

CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
1070 Caughlin Crossing, Reno, NV
Wednesday, March 28, 2018

Board Members Present:

Al Dennis, President
Michele Attaway, Vice President
Tony Termini, Secretary
Vince Ames, Treasurer
Joan Mullen, Director
Mike Chern, Director
Drew Naccarato, Director

Others Present:

Lorrie Olson, Community/General Manager
Randy Lisenby, L & M Superintendent
Sandy Wheeler, Bookkeeper/CAM
Shawn Oliphant, Association Attorney
14 Homeowners

1. Call to Order and Determination of Quorum:

President Dennis called the meeting to order at 6:25 p.m. A quorum was established with all seven (7) Board Members present.

2. Member Comments:

Homeowner from the Caughlin Creek HOA neighborhood inquired about agenda item 7.12. alternate base and accent colors for DeerCreek Color Scheme 6 and asked if this change will also apply to the Caughlin Creek HOA color schemes.

GM Olson advised that if approved, the current color scheme #6 will be eliminated and the new color scheme will be available for both Caughlin Creek and DeerCreek homes.

3. Minutes:

3.1. Review & approve January 24, 2018 Board of Directors Meeting Minutes:

Motion: Treasurer Ames moved to approve the January 24, 2018 meeting minutes as presented; Director Mullen seconded. Motion carried unanimously.

4. Finances:

4.1. Review & accept 2017 Audited Financial Reports as of December 31, 2017

GM Olson introduced representatives from McClintock Accountancy; Kendall Galka, Partner with McClintock Accountancy Corporation and Robert McClintock. This is the fourth year they have completed the audit for CRHA. McClintock Accountancy completed both the audit and the tax return.

Ms. Galka advised that this year's audit resulted in an unmodified audit which is a clean opinion and the highest rating that can be received on an audit. The financials are being presented in a manner that provides good financial information. She advised the audit is conducted under generally accepted auditing standards designed to provide reasonable assurances that the financials are properly presented rather than absolute assurances.

She shared the F&B Committee reviewed their findings and followed up with her office; some edits were made which provided a more thorough audit report.

There were recommendations for 8 adjustments, 4 of which were proposed by management. These included fixed asset activity, insurance claims, tax provision, reclassification of funds resulting from due to/due from activity, and reclassification of certificates of deposits.

There were no disagreements with management and no difficulties encountered during the audit. **Motion: Vice President Attaway moved to accept the 2017 Audited Financial Reports as of December 31, 2017 as presented; Treasurer Ames seconded. Motion carried unanimously.**

Treasurer Ames took the time to introduce the newest member of the F&B Committee; Allen Black who attended the meeting. He thanked Mr. Black for his participation during the audit review.

4.2. Review & accept (un-audited) Financial Reports dated January 31, 2018.

- Treasurer Ames and F&B Member Mr. Cody Jackson, CPA have been provided a copy of all the bank/investment statements and associated reconciliations along with the supporting financial reports
- Treasurer Ames and Mr. Jackson, CPA reviewed the January 31, 2018 financial reports and found no material discrepancies.
- The bank statements are being reconciled and the financial reports reviewed and adjusted as-needed monthly by the GL Accountant to ensure CRHA is reporting on a true accrual accounting basis
- The Board has been provided copies of the GL Balance Sheet by Fund and the Actual vs. Budget Comparison through January 31, 2018
- The Association's cash position through January 31st: Operating cash = \$1,335,075
Reserve cash and CD's: Mountainshyre = \$222,731; Caughlin Creek = \$551,440; CRHA = \$657,090;
Grand Total = \$1,431,261. Capital funds set aside to purchase 1070 Caughlin Crossing = \$300,752 (includes interest earned)
- Through January 31st on an accrual basis, Total Operating Income was \$151,683 after Reserve funds were transferred; over budget \$1,240. At this time, we are only accruing for the 1070 Caughlin Crossing Reserve Transfers until CRHA actually purchases the building.
- Total (Operating) Expense was \$116,081; under budget \$6,007:
Operating Expense = under budget \$2,112; Payroll = under budget \$1,988;
Repairs and Maintenance = under budget \$862; Utilities = under budget \$6,007
- Total (Operating) Excess Revenue / Expense = \$35,602
- Total Reserve Income was \$59,927; of which Interest = \$246. All Reserve transfers, except for the 1070 Building, are occurring quarterly.
- Total Reserve Expenses were \$5,210; 2018 Reserve Budget = \$228,981.
- The Board is required to review the Association's financial information in accordance with NRS 116.31083. The Association is following paragraph (b) of subsection 2 of NRS 116.3115 and confirms that reserve funds have not been used for daily maintenance.

