

**CLARIDGE POINTE HOMEOWNERS ASSOCIATION**  
*Approved -Board of Directors Meeting Minutes*  
**July 25, 2016**

CALL TO ORDER, ROLL CALL & QUORUM, INTRODUCTIONS

This meeting was called to order by Board President Harry Tolles, at 6:10 p.m. The meeting was held at the office of Associa Sierra North, 10509 Professional Cir., Ste. 200, and Reno, NV 89521. A quorum was established with four (4) of the four (4) Board members present. Janine Lindsey arrived to the meeting at 6:35 PM.

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| Board Members Present: | Harry Tolles,<br>Justin Dunn,<br>Janine Lindsey,<br>David Tinder, | President/Treasurer<br>Vice President<br>Secretary (Arrived at 6:35 pm)<br>Director |
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Board Members Not Present:                   None

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| Others Present: | Paula Ritter, Provisional CAM<br>Debora Costa, President | Associa Sierra North<br>Associa Sierra North |
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Homeowners Present:                   See sign in sheet

**HOMEOWNER COMMENTS**

None

**MINUTES**

Approval of Previous Meeting Minutes: The Board reviewed the May 9, 2016 Board Meeting Minutes provided by Kenyon & Associates. Per the Board the minutes are wrong and need to be retyped. The Board will provided a corrected copy to be approved at the next meeting.

**FINANCIAL REPORT**

Review & Acceptance of Current Un-Audited Financials: The Board Reviewed the May 31, 2016 unaudited financials prepared by Kenyon & Associates including statements prepared by the financial institutions in which the accounts of the association are maintained. The operating and reserve income statements were also reviewed by the Board. H. Tolles provided the Board with a summary of account as of 7/1/16. The available operating bank account balance is \$25,868.13 and the reserve available bank account balances total \$250,375.

**MOTION: H. Tolles moved to accept the May 31, 2016 unaudited financials as prepared by Kenyon & Associates. J. Dunn seconded. No discussion ensued. All in favor, motion carried unanimously.**

**OLD BUSINESS**

Open Sealed Bids for Mailbox Curb Alterations & Curb damage at 7895 NCP:

There were ten (10) Request for proposals (RFP) sent out, four (4) vendors replied they were to busy. Received a bid from the following:

Advanced Property \$3,460.00 for both projects **did not follow RFP, did not sign RFP did not send in insurance, business license.**

Supreme Concrete \$250.00 curb repair at 7895 NCP and \$4,400 for Mailbox alterations for a total of \$4,650.00 **signed the RFP, sent in insurance and business license. Debora Costa President of Associa Sierra North disclosed her husband works for Supreme Concrete.**

Valley Concrete \$1,013 for curb repair at 7895 NCP and \$2,024 for Mailbox alterations for a total of \$3,037 **did not sign RFP, did not sent in insurance and business license information.**

**Motion: H. Tolles moved to approve Supreme Concrete as the vendor to repair the seven (7) foot section of curbing that was damaged at 7895 North Claridge Pointe and to make the South Claridge mailbox concrete curbing is ADA compliant. D. Tinder seconded. Discussion ensued. All in favor, motion carried unanimously.**

Gate Surveillance – Solutions:

Need to find reputable honest vendor who handles video surveillance. Have a system that is set up to record and view on the internet. Have a DSL internet connection and video feed goes through that. Supposed to be able to download and view. Problem is the current software is outdated, Windows 10 does not support it. Makes system obsolete. Need to put a camera on the new light pole at NCP looking back at the entrance to SCP, can use existing pole for the other areas. In the future can get cameras to replace the ones in the golf course area. Debora Costa mentioned Melton Enterprises may have some solutions, Associa also works with AAA Electric and Burgarello. Cameras are supposed to be digital. Part of the reserve fund.

**Janine Lindsey Board Secretary arrived at the meeting**

Recreational Area Committee Report – To include status of Artificial Turf Maintenance

Report was provided by Robbyn Tolles – See attached.

**NEW BUSINESS**

Landscape Contractor failure to perform:

The Landscaper has not sent any invoices to the new management company. They are not doing the work that was contracted, there are weeds & trash throughout the contracted areas. The recreation area is a mess, pine cones and weeds. It appears sometime in May was the last time they were onsite.

