

**FAIRWAYS AT FIELDCREEK HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**DRAFT February 22, 2016**  
**Terra West Management Services**  
**10651 Professional Circle, Suite A**  
**Reno, NV 89521**

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**Board Members Present**

Mike Vonada	- President	Lisa Martin	- Treasurer
Gary Fornfeist	- Vice President	Jim Beach	- Secretary
Mike Billow	- Director		

**Others Present**

Holly Bullock, CAM	Terra West Management Services
Supervising Community Manager	

**Owners Present**

There were six homeowners in attendance. Sign in sheet on file.

*In accordance with NRS116 requirements the meeting is being recorded.*

*Note: Before and after this meeting the Board met in Executive Session to review delinquencies, violations & legal issues.*

**I. Establishment of Quorum and Call to Order**

A quorum was established with all Board Members' in attendance. The meeting was called to order at 5:30 pm by Board President, Mike Vonada.

**II. Homeowners' Forum regarding agenda items:**

There were no comments made regarding items on the agenda. An owner asked about a letter that was sent out which Mike noted he could bring up after the meeting.

**III. Approval of Meeting Minutes**

**A. November 18, 2015 Board Minutes –Motion was made by L. Martin to approve the November 18, 2015 Minutes as submitted. J. Beach seconded to approve the minutes as submitted. Motion carried unanimously.**

**B. November 18, 2015 Annual Meeting Minutes - Motion was made by L. Martin to moved to approve the November 18, 2015 Annual Minutes as submitted. Management noted the Minutes were subject to membership approval at the November 14, 2016 Annual Meeting. L. Martin amended her motion to accept Minutes as written subject to approval at the Annual Meeting. J. Beach seconded the motion.**

**VI. Review of Financial Reports**

**A. Current Financial Statements:**

**November – December 2015 & January 2016 Financials – L. Martin reviewed the November to January financials. Motion was made by L. Martin and duly seconded by G. Fornfeist to accept the financials as presented. Motion carried unanimously.**

*NOTE:* In accordance with NRS116.31083 the Board has fulfilled their fiduciary responsibility in reviewing the current financial statements.

*NOTE:* In accordance with NRS116.3115 (2.b) the association is not using the reserve funds for daily maintenance items of the association.

**V. Committee Reports:**

**A. ARC Report – New Submissions** – L. Martin provided the report on the current architectural matters for the members. She noted the Committee had granted to landscape extensions for two (2) homeowners.

**B. New Submissions** – None at this time.

**VI. Unfinished Business -**

**A. Landscape and Lighting Project-**

M. Vonada noted that he and Jeff Houston have hung the No Trespassing signage at the entry. He reported that they added additional lighting in the common area. He noted additional work was needed to the Kristy boxes to trench around the boxes and to add drainage to the bottom of the boxes. Mike noted this would be looked at soon.

**B. Retention Pond & Drain Cleaning -**

M. Vonada noted the detention pond wasn't too bad at this time. He stated that in future the pond will need an excavator in there to address the silt buildup in the future. J. Beach noted he hasn't looked at the pond in a while. M. Vonada noted he looked at this recently. He noted that the silt is accumulating but where the outflow comes in where the silt comes in has increased but we need to watch the exiting point. J. Beach noted that the storm drains have some build up in them. He noted he cleaned the drain up by his home and across the street.

**C. Landscape – Backflow Cage Installation**

M. Vonada noted the cover had been installed but is not yet secured. Management will follow up with Green Things on the installation. She noted that there was a repair that he needed to do there to the drain.

**D. Front Gate –**

Discussion was held regarding the gate issues. M. Vonada noted that there was an issue with the exit gate in late December and the contractor reported a wiring malfunction to the loop detector. Repairs had been approved however the gate began to work again and the repair was put on hold.

