

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

May 15, 2018

**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 5:34 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 four (4) of the five (5) Board Members present.

Board Members Present:	Harry Tolles Janine Lindsey Lorraine Lee Faye Emerick	President/Treasurer Secretary Director Vice-President
Board Member Absent:	David Tinder	Director
Others Present:	Don Lamers	Supervising Community Manager, Associa Sierra North
Homeowners Present:	List on File	

**HOMEOWNER COMMENTS/CONCERN**

No comments were made at this time.

**MINUTES****Approval of January 17, 2018 Board Meeting Minutes**

Management provided the Board with the March 22, 2018 meeting minutes for review.

**MOTION: H. Tolles moved to approve the March 22, 2018 board meeting minutes as written. J. Lindsey seconded the motion. Motion carried unanimously.**

**FINANCIAL REPORTS**

- a) **Current Un-Audited Financial Statements** – Management provided the Board with the financial statement through March 31, 2018: 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 March 31, 2018 was \$14,093.89 and the balance in the reserve account was \$277,649.14.

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

**MOTION: H. Tolles moved to accept the unaudited financials through March 31, 2018. F. Emerick seconded the motion. Motion carried unanimously.**

b) Insurance Billing Issue

H. Tolles stated that the Director's and Officers Insurance is always late. Management stated that the D&O Policy is billed through a separate invoice. This year it was not late. No action was required.

**OTHER BOARD BUSINESS**

a) Management Contract – Renewal Bid - Action

Associa submitted a renewal contract in the amount of \$1,273.00 per month. Discussion was had.

**MOTION H. Tolles moved to approve the contract with Associa for a term of one year in the amount of \$15,276.00 annually or \$1,273.00 per month expiring on 5/31/2019. J. Lindsey seconded the motion which carried unanimously.**

b) Applied Pavement Technology Proposal Report – Review - Action

The Board reviewed the report from Applied Pavement Technology dated April 2, 2018. H. Tolles stated that they needed to amend the number of access covers in the report. H. Tolles discussed the recommendation of Hot Melt Asphalt Patching and that Crack Sealing be performed at this time.

c) Asphalt Crack Sealing – Scheduling - Action

The Board authorized management to execute the \$2,950.00 bid that was approved at the with Asphalt Protectors and asked that the Asphalt Crack Sealing

d) Curb Painting and Re-Stenciling Work – Rescheduling - Action

H. Tolles stated that since Applied Pavement Technology is recommending a slurry seal in 2019. As such, H. Tolles recommends that this item be postponed until after the slurry seal project in 2019. The board agreed unanimously.

e) Lighting Installation Over South Claridge Pointe Key Pad – Bids - Action

Management advised that this item is still pending scope of work and bids. No action was taken.

f) Reinforce Keypad Mount at South Claridge – Bid – Action

Management provided a bid to reinforce the keypad mount at South Claridge. Bids were opened and reviewed. Management stated that he had asked for a bollard installation bid, but it was not received. Discussion was had. H. Tolles stated that he did not feel the expenditure to reinforce the key pad at the bid pricing was feasible at this time. The board agreed unanimously to postpone this item indefinitely.

g) Repair Passage Gates/Retrofit of Passage Gate – Bids – Action

A bid from Deluxe Welding in the amount of \$2,400.00 to modify the passage gates so they will accept a standard passage set.

**MOTION: H. Tolles made a motion to ratify the bid in the amount of \$2,400.00 to remove panic bars, install single lock box for passage knob for four (4) gates. F. Emerick seconded the motion which carried unanimously.**

Management discussed that Desert Locksmiths will be ready to provide pricing when the gates are ready for the passage lock installation.

h) Burgarello Account Issues – Discussion/Action

On April 11, 2018 Management received an email from Cynthia Gonzalez ([cynthia@burgarelloalarm.com](mailto:cynthia@burgarelloalarm.com)) stating that the letter sent by client's (Claridge Pointe HOA) lawyer did not modify the terms of the original billing agreement and thus the lease payment for the CCTV lease would be due each March, not in December as the client believes.

Additionally, there is an outstanding invoice 491164 in the amount of \$600.00 for Service/Repair on 5/3/2017 and again on 5/11/2017. Invoice 491164 was for Video Loss. The Burgello technician found on 5/3/2017 that AT&T unplugged all the devices in the Kristy Box. On 5/11/2017 the service stated that Burgarello pinged the camera to find out the reason for video loss.

Discussion was had. H. Tolles read a proposed letter to legal counsel regarding the billing of the CCTV lease stating that H. Tolles agreed to March billing as long as the system provided continuous video. H. Tolles stated that the vendor failed to meet the agreement until November of 2017. Hence H. Tolles stated that based on the date when the CCV was operational per agreement the annual billing would be each December for the period of the lease.

**MOTION: H. Tolles made a motion to have legal counsel, (Gayle Kern), contact Burgarello Alarm to enforce the December annual lease billing based on the date when the system finally provided continuous video as per the original contract. In addition, to have legal counsel advise Burgarello Alarm that the Board will not be paying for service invoices due to the fact that the CCV system was not working properly and providing continuous video and the lease agreement provides for any additional service needed for the CCV service (Re: May 2017 Invoice 491164 for \$600.00). L. Lee seconded the motion which carried unanimously.**

i) Golf Course Committee Budget for Community Signage/Event - Update

H. Tolles stated the Committee is planning to meet in July and may report at the next meeting.

**MANAGEMENT REPORT**

Management submitted a written management report dated May 4, 2018 for the board review.

Management stated that the Concrete Barrier was cleaned up but the project has not been completed. Management stated that gate pins have at Brookshire fire gate have been fixed and the holes have been cleaned out so if the gate needs to be opened it will function properly.

Management reported that data base for S. Claridge was wiped out. Management stated that the community has been informed and provided an opportunity to provide new gate codes for entry into the database.

Management stated that the draft report from Applied Pavement Technology.

Management gave an overview of the TownSq Application that is available to community members that can be downloaded to your phone.

Board Committee Members:

Nothing was reported at this time. No action was taken.

**DISCUSSION ON FUTURE AGENDA ITEMS**

H. Tolles asked that the Reserve Study Update and the Draft 2019 Operating and Reserve Budget be placed on the next agenda.

The next board meeting is scheduled for Thursday, July 19, 2018 at 5:30PM.

**HOMEOWNER COMMENTS**

**7540 S. Claridge Pointe:** Owner commented on the issues that have taken place at 7535 S. Claridge. He stated that it seems to have calmed down for now. Management reminded the membership that the Reno Police Department should be contacted in addition to contacting the Association.

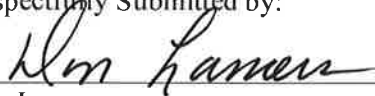
**141 Platinum Pointe:** Owner stated that the landlords do not seem to be responsible to tenants. The noisy mufflers and cars being worked on can be annoying. Management advised that after 10PM the City of Reno has quiet hours.

**121 Platinum Pointe:** Owner stated that she was woken up by a white husky in her house.

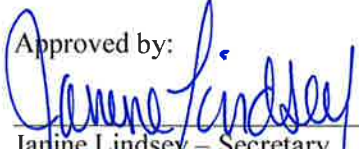
**ADJOURNMENT**

There being no further business, H. Tolles moved to adjourn the meeting at 6:34PM. L. Lee seconded the motion. Motion carried unanimously.

Respectfully Submitted by:

  
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Don Lamers  
Supervising Community Association Manager  
Recording Secretary  
Associa Sierra North

Approved by:

  
\_\_\_\_\_  
Janine Lindsey – Secretary  
Claridge Pointe Homeowners Association