



Professionally Managed By:

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Date: 3-25-16

**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, APRIL 19, 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. Minutes:
  - a) Approval of February 16, 2016 Board Meeting Minutes. Review Action List from meeting. Action
4. 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
    - Confirm additional 2016 committee member appointment of Gary Babykin. Action
    - Approval of the 2015 draft Audit as prepared by McClintock Accountancy Corp. Action
    - Update on consolidation of HOA bank accounts for efficiency
    - Update on the Equivalent Lot Calculation as requested by the Board

5. Financial Reports/Recommendations (continued):

- b) Reserve Update. Recommendations for board action as follows:
- Ratify the unanimously approved 2016 Road Consulting Agreement with Applied Pavement Technologies (APTech, Steve Seeds). Action
  - Select road work vendors as analyzed and recommended by Steve Seeds, Engineer, Applied Pavement Technologies
  - Confirm additional 2016 committee member appointments Hector Marin. Action

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

- a) The Board would like to take this time to recognize 'retired' committee members for their service to the ArrowCreek HOA
- b) Operations Manager Report (Jeff Anderson)
- c) Security Department Report (Rick Reyome)
- d) Safety Committee (Bob McDonald/Mary Steele) – Safety Committee update and recommendations for board action as follows:
- Intersection Safety
  - Board direction on radar camera placement
  - Review and approval of revised Safety Committee Charter
- e) ADRC Committee (John Krisch/Charlie Dickinson)
- f) Administrative Committee (Charlie Dickinson/Margaret McConnell)
- Review and approval of revised Administrative Committee Charter. Action
- g) Communications Committee (Paul Burkett/Norm Reeder/Alan Liebman)
- Update on the status of the new ACHOA website. Guidance from board on public vs. secured options. Action
- h) Governing Documents Committee (Joyce Seelen)
- Resignation of Robin Rakusin from Committee
  - Update on Bylaws & CCR Revisions
- i) Fuels Management Committee (Bob McDonald/Mike Moll)
- Formal approval and adoption of the 5-year Fuels Management Plan prepared by High Sierra Forestry to include inspections of individual lots (Note: The 2016 portion of the plan was previously approved with the 2016 budget). Action
  - Update on potential 2016/17 grant proposal for additional fuels management work
- j) The Club at ArrowCreek Liaison – Update on Golf HOA Cooperation Agreements.
- Take board action as needed to proceed. Action

7. Other Business:

- a) New Committees: 1) Social; 2) landscaping. Review proposed charters for approval. Appoint Committee members. Action
- b) Trademark Update: Usage of ArrowCreek Name. Discussion. Possible action
- c) Approval of Mandatory Community Covenant Inspections (CCI) as part of the lot sale process. The CCI inspection is currently optional. It provides for an inspection of property during the escrow process to confirm if there are any violations on the property that at buyer needs to be aware of. Action
- d) Executive Session summary update (meeting held prior to the regular session)

8. 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.*

9. Adjournment



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Date: 3/25/16

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

**DATE: TUESDAY, APRIL 19, 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.**

### EXECUTIVE SESSION 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