

CLARIDGE POINTE HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING JUNE 3, 2020

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 5:35PM. by H. Tolles. The meeting was held via Zoom. A quorum was established with four (4) out of five (5) of the Board Members present.

Board Members Present:	Harry Tolles Carol Passow Lorraine Lee Sue Durst	President/Treasurer Vice-President Secretary Director
Board Members Absent:	Brent West	Director
Others Present:	Alicia Fadrowsky CMCA, AMS Debora Costa, CMCA, AMS	Community Manager, Associa Sierra North President, Associa Sierra North
Homeowners Present:	Hailey Cushman	

HOMEOWNER COMMENTS

H. Cushman reported that people had driven over the corner of her yard and broken one of the sprinkler heads in her yard. She would like to discuss some type of solution and reimbursement. A. Fadrowsky thanked her for the information but reminded her that the first homeowner's forum was for items on the agenda only, this topic is more appropriate for the second homeowner's forum. H. Tolles added that unfortunately the Association is not responsible for the way people park, however the Board will discuss it in executive session.

MINUTES

Approval of March 10, 2020 Board Meeting Minutes

Minutes from the March 10, 2020 Meeting were reviewed.

MOTION: H. Tolles moved to approve the March 10, 2020 minutes as presented. S. Durst seconded the motion. Motion carried unanimously.

FINANCIAL REPORTS

a) Current Un-Audited Financial Statements

Management provided the Board with the financial statements through April 2020. 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. H. Tolles read out the cash balances of both accounts as of 5/30/2020.

MOTION: H. Tolles moved to acknowledge the board has fulfilled their fiduciary duty to review the unaudited financials for April 2020 as required by NRS 116.31083. L. Lee seconded the motion. Motion carried unanimously.

b) Explanation of Unauthorized Issued Checks

H. Tolles explained that two checks were issued, one in March and one in April, without board consent. One check was for a tax prepayment sent with the extension and the other was to TMWA. H. Tolles wants to make sure that no checks are sent out in the future without board approval. D. Costa explained that in the disbursements section of the management agreement it states that management is authorized to effect automatic payments to the extent permitted by law without further board action. The section goes on to list taxes payable, utilities, etc., therefore by the signature on the management agreement, the board has authorized the automatic transfer of funds for the specified circumstances. H. Tolles stated that electronic transfer of money has only been allowed by the board to TMWA, NV Energy, and ATT. He further stated that the board would never and will not approve any check disbursement that does not go through Strongroom. D. Costa clarified that the board is requesting that all payments besides the ones previously listed that have been authorized, go through Strongroom and the board approval process. H. Tolles then asked why TMWA was paid by check when they are already set up for automatic payments. D. Costa explained that it was human error by the interim manager, she did not know that Claridge Pointe was set up for automatic payments when she paid the bills and accidentally had them paid by check. Due to the fact that Claridge Pointe is set up for automatic payment, the bills were

paid twice that month. D. Costa stated that A. Fadrowsky has been working with the accounting team to get everything straightened out. D. Costa will follow up with changing the standard processes to meet the board's requests that nothing be paid without board approval.

OTHER BOARD BUSINESS

a) **Reno Fire Department Request that Claridge Pointe buy Knox Locks for Fire Gates**

H. Tolles reported that the Fire Department wants Claridge Pointe to pay for the special Knox locks, which was not the board's original understanding. The four locks will cost \$412 plus tax and shipping. In addition, the Association isn't able to have a key to the Knox lock. The ensuing board discussion concluded that it would be less expensive to use the padlocks already there and if something happened, have the fire department cut them off and the Association will replace them at minimal cost. The Board will not proceed with purchasing the Knox locks.

b) **Wrought Iron Painting Bids**

Management provided three bids for the wrought iron gate painting, one from Painting Pros, one from Palafox, and one from Associa OnCall. Painting Pros bid was \$7500; Palafox was \$3975; and Associa OnCall was \$3890.

MOTION: H. Tolles motioned to approve the Palafox bid to paint the five wrought iron gates in the amount of \$3795. L. Lee seconded the motion. Motion carried unanimously.

c) **Sewer Cleanout Bids**

Management provided one bid with two options from Jet Plumbing and one bid from Associa OnCall. H. Tolles stated that the Associa OnCall bid was minimal in its detail whereas Jet Plumbing provided five pages of details. H. Tolles said that Jet Plumbing did an excellent job last time. Associa OnCall's bid was \$4860; Jet Plumbing's bid was \$3400 for Option 1 (camera and clean sewer line) and \$3400 for Option 2 (clean out and inspection of the storm drains), however if Claridge Pointe decides to go with both options at the same time, Jet Plumbing will do both for the discounted rate of \$5900

MOTION: H. Tolles motioned to approve going with Jet Plumbing for both Option 1 & 2 in the amount of \$5900. S. Durst seconded the motion. Motion carried unanimously.

d) **Reinforce South Claridge Gate Keypad with R&L Damages**

H. Tolles would like the board to install a second bollard parallel to the concrete curbing to protect the keypad at the gate. The board would like a few more bids before deciding on whether to install a bollard or not.

MANAGEMENT REPORT

A. Fadrowsky gave the executive session summary stating the board approved the previous executive session minutes as well as had a legal discussion with their attorney pertaining to a confidential board matter.

NEXT BOARD MEETING DATE

The next board meeting is scheduled for July in which the draft budgets will be discussed. Tentative date for the next meeting is Tuesday July 21, 2020 at 5:30PM via Zoom.

HOMEOWNER COMMENTS

None

ADJOURNMENT

There being no further business, H. Tolles moved to adjourn the meeting at 6:26 PM. C. Passow seconded the motion; which carried unanimously.

Respectfully Submitted by:

Approved by:

Alicia Fadrowsky, CMCA, AMS
Community Association Manager
Associa Sierra North

Board Member
Claridge Pointe Homeowners Association