



**Caughlin Ranch Homeowners Association  
Board of Directors General Business Meeting Agenda  
6:00 p.m. Wednesday, September 23, 2020  
1070 Caughlin Crossing, Reno, NV 89519 - CLOSED**

**NOTICE: Due to concerns for staff and public safety resulting from the COVID-19 pandemic, no owners, residents, guests, etc., will be allowed in the building at this time.**

**This meeting will be conducted by video/telephone conference only.**

**Please join the meeting from your computer, tablet or smartphone:  
<https://global.gotomeeting.com/join/737425501>. You can also dial in using your phone:  
United States: +1 (669) 224-3412 Access Code: 737-425-501.**

- 1. Call to order and establish quorum @ 6:00 p.m.**
- 2. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding items on this agenda.** Except in the case of an emergency, no action may be taken upon a matter raised under this item of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken. The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give away his or her allotted time to expand another member's time. In consideration of other members who may wish to present comments and/or concerns, please avoid repetition.
- 3. Minutes:**
  - 3.1 Review & approve July 15, 2020 Board of Directors General Business Meeting Minutes \*
- 4. Finances:**
  - 4.1 Review & accept (un-audited) Financial Reports dated June 30 and July 31, 2020 \*
  - 4.2 Approve proposed 2021 Budget \*
- 5. Reports & Updates:**
  - 5.1 Finance & Budget Committee (F&B); Treasurer Black
  - 5.2 Landscaping & Maintenance Dept.; L&M Superintendent Lisenby
  - 5.3 Segmental Retaining Wall Repair Field Reports; Engineer Seth Padovan
  - 5.4 Architectural Control Committee (ACC); Secretary Naccarato
  - 5.5 Community Events; Vice President Attaway
  - 5.6 Branding / Signage Ad Hoc Committee; Vice President Attaway
  - 5.7 Pending Legal Matters & Executive Session Summary; Attorney Oliphant
  - 5.8 Community Information and 2020 Strategic Plan status; GM Olson
- 6. New Business:**
  - 6.1 Approve Revised Architectural Control Standards & Guidelines Handbook \*
  - 6.2 Approve Revised Rules & Regulations, Violation & Fine Policy, and Construction Penalty Schedule \*
  - 6.3 Approve Revised Fence Guidelines \*
  - 6.4 Approve new and additional common area signage \*
  - 6.5 Accept common area turnover of Ridge Hollow neighborhood (aka: Whispering Canyon) \*
  - 6.6 Accept common area turnover of Whispering Pines neighborhood \*
  - 6.7 Approve Landscape (General) and Management (Professional) Services Liability, Crime, Cyber Liability, Commercial Package, Umbrella, and Directors and Officers / Employment Practices Insurance renewals;  
**Open and read aloud sealed bids \***

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- 6.8 Approve 2-year renewal of Backup and Disaster Recovery and Managed Services Agreements with ECC \*
- 6.9 Approve Proposed 2021 Meeting Calendar \*
- 6.10 Approve Proposed 2021 Community Events Calendar \*
- 6.11 Approve vinyl privacy fence standard in specific neighborhoods \*
- 6.12 Approve Caughlin Ranch Covid-19 Employment Protocols \*
- 6.13 Approve additional nightly patrols with ESI Security Services \*
- 6.14 Approve Preventative Maintenance Agreement for Caughlin Creek and Mountainshyre gates with SG&C \*
- 6.15 Approve 2021 Strategic Plan Update \*
- 6.16 Approve 3-year renewal of Audit Agreement with CPA McClintock Accountancy Corp. \*
- 6.17 Approve Landscape & Snow Removal Services Agreement with Promontory Pointe Sub-association \*
- 6.18 Approve Landscape Services Agreement with Caughlin Creek Sub-association \*
- 6.19 Approve Management Services Agreement with Caughlin Creek Sub-association \*
- 6.20 Approve General Manager Performance Review Procedure \*

**7. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding any association matters.** The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give away his or her allotted time to expand another member's time. In consideration of other members who may wish to present comments and/or concerns, please avoid repetition.

**8. Announce Future Meeting Dates & Adjourn \*:** *At this time, we anticipate the 2020 Annual Members Election and 2021 Budget Ratification Meeting, and subsequent Board of Directors Organizational Meeting will be conducted virtually. We apologize in advance for any inconvenience.*

**Nov 5th Candidate Forum; Meet the Candidates 5:00 p.m. (Via GoToMeeting if necessary)**  
Please join the meeting from your computer, tablet or smartphone:  
<https://global.gotomeeting.com/join/738252325>. You can also dial in using your phone:  
United States: +1 (408) 650-3123; Access Code: 738-252-325

**Nov 16th** Annual Ballot Deadline 11:00 a.m. (if necessary)

**Call 2020 Annual Members Election & 2021 Budget Ratification Meeting to Order at 12:00 noon solely to open and tally Secret Ballots; Recess once completed (Via GoToMeeting if necessary)**

Please join the meeting from your computer, tablet or smartphone:  
<https://global.gotomeeting.com/join/414779341>. You can also dial in using your phone:  
United States: +1 (872) 240-3212; Access Code: 414-779-341

**Board Agenda Workshop at 4:00 p.m. (Via GoToMeeting)**

Please join the meeting from your computer, tablet or smartphone:  
<https://global.gotomeeting.com/join/650559925>. You can also dial in using your phone:  
United States: +1 (408) 650-3123; Access Code: 650-559-925

**Nov 18th** Executive Session at 5:00 p.m.; Board Members Only (Via GoToMeeting)

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**Nov 18th Re-convene 2020 Annual Members Election and 2021 Budget Ratification Meeting at 6:00 p.m. (Via GoToMeeting)**

Please re-join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/414779341>. You can also dial in using your phone:

United States: +1 (872) 240-3212; Access Code: 414-779-341

**Board General Business & Organizational Meeting will immediately follow the 2020 Annual Members Election and 2021 Budget Ratification Meeting (Via GoToMeeting)**

Please join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/737425501>. You can also dial in using your phone:

United States: +1 (669) 224-3412 Access Code: 737-425-501

*New to GoToMeeting? Get the app now and be ready when your first meeting starts:*

<https://global.gotomeeting.com/install/414779341>

*Items identified with an asterisk “\*” are intended for Board action. NOTICE: NRS 116.31083 provides that each notice of a meeting of the executive board (aka: Board of Directors) must state the time and place of the meeting and include a copy of the agenda for the meeting or the date and location(s) where copies of the agenda may be conveniently obtained by the units’ owners. General Business Meeting Agendas are posted on the Caughlin Ranch website and in the brochure box to the right of the entry door of the Association office at 1070 Caughlin Crossing, Reno, NV 89519. You may also call 775-746-1499 to obtain a copy. Agendas are available at least seven (7) calendar days before each scheduled Board Meeting. You are also notified of the rights of a unit’s owner to: (a) Have a copy of the minutes or a summary of the minutes of the meeting provided to the unit’s owner upon request, and, if required or by the executive board upon payment to the association of the cost of providing the copy to the unit’s owners or in electronic format at no cost. (b) Speak to the association executive board, unless the executive board is meeting in executive session. (c) A copy of the audio recording of the minutes or a summary of the minutes of the meeting provided to the unit’s owner. Any comments made may potentially become a permanent record of the minutes.*