

CANYON PINES HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING NOTICE & AGENDA

Date: February 06, 2024
Time: 6:05 pm (or immediately after Annual Meeting)
Location: Reno Fire Station #11
7105 Mae Ann Ave., Reno NV 89523

AGENDA

ACTION MAY BE TAKEN ON ANY AGENDA ITEM

1. CALL TO ORDER, INTRODUCTIONS & QUORUM DETERMINATION
2. HOMEOWNER FORUM ~ Each member has 3 minutes to speak on agenda items only.
3. APPOINTMENT OF DIRECTOR & ELECTION OF OFFICERS – Director Shonna Giraudo Resignation
4. APPROVAL OF PREVIOUS MEETING MINUTES
 - a. 11.07.23 Meeting Minutes pg 2
5. FINANCIALS pg 4
 - a. Treasurer's Report
 - b. Accept Current Financials
 - c. Review & ratify CD purchase for Reserve Fund
 - d. Review & approve – Transfer of 2023 Operating Account surplus to Reserve.
6. REPORTS
 - a. President
 - b. Architectural Control Committee
 - c. Landscaping
 - d. Community Manager
7. UNFINISHED BUSINESS
 - a. Status of common area sidewalk inspection/maintenance/repair plan as noted in February '23 meeting minutes.
 - b. Discuss snow removal improvements at mailboxes throughout the community for the '23-'24 winter season.
8. NEW BUSINESS
 - a. Review & approve 2024 Reserve Study Update.
 - b. Common Area S2 – Landscaping and snow removal services.
 - c. Seasonal planting/additional color for Common Areas P9 and P6
 - d. Review and schedule/contract for 2024 Reserve Capital Improvement projects per Reserve Study
9. BUSINESS OUTSIDE OF MEETING - As may properly come before the Board
10. HOMEOWNER OPEN FORUM ~ Each member has 3 minutes to speak on non-agenda items.
11. ADJOURNMENT

NOTICE: 2024 Board meetings will be held: 02.06.24, 05.07.24, 08.06.24, 11.05.24 and 12.10.24 at Reno Fire Station #11, 7105 Mae Anne Ave., Reno, NV 89523. All meetings held at 6:00 PM, agendas available 10 days in advance on Canyon Pines HOA website or by contacting Management.

CANYON PINES HOMEOWNERS ASSOCIATION

Approved - BOARD OF DIRECTORS ZOOM MEETING MINUTES

Rescheduled from 02/06/24 to 02/20/2024

1. CALL TO ORDER, INTRODUCTIONS & QUORUM DETERMINATION

Due to schedule conflicts and lack of quorum; the February 6 meeting was rescheduled to February 20. This was an in-person meeting held over Zoom. The meeting was called to order at 6:00 pm, a quorum was established by the presence of: H. Bynum, S. Kenyon, J. Sallan and Jenna Altherr Flores. Board Member S. Giraudo was absent. Also present were community manager B. DeLisle, and K. Salazar with HOAMCO. No Homeowners were in attendance. Terri Fox, Ron Eckhardt and Jon Foruria from 7725 Great Basin joined the zoom call at 6:19 PM due to a zoom glitch.

2. HOMEOWNER OPEN FORUM – N/A

3. APPOINTMENT OF DIRECTORS + OFFICERS –

MOTION: J. Sallan motioned to appoint Jenna Altherr Flores back on the Board of Directors. S. Kenyon seconded, motion carried all in favor.

Due to the resignation of Board Member Giraudo, the Board reviewed the application from Terri Fox to volunteer to fill the vacant Board seat. Board Member Giraudo resigned due to her family moving out of Canyon Pines to another location in Reno. The Board thanks Shonna for her time on the Board.

MOTION: J. Sallan motioned to appoint Terri Fox to the Board of Directors H. Bynum seconded; motion carried all in favor.

MOTION: J. Sallan motioned for the Officers for 2024 as follow: J. Altherr Flores - Secretary, J. Sallan as President, H. Bynum as Treasurer. S. Kenyon as Vice President and Terry Fox as Director. H. Bynum seconded, motion carried all in favor.

4. APPROVAL OF PREVIOUS MEETING MINUTES

The 11.07.23 Board Meeting Minutes were reviewed.

MOTION: J. Sallan motioned to approve minutes. H. Bynum seconded; motion carried all in favor.

