

**CLARIDGE POINTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
May 16, 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 5:40 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

7681 Diamond Pointe Way: Owner asked what the schedule of street repairs will be. Management replied that there is not an actual date scheduled for the project but that the membership would be advised prior. Management has asked the vendor for two weeks advance notice. Owner then stated that he would like to have the STOP stenciled on the road at the stop signs and YIELD stenciled on the road at the yield signs. H. Tolles asked management to follow up with the current paint vendor to see how much it cost to add that to the painting bid.

MINUTES

Approval of March 13, 2019 Board Meeting Minutes

Management provided the Board with the March 13, 2019 meeting minutes for review.

MOTION: H. Tolles moved to approve the March 13, 2019 board meeting minutes as written. F. Emerick seconded the motion. Motion carried unanimously.

FINANCIAL REPORTS

- a) **Current Un-Audited Financial Statements** – Management provided the Board with the financial statements through March 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 February 28, 2019 was \$18,971.56 with a due to from Operating to Reserves of \$2,500.00 and the balance in the reserve account was \$317,749.63.

The operating balance as of March 31, 2019 was \$14,359.32 with a due to from Operating to Reserves of \$2,423.01 and the balance in the reserve account was \$323,042.15.

H. Tolles read out the cash balances of both accounts as of 5/16/2019.

MOTION: H. Tolles moved to acknowledge the board has fulfilled their fiduciary duty to review the unaudited financials for February 28, 2019 and March 31, 2019 and bank statements as presented. F. Emerick seconded the motion; which carried unanimously.

Management mentioned that the Reserve Fund is over the FDIC Limit, and asked the board how they would like to resolve this. Discussion was had. H. Tolles stated that after the asphalt project was completed that the Board should look at investing in the Mutual of Omaha CDARS program. He asked that this be placed on the next agenda for consideration.

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**

D. Lamers stated that American Family reimbursed \$769.00 for the overpayment on the insurance premium. H. Tolles stated that he would like management to provide the email for the reimbursement (Check 0000542639 April 4, 2019) that explains the reimbursement. Management stated that the 2018 Workers Compensation Audit was filed with J. Fewins at American Family.

c) **Slurry Seal Streets & Full – Depth HMA Patching – Scheduling – Discussion/Action**

H. Tolles stated that SNC had began the patching by making cuts. Management advised the patching would begin May 17, 2019 pending weather. For the full slurry project SNC, (contract price \$20,318.62 executed April 23, 2019), has been advised that the community requires a notice be given of two weeks prior to commencement of the project.

H. Tolles presented a letter that he would like distributed to the membership prior to the commencement of the slurry project. H. Tolles stated that people may not drive on the slurry for six hours after the application. No action was required.

d) **Curb and Stencil Painting – Status – Discussion/Action**

The Nevada Surface Prep and Maintenance contract has been executed (contract price \$5,524.72 executed on April 23, 2019) advised that the HOA will contact them after the slurry seal project has been completed to schedule the Curb Painting and Stenciling. No action was required.

e) **Security for Slurry Seal Project – Bids – Discussion/Action**

Management provided an estimate from Securitas for the Security that would be needed to guard the slurry seal project. It was noted that these guards should have the ability to photograph any offending parties driving on the fresh slurry. Joshua Smith, Branch Manager at Securitas Office: (775-828-1590) provided a cost of \$32.00 per hour for each officer that would be needed for the project.

MOTION: H. Tolles moved to approve the cost of \$32.00 per hour per officer for four officers for six hours with cameras from Securitas to guard the fresh slurry seal and take photographs and provide to the HOA of any offending parties that drive on the fresh slurry. L. Lee seconded the motion; which carried unanimously.

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

Bids were provided to the board for consideration from American Arborist. Management stated that he would contact Reno Tree Service to walk with H. Tolles and himself in order to get a fair estimate for tree pruning. H. Tolles stated that American Arborist changed the designation of the perimeter trees from birch to something else. This item was postponed to the next meeting.

MOTION: H. Tolles moved to approve a cost of up to \$3,000.00 for tree pruning after a walk with H. Tolles to approve the trees to be serviced. L. Lee seconded the motion; which carried unanimously.

