



Date: 10-18-17

## **ARROWCREEK HOMEOWNER'S ASSOCIATION**

Board of Directors Meeting Notice

**Date & Time: Tuesday, NOVEMBER 7, 2017 | 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 of 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. Governing Documents Committee - (Joyce Seelen)
  - Update on Governing Documents Revision Ballot Vote
  - First-phase Raffle Drawing & Announcement of winner (ballots received by October 31, 2017)
4. Minutes: Approval of the August 15, 2017 & October 3, 2017 Board Meeting Minutes. Action
5. Board Business:
  - a) Strategic Plan - Resident Club Refresh/Expansion – Update from Task Force. Take action as needed on the following:
    - Confirm Additional Committee Appointments: Victoria Shepherd. Action
    - Consider options for added enforcement of Resident Center use; upgraded equipment, extra staff, additional fencing, etc. Action
  - b) Conflict of Interest Policy – Originally prepared by the Administrative Committee, to be reviewed with edits by the board. Action
  - c) Lot Retirement Request – Approve request to retire Lot 1110, Per CCR Article I, Section 3(c). Action

- d) Non-HOA Communications Policy – Prepared by the Communications Committee. Review for consideration and approval. Action
  - e) HOA Contracts Update – Most of the HOA contracts are in the third year of a 3-year agreements. Board to confirm 2018 renewal options for:
    - HOA Management with Associa Sierra North. Renewal Option through 2018 (third of three options 3% increase). Action
    - Street Sweeping with American Clean Sweep. Renewal Option through 2018 (third of three). Action
    - Pool & Spa with Finishing Touch. Renewal Option for 2018 (third of three). Action
    - Snow Removal with Q&D. Ratify approval of the 2017-2018 Q&D Snow Removal Contract. Action
  - f) Short Term Rentals/Commercial Use – Language exists in the CCRs that prohibits rentals less than 30 days (Section 4.2). Approve language for the Rules & Regs to make this requirement easier for owners to find. Action
  - g) New General Manager Replacement - Update/Action
  - h) Annual Members Meeting & Election –Update on Meeting & Election set for December 5, 2017. Approval of McClintock Accountancy for counting of the ballots. Action
  - i) 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
    - Approval of the 2018 Reserve Study Update
  - 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
    - Approval of the proposed 2018 Operating & Reserve Budgets
7. 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 & Security Reports (Rick Reyome)
  - b) Safety Committee (Mary Steele/Robert McDonald)
  - c) Social Committee (Betsy Burgess/Joyce Seelen). Update on Upcoming Events. Recommend board action as follows:
    - Member update: Kate Whittlely resigned. Appoint new members Debra Wurzel & Kathi Delegal
  - d) Landscape Committee (Bob Kirtley). Update report. Recommend action as follows:
    - Appointment of Committee Members: Kathleen Graham & Carolyn Burkett. Action
    - Update on ArrowCreek HOA Parkway Landscape Project
  - e) The Club at ArrowCreek Liaison (Joyce Seelen)
  - f) Fuels Management Committee - (Kathi Delegal & Janet Ouren). Recommendations to the board for action as follows:
    - Fire Fuels Annual Maintenance from 2015 Grant – Open sealed bids for 2015 Grant Maintenance Work and select vendor. Action
  - g) Communications Committee (Paul Burkett/Norm Reeder) – Update on new website. Soft launch of website is up and running. Take action as needed
  - h) ADRC Committee (John Krisch)
  - i) Administrative Committee (Margaret McConnell)

8. 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.*
9. Adjournment

**ADDITIONAL BOARD 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](http://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).

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.