

**Claridge Pointe Homeowners Association
Board of Directors Meeting
November 9, 2015**

Board Present

Harry Tolles
David Tinder
Justin Dunn
Janine Lindsey

Management

Terri Kenyon – Community Manager
Gary Kenyon - Community Manager
Robert Eamigh - Assistant

Membership

List on File

Absent

N/A

1. Call to Order/Roll Call

Board President, Harry Tolles, called the meeting to order at 5:46pm. The meeting was held in the Conference Room at the Office of Kenyon & Associates, Inc. 645 Sierra Rose Drive, Suite 104, Reno, and NV 89511. A quorum was established with all four Board Members present.

2. Membership Open Forum-Agenda Items

a.) 7605 S. Claridge request to change curb configuration to allow wheelchair access

Owner of 7605 S. Claridge, made a request to have the association modify the curb at the end of his driveway as well as the curb in front of the community mailboxes to allow wheelchair accessibility at both locations. Management (Terri Kenyon) advised the requests will likely need to be accommodated within a reasonable time frame and added to the next agenda for ratification. The Board discussed the Homeowner's request, they agreed to obtain proposals for the necessary work and later it was decided to seek out a legal opinion on the best way to proceed with this request.

b.) Election of Officers Management stated election of officers was left off of the Agenda by mistake. *Harry Tolles made a motion to name himself Board President/Treasurer, Management (Terri Kenyon) advised they need to check the Association's Bylaws to make sure they don't prohibit a Board Member from holding both titles. After Bylaws were reviewed, David Tinder seconded the motion. The motion carried with a vote of all in favor.*

Janine Lindsey volunteered to be the Board Secretary. *Harry Tolles made a motion to appoint Janine Lindsey as Board Secretary. David Tinder seconded. The motion carried with a vote of all in favor.*

Justin Dunn volunteered to be the Board Vice President. *Harry Tolles made a motion to appoint Justin as Board Vice President. David Tinder seconded. The motion carried with a vote of all in favor.*

It was stated that David Tinder will remain a Board Director.

3. Approval of Minutes

Meeting Minutes from September 8, 2015 were reviewed. *Harry Tolles made a motion to accept the September 8, 2015 meeting minutes. David Tinder seconded. The motion carried with a vote of all in favor.*

4. Approval of Financial Statements

a.) Review of Bank Statements through September 2015

President/Treasurer, Harry Tolles reported the Bank Statements as of September 30, 2015 with the CD Reserve Account Balance of \$42,142.19 in certificates of deposits for

reserves, \$169,334.23 in reserve checking account. Harry Tolles reported the Operating Balance cash on hand is \$41,652.42.

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

5. Old Business

a.) North Claridge Light Pole LED Light at Keypad

Harry Tolles reported on a bid from Action Electric for the installation of lamp post at the current location of our North Claridge Vehicle Entrance Gate Key Pad. This lamp post will have one LED type street lamp at the top overlooking the Key Pad. The Key Pad will be rewired through the lamp post and physically attached to this new lamp post. This lamp post will have access ports to enable the future installation of surveillance cameras. reattaching keypad to the lamp post and adding a light pole with mounted light. Action Electric bid \$6,853.27 to complete the project. *Harry Tolles made a motion to approve the bid from Action Electric. Dave Tinder seconded. The motion carried with a vote of all in favor.*

b.) Gate surveillance- Solutions-

Harry Tolles discussed past events leading up to current system configurations. He mentioned network issues with current system and changes he would like to see such as using wireless cameras and a new installation vendor (Reno Security Alarm).

c.) Revise Rules & Regulations - Update

Harry Tolles reported that recently the Association had submitted their current Rules & Regulations. to the association's attorney, Gayle Kern to bring everything compliant with current NRS. 116 guidelines. *Harry Tolles made a motion to adopt and send out to membership the updated Rules & Regulations, updated Fine Schedule & revised CC&R's as submitted by Gayle Kern. Janine Lindsey seconded the motion. The motion carried with a vote of all in favor.*

d.) Monthly Fire Abatement & landscape - Bids

Management presented 3 sealed proposals from Signature Landscaping, Perez landscaping and M&M Lawn Service. Bids were opened and reviewed. Justin reported that M&M Lawn Service had bid \$498.00 per month for the provided landscaping scope. Harry Tolles reported that Signature Landscaping had bid \$1,247.00 for the provided landscaping scope. Janine reported that Perez Landscaping had bid \$1,500 per month for the provided landscaping scope. Harry Tolles stated that the association does not have the budget for the proposed amounts submitted by Perez Landscaping & Signature landscaping. It was stated that M&M's bid includes a 4% annual increase and includes all services requested in RFP which vendor did sign. *Harry Tolles made a motion to accept the bid from M&M Lawn Service for \$498.00 per month. Janine seconded the motion. The motion carried with a vote of all in favor.*

e.) Request for Reimbursement – Brad Tamen The board reviewed submitted pictures of Mr. Tamen's vehicle and pictures of curb rebar that was said to have caused damage. The Board acknowledged the association's insurance carrier's decision of not assuming liability for the damage to Mr. Tamen's vehicle. *Harry Tolles made a motion instructing Management to send a copy of insurance denial letter to Mr. Tamen that his claim has been denied. Dave Tinder seconded. The motion carried with a vote of all in favor.*

