

## The Vistas Homeowners Association

### MEETING MINUTES

1281 TERMINAL WAY, #124  
November 10, 2016 – 10:00 a.m.

#### Board Members Present

Dave Stefan  
Sheryl Shay  
Scott Stromberg  
Jacqueline Miller  
Briana Foroszowsky

#### Staff Present

Stacie Ciesynski, General Manager  
Debbie DeVenzio, Compliance Officer

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#### **I. Call to Order**

Dave Stefan called the meeting to order at 10:25 a.m.  
All Board members were present. A quorum was established.  
The meeting was recorded as required by NRS 116.

#### **II. Membership Forum**

No homeowners present.

#### **III. Approval of Minutes**

A. The meeting minutes for September 22, 2016, were approved as written.

#### **IV. Financial Report**

A. The unaudited financial report for September 2016 was received as presented by Jacqueline Miller.  
**Motion:** Sheryl Shay made a motion to approve the September 2016 unaudited financial report; Scott Stromberg seconded, motion carried unanimously.

#### **V. Reports**

A. Landscape/Maintenance Report – No report from the Groundskeeper had been received. Dave asked if a response had been received from Jose regarding the reported leak. Discussion ensued over the possible reason for the lack of communication that has recently occurred. Dave will take a more active role dealing with Jose on issues pertaining to the landscaping. The Board asked that Jose attend the January 26, 2017, Board meeting at Bud Beasley Elementary School.

- 1) Review of current categories in the budget showed there will be savings, from actual expenses compared to budgeted amounts, of up to \$50,000. Sheryl Shay asked if the funds could be used to widen sections of the asphalt pathway on Los Altos. Additional funds for common area defensible space were also suggested. Defensible space will be discussed in greater detail under item D of new business on the agenda.

**Motion:** Sheryl Shay made a motion to solicit bids to widen the asphalt pathway from Canyon Run to Canyon Parkway and from Canyon Parkway to the roundabout. Bids will need to include turf removal, 3 inches of base, 2 inches of asphalt and the new asphalt should be a smooth transition to the existing asphalt. Sealed bids to be opened at the January 26, 2017 Board meeting; Jacqueline Miller seconded, motion carried unanimously.

#### **VI. Correspondence**

Dave received a letter from a homeowner, James York that was reviewed by the Board. Briana commented that she was willing to meet with Mr. York and any other Board member that wanted to attend, to address his questions outlined in the letter. Dave thought that this type of discussion could be done by the homeowner

attending an open meeting and addressing the Board. Mr. York can also come to the Association office and look at the financial information and ask questions at any time during normal working hours. Dave requested Stacie draft a response letter for his review and signature. Stacie will also reach out to the homeowner and explain the process. Dave agreed to speak with the homeowner by phone if he still wants to talk with a Board member.

**Motion:** Briana Foroszowsky made a motion to reach out to Mr. York in the form of a letter from the HOA, outlining all of his questions, including the meetings at Bud Beasley have not been changed; Sheryl Shay seconded, motion carried unanimously.

## VII. Old Business

- A. No new information pertaining to CV15-00167 has been received.
- B. An update from the attorney was received, but there was no new information pertaining to CV14-00952 in the correspondence.
- C. No notification for a mediation or arbitration date from the ombudsman's office has been received.
- D. \$20,000 had previously been set aside to upgrade the property management software in the office. Research showed these type of programs were expensive and could cost the Association anywhere from \$15,000 to \$20,000 annually. Based on the annual expense the Board had decided to stay with the current software and reallocate the funds. Dave suggested that the funds were originally set aside to help the office staff, and therefore could be used for other office needs, like a new copier and laptop, that the office and staff would benefit from. He would like to see a portion of the funds used for those two items and the balance added to the money set aside for defensible space. The Board reviewed the proposal for the new color copier with finisher. This machine would provide more efficient copy options for the newsletter as well as production of color pictures for compliance letters.

