

# CLARIDGE POINTE HOMEOWNERS' ASSOCIATION

## Board of Directors Meeting Minutes

January 25, 2022

<u>Board Members Present</u>	<u>Management</u>	<u>Homeowners/Guests</u>
Harry Tolles- President	Kara Kite	No Homeowners Present
Carol Passow- Vice President	Provisional Community Manager	
Sue Durst- Secretary	Western Nevada Management, Inc	

### Call to Order/Determination of Quorum

President, Harry Tolles called the meeting to order at 6:00 PM on January 25, 2022. With four (4) of the four (4) Board Members were in attendance via Zoom Video Conference which was hosted from the Offices of Western Nevada Management, Inc. located at 255 W. Peckham Lane, Suite 2, Reno, NV 89509.

### Homeowner Comments/Open Forum

No homeowners commented at this time.

### Minutes

The board reviewed the minutes from November 9, 2021. There were no changes/additions.

**MOTION: H. Tolles moved to approve the November 9, 2021, meeting minutes. S. Durst seconded the motion, which carried unanimously.**

### Financial Statements

a.) Review & Accept the October 2021 & November 2021, Unaudited Financial Statements

The board reviewed the October 2021 & November 2021, unaudited financial statements. The December 2021 unaudited financial statements were not ready for review. K. Kite reported as of November 30, 2021, the operating account had \$20,009.00 and the reserve account had \$379,419.94 including the Certificate of Deposit Account that contains \$101,757.95.

**MOTION: H. Tolles moved to accept the October 2021 & November 2021 unaudited financial statements. C. Passow seconded the motion, which carried unanimously.**

b.) Investment Options for CIT Reserve Account (exceeds \$250,000.00 insurable limit)

As of 1/25/22 the CIT reserve account has \$289,018.26, which exceeds the \$250,000.00 FDIC insurable limit. \$100,000.00 Money Market account **MOTION: H. Tolles made a motion to move \$100,000.00 to a CAB Money Market account through CIT. S. Durst seconded the motion, which carried unanimously.**

c.) Reserve Transfer Date- changed from the 15<sup>th</sup> to the 20<sup>th</sup> of each month

H. Tolles requested the monthly reserve transfer be changed from the 1<sup>st</sup> of the month to the 20<sup>th</sup> of the month so the association can accumulate monthly assessments prior to the transfer.

**NO MOTION MADE at this time**

### Association Business

a.) 3/7/22 – 3/7/23 Insurance Renewal- American Family Mutual Insurance Company

The board reviewed the policy renewal proposal from American Family Mutual Insurance Company in the amount of \$3,918.00, which is a \$48.00 increase from last year's policy.

**MOTION: H. Tolles moved to approve the 3/7/22 – 3/7/23 insurance renewal proposal submitted by American Family Mutual Insurance Company in the amount of \$3,918.00. S. Durst seconded the motion, which carried unanimously.**

b.) DoorKing Updated Equipment

The association received notice from DoorKing in December 2021 regarding updated equipment being required in order to continue to be able to access the gate from their telephone. The previous equipment was still covered

under warranty so the total amount of the updated equipment for both gates will be reimbursed in the amount of \$1,592.00. Dean Sizemore received and installed the new equipment as of January 10, 2022.

**NO MOTION MADE at this time**

c.) Parking Bollard Repair- Supreme Concrete

The board unanimously approved the proposal submitted by Supreme Concrete in the amount of \$175.00 to repair the damaged parking bollard located in South Claridge.

**MOTION: H. Tolles made a motion to ratify the approval for the Supreme Concrete proposal in the amount of \$175.00. B. West seconded the motion, which carried unanimously**

d.) AT&T Invoice Autopay Option

K. Kite reported that the AT&T invoice is often paid late due to the time the invoice is sent and received and must be returned within 3 weeks. The accounting department is recommending this bill be set up on autopay to avoid any future late fees. The board would like to receive invoice even it is after the it has already been paid.

**MOTION: H. Tolles made a motion to approve the establishment of the autopay option through AT& so long as an invoice is still received. C. Passow seconded the motion, which carried unanimously.**

### **Homeowner Comments**

Sue Durst- Homeowner asked about the ice that is in front of the mailboxes. The board asked that management reach out to Reno Rock regarding snow removal/deicing in front of mailboxes on both North & South side of community. The homeowner also asked about a vehicle that has been parked in guest parking for over a month without being moved. K. Kite will tag vehicle on 1/26/22.

### **Items for next agenda**

The next Board of Directors Meeting is scheduled for March 22, 2022. At this meeting the board will be reviewing Landscape Maintenance

### **Adjournment**

With no further business to conduct, H. Tolles adjourned the meeting at 6:35 p.m.

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Recording Secretary, Kara Kite  
Provisional Community Association Manager  
Western Nevada Management, Inc.

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Attested to by Sue Durst, Secretary  
Claridge Pointe Homeowners Association