6. New Business

a.) Request for Reimbursement – Debra Harwart

The board reviewed submitted pictures of Ms. Harwart's vehicle and pictures of curb rebar that was said to have caused damage. The Board acknowledge the association's insurance carrier's decision of not assuming liability for the damage to Ms. Harwart's vehicle. *Harry Tolles made a motion instructing Management to send a copy of insurance denial letter to Ms. Harwart indication that her claim has been denied. Dave tinder seconded. The motion carried with a vote of all in favor.*

b.) New Board Policy for Management

Harry Tolles submitted the following mission statement to the Board and management:

It will be the policy of the Claridge Pointe Board of Directors to act in the best interests of all 101 homeowners within Claridge Pointe, and to follow already approved policy. To this end, the Board of Directors is requesting guidance and support from Management to ensure compliance.

It will be the policy of the Board of Directors to abide by the Nevada Administrative Code as they apply to Homeowner's Associations and to request guidance from Management and Legal Counsel in order to ensure compliance.

It will be the policy of the Board of Directors to provide notice to all 101 homeowners within the Claridge Pointe Homeowners Association of any proposed capitol improvements which would result in the need for a special assessment or increase in monthly assessment , and to provide sound reasoning for the need for said project.

It will be the policy of the Board of Directors to create written requests for proposals for any project, other than emergency repairs, in order to clearly spell out the expectations of the Board to licensed and insured contractors bidding on the work.

Harry Tolles made a motion to accept the new Board Mission Statement Policy as stated above. Justin Dunn Seconded. The motion carried with vote of all in favor.

c.) New Collection Policy per SB306 - Adoption

Harry Tolles made a motion to adopt new collection policy as required by SB306. Dave Tinder seconded. The motion carried with a vote of all in favor.

d.) Audit Engagement Letter – CPA Gene Clawson

Management reported that Gene Clawson estimated the upcoming annual audit cost to be between \$4,000.00 & \$4,500.00. Harry Tolles made a motion to accept Audit Engagement Letter submitted by Gene Clawson. Janine seconded. The motion carried with a vote of all in favor.

e.) Snow Removal – Bids

Janine Lindsey made a motion to ratify snow removal contract with Reno Rock. Harry Tolles seconded. The motion carried with a vote of all in favor.

7. Management Report

Harry Tolles stated that he met with Tyson from Artistic Fence regarding the repair to the South Entrance Gate receiving post and fence. In addition, Harry requested that Artistic provide a separate bid on a car bollard for the South Entrance gate and separate bid for future car bollard in front of our yet to be installed North Claridge lamp post. Tyson also offered to provide a separate bid for installation of our North keypad to the new lamppost.

Management presented and Artistic Bid to the board signed by Tyson. The bid, in the amount of \$2,379, included all four items but was NOT itemized. Harry requested that Management contact Tyson at Artistic and have him provide the board with a price for each of the four items. Harry also requested that the board approve repairs to the fence and the installation of the two bollards. As a result of the Board approval of Action Electric bid, it was not necessary to have a separate bid from Artistic for the installation of the North keypad.

8. **Claridge Pointe Correspondence**

Correspondence from 7605 S. Claridge Pointe discussed above under item 2a was discussed again. Management advised the Association should seek a legal opinion from Attorney Gayle Kern before proceeding with request.

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.

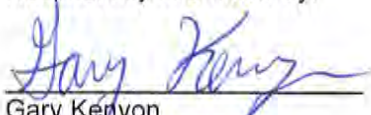
10. **Membership Open Forum**

Mrs. Tolles, Co-owner of 7500 South Claridge stated it would nice if Management sent out thank you notes when violations are corrected.


11. **Adjournment**

With no further business to discuss, the meeting was adjourned to Executive Session at 7:04pm. *Harry Tolles made the motion to adjourn to Regular Session Board Meeting. Justin Dunn seconded. The motion carried with a vote all in favor.*

Respectfully submitted by:



Gary Kenyon
Recording Secretary



Harry P. Tolles
Board Secretary / Treasurer