

GREEN VALLEY RANCH COMMUNITY ASSOCIATION

Board of Directors Meeting

Regular Agenda

June 19, 2014

6:30 PM

DESERT WILLOW COMMUNITY CENTER

2020 W. HORIZON RIDGE PARKWAY

HENDERSON, NV 89012

Board Members

Paul Rowcliffe	President
Phil Brody	Vice President
Rick Schmalz	Treasurer
Jocelyn Holzwarth	Secretary
Bryan Sandrock	Director
Lisa Ortega	Director
David Berk	Director

Management

Kristin Fyler, Supervising Community Manager, CMCA®, AMS®, PCAM®, Billie Smith, Community Manager, CMCA®, AMS® and Tasha Carrabotta, Provisional Community Manager - Terra West Management Services

This agenda is made available to the association's membership in accordance with NRS 116.3108. Effective October 1, 2009 each meeting of the Executive Board in Regular Session shall be audio recorded. Copies of the recording will be available to unit's owners upon request. There may be a charge for the copy.

Board action may be taken on any items placed on the Agenda as per NRS 116.

I. CALL TO ORDER AND ESTABLISHMENT OF A QUORUM

II. HOMEOWNERS' FORUM

This forum is devoted to comments from homeowners on agenda items only. To ensure everyone gets an opportunity to speak, comments may be limited to three minutes. No owner can give away their allotted time to expand another owner's time. Except in emergencies, no action will be taken upon a matter raised during this forum until the matter has been specifically included on a future agenda as an item upon which action may be taken.

III. CONSENT AGENDA ITEMS

Unless an item is pulled for discussion, the Board of Directors will take action on all consent agenda items with one motion, accepting the recommendations as stated on the agenda item. To pull an item for discussion, please notify the Board President before action is taken on the consent agenda items.

A. Approval of Minutes – May 15, 2014	pages 1-6
B. 2014 Approved Landscape Proposals Report	page 7
C. Acceptance of Financials – March Quarterly 2014	pages 8-15
D. Acceptance of Financials – April 2014	pages 16-23
E. Next Meeting – June 19, 2014	
F. Annual Calendar	pages 24-25
G. Election and Budget Procedure Calendars	page 26
H. Priorities/Goals	page 27
I. Reserve Expense Report	pages 28-29
J. 2014 Pending Reserve Projects	page 30

IV. FINANCIAL REVIEW

A. Treasurers Report

V. UNFINISHED BUSINESS

- A. Seeking a firm to survey residents on various topics such as Community Events, Committee Participation, Preferred Communication Channels, Resident Satisfaction, Resident Priorities, etc. – Motion/Discuss/Review the approval of RFP for seeking a firm for survey (Schmalz) pages 32
1. Not in the 2014 Budget – when information comes in and if the board decides to continue it is to be paid out of Operating 6458 Social and it will be over budget
- B. Painting of mailboxes – Motion/Discuss/Motion to get bids or have handyman paint the mailboxes (Schmalz)
- C. Architectural Review Committee Charter– Motion/Discuss/Review to approve the Architectural Committee Charter (Sandrock) pages 33-34
- D. Water Use Committee Charter – Motion/Discuss/Review to approve the Water Use Committee Charter (Rowcliffe) pages 35-36
- E. Develop an RFP for an HOA management consultant to lead the Board of Directors through the various phases associated with creating and issuing, as well as evaluating responses to an RFP for an HOA management company, and hiring the successful bidder (Brody/Berk) page 37
- F. Adding new BBQ to parks – Motion/Discuss/Review to open sealed bids and possible approval for new BBQ for parks without BBQ (Board) page 38
1. Not in the 2014 Budget – if approved to be paid out of Operating 6375 Parks and added to the next Reserve Study
- G. Collection Policy – Motion/Discuss/Review to approve the adding in an amount of fines in collection policy (Board) pages 39-46
1. Board requested at the last executive meeting to add in an amount for violations
- H. Landscape Refurbishment of Amargosa Trail from Coronado Center to Green Valley Parkway - Motion/Discuss/Review for approval of the landscape refurbishment of Amargosa Trail from Coronado Center to Green Valley Parkway (Landscape Committee) pages 47 -50
1. GTI - \$125,640.00 pages 51-62
 2. Jaramillo - \$84,370.00 pages 63-89
 3. Valley Crest - \$425,000.00 pages 90-98
 4. XL - \$112,000-\$127,000 pages 99-137
 5. Newtex – in sections pages 138-141
 6. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other or Reserve Account also has landscape renovation for 2014
 7. See 2014 Approved Landscape Report for remaining amount left
 8. 5 out 6 members of the Landscape Committee approved to postpone the proposals until the landscape consultant assessment is completed, the irrigation is checked and the soil and tissue test are completed.
 9. I will bring other designs that can't fit.
- I. Landscape Refurbishment of the south side of Desert Shadow Trail- Motion/Discuss/Review for approval of the landscape refurbishment of Desert Shadow Trail (Landscape Committee) pages 142-145
1. GTI - \$39,760.00 pages 146-157
 2. Jaramillo - \$62,500.50 pages 158-181

