

**APPROVED
WOODLAND VILLAGE
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 28, 2009
6:30 PM**

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

OTHERS PRESENT: Susan Toy, Provisional Manager
Susan Keenan Associated Management, Inc.
Gavin Silberschlag Associated Management, Inc.
Jennifer Tennis, Maintenance Supervisor
Homeowners per Attached Sign in Sheet

CALL MEETING TO ORDER

President Fred England called the Woodland Village Board of Directors meeting to order at 6:52 PM.

ESTABLISHMENT OF QUORUM

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

HOMEOWNERS COMMENTS

None

APPROVAL OF PREVIOUS MINUTES

The Board reviewed the Minutes from the August 26, 2009 Board of Directors Meeting.

R. Lissner moved to approve the Minutes as written.

J. Swain seconded.

Motion carried unanimously.

*Note to Minutes: F. England advised that agenda should read: Approval of the August 26, 2009 minutes in lieu of July 22, 2009.

FINANCIAL REPORT

Current Financials R. Lissner presented the July, August & September 2009 financials. A comparison of the budget indicates some line items are over budget while others are under budget. Legal/Accounting is substantially over budget by \$30,000. F. England advised we should receive most of the funds back. The attorney bills the Association up front for collections and when the account is paid off we receive some money back. It is shown as revenue when we receive the funds but also as an expense to pay the attorney. The firm that we use now for collections does not bill the Association. Also, the audit fees are included in that category. R. Lissner asked what category the collection fees come back into as revenue. F. England stated he would have to look at the system to see where it is coded and can give him the answer at the next meeting. R. Lissner noted the Maintenance Salaries are \$23,000 under budget but Contract Landscape Hours is \$34,000 over budget, as the budgeted amount for that line item was zero. The net of that is we spent \$11,000 more than was budgeted. The Association has almost \$1,000,000 in the reserve bank account, which is to be used for replacement of common elements.

J. Swain moved to accept the financials as presented.

R. Lissner seconded.

Motion carried unanimously.

OLD BUSINESS

Discussion and Determination of an Investment Policy F. England advised the State Laws have changed that govern where Associations may invest money. The Association attorney recommended a specific Investment Policy be drawn up for the Association as we currently do not have one in place. R. Lissner questioned if the Association can invest in Ginny Mae Mutual funds and if they are insured. F. England advised they need to be insured or backed by the full faith of the government. He believes we should be able to purchase, however, he does not like mutual funds. R. Lissner stated mutual funds are not guaranteed for fraud and he would like the Investment Policy to read Ginny Mae without the mutual funds. R. Lissner advised under F. England's guidance, the Association has not lost any money even with the down turn in the market. F. England advised most of the Association money is invested into CD's on a short term basis, so if the interest rates do go back up we are not locked into the lower rates for a long period.

F. England moved to accept the Woodland Village Investment Policy as submitted with the changes of removing funds from line 2, 3 and 4 of the different type of investments. Line 3 is to read U.S. Treasury and Government Bonds or Municipal Bonds and accept the rest of it as prepared.

J. Swain seconded.

B. Vanderslice abstained

Motion carried with four out of five board members voting.

NEW BUSINESS

Review and Acceptance of the Engagement Letter from Muckel & Anderson for the 2009 Audit to be completed in 2010 F. England advised the Audit was not put out to bid at this time. When you deal with accountants and attorneys, once you develop a relationship it is more expensive to change each year. In his discussions, he has not heard of any problems with Muckel & Anderson. They work well with the staff and they have done a good job. They have been doing the audit for two years. The fees they quoted are the same as last year. The audit for this year will require more work before hand so it will be started in the first quarter of 2010.

B. Vanderslice moved to accept the bid.

J. Swain seconded.

Motion carried unanimously.

