

**CLARIDGE POINTE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 10, 2017  
Minutes**

**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 5:36 p.m. by Harry Tolles. The meeting was held at Associa Sierra North, Reno, Nevada. A quorum was established with two (2) of three (3) Board members present.

Board Members Present:	Harry Tolles Janine Lindsey	President/Treasurer Secretary
Board Member Absent:	David Tinder	Director
Others Present:	Betsy Sipe Debora Costa	Provisional Community Manager, Associa Sierra North President, Associa Sierra North

**HOMEOWNER COMMENTS/CONCERN**

There were no homeowner comments.

**MINUTES**

March 8, 2017 Minutes – Management provided the Board with the March 8, 2017 meeting minutes for review.

**MOTION: H. Tolles moved to approve the March, 2017 board meeting minutes as written. J. Lindsey seconded the motion. Motion carried unanimously.**

**FINANCIALS**

Current Un-audited Financial Statements –

Management provided the Board with the financial statement dated March 31, 2017 that included: 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 Board discussed the monthly transfers from operating to reserves. Management provided the Board with suggestions on changes that can be implemented to expedite the monthly transfer process. The Board instructed management to set up the reserve transfers to bypass Manager approval in order to expedite the processing time.

The Board discussed the repayment of the reserve funds for Tholl Gate repairs in the amount of \$959.31.

Management explained that the repayment had been flagged as a duplicate of the original payment to Tholl and was therefore accidentally deleted. The repayment has been reissued and should occur within the next couple of days.

Management let the Board know that the Charter Spectrum Business account cannot be setup on automatic payments until it has a zero balance. Management will continue monitoring the account and payments online to setup automatic payments.

**MOTION: H. Tolles moved to accept the March 31, 2017 unaudited financials. J. Lindsey seconded the motion.**

**Motion carried unanimously.**

**OTHER BOARD BUSINESS**

Upper Green Erosion Problem – Robbyn Tolles provided the Board with an update on the Recreation Committee's meeting with Dallas of Synlawn to review the erosion problem on the upper putting green. Robbyn let the Board know that in meeting with (A&P Landscape) Synlawn, the committee let them know that they were in search of the most economical solution. Synlawn recommended that Joubert Construcion handle the installation of the new drains and corresponding excavation required to do so. The solution proposed includes removing one (1) to eighteen (18) inches of the outside edge of the upper putting green to allow installation of three (3) new drains.

**MOTION: H. Tolles moved to approve A & P Landscape proposal of \$1,176.85 and the Joubert Construction proposal of \$3,240.24 to repair the erosion/drainage problem at the upper putting green. J. Lindsey seconded the motion. Motion carried unanimously.**

Stenciling of Mailbox Parking – Management let the Board know that Associa OnCall has the stencils for the parking spots. Management let the board know they would follow up to see when they will be able to go out and paint the parking spots.

Surveillance System Update – The Board discussed the status of the surveillance system installation and setup. Noting that in September of 2016 Burgarello had let the Board know they would be able to handle all aspects of setting up the surveillance system, yet it is still not completed. Burgarello has asked that the Association assist with getting AT&T to make the technical changes required. The Board directed management to inquire of Burgarello what specifically to ask AT&T to do, and then attempt to have it completed.

Spring Garage Sale – The Board discussed the upcoming spring garage sale that is happening with Wellington Estates. The Board directed management to contact Chelsey, the manager of Wellington Estates, and offer to pay for ½ of the advertising expenses. J. Lindsey suggested the Association purchase banners to put up at both of the Association entrances advertising the community garage sale. The Board discussed and directed management to provide pricing and order banners.

Management Agreement Renewal – The Board reviewed the contract presented by Associa Sierra North. The term of the contract is from June 1 2017, through May 31 2018. There is an increase of \$36 bringing the monthly management fee to \$1,236.00

The Board discussed that they are satisfied with the performance during the Association's first year of management with Associa. The Board and management acknowledged the inconsistencies that have occurred with the monthly reserve transfers.

**MOTION: H. Tolles moved to approve the renewal of the management agreement with Associa Sierra North for \$1,236.00 per month. J. Lindsey seconded the motion. Motion carried unanimously.**

Putting Green Installation – H. Tolles updated the Board to let them know that Synlawn had completed the installation of the new putting green, and that the annual grooming after the first year is included in the price of the installation. The older putting green that was not installed by Synlawn is not included, however Synlawn will prepare an estimate for grooming the rest of the putting green. The Recreation Area Committee was represented by Robbyn Tolles. She let the Board know that the next step in the 5 year plan originally presented by the Committee was to install appropriate signage throughout the community informing residents of the putting green and rules of using it. The Committee will come up with rules to recommend to the Board for implementation.

R. Tolles also let the Board know the Committee would like to have a small budget in order to coordinate a community event once the signage and rules are in place. The Board directed management to add this to the agenda for the July Board Meeting.

American Arborist Annual Review – H. Tolles provided the Board with an update from last week's meeting with American Arborist to review the willow tree (#56 on the tree list). The Arborist is going to provide their estimate for removing the willow, along with the piece of a willow on the side of the lower pond that was missed last year. H. Tolles let the Board know that the cost of the annual review of all the trees is included in the reserve study, as well as recommended tree pruning/removal.

**MOTION: H. Tolles moved to approve up to \$600 for the removal of Willow tree #56. J. Lindsey seconded the motion. Motion carried unanimously.**

## **MANAGEMENT REPORT**

Management let the Board know that Reno Green had been contacted regarding the pine cones & weeds in the putting green, the area behind the mailboxes at North Claridge Pointe, and the Fire Break area behind Diamond Pointe Way. H. Tolles confirmed that none of the areas had been addressed as of yet. Management let the Board know Reno Green will be contacted again.

## **BOARD MEMBER/COMMITTEE REPORTS**

## **LEGAL**

## HOMEOWNER COMMENTS

### ADJOURNMENT

There being no further business, H. Tolles moved to adjourn the meeting at 6:32 p.m. J. Lindsey seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Betsy Sipe  
Provisional Community Manager  
Associa Sierra North

Approved by:

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Board Member, Claridge Pointe HOA  
Association Board of Directors