

**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION**  
**Board of Directors General Business Meeting Minutes**  
**1070 Caughlin Crossing, Reno, NV**  
**Wednesday, May 29, 2019**

**Board Members Present:**

Al Dennis, President  
Drew Naccarato, Secretary  
Vince Ames, Treasurer  
Mike Chern, Director  
Helen Eastwood, Director

**Others Present:**

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

**Board Members Absent:**

Michele Attaway, Vice President  
Allen Black, Director

**1. Call to Order and Determination of Quorum:**

President Dennis called the meeting to order at 6:02 p.m. A quorum was established with five (5) Board Members present.

**2. Member Comments:** There were none.

**3. Minutes:**

**3.1. Review & approve March 27, 2019 Board of Directors General Business Meeting**

**Minutes:** Prepared by Bookkeeper Wheeler; reviewed and revised by Secretary Naccarato and GM Olson.

**Motion:** Treasurer Ames moved to approve the March 27, 2019 Meeting Minutes as presented; Director Eastwood seconded. Motion carried unanimously.

**4. Finances:**

**4.1. Review & accept Unaudited Financial Reports as of February 28, March 31, and April 30, 2019:**

- Treasurer Ames has been provided a copy of all the bank/investment statements and associated reconciliations along with the supporting financial reports. We continue to send them to F&B Member Cody Jackson, CPA also.
- 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 Statement of Revenues and Expenses as of February 28, March 31, and April 30, 2019
- The Association's cash position through April 30th: Operating cash = \$1,594,238  
Reserve cash and CD's: Mountainshyre = \$251,425; Caughlin Creek = \$614,148; CRHA = \$607,039; Grand Total = \$1,472,612

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- Through April 30th on an accrual basis, Total (Operating) Income was \$746,178; over YTD Budget by \$10,518. At this time, all reserve transfers are being deposited on a quarterly basis.
- Total (Operating) Expense was \$559,586; under YTD Budget by \$40,336
- Total (Operating) Excess Revenue / Expense = \$186,592
- Total Reserve Income was \$127,320; of which Interest = \$7,055
- Total Reserve Expenses were \$55,194; 2019 Reserve Expense Budget = \$126,061
- 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: Secretary Naccarato moved to accept the un-audited financial reports dated February 28, March 31 and April 30, 2019 as presented; Director Eastwood seconded. Motion carried unanimously.**

## **5. Reports & Updates:**

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

- Planted trees in various locations. Started May 20th and is complete.
- Sprinkler Relocation Project is now complete.
- Irrigation pumps are up and running and the meters have been replaced.
- Common areas have been fertilized.
- Woodchipper is performing excellently. The amount of materials that has been generated with its use is equal to 1 dumpster full; without it, there would have been 2 to 2-½ dumpsters filled.

5.2. Architectural Control Committee (ACC); Secretary Naccarato advised that the ACC has been very busy with there being 70 items received and reviewed in the month of May. One meeting alone had 36 items on the agenda, this is double a normal meeting.

President Dennis asked if owners are continuing to do projects without approval. Secretary Naccarato responded that there have been a few and those owners must attend a compliance hearing for not obtaining approval before work was started.

5.3. Finance & Budget Committee (F&B); Treasurer Ames advised that the committee met to discuss 2 items; the 10-year cash flow and surplus funds. The committee review the possibility of paying off the building loan early.

GM Olson added that due to CRHA having a financial obligation, it is possible to make use of any surplus funds to pay down the building loan, but this must be done by adding a line item to the 2020 budget in order to be in compliance with state law. At this time, the amount has not been determined but the paydown amount will be included in the 2020 Budget.

