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Date: 9-21-15

**NOTICE OF SPECIAL BOARD OF DIRECTORS MEETING AND AGENDA  
FOR THE ARROWCREEK HOMEOWNERS' ASSOCIATION  
OPEN VENDOR BIDS FOR 2016 CONTRACTS**

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, OCTOBER 6, 2015, 5:00 PM**

**Location: ACHOA RESIDENTS CLUB - 2900 ArrowCreek Parkway**

*NOTE: THOUGH ACTION MAY BE TAKEN ON EACH AGENDA ITEM, THE PURPOSE OF THIS MEETING IS TO OPEN VENDOR BIDS FOR 2016. CONTRACT DECISIONS WILL NOT BE MADE UNTIL THE REGULAR SCHEDULED BOARD MEETING ON NOVEMBER 3, 2015.*

**AGENDA**

**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. 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.*
- 3. Open Vendor Bids for 2016 Contracts** – The Administrative Committee will present their research and bids collected from vendors for 2016 contracts. Sealed bids will be opened for the following services. Board decisions will be made at the November 3, 2015 Board Meeting:
  - Street Sweeping
  - Pool & Spa Services
  - HOA Management Services – 10 minute management company presentations
- 3. Architectural Design Review Committee (ADRC) Appointment** – The ADRC is recommending the appointment of Roger Sheppard to the ADRC to fill the remaining vacant position.
- 4. Homeowner Comments:** *Owners have the right to speak to the Board. This period is devoted to comments by units' owners and discussion of those comment about any matter affecting the community. Except in emergencies, no action can be taken upon a matter raised unless the item is specifically included on the agenda. A time limit of 3 minutes is allotted per owner.*
- 5. Adjournment**



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Date: 9-21-15

## **ARROWCREEK BOARD OF DIRECTORS – EXECUTIVE SESSION**

**DATE:** TUESDAY, OCTOBER 6, 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