

GREEN VALLEY RANCH COMMUNITY ASSOCIATION
Board of Directors Meeting
Regular Agenda
August 21, 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® 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. VENDOR/GUEST
 - A. Sam Bateman
 - B. UNLV Students pages 1-19

- IV. COMMITTEE REPORTS
 - A. Newsletter/Website/Web Portal
 - B. Landscape page 20
 - C. Architectural
 - D. Social
 - E. Safety & Security
 - F. Government Relations
 - 1. City of Henderson Fee Schedule
 - 2. BDR List page 21
 - G. Finance Committee
 - H. Management Report pages 22-29

V. 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 – July 17, 2014 pages 30-34
- B. 2014 Approved Landscape Proposals Report page 35
- C. Acceptance of Financials – June 2014 pages 36-42
- D. Review of Litigation Disclosure pages 43-46
- E. Next Meeting – September 18, 2014
- F. Annual Calendar pages 47-48
- G. Election and Budget Procedure Calendars page 49
- H. Priorities/Goals page 50
- I. Reserve Expense Report pages 51-52
- J. 2014 Pending Reserve Projects page 53
- K. 2015 Reserve Projects page 54

VI. FINANCIAL

- A. Treasurers Report
- B. 2015 Draft Budget Operating and Reserve Budget – Motion/Review/Discuss to approve items or the 2015 Budge Operating and Reserve Budget pages 55-67

VII. UNFINISHED BUSINESS

- A. Develop an RFP for an HOA management consultant and management contract (Brody/Berk)
- B. Collection Policy – Motion/Discuss/Review to approve the adding in an amount of fines in collection policy (Board)
 - 1. Board requested to postpone until a workshop can be scheduled.
- C. GIS Mapping- Motion/Discuss/Review of opening sealed bids and possible approval of the GIS mapping (Ortega) page 68
 - 1. Management is obtaining sealed bids
 - 2. Not in the 2014 Budget – when bids are open and if the board decides to continue it is to be paid out of Operating , it may be over budget
- D. Amnesty Program - Motion/Discuss/Review to approve Amnesty Program (Sandrock)
 - 1. Need to postpone until September meeting
- E. Pest Control Contract – Motion/Discuss/Review to open sealed bids and possible approve a pest control contract (Sandrock) pages 69
 - 1. Western Exterminator increase letters prior to RFP pages 70-82
- F. Jaramillo Addendum to Contract – Motion/Discuss/Review to a change to the approved addendum to the contract with Jaramillo at the July 17, 2014 Board meeting (Management) page 83
- G. Workshops – Motion/Discuss/Review to schedule workshops for collection policy, management RFP, Meeting Madness and collection contract (Management)
 - 1. Collection Policy – tentative,
 - 2. Management RFP
 - 3. Collection Contract/Fees - tentative,
 - 4. Meeting Madness – tentative,
 - 5. Survey on various topics such as Community Events, Committee Participation, Preferred Communication Channels, Resident Satisfaction, Resident Priorities, etc.

VIII. NEW BUSINESS

- A. Park Repair and Maintenance Issues – Motion/Discuss/Review to open sealed bids and possible approve a contract for park repairs and maintenance (Holzwarth) page 84
 - 1. In Operating Budget for 2014 expense code 6377 but depending on the repair item it can be Reserve expense, the CID number would be determine base on the repair and the park
- B. RFP for replacement of ground surfacing and play equipment for Friendship Park and Summit Ridge Park – Motion/Discuss/Review to approve the RFP for replacement of ground surfacing and play equipment (Holzwarth) pages 85-88
 - 1. Will come out of Reserves with CID numbers 1301.1204, 1302.1205, 1301.1305 &1302.1306
- C. HCI Report – Motion/Discuss/Review to accept or receipt of report (Committee)
- D. Letter to gated communities regarding painting of curbs, mailboxes and utility boxes – Motion/Discuss/Review a letter to the gated communities Board of Directors (Rowcliffe)
- E. Park Inspection and Maintenance – Motion/Discuss/Review a vendor to do quarterly or monthly maintenance and inspection of the parks (Sandrock) pages 89-170
 - 1. Not in the 2014 Budget - Operating expense code 6375, expense line item may be over budget
- F. Painting of Red and Yellow Curbs – Motion/Discuss/Review to rescind the April 17, 2014 approval of painting of red and yellow curbs in the amount not to exceed \$5,500 (Brody)
- G. Audit and Tax Return for 2014 – Motion/Discuss/Review to approve to create a RFP and release the RFP for an Audit and Tax Return for the 2014 financials (Sandrock) page 171
- H. Sample of power washing a few mailboxes – Motion/Discuss/Review to approve a sample power washing of a few mailboxes (Schmalz) pages 172-178
- I. Stucco cracks and trim damage to Monument/Arches at Reflections – Motion/Discuss/Review to open sealed bid and possible approve a contract for the repair (Management) page 179
 - 1. Depending on the proposal if it is replacement or complete rebuild it would be paid out of Reserve CID 801.1014, if not paid out of Operating with expense code 6377
- J. Stucco cracks and trim damage to Monument/Arches to Richmond Terrace – Motion/ Discuss/Review to open sealed bid and possible approve a contract for the repair (Management) page 180
 - 1. Depending on the proposal if it is replacement or complete rebuild it would be paid out of Reserve CID 801.1014, if not paid out of Operating with expense code 6377
- K. 2013 Audited Financial Statement and Management Letter – Review/Discuss/Motion to correct the 2013 Audited Financial Statement and Management Letter (Sandrock) pages 181-184
- L. Appointment Mike Duran to the Landscape Committee – Motion/Discuss/Review to appointment Mike Duran to the Landscape Committee (Committee)
- M. Accept the resignation of Maggie Nordstrom from the Social Committee – Motion/Discuss/Review of the acceptance of the resignation of Maggie Nordstrom from the Social Committee (Committee) page 185

- N. Separate reporting of expenses for non-Association owned property on income statement and reserve study – Motion/Discuss/Review to approve the separating of expenses for non-Association owned property on income statement and reserve study (Sandrock) page 186
 - O. Acknowledgement of the 11 backflow devices that were rebuilds or replaced – Motion/Discuss/Review the acknowledgement of 3 rebuilds and 8 replacements of backflow devices (Management) pages 187-205
 - 1. 3 are operating expenses to be paid out of Operating with expense code 6365 and 8 are Reserve expense with CID 1706.1033
 - P. RFP for backflow valve services – Motion/Discuss/Review to approve the RFP for backflow valve testing, repair and replacements (Sandrock) pages 206-208
- IX. 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. 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
 - E. Return Mail
 - F. Mailboxes – Review the development management has done in regards to surveying the mailboxes and submitting work orders (Schmalz) pages 209-220
 - 1. Mailboxes have been photographed and location documented.
 - 2. Management has submitted over 55 work orders to USPS
- X. HOMEOWNER LETTERS / REQUESTS
- A. Letter regarding scorpions page 221
 - B. Letter regarding pigeons page 222
 - C. Letter regarding mugging and lights pages 223-226
- XI. NEXT MEETING
- A. September 18, 2014
- XII. BOARD MEMBERS CLOSING COMMENTS
- XIII. 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.
- XIV. 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.