**Motion: J. Lindsey moved to contact vendor and give them thirty (30) days to respond and correct landscaping and fire abatement area issues or the Board will assume contract is terminated. H. Tolles seconded. Discussion ensued. All in favor, motion carried unanimously.**

Approve Associa OnCall for Repairs for Perimeter Fence at 7770 NCP:

Associa OnCall provided an email stating it would take 2 hours of labor and about \$10.00 worth of materials for a total of \$100.00 to do the repairs. Per the management contract the maintenance rates are \$45.00 an hour. J. Lindsey said she has the same problem with her fence as this owner.

**Motion: H. Tolles moved to approve Associa OnCall to do the repairs for \$100.00 and would like them to sign the RFP. D. Tinder seconded. Discussion ensued. All in favor, motion carried unanimously.**

Review FY 2017 Full Reserve Study Draft:

H. Tolles provided the draft reserve study and gave a report. The reserves are 49% funded, the 2017 reserve contribution will be raised from \$45,000.00 to \$50,400.00. The monthly contribution will change from \$3,750.00 to \$4,200.00. J. Lindsey asked for clarification on the reserves and the study. H. Tolles provided an explanation.

**Motion: J. Lindsey moved to approve the 2017 draft Reserve Study as prepared by Harry Tolles. J. Dunn seconded. No discussion ensued. All in favor, motion carried unanimously.**

Review 2017 Operating and Reserve Budgets:

The draft operating and reserve budgets as prepared by Harry Tolles was reviewed by the Board.

**Motion: D. Tinder moved to approve the 2017 draft operating and reserve budgets as prepared by Harry Tolles. J. Dunn seconded. No discussion ensued. All in favor, motion carried unanimously.**

Approve Associa OnCall to paint out graffiti:

**Motion: H. Tolles moved to approve having Associa OnCall do the graffiti removal to be paid out of operating. J. Dunn seconded. No discussion ensued. All in favor, motion carried unanimously.**

Approve Associa OnCall to repair minor problems with perimeter fence:

**Motion: H. Tolles moved to approve having Associa OnCall do the minor perimeter fence repairs to be paid out of reserves. J. Dunn seconded. No discussion ensued. All in favor, motion carried unanimously.**

### MANAGEMENT REPORTS

#### Manager's Report (P. Ritter)

1. Transfer of documents and accounts  
We have received all of the boxes for prior years from Kenyon & Associates, however the files for 2016 seem to have stopped in 2015. The 2016 files are empty.
2. Working on getting items for 2016 files  
There are some minutes in the minutes binder that were not signed; Nov 2014 Annual Meeting, Jan 12, 2015 BOD meeting, Nov 9, 2015 BOD Meeting and Jan 11, 2016 Executive Meeting
3. Have had insurance company remove Kenyon and add Associa as additional insured
4. AAA Electric was supposed to be in our office on Monday July 25, 2016 to make sure everything has been done correctly for the transfer of the gates to our office. *Note they postponed until July 26, 2015*
5. Compliance Report/Summary of Executive Session  
There were no previous Executive Meeting Minutes to approve  
There were four (4) hearings regarding CC&R violations.  
There were no Appeals.  
Review of Delinquency & Collection Reports for assessments and fines. There are no accounts in collections  
There was no Bad Debt Write-Offs to approve  
Review of Violation reports: There have been thirty eight (38) violations sent since June 1, 2016 through July 22, 2016; some of those include 10 for painting exterior of home, 6 for garage lights, 6 for weeds, and 4 for landscaping.  
Legal (attorney client privilege) – No issues were discussed at this meeting

### EXECUTIVE SESSION/LEGAL:

The Summary of the Executive Session was provided by the manager under managers reports. There were no legal items discussed at this meeting.

### CORRESPONDENCE

The Board reviewed an email from owner regarding big bumps in the driveway & sidewalk by the mailbox area, another owner called regarding the recreation area not being maintained by the landscapers, another owner called about a raccoon problem and wanted to know if they could post something by the mailbox.

**The Board is ok with owner posting something regarding the raccoon.**

### HOMEOWNER COMMENTS

Janine Lindsey commented about the raccoons and notifying owners, the owner that called can post something to the mailboxes.

### ADJOURNMENT

**MOTION:** H Tolles moved to adjourn the Meeting. D. Tinder seconded. All in favor, the meeting was adjourned by unanimous vote at 7:35 PM.

The next Board meeting is scheduled for 6:00 PM on Monday, September 12, 2016.

Respectfully Submitted by:

Approved by:

Paula Ritter, Provisional Community Manager  
Associa Sierra North

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Board Representative – Claridge Pointe HOA