#### 5.4. Community Events

GM Olson shared the list of upcoming events as follows:

- Garage Sales; individual lots: May 31st, June 1st & 2nd
- Spring Bird Walk/Watching meet at Caughlin Ranch office: June 8th
- Shredding Day truck will be at Caughlin Ranch parking lot: June 8th
- Concerts in the Village Green Park: June 30th and every Sunday in July
- Cross Peak Hike (meet behind the Caughlin Club): September 14th
- 9th Annual BBQ at the Village Green Park: September 15th (new time)
- Fall Bird Walk/Watch (meet at Caughlin Ranch office): September 28th
- Garage Sales; individual lots: October 4th, 5th & 6th
- Oktober Fest (previously Holiday Wine) at Moana Nursery: October 17th
- Trick or Treating and Pup Costume Parade at Caughlin Ranch Office: October 31st
- Angel Tree for Children and Seniors Citizens: November 1st thru 30th
- 35th Annual Members Meeting & 2020 Budget Ratification Meeting: November 14th

5.5. Pending Legal Matters & Executive Session Summary; Attorney Oliphant provided a summary of the Executive Meeting as follows:

- Reviewed the prior Executive Meeting Minutes
- Reviewed potential legal matters, including the following:
  - Deutsche Bank foreclosure action and status.
  - East Ridge common area lots.
  - Cottages fencing repairs/painting
  - Potential Workers Comp. claim of age discrimination by prior employee which has been determined to have no merit by the State.
- A Legal Committee was formed to address issues that require legal analysis and advice which does not include pending or current litigation issues.

Attorney Oliphant advised that the Executive meeting was recessed and will resume directly following this meeting.

5.6. Strategic Planning Sessions; Secretary Naccarato provided a summary of the SP Sessions. He advised that they are in the process of developing a 3 to 5-year plan for the future. The sessions have been focused on developing the higher-level tier of a Strategic Plan. This includes the main components as follows:

- Mission Statement
- Vision Statement
- Development of core values for CRHA
- Goals and Objectives

Secretary Naccarato continued to explain the components of a Strategic Plan. The Mission Statement defines why CRHA is here and what our purpose is. The Vision Statement is a summary of what we aspire to be and what we see occurring in the next 3 to 5 years. The core values give us some boundaries to make decisions and to build upon the components of a Strategic Plan.

Goals are created, which are a general statement of what we want to accomplish, and objectives outline how to get the goals done, including time frames and priorities for staff as well as the Board of Directors. An annual review will take place to determine what has been completed, what still needs to be completed and perhaps prioritize remaining goals/objectives as well as to update the Strategic Plan as needed in the future.

5.7. Community Information & News; GM Olson and the Board received a request to allow pickleball lines to be painted on the CRHA tennis courts in the Village Green Park. GM Olson solicited the input from two long-time tennis players who live and play in Caughlin Ranch. They advised the courts are already full during peak tennis playing times, the lines can be confusing, the pickleball players must bring their own nets or the tennis nets need to be lowered, and pickleball is loud due to the paddles used. They were both opposed to the proposition. Therefore, GM Olson along with L&M Super. Lisenby do not plan to allow for pickleball lines to be painted on the CRHA tennis courts at this time.

GM Olson advised that a procedure has been put in place in case the gates at either Caughlin Creek Gate I, Gate II or Mountainshyre fail to open as programmed and/or as required to allow for ingress or egress. Additional staff have been trained.

GM Olson shared that a suggestion was made to re-number the Caughlin Creek (CCRK) gates. Treasurer Ames suggested making the lower gate number 1 and the upper gate number 2; eliminating the Roman numerals. If the Board would like, we can place this item on the July Agenda for Board consideration.

GM Olson advised that Attorney Oliphant does not support the formation of a committee for the purpose of assisting seniors and disabled residents with improvements and/or repair projects identified and addressed via the violation notification process. He suggested owners assist on their own to eliminate any appearance of a conflict of interest.

GM Olson is in the process of having the CRHA master plan map updated; the first pass has been provided to the Board.

