

**Claridge Pointe Homeowners Association
Board of Directors Meeting
September 8, 2015**

Board Present

Harry Tolles – Secretary / Treasurer
David Tinder – Director

Management

Terri Kenyon – Community Manager
Gary Kenyon- Community Manager

Membership

List on File

Absent

Brent West – Vice President

1. Call to Order/Roll Call

Secretary/Treasurer, Harry Tolles, called the meeting to order at 4:19pm. The meeting was held in the Conference Room at the Office of Kenyon & Associates, Inc. 645 Sierra Rose Drive, Suite 105A, Reno, and NV 89511. A quorum was established with two of three Board Members present.

2. Membership Open Forum-Agenda Items

None at this time.

3. Approval of Minutes

Minutes from July 14, 2015 were presented.

Harry Tolles made a motion to accept the July 14, 2015 meeting minutes as corrected. David Tinder seconded. The motion carried with a vote of all in favor.

4. Approval of Financial Statements

a.) Review of Bank Statements through July 2015

Secretary/Treasurer, Harry Tolles reported the Bank Statements as of September 8, 2015 with the CD Reserve Account Balance of \$42,044.41 and cash on hand Reserve Deposit \$148,146.96 for a total \$190,191.37 in Reserves. Harry Tolles reported the Operating Balance cash on hand is \$54,783.14

Harry Tolles made a motion to accept the financial statements for through July 2015 as presented subject to yearend audit. David Tinder seconded. The motion carried with a vote of all in favor. The Board inspected the original bank statements as required by NRS 116.

b.) Audited Financial Statement – December 31, 2014 – Approval

The Board of Directors reviewed the Audited Financial Statements prepared by Gene Clawson CPA.

Harry Tolles made a motion to approve the Audited Financial Statements for yearend December 31, 2014 as corrected. David Tinder seconded. The motion carried with a vote of all in favored.

5. Old Business

a.) North Claridge Light Pole LED Light at Keypad

The agenda item was discussed. Harry Tolles noted that the Request For Proposal was for a New Light Pole with North Gate Keypad attached. In the future, a surveillance camera might be mounted to this new light pole. Management agreed to distribute the RFP's to appropriate vendors for bids.

b.) Reserve Issue Maintenance/Repairs to Artificial Turf - Update

Management reported that the artificial turf maintenance and repairs will be taking place next week.

- c.) **Reserve Issue Community Rock Beautification - Bids**
 The Board of Directors received a proposal from Reno Rock for the purchase of rock and labor for installation at total price of \$96,206.51. The Board of Directors noted that this is not in the 2015 budget, removed the item from the agenda, and would use the estimate for the next Full Reserve Study.
- d.) **Reserve Issue Asphalt Crack Seal and Repairs - Bids**
 Management reported that the RFP was submitted to Sierra Nevada Construction, Vega Construction, Black Rock Construction, and Spanish Springs Construction. The agenda item was postponed until the next Board of Directors Meeting.
- e.) **Storm Drains & Sewer Maintenance - Complete**
 Harry Tolles reported that the storm drain & sewer maintenance was completed by Jet Plumbing. Management reported that the next clean out will be scheduled for February on a regular maintenance schedule. Harry Tolles reported that he did not have that proposal and that it was a onetime deal and this is not a reoccurring problem for Claridge Pointe HOA and not done on a yearly basis.
- f.) **Reserve Issue Wrought Iron Painting - Complete**
 Harry Tolles reported that the wrought iron painting is complete and they did a great job. This item may be removed from the agenda.
- g.) **Gate Surveillance - Solutions**
 Harry Tolles reported that Reno Security Alarm came out to provide a solution to the cameras located at the gate entrances. Reno Security Alarm reported that the lenses on the cameras need to be changed back to the original lenses.
Harry Tolles made a motion to accept the proposal from Reno Security Alarm for \$450.00. David Tinder seconded. The motion carried with a vote of all in favor.
- h.) **Reserve Study Update Final Revision**
 Harry Tolles provided the Reserve Study Update free of charge. The Board of Directors reviewed the Reserve Study Update. Harry Tolles showed everyone the page that is included with the 2016 budget mailing and key information. Harry Tolles reported the pages that include the major components, 30 year projections, yearly increases to reserves, and all of the assets listed by replacement. Harry Tolles reported the reserves are 68% funded which means that the reserves are funded only until 2026. However, as long as the association continues to fund the Reserves as recommended by the study, assets held in common will not be underfunded.
Harry Tolles made a motion to approve the Reserve Study Update – Final Revision. David Tinder seconded. The motion carried with a vote of all in favor.
- i.) **Revised Rules & Regulations – Update**
 Management reported that the final version of the Rules & Regulations has not been received from Gayle Kern. The agenda item was postponed.
- j.) **FY 2016 Operating & Reserve Budget**
 The Board of Directors reviewed a draft of the 2016 Operating and Reserve Budgets.
Harry Tolles made a motion to adopt the 2016 Operating and Reserve Budgets as presented with an increase of \$2. David Tinder seconded. The motion carried with a vote of all in favor.

6. **New Business**

a.) **Monthly Fire Abatement - Bids**

Management reported that the landscape vendors do not feel that it is appropriate to bid monthly landscape separately from the fire abatement and declined to submit proposals. Harry Tolles stated that he would create a new RFP for Management to submit to the landscapers for the next Board Meeting.

b.) **Monthly Landscape - Bids**

The Board of Directors combined this agenda item with Fire Abatement for the next meeting and new RFP.

c.) **Request for Reimbursement – Brad Tammen**

Management provided a request for reimbursement from a guest of one of the residents in the community that had car damage from a parking block on HOA property. The Board of Directors requested that the Reimbursement be turned over to the Association Insurance and start the claim process.

7. **Management Report**

Management reported that the Board of Directors needs to approve the cost of \$100.00 to update the Collection Policy per SB306.

Harry Tolles made a motion to approve the cost of \$100.00 to have the Association's Legal Counsel Update the Collection policy per SB306. David Tinder seconded. The motion carried with a vote of all in favor.

8. **Claridge Pointe Correspondence**

There was no correspondence for review at this time.

9. **Executive Session Report**

Management reported that during the executive session the Board of Directors review minutes, violations, and delinquencies. The Board of Directors took the proper actions regarding the collection policy.

10. **Membership Open Forum**

None at this time.

11. **Adjournment**

With no further business to discuss, the meeting was adjourned to Executive Session at 5:19pm. *Harry Tolles made the motion to adjourn to Regular Session Board Meeting. David Tinder seconded. The motion carried with a vote all in favor.*

Respectfully submitted by:

Gary Kenyon
Recording Secretary

Harry P. Tolles
Board Secretary / Treasurer