



**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION**  
**Board of Directors General Business Meeting Minutes**  
**1070 Caughlin Crossing, Reno, NV**  
**Wednesday, May 20, 2020**

**Board Members Present:**

Al Dennis, President

**Others Present:**

Lorrie Olson, Community/General Manager

Sandy Wheeler, Bookkeeper/Assistant Manager

**Board Members in attendance via teleconference and/or telephone:**

Michele Attaway, Vice President

Drew Naccarato, Secretary

Allen Black, Treasurer

Mike Chern, Director

Margaret Getz, Director

Michael Ginsburg, Director

**Others in attendance via teleconference:**

Randy Lisenby, L & M Superintendent

Shawn Oliphant, Association Attorney

Seth Padovan, Padovan Consulting LLC

7 Homeowners

**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 seven (7) of seven (7) Board Members present in person, via teleconference and/or telephone.

**2. Member Comments:**

There were none.

**3. Minutes:**

**3.1 Review & approve March 18, 2020 Board of Directors General Meeting Minutes.**

**Motion: Treasurer Black moved to approve the March 18, 2020 Board of Directors Meeting Minutes as presented; Director Getz seconded. Motion carried unanimously.**

**4. Finances:**

**4.1 Review (un-audited) Financial Reports dated January 31, February 29, and March 31, 2020.**

Treasurer Black provide the following report:

- Treasurer Black has been provided a copy of all the bank/investment statements and associated reconciliations along with the supporting financial reports
- The CD's maturing in the 2nd quarter of 2020 will not be reinvested at this time due to the paltry rates being offered; the F&B will revisit this decision in 60-days
- The bank statements are being reconciled and the financial reports reviewed and adjusted as-needed monthly by the GL Accountant and CRHA Bookkeeper to ensure CRHA is reporting on a true accrual accounting basis
- The Board members have been provided copies of the GL Balance Sheet by Fund and the Statement of Revenues and Expenses as of January 31, February 29, and March 31, 2020
- The Association's cash position through March 31st: Operating cash = \$1,490,071  
Reserve cash and CD's: Mountainshyre = \$266,683; Caughlin Creek = \$641,017; CRHA = \$694,368; Grand Total = \$1,602,068

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- Through March 31st on an accrual basis, Total (Operating) Income was \$591,185; over YTD Budget by \$10,119. At this time, all reserve transfers are being deposited on a quarterly basis due to our positive cash flow
- Total (Operating) Expense was \$427,331; under YTD Budget by \$1,510
- Expense recap: Operating = (\$21,649) over budget; primarily due to the timing of budgeted expenses. Payroll = \$11,288 under budget; R&M = \$8,484 under budget; Utilities = \$3,387 under budget
- Total (Operating) Excess Revenue / Expense = \$163,854; positive variance of \$11,628
- Total Reserve Income was \$62,952; under budget by (\$3,720); primarily due to considerably less interest income
- Total Reserve Expenses were \$37,759; 2020 Reserve Expense Budget = \$292,766

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 January 31, February 29 and March 31, 2020 as presented; Director Getz seconded.**

**Motion carried unanimously.**

**4.2 Review cost and consider approving refinance of 1070 Caughlin Crossing building loan:**

GM Olson advised the current interest rate is 5.44%; CIT is offering to refinance at 4.0%. CIT will charge \$1,250 in fees. We estimate the refi will save approx. \$12,000 in interest over the remaining term of the loan. The escrow and title fees are unknown at this time. We intend to use First Centennial Title who completed the closing transactions on 1070 Caughlin Crossing. The F&B is in favor of the refinance.

Secretary Naccarato asked Treasurer Black if the F&B Committee had run the calculations on the fees to refinance to determine the overall savings.

Treasurer Black confirmed they did do the calculations and they will again run them once we have received all the costs associated with refinancing to determine the savings prior to signing any documents.

Attorney Oliphant interjected that the refinance of the loan needs to be based on the same security requirements. Currently, the loan is secured with an assignment of assessments.

GM Olson advised that will not change.

