

**CLARIDGE POINTE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 13, 2019**

**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 5:30 p.m. by Harry Tolles. The meeting was held at the Community Conference Room at the back of Raley's Grocery Store at 1075 N. Hills Blvd., Reno, NV 89506. A quorum was established with all three (3) of the four (4) Board Members present.

Board Members Present:	Harry Tolles Faye Emerick Lorraine Lee	President/Treasurer Vice-President Secretary
Board Members Absent:	Brent West	Director
Others Present:	Don Lamers, CMCA®	Supervising Community Manager, Associa Sierra North
Homeowners Present:	List on File	

**HOMEOWNER COMMENTS/CONCERN**

No comments were made at this time.

**MINUTES**

**Approval of January 11, 2019 Board Meeting Minutes**

Management provided the Board with the January 11, 2019 meeting minutes for review.

**MOTION: H. Tolles moved to approve the January 11, 2019 board meeting minutes as written. L. Lee seconded the motion. Motion carried unanimously.**

**FINANCIAL REPORTS**

- a) **Current Un-Audited Financial Statements** – Management provided the Board with the financial statements through January 31, 2019: current year-to-date schedule of revenues and expenses for the operating and reserve account, compared to the budget; current reconciliation of the operating and reserve accounts; and latest account statements prepared by the financial institutions in which the accounts are maintained.

The operating balance as of December 31, 2018 was \$15,540.57 and the balance in the reserve account was \$307,270.93.

The operating balance as of January 31, 2019 was \$19,563.16 and the balance in the reserve account was \$314,981.53.

H. Tolles read out the cash balances of both accounts as of 3/12/2019.

**MOTION: H. Tolles moved to accept the unaudited financials for December 31, 2018 and January 31, 2019 as presented. L. Lee seconded the motion; which carried unanimously.**

H. Tolles stated that the Reserve Deposits need to be made on the first of each month. Management stated that he would move the dates up two weeks and the Board can approve to meet his desired date of deposit.

H. Tolles stated that the SeaCoast Bank account was closed on March 4, 2019 and funds have been deposited to the Mutual of Omaha Reserve account. There is still an interest payment of \$76.99 in interest that is due to the Mutual of Omaha Reserve Account.

#### **OTHER BOARD BUSINESS**

a) **One Vacant Seat – Appointment of New Board Members- Action**

No one volunteered to fill the vacancy at this time. No action was taken.

b) **Worker's Compensation Overpayment for 2017 – Discussion/Action**

Management contacted James Fewins at American Family on March 4, 2019 and to find out about the increase in Worker's Compensation billing. He stated that the Workmen's Comp. Audit had not been received. Management forwarded a copy of the Audit to Mr. Fewins and he stated he would attempt to get a refund of the overpayment from American Family and Claridge could reissue the policy with Hannover Insurance for \$495.00. Discussion was had.

**MOTION: H. Tolles made a motion to approve the Workman's Compensation Policy with Hannover for \$495.00. F. Emerick seconded the motion; which carried unanimously.**

c) **Insurance Renewal D&O Policy – Bid – Discussion/Action**

H. Tolles stated that the renewals come at a minimal time for renewal. He stated that he would like to have insurance bid out in 2020 in January 2020 prior to renewal. (Insurance Expires March 6, 2020)

**MOTION: H. Tolles made a motion to renew the D&O Insurance Policy for \$1,368.00 and to go out to bid in January 2020 prior to renewal. F. Emerick seconded the motion; which carried unanimously.**

d) **Curb Painting – Bid – Discussion/Action**

The curb painting bid was approved in 2018, however the Board decided not to execute the bid due to the road projected road maintenance in 2019. As such, Management contacted Nevada Paving, Surface Prep and Maintenance at 775-972-7283 to ask if they would honor the 2018 pricing for the stenciling of VISITOR PARKING, 5 MINUTE PARKING, RED, & FIRE LANE stencils and RED CURB PAINTING in the amount of \$5,424.72. They agreed to hold the pricing for 2019. Discussion was had.

**MOTION: H. Tolles moved to re-approve the bid from Nevada Paving, Surface Prep and Maintenance at for the stenciling of VISITOR PARKING, 5 MINUTE PARKING, RED, & FIRE LANE stencils and RED CURB PAINTING in the amount of \$5,424.72, to be done after the 2019 Road Maintenance had been completed. F. Emerick seconded the motion; which carried unanimously.**

e) **Slurry Seal Streets & Full-Depth HMA Patching – Bid – Discussion/Action**

Slurry Seal and Full-Depth HMA Patching Bids were solicited by Applied Pavement Technology. Bids were opened and reviewed. Discussion was had.