Motion: Director Chern moved to accept the un-audited financial reports dated January 31, 2018 as presented; Secretary Termini seconded. Motion carried unanimously.

4.3. Approve Bad Debt write-off amount due to foreclosures: President Dennis announced that there were none at this time.

4.4. Consider write-off of miscellaneous Accounts Receivable amounts under \$5.00 at year end: President Dennis advised that there will be no action regarding this item as it has been determined that the small Accounts Receivable balances are associated with assessments and must remain on the books.

5. Reports & Updates:

5.1. Finance & Budget Committee (F&B):

President Dennis advised that the F&B met on March 19th, along with GL Accountant Tim Cleary to review the Draft 2017 Audit Reports and Financial Statements. They will be meeting again soon to discuss the CD's that are maturing in April and June. It was previously determined by the F&B that each can be re-invested, terms are yet to be determined.

5.2. Architectural Control Committee (ACC):

Director Naccarato reminded all that this committee is derived of volunteers as are the other committees and that he is the Board of Director's Liaison who does not vote. He reported that from January 1st thru February 28th, there were 31 projects submitted and ultimately approved with conditions. Director Naccarato has been attending the ACC Meetings regularly.

5.3. Landscaping, Irrigation/Conservation & Maintenance; L&M Superintendent Lisenby provided the following updates:

Winter Projects:

Monument sign repairs completed by March 13th:

- Caughlin Creek 2 signs
- Caughlin Glen sign

Equipment maintenance and tune-ups – completed by end of February:

- Trucks, mowing tractors and walk-behind mowers
- Weed eaters, blowers and chain saws

Flood Clean-up completed in February:

- Repaired washed out path at one of the little foot bridges due to recent flooding

Fall Planting and Water Conservation Projects:

- Hand watered 120 newly planted trees in the middle of February due to low precipitation at that time prior to recent storms

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New equipment acquisition:

- Replace 2003 Ford Ranger, F&B member Larry Morris facilitated the recent purchase
- Request for 18" Billy Goat Aerator and SG13 Stump grinder

Certification:

- Storm Water Compliance & BMPs completed 3/6/18
- Renewal of Aerial & Scissor Lift Operator Certification completed 2/5/18
- Renewal of Hazard Communication completed 2/13/18

Parks:

- Sierra Winds will conduct safety inspections of the playground equipment

Superintendent Lisenby advised that we may not meet the seasonal staffing quota of 20 due to the current economy and job availabilities elsewhere. He believes we may be up to 3 short at the most.

Vice President Attaway inquired on how CRHA handles voles.

Superintendent Lisenby advised that they can be controlled with poison. However, CRHA cannot use poison in the common areas adjacent to the water ways which of course are the areas that CRHA has the worst problems with voles.

5.4. Community Events:

Vice President Attaway provided the following 2018 events schedule and advised that our insurance company is now requiring anyone serving wine to be TIPS (Training for Intervention Procedures) certified. So far staff member Gloria Presta is the only one who has completed the course and received a certificate. She hopes to have the course completed herself in time for the Spring Wine event. She asked if anyone is or knows of someone who is certified. If so, please ask if they can assist at the Wine event. Homeowner Jeanne Naccarato, seated in the audience, advised she is certified and will be able to pour at the Wine event.

