

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

July 19, 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 5:44 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 Faye Emerick Janine Lindsey Lorraine Lee	President/Treasurer Vice-President Secretary Director
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 May 15, 2018 Board Meeting Minutes**

Management provided the Board with the May 15, 2018 meeting minutes for review.

**MOTION: H. Tolles moved to approve the May 15, 2018 board meeting minutes as written. F. Emerick seconded the motion. Motion carried unanimously.**

**FINANCIAL REPORTS**

- a) **Current Un-Audited Financial Statements** – Management provided the Board with the financial statement through May 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 May 31, 2018 was \$11,911.72 and the balance in the reserve account was \$286,972.22.

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

**MOTION: H. Tolles moved to accept the unaudited financials through May 31, 2018. J. Lindsey seconded the motion. Motion carried unanimously.**

- b) **2017 Audit Adopt**

The December 31, 2017 Audit prepared by Gene Clawson, CPA, was presented to the Board for review.

**MOTION: H. Tolles moved to accept the December 31, 2017 Audit as prepared by Gene Clawson, CPA as submitted. J. Lindsey seconded the motion; which carried unanimously.**

**OTHER BOARD BUSINESS**

a) Reno Green – Landscaping Contract / Performance – Discussion/Action

H. Tolles explained that since 2010 there have been five different landscaping contracts at Claridge Pointe. He stated that over the past month we have contacted Reno Green Landscaping several requests to clear the fire break behind Brookshire and behind Diamond Pointe.

Management stated that he believes part of the issue with Reno Green may be the Account Representative. Discussion was had. The Board stated that they would like a work report of what work was done on each invoice.

**MOTION: H. Tolles made a motion to contact Reno Green Landscaping and ask that the Account Representative be replaced at Claridge Pointe. F. Emerick seconded the motion; which carried unanimously.**

b) Ratify Desert Locksmith Bid to Install Passage Handles on 4 Gates – Action

In June 2018, Desert Locksmiths installed four passage levers on the four gates. The cost to do this job was \$990.10.

**MOTION: H. Tolles made a motion to ratify the cost of \$990.00 with Desert Locksmiths. L. Lee seconded the motion; which carried unanimously.**

c) Garage Sale, July 21, 2018 at 8:00AM-2:00PM – Discussion/Action

H. Tolles stated he would open the gates at 7:30AM. J. Lindsey stated that she posted on Craig's List and they posted the Banners on the Community. Management stated that the information was also posted on TownSq.

d) Elevated Cups on Putting Surface – Action

SYNLawn of Northern Nevada (775-322-9631) was contacted and they fixed the elevated cups on the putting green and to date have not submitted an invoice. H. Tolles stated that they would likely not charge for the repair.

e) Burgarello Account Issues – Discussion/Action

Management stated that as of this date the legal counsel, Gayle Kern, has not responded to the request to send the letter to Burgarello, however he believes that the Gayle Kern will send the letter as requested very soon. An update will be given at the next meeting. H. Tolles stated that they are currently having an issue with the North Claridge Cameras. Management stated he would report the issue to Burgarello for repair.

f) Lighting Over South Claridge Pointe Key Pad – Bids – Action

Management stated that nothing has taken place as of this date.

g) Associa OnCall Billing – Protocol

H. Tolles stated that Associa OnCall billed \$150.00 for two after hour calls when the North Gate spring broke. He stated that if work is done they do not have an issue with paying a bill, but that if phone calls were made and no work done the Board will not authorize payment to Associa OnCall (with the exception of fence repair). Management stated that he would ask for a credit on this issue. H. Tolles passed out the protocol to open the North Gate if a spring is broken. H. Tolles stated that the keys in the binder are for the North Claridge Gate Binder.

**MOTION: H. Tolles made a motion that Associa OnCall is authorized to get the North Gate up using the protocol provided if the Board cannot be reached, in cases of emergency. J. Lindsey seconded the motion which carried unanimously.**

h) Reserve Study Update – Adopt

H. Tolles compiled the 2019 Reserve Study Financial Update prepared on July 10, 2018. H. Tolles explained the Reserve Study to the Board. He stated that the changes to the study reflect increased funding to the Reserve Account to ensure proper funding is available for the upcoming required private street repairs and other components.

**MOTION: L. Lee made a motion to adopt the Reserve Study Update as presented. J. Lindsey seconded the motion; which carried unanimously.**

i) Draft 2019 Operating and Reserve Budget – Discussion/Action

H. Tolles prepared a draft 2019 Operating and Reserve Budget that includes an increase from \$92.00 per month to \$97.00 per month in 2019 (reflecting a \$5.00 per month per lot increase). Discussion was had.

**MOTION: J. Lindsey made a motion to approve the draft 2019 Budget reflecting a \$5.00 per month per lot increase. F. Emerick seconded the motion which carried unanimously.**

j) Golf Course Committee Budget for Community Signage / Event – Update

H. Tolles stated that she would like to request that J. Lindsey come up with some verbiage for the Putting Green Signage prior to moving. She agreed. Management stated that the end goal is to have a sign that explains proper use and behavior for the Putting Green.

**MANAGEMENT REPORT**

Management submitted a written management report for the board review.

Board Members/Committees:

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

**DISCUSSION ON FUTURE AGENDA ITEMS & NEXT BOARD MEETING DATE**

The next board meeting is scheduled for Thursday, September 10, 2018 at 5:30PM.

**HOMEOWNER COMMENTS**

**140 Platinum Pointe Way:** Owner stated that she was happy that the weeds were addressed, and she appreciates it.

**ADJOURNMENT**

There being no further business, H. Tolles moved to adjourn the meeting at 6:57PM. J. Lindsey seconded the motion. Motion carried unanimously.

Respectfully Submitted by:

Approved by:

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Don Lamers  
Supervising Community Association Manager  
Recording Secretary  
Associa Sierra North

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– Secretary  
Claridge Pointe Homeowners Association