DAYTON VALLEY COMMUNITY ASSOCIATION

C/o Complete Association Management Company, 704 W. Nye Lane. Ste. 101 Carson City, NV

BOARD OF DIRECTORS MEETING MINUTES
March 25, 2022 – 5:00 pm
Dayton Valley Golf Course – 101 Palmer Drive Dayton, NV

BOARD OF DIRECTOR'S ROLL CALL				
Name	Position	Term	Present	Absent
Leandra Carr	President	04/2023	X	
Steve Gallisdorfer	Vice President	04/2024	X	
Katie Mitchell	Treasurer	04/2024	X	
Carla Cole	Secretary	04/2023	X	
Jim Kepler	Director	04/2023	X	
Dennis Drury	Director	04/2024	X	
Clint Hall	Director	04/2024	X	

Per NRS116.31083, this meeting was properly noticed, and audio recorded

Manager: Julie Thompson, Community Association Manager

MEMBERS IN ATTENDANCE:
Approximately 30 homeowners present. Please see sign in sheet attached.

CALL TO ORDER AND DETERMINATION OF QUORUM:
A quorum was present with seven of seven Board Members in attendance as noted above. The meeting was called to order at 5:03 pm.

HOMEOWNER FORUM
A homeowner read a prepared questions for the Board.
A homeowner asked the Board President why there is so much animosity for the current CAM.

MEETING MINUTES:
The Board reviewed the March 30, 2022 Board Meeting Minutes – there were three corrections noted.

1. The header is missing.
2. Section D of New Business change the word "Bayhill" to "Palmer".
3. Section D of New Business change the word from "Association" to "development".

MOTION: S. Gallisdorfer made a motion to approve the meeting minutes with the above corrections. Motion seconded by C. Cole. Motion carried unanimously.

REVIEW OF FINANCIALS:
The Board reviewed the treasurer's summary for March 31, 2022 "unaudited" financials. The Board reviewed the financials.
MOTION: K. Mitchell made a motion to acknowledge and accept the unaudited March 31, 2022 financials. Motion seconded by C. Hall.

The 2021 audit was presented to the Board for review prior to the Board meeting and at the Board meeting. Not action taken.

The Board discussed the necessity to determine the amount of insurance billing to the shared walled Cruden Bay homes. The 52 homes on Cruden Bay are required to be covered by the Dayton Valley CA insurance policy.

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MOTION: S. Gallisdorfer made a motion to bill each of the 52 homes on Cruden Bay with a shared wall the amount of $704.00. This is to reimburse DVCA the paid insurance premium from March, 2021 through June 2022. The $704.00 may be paid back in a one-time lump sum or over 6 quarters in the amount of $117.13 with no late fees. The amount of $132.00 per quarter going forward to reimburse for the additional insurance, in addition to the $150.00 per quarter assessment. Motion seconded by K. Mitchell. Vote: Yes – L. Carr; S. Gallisdorfer; K. Mitchell; C. Hall; D. Drury Abstain – J. Kepler; C. Cole Motion passed by majority

OLD BUSINESS

A) **Clarify process for acceptance of volunteers –** The Board discussed possible processes for accepting volunteers for each committee. CAM advised committee members are appointed by the Board. The Board discussed allowing Residents to be committee members.
MOTION: S. Gallisdorfer made a motion to approve all volunteer applications received by the CAM to date, remove the requirement for an application going forward and to allow Residents to serve on committee's with a letter from the homeowner supporting residency. Motion seconded by C. Hall. Vote: Yes – L. Carr; S. Gallisdorfer,C. Hall; K. Mitchell; J. Kepler. No – C. Cole Abstain - D. Drury Motion passed by majority.

B) **Reserve Study update –**The Board opened the sealed bid received by Better Reserve Consultants in the amount of $1450.00.
MOTION: S. Gallisdorfer made a motion to approve the proposal from Better Reserve Consultants in the amount of $1450.00. Motion seconded by K. Mitchell. Vote: Yes – D. Drury, C. Cole, L. Carr, K. Mitchell; C. Hall; S. Gallisdorfer No – J. Kepler. Motion carried by majority.

C) **Update on Road Ownership –** This is still pending from the Attorney. The Board President L. Carr advised those present due to the extensive legal confusion with this issue the Associations insurance is covering the payments to the Attorney for this issue.

D) **Review Street Sweeping proposal –** The CAM advised the vendor is not willing to submit a proposal with an estimate of the cost for removal of debris as it is an unknown amount. Each trip to the dump will be cost of dump fees and billed at the same hourly rate of street sweeping. Board requested the CAM try and locate additional companies.

E) **Review Crackfill dates –** The contractor SNC has completed the project. S. Gallisdorfer is meeting with J. Ruston from SNC to go over areas of concern.

F) **Update on 52 Cruden Bay shared walls homes insurance –** This was discussed early during the financial update.

G) **Tow company update and signs –** The CAM advised there is no tow company with the necessary licenses in Dayton to do patrolling and remove automobiles without being specifically called out and having a Board member present to sign the tow slip.

H) **Bollard on Lakeview –** The CAM advised proposals are still pending.

I) **Main Program Clock -** L. Carr advised a proposal was received to replace a major timer which controls irrigation for the common need to be replace. The proposal is for a total of $3391.81.
MOTION: C. Cole made a motion to approve the proposal from Brightview in the amount of $3391.81 to replace the main timer. Motion seconded by C. Hall. Motion carried.

