

The Vistas Homeowners Association

MEETING MINUTES

BUD BEASLEY ELEMENTARY SCHOOL

November 9, 2017

Board Members Present

Briana Foroszowsky
Jacqueline Miller
Sheryl Shay
Margaret Powell
Lisa Ruzycki

Staff Present

Stacie Ciesynski, General Manager
Ashley Wiley, Compliance Officer

I. Call to Order

Briana Foroszowsky called the meeting to order at 10:17 a.m.

Introduction of Board members: Briana Foroszowsky, Sheryl Shay, Jacqueline Miller, Margaret Powell and Lisa Ruzycki were present. 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. No questions from Vistas homeowners.

III. Approval of Minutes

A. Motion: Jacqueline Miller made a motion to approve the September 28, 2017 Minutes; Sheryl Shay seconded, motion carried with Margaret Powell abstaining, she was not present at that meeting.

IV. Financial Report

A. The unaudited financial report for September 2017, was received as presented by Jaqueline Miller.

Motion: Sheryl Shay made a motion to approve the September unaudited Financial report; Lisa Ruzycki seconded, motion carried unanimously.

V. Reports

Margaret Powell made a comment that the water budget may need to be increased in future years to keep Los Altos looking the way it does. Jacqueline Miller commented that it is important to make sure the landscapers fertilize properly as well.

A. Landscape/Maintenance Report – Briana Foroszowsky reported that she had a meeting with Jose and stressed to him the importance of the weekly update. November to February the landscape company is required to have 3 men on the parkway 2 days a week. The weekly update will let everyone know when the crew is on the parkway and what is being done. There are several outstanding maintenance items that can be done during this time. Stacie pointed out the need for a landscape committee to interact and follow up with the landscape company on these outstanding items. Margaret cautioned that the committee should be both a help for Board members and staff that is already stretched thin.

The homeowner in attendance asked what a volunteer on the landscape committee would do. It was explained individuals on the committee would make sure the maintenance items in the contract are being done, i.e. fertilizer applied, present information to the Board on possible improvements to technology and turf reduction, among other things. The committee members could oversee landscape items, spring start up and make sure open space clean up occurs. Jacqueline Miller asked how much time Jose spends on the parkway. Jose indicated in initial discussions he would be a participant and active supervisor on the parkway a couple days a week, but it is not clear if that is the case.

Briana explained some of the difficulties Jose has experienced over the last few months, with leaf abatement and other issues, and would like to give him an opportunity to get caught up during non-peak season. At the

same time Jose needs to be accountable for what needs to be done. There are important written deadlines that he will need to meet or the contract will need to be re-evaluated. Briana will monitor the deadlines for completion.

The landscape update report from Jose is as follows:

- Debris, garbage cans and doggy stations were cleaned weekly.
- Pruning and cut back of the shrub beds will start at Vista and Los Altos November 14th, weather permitting and will continue up the parkway.
- Trees have been trimmed as needed for the season. One pear tree was replaced and the other will be checked in the spring and replaced if needed.
- Mowing, edging and weeding has been completed for the season. Grass growing over the asphalt pathway has been trimmed back.
- Leaf control has been ongoing over the last 4 weeks. Once the leaves on the parkway are cleared they will move to clean out the ditches.
- Irrigation was turned off October 26th and before that happened there was a couple of heavy water cycles on the north side of Los Altos per Briana's request.
- Valves and battery operator that needs repair were not completed and will be done at the beginning of the season.
- The area around Jacqui's house was cleaned up.
- All irrigation leaks or broken sprinklers were addressed and minor repairs were made.
- Company logos were ordered and should be on the trucks by November 17th.
- Another mow will be scheduled to collect the rest of the leaves, weather permitting.
- Pending items were check valve sprinklers and removal of rose bushes growing in the common area. Briana noted that there should be additional pending items that he has omitted from the report.

Stacie expressed concern that a pattern is developing where Jose is being asked to complete projects within a certain time and the work is not being completed until a later date. Previous landscape companies employed by the Association were not without these types of issues as well. Briana will continue to monitor and follow up with Jose on the outstanding issues.

Sheryl asked whose decision to turn the water on in the spring will it be, Jose or the Association? Generally, it is the landscape company making that determination. The Association has in years past coordinated the start-up time with the landscape company. This spring, a scheduled walk of the parkway with interested Board members will be important. Checking common area 10-foot clearance from fence lines will also need to be done. Hopefully, if a landscape committee can be organized, those on the committee can be a part of these two things as well.

