

**CLARIDGE POINTE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

November 28, 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 5:41 p.m. by Harry Tolles. The meeting was held at Associa Sierra North, Reno, Nevada. A quorum was established with four (4) of five (5) Board members present.

Board Members Present:	Harry Tolles Faye Emerick Janine Lindsey Lorraine Lee	President/Treasurer Vice-President Secretary Director
Board Member Absent:	David Tinder	Director
Others Present:	Paige Boesen	Community Manager, Associa Sierra North

**HOMEOWNER COMMENTS/CONCERN**

There were no homeowner comments.

**MINUTES**

September 19, 2017 Minutes – Management provided the Board with the September 19, 2017 meeting minutes for review.

**MOTION: H. Tolles moved to approve the September 19, 2017 board meeting minutes as written. J. Lindsey seconded the motion. Motion carried unanimously.**

**FINANCIALS**

- a) Current Un-audited Financial Statements – Management provided the Board with the financial statement dated September 30, 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.

H. Tolles provided a summary of current funds available, outstanding payables, and accounts receivable.

**MOTION: J. Lindsey moved to accept the September 30, 2017 unaudited financials. H. Tolles seconded the motion. Motion carried unanimously.**

- b) Reserve Transfers Update: The Board and Management agreed the established time line for reserve transfers should occur within the first week of each month; therefore, management will schedule the reserve transfer for approval the last week of each month, it will then require Board approval so the transfer can happen in accordance with the Boards expectations.

**OTHER BOARD BUSINESS**

Diamond Pointe Fire Break Cleanup – H. Tolles confirmed the area around Diamond Pointe has not been addressed by Reno Green; photos were provided. Send the provided photos to Michelle Gordon at Reno Green and request they clear the area as expected per the approved contract. The Board has also requested management ask American Arborist to remove the trees along the Diamond Pointe fire break.

Surveillance System /Gayle Kern Update – H. Tolles explained to the owners present the on goings between Burgarello and the association attorney. Gayle Kern. He provided some history on the issues with the surveillance system so everyone would understand why an attorney was involved. Gayle Kern was able to get Burgarello to warranty all equipment for a minimum of five (5) years as originally agreed. She will obtain the required documents for the association records.

Surveillance Policy Revision Update

The new policy was updated and approved at the previous meeting. The change in the policy stated if any owner/resident requires a copy of footage, it is their responsibility to cover the costs of obtaining it. The policy was mailed to all owners with the annual meeting notice.

Golf Course Committee Budget – The Board discussed that this item should be on a future agenda for next spring as the golf course repairs are not complete yet. J. Lindsey gave a brief report in regards to the plans for the golf course; which includes signage and a few sitting areas.

Review/Approve Sealed Bids for Curb Painting and Re-Stenciling Work: Management discussed the vendors that had received an RFP for this, and explained that one had declined to bid, and the other two had not turned one in. Vendors approached were Perez Landscape, APS, and Sierra Maintenance. Additional bids will be reviewed at the January meeting.

Review/Approve Sealed Bids for Asphalt Crack Sealing: Management submitted Requests for Proposals to Sierra Nevada Construction, Intermountain, and Sierra Maintenance. Sierra Maintenance was the only contractor to return a bid. Sierra Maintenance: \$3,000.00

H. Tolles discussed that this was over double what they have typically had to spend, and not worth considering. J. Lindsey agreed. The Board instructed management to obtain more bids for review at the January meeting

Rubber Parking Bumpers: The rubber parking bumper work was completed as scheduled with the exception of one (1) bumper which was missed. This has now been corrected.

Renew Snow Contract for FY 2018: The snow removal contract with Reno Rock was previously approved and given to the vendor.

Replace Broken Plexiglas on Monument Sign: The Plexiglas on the monument sign was repaired by AOC as requested.

Landscape Contractors Contractual Shortcomings:

The board feels Reno Green is not following the required contract work and would like to meet them on site to walk the community. Management will schedule the date and report back to the Board.

**MANAGEMENT REPORT**

There was no management report

**BOARD MEMBER/COMMITTEE REPORTS**

The selection of officers was performed during this time; the officers were selected as follows:

President/Treasurer: Harry Tolles

Vice-President: Faye Emerick

Secretary: Janine Lindsey

Director: Lorraine Lee

Director: David Tinder



Claridge Pointe

**LEGAL**

Nothing to discuss at this time

**DISCUSSION ON FUTURE AGENDA ITEMS**

The asphalt and curb painting bids should be included on the January agenda for review, discussion and comment.

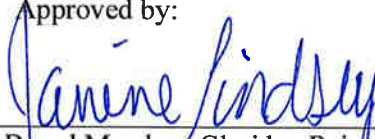
**HOMEOWNER COMMENTS**

An owner questioned if the association has any rules against leaving the garage doors open. H. Tolles explained the rule stating that owners need to keep the garage doors closed is not in their documents.

**ADJOURNMENT**

There being no further business, H. Tolles moved to adjourn the meeting at 6:48 p.m. J. Lindsey seconded the motion. Motion carried unanimously.

Respectfully Submitted by:  
Paige Boesen, CMCA, AMS  
Community Manager  
Associa Sierra North

Approved by:  
  
\_\_\_\_\_  
Board Member, Claridge Pointe HOA  
Association Board of Directors