

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

September 19, 2017

Approved 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	Provisional Community Manager, Associa Sierra North

HOMEOWNER COMMENTS/CONCERN

There were no homeowner comments.

MINUTES

July 12, 2017 Minutes – Management provided the Board with the July 12, 2017 meeting minutes for review.

MOTION: H. Tolles moved to approve the July 12, 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 July 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. H. Tolles provided a summary of current funds available, outstanding payables, and accounts receivable. H. Tolles confirmed that the Wells Fargo CD account had been successfully closed and the funds deposited in to the Seacoast Bank Reserve Checking Account.

MOTION: J. Lindsey moved to accept the July 31, 2017 unaudited financials. H. Tolles seconded the motion. Motion carried unanimously.

- b) Reserve Transfers Update: Management let the Board know that Mutual of Omaha Bank has confirmed that in order to ensure that the transfer occurs on the first of every month, the Board would have to use their online access to set up a recurring transfer. The Board discussed that they did not feel that was appropriate for any one member to be allowed to transfer Association funds. Management explained that the ACH file upload was processed on the first of this month, however it took the Bank 6 days to complete the process. The Board agreed that it was acceptable for the transfers to occur within the first week of each month.

- c) Approve FY 2018 Reserve Study Update Final Version: H. Tolles provided a summary of the items in the Reserve Study that were able to be pushed back a year, due to the fact that while they had reach their expected life, they are still functioning as needed and there is no need to replace them at this time.

MOTION: J. Lindsey moved to approve the updated FY 2018 Reserve Study as presented. H. Tolles seconded, motion passes unanimously.

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- d) Approve FY 2018 Reserve Budget Final Version: H. Tolles provided the Board with the Reserve Budget as per the approved study.
MOTION: H. Tolles moved to approve the FY 2018 Reserve Budget. J. Lindsey seconded, motion passed unanimously.
- e) Approve FY 2018 Operational Budget Final Version: H. Tolles provided the Board with the draft of the final Budget, incorporating the changes discussed in the July 12, 2017 meeting. Changes were also made to incorporate anticipated telecom cost for surveillance system.
MOTION: H. Tolles moved to approve the FY 2018 Operating Budget as presented. J. Lindsey seconded, motion carried unanimously.
- f) Approve Updated Collection Policy Per new NRS Requirements: The Board reviewed the updated Collection Policy presented by Management. Updates incorporate the new legal requirement of SB 33 which affords protections for Active Duty Service Members in relations to collection activity.
MOTION: J. Linsey moved to approve the update Collection Policy as presented. H. Tolles seconded, motion carried unanimously.

OTHER BOARD BUSINESS

Upper Green Erosion Problem – H. Tolles confirmed the Joubert Construction had completed the drainage repairs, and Synlawn had cashed the deposit check for their portion of the work, but it had not been started yet. Management will contact Synlawn and ask for a start date.

Surveillance Policy Revision – H. Tolles presented the Board with revised policy that adds ‘extraction of video data will be done at the expense of the legal requestor’. The Board discussed and agreed it was a reasonable addition.
MOTION: J. Lindsey moved that the revised surveillance policy be approved as written. H. Tolles seconded, motion carried unanimously.

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.

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.

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 sealing to occur in the Spring of 2018.

Review/Approve Sealed Bids for Rubber Parking Bumpers: Management provided the Board with a bid from Supreme Concrete. Bids had been requested from SNC, Surface Prep and Maintenance. Supreme Concrete was the only vendor to return a bid. Supreme Concrete Bid: \$750.00 to remove and replace 6 concrete wheel stops with white striped rubber wheel stops, per the RFP. Removal, disposal, and installation included.

MOTION: H. Tolles moved to approve Supreme Concrete’s proposal for \$750.00 for the removal and replacement of 6 concrete wheel stops. J. Lindsey seconded, motion carried unanimously.

Renew Snow Contract for FY 2018: The Board discussed that they have been very happy with the service provided by Reno Rock for the last 4 years. Hourly rates as follows: \$105, \$130, \$150 – skid steer, plow, front loader. With snow removal from property at a rate of \$150/hour/truck.

MOTION: H. Tolles moved to approve Reno Rock’s snow removal contract for the upcoming season as presented. J. Lindsey seconded, motion carried unanimously.



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Replace Broken Plexiglas on Monument Sign: Management let the Board know that this had been submitted to Associa On Call, but has been held up do to Daryl being out. The Board provided Management with the name of Tripp Plastics to source the Plexiglas. Management to follow up.

MANAGEMENT REPORT

Townsquare was explained to the Board and the excitement shared by the Associa Community Managers

BOARD MEMBER/COMMITTEE REPORTS

The Board would like to see additional owners signed up on the email notification list. Include the email permission forms in future mailings.

LEGAL

Nothing to discuss at this time

HOMEOWNER COMMENTS

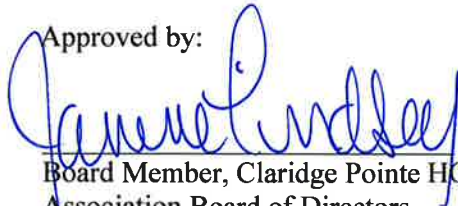
There were no homeowner comments at this time

ADJOURNMENT

There being no further business, H. Tolles moved to adjourn the meeting at 7:02 p.m. J. Lindsey seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Betsy Sipe
Provisional Community Manager
Associa Sierra North

Approved by:

Board Member, Claridge Pointe HOA
Association Board of Directors