**Motion:** Scott Stromberg made a motion to approve the MPC3004 color copier and finisher including service agreement and new laptop (including software) not to exceed \$8,000 for both; Jacqueline Miller seconded, motion carried unanimously.

**Motion:** Scott Stromberg made a motion to take the remaining balance of approximately \$12,000 and include it in the funds set aside for defensible space; Sheryl Shay seconded, motion carried unanimously.

## VIII. New Business

- A. Stacie explained previous years cost and coverage. Given that workers compensation coverage is required by law and Ron Wright, our insurance agent, is bidding the coverage Dave made the following motion.

**Motion:** Dave Stefan made a motion to approve the 2017 workers compensation coverage; Scott Stromberg seconded, motion carried unanimously.

- B. **Motion:** Scott Stromberg made a motion to approve Gene Clawson to perform the 2017 financial audit for the Association at a cost of \$3,750; Jacqueline Miller seconded, motion carried unanimously.
- C. An email from the Association attorney regarding the possible creation of Architectural Control Guidelines for the community was reviewed. A lengthy discussion ensued over what should be contained in the guidelines and whether or not homeowners should be included in the process to draft the guidelines. Briana encouraged the inclusion and solicitation of homeowners in the community to try to get them involved in the Association. Other Board members have tried to encourage their neighbors to come to meetings and get involved to no avail.

**Motion:** Briana Foroszowsky made a motion to approve the creation of an Architectural Control Guideline committee, with at least 2 Board members, to draft guidelines to be approved by the Board at a quarterly Board meeting. Monthly updates from the committee need to be sent to the Board and an update will be presented at the January 2017 meeting informing and soliciting input from those in attendance; Sheryl Shay seconded and motion was carried unanimously.

- D. Briana walked several areas of open space and took pictures of the weeds and other vegetation growing behind fence lines. Her pictures were incorporated in a PowerPoint presentation that the Board viewed and discussed. A 10 foot defensible area behind each fence in the common area is part of the landscape contract and should be maintained by The Groundskeeper. Briana felt The Groundskeeper has a lot of work to do in these areas.

**Motion:** Briana Foroszowsky made a motion to request a plan from the landscape company on how they will catch up on clearing the 10 foot defensible space in common areas as part of the landscape contract, which has been overlooked. In addition, a written weekly progress report must be submitted to the Board that updates them on all work being performed; Sheryl Shay seconded, motion carried unanimously.

- E. Dave explained the previous proposal for irrigation retrofit submitted by The Groundskeeper was total replacement and not feasible. Dave suggested that proposals for smaller areas be requested with consistent sprinkler heads and proper coverage. The proposal should include a price to add a head, remove and install a

different head, this would take into consideration the different needs for each section and then the Board will know how much it will cost. Stacie expressed frustration over the lack of attention given to the bid by the Groundskeeper since it was not at all what was requested initially. Requests for The Groundskeeper to evaluate the parkway and present proposals to improve coverage and change out old ineffective heads has been the topic of conversation for the last five years. Dave explained that this is not an easy solution, and he would like Jose to provide a cost to replace a sprinkler and a cost to add a sprinkler. In the spring he will walk with Jose and Alex from section to section, turn on the irrigation and decide how many heads need to be replaced and if heads need to be added. That will simplify the proposal process and hopefully solve coverage problems and mismatch sprinkler head issues.

**Motion:** Dave Stefan made a motion to have Jose provide a detailed organized plan replacing mismatched sprinkler heads and adding heads for better coverage; Briana Foroszowsky seconded, motion carried unanimously.

## **IX. Membership Forum**

No homeowners present.

**NEXT MEETING SCHEDULES** – Budget Ratification Meeting is scheduled for 10:00 a.m. on November 10, 2016, at the Association office and a quarterly meeting will follow.

## **X. Adjournment**

**Motion:** Being no further business Scott Stromberg motioned to adjourn the meeting, motion carried unanimously.

Respectfully submitted,

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Stacie Ciesynski, General Manager

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Briana Foroszowsky, Secretary