The following are the 2018 Event dates:

- Spring Share Your Wine at Moana Nursery: April 12th
- Spring Bird Walk/Watching meet at Caughlin Ranch office: June 9th
- Shredding Day; truck will be at Caughlin Ranch parking lot: June 9th
- Garage Sales; individual lots: June 16th & 17th
- Concerts in the Village Green Park: Every Sunday in July; additional dates TBD
- 8th Annual BBQ at the Village Green Park (new venue): September 9th
- Cross Peak Hike (meet behind the Caughlin Club): September 15th
- Fall Bird Walk/Watch (meet at Caughlin Ranch office): September 29th
- Garage Sales; individual lots: October 6th & 7th
- Angel Tree for Children and Seniors Citizens: November 1st thru 30th
- Holiday Share Your Wine at Moana Nursery: November 8th
- 34th Annual Members Meeting & 2019 Budget Ratification Meeting: November 14th

5.5. General Manager: Pending Litigation, Executive Session Summary, Community News and Updates:

Attorney Oliphant advised that CRHA is required to provide a periodic update regarding all possible/pending litigation. He advised there are three on-going matters. One involves a home that the lender has been authorized to foreclose upon but has not done so. We are awaiting completion of that process. The second case involves a homeowner who claims he was damaged because an adjoining neighbor's pool structure was built outside the building envelope. Part of that complaint has been dismissed and additional motions will be brought by the Attorney representing CRHA in this matter. The third case involves a seasonal worker who claims he was not hired in 2016 because of his age. This matter went to mediation but was not resolved and is now under investigation to determine if there is cause for a charge of discrimination. A copy of the Pending Litigation notice dated February 5, 2018 is attached to these minutes.

Attorney Oliphant provided a summary of the Executive Meeting as follows:

- Reviewed and approved the Executive Meeting Minutes from January 24, 2018
- Reviewed the Violation Report
- Reviewed correspondence regarding concerns over the development of a vacant lot
- Discussed legal matters regarding: 1) Eastridge Unit 2 common area which 22 of 29 owners have deeded their portion of the parcel to CRHA; we are waiting responses from the other 7 owners. 2) Discussed meeting that was held with some of the Cottages neighborhood owners regarding their complaint of the fence repairs that were completed.
- Discussed personnel items
- Reviewed the Accounts Receivable report

GM Olson reported on the following:

- As of December 2017, Sandy Wheeler is now a full Community Association Manager (CAM).
- The list of new officers was submitted to the Contractors Board and our bi-annual renewal was processed. We received the new certificate.
- Engineer Padovan inspected and provided recommendations to repair the asphalt walkways that were badly damaged when the county plow truck scrapped over them dislodging huge chunks of asphalt. His concern is with the viability of the repairs. Please refer to his e-mail dated March 16, 2018. Also, included are communications from GM Olson, Reno City Council Woman Jenny Brekhus, and Reno Direct.
- A request was submitted to the City of Reno as recommended by a homeowner to extend the School Zone to include the Village Green Park area and the adjacent area of Caughlin Ranch Parkway.
- GM Olson submitted a request to the City of Reno Information Officer Tim Broadway requesting morning patrols in CRHA to detect speeding vehicles. No response received to-date. Recently there was a drunk driver who plowed into a common area adjacent to the road on Caughlin Pkwy. by the ponds as well as the complaints regarding speeding vehicles.
- GM Olson submitted two requests to the Steamboat Canal & Irrigation Company and Washoe County asking to supply info regarding steps taken to alleviate the leaching and breaching of the canal within the CRHA corridor. No response received to-date.

During the recent storms and excessive moisture, the CRHA crews were out clearing debris from the ditches in an attempt to prevent damage, some damage still occurred.

- We have received \$3,740 in insurance proceeds for the damaged CCRK Gate I operator; there was a \$1,000 deductible.
- Due to a recent lawsuit with a claim of \$20,000,000 resulted from a broken swing. CRHA has contacted Sierra Winds; the contractor recommended by the City of Reno. They installed the new surface and playset at Crest Park. They will inspect all the play equipment in each park in the first quarter and L&M staff will provide interim quarterly inspections which they will track via a Park Maintenance Schedule.
- We have had an Engineer with the NV Bureau of Mines and Geology poking about above Eaglesnest for the past two years. He identified and mapped fault lines. He provided an 80-page report which has been saved electronically.
- An owner provided a copy of a notice he received when he inquired about the condition of the McCarran "tunnel" under the control of NDOT. No one should be in the tunnel as it was never intended to be used for foot traffic, not meant for public use or access.
- GM Olson has been invited to attend the City of Reno and Waste Management Franchise meetings; she intends to attend at least until a new Franchise Agreement is completed.
- On March 15th, GM Olson attended the Steamboat Canal & Irrigation Company's (SC&IC) Annual Stockholder's Meeting. Their Attorney Mike Pagni advised the group that they were currently defending a lawsuit which he felt they would prevail since it involved the delivery of storm water. At this time, we do not have details regarding the lawsuit, but we will attempt to locate the details and follow the proceedings. They advised they expect the ditch will be in operation for the full 2018 season and should be flowing by the end of April.

