

**CLARIDGE POINTE HOMEOWNERS ASSOCIATION**

*Approved -Board of Directors Meeting Minutes*

**September 12, 2016**

CALL TO ORDER, ROLL CALL & QUORUM, INTRODUCTIONS

This meeting was called to order by Board President Harry Tolles, at 6:03 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.

Board Members Present:	Harry Tolles, Janine Lindsey, David Tinder,	President/Treasurer Secretary Director
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Board Members Not Present:	Justin Dunn,	Vice President
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Others Present:	Paula Ritter, Provisional CAM Taylor Russo & Scott Dean	Associa Sierra North Burgarello Alarms Tholl Fence
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Homeowners Present:	See sign in sheet
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**The Board moved item 5F under new business to the first item to hear a presentation from Burgarello Alarm on the surveillance system**

Review proposals from Burgarello Alarm & Melton Enterprises for surveillance system replacement and pick a vendor:

Taylor Russo & Scott from Burgarello Alarm were present to discuss the cameras and their locations. They presented two options, one was an option to purchase the equipment and one was an option to lease for five (5) years, all parts and labor would be included. The cameras will have a 4x5 times better resolution, battery backup, wireless point to point contact, AT&T static IP address to be at Associa Sierra North office. They stated that a power outage is literally only thing that would stop cameras from working. The option to purchase equipment was \$18,873.65 plus tax of \$1,103.80 for a total of \$19,977.45. The lease option was \$9,000.00 one time install fee, \$735.87 for taxes and \$209.79 monthly.

**MOTION: H. Tolles moved to approve the Burgarello Alarm proposal for the leasing option for 5 years. A one time installation fee of \$9,000.00, taxes of \$735.87 and a monthly fee of \$209.79 to be paid out of reserves. J. Lindsey seconded. Discussion ensued. All in favor, motion carried unanimously.**

HOMEOWNER COMMENTS

None

MINUTES

Approval of Previous Meeting Minutes: The Board reviewed the May 9, 2016 meeting minutes provided by H. Tolles and the July 25, 2016 Board Meeting Minutes provided by Associa Sierra North.

**MOTION: H. Tolles moved to approve the May 9, 2016 Board Meeting minutes. D. Tolles seconded. No discussion ensued. All in favor, motion carried unanimously.**

The Board reviewed the July 25, 2016 Board Meeting Minutes. Corrections need to be made as follows Page 2 first paragraph, second sentence, after the word damage add “:at 7895 N. Claridge Pointe & to make SCP”; Page 2 under Recreational Area Committee Report correct spelling of Robbyn Tolles name.

**MOTION: H. Tolles moved to approve the July 25, 2016 Board Meeting minutes with corrections. J. Lindsey seconded. No discussion ensued. All in favor, motion carried unanimously.**

FINANCIAL REPORT

Review & Acceptance of Current Un-Audited Financials: The Board Reviewed the June 30 and July 31, 2016 unaudited financials prepared by Associa Sierra North 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. The available operating bank account balances are \$24,204.86 and the reserve bank account balances total \$237,862.71. H. Tolles stated the reserve transfer check request was wrong, it should be for 7 months not 6, the power, water and phone expense are wrong and are over stated, the Seacoast accounts need to be closed and funds moved to Mutual of Omaha. The Board will not accept the financials until these issues are resolved.

