

SHADOW MOUNTAIN RANCH COMMUNITY ASSOCIATION

Phone: (702) 433-0149 www.levelprop.com Fax: (702) 444-2416

BOARD OF DIRECTORS MEETINGS & ANNUAL ELECTION MEETING NOTICE/AGENDA

3:45 P.M., May 29, 2020

Due to efforts to curb the spread of COVID-19 (see NOTE below), participation must be via conference call or via login to virtual meeting

Zoom Online Meeting Login URL: <https://us02web.zoom.us/j/86205414215>

Meeting Password (needed for phone or online participation): 360750

Meeting ID #: 862 0541 4215

Conference Call Number: 1-346-248-7799

BOARD OF DIRECTORS MEETING – 3:45 PM

Per NRS 116 all Open Session Board Meeting will be audio recorded

1. Call to Order/Establishment of a Quorum
2. Homeowners' Forum – **Homeowners are permitted to address the Board of Directors in open forum, but are asked to limit their concerns to three minutes and to only speak about items on the agenda at this time. Once the forum is closed, no additional homeowner input will be permitted. If unable to participate in the meeting, you may submit comments via email to Ashley.Livingston@levelprop.com. They will be read aloud during the meeting.**
3. Summary of Executive Session Board of Directors meeting March 4, 2020
4. Review/Approval of March 4, 2020 Board of Directors Meetings Minutes*
5. Review/Acceptance of February, March and April 2020 Financials*
6. Review/Discuss bad debt write off*
7. Update on Legal Status
8. Unfinished Business*
 - a) Review/Discuss update to community paint palette
9. New Business*
 - a) None
10. Homeowners' Forum – **Homeowners are permitted to address the Board of Directors in open forum, but are asked to limit their concerns to three minutes and may speak about any item related to the community at this time. Once the forum is closed, no additional homeowner input will be permitted. If unable to participate in the meeting, you may submit comments via email to Ashley.Livingston@levelprop.com. They will be read aloud during the meeting.**
11. Establish Next Meeting Date
12. Adjournment

ANNUAL MEMBERSHIP/ELECTION 4 PM

1. Call to Order/Introduction of board members and management present
2. Homeowners' Open Forum
3. Approval of 2019 Annual Meeting Minutes
4. Final call for ballots
5. Appointment of Election Inspectors and tallying of ballots
6. Announcement of election results
7. Adjournment

ORGANIZATIONAL MEETING 4:15 PM

1. Call to Order/Establishment of a Quorum
2. Homeowner's Open Forum
3. Election of officers
4. Homeowner's Open Forum
5. Adjournment

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NOTE: Action may be taken on all items. In accordance with NRS 116.31083 the above agenda shall serve as notice of the Board of Directors meeting for the Shadow Mountain Ranch Community Association. Unit Owners are not entitled to attend or speak at a meeting of the Executive Board held in Executive Session. [NRS 116.31085(7)]. An Executive Board may meet in Executive Session to discuss violations of the governing documents and discuss other matters as specified in NRS 116.31085(3). Upon request, Unit Owners may receive a copy of the minutes of the meeting, or a summary of the minutes, in electronic format at no charge or, if the association is unable to provide a copy in electronic format, in paper format at a cost not to exceed 25 cents per page for the first 10 pages and 10 cents per page thereafter (if applicable). [NRS 116.31083 (4)(a)] **This is a draft agenda.** The agenda items are subject to change. Copies of the finalized agenda may be obtained from the management office on the day of the meeting or by request, sent via email.

Due to the **COVID-19 pandemic** and all resulting safety guidelines, the Association has concluded it is necessary to prohibit in-person attendance at this meeting. It is not the Association's intention, in any way shape or form, to limit transparency or owner participation in the meeting. If you are unable to attend this meeting via conference call or virtual meeting, please submit any homeowner forum comments in writing via mail or email to management at least 24 hours in advance of the meeting. Please send comments to Ashley.livingston@levelprop.com. Such statements will be read aloud during the appropriate Homeowner's forum, (not to exceed three minutes in length). A copy of all statements submitted will be included with the meeting minutes. The meeting will be recorded and made available via electronic means per request. Any owners who submit a statement for the homeowner forum will be presumed to have also requested a copy of the meeting audio and it will be made available within two business days if the owner has provided the Association with their email address. After listening to the meeting audio recording, any owner who would have made a comment in the closing forum may submit a written statement. Any closing statement submitted will be read aloud at the next board meeting (not to exceed three minutes in length) and placed in the minutes of that meeting. The Board apologizes for any inconvenience these temporary measures may cause.

Use of **Zoom** for meeting participation does not require an account or login with Zoom. You may download the Zoom app before you attempt to join the meeting or you will be prompted to do so when you join. To join the meeting, type the above URL into your web browser on your computer or smart phone. You will be prompted to enter the listed Meeting ID Number and Meeting Password. Do not share the Meeting ID or Password with any non-community members. Select Join. For additional assistance, please visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. You may also participate telephonically. Dial the number listed. You will be prompted to enter the Meeting ID and password.

IMPORTANT NOTICE!!!!

A ballot and the candidates' information sheets are enclosed with this mailer. Nevada law requires that directors must be elected by secret written ballot. Neither the board, nor any other owner, may vote your ballot. The ballot must be voted by the owner and placed in the **secret ballot** envelope. The **secret ballot** envelope containing your ballot must be placed inside the pre-addressed return envelope and returned to the Association. Neither envelope will be opened until the meeting, so please do not include any additional correspondence or payments in these envelopes. You are required to use the pre-addressed return envelope, so that management can ensure that only one vote is received per home. Please contact management if you have any questions on this process.

Management will mark off all return envelopes received on the membership roster. You may submit only ONE ballot. Please submit via mail. All ballots must be received by the final call for ballots during the Annual/Election Meeting starting at 4 p.m.

Please take care to note that the secret ballot envelope must be placed inside the pre-addressed return envelope and then returned to Level Community Management.

If you wish to have a copy of the draft minutes after the meeting, please contact Management at help@levelprop.com. An electronic copy is free. Physical copies will be charged at 25 cents a page for the first 10 pages and 10 cents a page thereafter. Please feel free to call management with any questions regarding this process, as it is important that YOU vote.