

The Vistas Homeowners Association

MEETING MINUTES

BUD BEASLEY ELEMENTARY SCHOOL

July 16, 2015 – 6:00 P.M.

Board Members Present

James Baldwin
Larry Kleinworth
Jim Gaba
Dave Stefan
Scott Stromberg- Absent

Staff Present

Stacie Ciesynski, Community Administrator
Shannon Christie, Compliance Officer

I. Call to Order

Jim Baldwin called the meeting to order at 6:00 p.m.

Introduction of Board members: James Baldwin, Larry Kleinworth, Jim Gaba, and Dave Stefan 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. Council Representative – Charlene Bybee

Councilwoman Bybee entered the meeting late and explained she had just come from a new event in downtown Sparks called 39 North Marketplace. This event replaced the old farmers market. She encouraged everyone to go check it out. It is a nice community event.

Being the councilwoman for an active, engaged ward that has the most voters of any ward, she frequently receives many requests from homeowners. She has learned she alone cannot direct the City to action on the requests she receives. She has to go to the City Manager who then directs the appropriate staff to take action.

Several condo, retail and office space projects are being considered. Councilwoman Bybee spoke on the Fountain House project that could be approved at the next City Council meeting and what is planned for the old Bourbon Street Casino.

Ms. Bybee explained new code enforcement ordinances and changes. There is now a citation and appeal process. The City has recently hired two hearing officers to handle all appeals. All enforcement is complaint driven. She touched on how to report a complaint and to be patient as complaints are reviewed as they come in and there is a backlog. Shannon explained how to file a complaint online using Contact Sparks and the quick response she generally receives. Stacie praised Joe Rodriguez and the rest of code enforcement for always working well with the Association. Currently there are four code enforcement officers including Joe Rodriguez and the City is looking into possibly hiring another one by the end of the year.

The City's budget for the upcoming year was just completed. The City is in a good place financially, employees will receive a 2% increase. Councilwoman Bybee touched on the subject of mutual aid and explained that the City of Sparks has a mutual aid agreement already set up. There are no plans for the City to consolidate services with Reno or Washoe County.

Jim Baldwin asked Charlene what the City is doing to maintain its property. Ms. Bybee explained that all the maintenance areas have been combined into one area and they have been busy recently with the flood cleanup. She asked for Jim's contact information and will follow up.

IV. Approval of Minutes

- A. Jim Baldwin asked for any additions, deletions, or corrections to the April 23, 2015 meeting minutes. Not hearing any, the minutes stand and are approved.

V. Financial Report

- A. Financial Report –The unaudited financial report for April, May, and June 2015 was received as presented by William Wagner.

Mr. Wagner thanked Jim Baldwin for all the work he has done for the Association and praised him for his leadership and service as President.

VI. Reports

- A. Landscape/Maintenance Report – Stacie read the landscape report as submitted by The Groundskeeper for the last quarter. The crew has been going through the planter beds spraying weeds and pulling smaller ones, dead plants are being removed and the irrigation is being capped, mowing and edging are being done weekly, tree wells were cleaned out last month and will be done again in August, sprinkler heads are being adjusted to take care of the brown spots in the lawn, in June a nitrogen fertilizer was applied and starting the week of August 3rd a new fertilizer application will be put down. In addition, the 13 replacement trees for Vista Terrace are scheduled to be planted as well as several plants that have died in the turf reduction areas between Santa Barbara and Vista Blvd. The crew for The Groundskeeper was pulled off the parkway temporarily to clean up several drainage areas after the rains we had.
- B. The Groundskeeper submitted a couple of proposals. The first was for 20 yards of bark to be installed at a cost of \$2,300.00. The first round of bark did not completely cover the area from Santa Barbara to Vista Blvd.
- C. The second proposal was for approximately 300 square feet of new sod at a cost of \$852.00, which would replace the sod that died in the center island before Santa Barbara Ave.

Jim Baldwin felt that this is not the time of year to be installing new sod, and bark can be put down in the fall. Jim expressed that manpower would be better used to make sure the parkway is being maintained.

Motion: Jim Baldwin made a motion to defer both of these items to the next meeting for consideration; Larry Kleinworth seconded, motion carried unanimously.

VII. Correspondence

No correspondence

VIII. Compliance Report

Shannon reported that compliance issues for the second quarter of 2015 totaled 521. 384 were contacted by phone, email or mail and 93 of those were sent courtesy notification. Six received second notifications and two went before the Board for a hearing. The biggest issue this quarter was weeds.