Vice President Attaway pointed out that the board packet documents state this is a loan modification not a refinance loan and requested that when the documents are provided by the bank, it is verified that this is in fact a refinance and not a loan modification.

**Motion: Treasurer Black moved to approve the cost for refinancing of the 1070 Caughlin Crossing building loan as presented; Director Getz seconded. Motion carried unanimously.**

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

### **5.1 Finance & Budget Committee (F&B); Treasurer Black advised:**

Treasurer Black advised the committee will be meeting at 2:00 pm on May 26th to discuss the playground equipment replacement and the CMU wall repairs. The cost will be added to the 10-year projection to determine if an assessment increase will be necessary.

GM Olson advised that she had provided a preliminary budget for 2021 and provided the details to the committee for the 10-year projection.

### **5.2 Landscaping, Maintenance:**

Superintendent Lisenby provided the following updates:

Miscellaneous Projects Pending

- Irrigation on as of the middle of April
- Westpoint path – Drainage Project
- Eaglesnest slope stabilize
- Wildflowers have been seeded
- Spring Flowers planted
- Spring clean-up on going
- Cat Tails in the ponds was completed at the end of April
- Rockwall repair – Monitory system installed to monitor movement. Proposal to be opened and discussed later in this meeting
- Transplant volunteer Pine trees – Completed end of April

Steamboat Ditch

- Turned on 05/04/20
- Pumps hooked up as of 05/07/20 and ponds have been filled

Due to the pandemic there have been more people visiting the Ranch and has caused the following:

- More trash. Mowing crews have to pick up trash prior to mowing
- More vandalism to the irrigation systems

Village Green Park Improvement:

- New play set and ADA compliant ground surface proposal to be discussed later in this meeting

### **5.3 Architectural Control Committee (ACC):**

Secretary Naccarato advised there have been 45 projects reviewed from March 1st thru April 30th; 42 approved with conditions, 1 approved, 1 declined and 1 required more info. He commented that Assistant Manager Kim Teepe has been conducting the ACC meetings via teleconference and the meetings are working very well.

#### **5.4 Community Events:**

Vice President Attaway advised the events calendar continues to change as the COVID-19 pandemic continues. She also advised that the community events are on hold pending the current and future developments regarding social distancing.

The following 2020 Events are to be determined at this time unless noted otherwise below:

- Garage Sales; individual lots: June 5th, 6th & 7th – Homeowners may participate at their individual homes, the HOA will not be participating or promoting.
- Spring Bird Walk/Watch; meet at Caughlin Ranch office: June 13th – Cancelled
- Shredding Day: truck will be at Caughlin Ranch Office parking lot: June 13th – Postponed
- Concerts in the Village Green Park: Sunday June 28th and all four (4) Sundays in the month of July – Cancelled
- Operation Backpack: May 1st thru July 27<sup>th</sup> – Cancelled. May be rescheduled based on Washoe County School District's 2020 Schedule
- Cross Peak Hike (meet at the Caughlin Club): Sept. 12th
- 10th Annual Homeowner Appreciation BBQ at the Village Green Park: Sept. 13th
- Fall Bird Walk/Watch; meet at Caughlin Ranch office parking lot: Sept. 19th
- Garage Sales; individual lots: October 2nd, 3rd & 4th
- Oktoberfest (formerly Holiday Wine) at location TBD: October 15th
- Trick or Treating & Pup Costume Parade at Caughlin Ranch Office: October 29th
- Angel Tree for Children and Seniors Citizens: November 2nd thru November 30<sup>th</sup> – Cancelled. May be rescheduled based on W.C. School District's 2020 Schedule
- 36th Annual Members Meeting & 2021 Budget Ratification Meeting – November 18th

#### **5.5 Branding / Signage Ad Hoc Committee:**

Vice President Attaway advised there was no update at the time. Also, the committee will be reviewing the Shopping Center signage document in an effort to clean it up, not to change it.

