

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

September 10, 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 5:30 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 all three (3) Board Members present.

**Board Members Present:**

Harry Tolles  
Faye Emerick  
Lorraine Lee

President/Treasurer  
Vice-President  
Secretary

**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 July 19, 2018 meeting minutes for review.

**MOTION: H. Tolles moved to approve the July 19, 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 June 30, 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 June 30, 2018 was \$10,952.20 and the balance in the reserve account was \$286,284.43.

H. Tolles was unable to get online to provide a summary of current funds available, outstanding payables, and accounts receivable. He asked Management to follow up and resolve the situation.

**MOTION: H. Tolles moved to accept the unaudited financials through June 30, 2018. L. Lee seconded the motion. Motion carried unanimously.**

**OTHER BOARD BUSINESS**

a) **Two Board Seats Vacant – Appointment of New Board Members – Accept Resignation - Action**

J. Lindsey submitted a resignation letter and D. Tinder is no longer a member of the community due to his passing, therefore there are two seats open on the board. H. Tolles stated that there is no point in appointing new members at this time as the Annual Meeting will be held in November.

**MOTION: H. Tolles made a motion to accept the resignation from Janine Lindsey as she is selling her home. F. Emerick seconded the motion; which carried unanimously.**

b) **Election of Officers**

J. Lindsey served in the capacity of Secretary. Based on her resignation the office of secretary required appointment.

**MOTION: H. Tolles made a motion to appoint Lorraine Lee to serve as Secretary. F. Emerick seconded the motion; which carried unanimously.**

c) **Landscape Contract / Performance – Discussion/Action**

H. Tolles stated that he has not seen improvement in Reno Green's performance. He stated he would like bids for landscape service with Fire Break and Monthly Landscape Contract being separate. Management advised that the Board could consider a Sheriff's work crew for the fire break. F. Emerick stated she did not feel safe with that idea. Management stated he could get more information on the Work Release program. The Board then requested bids for replacement of Reno Green as they have not performed adequately during the year. Discussion ensued regarding defensible space. H. Tolles stated that the access gate needs to be used to access the fire break area.

d) **Signage Purchase – Ratify Cost - Action**

Management delivered two "Warning No Tractor Trailers Beyond This Point" signs. H. Tolles instructed that two more signs be purchased for a total of four for all gates at Claridge Pointe. Management stated he would order two more.

e) **Truck Damage to S. Claridge Call Box – Claim Status – Discussion/Action**

The repairs to the call box were done by Tholl Fence to get the gate operational immediately following the truck damage. Management stated that he is waiting for the invoice from Tholl Fence for the cost of the damage to the call box caused by the R&L Tractor Trailer, before submitting the claim to R&L Carriers claim number RNO2020180813.

Management stated that he will submit the replacement cost bid to see if they would cover the expense.

H. Tolles asked that a formal rule be drafted in order to prohibit tractor trailers in the Claridge Pointe community.

Robbyn Tolles stated that there was a note from a Member that indicated the key pad caused damage to his vehicle.

f) Bollard Installation at S. Claridge Pointe Call Box – Bids – Action

This item is postponed until the insurance settlement is finalized.

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

This item was postponed. No action was taken.

h) Burgarello Account Issues – Update/Action

H. Tolles indicated that there have been ongoing issues of intermittent signal loss to the N. Claridge Cameras. Management stated that he has forward the issues to Burgarello for repair. Burgarello stated that there was a software update. H. Tolles stated that it is not an issue of AT&T, nor an update because only some of the cameras go inoperable. He also stated that the UPS keeps shutting itself off.

**MOTION: L. Lee made a motion to authorized up to \$130.00 plus tax for the purchase of a new UPS. F. Emerick seconded the motion; which carried unanimously.**

It was noted that a letter from Gayle Kern, dated July 30, 2018 was sent to Mr. Paul Bryant of Burgarello Alarm, Inc. This letter stipulated that the \$600.00 invoice was erroneous and that payments were to be in December of each year for the leasing of the camera equipment.

Management stated that he was in communication with Scott Gentry and Jeremy Coreless of Burgarello and they stated that we should be able to resolve the issue of the \$600.00 invoice to have it written off by Burgarello. They indicated that Paul Bryant would follow up in writing with regards to the final decision on the issue. To date no response has been received.

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

Robbyn Tolles stated that 2.5 years ago, she, Janine Lindsey, Judy Napier and Kristine formed a committee for come up with a 5 year plan for renovation of the recreation area.

She stated Year 1 was to have the greens repaired on the north end with new turf and cups and have curbing put in around the edges. Year 2 was to have the drainage addressed and that was accomplished with SYN Lawn installing 3 French drains. Year 3 was to install signage for the area. She stated that they would need one sign with one galvanized steel post installed, and one sign with verbiage “Claridge Pointe Recreational Area is located in the center of South Claridge Pointe. You may enter by the mailboxes. Rules posted at the entrance. Hours 8:00AM to 9:00PM”. She offered to visit J&R Sign Company and make sure the sign is proofed to ensure quality. She stated that based on the number of people using the recreation area that the association not do the upgrade on the pathways and installing cement benches. She stated that the costs are not justified based on the usage.

**MOTION: H. Tolles made a motion to approve the purchase of the galvanized post, the installation of the sign by Associa OnCall in the amount of \$201.94 and one sign as described above from J& R Sign Company in the amount of \$96.47, for a total of \$298.41. F. Emerick seconded the motion; which carried unanimously.**

**MANAGEMENT REPORT**

Management submitted a written management report for the board review. Management gave the executive session summary stating the board took action with regards to the collection policy and compliance.

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, November 29, 2018 at 5:30PM.

**HOMEOWNER COMMENTS**

**7500 Diamond Pointe Way:** Owner commented that a neighbor has many cars that are parked all over the yard.

**ADJOURNMENT**

There being no further business, H. Tolles moved to adjourn the meeting at 6:22PM. F. Emerick 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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Lorraine Lee – Secretary  
Claridge Pointe Homeowners Association