

The Vistas Homeowners Association

MEETING MINUTES

The Association Office – 1281 Terminal Way, Suite 124
November 12, 2015 – 10:00 A.M.

Board Members Present

Dave Stefan
Jim Gaba
Scott Stromberg - Absent
Briana Foroszowski
William Wagner

Staff Present

Stacie Ciesynski, Community Administrator
Shannon Christie, Compliance Officer

I. Call to Order

Dave Stefan called the meeting to order at 10:07 a.m. Introduction of Board members: Dave Stefan, Jim Gaba, Briana Foroszowski and William Wagner were present. Scott Stromberg was absent. Four Board members were present so a quorum was established.

The meeting was recorded as required by NRS 116.

II. Membership Forum

Homeowners present were given the opportunity to ask questions and make comments pertaining to items on the agenda.

III. Approval of Minutes

A. Dave Stefan asked for any concerns, or corrections to the September 24, 2015 meeting minutes.

Motion: William Wagner made a motion to approve the September 24, 2015 meeting minutes as written; Jim Gaba seconded, motion carried unanimously.

IV. Financial Report

A. Financial Report –The unaudited financial report for September 2015 was received as presented by William Wagner.

B. **Motion:** Jim Gaba made a motion to approve the September 2015 unaudited report as read by William Wagner; Briana Foroszowsky seconded, motion carried unanimously.

V. Reports

A. Landscape/Maintenance Report –The update that was provided by Jose Mendoza on October 27th by email was presented. The landscape crew has been doing leaf abatement and weed control, pruning for visibility, clearing dead plants from the center island where the voles ate the roots of the plants, among other things. It was determined that the plants at the entrance should be replaced, and a homeowner suggested a different type plant, that the voles may not like as much, be put there. Before the plants are replaced the landscaper should make sure the area is free of voles. Irrigation on the parkway has been shut down and the October bill from TMWA showed water usage had dropped. The Groundskeeper crew has reduced irrigation rotors by 50%, spray heads by 60%, and overall irrigation was reduced an average of 50% for the month. Jose has given his assurance that the island between Vista Blvd. and Santa Barbara that looks so bad will be taken care of. He is sending out his irrigation tech to make some adjustments to the new heads and in the spring this island should look a lot better and the heads functioning properly.

The snow from the recent storm has caused damage to trees on Los Altos. Jose sent an email that said the branches were cleared from the pathway and that they would be taken care of. Further inspection of the parkway showed several trees and branches still needing to be addressed. Jose responded with an email that quoted \$900.00 to take care of the branches and dump them. Dave Stefan asked why this work is outside of

the landscape contract. Sunlight Tree Care has been contacted to give the Association an estimate for the work.

VI. Correspondence

No correspondence

VII. Old Business

A. The status of case #CV15-00167 was reported. Response to the interrogatories has been prepared by the attorney representing the Association and they have requested that they be signed by the President. Dave asked if this information should be reviewed by the Association's attorney as added protection.

Motion: Jim Gaba made a motion to have the Association's attorney, Gregg Barnard, review all material that requires a signature by a Board member; Briana Foroszowsky seconded, motion carried unanimously.

B. The status of case #CV14-00952 was reported. The Bank has yet to file an Opposition and the Motion is still pending.

C. Association legal counsel has reviewed the Employee Handbook and was generally fine with the content. He suggested the Paid time off, Vacation section be reviewed. All changes need to be forwarded to the attorney for final approval.

Motion: William Wagner made a motion to approve the Employee Handbook contingent upon changes made to the Paid time off, vacation section (be reviewed and approved by legal counsel); Briana Foroszowsky seconded, motion carried unanimously.

D. Margaret Powell and Stacie Ciesynski met with John Martini, City Engineer, to discuss getting approval to install two electronic speed signs, one on Los Altos and the other on Southview Drive. Margaret explained that these types of signs are considered traffic control devices and as such are to be controlled by the City. The Association cannot put up any directional signs. Jim Gaba asked if the Association can buy the signs for the City. Margaret explained that the issue then becomes maintenance of the signs. Another problem is enforcement. Sparks police does not have the resources and are not going to come out and enforce it. Dave Stefan asked if there was any interest to get the speed limit reduced on Los Altos since 35 mph seems fast. Margaret explained that what would likely happen is that the City would monitor the area. Based on the information collected from the study, it is a possibility that the speed limit could be increased if the road way was designed to handle that speed. Homeowners are encouraged to report all issues of speeding to the Sparks Police Department.

The protection of the children that have to cross Los Altos as they walk home from Bud Beasley Elementary School was discussed. The Washoe County School District has a Safe Routes to School program. It was suggested to use the funds set aside for the electronic speed signs for a controlled cross walk across Los Altos. Margaret said John Martini would be the contact for that.