Approve the 2017 Operating and Reserve Budgets: The Board reviewed the budgets as prepared by H. Tolles.  
**MOTION: H. Tolles moved to approve the 2017 Operating and Reserve budgets. J.Lindsey seconded. Discussion ensued. All in favor, motion carried unanimously.**

Approve the 2017 Reserve Study Update provide by Harry Tolles  
**MOTION: J. Lindsey moved to approve the 2017 Reserve study done by H. Tolles. D. Tinder seconded. No discussion ensued. All in favor, motion carried unanimously.**

Approve Closing Seacoast Bank Operating Account and transferring funds to Mutual of Omaha:  
**MOTION: H. Tolles moved to approve Paula to contact Seacoast Bank to see about closing the accounts. J. Lindsey seconded. Discussion ensued. Board would like to know if they could write checks out of account, if they can write checks then they would like to leave reserve account at Seacoast. All in favor, motion carried unanimously.**

Review & approve 2015 audit of the financial statements prepared by Gene Clawson  
**MOTION: H. Tolles moved to approve the December 31, 2015 audited financials as prepared by Gene Clawson. J. Lindsey seconded. No discussion ensued. All in favor, motion carried unanimously.**

#### OTHER BOARD BUSINESS

Approve updated Rules & Regulations policy: The Rules & Regulations were changed to remove the following: on page 4 under Rule 4.1 "Note do you really mean 8"? This is really high and on page 18 changed Kenyon & Associates to Associa Sierra North.  
**MOTION: H. Tolles moved to approve the changes to the rules & regulations. J. Lindsey seconded. No discussion ensued. All in favor, motion carried unanimously.**

Gate Surveillance:  
**This was combined with item five (5) F on the agenda which was moved to the first item on the agenda due to Burgarello Alarm being present**

Review & approve proposal from Synlawn for artificial turf replacement in recreational area: The Board reviewed the proposal from Synlawn to put in a new putting green & fringe in common area. The proposal was for \$19,367.40 which includes labor and material  
**MOTION: H. Tolles moved to approve the proposal from Sylanw to replace the putting green & fringe for \$19,367.40 to be paid out of reserves.**

Review & approve proposal from American Arborist for thinning the willows in the lower pond: The Recreation Committee wanted to have the Willow growth in the lower pond cleaned up. This year the expense will be paid out of operating and next year reserves.  
**MOTION: H. Tolles moved to approve the proposal from American Arborist for \$786.00 to thin out the Willows from the lower pond to be paid out of operating this year and reserves next year. J. Lindsey seconded. No discussion ensued. All in favor, motion carried unanimously.**

Discussion of establishment of Emergency Preparedness Committee, i.e. fire, flood, snow: There is currently no emergency plan for the Community. Robbyn Tolles would like to put a plan together for one.

**MOTION: H. Tolles moved to authorize Robbyn Tolles to put together a group to look into an emergency plan for the Community J. Lindsey seconded. No discussion ensued. All in favor, motion carried unanimously.**

### REPORTS

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

1. The schedule date for work to start on the mailbox/concrete work is September 12, 2016. The South Gates door king, Dean from Tholl fence was at the meeting to talk about the gate. It may have something to do with the AT&T Uverse late bill and the "time outs" that Burgarello mention for that area of town.
2. Compliance Report/Summary of Executive Session  
The July 25, 2016 Executive minutes were approved  
There were no 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 ninety seven (97) violations sent since June 1, 2016 through September 2, 2016; some of those include: 21 for landscaping, 32 for weeds, 13 for painting exterior of home, 11 for garage lights,  
Legal (attorney client privilege) – No issues were discussed at this meeting

#### Board Report:

#### 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.

#### DISCUSSION ON FUTURE AGENDA ITEMS

The Board said the snow removal contract, monthly landscaping and fire abatement contracts need to be on the next agenda.

#### HOMEOWNER COMMENTS

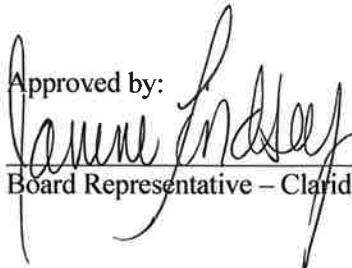
None

#### 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 5:30 PM on Monday, November 14, 2016.

Respectfully Submitted by:  
Paula Ritter, Provisional Community Manager  
Associa Sierra North

Approved by:  
  
Board Representative – Claridge Pointe HOA