**VII. New Business**

**A. Monument Caps & Entry Posts Painting proposals -**

Management presented the proposal that was received from Diversified Painting. She reported the bid spec had been sent to four contractors and only Diversified Painting submitted a bid. The proposal was opened and reviewed by J. Beach. Discussion regarding the bid cost (\$950) was discussed. The Board requested the bid specs for review prior to giving final approval on the project. Action will be taken on this issue via email.

**B. Reserve Study Review -**

Discussion was held regarding the Reserve Study Report prepared by Better Reserve Consultants. The Board requested a meeting with Mari Jo Brierley to go over the report. They commented that the report was insufficient with respect to the elements the Association has to maintain. Concern regarding costs to repair/repave the roadways was an issue.

**C. Gate Repair Proposals –**

The Board reviewed the proposals from Community Access Systems for the backup batteries, photo eyes and mechanical arm systems for the gates. Upon discussion, the Board

requested that Mike Billow and Monte Meredith meet with the contractor to review the work to be done and granted Mike Billow authorization to approve the proposals if needed.

**D. CC&R Amendment Discussion -**

Discussion was held regarding amendments to the CC&R's. Management noted that she had reviewed several items in the CC&R's that could be amended subject to further discussion with the Committee. Management was directed to contact Jeanne Fornfeist and Monte Meredith on this. Kathy Braband and Rinaldo Bulletini also volunteered to serve on the Committee which the Board agreed. The Board appointed Monte Meredith to serve as Chairman of the Committee. Management will provide the Committee members with the CC&R's and language from other communities for discussion. The Board requested that the Committee meet prior to the May Board Meeting and have a draft ready for the Board to review.

Discussion ensued and it was noted to the members that the draft would be sent out for membership input prior to voting on the amendments.

**E. CAI Membership Renewal:**

Discussion was held regarding the CAI Renewal for the Board. M. Vonada noted the information and classes were informative and recommended renewal. **G. Fornfeist moved to approve the cost of \$440.00 for the renewal. L. Martin seconded. Motion carried unanimously.**

**F. 2016 Meeting Calendar -**

The Board reviewed and amended the meeting calendar. The meetings will be held on May 2nd and August 1<sup>st</sup>. The Holiday Social was discussed but a date will be confirmed at a later meeting.

**G. Next Agenda – Items for discussion -**

Discussion noted that issues would be added as they are needed.

**VIII. Homeowners Forum**

A short discussion was held regarding the streets. SNC has marked the streets and will be submitting a proposal for repairs. Management noted that a class would be held on March 3<sup>rd</sup> regarding asphalt and asked the Board about sending a member to attend with her. Gary Fornfeist stated that he would attend the class.

An owner asked about weed abatement work on the easement behind his home. Management pulled the tract maps and reviewed them with Mike Vonada. Management will confirm easements with the City of Reno. Discussion ensued regarding the TMWA and County water station wherein it was noted they have been out to do weed abatement work.

An owner noted that vehicles continue to speed through the community. Comments were made regarding what action to take when this is observed. Lisa Martin noted the Washoe County Sheriff's Department would need to be advised if it's reckless driving. There is a process to be taken with an incident being reported, the citation/ticked issued and appearing in court. Lisa also suggested that WCSD be called to send out available officers to sit at Silver Wolf Road and LaGuardia to address speeding traffic.

An owner commented on street parking in the neighborhood. The Board noted there are no restrictions for parking with the exception of parking near fire hydrants.

Comments were made regarding the construction crew parking on Silver Wolf. It was noted the Architectural Guidelines restrict parking to the area in front of the home site and prohibits parking next to other homes.

Discussion was held regarding pedestrian or slow signs if they were installed around the community.

Comments were noted about TWMA and the County pump station and the dead trees/bushes in the area around the facility.

**XIII. Adjournment**

With no further business to be discussed, M. Vonada moved to adjourn, seconded by L. Martin. The meeting was adjourned at 6:40 pm.

Respectfully submitted by:



Holly Bullock, Community Manager  
Terra West Management Services

Approved by:



Fairways At Fieldcreek HOA  
Board Member