

ARROWCREEK HOMEOWNERS' ASSOCIATION
Approved BOARD OF DIRECTORS MEETING MINUTES
FEBRUARY 16, 2016

The meeting started with the Pledge of Allegiance.

CALL TO ORDER, ROLL CALL & QUORUM, INTRODUCTIONS

The board meeting of the ArrowCreek HOA was called to order by Dave Steele, Vice President, at 6:03 PM at the ArrowCreek HOA Residents Club, Reno Nevada. Dave Steele announced that the meeting will be audio and video recorded. Proof of notice of the meeting was sent to the Members on January 28, 2016 (a revised agenda was mailed on February 5, 2016) A quorum was established with six of six board members present:

Board Members Present: David Steele, Vice President
 Bob Kirtley, Secretary
 Alan Liebman, Treasurer
 Charlie Dickinson, Director
 Joyce Seelen, Director
 Robert McDonald, Director

Others Present: Jeanne Tarantino, PCAM – Associa Sierra North
 Rick Reyome, AC Security Director

Owners Present: 35 owners signed in as present for the meeting (see sign in sheet)

HOMEOWNER COMMENTS

Tim Bailey 2877 Shale Creek Drive – One agenda item is about the ArrowCreek Trademark. Tim wanted to formally state that the ArrowCreek Truth team was unaware that the ArrowCreek name was trademarked. Their group is changing their name. The old website is being taken down and a new website with the new name “A Community Team” will go up.

ANNOUNCEMENT OF BOARD CHANGES & PRESENTATION OF ARROW PLAQUES

Announcement of Sam Fox Board Resignation: Sam Fox resigned from the Board. A huge thank you to Sam for his dedication and service on the ACHOA Board.

Board Appointment & Officer Selections: John Krisch, previous board member, current ADRC Committee Chair, and Budget Committee Member was selected to fill the vacancy through the next election in December 2016. It was discussed that he was selected for his board and committee experience and his active participation in ArrowCreek. Vacancy appointments are a board decision, per the ACHOA Bylaws.

MOTION: D. Steele moved to appoint John Krisch to fill the vacant board term through December 2016. A. Liebman seconded. John is currently the ADRC Committee Chair, he is active on the Budget Committee and has been on the board twice. There were other people who showed interest that the board considered but it was decided that John Krisch was the best candidate. The board is charged with the selection of the appointment in compliance with the Bylaws. No further discussion. All in favor, the motion was carried by unanimous vote.

MOTION: D. Steele moved to re-select the below slate of board officers for 2016. J. Seelen seconded. No discussion. All in favor, the motion was carried by unanimous vote:

- Alan Liebman, President
- Dave Steele, Vice President
- Charlie Dickinson, Secretary
- Bob Kirtley, Treasurer

Alan Liebman read the following statement as his first action as President:

To my fellow Board members and to the leaders of the CNA organization-

I don't have to tell any of you that the Arrowcreek community has been through a challenging period the past two years.

Many of us felt very important issues were at stake so we devoted our time and energy to presenting our point of view, particularly with regard to the relationship between the golf course and Arrowcreek residents. I think there were misunderstandings along the way and sometimes failures to communicate. Mine. Yours. Ours. Sometimes we did not speak kind words to each other.

But I hope we can all agree that we were UNITED in our desire to make Arrowcreek an outstanding place to live. Going forward, we all want Arrowcreek to be a highly attractive community for ALL residents. We want families seeking new homes in Reno to look here and like what they see. We want good neighbors. We want realtors to tell prospects that Arrowcreek is an outstanding community so our homes keep their value.

As we enter 2016, I ask each of you to do what I ask of myself... let's build our best future TOGETHER. Let's not let past differences define us. Let us work for the common good in a spirit of cooperation so that Arrowcreek becomes known far and wide for its resident-friendly policies, excellent services, open-minded governance and welcoming spirit.

I'm not foolish enough to believe we will be transformed by a few positive words. Old feelings die hard. But I do believe that if each of us seeks the positive as we work together, in time we will take Arrowcreek to a better place.