Discussion and Possible Acceptance of an Engineering Company to handle the Slurry Seal Project

F. England advised the Association started a few months ago to request bids for slurry seal of the walk paths. As we did not have any expertise in this area, we contacted Resource1, Lifestyle Homes and AMI for their recommendations. Resource1 suggested we hire an outside firm to handle the bid process and recommended an engineer that deals with this on a daily basis to oversee the work that needs to be done. There are a lot of walking paths to be slurry sealed including the street in front of the Village Center. We received two bids. One from Padovan Consulting, recommended by Resource1 and AMI and used by other homeowner associations. The other was Summit Engineering which Lifestyle Homes uses for their projects. The Summit bid was approximately \$9,000.00 compared to \$3,500.00. The plan is to have Padovan consulting start the process so we will have bids for our spring meeting. This year we were not as organized on this project as we should have been so there was not enough time to get the project completed properly. The decision has been made to move this to next year.

R. Lissner moved to approve Padovan Consulting, LLC. to provide this service for us as soon as the weather becomes acceptable.

B. Vanderslice seconded.

Motion carried unanimously.

Note to the Minutes – B. Vanderslice asked if anyone from the Board is going to accompany these people to see what needs to be repaired. F. England advised that it would be our maintenance staff or the Association will take the company around, either S. Toy or J. Tennis. It will be done by phases that are set to be done.

B. Vanderslice stated he spent a couple of hours out there himself and there is quite a bit of damage. He would like to accompany whoever goes out with the engineer. D. Jurkovic asked if AMI has the knowledge to oversee this project instead of hiring it out. AMI advised that they use Padovan on many of their properties because he has the working knowledge and he can oversee everything that is going on and certify the companies actually did what they are suppose to do. AMI is not experts in that field so whenever we have an expert that works well with associations that is usually who they recommend.

R. Lissner questioned if we ever determine what was the proper material to use and what it would cost out of all these competing bidders. F. England advised the quotes that we had conflicted and he did not have a good feel for what we received, so that is why we went with an engineer. He believes it should be about \$.30 per square foot. R. Lissner stated he asked Lifestyle to look into that.

F. England advised Lifestyle Homes stated the one bid was close to that amount but he did not know what material was put on the walk paths originally.

Discussion and Review of Advertising Signs for Commercial Businesses in Village Center F. England advised it was noted the Association does not have any rules regarding signs for the commercial units in the Village. Currently, there are signs for Lifestyle Homes and the YMCA. Now the Village Grill and Village Mart signs have popped up. The Design Handbook does not allow advertising. We allowed the YMCA and Grill signs be put up when they opened so the community would know. It was suggested that the Association put up directional signs in a limited number to point people towards the Village Center businesses.

D. Jurkovic asked if anyone comes from outside the community to these businesses. F. England advised we do get some people from outside the Village. J. Swain said some homeowners in the older sections were excited to find that there was a restaurant in the Village. S. Toy advised the down side is now some homeowners feel that they can put up their garage sale signs in the common areas because they have seen the Village Mart signs in the common areas. These signs can damage the sprinkler systems and drip lines.

R. Lissner stated it was his understanding this is not individual lots and most of our rules do not apply as this is property owned by the Association. S. Toy advised there is nothing in the CC&R's other than the declarants' right to advertise to sell homes and we do not allow advertising signs.

F. England asked the Design Committee to review the issue and come back with recommendations for directional signs. There are basically two ways into the Association and a directional sign could point people from outside the Association to the Village Center. B. Vanderslice asked if the Board would like some samples of signs. R. Lissner stated whatever is decided should be something that a majority of the homeowners have agreed to but as it is the Associations property we can do whatever we want. Also, B. Vanderslice advised there are plastic materials that look just like wood and you can carve it or do anything you want with it and maintenance is zero. R. Lissner asked if we should give the Design Committee an indication if the Association is willing to spend some money for signs and asked for comments from the Board. F. England stated he would be willing to spend some money. J. Swain stated it should be a shared cost as it is for the direct benefit of the businesses. D. Jurkovic asked why the Association should pay for signs that are for the businesses. F. England stated if we are going to direct what the signs are to look like and it is going to be a combined sign, we should pay part of the cost. If the businesses want to put their sign up, it will cost them. D. Jurkovic stated why we can't just have the businesses submit the signs through the Design Committee. B. Vanderslice advised the sign could be designed so the boards can be removed without disassembling the sign and they should be mounted where cars cannot run into them. F. England stated the signs should be at the entrance to the Association. Also, he would like to bring this back to the Board after talking to both of the businesses. He thinks they might be willing to use our sign, if it is a choice between advertising and not advertising. He doesn't think it would be that expensive and should be less than \$1,000.00. R. Lissner asked if it is enough of mess out there that we should do something today to restrict the signs.