3. Valley Crest - \$112,596.00 pages 182-188
 4. XL - \$85,000-\$100,000 pages 189-220
 5. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other or Reserve Account also has landscape renovation for 2014
 6. See 2014 Approved Landscape Report for remaining amount left
 7. 5 out 6 members of the Landscape Committee approved to postpone the proposals until the landscape consultant assessment is completed, the irrigation is checked and the soil and tissue test are completed.
 8. I will bring other designs that can't fit.
- J. Opinion on requirements for obtaining multiple bids – Motion/Discuss/Review to approve with or without changes of the opinion and the release of the opinion to the members (Rowcliffe) pages 221-223

VI. NEW BUSINESS

- A. Letter of Representation for Hilburn and Lein – Motion/Discuss/Review to approve and endorse the Letter of Representation (Schmalz) pages 225-229
1. Letter from Treasurer page 224
- B. Draft Audit – Motion/Discuss/Review to approve of the Audit(Schmalz) pages 230-256
1. Letter from Treasurer page 224
- C. Management Letter – Motion/Discuss/Review to approve the management letter from Hilburn and Lein (Schmalz) page 257-258
1. Letter from Treasurer page 224
- D. RFP for 215 to street between Fountain Hills – Motion/Discuss/Review to approve the RFP for the trail from 215 to street between Fountain Hills (Schmalz) pages 259-262
1. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other or Reserve Account also has landscape renovation for 2014
 2. See 2014 Approved Landscape Report for remaining amount left
 3. 5 out 6 members of the Landscape Committee approved not to send the RFP to the Board until the completion of the landscape assessment.
- E. RFP for Landscape refurbishment for both sides and median of Green Valley Parkway (Benji south to the Green Valley Ranch south property line on the east side, and from, Paseo Verde Parkway to the Green Valley Ranch property line south of Wingbrook Avenue on the west side – Motion/Discuss/Review to approve the RFP for Landscape refurbishment for both sides and median of GVP (Schmalz) pages 263-265
1. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other or Reserve Account also has landscape renovation for 2014
 2. See 2014 Approved Landscape Report for remaining amount left
 3. A member of the Landscape Committee made a motion to move the RFP to the Board, there was no second.
- F. RFP for Landscape Refurbishment for both sides of Valle Verde (I-215 south to the Green Valley Ranch south property line at the walking trail on the east side, and from, Paseo Verde south to the Green Valley Ranch south property line at the Meritage entrance on the west side – Motion/Discuss/Review to approve for Landscape refurbishment for both sides of Valle Verde (Schmalz) pages 266-268

1. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other or Reserve Account also has landscape renovation for 2014
 2. See 2014 Approved Landscape Report for remaining amount left
 3. 5 out 6 members of the Landscape Committee approved not to send the RFP to the Board until the completion of the landscape assessment.
- G. RFP for GIS mapping – Motion/Discuss/Review to approve for GIS mapping (Ortega) pages 269-270
1. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other
 2. See 2014 Approved Landscape Report for remaining amount left
 3. The Landscape Committee approved to send management any changes or recommendation by Monday, June 9th.
- H. Response from Jaramillo on the Doggie Bag costs Demand Letter – Motion/Discuss/Review to respond to the letter from Jaramillo in regards to the doggie bag costs (Sandrock) pages 271-273
- I. Consultant fee of \$115 per hour – Motion/Discuss/Review to approve a set number of hours at \$115 per hour per month for the consultant to review and assist the landscape committee on RFPs and proposals (Schmalz)
- J. *Moderating Meeting Madness* class – Motion/Discuss/Review to approve a workshop for the Board and Committees (Ortega) pages 274-275
- K. Proposal 05161401BK(R-1)/Whirlwind and Summerwood/ installation of tree – Motion/Discuss/Review to approve proposal 05161401BK(R-1) for \$350 for grind and installation of tree (Landscape Committee) page 276
1. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other
 2. See 2014 Approved Landscape Report for remaining amount left
 3. 6 out 6 members of the Landscape Committee recommend approval with a 2 year warranty and a \$75 charge for the grind.
- L. Proposal 05021401BK(R-1)/Cozy Hill across from school/removal and installation of tree – Motion/Discuss/Review to approve proposal 05021401BK(R-1) for \$500 for removal, grind and installation of tree (Landscape Committee) page 277
1. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other
 2. See 2014 Approved Landscape Report for remaining amount left
 3. 5 out 6 members of the Landscape Committee recommend approval with a 2 year warranty.
- M. Proposal 05291408BK/Turnabout on Tanglewood/ removal and installation of tree – Motion/Discuss/Review to approve proposal 05291408BK for \$375 for removal, grind and installation of tree (Landscape Committee) page 278
1. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other
 2. See 2014 Approved Landscape Report for remaining amount left
 3. 6 out 6 members of the Landscape Committee recommend approval with a 2 year warranty.
- N. Proposal 04151403BK(R-1)/Paseo Verde East of Mt. Point #2 entry/remove and installation of trees and plants due to car accident – Motion/Discuss/Review to approve proposal 04151403BK(R-1) for \$2,050.00 for removal, grind and installation of trees and plants (Landscape Committee) page 279
1. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other