*Thanks for considering these possibilities.
-Alan Liebman*

Homeowner, Mr. Steingard, thanked the board for the recent new resident social. It was clarified that this was not an HOA event, board members were invited. The HOA is looking to make this an HOA program.

Presentation of Arrow Plaques: A huge thank you to the outgoing board members for their time and dedication to the ACHOA board:

- Sam Fox (not present)
- Robin Rakusin – Present to accept. Her significant experience as a financial officer put ArrowCreek in a very solid financial position.
- Steven Elliott (not present)

PRESENTATION: KENNETH KRATER – RIGHT OF WAY ON ZOLEZZI

Presentation by Kenneth Krater & Dwayne Smith, Director of Engineering for Washoe County – The presentation was conducted as part of a public information campaign to ensure area residents are both knowledgeable of the proposed intersection modification and that any concerns are properly addressed. The owners of the property are applying for 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. In summary, the project seeks to reduce the radius of the turn on to Zolezzi to force people to slow down. Washoe County wants to make sure that this change in development gets out to the public and appreciates the opportunity to explain it. Washoe County is in agreement with this change. Mr. Krater stated that there will be no cost to county tax payers, the land owners are paying all costs. Mr. Smith will provide the board with accident information in this location as requested.

MINUTES

The Board Meeting Minutes from November 3, 2015, and December 16, 2015 were reviewed for approval. The draft Annual Members Meeting Minutes from December 16, 2015 were also presented for review. They will not be approved until the next Members Meeting.

MOTION: D. Steele moved to approve the Board Meeting Minutes of November 3, 2015 as presented. J. Krisch seconded. No further discussion. The motion was carried by a unanimous vote.

MOTION: D. Steele moved to approve the Board Meeting Minutes of December 16, 2015 as presented. J. Seelen seconded. J. Krisch abstained as he was not present. No further discussion. The motion was carried by a unanimous vote of those voting.

FINANCIAL REPORTS

Budget & Finance Committee Report (P. Burkett): A financial presentation was made to include the December 31, 2015 un-audited financial report as prepared by Associa Sierra North and the request of bad debt write off of \$1,050 of uncollectable fines due to a foreclosed lot. Significant variances were included in the presentation. Also included was information on the ISO Public Protections; the Nevada State Insurance Commissioner is working to get Nevada approved Homeowner Insurance Companies to recognize and apply the ISO Public Protection Classification for Truckee Meadows Fire Protection District of a NB # 3 versus a NB # 5 which will lower insurance rates for ACHOA Members and the ACHOA Property Insurance Premiums. This information will be included in the new owner welcome letter and posted on the ACHOA website. The full presentation and financial reports are posted on the ArrowCreek-hoa.com website. *Note: The Board has been provided with current reconciliations of the operating and reserve accounts and the latest account statements prepared by the financial institutions in which the accounts of the association are maintained. The financial reports also includes a balance sheet and a current year-to-date financial statement of the association and the current year-to-date schedule of revenues and expenses for the operating and reserve accounts.*

A summary of the 2016 insurance renewals for 2/15/16 through 2/15/17 was presented. The HOA has several policies: Package (property, liability, employee dishonesty, and environmental impairment liability), Fidelity Crime, Directors & Officers, Umbrella Liability, Property for Bridges, Automobile, Difference in Conditions (earthquake), Workers Compensation and Cyber Liability.

MOTION: D. Steele moved to accept the December 31, 2015 unaudited financials as prepared by Associa Sierra North and the \$1,050 of bad debt write off due to uncollectable fines on a foreclosed lot. C. Dickinson seconded. All in favor, the motion was carried by unanimous vote.

MOTION: J. Seelen moved to approve the 2016 insurance renewals as recommended. R. McDonald seconded. All in favor, the motion was carried by unanimous vote.

STAFF & COMMITTEE UPDATES

Operations Manager Report: None

Security Department Report (Rick Reyome): Since the last meeting there have been a couple large snow events that caused a few minor weather related accidents. The Winding Ridge gate was hit (not weather related) but has since been repaired and paid for by the owners insurance. Other than the snow, it has been a 'slow' couple of months. D. Steele complimented the job that the ACHOA staff and vendors did to get sand down on the streets during the freezing temperatures.