F. England stated it is not. His main concern is if we get a pre-school and other business at some point in time when the Village is built out, we should have something in place before that happens. R. Lissner asked if we can request the Design Committee to come up with a position about temporary signs like garage sales because we are not going to be able to enforce it. S. Toy advised the rules already address garage sales; they can put the signs in their yard. The down side of putting them in the common areas is that they pound in signs and hit the sprinklers/drip lines and they do not remove the signs.

Discussion and Review of Woodland Village Patrol D. Jurkovic stated the Association spends \$100,000 a year on patrol and we do not receive data on what they are doing. He asked what are they really do for the Association and what would happen if they were not here; is patrol just a deterrent and we are happy to have them as a deterrent; he does not see much of a benefit. S. Toy advised that we receive reports every day regarding patrol from the night before. Also, this issue was discussed a couple of years ago and a number of homeowners wanted patrol. B. Vanderslice stated it is a deterrent to have patrol weather we believe it is or not. R. Lissner advised the maps he has seen from the Sherriff's office indicate there is a decent amount of crime in the North Valleys and we are not getting our share of it. It is very difficult for the sheriff to cover all of the North Valleys and it is 45 minutes for them to show up. Our patrol is a deterrent that makes those other areas more attractive that do not have patrol.

F. England stated this has been on the agenda in the past and 99% of the people that showed up actually wanted more patrol. D. Jurkovic stated they don't want more hours they want more action. Homeowners have complained that patrol would show up but then they won't do anything about the situation and tell them to call the police. A homeowner stated they are not authorized to do anything and you can't expect them to do something that they are not authorized to do. D. Jurkovic asked if they see vandalism can't the do a citizen's arrest. S. Toy advised they have the same authority that we do as private citizens. Another homeowner stated we have approximately 40 sheriffs and 9 or 10 people from Reno police out here.

J. Swain asked if they could have some type of quarterly status report. S. Toy advised they do give us reports and if a member of the Board would like to review them, they are available in the office. F. England advised that the Declarants' paperwork states that we will provide patrol. D. Jurkovic stated we should consider change the hours and not having set times that they are here, have them spend less time and that way cost would go down. Another homeowner asked if the commercial sign could state this area is patrolled. F. England said he does not believe we would want that on the sign but it is something that can be looked in the future. He asked AMI if they have any properties that do or do not have patrol & how do they think it affects those properties. Does it help or not. AMI advised that most of their properties that have patrol are very pleased with keeping patrol just as a deterrent. Some Associations have formed a Neighborhood Watch. If there are concerns, then have your patrol come to the Board meeting and answer some of the questions but it is a very good deterrent. F. England stated we could add them as one of our reports to the agenda and have them come to every Board meeting. R. Lissner agrees they need to be added to the agenda and to tell us what they have accomplished. B. Vanderslice stated he gets some of the police reports and some Associations are very active but we could not get our homeowners to get involved in the Neighborhood Watch. F. England stated we have tried to start Neighborhood Watch a couple of times and we only had half a dozen people show up for the first meeting and by the third time there were only a few. The homeowners here do not want to get involved. F. England asked that Patrol be added on the January agenda and we will continue to look at it when we do the budget next year to see if we need to cut back or do something different.

