

**ZEPHYR KNOLLS GENERAL IMPROVEMENT DISTRICT
BOARD OF TRUSTEES**

MINUTES OF PUBLIC MEETING

November 8, 2022

Video conference, Zephyr Cove, Douglas County, Nevada

Board Members Present:

Afrime Ottaway, Chair
Ross Rittiman
Rollie Rohnow
Shiralee Batten
Susan B. Reynolds

Others Present:

Steve McVicar, CPA
Karen Andrews
Pete Baskin
Rich Kline
Teresa Chavez
Donna Rohnow

1. ACTION ITEM: Call to Order. Afrime Ottaway called the meeting to order at 11:02 A.M.
2. ACTION ITEM: Roll Call. (See above)
3. ACTION ITEM: Approval of Agenda. The agenda was unanimously approved with a motion made by Afrime Ottaway and seconded by Rollie Rohnow.
4. ACTION ITEM: Approval of May 19, 2022 minutes. The reading of the minutes was waived and unanimously approved with a motion made by Afrime Ottaway and seconded by Shiralee Batten.
5. ACTION ITEM: Consideration and approval of Petition and Resolution for Exemption for fiscal year 2023-2024. Steve McVicar, CPA, presented the Petition and Resolution for Exemption. Afrime Ottaway made a motion to approve which was seconded by Ross Rittiman; the vote was unanimous. The Resolution was adopted with 5 Ayes, 0 Nays, and 0 Absent. Afrime gave her permission for her signature to be placed on the Resolution.
6. ACTION ITEM: Review and approval of Compilation Report Financial Statements for the year ended June 30, 2022. Steve McVicar presented the compilation report and financial statements. Susan Reynolds made a motion to approve which was seconded by Shiralee Batten. The vote was unanimous and Afrime gave permission for her signature to be placed on the Letter of Understanding.
7. ACTION ITEM: Approval of disbursements to date. Steve McVicar presented the financial reports and disbursements. The board reviewed the disbursements. Afrime commented that there was a \$13,423 road repair expense to consider. Steve commented on the possibility of charging a snow removal fee. Rollie commented that \$3,000 was approved for road embankment work which hadn't been done yet. Ross relayed that patching was done at the entrance; cleanup of dirt and overflow as well as installing signs and posts did not happen. Ross asked what the revenue increase would be for the next fiscal year – Steve explained it would be an approximate 2% increase. Afrime Ottaway made a motion to approve disbursements to date which was seconded by Rollie Rohnow; the vote was unanimous.
8. ACTION ITEM: Appointment of board members for the new term commencing January 2, 2023 through December 31, 2024. Rollie Rohnow made a motion to appoint Teresa Chavez to the board which was seconded by Afrime Ottaway; the vote was unanimous. Ross Rittiman made a motion to appoint Rich Kline to the board which was seconded by Rollie Rohnow; the vote was unanimous. Afrime Ottaway made a motion to

reappoint Shiralee Batten, Ross Rittiman, and Susan Reynolds which was seconded by Rollie Rohnow; the vote was unanimous.

9. ACTION ITEM: Appointment of officers – Chairperson, Secretary, Treasurer – for the new term. Rollie Rohnow made a motion to appoint Ross Rittiman as Chairperson which was seconded by Susan Reynolds; the vote was unanimous. Rollie Rohnow made a motion to appoint Shiralee Batten as Secretary which was seconded by Ross Rittiman; the vote was unanimous. Shiralee Batten made a motion to appoint Pete Baskin as Treasurer which was seconded by Ross Rittiman; the vote was unanimous.
10. ACTION ITEM: Discussion of roadwork proposal presented at the last meeting. Afrime went over the Buckeye proposal for road repairs. Shiralee had a question regarding patching which Afrime said was not in the scope of work. Susan had a comment regarding concrete. Afrime and Shiralee reviewed signage and felt 24 signs were appropriate and confirmed it was a one-time expense.
11. ACTION ITEM: Road repairs. Road sealing was discussed; Ross felt crack sealing was efficient. Rollie suggested that Mike Edmundson may have the name of another contractor. Afrime said she was not impressed with the work of the last contractor and mentioned assigning a board member to research contractors which Shiralee agreed to do.
12. ACTION ITEM: Parking reminder notices and assignment of board member to report to sheriff. Shiralee discussed making warning cards to place on illegally parked vehicles she reported that the Sheriff would not ticket vehicles unless signs were in place. Pete felt that warning cards wouldn't be a threat especially to vacation renters. Rollie suggested contacting the homeowner which Afrime agreed and added that a complaint be made to VHR. Ross said a formal complaint can be made on the VHR website. No action was taken.
13. ACTION ITEM: Review/approval of snow removal contract. Afrime Ottaway made a motion to accept the Buckeye snow removal contract and pay monthly minimum fees which was seconded by Ross Rittiman. The vote was unanimous. Afrime directed Pete to use the estimate to pay the November minimum fee.
14. PUBLIC COMMENT: Pete commented on the vacation rental ordinance. Shiralee commented on the rezoning. Ross clarified the rezoning would happen around the casino corridor and that would change the density of VHRs in certain neighborhoods. He also felt that the density should be changed in Zephyr Knolls; 10% was proposed. There was discussion regarding VHRs not being appropriate during winter because of snow removal issues. Ross again stressed the importance of making a formal complaint with VHR – the link is on the Zephyr Knolls website – and follow up with phone calls, photos, and emails.
15. ADJOURNMENT: The meeting adjourned at 12:37 P.M. with a motion made by Afrime Ottaway seconded by Rollie Rohnow. The vote was unanimous.

Respectfully submitted:

Karen Andrews
Acting Secretary