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Date: 3-16-15

## NOTICE OF BOARD OF DIRECTORS MEETING AND AGENDA FOR THE ARROWCREEK HOMEOWNERS' ASSOCIATION

The purpose of this notice/agenda is to inform you of the date, time, place and action items of the upcoming scheduled meeting of the Board of Directors. This meeting will be recorded in accordance with NRS 116. Draft minutes of this meeting will be available within 30 days after the meeting date. A copy of the audio recording, the minutes or a summary of the minutes of the meeting shall be provided to the unit's owner upon request, in electronic format at no charge to the unit's owner or, if the association is unable to provide the copy or summary in electronic format, in paper format at a cost not to exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter. Minutes, together with other important HOA information is posted on the website at [www.arrowcreek-hoa.com](http://www.arrowcreek-hoa.com). An owner may record on audiotape or any other means of sound reproduction a meeting of the executive board if the owner, before recording the meeting, provides notice of his or her intent to record the meeting to the members of the executive board and the other units' owners who are in attendance at the meeting. An Executive Session of the Board will be held prior to, the board meeting to discuss CC&R violations, please see separate agenda (executive session is board members only). Agendas are posted on the [www.arrowcreek-hoa.com](http://www.arrowcreek-hoa.com) website.

**DATE/TIME:** TUESDAY, APRIL 14, 2015 5:30 pm  
**Location:** The Club at ArrowCreek, 2905 ArrowCreek Parkway, Reno, NV

### AGENDA

**Action may be taken on each item on the agenda.** *Per NRS 116.3108.4(b) the items listed on the agenda include a description denoting what action may be taken on the items. Presentations to the board are limited to a 15 minute time limit with 5 additional minutes allowed for question/answers. All meetings will be conducted using the ArrowCreek HOA Parliamentary Procedures Resolution approved 11/1/11.*

#### *Pledge of Allegiance*

1. Call to Order, Board Introductions, Roll Call, and Determination of Quorum
2. Homeowner Comments: *Owners have the right to speak to the Board. This period is devoted to comments related to agenda items from property owners and discussion of those comments. Except in emergencies, no action may be taken upon a matter raised during this portion of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken later. Please note that the Board may limit the time for individual comments. A time limit of three minutes has been allotted per owner. No owner can give away their allotted time to expand another owner's time. A homeowner may record on audiotape or any other means of sound reproduction a meeting of the homeowners if the homeowner, before recording the meeting, provides notice of intent to record the meeting to the other homeowners who are in attendance at the meeting.*
3. ACCC & Communications Committee Updates - To be presented in conjunction with Homeowner Comments. Discussions and Committee recommendations as follow:
  - a) Recommend approval of Revised ACCC Committee Charter; increasing members from 6 to 9
  - b) Recommend the appointment of additional ACCC committee members
  - c) Possible recommendations on: 1) Demographic Survey and 2) The Professor Pingle Home Value Report (hope to have published in time of the Board meeting)
  - d) HOA Website

4. Minutes:

- a) Approval of February 24, 2015 Board Meeting Minutes
- b) Approval of the March 31, 2015 Board Meeting Minutes

5. Financial Reports/Recommendations:

- a) Budget & Finance Committee update - Presentation of current financial reports and recommendations for board action as follows:
  - Acceptance of current financials (unaudited) as prepared by ASN to include the write-off of bad debt expense
  - Approval of the 2014 Audited Financials as prepared by McClintock Accountancy
- b) Reserve Committee Update – Recommend board action as follows:
  - Approve vendor selection for the 2015 asphalt work (as recommended by Steve Seeds of APTech. Bids were opened at the 3/31/15 special board meeting).
  - ROAD PRESENTATION BY STEVE SEEDS

5. Staff and Committee Reports (Includes new and old business and items for board action):

*(Note: The ACCC and Communications Committee reports are scheduled at the beginning of the meeting since the topics are relevant to the majority of homeowner comments)*

- a) Operations Manager Report (Jeff Anderson)
- b) Security Department Report (Rick Reyome)
- c) Safety Committee (Charlie Dickinson)
- d) ADRC Committee (John Krisch)
  - Approval of Revised ADRC Guidelines
- e) Administrative Committee (Charlie Dickinson).
- f) Governing Documents Committee (Steve Elliott/Sam Fox)
- g) Fuels Management Committee – BOARD ACTION – Approval of a vendor for the 2015 fuels management grant work (as recommended by Rodd Rummel, Consultant. Bids opened at the 3/31/15 special board meeting)

6. Other Business (Old & New)

- a) Roberts Rules – Review legal opinion on the use of Roberts Rules of Order
- b) Completed action list from last meeting; review
- c) Executive Session summary update (meeting held prior to the regular session)

7. Homeowner Comments: *Owners have the right to speak to the Board same as announced above except that . this period is devoted to any HOA comments from property owners and discussion of those comments.*

8. Adjournment



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Date: 3-16-15

**ARROWCREEK BOARD OF DIRECTORS – EXECUTIVE SESSION**

**DATE:** TUESDAY, APRIL 14, 2015  
**TIME:** 4:00 pm (approx.)  
**LOCATION:** ArrowCreek Resident's Center, 2900 ArrowCreek Prkwy

**Note: Executive Sessions are closed session meetings, to be attended by board members only. Agenda and notice are sent to owners as required by Nevada Law.**

**AGENDA**

Please note action may be taken on any of the following agenda items:

1. Call to Order and Determination of Quorum
2. Appeals/Hearings
  - a) Listen to owners who have been called to hearing. Deliberate regarding the imposition of fines to a unit owner due to violations
  - b) Review written owner appeals. Deliberate regarding unit owner appeals from the imposition of fines, or late fees assessed
3. Minutes
  - a) Review and Approval of the previous Executive Board Meeting minutes & Action List
4. Delinquency & Collections Reports
  - a) Review the current delinquency report as presented by Associa Sierra North. Deliberate on collection actions to be taken in accordance with the Association's collection policy
  - b) Review Bad Debt & Write-Offs. Discussion of the collectability from particular unit owners and potential write-offs for same. Write-off amounts to be discussed and decided in next regular session
  - c) Review current collection company reports. Deliberate on collection actions required in accordance with the Associations collection policy
5. Violations Report
  - a) Review violation reports that summarize the status of violations, closed and/or open. Review continuing violation fines
  - b) Review written owner responses to violations. Deliberate regarding unit owner appeals and take action as necessary
6. Legal
  - a) Discuss pending attorney-client privilege items
7. Adjournment