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J) Update on Maglock removal/deactivation - The Board discussed the option of removing the maglocks and storing them for possible future use. This expense is not expected to exceed $300.00.

MOTION: D. Drury made a motion to approve the work to remove the maglocks on Bayhill gate in the amount not to exceed $300.00. Motion seconded by S. Gallisdorfer. Motion carried.

K) Review Code of Conduct – The Board discussed the Code of Conduct currently in force for the Association.

MOTION: S. Gallisdorfer made a motion to rescind the Code of Conduct Policy currently enforce for the Association. Motion seconded by C. Hall. Vote: yes – C. Carr; S. Gallisdorfer; C. Hall; K. Mitchell. No – D. Drury; C. Cole; J. Kepler

NEW BUSINESS

A) Open Sealed Bids for management company– The Board opened the sealed bids received from management companies. The following were reviewed, all bid for 12 meetings per year:

1. Community Management Company (CAMCO) - $6000.00 per month first year, increase in 2 years. $1250.00 set up fee
2. IPM - $8575.00 per month. $8575.00 set up fee
3. Associa - $5200.00 @ month for 6 meetings a year. $6000.00 @ month for 12 meetings per year. Set up fee $4120.00.
4. Equus - $4900.00 per month for 3 years. 3 months termination fee.
5. FirstService Residential - $6000.00 per month.
6. The Management Trust - $5562.00 per month.

The Board will have another meeting in June to discuss the options once each Board member has had time to review the proposals.

B) Appoint a Sergeant at Arms – C. Hall reviewed his belief in the need for this position and his qualifications to fulfill the position. This will be discussed at the next Board meeting.

C) Discussion regarding Resignation of webmaster and appoint Board member to handle webmaster duties, newsletter and online records administration – S. Mass revoked her resignation prior to the Board meeting. This will be discussed at the next Board meeting to appoint a replacement.

D) Change Billing for BOX online records – L. Carr stated she would like all bills to be paid by the Association, not reimbursement of Board members. K. Mitchell advised she would like to move the Association supported website to IT Solutions so each Board member has access to the full Microsoft suite.

E) Purchase an HOA computer for use by Treasurer/Newsletter/Zoom – L. Carr advised this item is to be removed from the agenda.

F) Add June Meeting/Town Hall for homeowners – L. Carr scheduled a Board member on June 22nd at 5:00 pm prior to this Board meeting. The Board discussed adding a second Board meeting to review the option of changing management companies. The date was determined to be June 10th. C. Cole will create agenda for notice to the Association.

G) Board Training with T. Jacobson – C. Cole advised this item is removed from the agenda.

H) Storage Facility rental agreement update – L. Carr advised she is going to sign the contract for the Association sponsored storage unit to gain access. CAM advised signed meeting minutes and Board created documents must be kept for the duration of the life the of the Association.

Financials records are only required to be kept for 10 years, electronic copies are acceptable. The contents may be able to shredded. The Board discussed how they may achieve reviewing the contents for possible shredding.

MOTION: S. Gallisdorfer made a motion to approve L. Carr signing the new contract to update access for the storage unit. Seconded by K. Mitchell. Motion passed with only L. Carr abstaining.

I) Process of emergency votes outside of a meeting – The Board discussed how emergency votes will be conducted outside of the Board meeting. The Board President advised she will determine if it is an emergency; She will attempt to contact the CAM via phone/email; she will create the email cc'ing the CAM and send to the Board members; Board members will reply to all to track vote.

MOTION:

J) Update signature on LPL account – L. Carr advised as Board President she will be signing the documents to be point of contact on the LPL account.

K) Golf Course Liaision – The Board discussed the possibility of having a Golf Course Liaision. No action taken at this time.

L) Secretary of State with current officers – CAM provided a copy of the updated form to be submitted to the state.

M) Committee Assignments – The Board discussed which Board member will be the liaision for each committee.

1. Roads Committee – S. Gallisdorfer
2. Social Committee – C. Cole
3. ARC – J. Kepler
4. Landscape Committee Liaison – C. Cole
5. Gates Committee – D. Drury
6. Website and Newsletter Committee – K. Mitchell
7. Insurance and Risk Management – C. Carr
8. Rules and Regulations – C. Hall
9. Elections Committee – S. Gallisdorfer

COMMITTEE REPORTS

The committee members were appointed/updated during the meeting so there were only two updates given:

A) Gates Committee – D. Drury advised he received a report of the Bayhill gate not opening properly..
B) Landscape Committee –

MANAGER'S REPORT/SUMMARY OF EXECUTIVE SESSION

J. Thompson advised the Board of Directors conducted an Executive Session meeting prior to this meeting where the Board discussed code of conduct violations, delinquencies and violations. There are no legal issues at this time.

NEXT MEETING DATE

June 10, 2022 2:00 PM
June 22, 2022 5:00 pm
July 27, 2022 5:00 pm

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HOMEOWNER FORUM

A homeowner requested confirmation the Board could be impartial in voting for a new management company as a few members clearly have an issue with current CAM.

A homeowner asked why the meeting was not being held at the Golf Course as normal.

ADJOURNMENT

With no further business before the Board of Directors C. Cole made a motion to adjourn the meeting at 8:10 pm. Seconded by D. Drury. Motion carried.

Respectfully Submitted by: Julie Thompson, Community Association Manager
Agent for Complete Association Management Company

Approved: _____ Date: _____
Secretary/Board Member Signature