

**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting Minutes**  
**Wednesday, September 27, 2017**

**Directors Present:**

Tony Termini, President  
Michele Attaway, Vice President  
Al Dennis, Secretary/Treasurer  
Joan Mullen, Director  
Vince Ames, Director

**Others Present:**

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

Bob Ryan, Director – Absent  
Open Seat

**1. Call to order and establish quorum**

President Termini called the meeting to order at 6:00 p.m. at 1070 Caughlin Crossing, Reno, NV. A quorum was established with five (5) of seven (7) Board Members present.

**2. Member Comments**

Allen Means, of Pine Bluff Properties LLC, the builder of the Pine Bluff neighborhood addressed the Board regarding the acceptance of the Common Area turn-over of Pine Bluff Phase I. He requested that the Board of Directors accept the common area turn-over of Pine Bluff Phase I. He provided a brief explanation that currently they hold a letter of credit for the common area in the amount of about \$425,000+, they have paid for the improvements as well as must maintain deposits in the amount of the letter of credit which results in a total of over \$800,000 being tied up and with the acceptance of the common area this will allow for funds to be freed up to utilize elsewhere.

President Termini asked Mr. Means if he would be able to stay for the meeting till this item came up on the agenda to answer any questions that anyone may have.

Mr. Means asked if it was possible for any questions to be asked at this time.

**Director Ames made a motion to move item 7.21 Common Area turn-over of Pine Bluff Phase I to follow item 3. On the agenda to allow for Mr. Means to be present should the Board of Directors have any questions. Director Mullen seconded. Motion carried unanimously.**

**3. Accept Board Member resignation and appoint Homeowner to open seat**

President Termini advised that Director Janice Browne resigned on September 1st. Mr. Michael Chern agreed to join the Board until the 2017 Annual Members Budget Ratification and Election Meeting on November 15th.

**Motion: Director Ames moved to accept the resignation of Janice Brown as presented; Joan Mullen seconded. No further discussion. Motion carried unanimously.**

**Motion: Director Ames moved to appoint Mike Chern to the open seat on the Board of Directors; Joan Mullen seconded. No further discussion. Motion carried unanimously.**

**7.21 Accept Common Area turn-over of Pine Bluff Phase I**

The inspection was completed on 08/29/17. Engineer Padovan, Superintendent Lisenby, Asst. Manager Kim Teepe, and GM Olson all walked the property along with the Troy Means of Pine Bluff Properties, LLC and participated in the inspection.

Caughlin Ranch Homeowners Association  
Board of Directors Meeting  
September 27, 2017

As a result of that final inspection/walk-thru, a punch list was generated. To-date, all the items on the punch list have been completed to the satisfaction of Caughlin

Ranch except for repairs to the asphalt trail. This work is expected to be completed by the end of October weather permitting.

**Motion: Director Mullens moved to approve the Common Area turn-over of Pine Bluff I as presented; Director Chern seconded. Motion carried unanimously.**

Director Ames inquired to Secretary/Treasurer Dennis if the ACC was satisfied with accepting the Common Area even though they did not walk the project.

Secretary/Treasurer Dennis advised that the ACC is ok with accepting the common area and that there has been an internal administrative change to that all future common area turn-over inspection will include the ACC Board Liaison along with staff, and experts working on behalf of the CRHA and builders.

Vice President asked for further clarification of the engineer's concern. GM Olson reviewed photos of the area in question that were taken at the time of the inspection that reflected a large amount of rock and debris that was piled up at the time and could clog the drainage channel.

Mr. Means advised that the rock/debris has since been moved.

Attorney Oliphant questioned what items have not been completed and advised that because there are outstanding items the motion needs to be amended.

