



Date: 10-14-16

ARROWCREEK HOMEOWNER'S ASSOCIATION

Board of Directors Meeting Notice

Date & Time: Tuesday, November 1, 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** – Make sure that all owners present have signed in.
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 the August 16, 2016 and September 20, 2016 Board Meeting Minutes. Review Action List from meetings. Action
4. **Security & Maintenance Reports**
5. **Other Board Business**:
 - a) Operations Manager Task Force – Update on the replacement of Jeff Anderson (retiring). Recommendation for an interim management structure until a permanent Operations Manager replacement recommendation is available. Possible action.
 - b) Consulting Services for Community – Update on progress with HEC Consultants for guidance setting long term objectives and to enhance market recognition of the ArrowCreek Community. Action.
 - c) Trademark Policy – Review proposed document for approval. Action
 - d) Executive Session Summary Update (meeting held prior to the regular session)

6. Financial Reports/Recommendations – Includes new and old business and items for board action. Standard financial presentations should be limited to 10 minutes each:
- a) Reserve Committee Update – Recommendations for board actions as follows:
 - Reserve Study – Approval of the Full Reserve Study prepared by Browning Reserve Group. Action
 - b) 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. Action
 - 2017 Budgets – Approval of the 2017 Operating and Reserve Budgets as presented for Member ratification at the 12/6/16. Action
6. 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) Social Committee (Betsy Burgess/Joyce Seelen) – Update and recommendations to the board as follows:
 - Appointment of new committee member Susan Thorsteinson to replace Anne Katona
 - b) Safety Committee (Robert McDonald/Mary Steele) – Update and recommendations to the board as follows:
 - *Appointment of new committee member Jim Gaebe (tentative---need to get confirmation from Mary Steele)*
 - Road Safety – Safety Concerns/Potential Traffic Control and/or Landscape Modifications for various intersections in the community
 - c) Communications Committee (Paul Burkett/Norm Reeder/Alan Liebman)
 - Website - Update on the status of the new ACHOA website
 - d) Administrative Committee (Charlie Dickinson/Margaret McConnell). Recommendations for board action as follows:
 - Conflict of Interest Policy (COI) –Update on status of policy tasked by the board at the 8/16/16 meeting. Take action as needed
 - e) Governing Documents Committee (Joyce Seelen) – Update on Bylaws & CCRs Revisions
 - f) 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.
 - g) Fuels Management Committee (Bob McDonald/Janet Ouren & Kathi DeLegal) – Update
 - Appointment of new committee member Allen Law to fill the vacant committee position
 - Defensible Space Property Evaluations by High Sierra Forestry – Update on progress
 - Potential Grant Update - Update on potential January 2017 grant for the HOA, notice to board for committee to proceed with grant application
 - Potential Grant with The Club at ArrowCreek – Discussion and possible action on a potential fuels grant in cooperation between the ACHOA and The Club at ArrowCreek
 - h) ADRC Committee (John Krisch/Charlie Dickinson) - Update
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: 10/14/16

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 and those specifically called to hearing, only. This agenda/notice is mailed to the Association owners as a requirement of 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