

ARROWCREEK HOA
***APPROVED* MINUTES**
BOARD OF DIRECTORS MEETING
SEPTEMBER 20, 2016

CALL TO ORDER, WELCOME AND INTRODUCTIONS & QUORUM DETERMINATION

The meeting was called to order by A. Liebman, President, at 6:00 PM. The meeting was held at the ArrowCreek Residents Club, 2900 ArrowCreek Parkway, Reno, NV. Notice of the meeting was sent to the owners on 9/9/16. A revised agenda was resented on 9/13/16. A quorum was established with six of seven board members present.

Board Members Present: Alan Liebman, President
D. Steele, Vice President
B. Kirtley, Treasurer
Joyce Seelen, Director
John Krisch, Director
Robert McDonald, Director

Board Members Absent: Charlie Dickinson, Secretary

Others Present: Jeanne Tarantino, PCAM, Associa Sierra North
Rodd Rummel, High Sierra Forestry

Owners Present: 10 members signed in as present, per the sign-in sheet

HOMEOWNER COMMENTS

R. Duncan – Agenda Item 3, Procurement Policy. Thinks the Administrative Committee should have reviewed this document

FUELS MAINTNEANCE WEED SPRAYING 2016

Open Sealed Bids for Weed Removal. Bids were also opened at the 8/16/16 meeting, but the costs were too high and the scope of work too much. A revised scope of work was prepared by High Sierra Forestry (HSF) for weed spraying only of the areas masticated under the 2015 grant work. The board moved to Other Business on the agenda while the bids were being reviewed. See below for action on this item.

OTHER BUSINESS (Postponed from the 8/16/16 Meeting)

Trademark Policy: The Board has been working to develop a Trademark Policy. At the 8/16/16 meeting C. Dickinson volunteered to make some edits to the proposed policy that did not get approved.

MOTION: A. Liebman moved to approve the policy as edited by C. Dickinson. B. Kirtley seconded. Discussion ensued. D. Steele still objects to some of the wording relating to how the policy could affect ArrowCreek 411 and ACT (non-HOA owner groups with websites). J. Seelen stated that the section about licensing should be referred to the Governing Documents Committee or the Friends of ArrowCreek negotiating team since it discusses use of the name/symbol by the golf club. A Liebman does not think the licensing is a discussion of the presented document up for vote. And, he does not agree with removing the history from the original draft version. No further discussion. R. McDonald and B. Kirtley were in favor of approval. J. Kirsch, D. Steele, J. Seelen and A. Liebman were opposed. The motion did not pass by a majority vote.

The Trademark Policy will need more work. J. Seelen will work on the licensing portion. D. Steele will re-work the example used in the section he has concerns about. R. McDonald stated that he likes the shortened version without the history.

Procurement Policy: The ACHOA Budget & Finance Committee originally created this policy on 3/20/09. It has been updated twice since then. Provisions Item 2 needed updating again. This section deals with preferred methods for the procurement of goods and services to include using local as well as online vendors.

MOTION: B. Kirtley moved to approve the Procurement Policy as amended 9/20/16. J. Seelen seconded. The Board is satisfied with keeping the current \$10,000 purchase limit for budgeted items. They agreed this is not an Administrative Committee task. There was discussion of their individual opposing views about using online suppliers vs. local vendors. J. Kirsch does not agree with finding the lowest price online, he believes that establishing relationships with local vendors is important. J. Krisch was opposed. All others were in favor. The motion carried by a majority vote.

Fire Fuels Management Weed Removal of Grant Work Areas: Five vendors were asked to bid; three declined and two were submitted:

1. Signature Landscape – Area #1 \$20,7345, Area #2 \$16,771, Total bid \$37,506
2. Jobs Peak Weed Control – Total Combined areas \$21,750

The below vendors declined to bid:

1. All Seasons (attempted to bid, but could not submit in time)
2. B's Lawn & Pest Control (stated too large of an area for them to bid)
3. Pied Piper Pest and Weed Control (does not have enough staff for such a large project)

R. Rummel recommends Jobs Peak Weed Control; this is a good vendor and he submitted a cheaper bid.

MOTION: R. McDonald moved to approve Jobs Peak Weed Control for the 2016 weed spraying per the Request for Proposal (RFP) prepared by HSF, subject to clarification to the vendor that must use Plateau for spraying. B. Kirtley seconded. Discussion ensued regarding monies in the budget for this work. All in favor. The motion carried by a unanimous vote.

