 3 signatures and 2 homeowners' are unhappy about the annexation issue.

COMMUNITY MANAGER'S REPORT

S. Toy advised the Association currently has 85 accounts in collections, 40 of those are old accounts that are still with the Attorney; 45 are with Hampton & Hampton, 14 have filed bankruptcy. H&H has now collected \$43,355.86 in one year at no cost to the Association.

The Association has foreclosed on 2 lots and we now own those 2 houses. Insurance coverage has been bound on the homes. The coverage will be added to our package policy but we have not received a quote as to the cost. The premium will be different than a homeowner's rate as it will be a fire policy only. If the homes become vacant, the rate will be higher. Our insurance agent believes our package carrier will write this for us for 6 months but if it is vacant after that time it will be at the higher rate. F. England said we should charge the premium to the house as a reimbursable cost.

We have 19 homes that are being fined for broken fence boards, storage and trash cans. Everything else has been given winter extensions.

In January we billed \$9,825.00 in late fees, which is down from last quarter's late fees of \$11,000.00. Outstanding assessments were \$38-39,000.

DESIGN COMMITTEE REPORT

B. Vanderslice advised plans for solar panels were submitted to the committees that were denied essentially because of problems. The homeowner wanted the panels to go up over the peak of the roof and the pitch was not correct on the additional patio with solar panels. F. England stated we talked to the attorney about this issue due to the County's letter and she is going to respond to both the homeowner and the county. B. Vanderslice added there was so much technical and electrical

information on the plans submitted for this that he feels this is beyond the scope of the Design Committee. S. Toy advised the plans are not supposed to be stamped anymore and they send a letter that was given to the chairman at that time. She will try to locate the letter that was given to the old chairman.

HOMEOWNERS COMMENTS

None

ADJOURNMENT

There being no further business the Board of Directors Meeting was adjourned at 8:15 pm.
Respectfully submitted,

Susan Toy, Provisional Manager
Woodland Village

Dan Jurkovics, Secretary
Woodland Village