



**EXECUTIVE BOARD OF DIRECTORS  
REGULAR SESSION MEETING MINUTES  
JANUARY 11, 2024, 6PM**

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**BOARD MEMBERS PRESENT** President Lyle McKenzie, Vice President Rodney Thompson, Treasurer Robert Harrop, Secretary Jimmy McKinney, Directors Melissa Floyd, O'Neal McDaniels, and Andrea Whittle. **ABSENT** None. **OTHERS PRESENT** Babette Buiten, Community Manager, with Performance CAM the management company. There were no homeowners present.

**I. ESTABLISH QUORUM / CALL TO ORDER / BEGIN RECORDING**

President Lyle McKenzie conducted a roll call of Board members to determine a quorum was established in the Performance CAM, suite 100 conference room. President called the meeting to order at 6:00 pm and asked all persons to identify themselves for the recording.

**II. OWNERS COMMENT AND DISCUSSION PERIOD (Limited to Agenda items)**

None.

**III. SECRETARY REPORT**

A. Discuss / Act to approve Regular meeting minutes - A motion was made by Jimmy McKinney and seconded by Rodney Thompson to approve the November 9, 2023, regular meeting minutes as submitted. Motion carried unanimously.

**IV. TREASURER REPORT**

A. Review Treasurer Report / Acceptance of Financials – For the record, the Board was sent the full monthly financial package for review separately and only the Treasurer Summary report and Balance Sheet are included in the board packet. A motion was made by Rodney Thompson and seconded Jimmy McKinney to accept the October and November 2023 Treasurer Summary Report and financials in accordance with NRS 116.31083. Motion carried unanimously.

B. The board was presented with the maturity notice for one of the association CD's. Term ends 1/24/2024. A motion was made by Lyle McKenzie to transfer \$50,000.00 into a new CD with a 52-week term at 4.5%. \$20,000.00 will be transferred to the reserve account to keep the reserves fully funded at 100%. The remaining balance of \$2,453.55 will be transferred to the operating account. Motion was seconded by Rodney Thompson and carried unanimously.

**V. REPORTS**

A. Architectural Review Committee

1. ARC Committee Report – None. The Committee is still in the process of proving an ARC Guidelines draft. Lyle McKenzie requested any changes/edits to be submitted to him by January 31, 2024. The intend is to finalize the guidelines by the February meeting.

B. Community Events Committee

1. Draw/Announce January landscape award winner – 1739 Bluff Hallow was drawn.

C. Landscape (President McKenzie)

1. No updates at this time.

D. Management (Babette)

1. The 2024 Annual Planning calendar was provided to the board. The board was informed of the 2024 inspection dates for the first quarter. Management informed the board to announce the inspection dates to



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the membership on a trial basis. This will allow for the members to correct any infractions ahead of the inspection and it could reduce the number of mailing notices sent.

2. 2023 4<sup>th</sup> Quarter Educational Status reports were presented.

3. Select 2024 1<sup>st</sup> quarter 30-minute board training – none selected. Lyle McKenzie informed the board of CAIs upcoming events and classes.

4. Discuss / Act upon reimbursements – A motion was made by Rodney Thompson and seconded by Jimmy McKinney to reimburse Lyle McKenzie \$406.34 for expenses, as submitted. Motion carried unanimously.

5. Review Matrix Compliance Sequence Letter report – The November and December 2023 reports represented a total of 18 compliance actions, from courtesy to hearings, performed last month.

6. Website/VMS service conversion report – Lyle McKenzie informed the board that 295 people accessed the web portal last month and 619 have logged into the portal since the portal was implemented.

**VI. UNFINISHED BUSINESS**

A. None.

**VII. NEW BUSINESS**

A. Review / Discuss / Act upon Board Member Resignation – After reviewing, a motion was made by Rodney Thompson and seconded by Robert Harrop to accept board member Darlene Albert's resignation, as submitted. The board appointed Melissa Floyd as the new director on the board until the term ends October 2024. Motion carried unanimously.

B. Review/Discuss/Act Upon Street Sign Replacement – Robert Harrop made a motion to accept the proposal for replacement of 24 street signs presented by Wright Ventures. Rodney Thompson seconded the motion and the motion carried unanimously.

C. Review/Discuss/Act Upon Fontana Logo & wall damages – Jimmy McKinney made a motion to have management reach out to unit owner to obtain a status update on the wall repairs. Management will obtain a copy of the accident report to further pursue the liable party. Motion was seconded by Lyle McKenzie and carried unanimously.

D. Review/Discuss/Act Upon 2024 Community Police and Procedure – management will update all procedures and have it ready for signatures by February 2024 meeting.

E. Review/Discuss/Act Upon Audit 2023 – Andrea Whittle made a motion to obtain two additional bids for Audit and Tax Return services. Rodney Thompson seconded the motion and the motion passed unanimously.

F. Review/Discuss/Act Upon – Annual Homeowner Information Update Request – Lyle McKenzie requested management to obtain updated leases by sending courtesy notices to all residents with off site addresses if there is no (updated) lease on file. The Resident Information Form is to be included in the mailing. Jimmy McKinney seconded the motion and the motion carried unanimously.

**VIII. OWNERS COMMENT AND DISCUSSION PERIOD (Limited to Non-Agenda items)**

No comments.

**IX. NEXT REGULAR BOARD MEETING**

The next meeting is February 8, 2024, at 6:00 pm.

**X. ADJOURNMENT / AUDIO RECORDING STOPPED**



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Andrea Whittle made a motion to adjourn the meeting at 6:53pm. The motion was seconded by Jimmy McKinney and carried unanimously.

Submitted by Recorder, Babette Buiten, Community Manager  
Approved,

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By	Title	Date
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