

**APPROVED
WOODLAND VILLAGE
BOARD OF DIRECTORS MEETING MINUTES
JULY 22, 2009
6:30 PM**

BOARD MEMBERS PRESENT: Fred England, President
Bill Vanderslice, Vice President
Robert Lissner, Treasurer
Dan Jurkovics, Director

BOARD MEMBERS ABSENT: Pam Foreman, Secretary

OTHERS PRESENT: Susan Toy, Provisional Manager
Susan Keenan, Gavin Silberschlag Associated Management, Inc.
Mike Hendi, Art Paugh 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 4 Members of the Woodland Village Board of Directors present.

HOMEOWNERS COMMENTS

A homeowner asked if the dog park would ever be open and the reason why it has not been opened. F. England advised that the Association was unable to obtain insurance coverage for the dog park in the past. A quote for insurance from a new company which would include the dog park is in progress. He anticipates the dog park could be opened in 30 to 60 days. There is to be a discussion at the next meeting regarding rules and regulations for the dog park.

Note to Minutes: F. England asked the Board for permission to move "item d" under New Business forward, having no objections, the Board will act on "Item d".

ACCEPTANCE OF RESIGNATION

F. England moved to accept the resignation of Pam Foreman as Secretary. R. Lissner appointed Jacques Swain to serve on the Board as a Director to fill the vacancy.

F. England moved to accept Pam Foreman's resignation.

R. Lissner seconded.

Motion carried unanimously.

The Board discussed S. Toy, Provisional Manager of the Association to be Secretary of the Board. It was recommended to check with the attorney to determine if this is a conflict of interest.

APPROVAL OF PREVIOUS MINUTES

The Board reviewed the Minutes from the April 22, 2009 Board of Directors Meeting.

B. Vanderslice moved to approve the Minutes.

D. Jurkovics seconded.

R. Lissner abstained.

Motion carried with four out of five board members voting in favor.

***Note to Minutes: R. Lissner would like to receive a draft copy of the minutes within two weeks.**

FINANCIAL REPORT

Current Financials R. Lissner presented the April, May and June 2009 financials stating the Association is in good shape and is about \$50,000 ahead of current liabilities. The Association has approximately \$1,000,000 in the Reserve and is adequately funded. He also advised that the Association does have an \$18,000 to \$20,000 Municipal Bond exposure due to the current economy other than that the Association is in excellent financial shape.

J. Swain moved to accept the financials as presented.

B. Vanderslice seconded.

Motion carried unanimously.

***Note to the Financials: J. Swain questioned that the balance sheet is out of balance by \$388.00**

F. England advised this was due to a line item that needs to be added.

OLD BUSINESS

None

Note to Minutes: F. England asked the Board for permission to move "item f" under New Business forward, having no objections; the Board will act on "Item f".

NEW BUSINESS

Review and Acceptance of ESI Security Services Contract for 2009 to 2010 F. England explained that the patrol rate for the renewal of the contract did not change from the expiring contract rate. J. Swain advised that he sees ESI regularly patrolling his street and is happy with their service. Mike Hendi, CEO of ESI Security advised that they are happy to be working with the Association. A homeowner asked what type of items patrol looks for when they are patrolling. ESI advised they perform house checks, check for street light outages and overall observe the community. F. England advised ESI Security that he had a complaint from a homeowner that when they called patrol they were told to call Washoe County Sheriffs. F. England wanted to make sure that patrol is contacting Washoe County Sheriffs. He also wants ESI Security to report abandoned vehicles left on the streets for weeks and to include in their reports. R. Lissner asked patrol what happens if they would observe a group of individuals throwing rocks etc. ESI Security advised that they would respond. Also, they will respond to domestic calls but are only allowed to stand by until Washoe County Sheriffs respond. ESI also explained that calls to their dispatch go to a recording automatically until a dispatcher is available and that they have two dispatchers on at all times. D. Jurkovic asked ESI about the hours they work and if they could be tailored to our community. ESI advised they do work different hours in summer verses winter and if changes are needed they can change the hours they patrol as requested.

B. Vanderslice moved to accept the ESI Security Services 2009 to 2010 patrol contract.

R. Lissner seconded.

Motion carried unanimously.

Review and Adoption of 2010 Budget F. England reviewed the proposed budget. R. Lissner stated his concerns regarding the budget have been answered at the budget workshops and he is happy with the proposed budget. J. Swain stated he thought that compliance was being moved to AMI, so why was there still payroll for that line item and if the budget is changed would it be resent to the homeowners. F. England explained that the Association would still maintain our on-site staff; however, they would become employees of AMI if that management contract comes to fruition. He would not change management to AMI if it is going to increase the budget. If the budget would change before it is ratified, it would be mailed out to the homeowners.