## **6. New Business:**

6.1. Approve costs to install internet and video monitoring systems at Caughlin Creek Gates I & II and Mountainshyre; GM Olson advised that the original quote from RFI was \$11,715 with a reoccurring monthly charge of \$186 for each of the 3 gate systems. The new quote from All Pro Security, Inc. is \$11,871 (including parts to be supplied by CRHA) with NO reoccurring costs. To cut down on costs, two (2) used cameras are being purchased from the Eaglesnest HOA at a significant discount. The only variable at this time, is the internet service provider. We originally got pricing from AT&T which was less than Charter/Spectrum at the time. However, due to the nature of the internet requirements for the cameras, it was recommended we use Charter/Spectrum. Erlach Computing Consultants (ECC) was asked to work with Charter/Spectrum on a quote for all 3 locations. That quote was still pending as of May 22nd.

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As long as the cost of the Charter/Spectrum service does not exceed \$411 per month (the combined total of the RFI and AT&T monthly costs), then I believe we can proceed since the cost will not exceed what was originally approved by the members of the 3 communities.

**Motion: Secretary Naccarato moved to approve cost to install internet and video monitoring systems at Caughlin Creek Gates I & II and Mountainshyre with a not to exceed the original cost; Treasurer Ames seconded. Motion carried unanimously.**

6.2. Approve cost to replace Primary Computing, Accounting and Storage Host  
GM Olson advised that the total cost is \$13,561.43. 2019 Reserve update is \$11,952 in 2020 should have been moved to 2019). 1-year extended warranty expires on 07/30/19; the warranty cannot be re-extended.

**Motion: Treasurer Ames moved to approve cost to replace Primary Computing, Accounting and Storage Host with a not to exceed \$14,000.00; Secretary Naccarato seconded. Motion carried unanimously.**

6.3. Approve Eaglesnest HOA Landscape Services Agreement through December 31, 2019  
GM Olson advised all agreements are being renewed on a calendar year basis. This renewal includes a 10% increase as budgeted due to the rise in labor rates.

**Motion: Treasurer Ames moved to approve the Eaglesnest HOA Landscape Services Agreement through December 31, 2019 as presented; Director Eastwood seconded. Motion carried unanimously.**

6.4. Approve Donated Bench Program Guidelines

GM Olson advised a couple of homeowners would like to donate a few benches to be added within the common areas. She used the Memorial Bench Guidelines as a template to allow benches to be donated without memorialization being required. No edits made by Attorney Oliphant. CRHA will decide placement and will take over maintenance and disposal as needed.

**Motion: Treasurer Ames moved to approve the Donated Bench Program Guidelines as presented; Director Chern seconded. Motion carried unanimously.**

#### **7. Member Comments:**

Treasurer Ames complimented Secretary Naccarato and Director Black on their knowledge of Strategic Planning and leading the Strategic Planning group. He has learned a lot.

**8. Announce Future Meeting Dates & Adjourn: (all meetings are held at the address shown above); Scheduled Strategic Planning Sessions: 3:00 p.m. Wednesday, June 5th; 2:00 p.m. Wednesday, June 12th; and 3:00 p.m. Wednesday, July 10th.**

Monday, July 22<sup>nd</sup> Board Agenda Workshop 4:00 p.m.

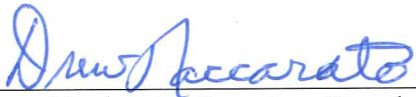
Wednesday, July 24<sup>th</sup> Executive Session 4:30 p.m.; Board General Business Meeting 6:00 p.m.

*Note: Sean Gephart, Noxious Weeds Coordinator with the NV Department of Agriculture, will provide a presentation beginning at 5:15 p.m. on July 24th.*

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**Motion: Secretary Naccarato moved to adjourn the meeting at 6:31 p.m.; Treasurer Ames seconded. Motion carried unanimously.**

*Subsequently approved at a duly noticed Board of Directors Meeting on July 24, 2019.*



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Drew Naccarato, Secretary Board of Directors  
Caughlin Ranch Homeowners Association