Moved to open forum section of the agenda so Margaret Powell could present the new Urban Agriculture ordinance adopted by the City of Sparks.

After the discussion on chicken and bees the Board resumed their dialogue of reallocating funds set aside for electronic speed signs.

The Board asked that the City of Sparks and the Washoe County School District be contacted to see if the Association can use the allocated funds to improve the cross walks on Los Altos with some sort of controlled solution due to their concern over the safety of the children walking and crossing that street.

VIII. New Business

A. A renewal quote for the current policy for worker compensation coverage has not been received and will not be available until mid or the end of December. Ron Wright is waiting for an alternate quote. Ron estimated that Board members can be added to the current policy for about \$175.00 per year. Discussion ensued over whether or not volunteer coverage was needed and what the cost would be.

Motion: Jim Gaba made a motion to approve the current workers compensation coverage renewal to include Board members if in fact it is only \$175.00 annually for all the members of the Board to be added; William Wagner seconded, motion carried unanimously.

- B. Motion:** Dave Stefan made a motion to ratify the written consent in lieu of a meeting for the appointment of William Wagner to the Board of Directors to fill the vacancy left by Larry Kleinworth; Briana Foroszowsky seconded, motion carried unanimously.
- C. Motion:** William Wagner made a motion to ratify the resignation of Dave Stefan as Vice President and his appointment as President to fill the vacancy left by Larry Kleinworth; Jim Gaba seconded, motion carried unanimously.
- D.** Gene Clawson, CPA submitted his Engagement Letter to perform the 2015 audit of the Association's financial information at a cost of \$3,750.00. This amount is an increase from \$3,500 that has been charged in previous years.
Motion: Jim Gaba made a motion to approve the funds and additional funds to move forward for Gene Clawson, CPA to perform in 2016 the financial audit of the Association; William Wagner seconded, motion carried unanimously.
- E.** The draft Assessment Collection Policy revised by Gayle Kern's office was reviewed. This policy was revised due to the changes in the law by the Legislature. Kern's office is currently comparing the revised collection policy to the fine policy to make sure there are no conflicts. The Board asked that additional changes to the policies schedule of fees include the cost of an Association demand letter to be \$75.00 and Notice of Delinquent Assessment and Claim of Lien filed by the Association will remain at \$265.00. All homeowners will receive a statement in December showing the quarterly amount of \$72.50 that will be due January 1st and a written notice of the new procedures will be included on the statement. Along with the statement there will be a sheet of four coupons showing each quarterly payment amount and when it is due. Homeowners will also have the option to pay semi-annually or annually if they desire. Quarterly statements will not be sent. The revised collection policy will be sent to all homeowners and will be effective 30 days from when it is mailed out.
Motion: Dave Stefan made a motion to accept the draft version of the Collection Policy with the exception that it be changed to include a demand letter fee for the Association of \$75.00 and the Notice of Delinquent Assessment and Claim of Lien fee of \$265.00. In addition, the final revised collection policy should not include verbiage that would extinguish the current fine policy; Jim Gaba seconded, motion carried unanimously.

IX. Membership Forum

- Margaret Powell explained that the City of Sparks has adopted an ordinance that will allow Urban Agriculture. This allows some people to have chickens and bees. The City precluded everything that is a planned development zoning, which on the map is most of The Vistas. There are a few sections that, based on zoning, would be allowed to have chickens and bees. Margaret gave the Board a history lesson on the Association and explained that The Vistas was the first planned development that was done in the City of Sparks. When they approved this development they did not have the zoning classifications they have today, so they approved it with basic zoning and a special use permit. A special use permit goes with the property but is not zoning. Because of this, there are a few sections in The Vistas that under the ordinance will be allowed to have chickens and bees. To prohibit chickens and bees from these areas would require all of the property owner's approval and public hearings at City Council, which is an expensive and lengthy process. The City ordinance has rules in place that outline the requirements, including housing, to have chickens and bees. This item will be on the January 28, 2016 agenda to determine how chickens and bees will be treated in those areas where they are allowed in the community.

NEXT MEETING SCHEDULES – Meeting dates: January 28, 2016, April 28, 2016, July 21, 2016, and September 22, 2016. Budget Ratification Meeting is scheduled for 10:00 a.m. on November 10, 2016 at the Association office. Board of Directors meeting will follow the Budget Ratification meeting.

X. Adjournment

Motion: Being no further business William Wagner motioned to adjourn the meeting at 12:10 p.m.; Jim Gaba seconded, motion carried unanimously.

Respectfully submitted,

Stacie Ciesynski

Jim Gaba, Secretary