Ashley asked about the plant that caught fire. Stacie explained that during lane stripping on one of the side streets off Los Altos, the torch the crew was using caught a large bush on fire. The landscape company took pictures of the damage and forwarded this information to the Association.

VI. Correspondence

VII. Old Business

- A. Stacie Ciesynski reported on the status of Case No. CV15-00167. The case has been dismissed with no liability to the Association.
- B. Stacie reported on the status of Case No CV14-00952. A motion for Summary Judgement with the District Court was granted dismissing the Counterclaim against the Association. Plaintiff appealed the District Court's decision to the Nevada Supreme Court seeking review of the Court's order dismissing the counterclaim. The case is currently pending before the Nevada Supreme Court.
- C. Stacie Ciesynski reported on the Nevada Real Estate Division Claim 16-432, Alternative Dispute Resolution. Stacie explained that this ADR is related to Case No. CV15-00167 which was closed by the Real Estate Division in August 2017.

VIII. New Business

- A. Briana Foroszowsky acknowledged an executive session meeting was held October 26, 2017. The meeting items discussed were for delinquency and violation items. There were no personnel issues or legal matters discussed.
- B. Information on 2018 workers compensation coverage has not been received as of the meeting. Information on 2017 coverage and cost was included for the Board. Ron Wright, the Association insurance agent, was going to try to get an estimate that has volunteer coverage as a part of workers compensation coverage. If he

is able to do this the current stand alone volunteer policy will be cancelled. Current volunteer policy cost \$300.00.

Motion: Margaret Powell made a motion to approve workers compensation coverage with volunteer coverage not to exceed \$2,300.00; Sheryl Shay seconded, motion carried unanimously.

Amended Motion: Margaret Powell amended her motion to include a not to exceed amount of \$2,000.00 if volunteer coverage is not included; Sheryl Shay seconded, motion carried unanimously.

- C. Gene Clawson, the Association CPA, submitted a proposal to perform the 2017 audit and tax return at a cost of \$3,750.00. Discussion over whether or not to go to bid for these services was conducted.

Motion: Margaret Powell made a motion to accept the proposal from Gene Clawson to perform the 2017 audit and tax return; Sheryl Shay seconded, motion carried unanimously.

The Association will solicit bids to perform tax and audit services for the 2018 year. This item to be included on the agenda at the July 2018 meeting. Sealed bids will be opened at that time.

- D. The new Military Verification requirements necessitate the Association verify the status of each homeowner before a foreclosure of a lien is initiated. In most cases the only way to verify is through an online website that charges \$36.40 for each request. These charges were put on a personal credit card and reimbursement from the HOA was then made. To alleviate this issue, First Independent Bank is able to provide the Association with a credit card that does not require a Board member to personally guarantee since the HOA is a not for profit Corporation.

Motion: Jacqueline Miller made a motion to approve the application of a credit card with First Independent Bank not to exceed a \$1,000.00 limit; Briana Foroszowsky seconded, motion carried unanimously.

Motion: Margaret Powell made a corollary motion that the name on the credit card be Stacie Ciesynski; Briana Foroszowsky seconded, motion carried unanimously.

- E. Stacie reviewed the budget comparison, actual expenses compared to what was budgeted. There are areas where expenses were less than what was budgeted. The Board discussed, in length, project areas within the community and Los Altos Parkway that these funds could be allocated towards. The current project fund balance and allocation was reviewed. Landscape priorities include covering the black weed barrier with rock on the North side of Los Altos, hiring an arborist to make recommendation on trimming the remarkable juniper bushes in the area, irrigation retrofit and open space maintenance.

Motion: Briana Foroszowsky made a motion to allocate \$30,000 from the 2017 budget to the project funds. \$15,000 for rock, \$10,000 to address the issues with the juniper bushes, and \$5,000 for bark; Margaret Powell seconded, motion carried unanimously.

IX. Membership Forum

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

NEXT MEETING SCHEDULES – January 25, 2018, April 26, 2018, July 19, 2018, and September 27, 2018 Board meetings held at Bud Beasley Elementary School starting at 6:00 p.m. The Budget Ratification meeting is scheduled for November 9, 2018 at 10:00 am at the Association office. A Board of Directors meeting to follow.

X. Adjournment

Motion: Being no further business Briana Foroszowsky adjourned the meeting.

Respectfully submitted,

Stacie Ciesynski, General Manager

Margaret Powell, Secretary