2. See 2014 Approved Landscape Report for remaining amount left
 3. 3 out 4 members of the Landscape Committee recommend approval.
(2 members were absent)
- O. Proposal 04041401SC(R-1)/Mountain Ridge Circle/remove and installation of trees due to winter freeze – Motion/Discuss/Review to approve proposal 04041401SC(R-1) for \$800.00 for removal, grind and installation of trees (Landscape Committee) page 280
1. In the 2014 Budget depending on price – if approved to be paid out of Operating 6315 Landscape Other
 2. See 2014 Approved Landscape Report for remaining amount left
 3. 4 out 6 members of the Landscape Committee recommend approval.
(2 members were absent)
- P. Intertex LV/Remove and replace damaged pier cap/Tanner Circle – Motion/Discuss/Approval of removal and replacement of the damaged cap in the amount of \$567.00 (Management) pages 281-285
1. In the 2014 Budget – if approved to be paid out of Operating 6377 Walls
- Q. Park Pro/installation of fill block for decking – Motion/Discuss/Review to approve proposal 1166 from Park Pro in the amount of \$588.27 to install fill block (Management) pages 286-292
1. In the 2014 Budget – if approved to be paid out of Operating 6375 Parks
- R. Abatement and Right to Entry Policy – Motion/Discuss/Review to approve the Abatement and Right to Entry Policy(Sandrock) pages 293-297
- S. Return Mail Procedure – Motion/Discuss/Review to approve the return mail procedure (Sandrock) pages 298-300
- T. Retention Policy – Motion/Discuss/Review to approve retention policy (Sandrock) pages 301-305
- U. Amnesty Program - Motion/Discuss/Review to approve Amnesty Program (Sandrock) page 306
- V. Pest Control Contract – Motion/Discuss/Review to do a geographical map of location of traps and survey (Sandrock) pages 307-311
- W. City of Henderson Maintenance Agreement – Motion/Discuss/Review the areas of the maintenance agreement (Sandrock) pages 312-326
- X. An update on the inventory of what is in the Terra West warehouse of information that belongs to GVRCA, fully disclosed. Percent of completion, time to complete the rest of the task. (Berk)
- Y. The possibility of either members of the BOD or an assigned committee to help or do our own inventory – Motion/Review/Discuss to approval a committee to create an inventory. (Berk)
- Z. Get quotes to scan documents to obtain high quality scans of all these documents, from the inventory, in Word, PDF and CAD format. Examples of items to be scanned are the Original Blue Prints with original seals still intact (appears to be the entire Ranch - guesstimate 50 plans total) and Full size (easy to read) CC&R. – Motion/Review/Discuss to approve to get quotes to scan documents to high quality scans (Berk)

VII. INFORMATIONAL/UPDATES

- A. Update of electrical engineer on – Motion/Discuss/Review to approve site plan to bid out electrical work
1. installing lighting on the trail across from Friendship Park
 2. Repairing the lighting at the rest stops, palms and trails south side of Paseo Verde

- B. Asphaltting the trail across from Friendship Park Update
- C. Drinking Fountain Update
- D. Replace the playground equipment and padding at Friendship Park- Reserve CID 1301.1305 and 1302.1306 (Holzwarth)
- E. Correct formatting of Income Statement available on TW Portal and Income Statement presented to Board and Homeowners so that it matches the formatting of the budget ratified by the homeowners (Sandrock)
- F. Red Curbs – Currently working with City of Henderson and Legal counsel to come up with an agreement and work through some noticeable issues within the community
- G. South Hills curbing – Painting June 14th from 8am to 11am- Cancelled

VIII. COMMITTEE REPORTS

- A. Newsletter/Website/Web Portal
- B. Landscape page 327
- C. Architectural
- D. Social page 328
- E. Safety & Security
- F. Government Relations
- G. Finance Committee
- H. Management Report pages 329-336

IX. HOMEOWNER LETTERS / REQUESTS

- X. NEXT MEETING
 - A. July 17, 2014

- XI. HOMEOWNERS' FORUM – This forum is devoted to comments from homeowners on general topics. To ensure everyone gets an opportunity to speak, comments may be limited to three minutes. No owner can give away their allotted time to expand another owner's time. Items discussed may be placed on a future agenda at the discretion of the Board of Directors.

XII. ADJOURNMENT

AN EXECUTIVE SESSION OF THE BOARD OF DIRECTORS WILL BE HELD PRIOR TO THIS MEETING

Audio Recordings and approved minutes from previous meetings(s) are available by contacting Terra West Management Services, 11135 S. Eastern, Suite 120, Henderson, NV 89052 Phone: (702) 856-3773, or may be downloaded from your community website by logging in at www.terrawest.com or via email from kfyler@terrawest.com. There may be a cost for paper or audio copies of minutes. There is no cost in downloading them from the association website.