

# CLARIDGE POINTE HOMEOWNERS' ASSOCIATION

## Board of Directors Meeting Minutes

July 20, 2021

### **Board Members Present**

Harry Tolles - President/Treasurer  
Carol Passow – Vice President  
Sue Durst - Director

### **Management**

Don Lamers  
Supervising Community Manager  
Western Nevada Management, Inc.

### **Homeowners/Guests**

Robbyn Tolles  
Gary and Christine Kluka

### **Board Absent**

Brent West - Director  
Lorraine Lee - Secretary

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

President, Harry Tolles called the meeting to order at 6:03 PM. Three (3) of the five (5) Board Members were in attendance 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**

No homeowners commented at this time.

### **Minutes**

Minutes from May 11, 2021 were not provided by prior Management, however President, H. Tolles drafted minutes for review.

**MOTION: H. Tolles moved to approve the May 11, 2021 minutes as presented. S. Durst seconded the motion, which carried unanimously.**

### **Financial Statements**

The last set of financials referenced in the minutes were March 30, 2021. Associa Sierra North were responsible for the production and distribution of the April 30, 2021 and May 31, 2021 financial packages.

The June 30, 2021 Financial package was not available for review as Western Nevada Management, Inc. assumed management on June 1, 2021 and due to transition of Management companies have been delayed as April 30, 2021 and May 31, 2021 financials were not provided at transition.

H. Tolles stated that he has access to review the Claridge Pointe bank accounts online and he read out the current cash balances to the board and membership in attendance.

### **Association Business**

#### **a.) Reserve Study- Resource 1 Building Consultants**

H. Tolles reported that when the bid for the full onsite reserve study was executed, Resource 1, Building Consultants, LLC, was provided with a complete component list, accurate useful life with life extensions and current costs based on past invoices. H. Tolles further stated that the proposed Full Reserve Study submitted by Resource 1, Building Consultants, LLC, undervalued Claridge Pointe current assets cost by over a half a million dollars. H. Tolles pointed out that despite the fact that Resource 1, Building Consultants, LLC, did a physical inspection of the property they listed the perimeter fence as wooden pickets requiring painting when in fact these pickets are made of a composite material which does not require painting.

H. Tolles stated that the board must reject the study as presented and asked that Management go back to the Reserve Analyst and ask them to please revise their reserve study to accurately reflect the real data based on information already provided. H. Tolles stated that the full study provided by Resource 1, Building Consultants, LLC, used the baseline funding method which if followed would result in the Claridge Pointe reserve fund running out of money by 2035. H. Tolles stated that he had prepared an alternate mathematical model, which was emailed to the board prior to the meeting. If Resource 1, Building Consultants, LLC, refused to accurately update their reserve study, H. Tolles stated that he would ask the board to reject the reserve study and H. Tolles would write the Form 609 explaining the rationale for the decision.

**MOTION: H. Tolles moved to request Resource 1 Building Consultants, LLC revise their study with the previously supplied actual components, useful life and real costs utilizing the full funding method. S. Durst seconded the motion, which carried unanimously.**

**b.) Preliminary Reserve Budget**

H. Tolles stated that he has been able to look at the recommended reserve projects for 2022 and has determined that Claridge Pointe should increase the reserve contribution from \$70,000.00 in 2021 to \$76,620.00 in 2022. He provided the rationale that a full street slurry seal should occur in 2024 after engineering evaluation. No action was taken. A draft 2022 Budget will be provided at the next meeting.

**c.) Preliminary Operating Budget**

H. Tolles explained a preliminary review of the proposed operating budget for 2022 for Claridge Pointe has been completed. He stated that he recommends that the Association assessments keep up with expected inflationary rates, and as such would be recommending a \$3.00 increase from 2021.

He stated that the monthly assessments for Claridge Pointe should be increased from \$107.00 per month to \$110.00 per month in 2022 in order to cover operating expenses. No action was taken. A draft 2022 Budget will be provided at the next meeting.

**d.) Reserve Account FDIC Limits**

H. Tolles stated that the Reserve Account has exceeded the \$250,000.00 FDIC Insurance limit, and as such would like to look into moving some of the money to ensure that all funds are insured as required by statute. He then stated that there are some reserve projects coming up in the next couple months and that the cost of those projects would likely bring the Reserve fund under the \$250,000.00 limit. Discussion was had. keep monitoring until next meeting.

**MOTION: H. Tolles moved to monitor the Reserve fund until next meeting and evaluate at that time if the balance is under the FDIC limit and if not to discuss investment options at that time. C. Passow seconded the motion, which carried unanimously.**

**e.) Common Area Tree Pruning/Removal**

The board discussed the need for common area tree pruning and removal. The owner at 7580 S. Claridge Pointe is reporting the common area tree root, located on the outside of his back fence, is growing into his backyard, and causing damage to his yard. H. Tolles made it cleared that the stump should be injected with poison to kill the roots.