**Motion: Director Ames moved to amend the motion to approve Common Area turn-over of Pine Bluff I subject to the completion of the repairs to the asphalt trail; Secretary/Treasurer Dennis seconded. Motion carried unanimously.**

**4. Minutes:**

4.1. Review & approve July 26, 2017 Board of Directors Meeting Minutes  
Prepared by Provisional Manager Wheeler, reviewed and edited by GM Olson and Secretary/Treasurer Dennis. Posted to CRHA website by 30-day deadline to make available.

**Motion: Director Mullen moved to approve the July 26, 2017 meeting minutes as presented; Director Ames seconded. No further discussion. Motion carried unanimously.**

4.2. Review & approve August 17, 2017 Caughlin Cottages Town Hall Meeting Minutes  
Prepared by GM Olson, reviewed by President Termini.

**Motion: Director Mullen moved to approve the August 17, 2017 Caughlin Cottages Town Hall meeting minutes as presented; Vice President Attaway seconded. No further discussion. Motion carried unanimously.**

**5. Finances:**

5.1. Accept (un-audited) Financial Reports dated July 31 and August 31, 2017

GM Olson noted that there is a CD for the building fund that is scheduled to mature on 10/14/17 and the funds are to be placed in a money market account, the request had been submitted and was signed by Secretary/Treasurer Dennis.

**Secretary/Treasurer Dennis 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.**

Secretary/Treasurer Dennis and Mr. Jackson, CPA reviewed both sets of 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 July 31 and August 31, 2017
- The Association's cash position through August 31st: Operating cash = \$1,032,735  
Reserve cash and CD's: Mountainshyre = \$241,102; Caughlin Creek = \$528,308; CRHA = \$786,913;  
Grand Total = \$1,556,323. Capital funds set aside to purchase 1070 Caughlin Crossing = \$282,002
- Through August 31st on an accrual basis, Total Operating Income was \$1,433,684 after Reserve and funds to purchase 1070 Caughlin Crossing were transferred; under budget (\$21,012).
- Total Operating Expense was \$1,360,355; under budget \$110,943:  
Operating Expense = under budget \$2,381; Payroll = under budget \$52,631;  
Repairs and Maintenance = under budget \$12,214; Utilities = under budget \$43,717
- Total Operating Excess Revenue over Expense = \$73,329
- Total Reserve Income was \$153,489; of which Interest = \$6,889. 2017 Budget = \$154,650/CRHA,  
\$40,000/CCRK and \$18,000/Mountainshyre. Reserve transfers are occurring quarterly now.
- Total Reserve Expenses were \$70,251; 2017 Reserve Budget = \$332,752.
- 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 Mullen moved to accept the un-audited financial reports dated July 31 and August 30, 2017 as presented; Vice President Attaway seconded. No further discussion. Motion carried unanimously.

5.2. Approve Bad Debt write-off amount due to foreclosures (if any) There are none.

## 6. Reports & Updates:

### 6.1. Finance & Budget Committee (F&B); GM Olson

GM Olson advised the pre-audit meeting with McClintock Accountancy will be scheduled in early December.

### 6.2. Landscaping, Irrigation/Conservation & Maintenance; L&M Superintendent Lisenby

Landscape & Maintenance Superintendent Lisenby provided the following updates:

- Fertilization is currently in progress.
- Second round of defensible space work is underway.
- Irrigation system schedule will be changed to watering during afternoon hours.
- Phase 2 of the flood clean-up is underway, this will include routing the water away from the ponds, adding wild flower beds. And the area by the bridge leading to the Caughlin Club that damaged by the floods is being repaired.
- Water conservation work that includes moving grass and sprinkler heads, so they do not spray the walking paths that will assist in extending the life of the asphalt has begun.
- Seasonal crews last day will be the Friday before Thanksgiving.

Director Ames complimented Randy on the lawns and that they have been looking better than any past season and on the selection of flowers that were installed.

A new Homeowner asked when is the recommended time to shut-down an irrigation system in this area.

Randy advised that mid to late October depending on the temperatures.

