



Professionally Managed By:

ASSOCIA SIERRA NORTH

10509 Professional Circle, Suite 200, Reno, NV 89521

Phone: (775) 626-7333; Fax: (775) 626-7374

Email: [acservic@associasn.com](mailto:acservic@associasn.com); Website: [www.arrowcreek-hoa.com](http://www.arrowcreek-hoa.com)

---

Date: **REVISED 2-5-16 (Items 3, 4 & 7e changed)**

**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. **NOTICE: THE BOARD MEETING WILL BE AUDIO & VIDEO RECORDED. THE VIDEO WILL BE POSTED FOR OWNER REVIEW.**

**DATE/TIME: TUESDAY, FEBRUARY 16, 2016, 6:00 pm (NEW LATER TIME!)**

**Location: ACHOA RESIDENTS CLUB, 2900 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 by units' owners about items listed on the agenda. A time limit of 3 minutes may be allotted per owner. No owner can give away their allotted time to expand another owner's time.
3. Announcement of Board Changes & Presentation of Arrow Plaques:
  - a) Sam Fox has resigned from the Board. Discuss the re-selection of board officers and process for appointing a new member to the board. Action may be taken at this meeting or postponed until the next meeting.
  - b) A huge thank you to the previous board members Sam Fox, Robin Rakusin, John Krisch and Steven Elliott for their time and dedication to the board.
4. Presentation by Kenneth Krater – Discussion of the abandonment of a portion of public Right of Way to allow for a reduction in the radius of the westbound right turn lane from Arrowcreek Parkway onto Zolezzi Lane to reduce travel speeds entering a residential neighborhood. Dwayne Smith, the Director of Engineering for Washoe County has asked the applicant to conduct a public information campaign to ensure area residents are both knowledgeable of the proposed intersection modification and that any concerns are properly addressed.

5. Minutes:
  - a) Approval of November 3, 2015 Board Meeting Minutes. Review Action List from meeting. Action
  - b) Approval of the December 16, 2015 Board Meeting Minutes. Action
  - c) Review of the December 16, 2015 Annual Members Meeting Minutes (to be approved at the next members meeting)
  
6. 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. Action.
    - Ratification of the 2016 insurance renewal recommendations (renewal date 2/15/16). Action
  
7. Staff and Committee Reports (Includes new and old business and items for board action):
  - a) Operations Manager Report
  - b) Security Department Report (Rick Reyome)
  - c) Safety Committee (Charlie Dickinson/Mary Steele)
  - d) ADRC Committee (John Krisch/Dave Steele)
  - e) Administrative Committee (Charlie Dickinson)
    - Recommendation to approve the 2016 Road Use Agreement between the HOA & FOA. Action
  - f) Communications Committee (Paul Burkett) – Website Update
    - Information on new website option. Recommend Board Action
  - g) Governing Documents Committee (Joyce Seelen) – Update on Bylaws & CCR Revisions
  - h) Fuels Management Committee (Mike Moll) – Update on 2015 grant work; information provided by expert consultant Rodd Rummel, High Sierra Forestry
  
8. Other Business:
  - a) ArrowCreek Trademark - Request of the HOA Trademark Attorney, Matthew Francis of Brownstein Hyatt Farber Schreck to complete an intellectual property search for protection of the ArrowCreek trademark, trade dress and copyright. Update on action taken.
  - b) Committees 2016\*
    - Discuss the addition on new Committees and Charters. Action
    - Discuss the modification of existing Committees and Charters. Action
    - Announce Committee Board Liaisons. Action
    - Appoint 2016 Committee Members. Action
  - c) 2016 Board Goal Discussions Update – Summary of board discussions from 1/14/16. Take action as necessary
  - d) Executive Session summary update (meeting held prior to the regular session)
  
9. Homeowner Comments: *This period is devoted to comments by units' owners and discussion of those comments 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 may be allotted per owner. No owner can give away their allotted time to expand another owner's time.*
  
10. Adjournment

**\*NOTE: The board is looking for ACHOA owners who would like to serve on the various committees for 2016. If you are interested in volunteering, please complete and return a Committee Interest Form. Forms and current Committee Charters are posted on the [www.arrowcreek-hoa.com](http://www.arrowcreek-hoa.com) website (login in, go to Our Community\Committee & Groups). Or contact Associa Sierra North at 775-626-7333 for information. (All HOA forms can be easily accessed via a link on the AC website home page by scrolling down to the bottom of Announcements).**



Professionally Managed By:

Associa Sierra North

10509 Professional Circle, Suite #200, Reno, NV 89521

Phone: 775-626-7333; Fax 775-626-7374; Website: [www.arrowcreek-hoa.com](http://www.arrowcreek-hoa.com); email: [acservic@associasn.com](mailto:acservic@associasn.com)

Date: 1-28-16

**ARROWCREEK BOARD OF DIRECTORS  
EXECUTIVE SESSION**

**DATE: TUESDAY, FEBRUARY 16, 2016**  
**TIME: 4:30 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