H. Tolles mentioned that Reno Green had been out to the property spraying.

Management then mentioned there was a bid for reinforcement of the perimeter rock wall provided by Reno Green in the amount of \$1,232.00. Discussion was had. The board stated that they would like this item to be on the next agenda for proposals and discussion. No action was taken.

A tree north of the mailboxes had to be removed due to damage on February 26, 2019. Reno Tree service did this at a cost of \$165.00.

MOTION: H. Tolles moved to approve the cost of \$165.00 for the removal of the tree. L. Lee seconded the motion; which carried unanimously.

g) **Presentation of FY 2020 Reserve Study Update – Discussion/Action**

H. Tolles produced a draft 2020 Reserve Study update and discussed that Claridge Pointe would need to raise the contribution to the Reserves Account by \$5.00 per month per home in 2020. The final copy will be presented by July 2019.

MOTION: L. Lee moved to adopt the draft 2020 Reserve Study Update as presented. F. Emerick seconded the motion; which carried unanimously.

h) **Burgarello Camera Status – Update – Discussion/Action**

H. Tolles stated that AT&T illegally shut down the service and they provided a new IP Address when the service was turned back on. Burgarello charged \$250.00 for the re-establishment of the cameras. This was a legitimate charge. Management stated he would write a letter to AT&T corporate to try to get a credit of this amount. H. Tolles stated the cameras are now working.

i) **Charter Cable Installation at Both Gates – Update – Discussion/Action**

H. Tolles asked that Management get information to establish lines with Charter Cable for the cameras at both gates. Management contacted Charter and the survey was conducted. Charter is looking for a call back for installation date.

MOTION: H. Tolles moved to cancel the Charter Cable Installation at this time. F. Emerick seconded the motion; which carried unanimously.

j) **Garage Sale in Conjunction with Wellington Estates – Discussion/Action**

H. Tolles stated that the Garage Sale would be held in conjunction with Wellington Estates from 8AM to 5PM on Saturday, June 22, and Sunday, June 23, 2019. Management was directed to get in touch with the Manager of the Wellington Estates Manager, Aprille Evans Wright at Aprille.evans-wright@newportpacific.com to coordinate the Garage Sale.

MOTION: L. Lee moved to approve the joint Garage Sale with Claridge Pointe and Wellington Estates on June 22nd and 23rd and to approve splitting the ad cost with Wellington Estates. H. Tolles seconded the motion; which carried unanimously.

k) **Associa Management Agreement – Renewal – Discussion/Action**

The Management Agreement with Associa Sierra North was up for renewal on 5/31/2019. A renewal proposal was submitted at a cost of \$1,298.00 per month. Discussion was had.

MOTION: H. Tolles moved to approve the Management Contract Renewal at \$1,298.00 per month from 6/1/2019 through 5/31/2020. F. Emerick seconded the motion; which carried unanimously.

l) **Tractor Trailer Insurance Claim Update/Insurance Reimbursement Status – Discussion/Action**

Management stated that this issue should be resolved by the upcoming meeting. No action was required.

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.

Management advised that he had Associa OnCall paint the block on Brookshire and fixed some fencing during the month.

H. Tolles stated that the pegs at the North Claridge Pointe Fire gate was not completed and still needs follow up.

L. Lee stated that a flyer should be sent to the community giving them advise them there are open positions on the Board of Directors.

MOTION: F. Emerick moved to send a flyer to the community to solicit new board members for the community with the next Agenda mailing. L. Lee seconded the motion; which carried unanimously.

DISCUSSION ON FUTURE AGENDA ITEMS & NEXT BOARD MEETING DATE

The next board meeting is tentatively scheduled for Thursday, July 11, 2019 at 5:30PM, pending confirmation of meeting room at Raley's. The Agenda should include 2020 Draft Budget, tree pruning bid.

HOMEOWNER COMMENTS


7540 S. Claridge Pointe: Owner stated that there is a street sign that is blocked by a tree and he asked to have the tree trimmed so the signage is visible. H. Tolles stated he would see that the owners are advised to trim the trees and bushes.

140 Platinum Pointe Way: Owner commented that the children are playing on the putting green. She stated the signs are doing no good where they are placed. H. Tolles stated that if he is advised of this infraction, he can follow the enforcement policy of the Association.

ADJOURNMENT

There being no further business, H. Tolles moved to adjourn the meeting at 6:21PM. L. Lee seconded the motion; which 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