Per R. Rummel, as the HOA's expert he will work with the vendor on timing of the application which is subject to weather. He also confirmed that the chemical to be used for the spraying has no toxicity issues for pets. It dries in minutes of being applied, and once dried it is completely safe. The application should last 3-5 years.

Discuss plans in Consequence of Operations Manager Retirement: A. Liebman announced that the ACHOA Operations Manager, Jeff Anderson, will be retiring 10/31/16. His notice was given a week or two ago. A. Liebman submitted a memo to the board with options on how to proceed with a replacement. Discussion ensued.

MOTION: A. Liebman moved to appoint a task force to help select a future Operations Manager and to assist with using existing senior ACHOA staff if restructuring is needed. Associa Sierra North (ASN) will work to define a job description and assist with posting and providing screening assistance if necessary. A decision could be made at the November 1, 2016 board meeting. B. Kirtley seconded. Discussion ensued. J. Seelen asked if R. Reyome indicated his interest in the position? Yes, current staff is being looked at. J. Krisch asked if ASN is involved will it be billed as a special project? Yes. B. Kirtley said he has apprised the Budget & Finance Committee about the potential expenses. J. Anderson previously expressed that he is available to assist with the transition beyond his last day if needed. J. Krisch would like to interview in-house staff to be interim manager with the possibility to become permanent and stated this should be done first before going any further. All in favor, the motion carried by unanimous vote.

MOTION: A. Liebman moved to appoint the following people to be the task force. D. Steele seconded. Some discussion ensued. J. Krisch was opposed. All others were in favor. The motion carried by a majority vote.

- **Current Board President**
- **Bob Kirtley (board member with term through 12/17)**
- **Robert McDonald (board member with term through 12/17)**
- **Rich Kenny**
- **Margaret McConnell**

HOMEOWNER COMMENTS

S. Duncan – Stated that the ArrowCreek 411 website does have disclosures on all pages that it is not an official HOA website.

R. Rakusin – 1) Being a member of the Fuels Committee she felt her question to the Board during their fire fuels discussion was appropriate; 2) R. Reyome, Security Director, has stepped in for the Operations Manager two times before and has done a good job; 3) Concerned that the Pickle ball court renovation does not include replacement of the existing asphalt and the safety net is not going full-length of the court.

J. Seelen responded to R. Rakusin’s comments. Per Jeff Anderson this is the way the court renovation was planned from the beginning. It is being completed in the same way that all the other Reno Pickle ball courts have been done. Further confirmation of these concerns will be requested from Jeff Anderson.

M. McConnell – 1) Stated that she too spoke to Jeff Anderson about the Pickle ball upper court. The asphalt used on that court is not the same as the all-lite used on the other courts that required replacement; 2) Not sure about the Trademark Policy history, but suggests having legal look at it; 3) Expressed a little discomfort over the discord at tonight’s meeting during the fire fuels management discussion. Feels there should be more openness and people should be allowed to speak during the meeting; 4) An Operations Manager Policy Manual was prepared by the Administrative Committee. A lot of work went into it and it is a good basis to work with.

A. Liebman responded to M. McConnell’s comments – 1) The Trademark Policy was reviewed by the HOA attorney. It was only the latest edits that he did not see; 2) The Operations Manager Policy Manual prepared by the Administrative Committee will be utilized; 3) The last board meeting was 4 hours long. The Board cannot do its work if all homeowner comments are entertained throughout the meeting.

J. McGhee – 1) The duties of the Operations Manager has been a topic of discussion annually. This is a good opportunity to keep members informed; 2) Referencing the Trademark Policy, he feels that communication is still a problem in the community. He would like to see more information from the Board President; 3) Asked the task force to consider where we are with existing staff; need continuity.

A. Liebman responded to J. McGhee’s comments – The Administrative Committee worked on a job description this last year. A final version is almost finished.

ADJOURNMENT

MOTION: R. McDonald moved to adjourn the meeting at 7:15 PM. D. Steele seconded. All in favor, the motion was carried unanimously.

Respectfully Submitted by:

Jeanne Tarantino, PCAM
Associa Sierra North

Approved by:

Board Secretary, ArrowCreek HOA