5. FINANCIALS

a. Treasurer's Report (specifically, account receivable) – The Financial Statements for the period ending 12/31/23 were reviewed by the Board and Treasurer. Treasurer H. Bynum reported the association has an appropriate cash position. The Operating account Total Liabilities & Equity is \$110,353.92. The Reserve Account Total Liabilities & Equity is \$160,882.82. The Association has adequate funds to pay all projected obligations as they become due. Most of the monthly general assessments are received in a timely manner. Accounts receivable has been reviewed and for those few accounts with past due balances, the appropriate measures are being taken by Manager and Board to ensure the Associations collection policies are being enforced. The Association also has a provision for doubtful accounts in the event a portion of the Accounts Receivable become uncollectable.

b. Accept Current Financials – The HOA is currently \$30,219.93 under budget End of Year unaudited.

Motion: H. Bynum motioned to accept the financials dated 12.31.23, S. Kenyon seconded; motion carried all in favor.

- c. Review & ratify CD purchase for Reserve Fund

MOTION: J. Sallan motioned to ratify the purchase of \$100k CD that was done by email. H. Bynum seconded, motion carried all in favor.

- d. Review & approve – Transfer of 2023 Operating Account Surplus to Reserve.

Motion: H. Bynum motioned to transfer \$50,000.00 of surplus revenue from the Operating Fund to the Reserve Fund. J. Sallan seconded, motion carried all in favor.

6. REPORTS

- a. Presidents – J. Sallan talked about the insurance policy that was just approved by board and the short time-line given by the Insurance Agent to place the policies. J. Sallan met personally with the Insurance provider to confirm that the Associations policies were appropriate and that the Association is neither over insured or under insured.
- b. Architectural Control Committee – H. Bynum summarized the ACC application received since the last meeting. The ACC expects more applications, specifically for painting, as the springtime weather kicks in.
- c. Landscape – B. DeLisle will double check to ensure the “S2” parking area on Peavine Creek Road will be added to the landscaping contract scope and maintained by Briteview going forward.
- d. Managers – B. Delisle reported he’s ready to order dog station signs and that the two damaged flyer boxes located on Peavine Creek Road have been removed and replaced with new flyer boxes.

7. UNFINISHED BUSINESS

- a. Status of common area sidewalk inspection/maintenance/repair plan as noted in February ’23 meeting minutes – H. Bynum reported that the sidewalk repair project was completed by Madole Construction on or about December 28, 2023. The work has been inspected to ensure the work was completed per the contract and the final invoice has been submitted for payment.
- b. Discuss snow removal improvements at mailboxes throughout the community for the ’23-’24 winter season. H. Bynum reported that the USPS had confirmed the conditions under which a request for relocation of the box would be considered. The request to relocate the cluster box (located just south of the intersection of Peavine Valley Road and Lodgepole Pine Ct) was initiated by the Board due to the large buildup of ice at this box in prior winters due to the lack of sunlight hitting this area during the winter. Per the USPS, the relocation request would require that ALL addresses receiving mail at the box confirm their agreement to the new location. The Board has decided to address the issue through the snow removal contract and has tabled this project for now and will remove it from the agenda going forward.

8. NEW BUSINESS-

- a. Common Area S2 – Landscaping and snow removal services.

MOTION: H. Bynum motioned to accept the contract

- b. Seasonal planting/additional color for Common Areas P9 and P6

It was discussed that Briteview is too expensive on small projects and it might be a good idea to seek bids.

- c. Review + schedule/contract for 2024 Reserve Capital Improvement projects per Reserve Study - Tabled

9. BUSINESS OUTSIDE OF MEETING

2023 Tax Preparation and Audit – The Board discussed the status of the 2023 Tax Preparation and Audit services. H. Bynum motioned to accept the bid from the same firm that provided the 2022 Tax

Preparation and Audit service so long as the bid was materially the same in scope and price for 2023. Jeff Sallan 2nd the motion. All votes in favor none opposed.

10. Homeowner Forum – Ron Eckhardt commented about the mailboxes that were up for discussion earlier in the meeting on the corner of Peavine Valley Rd and Lodgepole court. He mentioned he could help with reassigning mailboxes to homeowners because of his networking.

11. ADJOURNMENT

There being no further business to handle on this agenda,

MOTION: J. Sallan motioned to adjourn at 6:45 pm. S. Kenyon seconded, motion carried all in favor.

EXECUTIVE SESSION ACKNOWLEDGEMENT

Management advises that the Board met in Executive Session before this meeting in order to handle possible private correspondence, violations, delinquencies, collections, and/or legal issues.

Approved:



Board Member

Management