**6.3. Architectural Control Committee (ACC); Secretary/Treasurer Dennis**

Secretary/Treasurer Dennis advised that the ACC meets regularly twice a month, the next meeting is October 12<sup>th</sup>. During the months of November and December the ACC meets only once per month due to the Holidays. He wanted to remind everyone that all exterior changes do require submission and approval before any work may start.

**6.4. Community Events; Vice President Attaway**

Vice President Attaway advised that the Board and Staff will help to celebrate CRHA's 33rd Annual Meeting by hosting a Spaghetti Feed prior to the Annual Meeting.

- Bird watching: October 7<sup>th</sup> 8:00 a.m. to 10:00 a.m.
- Garage Sales: individual lots: October 7<sup>th</sup> & 8<sup>th</sup>
- Angel Tree for Children and Seniors Citizens: November 1<sup>st</sup> – 30<sup>th</sup>
- Holiday Share Your Wine at Moana Nursery: November 9<sup>th</sup>
- Annual Members Budget Ratification and Election Meeting: November 15<sup>th</sup> and Spaghetti Feed
- Coffee with Manager are held monthly alternating morning and evening meetings
- New Owner orientations are held monthly at 5:00 p.m.

President Termini encourage the audience to share with their neighbors that we will be having a Spaghetti Feed that will be great fun and will also include door prizes. Please be sure to RSVP with the office.

**6.5. Status of possible/pending litigation; Attorney Oliphant**

Attorney Oliphant provided an update, see attached Notice of possible/pending litigation.

**6.6. General Manager; GM Olson**

GM Olson advised that Steamboat Canal assessed CRHA with a \$3,473.25 Special Assessment due to flooding repairs and law suits on August 11th; it was required to be paid within 30-days to avoid finance charges and late fees. It was paid timely. She requested Engineer Seth Padovan, the Asphalt Project Engineer, to determine the amount of asphalt treated last year that was damaged in the flooding and the associated costs. Mr. Padovan determined it was approximately 4,000 sf x \$6.00/sf = \$24,000 of re-work in 2017. This does not include any of Mr. Padovan's time.

GM Olson has received several complaints regarding the NDOT tunnel; mud, standing water, mosquito concerns, etc. Reno City Councilwoman Jenny Brekhus is following-up since GM Olson.

The Caughlin Creek sign was repaired. The repairs to the 2 Creekridge and the Evergreen signs are nearing completion. The wood for the Juniper Trails sign is on order. L&M Superintendent Lisenby recently met with representatives from Julie's Signs to inspect the area (vegetation & lighting) around the Entry Monument concrete wall. Work is expected to start by mid-October on the wall. Julie's Signs is currently working on a re-design of the Westpoint entry sign.

Vista Point asked to be included and now Whispering Canyon will be behind that sign also.

GM Olson advised that on Sept. 14th, Attorney Oliphant, GM Olson, Bookkeeper Wheeler, Asst. Manager Teepe and F&B Members Joyce Thompson and Cody Jackson all attended the CAI 2017 3-hour Legislation Update for CE credits. There was significant legislation that impacted HOA's; unfortunately, most of it became effective on July 1st so we are playing catch-up.

Caughlin Ranch Homeowners Association  
Board of Directors Meeting  
September 27, 2017

GM Olson is still pursuing amending the Waste Management Franchise Agreement to include providing and servicing animal-resistant containers within the City of Reno; they currently only service the containers. Reno City Councilwoman Jenny Brekhus advised city staff is opposed since they believe it is unfair to those who have no need for the animal-resistant containers. I have asked NDOW Bear Specialist Carl Lackey to contact Councilwoman Brekhus to see if he can help them better understand the need and public safety concerns.

GM Olson was approached by an Eagle Scout candidate at the CRHA BBQ. For his Eagle Scout Project, he would like to embark on a reforestation project within CRHA. GM Olson has agreed to assist and to identify CRHA common area within the Eaglesnest sub-association that could benefit from such a project.