R. Lissner asked what if the homeowners object to the budget. S. Keenan explained that unless sixty-six and two-thirds percent (66 2/3%) of the homeowners attend the ratification meeting in opposition to the budget, then the budget is automatically ratified. R. Lissner then asked what if three or more of the Board members are not satisfied with the budget. S. Keenan explained the Board must approve the Budget by majority vote prior to the adopted budget being mailed to the homeowners, we would have to hold another meeting if the majority of the Board were not happy with the adopted budget.

A question was asked about the Mule Deer fund. Can we do away with that line item? R. Lissner is to check on this item and report back to the Board.

A homeowner stated that they did not feel that the Association should pay 100% of the health insurance for the employees, if it is purchased. The employees should not be given an option to choose between the coverage and the insurance reimbursement. F. England advised that no decision had been made on the health insurance at this time and we have not obtained a quote. He estimated the premium for this line item based on quotes he just obtained for his employer. J. Swain asked how we can be adopting a budget without exact figures. R. Lissner advised that it is hard to obtain quotes without including a budget amount. F. England stated that there could be another Board of Directors meeting next month to discuss the budget further if needed.

R. Lissner moved to approve the proposed 2010 Budget.

D. Jurkovics seconded.

Motion carried unanimously.

Review and Acceptance of the 2009 Reserve Study R. Lissner asked F. England to comment on how the appointed members of the board should vote on the Reserve Study as it impacts the Developer. F. England advised that the board is still under the Developer's control. R. Lissner stated he is going to get an opinion. F. England advised that we have the Reserve Study on disc and if anyone would like to have a copy to contact S. Toy at the Association office. F. England requested that this item is to be moved to the next month's agenda.

This item to be moved to next month's agenda.

Review and Acceptance of the 2008 Audited Financial Statements F. England requested that this item be moved to next month's agenda as we have only received a Draft copy of the Audit.

This item to be moved to next month's agenda.

Discussion and Vote on possible move of management of WV to Associated Management, Inc. F. England requested that this item be moved to next month's agenda.

This item to be moved to next month's agenda.

Review and possible approval of Lease/Purchase of a Truck for Maintenance Department F. England obtained three quotes for consideration for a new maintenance truck. R. Lissner asked if the Board can authorize the purchase of a truck without a set price. S. Keenan advised that they could make a motion to purchase a truck not to exceed a certain amount and that it would have to come back to the Board if the price of the truck was over the approved limit.

R. Lissner moved to authorize the Board President to buy a ½ ton, new or nearly new truck that cost no more than \$20,000 including tax and license.

B. Vanderslice seconded.

Motion carried unanimously.

Review and possible approval of purchase of Laptop computer for the Association Office F. England suggested that a laptop computer would be beneficial for the Provisional Manager as she has to travel to AMI for training and it could be used for work at home. A discussion ensued regarding the necessity for a laptop. F. England advised an additional computer is needed by the Association office even if a laptop is not purchased as the bookkeeper's computer is one of the original computers purchased and needs to be upgraded.

J. Swain moved to authorize \$1,500 for a new computer for the Association office.

R. Lissner seconded.

D. Jurkovics opposed, B. Vanderslice opposed.

Motion carried with three out of five board members voting in favor.

Review and Adoption of a Board Resolution to the WV CC&Rs for Work Trucks F. England advised the association attorney has informed the Board that they cannot selectively enforce the rules and regulations.

R. Lissner said the Board had discussed suspending the rule for work trucks and reviewing it next year.

F. England requested that this item be moved to next month's agenda.

This item to be moved to next month's agenda.

Review and Adoption of a Board Resolution to the WV CC&Rs regarding Ownership of Party and Perimeter Walls/Fences F. England explained the CC&Rs state the perimeter fences facing the common areas are actually the responsibility of the lot owners and not the Association. J. Swain stated he thought the fence reserve was for the replacement of the common area fences. F. England stated the reserve was for the purchase of the fence stain that is handed out to the homeowners each year. R. Lissner stated if the Association was to take on half of the repair of the fences; they would have to advise the homeowners and this could affect the assessments. Also, if it requires a change of the CC&Rs, then he recommends we forget about it as trying to change the CC&Rs is close to impossible. If it does not require a change of the CC&Rs, then we would need to determine the cost but the Declarant does not want to pursue.

No motion was made on this issue.

Review and Acceptance of replacement of 70 Association Trees R. Lissner stated the Association should never pay any contractor before the work is completed. F. England advised the check had been issued before he knew this was an issue. G&G quoted \$17,760 for 70 twenty-five gallon trees, including removal of old trees and states for the new trees. Garden Spot quoted about \$3,000 less than G&G but this was for 15 gallon trees and they charge extra for the stakes and ties.