Shannon asked Ardena Perry to explain how to abate sucker trees, which is a problem with some homes in the community. Ardena explained that when the sucker get about 6 inches tall you then need to spray it with Weed-Be-Gon to abate sucker trees. This is not a one-time process and may take a while to get rid of them.

Shannon reported she is going to be switching her drive through days around to different days from week-to-week. She also provided a charcoal and gas grilling safety sheet for those in attendance.

IX. Old Business

- A. Employment practices liability insurance is protection for the Association against such acts as wrongful termination, harassment, discrimination, retaliation and other violations of employment laws.

Motion: Dave Stefan made a motion to add employment practices liability insurance of \$1 million limited option at a \$5,000.00 deductible for an annual premium of \$935.00, which is Ron Wright's recommendation; Jim Gaba seconded, motion carried unanimously.

- B.** Jim Baldwin gave an overview of Cyber liability insurance coverage. This insurance would cover the Association if someone were to hack into the office computer system. Jim thought this topic should be deferred until next meeting so that more research can be done. Dave Stefan explained that the current CAU policy already has \$50,000 of computer fraud protection built into it. Dave thought that at a minimum, they needed a firmer quote to know what the cost of the insurance would be. Stacie reminded the Board that if someone were to hack into Paylease through the portal on the Association website, the current CAU policy would not cover the Association. The Association is named as an additional insured on the Paylease insurance policy. What is uncertain is if the Paylease policy would pay for all the required federal notification if the site was compromised.

Motion: Jim Baldwin made a motion to defer the acceptance of Cyber liability insurance to the September meeting for research and evaluation; Larry Kleinworth seconded, motion carried unanimously.

X. New Business

- A.** Jim Baldwin reported on the status of case #CV15-00167. Attorney's Boyack and Taylor are in the discovery stage and are gathering information about the case.
- B.** Jim Baldwin reported on the status of case #CV14-00952. Jim provided information from the notice of pending action. SFR Investments, the owner of the property, has filed a motion to dismiss and the Association has filed a joinder to SFR's motion to dismiss. To date, an opposition has not yet been filed.
- C.** Requests were received to have a fall community wide garage sale or move the spring sale to a later date. Barbara Gonzales suggested we look to see when other Associations are having their sales before moving our date. **Motion:** Dave Stefan made a motion to have one garage sale per year and to look into moving the date of our annual garage sale to a later date. Larry Kleinworth seconded, motion carried unanimously.
- D.** Stacie reviewed the service received from The Groundskeeper over the past years. The first two years they did a really good job on the parkway and communication was great. Last year and this year, the level of communication has decreased and there doesn't seem to be the level of supervision that has been there in the past. The improvement in the economy has made it difficult for landscapers to attract and retain good help. The Groundskeeper contract runs through 2016. Dave Stefan mentioned they may want to have one more meeting with Jose and their CFO to see if the issues can be resolved, otherwise they want to look into having another company take over the remainder of the landscaping contract. Jim Gaba spoke about a new company coming to Reno that has expressed interest in working for The Vistas.

Motion: Dave Stefan made a motion for two Board members to meet with The Groundskeeper and if that does not correct the problem to the Board's satisfaction then they can proceed to look for a replacement; Jim Baldwin seconded, motion carried unanimously.

Charlene Bybee entered the meeting

- E.** The liability insurance policy for the Association is up for renewal in October. Jim Baldwin reminded everyone how the process for obtaining insurance bids is difficult and can take a long time. Jim also explained how in the past we have used an insurance broker that seeks more than one bid. These bids are presented to the Board for evaluation and approval. Jim Gaba confirmed that our current insurance representative, Ron Wright is thought of highly in the HOA industry. A lengthy discussion ensued over whether to have Ron Wright submit bids at the next meeting or open the bidding process to other interested outside parties.

Motion: Jim Baldwin made a motion to accept bids for this coming year from Ron Wright; James Gaba seconded, motion carried unanimously.

Stacie asked how the Board would like her to handle the other outside insurance agencies that have expressed interest in submitting bids.

Amended Motion: Jim Baldwin amended his motion to allow outside insurance companies to bid on liability insurance for the Association based on current coverages; Larry Kleinworth seconded, motion carried unanimously.

XI. Membership Forum

Homeowners present were given the opportunity to ask questions and make comments.

NEXT MEETING SCHEDULES – Meeting dates: September 24, 2015, and November 12, 2015. Budget Ratification Meeting is scheduled for 10:00 a.m. on November 12, 2015 at the Association office.

XII. Adjournment

Motion: Being no further business Larry Kleinworth motioned to adjourn the meeting; Dave Stefan seconded, motion carried unanimously.

Respectfully submitted,

Stacie Ciesynski

Jim Gaba, Secretary