**President Termini ask what the current count was for the ballot for The Building Vote. GM Olson advised that as of 09/27: We have received 527 votes in favor and 50 votes opposed in opposition. The required number of votes is 1136, the number received is almost 50% of the required votes and which is about 25% of the voting membership.**

**7. New Business:**

**7.1. Ratify Landscape Services (General) Liability Insurance coverage beginning 08/26/17:**

GM Olson advised that for the end cost is \$1,439. We tried to extend this policy to 11/01 to be consistent, but the underwriter wanted an exorbitant amount to do so. Per Alpine Ins., a new underwriter has agreed to cancel and re-issue on 11/01.

**Motion: Director Ames moved to ratify the cost for The Landscape Services (General) Liability Insurance Coverage beginning 8/26/17 in the amount of \$1,439.00; Secretary/Treasurer Dennis seconded. No further Discussion. Motion carried unanimously.**

**7.2. Approve renewal cost for Management Services (Professional) Liability Insurance coverage:**

GM Olson advised the policy expires on 11/01 and that the 2017 premium = \$1,440. Alpine Ins. estimated renewal at \$1,512 and \$1,525 was budgeted.

**Motion: Secretary/Treasurer Dennis moved to approve renewal cost for Management Services (Professional) Liability Insurance coverage in the amount of \$1,440.00 as presented; Director Mullen seconded. No further Discussion. Motion carried unanimously.**

**7.3. Approve not to exceed costs to renew Crime, Cyber Liability, Commercial Package, Umbrella & D&O/Employment Practices Liability Insurance Policies expiring on 11/01:**

GM Olson provided Alpine Ins. with the new legislation regarding insurance requirements. They confirmed they reviewed the new requirements and found that CRHA has adequate Crime coverage limits.

President Termini inquired what was the reason for the increase. GM Olson advised there was a substantial increase on the D&O insurance due to the due pending litigation claims.

**Motion: Secretary/Treasurer Dennis moved to approve not to exceed costs to renew Crime, Cyber Liability, Commercial Package, Umbrella & D&O/Employment Practices Liability Insurance Policies expiring on 11/01 in the amount of \$73,485.00; Director Ames seconded. No further Discussion. Motion carried unanimously.**

**7.4. Approve costs for major improvements to Mountainshyre gate system (open and read aloud sealed bids):**

GM Olson advised that sealed bids were requested from Tholl Fence and Western Door and Gate. She advised that it is required to open the seal bids and read the dollar amounts into the minutes and then they may proceed with the motion.

Tholl Fence Option A. \$8,581.00; Option B. \$22,760.00

Western Gate and Door Option A. \$8,521.00; Option B. \$21,072.00 + \$4,842.00 = \$25,914.00

**Motion: Director Mullen made the motioned to allow GM Olson to revised and discuss the gate proposals with F&B member Mike Heffner to allow them to choose the best proposal to provide the necessary component replacement, optimal follow-up service and reasonable warranties and the final cost for each gate system will be ratified at the November Board meeting; Director Ames seconded. No further Discussion. Motion carried unanimously.**

**7.5. Approve costs for major improvements to both Caughlin Creek gate systems (open and read aloud sealed bids):**

Sealed bids were requested from Tholl Fence and Western Door and Gate.

Tholl Fence Option \$26,394.00

Western Gate and Door 21,072.00

Director Mullen asked how long the gates were installed. GM Olson advised that was about 30 years ago.

**Motion: Director Mullen made the motioned to allow GM Olson to revised and discuss the gate proposals with F&B member Mike Heffner to allow them to choose the best proposal to provide the necessary component replacement, optimal follow-up service and reasonable warranties and the final cost for each gate system will be ratified at the November Board meeting; Director Ames seconded. No further Discussion. Motion carried unanimously.**

**7.6. Approve Quarterly Maintenance Program for Mountainshyre Gates with Western Door and Gate:**

The yearly Protection Maintenance Contract for Mountainshyre will be \$596; this amount was included in the 2018 Entrance Gate Repairs line item. Attorney Oliphant was provided the proposal to review and required 1 change to the PM.

