

**CLARIDGE POINTE HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**November 14, 2016**

CALL TO ORDER, ROLL CALL & QUORUM, INTRODUCTIONS

This meeting was called to order by Board President Harry Tolles, at 5:58 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 three (3) of the four (4) Board members present.

Board Members Present:	Harry Tolles, Justin Dunn, Janine Lindsey,	President/Treasurer Vice President Secretary
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Board Members Absent:	David Tinder,	Director
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Others Present:	Paula Ritter, Provisional CAM	Associa Sierra North
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Homeowners Present:	1
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HOMEOWNER COMMENTS

Homeowner from 7591 Diamond Pointe Way lodged a complaint indicating that his neighbor is parking on his property. Board indicated that homeowners were only allowed to park in their own driveways or garages.

SELECTION OF OFFICERS

**MOTION: J. Lindsey moved to approve Harry Tolles as Board President. J. Dunn seconded. All in favor, motion carried unanimously.**

**MOTION: J. Lindsey moved to approve Justin Dunn as Board Vice President. H. Tolles seconded. All in favor, motion carried unanimously.**

**MOTION: H. Tolles moved to approve Janine Lindsey as Board Secretary. J. Dunn seconded. All in favor, motion carried unanimously.**

**J. Dunn moved to approve Harry Tolles as Board Treasurer. J. Lindsey seconded. All in favor, motion carried unanimously.**

**J. Dunn moved to approve Dave Tinder as a Board Director. J. Lindsey seconded. All in favor, motion carried unanimously.**

MINUTES

Approval of Previous Meeting Minutes: The Board reviewed the September 12, 2016 meeting minutes provided by Associa Sierra North. Correction needs to be made on page 2 under review & approve Synlawn, in the motion Synlawn is spelled wrong

**MOTION: H. Tolles moved to approve the September 12, 2016 Board Meeting minutes with corrections. J. Lindsey seconded. No discussion ensued. All in favor, motion carried unanimously.**

FINANCIALS

Follow up on utilities that were set up on direct debit: All utilities have now been set up on automatic withdrawal. ASN will be issuing a credit on the supply invoice for the late fees the association had to pay on utilities. The Board will not see the utilities in strong room, but they can still look at the invoices. Per H. Tolles, Taylor with Burgerallo is going to schedule replacement of GFI

Review & Acceptance of Current Un-Audited Financials: The Board Reviewed the September 30, 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 total \$21,711.05 and the reserve bank account balances total \$235,666.18. The operating account is at a loss year to date of \$(20,005.21) and the reserve is at a gain of \$21,966.73

**MOTION: H. Tolles moved to accept the September 30, 2016 unaudited financials as presented by Associa Sierra North. J. Dunn seconded. Discussion ensued. All in favor, motion carried unanimously.**

Operating Funds Transfer: The board requested that management transfer all the Operating funds currently in Seacoast Bank to the Operating account at Mutual of Omaha. The Seacoast operating account will then be closed. The Seacoast Reserve account is to remain open, as it offers the best interest rate.

Wells Fargo Matured CD Accounts: The CD's have fully matured. Harry Tolles proposed transferring the funds to the association's Seacoast Bank Reserve Account, as it yields a higher interest rate. Mr. Tolles volunteered to contract Wells Fargo regarding this.

Network Solutions: The board requested that management establish a payment structure with their website provider, Network Solutions, which renews every year in the month of December.

Approve CPA for 2016 audit and federal tax return.

**MOTION: H. Tolles moved to approve Gene Clawson to do the 2016 audit & tax return for \$4,000-\$4,500 for the audit and \$250 for the tax return. J. Dunn seconded. No discussion ensued. All in favor, motion carried unanimously.**

#### **OTHER BOARD BUSINESS**

Approve 2017 Snow Removal Contract: The Board reviewed the proposal from Red Rock Transport for snow removal.

**MOTION: H. Tolles moved to approve the 2017 snow removal contract from Reno Rock. J. Dunn seconded. No discussion ensued. All in favor, motion carried unanimously.**

Open sealed bids for 2017 landscaping and fire abatement contracts: Eight request for proposals were sent out, however only one (1) vendor contacted Harry to set up an appointment to meet with him, said vendor failed to submit a bid. One bid was submitted, however it was not in compliance with the request for proposal. **No action was taken the Board would like management to try and obtain more bids, in compliance with the request for proposal for the next meeting.**

Repair of Perimeter Fence at 7770 N. Claridge Pointe Pkwy.: Harry Tolles provided the board with photos of the repaired fence. This board action request is now closed.

7895 N. Claridge Pointe Pkwy. Homeowner Complaint: Homeowner complained that the Association has not repaired the wooden fence to the west of his home. Harry Tolles provided the plot plan for N. Claridge showing that the fence was on property owned by Wellington Estates. Mr. Tolles also stated he had spoken with the property manager at Wellington Estates, and was informed that the repair is on their schedule.

Re-stencil South Claridge Mailbox Parking: Harry Tolles indicated that when Supreme Concrete installed the ADA compliant access to mailbox parking, we forgot to ask them to stencil the six parking spots for guest parking and 5 minute parking. The board agreed that this needs to be fixed as soon as possible.

**REPORTS**

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

1. Compliance Report/Summary of Executive Session  
The September 12, 2016 Executive minutes were approved.  
There were seven (7) hearings regarding CC&R violations.  
There was one (1) Appeal for late fee forgiveness..  
Review of Delinquency & Collection Reports for assessments and fines. There are no accounts in collections, there is one (1) account at a final warning stage that the Board will review for collections.  
There were no Bad Debt Write-Offs to approve  
Review of Violation reports: There have been a hundred and eighteen (118) violations sent from June 1, 2016 through November 11, 2016; some of those include: 27 for landscaping, 35 for weeds, 13 for painting exterior of home.  
Legal (attorney client privilege) – No issues were discussed at this meeting
2. Action list from last meeting was provided for Board to review.
3. Reserve transfer. After last meeting I did check request to correct the previous error, however it was approved. I will not approve the December transfer
4. The fence repairs at 7770 NCP have been completed
5. Other – I requested information from a company who does towing/booting, however they did not provide any information for the meeting like they stated they would.

**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**

None

**HOMEOWNER COMMENTS**

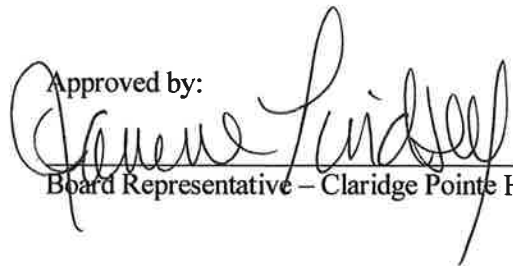
None

**ADJOURNMENT**

**MOTION:** H Tolles moved to adjourn the Meeting. J. Dunn seconded. All in favor, the meeting was adjourned by unanimous vote at 6:23 PM.

The next Board meeting is to be determined.

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

Approved by:  
  
Board Representative – Claridge Pointe HOA