Safety Committee (Mary Steele): A presentation was prepared including: Improvements to intersection visibility with landscape maintenance; gym equipment maintenance schedule; and research on Drones (Unmanned Aerial

Vehicles or UAVs). Regarding UAVs, the Committee recommends the ArrowCreek Homeowners adopt Nevada State Law **NRS AB 239** as the standard in ArrowCreek and that Rules and Regulations be amended to reflect this. Their research and a link to AB 239 will be posted on the HOA website. It was announced that there is an opening on the Safety Committee for another member. Homeowner comments were taken; there were concerns about people running stop signs, including bicycles. Security is working on a stop sign enforcement program to assist with this concern.

ADRC Committee (John Krisch): There are 17 homes in various stages of the ADRC process. The ADRC routinely monitors the properties to make sure the rules are followed, the streets are kept clean, etc. There have been a lot of patio shade structure requests. Building in 2015 was down from 2014. Not sure yet about 2016.

Administrative Committee (Wayne Krachun): A committee report was read. They met on January 28th and reviewed the contracts approved in 2015. The committee believed that the Associa management contract included manager time on site at the Residents Club. It was clarified that this is not part of the existing contract per the Request for Proposal (RFP) provided. However, the option is being discussed by the board. The Committee looks to the board for direction on this. A concern was also mentioned about vendors and insurance.

C. Dickinson – Talked about the annual Road Use Agreement with The Club at ArrowCreek. There have been several attempts to calculate the formula as outlined in the CCRs for the proper amount to bill for road use. Historically the golf club has paid the equivalent of 6 lot assessments per month.

MOTION: C. Dickinson moved to approve the Road Use Agreement with The Club at ArrowCreek using the existing 6 equivalent lots calculation. The Budget Committee will continue the research for a more detailed review of what the lot count should be. And, if it is to be modified there would be a refund to The Club at ArrowCreek for any overpayment as of 1/1/16. D. Steele seconded. Discussion ensued. There is currently not a 2016 Agreement in place. J. Seelen amended the motion to include that the Agreement must be calculated using the ACHOA CCRs Article 7 and that it is documented clearly so it can be understood. D. Steele further added to include a dead line of the April board meeting to complete. Robert McDonald seconded the amendments to the motion. No further discussion. All in favor, the motion was carried by unanimous vote.

Communications Committee (Paul Burkett): Meetings will be videotaped, starting with the meeting tonight. A link will be housed on a secured page of the ACHOA website. The Committee has been researching a new website. Numerous websites were looked at. The Committee recommends changing to eUnify, \$175/mo and \$500 basic set up fee. The Agreement is two parts; a public website and private (secured) portal. The HOA will own it. The portal integrates with the Associa database for access of owner account information. It has survey options, link set ups, several whistles and bells, and is user-friendly.

MOTION: A. Liebman moved to approve an annual expenditure not to exceed \$7000 (to allow for ancillary website needs) to proceed with eUnify to house the ACHOA website and portal as recommended by the Committee. D. Steele seconded. All in favor, the motion was carried by unanimous vote.

Governing Documents Committee (Joyce Seelen): The Committee is charged with revising the ACHOA documents; Articles, Bylaws and CCRs. They have not been updated since the Declarant (Developer's) time. The documents need to be cleaned up to remove the Declarant. The Committee is working with legal counsel to confirm that the Declarant has no say on the HOA updating the documents. The documents are unclear/sloppy and need to be clarified. The Committee is dedicated to make the documents clear. The Bylaws are pretty much done. The next step is to go to the Board and community for input and then send it out to vote (50% plus one to approve). The Articles will be tackled at another time. The big project is the CCRs (also 50% plus one to approve). There are areas of mutual benefit between the ACHOA and The Club at ArrowCreek that are still being researched.

