

**Tenaya Creek Homeowners Association
Board of Directors Meeting
August 31, 2011**

Board Present

Pete Delicino -President
Barbara Matthews - Secretary
Pat Rozwod-Vice President / Treasurer (Arrived at 5:31 PM)
Jim Lamoreux - Director
Ray Maxwell – Director

Management

Don Lamers –Community Manager

Membership

List on File
C. Santos - Landscaping

1. Call to Order/Roll Call

President, Pete Delicino called the meeting to order at 5:30 PM, which was held at the offices of Kenyon & Associates, Inc. 645 Sierra Rose Dr. #105A in Reno, NV. With four of the five Board Members present, a quorum was established. All five board members were present when Pat Rozwod joined the quorum at 5:31 PM.

2. Membership Open Forum – Agenda Items Only

No membership comment was given at this time.

3. Approval of Minutes

President, Pete Delicino made a motion to approve the June 22, 2011 minutes as written. Director, Ray Maxwell seconded the motion which carried unanimously.

4. Approval of Financials

Vice President/Treasurer, Pat Rozwod read the financial reports for June 2011 and July 2011.

He stated that the balance as of June 30, 2011 in the operating account was \$9,795.78 and the balance in the reserve account was \$145,009.60. He stated that receivables as of June 30, 2011 were \$27,888.61.

He stated that the balance as of July 31, 2011 in the operating account was \$13,336.49 and the balance in the reserve account was \$147,713.27. He stated that receivables as of July 31, 2011, were \$25,531.11.

President, Pete Delicino made a motion to accept the June 2011 and July 2011 financial reports as read. Director, Ray Maxwell seconded the motion which carried unanimously.

It was noted that the Board fulfilled their fiduciary duty by reviewing the original bank statements through May 31, 2011, per NRS 116.

5. Old Business

There was no Old Business to discuss.

6. New Business

Tree Trimming Ratify – Cost

President, Pete Delicino made a motion to hire C. Santos Landscaping to trim the 33 trees and rose bushes in the amount of \$2,300.00. Vice President/Treasurer, Pat Rozwod seconded the motion which carried unanimously.

Concrete Work at Tenaya Creek Lane Wash – Bids

Bids were opened and reviewed. Discussion was had. Director, Jim Lamoreux stated that the wash had to be done per the engineering specifications in order to ensure that the wash functioned in conjunction with the detention basin. *President, Pete Delicino made a motion to approve the bid from Supercurb & Concrete to replace the 1365 square foot wash between the two houses on Tenaya Creek Lane ensuring that the engineering is done per code in the amount of \$8,190.00. Vice President/Treasurer, Pat Rozwod seconded the motion which carried unanimously.*

Adopt 2011 Financial Update of Reserve Study at a cost of \$250.00

President, Pete Delicino made a motion to approve the cost of \$250.00 to have Resource 1, LLC conduct the 2011 Financial Update of the Reserve Study. Vice President/Treasurer, Pat Rozwod seconded the motion which carried unanimously.

Management reviewed the Financial Update of the Reserve Study with the board of directors. *President, Pete Delicino made a motion to adopt the Financial Update of the Reserve Study dated August 10, 2011 conducted by Resource 1, LLC as presented. Vice President/Treasurer, Pat Rozwod seconded the motion which carried unanimously.*

Phone Tree – Cost

Director, Jim Lamoreux stated that a phone tree is a good idea to send mass notification should anything of concern happen in the community. Discussion was had and information reviewed. *President, Pete Delicino made a motion to send out a survey to the Owners at Tenaya Creek to see how much interest there would be in a service like the phone tree. Vice President/Treasurer, Pat Rozwod seconded the motion which carried unanimously.*

Speed Bumps

Director, Jim Lamoreux and Secretary, Barbara Matthews commented on the number of speeders in the community not obeying the 15MPH limit. Director, Jim Lamoreux provided information from Hindman Sanchez regarding possible solutions to speeders in the community. Discussion was had. Jim Lamoreux stated that he had been in contact with another traffic engineer and would like to investigate solutions such as placing speed bumps or traffic calming in the community. President, Pete Delicino stated he would like to look into solutions to the problem but is not especially in favor of speed bumps. *President, Pete Delicino made a motion to send out a survey to the Owners at Tenaya Creek to see how much interest there would be in installing speed bumps or traffic calming at the community. Vice President/Treasurer, Pat Rozwod seconded the motion which carried unanimously.*

Additionally, Jim Lamoreux and Pete Delicino volunteered to do further investigation with a traffic engineer and report at the October 2011 meeting.