6. Acknowledge actions taken by the Board of Directors between Board Meetings:

6.1. President Dennis read into the minutes that via an "Action by Directors through Unanimous Consent in Lieu of a Meeting" on Feb. 1st, CRHA purchased a 2013 Ford F-150 Super Crew Cab XLT 4-wheel Drive Pick-up Truck for a total of \$26,882.81 to replace a 2003 Ford Ranger that had exceeded its useful life in accordance with the CRHA Reserve Study. CRHA received \$500 for the trade-in. The document, signed by all the Board Members, is attached to the March 28, 2018 Board Meeting Minutes. The Reserve Study has an allowance of \$25,949 to replace a Ford Ranger 4x4. For only \$434 more (less the trade-in), we were able to secure a much larger vehicle. A copy of the signed document is attached to these minutes.

7. New Business:

7.1. Open sealed bids and approve costs to install camera monitoring systems at Caughlin Creek Gates I and II and Mountainshyre gates (homeowner approval vote is required since they will be responsible for all associated costs):

President Dennis advised that due to the recent insurance claims filed for damage to the gates systems in Caughlin Creek and Mountainshyre neighborhood, there was a recommendation to install cameras in an attempt to capture any future damages. It was explained that if these proposals were approved by the Board of Directors it will still be necessary for the owners within these gated neighborhoods to vote and a majority approval be obtained before installation may occur.

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Request for Bids were issued to 5 companies; one declined 2 submitted and we did not hear from the others.

RFI: Each gate system \$5,803.00

Western Door & Gate: Mountainshyre = \$7,591.00; CCRK both gates total \$16,989.00 = \$8,494.50 per gate entrance.

Motion: Director Mullen moved to allow GM Olson and Director Naccarato to evaluate the bids to determine the best system at the best cost to install monitoring cameras at Caughlin Creek Gates I and II and the Mountainshyre gates subject to majority approval of the homeowners within those neighborhoods; Secretary Termini seconded. Treasurer Ames voted no. Motion carried with a favorable majority.

7.2. Approve cost to Extend Server Warranty 1-year (warranty expires on 07/30/18):

President Dennis advised the cost to extend is \$498; it will need to be replaced in 2019. Erlach Computer Consultants provided a bid for the 2018 Reserve Study update since the amount currently in the study is not sufficient to replace the server.

Motion: Vice President Attaway moved to approve the cost to Extend the Server Warranty for 1-year as presented; Director Mullen seconded. Motion carried unanimously.

7.3. Approve Proposal for Bid Preparation and Construction Management of Phase III (final) Asphalt Rehab Project:

President Dennis advised Engineer Seth Padovan will once again prepare the RFB, solicit the bids which will be opened at the May Board Meeting and will provide construction over-sight of the project.

Motion: Vice President Attaway moved to approve the proposal for Bid Preparation and Construction Management of Phase III (final) Asphalt Rehab Project as presented; Director Chern seconded. Motion carried unanimously.

7.4. Approve Revised Rules & Regulations, Violation & Fine Policy, and Construction Penalty Schedule:

Secretary Termini advised that a committee was formed to review the proposed changes to the Rules & Regulations, Violation & Fine Policy, and Construction Penalty Schedule document. The CRHA Attorney provided edits and has yet to review the proposed changes.

Motion: Director Naccarato moved to approve the Revised Rules & Regulations, Violation & Fine Policy, and Construction Penalty Schedule per the recommendation of the ADHOC Committee and pursuant to review by the CRHA Attorney; Secretary Termini seconded. Motion carried unanimously.

7.5. Approve Third Restated Bylaws':

Attorney Oliphant advised that two changes were proposed to be made; first one is Section 3 Election of Board Members the changes are due to a change in the law. The law no longer requires a second solicitation be issued if there were not enough candidates and allows for voting by acclamation. The second change is in Article 4, Section 10 Ballots in Lieu of meetings; the requested change will reflect that all votes by ballot will be by secret ballot unless the Board of Directors determines otherwise.