Fuels Management Committee (Mike Moll): Provided a brief history of how the project got started. Per the ACHOA Consultant, Rodd Rummel, High Sierra Forestry, as of 2/15/16 the 2015 fuels management grant work is 100% complete and the equipment has been moved off property (the equipment has been moved to the Washoe County property, south border of ArrowCreek, and the County is doing the same type of work). The 2016 work submitted at the October board meeting, and approved via the 2016 budget, will be commencing soon. The Club at ArrowCreek has also hired High Sierra Forestry to work on their property.

OTHER BUSINESS

ACHOA Trademark Research Update: It was noted that several entities use the ArrowCreek name (websites, realtor's ads etc.) The board requested the HOA Trademark attorney, Matthew Francis of Brownstein Hyatt Farber Schreck, to investigate. Currently only the ACHOA and the Golf Club have the rights to the ArrowCreek copyright. An update will be provided as information is received. Board will consider information as it comes in.

2016 COMMITTEE CHARTERS & MEMBERS

Committee Appointments & Board Liaisons: The board appointed 2016 ACHOA Committee Member List is attached as Addendum A to these minutes.

MOTION: Robert McDonald moved to approve the list 2016 committee members and board liaisons as presented. A. Liebman seconded. No discussion. All in favor, the motion carried by unanimous vote.

Social/Events Committee: The board will be looking at a charter for this committee.

Landscape Committee: The board will be assessing the potential need for a Landscape Committee. The Committee could assist in the development of a long term plan for the common area landscape to have a cohesive look and to explore expanding the use of recycled water on the landscape.

Administrative Committee Charter Revision: Postponed until the April 19, 2016 board meeting.

The Club at ArrowCreek-HOA Liaison Charter: A charter was created to replace the ArrowCreek Community Club Committee (ACCC). The new charter is attached to these minutes as Addendum B.

MOTION: D. Steele moved to approve replacing the ACCC Committee with The Club at ArrowCreek-HOA Liaison Charter as presented. C. Dickinson seconded. No further discussion. All in favor, the motion was carried by unanimous vote.

2016 Board Goal Discussion Update: The board met on 1/14/16 to discuss potential goals for the HOA in 2016.

- The board talked about committee needs. Actions on committee items were addressed at this board meeting as noticed agenda items. Board discussions included:
 - Committee board liaison selections
 - New committee needs: Landscape Committee, Social Committee
 - Revisions to existing committee charters
- Discussion of a Strategic Plan. How could this be handled? Discussion still in process. No actions at this time.
- Discussion of ArrowCreek Trademark. Update given at this meeting.
- ArrowCreek Resident Club Staffing Discussion. The goal is to make sure there is available staffing at the Residents Club.

Summary of Executive Session board meeting held prior to the regular session - Meeting highlights from the February 16, 2016 Executive Session held prior to the regular meeting were read aloud by A. Liebman:

- Approval of the 11/3/15 Executive Session Meeting Minutes.
- There were no violation hearings.
- There were no violation, fine or late assessment appeals.
- Delinquency Reports for assessments and fines were reviewed. There is one account on an active HOA payment plan. There are 5 accounts at final warning status with significant balances; 3 are ready to process for collection.
- Collection updates were presented. There are 4 accounts in collection; one is on an active payment plan and two are on hold for legal action (same owner).
- Bad debt write-off. The board approved \$1050 of uncollectable fines as bad debt write-off. This was due to a bank foreclosure of one lot.
- Violation status reports were reviewed. The Summary Count report reflects a total of 15 violation records entered through 2-11-16. An open violation report for violations being monitored was also reviewed.
- Legal. There are 2 open legal cases, both related to collections and foreclosures.

HOMEOWNER COMMENTS

Carolyn Dragics - commented on Alan's comment at the beginning of the meeting. Thinks that is wonderful.

ADJOURNMENT

MOTION: D. Steele moved to adjourn the meeting. J. Seelen seconded. The meeting adjourned at 8:53 PM by unanimous vote.

