

CLARIDGE POINTE HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING

November 21, 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 6:00 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 three (3) of the four (4) Board Members present.

Board Members Present:

Harry Tolles
Carol Passow
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

7500 Diamond Pointe Way: Owner commented that there is an issue with a dog in the neighborhood and noticed that it was not on a leash. Owner asked how many rentals were in the community and asked that they get a copy of the Rules and Regulations. H. Tolles stated that Washoe County has jurisdiction over dog off leash. He asked that people report this infraction to Washoe County Animal Control.

MINUTES

Approval of September 19, 2019 Board Meeting Minutes

The minutes from September 19, 2019 were unavailable at this time. This item was postponed to the next meeting. No action was taken.

FINANCIAL REPORTS

- a) Current Un-Audited Financial Statements – Management provided the Board with the financial statements through October 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 August 31, 2019 was \$14,301.84 with a due to from Operating to Reserves of \$2,423.01 and the balance in the reserve account was \$308,220.37.

The operating balance as of September 30, 2019 was \$14,609.50 with a due to from Operating to Reserves of \$2,423.01 and the balance in the reserve account was \$306,903.85.

The operating balance as of October 31, 2019 was \$14,467.01 with a due to from Operating to Reserves of \$2,423.01 and the balance in the reserve account was \$248,738.45.

H. Tolles read out the cash balances of both accounts as of 11/21/2019.

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

American Family Insurance Check Dated 8/1/2019 – Discussion/Action

Management advised this was a refund of the overpayment of the Worker's Compensation Policy.

Re-allocation of \$100,000.00 in Reserve Funds into a one year CD – Discussion/Action

The Board reminded that this CD needs to be deposited for a term of 12 months.

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) **Election of Officers**

MOTION: H. Tolles moved to appoint H. Tolles as President/Treasurer, L. Lee as Secretary, C. Passow as Vice President and B. West as Director. L. Lee seconded the motion; which carried unanimously.

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

H. Tolles provided a Scope of Work for the weed control throughout the community. Bids were not available at this time. This item was postponed to January 2020. No action was taken.

d) **Ratify Cost of Tree Removal – Reno Green – Discussion/Action**

A large branch had fallen from a tree within the community and was removed by Reno Green for a cost of \$210.00 on November 15, 2019. Discussion was had.

MOTION: H. Tolles moved to ratify the cost of \$210.00 with Reno Green to remove the large branch that had fallen from a damaged tree in the community. L. Lee seconded the motion; which carried unanimously.

e) **Letter of Engagement for LKG Collections – Discussion/Action**

Management provided a letter of retainer from Leach, Kern, Gruchow, Anderson and Song for the firm to act on behalf of Claridge Pointe as Collection Agent.

MOTION: H. Tolles moved to retain Leach, Kern, Gruchow, Anderson and Song as the Collection Agent for Claridge Pointe Homeowners Association. L. Lee seconded the motion; which carried unanimously.

f) **Reno Fire Department Request for Access to Fire Gates – Discussion/Action**

H. Tolles stated he was contacted by a Representative of the Reno Fire Department asking if they could put their own locks on the Claridge Pointe fire gates. He stated that the Board did not have objection to the Reno Fire Department placing locks as long as they provided the Board with access to the lock. This is because the gates must be opened if snow removal is required. He asked that this item be kept on the Agenda until such time the City of Reno Fire Department makes a formal presentation regarding the locks. No action was taken.

g) **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 on October 15, 2019, H. Tolles installed a sign on the fire gate at 1 Brookshire and a sign on the fire gate at 7500 S. Claridge Pointe Parkway.

Management and H. Tolles stated that the Board and the Claridge Pointe Community appreciate the efforts of Faye Emerick during her time serving on the Board.

BOARD MEMBER COMMENTS

No comments were made at this time.

DISCUSSION ON FUTURE AGENDA ITEMS & NEXT BOARD MEETING DATE

The next board meeting is tentatively scheduled for Friday, January 17, 2019 at 5:30PM, pending confirmation of meeting room at Raley's.

HOMEOWNER COMMENTS

7540 S. Claridge: Owner stated that the Fire Marshall will cut the locks on the fire gates. He also stated that the fire department will push cars out of the way if cars are parked in the Fire Lanes at Claridge Pointe. Owner mentioned that an updated letter for the gate code should be sent to REMSA, Reno Police, Reno Fire and RTC.

7621 Diamond Pointe: Owner stated that he understood the 2020 Budget was ratified and he asked why the increase. Management explained that it depends on the unit number, age of community and reserve components within a community. H. Tolles explained that the Board has a fiduciary obligation to fund per the recommendation of the Reserve Study.

7500 S. Claridge Pointe: Owner stated that he posted a sign on the fire gate at 1 Brookshire and a sign on the fire gate at 7500 S. Claridge Pointe Parkway. Owner asked that the pedestrian gate had been propped open frequently. She asked if anyone knew who propped open the gate.

121 Platinum Pointe: Owner stated that many speed over the 10MPH in the community. Owner asked if speed bumps could be considered.

140 Platinum Pointe: Owner commented that some seem to be taking advantage and using visitor parking as their own private parking.

141 Platinum Pointe: Owner asked why there is a convenience fee to pay with credit card online. Management stated that this is a third party service fee. Management advised that ACH does not have any additional fees and it is automatic payment.

ADJOURNMENT

There being no further business, H. Tolles moved to adjourn the meeting at 6:28 PM. C. Passow 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