Attorney Oliphant upon review of the second proposed change advised it does place limits on the Board that are not required by Statute and could eliminate voting that is allowed by Statute and other Governing documents; this includes voting by in person or by proxies.

Motion: Secretary Termini moved to approve the Third Restated Bylaws' as presented; Vice President Attaway seconded. Treasurer Ames voted no. Motion carried with a favorable majority.

7.6. Approve AFLAC Plan Year Change to January 1st:

GM Olson is requesting this change to be consistent with employee benefits that are on a calendar year cycle. The current AFLAC plan year begins in March.

Motion: Vice President Attaway moved to approve the AFLAC Plan Year Change to January 1st as presented; Secretary Termini seconded. Motion carried unanimously.

7.7. Approve Community Associations Institute's Legislative Action Committee 2018 Contribution of \$1.00 per Door.

President Dennis shared that CRHA began contributing in 2016. CRHA currently has 2,195 single-family doors. 2018 Budget = \$2,214

Motion: Vice President Attaway moved to approve the Community Associations Institute's Legislative Action Committee 2018 Contribution of \$1.00 per door as presented; Director Mullen seconded. Motion carried unanimously.

7.8. Approve Agreement for Use of Real Property for Fire Training Activities with City of Reno:

The City of Reno Fire Dept. has conducted training activities within CRHA in the past. They now want an Agreement. Attorney Oliphant reviewed and marked it up accordingly. If approved, GM Olson will forward it to see if the edits are acceptable or not.

Treasurer Ames asked if the agreement includes returning the property to the original state. Attorney Oliphant responded that the revisions he included do require them to return it to its original state.

Motion: Secretary Termini moved to approve the Agreement for Use of Real Property for Fire Training Activities with City of Reno as revised by counsel; Director Naccarato seconded. Motion carried unanimously.

7.9. Approve revisions to Employee Handbook

The majority of the proposed revisions came from Employment Attorney Bonnie Drinkwater. GM Olson advised that in the future, the handbook will be reviewed and revised after every legislative session.

Motion: Vice President Attaway moved to approve the revisions to Employee Handbook as presented; Director Mullen seconded. Motion carried unanimously.

7.10 Approve New Phone Call Recording System

President Dennis advised that the current system can be enhanced to include a recording feature. This will allow for all incoming and outgoing calls to be reviewed if need-be. Sierra Telephone Systems (STS) is the original installers of the existing phone system. Total = \$2,573.57 which is an operating cost. If approved, it will be included in the 2018 Reserve Study update. After speaking to STS and ECC, it was determined that additional cabling will not be required.

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GM Olson proposes to charge the expense to General Ledger code 4140; Telephone.
Motion: Treasurer Ames moved to approve the New Phone Call Recording System as presented; Vice President Attaway seconded. Motion carried unanimously.

7.11 Approve Common Area Use Agreement:

President Dennis advised that after receiving a request from an owner to allow her son's graduation party to extend into the common area behind her home, he asked Attorney Oliphant to prepare an agreement that can be used for all future requests. It does contain insurance requirements.

Discussion included asking how this agreement came about. Attorney Oliphant advised the request was received at the office and he advised that this was possible.

Homeowner inquired if this would include the various photographers who utilize the greenbelts areas for wedding and graduation photos.

Attorney Oliphant advised that as per the 1998 Common Area Agreement with Washoe County/City of Reno at the inception of the association, this agreement allows for the common areas to be used by both CRHA property owners as well as the public. He further explained that if an injury does occur it has to be proven the property owner was negligent.

Motion: Director Mullen moved to approve Common Area Use Agreement as presented; Secretary Termini seconded. Discussion ensued. It was determined to table this item to a future meeting. Motion and second were withdrawn.

Tabled to a future meeting.

7.12 Approve alternate Base and Accent colors for DeerCreek Color Scheme 6:

A home painted the original base color appears to be quite pink in the direct sun. GM Olson has the alternate color samples for review which were already approved by the ACC.

Motion: Treasurer Ames moved to approve the alternate Base and Accent colors for Deer Creek and Caughlin Creek Color Scheme 6 as presented; Director Naccarato seconded. Motion carried unanimously.