#### **5.6 Pending Legal Matters & Executive Session Summary:**

Attorney Oliphant following summary:

Reviewed and approved the prior Executive Meeting Summary

Legal items reviewed:

- Fencing disputes
- Workers compensation claim

Reviewed the HOA's ability to borrow money under one of the Federal Government programs

Reviewed the Accounts Receivable Aging Report

Reviewed the Violation Report

Discussed Personnel matter

#### **5.7 Community Information:**

GM Olson provide the following updates:

- F&B Co-chair Mike Heffner advised that TMWA has deferred their planned 2.5% rate increase
- The quarterly gate PM inspections were completed on 02/28; everything checked out

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good. Late in April we found out the “Click2Enter” feature allowing immediate access for emergency services was not operating. The gate service provider has identified an alternate method of ensuring the feature is working and assured it will be checked during each quarterly inspection. Currently, Caughlin Creek gate 2 is being held open until emergency services can test to assure that the “Click2Enter” feature is operating properly.

- VMS has enhanced their web portal functions. Bookkeeper Wheeler suggested conferring with Vice President Attaway and Director Chern to determine if additional features and/or “services” can be offered to owners through the web portal function. There is \$3,000 (unspent) in the 2020 Reserve Budget for Website Updates.
- In April, as-is standard, we received the 2019 Expenses and 2020 Budget for the Caughlin Crossing POA to which 1050 and 1070 belong. The 2020 assessments did not increase.
- Our plan, at this time, is to reopen the CRHA office under covid-19 restrictions and protocols on Monday, June 1st. Two plexiglass panels have been custom ordered so that we can create a physical barrier in front of the reception desk. We also plan to move furniture and tables to create a barrier where the plexiglass ends so no one will be able to walk in front of the reception desk. The Little Free Library will remain closed and we have discontinued the display and distribution of forms, handouts, pamphlets, etc. No one will be allowed into the office without a mask and we will not allow more than 2 visitors in the office at a time. The appropriate notices will be posted on the front entry door.
- Attorney Oliphant has been tasked to create a Covid-19 Waiver for anyone proposing to use the large conference room, the only room available for outside use. We must have a signed waiver and the entity will be required to sanitize all surfaces touched/used prior to leaving the building. They will be allowed direct access into that room without the need to come into the main office which will remain secured.
- Due to the devastating fires in CA, NV Energy is working to clear their powerlines of fire hazards at their cost. This is the first tree they have identified and removed to-date.
- GM Olson has petitioned the City of Reno to paint a portion of the curbing traffic red where Caughlin Parkway curves across from the pond areas leading to Kensington Ln. Council Women Jenny Brekus advised that they will be conducting a traffic flow analysis. Also, there have been 2 motorcycle police officers in who have issued 2 tickets a day.
- GM Olson updated the CRHA Insurance Filings, Agreements & Contracts for 2020.
- The May 20th Strategic Plan Update is included along with the March 18th Update and the Strategic Plan for Fiscal Years 2020 thru 2024. Direction from the Board is needed under items #1 and #4.
- Browning Reserve Group has rescheduled for the third time to commence the on-site reserve studies beginning on Monday, June 1st.
- GM Olson revised the ACS&G’s, R&R’s, and Fence Guidelines. The documents are being reviewed by Attorney Oliphant with expected approval consideration at the September Board Meeting. GM Olson requested them to be returned with markups by August 14 to allow the Board of Directors 30 days to review the revisions for the September meeting.

Attorney Oliphant added that there are OSHA guidelines for both construction operations as well as office guidelines and the Governor Office has issued guidelines pertaining to opening an office during the pandemic which should be followed. These include employee daily assessments to be conducted at the start of each business day.

**6. Old Business:**

**6.1 Ratify Earthquake Insurance renewal (05/01) for 1070 Caughlin Crossing**

GM Olson advised the policy renewed (05/01) between meetings. The renewal premium was paid to keep the policy in force. While preparing for this meeting, since the renewal needs to be ratified, we saw the premium increased by over 20%. After inquiring with Alpine Insurance, the agent agreed to remove their broker fee and issue a refund in the amount of \$175.00, bringing the renewal to \$1,930.23 which is \$187.82 increase over last year.

