

**CLARIDGE POINTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
July 10, 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 5:33 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 (via telephone) 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 homeowner comments were made at this time.

MINUTES

Approval of May 16, 2019 Board Meeting Minutes

Management provided the Board with the May 16, 2019 meeting minutes for review.

MOTION: H. Tolles moved to approve the May 16, 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 May 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 April 30, 2019 was \$15,773.57 with a due to from Operating to Reserves of \$2,423.01 and the balance in the reserve account was \$330,679.00.

The operating balance as of May 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 7/10/2019.

MOTION: H. Tolles moved to acknowledge the board has fulfilled their fiduciary duty to review the unaudited financials ending April 30, 2019, and May 31, 2019 and bank statements as presented. L. Lee seconded the motion; which carried unanimously.

H. Tolles stated that they were not receiving invoices from AT&T Internet. Management has been tasked with providing the board these invoices.

H. Tolles stated that there is \$334,834.00 in the Reserve Fund and that is over the FDIC Limit. H. Tolles stated that some money must be moved in order to protect the assets. He stated that for the options provided there is a CD available for 1.9%. He recommended that at the next meeting the Board will make a motion to transfer some of the reserve money into a CD.

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) **Perimeter Rock Wall Maintenance – Bids – Discussion/Action**

Bids were opened and reviewed. Discussion was had.

MOTION: H. Tolles moved to accept the proposal for Reno Rock Landscaping and Design for Section 2.1-2.5, Section 3.1-3.16, Section 4.6 in the amount of \$63,440.00. L. Lee seconded the motion; which carried unanimously.

c) **Sidewalk Repair outside Perimeter Fence – Discussion/Action**

Discussion was had that there is a tree on common area behind 7501 Diamond Pointe that has lifted a side walk. The owner at 7501 Diamond Pointe received a letter from City of Reno mandating repair. After investigation it was noted that this tree is on Common Area. The Board has asked for the tree to be removed and to get a proposal for the repair to the concrete walk. In addition, H. Tolles asked for verification from the City of Reno as to whether the concrete sidewalks are in fact the responsibility of the HOA.

MOTION: H. Tolles moved to have the sidewalk repaired and to approve the bids via email and ratify at the next meeting in order to meet the City of Reno deadline for sidewalk repair. L. Lee seconded the motion; which carried unanimously.

d) **Signage – Ratify Order – J&R Signs – Discussion/Action**

One Exit sign and Two Do Not Enter, No Parking signs were ordered from J&R Sign Company for a total of \$122.50. Discussion was had.

MOTION: H. Tolles moved to ratify the cost of the three signs that were ordered and delivered from J&R Sign Company in the amount of \$122.50. L. Lee seconded the motion; which carried unanimously.

H. Tolles stated he would install the signage.

e) **Drill Holes at Brookshire Fire Gate – Ratify Cost with AOC – Discussion/Action**

When Tholl Fence installed the larger pins on the Brookshire Fire Gate they did not drill holes in asphalt in order for the new pins to be secured when the gate is in the open position. Management had Associa OnCall go out and drill the requisite holes at a cost of \$155.00.

MOTION: H. Tolles moved to ratify the cost of \$155.00 from Associa OnCall to drill the two holes that will allow the Brookshire Fire Gate to be secured in the open position. L. Lee seconded the motion; which carried unanimously.

f) **Arborist – Tree Trimming – Reno Tree Service – Discussion/Action**

This item was postponed to the next meeting pending a meeting with Reno Tree Service. No action was taken.

g) **Presentation of FY 2020 Draft Budget – Discussion/Action**

H. Tolles presented the 2020 Draft Budget and explained how the budget draft was created. He proposed a Budget that included an increase of \$7.00 for fiscal year 2020 or from \$97.00 per month in 2019 to \$104.00 per month in 2020.

MOTION: H. Tolles moved to accept the July 10, 2019 Updated Reserve Study. L. Lee seconded the motion; which carried unanimously.

h) **South Gate Repair – Ratify Cost – Tholl Fence – Status of Repair – Discussion/Action**

The South Gate Operator fell into disrepair and rendered the South Gate inoperable. As a result, Tholl Fence was contacted and provided a bid in the amount of \$14,164.00 in order to Replace the gate operator and four new ground loops for the south gate.

MOTION: H. Tolles moved to ratify the cost of \$14,164.00 for the requisite South Gate operator and ground loops from Tholl Fence. L. Lee seconded the motion; which carried unanimously.

i) **Tractor Trailer Insurance Claim Update/Insurance Reimbursement Status- Discussion/Action**

Management stated that this issue is still pending. 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 there was a change order for the asphalt project from SNC in the amount of \$1,200.00.

MOTION: H. Tolles moved to accept the change order in the amount of \$1,200.00 from SNC as required to complete the 2019 Asphalt rotation. L. Lee seconded the motion; which carried unanimously.

Management advised that the speed limit in Claridge Pointe is 10MPH.

Management advised that the tax return and audit will be available for the next meeting.

Management advised the south Claridge exit gate has been repaired.

DISCUSSION ON FUTURE AGENDA ITEMS & NEXT BOARD MEETING DATE

The next board meeting is tentatively scheduled for Thursday, September 19, 2019 at 5:30PM, pending confirmation of meeting room at Raley's.

HOMEOWNER COMMENTS

7590 Diamond Pointe Way: L. Lee commented that Reno Green needs to clear the artificial turf of weeds and needs to be more consistent with weed control. It was noted there is a contract with Reno Green until March 2020.

ADJOURNMENT

There being no further business, H. Tolles moved to adjourn the meeting at 6:07 PM. 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