7.13 Approve costs to purchase new Aerator and Stump Grinder for Landscape & Maintenance Operations:

President Dennis advised that Superintendent Lisenby desires to purchase a new 18" aerator and 11.7 HP stump grinder for a total of \$7,184.61. Comparative bids are not required since the total purchase does not exceed 1% of the CRHA annual budget. 2018 budgeted expenses = \$2,274,215; 1% = \$22,742. These can be purchased with reserve funds since we have over \$44k budgeted for Equipment Acquisition in 2018.

Motion: Treasurer Ames moved to approve cost to purchase new Aerator and Stump Grinder for Landscape Operations as presented; Director Naccarato seconded. Motion carried unanimously.

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7.14 Approve cost to replace Westpointe sign with new sign to include Vista Pointe and Whispering Canyon:

The existing entry sign, which CRHA inherited from the developer, only has Westpointe listed. The Vista Pointe President previously asked for his community to be added to the sign; Vista Pointe is a sub-association. Vista Pointe and now Whispering Canyon are also accessed from Greensburg Circle. Total cost to include all 3 neighborhoods is \$12,275.68.

There is only \$6,581 in the Reserve Fund for the Westpointe sign. As a result, GM Olson inquired with both Vista Pointe and Tim Lewis Communities to see if they would contribute the difference; just under \$2,600 each. It was not well received by the Vista Pointe Board.

Table this to a future meeting.

7.15 Approve costs to replace 2 office computer work stations:

One was scheduled to be replaced in 2017 and the other in 2018. Both should be replaced in 2018. Cost to replace both = \$3,207.47. 2018 Reserve Budget for one station = \$3,341
In 2019, we will replace the Server and Village Green Park Firewall. In 2020, we will replace the Bookkeeper's workstation and L&M Superintendent's laptop. That laptop will be switched out with the Office laptop which has exceeded its life expectancy. ECC will provide quotes for the 2018 Reserve Update.

Motion: Director Naccarato moved to approve the cost to replace 2 office computer work stations as presented; Treasurer Ames seconded. Motion carried unanimously.

7.16 Approve Secondary Employment Policy:

President Dennis advised this policy was prepared by Attorney Drinkwater and applies to all full-time employees.

Motion: Director Naccarato moved to approve the Secondary Employment Policy as presented; Director Mullen seconded. Motion carried unanimously.

8. Member Comments:

A homeowner from the Cottages neighborhood presented a vinyl fencing component to use in replacing the picket fencing that is adjacent to the Alum Creek Corridor as well as other homes in the Cottages neighborhood. He asked for the process to submit the request to the Association for review and consideration.

He was advised to submit the request to the ACC, if approval is granted it will require a review by three (3) members of the Board of Directors due to this being a change in the materials that are specified in the current documents; current approved material is for wood fencing components.

GM Olson asked the homeowner to come to the office either on Thursday or Friday and she would assist him with what is needed to submit to the ACC for approval consideration.

A homeowner requested that it be reiterated to the community the requirement for dog owners to have their dogs on leashes and to clean up after their dogs.

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GM Olson and Vice President Attaway advised that each Rancher magazine should include a statement advising owners and residents of this requirement.

A homeowner also inquired about changing/updating the color scheme for the Cottages neighborhood and he was advised that a request would need to be submitted to the ACC for review.

A homeowner asked what the actual numbers of votes were for the purchase of the building.

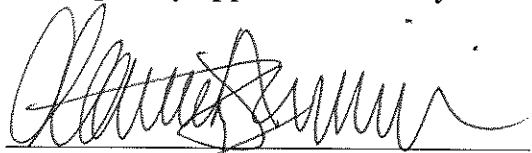
GM Olson advised that the total number of eligible votes is 2,293; the required number of votes is 1,148 and 1,193 yes votes were received.

9. Announce Future Meeting Dates & Adjourn:

Board Agenda Workshop 4:00 p.m. Monday, May 21, 2018; Board of Directors Executive Session 5:00 p.m. and General Business Meeting 6:00 p.m. Wednesday, May 23, 2018

Motion: Vice President Attaway moved to adjourn the meeting at 8:26 p.m.; Director Naccarato seconded. Motion carried unanimously.

Subsequently approved at a duly noticed Board of Directors Meeting on May 23, 2018.



Tony Termini, Secretary Board of Directors
Caughlin Ranch Homeowners Association