**Motion: Director Mullen moved to approve the Quarterly Maintenance Program for Mountainshyre Gates with Western Door and Gate subject to the change as per Attorney Oliphant; Secretary/Treasurer Dennis seconded. No further Discussion. Motion carried unanimously.**

**7.7. Approve Quarterly Maintenance Program for Caughlin Creek Gates with Western Door and Gate:**

The yearly PM Contract for Caughlin Creek will be \$1,192 for both sets of gates; this amount was included in the 2018 Gate Repairs line item. Attorney Oliphant was provided the proposal to review.

**Motion: Director Mullen moved to approve the Quarterly Maintenance Program for Caughlin Creek Gates with Western Door and Gate as presented; Secretary/Treasurer Dennis seconded. No Further Discussion. Motion carried unanimously.**

**7.8. Approve monthly Sonic Wall Security Service with Erlach Computer Consulting:**

Director Chern explained that the specialized computer system and software is designed to protect the gateway between our business network in-house and the internet. There will be an upfront cost for an upgrade to the current piece of equipment that we have and once this has been completed at a cost of about \$1,400.00 there will be a \$160 per month subscription fee for the first year and the second year will consist of the monthly subscription fee and upgrades to the equipment, as the proposal read will be included as part of the monthly subscription fee.

Homeowner inquired if the proposal enumerates what is to be blocked.

Director Chern explained that the system creates a gate keeper that stops things that are scanning the internet trying to find places to enter into databases while the software has a web blocker and it will disconnect you from any websites that deemed at risk. It also has antivirus software which provides a second layer of protection when with each individual computer having antivirus software. He advised that the firmware upgrades will occur on a regular basis.

**Motion: Director Chern moved to approve the monthly Sonic Wall Security Service with Erlach Consulting as presented; Director Ames seconded. No further Discussion. Motion carried unanimously.**

**7.9. Approve 2-Year Rancher Agreement with CPM Services to 09/30/19:**

GM Olson expressed that the Rancher publication is a very valuable resource for communicating with the CRHA members. It includes 6 mailings a year and this is at no cost to CRHA. All copies of the Rancher that are not deliverable for one reason or another are return to us.

**Motion: Director Ames moved to approve 2-year Rancher Agreement with CPM Services to 9/30/2019 as presented; Vice President Attaway seconded. No further Discussion. Motion carried unanimously.**

**7.10 Approve 3-Year Audit Agreement with McClintock Accountancy for 2017, 2018 and 2019:**

GM Olson and the F&B recommends we continue with McClintock's services; they have done an exemplary job completing the past 3 audits. There are sufficient funds in the 2018 Accounting line item.

**Motion: Secretary/Treasurer Dennis moved to approve 3-year Audit Agreement with McClintock Accountancy for 2017, 2018 & 2019 as presented; Director Ames seconded. No further Discussion. Motion carried unanimously.**

**7.11 Approve extending Accounting/Consulting Agreement with Tim Cleary and Associates to 12/31/17:**

GM Olson advised that Mr. Cleary requested an increase beginning 01/01/18. Therefore, he has agreed to extend the current Agreement through 12/31/17. We are very pleased with Mr. Cleary's services and wish to continue to work with him.

**Motion: Vice President Attaway moved to approve Accounting/Consulting Agreement with Tim Cleary and Associates from 10/1/17 to 12/31/17 as presented; Director Ames seconded. No further Discussion. Motion carried unanimously.**

**7.12 Approve 2-Year Accounting/Consulting Agreement with Tim Cleary and Associates from 01/01/18 to 12/31/19:**

GM Olson advised that Mr. Cleary's new agreement with the hourly rate increased to \$75.00/hr. It was already reviewed by Attorney Oliphant.