Newsletter

Director, Jim Lamoreux drafted a Newsletter that he would like to have distributed to the community. Discussion was had. *President, Pete Delicino made a motion to send out the Newsletter as written. Vice President/Treasurer, Pat Rozwod seconded the motion which carried unanimously.*

Collection Policy – Updated Charges Adopt

Management provided an updated Collection Charge List from Hampton & Hampton that is in accordance with NRS 116, which the board reviewed. Discussion was had. *President, Pete Delicino made a motion to approve the new collection charges as submitted by Hampton and Hampton. Vice President/Treasurer, Pat Rozwod seconded the motion which carried unanimously.*

Additional Insurance Coverage as required per NRS 116

Management advised the board that increased insurance coverage was as required by NRS 116 and was explained that three months of assessments plus the total amount in the reserve account had to be insured per the new state statute. Discussion was had. *President, Pete Delicino made a motion to approve the cost of \$336.00 to implement the required coverage. Vice President/Treasurer, Pat Rozwod seconded the motion which carried unanimously.*

Policy for Conducting a Meeting (Robert's Rules of Order Policy)

Management advised the board that a policy should be in place in order to specify how meetings would be conducted otherwise all meetings must be conducted by Robert's Rules of Order per new NRS 116. Management presented a policy for the board to review. Discussion was had. *President, Pete Delicino made a motion to approve the Policy for Conducting a Meeting (Robert's Rule of Order Policy as written. Vice President/Treasurer, Pat Rozwod seconded the motion which carried unanimously.*

2011 Draft Budget Adoption

Management presented the board with the 2012 Draft Budget for their comment and consideration. Much discussion was had as to the ability to raise assessments and the challenge to fund the reserve while having monies to complete the necessary and desired projects in the community.

President, Pete Delicino stated that at last years budget cycle the board sided with the membership and kept the assessments at \$66.00 monthly and that caused the 2011 reserve contribution to fall short. He stated that he and the board did not want to have an increase but understand that it is their fiduciary duty to approve a sound fiscal plan for the community. Discussion was had.

President, Pete Delicino made a motion to adopt the 2012 Budget as written with assessments to increase to \$68.00 monthly. Vice President/Treasure Pat Rozwod seconded the motion which carried unanimously.

8. Management Report

Management stated that he had received a refund from Federal Express/Kinko's in the amount of \$107.48. Management stated that he had worked on the draft budget and reserve study financial update to present at this meeting.

9. Board Input

Nothing to report at this time.

10. Correspondence

5340 Tenaya Creek Lane: Owner submitted and Architectural Review form to build a fence to enclose the carport in the style of others about the community. *President, Pete Delicino made a motion to approve the request as submitted. Secretary, Barbara Matthews seconded the motion which carried unanimously.*

5290 Tenaya Creek Lane: Owner submitted and Architectural Review form to build a fence to enclose the entire backyard and extend the fence on the driveway side to the street level. *President, Pete Delicino made a motion to approve the request as submitted. Vice President/Treasure Pat Rozwod seconded the motion which carried unanimously.*

633 Diamond "O" Drive: Owner submitted and Architectural Review form to remove the trees along side of the driveway and replace them with small pine trees. *President, Pete Delicino made a motion to approve the request as submitted. Vice President/Treasure Pat Rozwod seconded the motion which carried unanimously.*

5227 Mt. Dana Drive: Owner submitted and Architectural Review form to enlarge the gate to the backyard on her property. *President, Pete Delicino made a motion to approve the request as submitted. Vice President/Treasure Pat Rozwod seconded the motion which carried unanimously.*

5220 Tenaya Creek Lane: Owner submitted a letter asking the board to consider action with regards to speeders about the community. The board has instructed a survey be sent to the membership with regards to this topic.


11. Membership Open Forum

5227 Mt. Dana Drive: Owner questioned what the increased insurance coverage was as required by NRS 116 and was explained that three months of assessments plus the total amount in the reserve account had to be insured per the new statute. Owner asked about how the phone tree would work. The board stated that they were still looking into options and will be sending out a survey of the membership to see if there is any interest.

12. Adjournment

With no further business to discuss, the meeting was adjourned to Executive Session at 6:09 PM.

Respectfully submitted by:


Don Lamers
Recording Secretary


Barbara Matthews
Board Secretary