



Date: 7/29/16

ARROWCREEK HOMEOWNER'S ASSOCIATION**Board of Directors Meeting Notice**

Date & Time: Tuesday, August 16, 2016 | 6:00 p.m.

Location: ACHOA Residents Club, 2900 ArrowCreek Parkway, Reno, NV

AGENDA

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

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.

- ***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 time-limited.*
- *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 from property owners and discussion of those comments related to items on the agenda. Please note that the Board has the authority to limit the time for individual comments. A time limit of three minutes has been allotted per individual. No individual can give away their allotted time to expand another individual's time.*
3. Minutes:
 - a) Approval of June 7, 2016 Board Meeting Minutes. Review Action List from meeting. Action
4. Staff & Committee Reports – May include new and old business and recommendations to the board. Standard staff and committee presentations, if provided, should be limited to 5 minutes each:
 - a) Operations Manager Report (Jeff Anderson)
 - b) Security Department Report (Rick Reyome)
 - c) Social Committee (Betsy Burgess/Joyce Seelen) – Update and recommendations to the board as follows:
 - Pickle Ball Court recommendations as tasked by the board at the previous meeting
 - Committee Appointments: Betsy Burgess, Chairperson. Consider appointment of two more members to fill the vacant committee positions. Action for Board
 - Social Community Event – First HOA community social tentatively scheduled in September
 - d) Safety Committee (Robert McDonald/Mary Steele) – Safety Committee update
 - Committee Charter - Recommended updates for the Committee Charter. Action by Board
 - Rules Revision for Golf Carts on Community Streets - Recommendations on additional rule language

- for safety. Action by Board
 - Bus Stop Safety – Recommendation for the board to consider additional safety requirements around the bus stop areas. Action by the Board
 - e) Communications Committee (Paul Burkett/Norm Reeder/Alan Liebman)
 - Website - Update on the status of the new ACHOA website
 - f) Administrative Committee (Charlie Dickinson/Margaret McConnell). Recommendations for board action as follows:
 - Committee Appointment: Consider appointment of one more member to fill the vacant committee position. Action by Board
 - Consideration of Policy to require verification of insurance for all paid instructors using the Residents Club. Action by Board
 - Consideration of whether or not to allow announcements in the ACHOA newsletter for paid service providers using the Residents Club for services to the residents (Note: the ACHOA does not accept paid newsletter advertisements). Action by Board
 - Committee Charter - Recommended updates for the Committee Charter. Action by Board
 - Conflict of Interest Policy (COI) – Consider COI policy for staff and residents. Action by Board
 - g) Governing Documents Committee (Joyce Seelen) – Update on Bylaws & CCRs Revisions
 - h) The Club at ArrowCreek Liaison – Update on Golf HOA Cooperation Agreements
 - Take board action as needed fund the investigation of negotiation options. Action by Board.
 - i) Fuels Management Committee (Bob McDonald/Mike Moll)
 - j) ADRC Committee (John Krisch/Charlie Dickinson)
5. Financial Reports/Recommendations – Includes new and old business and items for board action. Standard financial presentations should be limited to 10 minutes each:
- a) Budget & Finance Committee update - Presentation of current financial reports. Recommendations for board action as follows:
 - Current financials (unaudited) as prepared by ASN. Acceptance of report
 - 2017 Budget Assumptions – Review of 2017 budget assumptions in preparation for budget approval. Set Town Hall meeting date to review the proposed budget with Owners
 - Procurement Policy Update – Consider updates to the existing procurement policy
 - ISO Fire Rating Change – Apprise of insurance rating changes
 - b) Reserve Committee Update – Recommendations for board actions as follows:
 - Full Reserve Study - Full study in progress for 1/1/17. First draft due Aug 12.
 - Capital Projects – Update on recommended long term capital projects vision for board consideration for 2017 budget
 - Pickle Ball Court recommendations as tasked by the board at the previous meeting
6. Other Board Business:
- a) Pickle Ball Court – Decision on committee recommendations for dedicated pickle ball court. Action
 - b) Trademark Policy – Presentation of new Trademark Policy for approval by the board. Action
 - c) Consulting Services for Community – Consideration and approval of a proposal by Hansford Economic Consulting (HEC) for a detailed survey of the community to assist with setting long term objectives and to enhance market recognition of the ArrowCreek Community. Action.
 - d) Staff Reports – Discuss the need for changes to staff reports at board meetings. Action

- e) Road Snippet Agreements – Discussion and possible action on outstanding road snippets, should they be allowed to enter into agreements with the HOA. Action
 - f) Fuels Management Maintenance of 2015 Grant Work – Open Sealed bids. Select a vendor to provide services per the scope of work prepared by Rodd Rummell (weed removal and pre-emergent on common areas treated in 2015 under the grant). Consider the additional of Musk Thistle eradication to be included in the scope of work. Action
 - g) HOA Lot Maintenance Agreement Request – Review owner request(s) for consideration to maintain HOA property adjacent to their lot. Action
 - h) Executive Session summary update (meeting held prior to the regular session)
7. Homeowner Comments: *Owners have the right to speak to the Board. This period is devoted to comments 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 has the authority to limit the time for individual comments. A time limit of three minutes has been allotted per individual. No individual can give away their allotted time to expand another individual's time.*
8. Adjournment

ADDITIONAL MEETING DISCLOSURES:

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. The meeting will also be video recorded. Draft minutes of this meeting will be available within 30 days after the meeting date. Minutes, together with other important HOA information are posted on the website at www.arrowcreek-hoa.com. 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. A unit's owner may record a meeting of the board (except executive sessions) if the unit's owner, before recording the meeting, provides notice of his or her intent to record the meeting to all present. An Executive Session of the Board may be held prior to, the board meeting to discuss CC&R violations and attorney client privilege items (please note that the executive session is board members only). Please see the separate executive session agenda.

MINUTES: Per NRS 116.31083, only the substance of matters proposed, discussed or decided at the meeting are included in the minutes (they are not presented verbatim). The substance of remarks made by any unit's owner who addresses the executive board at the meeting may be included if the unit's owner requests that the minutes reflect his or her remarks or, if the unit's owner has prepared written remarks, a copy of his or her prepared remarks if the unit's owner submits a copy for inclusion. The executive board may establish reasonable limitations on materials, remarks or other information to be included in the minutes of its meetings.



Date: 7/29/16

ARROWCREEK HOMEOWNERS ASSOCIATION
Board of Directors **EXECUTIVE SESSION** Meeting Notice
Date & Time: Tuesday, August 16, 2016 | 4:00 p.m.
Location: ACHOA Residents Club, 2900 ArrowCreek Parkway, Reno, NV

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