

**CLARIDGE POINTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, JANUARY 12, 2021**

CALL TO ORDER, WELCOME AND INTRODUCTIONS, ROLL CALL, DETERMINATION OF QUORUM

The meeting of the Claridge Pointe Homeowners Association Board of Directors was called to order at 6:01PM by Director Tolles. The meeting was held via teleconference at 699.900.6833, access code posted on agenda. A quorum was established with four (4) Board Members present.

Board Members Present	Harry Tolles	President/Treasurer
	Carol Passow	Vice President
	Lorraine Lee	Secretary
	Sue Durst	Director
Board Members Absent	Brent West	Director
Management Present	Tiffany D'Aquila	Community Manager, Associa Sierra North
Others Present	None	
Homeowner(s) Present	None	

HOMEOWNER FORUM *Owners have the right to speak to the Board. This period is devoted to comments from property owners and discussion of those comments related to items on the agenda. Please note that the Board has the authority to limit the time for individual comments. A time limit of three (3) minutes has been allotted per individual. No individual can give away their allotted time to expand another individual's time.*

- None

MINUTES

Review and approval of the November 17, 2020 Board Meeting Minutes.

MOTION: H. Tolles moved to approve the Board Meeting Minutes from November 17, 2020. C. Passow seconded, motion carried unanimously.

FINANCIAL REPORT

a. Treasurer's Report/Review and accept current unaudited financial reports

The November 30, 2020 unaudited financial report reviewed. There is no bad debt write off. Full report was emailed to the Board on December 17, 2020.

NOTE: The presentation of current financial reports to the Board include a summary cover page, the current year-to-date financial statement of the association, and current year-to-date schedule of revenues and expenses for the operating and reserve accounts. The Board is also provided with current reconciliations of the operating and reserve accounts and the latest account statements prepared by the financial institutions in which the accounts of the association are maintained. If any Board member would like to see additional information not presented packet, it is available upon request from Associa Sierra North.

Discussion regarding the direct debit payments not clearing homeowner bank accounts at the normal processing time, however, Associa is showing the payments on the HOA accounts. Management reported this is a widespread issue that is set to be resolved by the end of the week. H. Tolles mentioned the reserve transfers have not yet happened. Management is following up with the accounting team to follow up.

MOTION: H. Tolles moved to accept the November 30, 2020 Financial Report as prepared by Associa Sierra North. S. Durst seconded, motion carried unanimously.

ASSOCIATION BUSINESS

a. Action Approved Outside of a Meeting Ratification – Gate Repairs – Action

H. Tolles reported the Wellington fire gate hinge was failing and required repairs. The cost of the repairs by Tholl was \$2,560.00.

MOTION: H. Tolles moved to approve the \$2,560.00 bid for the repair of the Wellington fire gate by Tholl, as a reserve expense. L. Lee seconded, motion carried unanimously.

b. Action Approved Outside of a Meeting Ratification – Keypad Repairs – Action

H. Tolles reported the gate system required a conversion to cellular to run the keypad more efficiently. The cost of repairs by Tholl was \$1,660.00 per gate, for a total of \$3,320.00.

MOTION: H. Tolles moved to approve the \$3,320.00 bid for the repair of the keypad systems by Tholl, as a reserve expense. S. Durst seconded, motion carried unanimously.

c. Audit & Tax Contract Renewal with Hilburn & Lein – Action

H. Tolles reported the amount charged in previous years for audit and tax preparation was approximately \$4,000.00. The bid provided by Hilburn & Lein is \$1475.00 for the audit and tax preparation.

MOTION: H. Tolles moved to approve the \$1,475.00 bid for audit and tax preparation by Hilburn and Lein. L. Lee seconded, motion carried unanimously.

d. Directors & Operators Insurance Renewal – Action

This item was not originally on the agenda and required immediate action.

Two options for Directors & Operations Insurance were presented by the Association's insurance agent:

1) Current policy with CAN would renew for \$1,399.00 per year and have a retroactive date of 3/7/2010.

2) American Family would be \$553.00 per year and have a retroactive date of 3/7/2018.

MOTION: H. Tolles moved to approve the American Family Directors & Operators policy for \$553.00. S. Durst seconded, motion carried unanimously.

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- None

EXECUTIVE SESSION SUMMARY DISCLOSURE

Executive Session Disclosure

An Executive Session meeting will be held after the General Session Meeting. The following topics will be discussed:

- Approve the November 17, 2020 Executive Session Meeting Minutes
- Reviewed current delinquency reports.
- Reviewed covenant violation reports.
- Reviewed attorney client privilege information on the outstanding matters.

ANNOUNCEMENT

The next scheduled Board meeting is on Tuesday, March 9, 2020 at 6PM, via teleconference. Access information will be noted on the next agenda.

ADJOURNMENT

MOTION: H. Tolles moved to adjourn the meeting at 6:17PM. L. Lee seconded, motion carried unanimously.

Respectfully Submitted by:

Tiffany D'Aquila
Community Association Manager
Associa Sierra North

Approved by:


Board Member
Claridge Pointe Homeowners Association