**MOTION: S. Durst moved to approve that H. Tolles conduct a full property tree health evaluation walk to develop a scope of work with three tree service companies to get proposals for the next meeting. C. Passow seconded the motion, which carried unanimously.**

**f.) Pedestrian Gate Repair- Deluxe Step & Rail**

The board reviewed the proposal from Deluxe Step & Rail for the required repairs to the Welding for the pedestrian gate at 7705 N. Claridge at Lancaster in the amount of \$900.00.

**MOTION: H. Tolles made a motion to approve the proposal submitted by Deluxe Step & Rail in the amount of \$900.00 to be paid out of the Reserve account. S. Durst seconded the motion, which carried unanimously.**

**g.) Light Repair- Jensen Electric**

Management contacted Jensen Electric requesting repair to the broken flickering light on the exit side gate of South Claridge Pointe. A cost for the repair was unavailable at the time of the meeting. As this light serves to assist in lighting the camera at the exit gate to the South side, the board determined that this is a safety issue and directed the repair be scheduled. Jensen Electric has scheduled the repair on July 29, 2021 and the cost of the repair will be ratified at the next board meeting.

**MOTION: H. Tolles moved to approve the repair to be completed by Jensen Electric and to ratify cost of the repair at the next meeting. S. Durst seconded the motion, which carried unanimously.**

**h.) Associa Sierra North's demand of \$750.00 for "Transition Out" fee**

Associa Sierra North had a \$750.00 "transition out" fee outlined in the contract addendum. Associa Sierra North withdrew funds from the Claridge Pointe HOA bank account after the June 1, 2021. Harry Tolles wrote an email to the president of Associa Sierra North requesting the monies be returned immediately and allow Claridge Pointe to make any

outstanding payments per best accounting practices. Associa Sierra North returned the money. Harry argued the clause of contract. Management

**MOTION: motion brief letter asking how to proceed. Pay or send letter.??? Harry to write letter explaining deficiencies and stating do not want to pay letter. If should just pay. Just Pay. S. Durst second.**

**i.) Neighborhood Gathering**

The owner at 7630 S. Claridge Pointe Parkway sent an email to the Board asking if the Association would be interested a community wide social event that she would be happy to plan. She advised in the letter that, as a Social Director and events planner she enjoys organizing and hosting events. She stated that her husband is a professional photographer. In the email, the owner asked the board if they would be interested in holding official HOA sanctioned event in July/August. She asked if the HOA would be able to send invites email, mail, or place flyers on the Community Mailbox.

H. Tolles stated that the board has discussed sanctioning Community Events prior at the May 2021 Board Meeting. He reported that the Putting Green Area is not insured. He stated that the HOA cannot sponsor events unless they provide requisite insurance coverages.

He continued that the Association promotes the Annual Garage Sale as this event is held on each individual property and he stated that if the homeowners would like plan an event on or around that time that the owner may plan a private community event and notice the community on the Community mailbox, but due to insurance and liability reasons that he does not recommend HOA sponsored events.

Robbyn Tolles, Homeowner, stated that she supports homeowners organizing social events exclusive of Common Area. She suggested events such as Traveling Dinners that could be organized by homeowners where people go from house to house for each course of a meal.

**MOTION: H. Tolles moved to advise the homeowner that the HOA will not sanction community events other than the Annual Garage Sale, but that homeowners may organize social events within the community at their own properties and place notices on the Community Mailbox to advise of such private events. S. Durst seconded the motion, which carried unanimously.**

**Homeowner Comments**

**141 P:** Owner asked if Western Nevada Management will be issuing payment coupon books for the rest of 2021. Management stated that they can be ordered at board direction. H. Tolles stated that this would be an unbudgeted expense and is really unnecessary. He encouraged owners to go online with their own financial institution and set up bill pay for HOA Assessments.

**Items for next agenda**

Items to be included on the Septembers 14, 2021 Board meeting agenda include: 2022 Budget Adoption, Resolution of Reserve Study, Jensen Electric repair bill, status of Associa Billing Issues, Adoption of 2020 Audit, and Tree Service bids. The next meeting has been scheduled for September 14, 2021 at 6:00PM.

**Adjournment**

With no further business to conduct, H. Tolles adjourned the meeting at 6:54 PM.

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Recording Secretary, Don Lamers, CMCA®  
Supervising Community Association Manager  
Western Nevada Management, Inc.

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Attested to by Lorraine Lee, Secretary  
Claridge Pointe Homeowners Association