

# CLARIDGE POINTE HOMEOWNERS' ASSOCIATION

## Board of Directors Meeting Minutes

March 5, 2024

### **Board Members Present**

Harry Tolles- President / Treasurer  
Sue Durst  
Linda Proulx- Director  
William Ward

### **Management**

Kara Kite  
Community Association Manager  
Western Nevada Management, Inc.

### **Homeowners Present**

### **Call to Order/Determination of Quorum**

President, Harry Tolles called the meeting to order at 6:04 p.m. on March 5<sup>th</sup>, 2024. With four (4) of the five (5) Board Members in attendance, a quorum was established. The meeting was held 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**

None at this time

### **Minutes**

The Board reviewed the minutes from January 10, 2024.

**MOTION: H. Tolles moved to approve the January 10, 2024. W. Ward seconded the motion, which carried unanimously.**

### **Financial Statements**

a.) Review and Accept December 2023 Unaudited Financial Statements

The December 2023 financials were presented to the board. H. Tolles gave an update on the current balances and financial state.

**MOTION: H. Tolles moved to approve the December 2023. W. Ward seconded the motion, which carried unanimously.**

b.) Certificate of Deposit

The certificate of deposit was set up at 5% interest and will mature on 11/21/24. The CD is not showing up on the bank account. Management is working on getting this updated.

**MOTION: H. Tolles made a motion to cash out the current CD and deposit \$225,000 in the 9-month CD option earning 5% interest with First Citizens Bank. B. West seconded the motion, which carried unanimously.**

c) Transfer \$15,000.00 from Operating to Reserve

The board is going to hold off on the additional transfer until after all the snow removal operating costs are recorded and the board can determine the strength of the operating account to make the additional transfer. They will revisit May/June.

**NO MOTION MADE at this time.**

d) Corporate Transparency Act

The board discussed the recent requirement of the Corporate Transparency Act which required board members to provide specific information in a report that must be filed annually and whenever there are any changes. The purpose of this Act is to mitigate fraud and money laundering. Management will continue to include information as it becomes available.

**NO MOTION MADE at this time.**

### **Old Business**

None at this time

### **New Business**

#### **a.) 4/1/24 – 4/1/25 Landscape Maintenance Contract- Reno Green Landscape**

The contract has not been received as of 3/5/24. As soon as it is received, K.Kite will send out to all board members for approval and will ratify at the following meeting.

**NO MOTION MADE at this time.**

#### **b.) Reno Fire Department- Request for Knox Locks on the emergency gates**

The board discussed the Reno Fire Department request for addition of Knox Locks to the three fire gates in the community. The locks will be daisy chained so both the fire department and the HOA have access.

**MOTION: H. Tolles motioned to approve the purchasing of the three (3) Knox Locks. L. Proulx seconded the motion, which was carried unanimously.**

### **Homeowner Comments**

None at this time

### **Items for next agenda**

The next board meeting is scheduled for 5/7/24 at 6:00 p.m.

### **Adjournment**

With no further business to conduct, H. Tolles adjourned the meeting at 6:32 p.m.

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

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Attested to by Sue Durst, Secretary  
Claridge Pointe Homeowners Association