Approved by:

Respectfully Submitted by:

ArrowCreek HOA Board Member

Jeanne Tarantino, PCAM
Associa Sierra North

ADDENDUM A – 2016 COMMITTEE LIST

ADMINISTRATIVE COMMITTEE

Board Liaison: Charlie Dickinson

Chairperson: Margaret McConnell

- Wayne Krachun
- Forrest Patin
- Yvonne Bates
- Ben Collins
- Tim Bailey

Architecture Design Review COMMITTEE (ADRC) (voting members*)

Board Liaisons: Charlie Dickinson*

Chairperson: John Krisch*

- David Steele* (Board Member)
- Patricia Leonard*
- John Perduk*
- Ron Duncan*
- Roger Sheppard*
- Paid Committee Experts: Seth Padovan, Steve Miles, Chuck Matetich
- Jeff Anderson, Dave Dingman & Jeanne Tarantino (assisting staff & mgt)

The Club at ArrowCreek-HOA Liaison

Board Liaison: Joyce Seelen

COMMUNICATIONS COMMITTEE

Board Liaison: Alan Liebman

Chairperson: Paul Burkett; Co-Chair Norm Reeder

- Mike Hendi
- Harvey Katz
- Hal Albright
- Joseph F. Uhlan
- Susan Duncan
- Jeff Foster

HEARING COMMITTEE

- 3 Revolving Board Members

FINANCE & BUDGET COMMITTEE

Board Liaison: Bob Kirtley

Chairperson: Paul Burkett - Robin Rakusin

- Ken Peterson
- John Krisch (Board Member)
- Dave Steele (Board Member)
- Rich Kenny
- Jeff Anderson, Staff (assisting)

FUELS MANAGEMENT COMMITTEE

Board Liaison: Robert McDonald

Chairperson: Mike Moll - Janet Oren

- Kathi Delegal
- Robin Rakusin

GOVERNING DOCUMENTS COMMITTEE

Board Liaison: Joyce Seelen

Chairperson: Joyce Seelen

- Robin Rakusin
- Paul Burkett
- Tom Motherway
- Ron Duncan
- Dave Steele (Board Member)

RESERVE FUND COMMITTEE

Board Liaison: Bob Kirtley

Chairperson: *To be selected*

- Rich Kenny
- Bill Boon
- Robin Rakusin
- Dave Steele (Board Member)
- Alan Liebman (Board Member)

SAFETY COMMITTEE

Board Liaison: Robert McDonald

Chairperson: Mary Steele -

- Neal Fincher
- Stephen Turner
- *Need a new member*
- Jeff Anderson, Operations Manager
- Rick Reyome, Security Director

ADDENDUM B – THE CLUB AT ARROWCREEK LIAISON CHARTER



ARROWCREEK HOMEOWNERS ASSOCIATION

CHARTER

THE CLUB AT ARROWCREEK – HOA LIAISON

Adopted February 16, 2016

As per Article III and Section 3.18 of the ArrowCreek HOA Bylaws, the Board of Directors shall annually appoint a board member to act as The Club at ArrowCreek– HOA Liaison. The purpose of the Liaison will be to establish and maintain an ongoing dialogue between The Club at ArrowCreek and the ArrowCreek HOA Board of Directors and Committees. The Liaison shall not have the authority of the Board of Directors and will play an advisory role only.

Committees and Liaisons shall work in conjunction with the HOA board, other ACHOA Committees and HOA Staff to support the community objectives as a whole and shall set aside personal agendas to work toward the common good.

Specific roles and responsibilities of the Liaison will include:

1. Explore the potential for joint events that could include all ArrowCreek residents and country club members
2. Apprise the Board of potential changes in The Club at ArrowCreek policies or procedures, or possible changes in The Club at ArrowCreek management structure that could affect the ArrowCreek Community
3. Communicate to The Club at ArrowCreek management any issues or changes in HOA policies or procedures initiated by the Board that might impact The Club at ArrowCreek operations.
4. Provide support in the negotiations of ongoing agreements and explore the potential for new agreements that might be of benefit to both organizations.
5. To work in conjunctions with other ArrowCreek Committees as needed (Communications, Social, etc.) as the Liaison for communications and social events.
6. To provide written minutes/updates to the Board of Directors as needed, but at a minimum for each regular board meeting.

The Club at ArrowCreek-HOA Liaison Charter is adopted and made part of the minutes of the February 16, 2016 Board of Directors meeting.