**Motion: Secretary/Treasurer Dennis moved to approve 2-Year Account/Consulting Agreement with Tim Cleary and Associates from 1/1/18-12/31/19 as presented; Vice President Attaway seconded. No further Discussion. Motion carried unanimously.**

**7.13 Approve Landscape Services Agreement with Promontory Point sub-association (dates to be determined):**

The Promontory Pointe Board President Larry Hinderks asked L&M Superintendent Lisenby to provide a quote for Landscape Services. This is the same agreement used for CCRK.

Superintendent Lisenby advised he can provide these services with no increase in his staff requirements and would be pleased to provide landscape services the community. We have yet to receive an RFP; we wanted to be prepared in case a bid is required prior to the next CRHA Board Meeting.

**Motion: Director Ames move to approve Landscape Services Agreement with Promontory Point sub-association (dates to be determined) as presented; Director Ames seconded. No further Discussion. Motion carried unanimously.**

**7.14 Approve bid to re-paint Caughlin Glen common area fence abutting McCarran Blvd.:**

Director Ames advised that he conducted an inspection and he agrees the McCarran side of the fence needs painting, it is his opinion that the interior fencing does not appear to need paint at this time. This side does not get as much sun as the other. It is however dirty due to dirt splashing up during rain storms.

**Motion: Director Ames moved to approve the re-painting of the Caughlin Glen common area fencing that abutting McCarran Blvd; 855 linear feet at a cost of \$2,822.00 and not to include the graffiti proof coat; Secretary/Treasurer Dennis seconded. Motion carried unanimously.**

**7.15 Approve Pine Bluff Full (initial) Reserve Study:**

GM Olson advised that Bob Browning of Browning Reserve Group advised the initial study must be for the total number of units or it is badly skewed. CRHA will begin collecting assessments on 23 new Pine Bluff units beginning on 10/01/17. There are no expenditure requirements in 2018 and only a minor contribution of \$2,247 required. This contribution and minimal interest have been included in the 2018 Budget.

**Motion: Director Ames moved to approve the Browning Reserve Group Pine Bluff Full (initial) Reserve Study as presented; Director Mullen seconded. No further Discussion. Motion carried unanimously.**

**7.16 Approve 1070 Caughlin Crossing Full (initial) Reserve study:**

GM Olson advised there are only two expenditure requirements in 2018; a Reserve Study update and for Miscellaneous items that may need attention. There is a contribution of \$12,000 required. This contribution and minimal interest have been included in the 2018 Budget.

Director Ames encouraged the audience members to talk to their neighbors and encourage them to submit their votes.

**Motion: Director Mullen moved to approve the Browning Reserve Group for Full (initial) Reserve Study of 1070 Caughlin Crossing as presented; Director Chern seconded. No further Discussion. Motion carried unanimously.**

**7.17 Approve CRHA, Caughlin Creek & Mountainshyre 2018 Reserve Study Financial Updates:**

GM Olson advised the 2018 expenditure and contribution requirements along with interest have been included in the 2018 Budget. The F&B reviewed each of the studies.

**Motion: Vice President Attaway moved to approve the Browning Reserve Group for CRHA, Caughlin Creek & Mountainshyre 2018 Reserve Study Financials Updates as presented; Director Ames seconded. No further Discussion. Motion carried unanimously.**

**7.18 Approve Revised Employee Salary, Wage and Bonus Structure:**

GM Olson revised the document to make it consistent with CRHA's 2016 and 2017 seasonal hiring practices which were revised to recruit and maintain a seasonal workforce of 20. The document was reviewed by Attorneys Oliphant and Drinkwater. Attorney Drinkwater suggested an edit and typo correction.