B. Vanderslice moved to accept GG Nursery's quote for the replacement of the Association trees.

D. Jurkovics seconded.

Motion carried unanimously.

Review and Increase of Homeowner Credit for Association Black Street Light F. England advised the current credit to the homeowners needs to be increased due to electrical rate increases. The current cost to run the lights is approximately \$2.30. He recommended an increase to \$2.50 per quarter.

D. Jurkovics moved to increase the homeowner credit to \$2.50 per quarter.

B. Vanderslice seconded.

Motion carried unanimously.

Review and Acceptance of Insurance Quote from ISU Stetson-Beemer Insurance or Wells Fargo Insurance Services, Inc. F. England explained our current insurance carrier Wells Fargo could not insure the dog park. He contacted another company that has provided a quote that will include the dog park. The total quote from Stetson-Beemer is \$18,140 for the Commercial Package, the D&O and an Umbrella Policy. The Association current carrier premium is \$15,058 just for the Commercial Package. S. Toy stated her only concern about the quote for the package from Stetson-Beemer is that they are stating the dog park is included because it is not "excluded".

R. Lissner moved to switch the Association insurance to Stetson-Beemer and to look at this again in March to determine if it is cost effective.

B. Vanderslice seconded.

Motion carried unanimously.

Chair and/or Board Comments - None

COMMUNITY MANAGER'S REPORT

S. Toy advised there were several recent law changes to NRS116 which will affect all Associations:

- Board meetings must now be audio recorded and recordings must be maintained. The Association will need to purchase equipment to meet this requirement.
- Community Managers must now carry E&O insurance for \$1,000,000.
- Hearing notices must be mailed to both the unit address and alternate address, this will increase our postage.
- Associations are required to set up two (2) separate accounts for fines and assessments.
- The Association may now enter a unit to maintain the exterior after notice of hearing if the owner refuses or fails to take action to correct the violation and has the right to collect any cost for the maintenance. The Association will have a lien on the unit for any unpaid amount of the charges and the lien may be foreclosed under NRS.

Collections - the Association currently has 132 accounts either with the attorney or with Hampton & Hampton and has received payments of \$92,913.70 total for the past two years.

Fines - the Association is currently fining approximately 109 homes weekly for violations of the CC&Rs.

Compliance inspections have been change to every two weeks. Weekly fines will still be inspected every week.

440 homeowners did not pay their assessments as of 7/16/09 resulting in \$11,000 of late fees.

Lifestyle Homes has found a new light for phase 16 and would like input from the Board prior to purchase.

MAINTENANCE REPORT

G. Silberschlag from AMI advised the second application of fertilizer has been applied and the grass is doing well. Crews have been doing a nice job keeping the weeds along the parkway and the rock areas at bay. The walking paths and along the perimeter fences have to be broken out section by section, meaning the crews will go into an area and remove the weeds, spray round-up, then move on to the next section. There is too much open ground to remove all the weeds in order to please every homeowner. By breaking out the property, they will be able to give the homeowners an idea of when their section will be cleared. There priority is and has always been the areas that every homeowner sees such as the parkway.

There have been a few minor irrigation problems but nothing major. There have been a couple of instances where someone has turned the heads so they spray out into the streets and not the grass. Someone had to do this as the heads do not turn themselves.

AMI has been training the Association staff to spot dry areas in the turf as well as trees and shrubs showing signs of stress which indicates an irrigation problem. Also, they have been advising the crews to keep a better eye out for trash as this really has a negative impact on the way the property looks. AMI personnel have completed the mowing in one day. This leaves a couple of guys free to help the Association crews with the weed abatement under Jennifer's supervision, while the remaining AMI crewmembers finish edging and work on irrigation problems.

Sierra pest control was onsite in June to treat all the trees and shrubs for insects and disease. There were several areas that were pretty infested with aphids.

J. Tennis advised maintenance will start staining the common area fences the middle of next week and that door hangers will be placed on the homes where they will be staining. The homeowners will be given three days to move personal items.

R. Lissner stated he would like to see more staff pulling the weeds and asked AMI how many employees it would take to remove all the weeds. G. Silberschlag advised it would take 2 guys 5 days to remove all the weeds. R. Lissner wanted to know if we should hold off on the fence staining until all the weeds are removed. F. England does not want to postpone the fence staining.

COMMITTEE REPORTS

Design Committee B. Vanderslice advised there are no problems. Also, the Fire Department and Washoe County are working on getting information to the Association regarding the utility blind that a homeowner built around his meters.

Good Neighbor Committee The chairman resigned, and if anyone know someone that would be interested in taking over this committee please advise the Association.

ADJOURNMENT

There being no further business the Board of Directors Meeting was adjourned at 8:40 pm.

Respectfully submitted,

Susan Toy, Provisional Manager
Woodland Village Association

Woodland Village Board Member