TRANSITION

Review and Possible Acceptance of Phase 16 Common Area Turnover Report from Declarant to Association provided by Resource1 F. England advised Resource1, the company that did our Reserve Study, did a walk through and a punch list on Phase 16. There were some areas that were not completed. R. Lissner asked one question and the recused himself, isn't this kind of a large punch list, like it wasn't ready? F. England stated

it is a large punch list but this is the first time that we have had a professional company to the walkthrough and this level of detail has never been done in the past. There are parts he does not want to accept and parts that he will. He does not think they were completely ready for the walk through. We have not been advised the punch list has been completed. AMI advised the landscape along Village Parkway in Phase 16 is completed and they did a very nice job. There are some minor areas that need corrected and G&G was on the walk through and said they would take care of those items. The cul-de-sacs are not ready to be turned over and are not even completed yet. Once Lifestyle Homes comes back to the Association and tells you they have completed the items on the parkway, then you can accept that portion. G&G provided you with an As Built map so you will know what is there if you need to hook on to any of those items. Also, if your landscaper needs to do any work, you will know where everything is located. You can color the area on that map & then say that the Board has accepted this portion of Phase 16 at this particular meeting with the main part of the phase to be completed. Then it goes back to the Board and use the As Built as your guide. The As Built goes into your Turnover Book and you know exactly where you are in that Phase. AMI suggested the Board should drive the area that is completed. D. Jurkovic asked why the Association does not wait until all of Phase 16 is complete before we take over the landscape. AMI advised that the Association needs to take over the area that is completed as the Declarant has done his job as far as the installation part.

F. England asked that this be postponed until our next agenda and before that time he would like all of the Board to take a look at the area to see if they feel it is acceptable. Also, request from Lifestyle Homes what is completed on the punch list.

This item to be moved to the January meeting.

Acceptance of Phase 16 Common Area Landscape Map provided by G&G Nursery

This item to be moved to the January meeting

CHAIR AND/OR BOARD COMMENTS

F. England requested that the Board meet again either at the end of November or the first part of December to look at the insurance quotes received for the employee hospitalization. He would like to start this the first of next year. Also, include on that agenda the Transition of Phase 16 and the Commercial Signs.

COMMUNITY MANAGER'S REPORT

S. Toy advised the Association currently has 111 accounts in collections, 50 of those are old accounts that are still with the Attorney; 22 have filed bankruptcy. H&H has now collected \$37,500 in ten months at no cost to the Association. We are fining 51 homes weekly and as of October 16th, we have billed \$11,000 in late fees, which is exactly what was billed last quarter. Outstanding Assessments as of that date are \$41,000.

J. Swain stated the ACH program with the new bank might affect the late assessments as it would be easier for the homeowners to pay monthly.

B. Vanderslice asked if the Association was aware that someone was going around cutting down weeds at the foreclosures homes. He was advised that Lifestyle Homes is taking care of those lots.

MAINTENANCE REPORT

AMI advised the mowing has been completed for the year so he has dedicated all the AMI employees to working on weeds. If the board would go to the end of Aquamarine, that area has been cleaned up and looks really nice. There are some things they would like to suggest. AMI has talked to Ewing, their irrigation supply company and there is a pre-emergent called Long Star, it is a little expensive, \$110 per bag. One bag covers 10,000 square feet but two applications per year and there will not be any weeds. He would like to try a couple of test areas and now is a good time to try it out to see if anything does come back in the spring. They have just started putting on the last application of fertilizer for the winter which feeds the roots and ensures good green start in the springtime. They are shutting off the irrigation systems and draining the backflows every night to prevent the backflows from breaking due to the weather. He did notice there is a

leak some where on New Forest, he shut the valve off at the street as there was a considerable amount of water, they can take a closer look tomorrow.

J. Tennis, advised all of the Association irrigation will be turned off by next week. R. Lissner asked how long the water cycle is in the summer and how many times are we allowed to water. J. Tennis advised the irrigation runs twice a day, five times a week depending on the weather and no more than 12 minutes each cycle. Utilities Inc. does not restrict our watering. Last year the sprinklers only ran Monday, Wednesday and Fridays. R. Lissner wanted to know if it was possible to maintain landscape and only water twice a week. AMI advised that it is possible but not if you are water every day and only water for 12 minutes. They run 3 cycles for 20-25 minutes at one of their other properties.

