

**CLARIDGE POINTE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 19, 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 5:38 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**

**7540 S. Claridge Pointe Parkway:** Owner commented that the work done on the perimeter rock looks nice. He thanked the board for the project.

**MINUTES**

**Approval of July 10, 2019 Board Meeting Minutes**

Management provided the Board with the July 10, 2019 meeting minutes for review.

**MOTION: H. Tolles moved to approve the July 10, 2019 board meeting minutes as written. F. Emerick seconded the motion; which carried unanimously.**

**FINANCIAL REPORTS**

- a) **Current Un-Audited Financial Statements** – Management provided the Board with the financial statements through July 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 June 30, 2019 was \$13,550.95 with a due to from Operating to Reserves of \$2,500.00 and the balance in the reserve account was \$317,329.54.

The operating balance as of July 31, 2019 was \$13,674.78 with a due to from Operating to Reserves of \$2,500.00 and the balance in the reserve account was \$308,457.82.

H. Tolles read out the cash balances of both accounts as of 9/19/2019.

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

American Family Insurance Check Dated 8/1/2019:

H. Tolles stated that there was a refund check for the Worker's Compensation policy for year 2018. No action was required.

Re-allocation of Reserve Funds in excess of \$250,000.00 to alternate account:

H. Tolles noted that once the payment for the perimeter rock has been made the amount in reserves will be less than the FDIC coverage limit. Discussion was had.

**MOTION: H. Tolles moved to invest \$100,000.00 of reserve funds for a twelve month CD with Mutual of Omaha Bank at the highest interest rate available. L. Lee seconded the motion; which carried unanimously.**

**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**

H. Tolles commented that the perimeter rock project was completed by Reno Rock Landscaping and Design and the job looked great. No action was required.

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

A bid was received from Rios Concrete in the amount of \$2,200.00 in order to remove and replace the 80 square feet / four panels of sidewalk concrete behind 7501 Diamond Pointe way at the exterior of the community. Discussion was had.

**MOTION: H. Tolles moved to have the sidewalk repaired by Rios Concrete in the amount of \$2,200.00. F. Emerick seconded the motion; which carried unanimously.**

d) **City of Reno Ownership of Perimeter Sidewalk - Discussion/Action**

Management advised that he contacted the City of Reno to ask if the sidewalks are part of Claridge Pointe. It would appear based on the conversation with the city representative it would appear that the sidewalks fall outside the boundaries of the Association. However, if there is a causative factor such as tree roots that damage the city sidewalk, the Association would be responsible for repair. No action was required.

e) **Jobs Peak Weed Control FY 2020 – Fire Break Proposal – Discussion/Action**

A bid was received from Job's Peak Weed Control for the removal of weeds from the Fire Break for 2020 in the amount of \$2,450.00. Discussion was had.

**MOTION: H. Tolles moved to approve the spraying of weeds for the fire break in March or April of 2020 with Job's Peak Weed control in the amount of \$2,450.00. L. Lee seconded the motion; which carried unanimously.**

f) **Adopt Reserve Study Update of July 10, 2019 – Discussion/Action**

H. Tolles presented the updated reserve study dated July 10, 2019. Discussion was had.

**MOTION: H. Tolles moved to adopt the Reserve Study Update dated July 10, 2019. L. Lee seconded the motion; which carried unanimously.**

g) **2020 Draft Budget – Board Adoption – Discussion/Action**

H. Tolles presented the draft 2020 Operating and Reserve Budget for board consideration including an increase of \$7.00 per month per home. Discussion was had.

**MOTION: H. Tolles moved to adopt the 2020 Draft Operating and Reserve Budgets as presented which includes a \$7.00 per month per home, for a total of \$104.00 per month in 2020. F. Emerick seconded the motion; which carried unanimously.**

h) **2018 Tax Return and Audit from Hillburn & Lein – Adopt – Sign Paperwork – Discussion/Action**

Management advised that the 2018 Tax Return was sent to the IRS on time. The 2018 Audit dated September 3, 2019 by Hillburn & Lein was presented for board review. Discussion was had.

**MOTION: H. Tolles moved to adopt the 2018 Audit as presented. F. Emerick seconded the motion; which carried unanimously.**

i) **2019 Claridge Pointe Collection Policy Update – as required by NRS 116 – Discussion/Action**

Management provided the Board the required updated Collection Policy which included the statutory requirement added with respect to compliance with the Nevada Civil Relief Act. Discussion was had.

**MOTION: H. Tolles moved to adopt the 2019 revised collection policy updating the policy to have late fees be applied after the 30th day of each month. L. Lee seconded the motion; which carried unanimously.**

j) **Ratify Cost of Tree Trimming – Reno Tree Service – Discussion/Action**

H. Tolles and Management walked the community with Reno Tree Service to get a proposal to address the major concerns regarding perimeter and putting green common area trees. A bid was received in the amount of \$6,600.00 which included removal of the tree where the concrete had lifted behind 7501 Diamond Pointe way. Discussion was had.

**MOTION: H. Tolles moved to ratify the bid from Reno Tree Service in the amount of \$6,600.00 to be paid from reserves to twenty six trees and remove three trees per the walk done on July 30, 2019. L. Lee seconded the motion; which carried unanimously.**

k) 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 provided the board with a written management report through September 13, 2019.

Management presented the Association with the 2016 Small Association of the year announcement.

Management stated that he sent out the call for candidates on September 15, 2019.

Management received a snow removal bid from Reno Rock for the 2019-2020 snow removal season.

**MOTION: H. Tolles moved to approve the proposal from Reno Rock Transport for the 2019-2020 Snow Removal season. 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, November 14, 2019 at 5:30PM, pending confirmation of meeting room at Raley's.

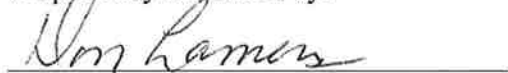
**HOMEOWNER COMMENTS**

**7540 S. Claridge Pointe Parkway:** Owner asked about a home that has compliance issues. Owner commented that the tree was removed that was into the power lines. He stated there are several trees that are into the power lines. He stated that he would like to notify the homeowners if they have trees reaching the power lines. H. Tolles stated he did not know if there is jurisdiction to enforce trimming of trees in the back yards.

**ADJOURNMENT**

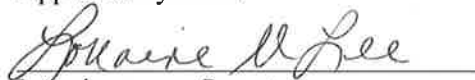
There being no further business, F. Emerick moved to adjourn the meeting at 6:20 PM. H. Tolles seconded the motion; which carried unanimously.

Respectfully Submitted by:



Don Lamers, CMCA®  
Supervising Community Association Manager  
Recording Secretary  
Associa Sierra North

Approved by: 2019.



Lorraine Lee – Secretary  
Claridge Pointe Homeowners Association