

**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION  
2020 ANNUAL MEMBERS ELECTION AND  
2021 BUDGET RATIFICATION MEETING AGENDA**

**Via GoToMeeting**

**Call to Order at 12:00 noon on Monday, November 16, 2020 to open and tally the Secret Ballots;  
2020 Annual Meeting will be reconvened at 6:00 p.m. on Wednesday, December 2, 2020**

- 1. Call to Order at 12:00 noon on Monday, November 16, 2020 at the office of McClintock Accountancy**
- 2. Representatives from McClintock Accountancy will open and tally the Secret Ballots**
- 3. Recess**
- 4. Reconvene at 6:00 p.m. on Wednesday, December 2, 2020; Welcome from Board President**
- 5. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding any Association matter.** 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.
- 6. Introductions:**
  - Board and Committee Members
  - Association Attorney
  - GM Olson and Landscape & Maintenance Superintendent Lisenby
  - Community Managers Sandy Wheeler (Bookkeeper) and Kim Teepe (Assistant Manager)

*A quorum of the members is not required to conduct the following business:*
- 7. Accept Final Draft of November 20, 2019 Annual Members Election and 2020 Budget Ratification Meeting Minutes. \***
- 8. Announce results of 2021 Operating and Reserve Budget Ratification; no assessment increase proposed. \***

NRS 116.31151 § 3. states: "...Unless at that meeting a majority of all units' owners, or any larger vote specified in the declaration, reject the proposed budget, the proposed budget is ratified, whether or not a quorum is present. If the proposed budget is rejected, the periodic budget last ratified by the units' owners must be continued until such time as the units' owners ratify a subsequent budget proposed by the executive board."
- 9. Announce results of 2020 Annual Election of Directors; four (4) Board Members will be seated. \***
- 10. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding any Association matter.** 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.
- 11. Adjourn 2020 Annual Members Election and 2021 Budget Ratification Meeting \***

**A Board of Directors Organizational and General Business Meeting will immediately follow.**

*Items identified with an asterisk "\*" indicate an action item.*

*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***

# **Washoe County Regional Notification System - Code Red**

**City of Reno and Sparks**

**<https://www.washoecounty.us/em/RegionalAlerts.php>**

**Please sign-up to receive emergency alerts.**

REMOVED



**Caughlin Ranch Homeowners Association  
Board of Directors Organizational and General Business Meeting Agenda  
Wednesday, December 2, 2020 - VIRTUAL  
Immediately following the 2020 Annual Members Election  
and 2021 Budget Ratification Meeting**

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

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

- 1. Call to order and establish quorum**
- 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. Introduce new and returning Board Members and appoint 2021 Officers \***
- 4. Minutes:**
  - 4.1 Review & approve September 23, 2020 Board of Directors General Business Meeting Minutes \*
- 5. Finances:**
  - 5.1 Review & accept (un-audited) Financial Reports dated August 31 and September 30, 2020 \*
- 6. Reports & Updates:**
  - 6.1 Finance & Budget Committee (F&B); Treasurer Black
  - 6.2 Landscaping & Maintenance Dept.; L&M Superintendent Lisenby
  - 6.3 Segmental Retaining Wall Repair Final Report; Engineer Seth Padovan
  - 6.4 Architectural Control Committee (ACC); Secretary Naccarato
  - 6.5 Community Events; Vice President Attaway
  - 6.6 Branding / Signage Ad Hoc Committee; Vice President Attaway
  - 6.7 Executive Session Summary and Pending Legal Action against the Association; Attorney Oliphant
  - 6.8 Community Information and 2020 Strategic Plan status; GM Olson
- 7. Old Business:**
  - 7.1 Ratify final insurance premiums approved on 09/23/20 for 11-month cycle eff. 11/01/20 \*
  - 7.2 Ratify termination of Management Agreement with Eaglesnest Homeowners Association eff. 12/31/20 \*
  - 7.3 Ratify termination of Landscape Services Agreement with Caughlin Creek Homeowners Association eff. 12/31/20 \*
  - 7.4 Approve Employee Insurance Policies eff. 12/01/20 and 125 Premium Only Plan \*
- 8. New Business:**
  - 8.1 Approve 2020/2021 Staff Compensation Plan \*
  - 8.2 Approve Workers Compensation Insurance Policy eff. 01/01/21 \*
  - 8.3 Approve Caughlin Crossing Commercial Center and Eaglesnest HOA Landscape Maintenance Agreements eff. 01/01/21 \*
  - 8.4 Approve Proposal to install four (4) new bollard posts at trailheads to restrict vehicular traffic \*
  - 8.5 Approve Quotes to replace Village Green Park SonicWall, Door King computer and one (1) workstation \*

9. **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.
10. **Announce Future Meeting Dates & Adjourn \*:** At this time, we are unsure about hosting the January 25th Board Agenda Workshop and the January 27th Board of Directors General Business Meeting in person at 1070 Caughlin Crossing. Regardless, we will conduct these meetings virtually via GoToMeeting.

*Please join the December 2, 2020 Board of Directors Organizational and General Business 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*

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### **City of Reno and Sparks**

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*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.*