**Motion: Secretary/Treasurer Dennis moved to approve the Revised Employee Salary, Wage and Bonus Structure as presented; Director Mullen seconded. No further Discussion. Motion carried unanimously.**



**7.19 Approved Revised Delinquent Assessment Collection Policy:**

Attorney Oliphant advised the document was revised to be consistent with new legislation that became effective on July 1st. CRHA shall not conduct any collection efforts until the Service Member Verification has been mailed to each owner in CRHA. It will be mailed with this revised document in the Annual Meeting Packet since it is a legal requirement to provide the Delinquent Assessment Collection Policy with the Budget mailing each year. The form must be returned to allow CRHA staff to complete the verification process. Verification form is Exhibit D of the Delinquent Assessment Collection Policy.

**Motion: Director Ames moved to the Revised Delinquent Assessment Collection Policy as presented; Director Mullens seconded. No further Discussion. Motion carried unanimously.**

**7.20 Approve Revised Rules & Regulations, Violation & Fine Policy, and Construction Penalty Schedule:**

The Board is required to review this document each year during the budget process to determine if revisions are needed. President Termini elaborated that the Rules and Regulation used to inform owners what they can and cannot do.

GM Olson collects comments and suggestions from owners over the course of the year to be considered during the yearly review process. Attorney Oliphant also includes legal language and updates.

Discussion began and early into the conversation it was determined that more time was needed to allow for a thorough consideration of all the items that may need to be updated.

**This item has been tabled to a future meeting.**

**7.22 Approve cost to add solar screens to exterior of 1070 Caughlin Crossing front office:**

President Termini requested that this item be tabled because there may be another solution that he might be able to acquire at zero cost.

**This item has been tabled to a future meeting.**

**7.23 Approve cost to purchase Leaf Vacuum Truck Attachment:**

Superintendent Lisenby advised that this purchase will make collecting leaves faster and more efficient. It will also reduce the number of dumpsters and the fees associated because the leaves are compacted when they are sucked up. No additional training will be required.

**Motion: Director Mullens moved to approve the cost to purchase Leaf Vacuum Truck Attachment as presented; Vice President Attaway seconded. No further Discussion. Motion carried unanimously.**

**7.24 Approve 2018 Meeting and Other Important Dates:**

GM Olson advised the 2018 dates are pretty much consistent with 2017.

**Motion: Vice President Attaway moved to approve 2018 Meeting and Other Important Dates as presented; Director Mullens seconded. No further Discussion. Motion carried unanimously.**

**7.25 Approve Proposed 2018 Operating & Reserve Budget (No assessment increase is proposed):**

GM Olson advised the Proposed 2018 Budget includes the contributions and expenditures noted in the new and updated Reserve Studies and that this has been reviewed and "ok'd" by the F&B.

**Motion: Director Ames moved to approve the Proposed 2018 Operating & Reserve Budget as presented; Vice President Attaway seconded. No further Discussion. Motion carried unanimously.**

**8. Member Comments**

There were none.

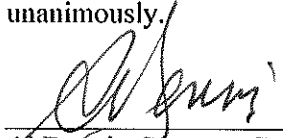
Caughlin Ranch Homeowners Association  
Board of Directors Meeting  
September 27, 2017

**9. Announce Next Meeting Dates & Adjourn:**

**Monday, Nov. 13th                    Annual Ballot Deadline 12:00 noon (if necessary)  
   Annual Ballot Count Meeting 1:00 p.m. (if necessary)  
   Board Agenda Workshop 4:00 p.m.**

**Wednesday, Nov. 15th            Executive Session 5:00 p.m.  
   Spaghetti Feed 5:45 p.m.  
   33rd Annual Members Budget Ratification and Election Meeting 6:30 p.m.  
   Board of Directors General Business and Organizational Meeting  
   immediately following Annual Members Budget Ratification and Election  
   Meeting**

Motion: Director Mullens moved to adjourn the meeting at 7:27 p.m.; Director Ames seconded. Motion carried unanimously.



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Al Dennis, Secretary Board of Directors  
Caughlin Ranch Homeowners Association