**MOTION: H. Tolles moved to rescind the acceptance of the Nevada Paving, Surface Prep and Maintenance in item d. above and accept the bid in the amount of \$22,913.62 for the Full depth patching (7 patches), Type 2 rapid – set slurry seal, pavement Striping in Parking Area and Stop Bars, Pavement Legends (Fire Lane, 5 Minute Parking, Visitor Parking) and to ask for additional cost on painting the curbs red. L. Lee seconded the motion which carried unanimously.**

f) **2018-2019 Arborist – Tree Trimming Bids – Discussion/Action**

The 2018 annual tree inventory & evaluation had been conducted by American Arborist and provided to the Board. American Arborist did not submit a proposal in time for the meeting. This item was postponed to the next meeting for a bid for those trees that were marked as poor or fair condition in the evaluation. No action was taken.

g) **Reserve Study Update for 2019 for FY 2020 – Discussion/Action**

H. Tolles stated he would provide an updated Reserve Study for the Board's Review in May 2019 in order to assist in 2020 Budget preparation. No action was taken.

h) **Towing on Private Streets Policy – Discussion/Action**

Management stated that he contacted Legal Counsel and it was reported that RPD cannot nor will they tow a car because all streets within Claridge Pointe are private streets. However, the HOA has a right to tow from the private streets/fire lanes. Also, any cars overhanging the driveway may be handled as Health, Safety and Welfare issue as it impedes fire lanes. She also advises that the right to tow is subject to the requirements in NRS 116 and NRS 487. Management advised that the Board has authority to contact the towing company and sign for tows. No action was required.

i) **Burgarello Camera Status – Update**

H. Tolles stated that there were reports of issues on 1/9/2019 on 1/11/2019 Burgarello stated they installed a piece of equipment that monitors the internet signal. On 3/12/2019 H. Tolles reported that there was no signal. H. Tolles called the box and there was no answer. Management stated he would follow up with AT&T to find out if there is a phone line issue.

j) **Insurance Claim Update/Reimbursement Status – Discussion/Action**

H. Tolles provided a summary of the claim. Management stated that he had written confirmation that the original servicer of the claim was no longer with the company and Claridge Pointe would have to re-submit the claim. No action was taken.

**MANAGEMENT REPORT**

Management submitted a written management report for the board review. Management gave the executive session summary stating the board took action with regards to the collection policy and compliance.

H. Tolles stated that the pgs at the North Claridge Pointe Fire gate was not completed. Management stated he would follow up.

There was a bid submitted by Reno Green in the amount of \$165.00 in order to remove a tree that was in danger of falling into the mailbox bank.

H. Tolles asked Management to contact Charter to see if they can install a line 10MPS to upload speed.

**DISCUSSION ON FUTURE AGENDA ITEMS & NEXT BOARD MEETING DATE**

H. Tolles asked Management to contact Charter Spectrum to see if they can install a line that provides 10MPS upload speed at the North and South Gates.

The next board meeting is tentatively scheduled for Thursday, May 16, 2019 at 5:30PM, pending confirmation of meeting room at Raley's.

**HOMEOWNER COMMENTS**

**7681 Diamond Pointe Way:** Owner commented that when they met with the Fire Marshall last year that the Marshall stated he stated that the fire engines will move over any cars to get through to any reported fire.


**7590 Diamond Pointe Way:** Owner commented that in front of the mailboxes the snow and ice was dangerous and in front of the gate. H. Tolles stated that the only way to alleviate the issue would be to hire hand crews.

**7540 S. Claridge Pointe Parkway:** Owner asked what is required if they wanted to install a new roof. H. Tolles stated that any roofing needs to have a permit for manufactured housing association.

**ADJOURNMENT**

There being no further business, H. Tolles moved to adjourn the meeting at 6:15PM. F. Emerick seconded the motion. Motion carried unanimously.

Respectfully Submitted by:

  
Don Lamers, CMCA®  
Supervising Community Association Manager  
Recording Secretary  
Associa Sierra North

Approved by:

  
Lorraine Lee – Secretary  
Claridge Pointe Homeowners Association