AMI stated there are some areas with a lot of erosion and DG washing into the rock drains. He discussed this issue with Resource1 and there are some pretty simple steps that can be taken to eliminate this problem. Putting in dry wells or rocks is pretty simple; it looks nice and eliminates the run off onto the walk paths. It is a cost at first but will save in the long run. If you try to clean out the rock basins, it is very costly. He would like to do some test areas and maybe the Association can set aside some funds to do a section per year. B. Vanderslice stated the Association does not allow DG to be used by the homeowners but there is DG all over the common areas and you cannot even see the walk paths. He asked if it was put in wrong and should we be using it. AMI believes it was not put in wrong but DG has a tendency to wash away if you got heavy run off. There are measures you can take to eliminate the DG washing onto the pathways. AMI would like to show the Board some of their other properties where they have done some of the erosion control measures. They would like to present some photographs at the next Board Meeting. It enhances the beauty of the property, brings up property values and stops the erosion. It is the philosophy used in the Tahoe area called BMP (Best Management Practices) and has been around for a long time up at the lake and is required of every property. AMI maintenance crews have been doing this for years and they think the Association would benefit from this practice. It has to be done a little bit at a time but each area that you take care of and put the BMP in is going to be preserved.

S. Toy advised that a homeowner that left the meeting earlier told her that the crew did a great job up on the Aquamarine area.

J. Tennis stated vandalism is up this year, this summer it's been every other day. The kids are taking the rocks from the top of the big basins and putting them in the drains. They are still building bicycle jumps, which the maintenance department is trying to keep removed. There was an issue with lights in Forest Park but Lifestyle Homes is dealing with that issue. A lot of broken fences, split rails and lights. There were a few incidents where the kids went through Forest Park and pulled the drip line and ran with them so two giant sections of drip line were torn out.

D. Jurkovichs asked about graffiti, is it as bad as last year. J. Tennis said they haven't been hitting the fences this year but they are hitting the side walks. On Bear Lake where our walk paths run into old Cold Springs, they are doing the outside of those fences. She doesn't know about it until we get a call from the sheriffs department that there is graffiti on the backsides of our fence. There has also been vandalism to the mail boxes and the split rails. Also, with the store in the village now there is broken glass everywhere.

DESIGN COMMITTEE REPORT

B. Vanderslice advised he is still working on the book. He would like to put an addendum in the back of the book of things that are controlled by the County and the City but staying away from saying it is good in ours. There may be a problem with sheds, some of the new people say they can put them up against the house and we say five feet and ten feet. S. Toy advised she spoke to the county and even the plastic sheds are supposed to be 3 feet away from the house and if there are flammables there is suppose to be a fire wall and the sheds are not supposed to be against our fences. Our rules can be more restrictive than the county but not less restrictive so our rules can apply.

B. Vanderslice will get a copy of their code as it is on line.

R Lissner asked where we stand on the large vehicle parking issue as we did not resolve it. F. England advised that the state has addressed this issue. Most of the vehicles parked here can be considered emergency type of vehicle and we cannot restrict if it is a utility vehicle. This issue is to be put on the next Board agenda again.

HOMEOWNERS COMMENTS

A homeowner agrees there are some large trucks that park in this area but this is a working class community and not a high end subdivision. We should be thankful that these people are working and that they are making their payments and their houses are occupied. She knows the construction truck and it is not that bad. J. Swain stated there is a reason the rule is there so the guy that drives the big rig that takes up half of the block doesn't bring it home and park it there because it is his truck. The homeowner stated this truck is not parked on the street; it's not a big deal. If it was parked on the street and was dangerous she could understand it but there are so many cars that are left on the street that haven't been moved in months and there seems to be nothing done about it.

S. Toy advised that you cannot do anything about private passenger vehicles on public streets unless it is unlicensed or abandoned. Another homeowner suggested that she call the sheriffs department herself and she if anything can be done but the Association cannot send letter on a public street.

R. Lissner wants to know whose interpretation is it that we cannot enforce rules on our homeowners about what they do on public streets. S. Toy advised this is NRS 116 that states we cannot regulate private passenger vehicles on public streets. R. Lissner would like to know the section that applies.

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 Jurkovic, Secretary
Woodland Village