**Motion: Vice President Attaway moved to ratify Earthquake Insurance renewal (05/01) for 1070 Caughlin Crossing as presented; Secretary Naccarato seconded. Motion carried unanimously.**

**7. New Business:**

**7.1 Approve summer patrol services with ESI:**

GM Olson advised that this year the patrol line item was increased to allow for additional weeks of service. In 2019, we contracted for 18-weeks of service. We propose to increase patrols to 24-weeks in 2020.

**Motion: Secretary Naccarato moved to approve the summer patrol services with ESI as presented; Treasurer Black seconded. Motion carried unanimously.**

**7.2 Approve new ADA compliant play surface and playground equipment at Village Green Park:**

GM Olson advised that the original cost of the ADA surface was \$90,000. After speaking with our Reserve Specialist Bob Browning, we were able to identify reserve items which could be moved into later years and even eliminated in one case in order to free up funds for the playground equipment in 2020. L&M Superintendent Lisenby was given a budget of \$160k for the playground equipment. Caughlin Ranch will seek reimbursement, for which we are eligible, from the City of Reno's Park Fund for this expenditure, estimated reimbursement is \$90,000.00.

172,216 = playground equipment  
41,725 = play surface material  
213,941 = Project total  
-90,000 = City of Reno reimbursement  
123,941 = Amount to be funded by CRHA

L&M Superintendent Lisenby advised that they changed the surface to what is called rubber nuggets at a cost of \$41,725. This product can handle winds up to 70 mile per hour and the product can be compacted to make paths for wheelchairs to access the playground equipment. Maintenance will be easier than the pour-in-place surface that was first reviewed. The nugget product will need to refresh by added additional bags of the nuggets as needed.

There are several color choices to choose from. Furthermore, the price for the playground equipment was lowered by eliminating the section that included musical sounds section from the first proposal.

Secretary Naccarato inquired if the surface nuggets are bonded together and if they would be displaced when with the use of the blowers?

Superintendent Lisenby advised some will be bonded together and others loose. They can handle up to 70 MPH winds so the nuggets should remain in place if not the crew will blow any loose ones can be blown back into the play area. Recommended to refresh by added new nuggets in 3 to 5 years. Should not be an issue for maintenance in the parks.

Vice President Attaway asked when it will be scheduled to be completed.

Superintendent Lisenby advised if the project is approved tonight, he will be able to get on their schedule and will advise ASAP.

Vice President Attaway asked for an e-mail blast to be sent once we have the schedule details.

**Motion: Treasurer Black moved to approve new ADA compliant play surface and playground equipment at Village Green Park as presented; Secretary Naccarato seconded. Director Ginsburg was not present for vote due to technical difficulties. Motion carried with a majority vote.**

### **7.3 Approve Settlement Agreement between Vista Pointe Sub-association and CRHA:**

Attorney Oliphant reminded everyone that a few months back representatives from both associations met regarding whether or not VPHOA had to submit changes/modifications to the VPHOA common areas to CRHA. CRHA's standing was that they did and VPHOA disagreed. As a result, VPHOA prepared and presented this agreement which Attorney Oliphant reviewed and made revision recommendations for the Board's consideration. He advised that CRHA needs to obtain a copy of the VPHOA's meeting minutes reflecting their review and approval of the revised agreement as submitted at the VPHOA Board of Director's Meeting for CRHA's file.

**Motion: Treasurer Black moved to approve the Settlement Agreement between Vista Pointe Sub-association and CRHA as presented and authorize President Dennis to sign the document; Director Getz seconded. Director Ginsburg was absent for this vote. Motion carried with a majority vote.**

### **7.4 Approve Revised Capitalization and Procurement Policy:**

GM Olson advised revisions to the Policy were recommended by McClintock Accountancy and Tim Cleary. Attorney Oliphant provided further revisions. As a result, the Manager's Delegation of Authority will also need to be revised. That item will be brought to the Board at their July Meeting.

Attorney Oliphant advised that this agreement has been revised to be meet the current state statues.

**Motion: Treasurer Black moved to approve Revised Capitalization and Procurement Policy as presented; Secretary Naccarato seconded. Director Ginsburg was absent for this vote. Motion carried with a majority vote.**

**7.5 Approve 2020 Asphalt Pavement Maintenance Project; open and read aloud sealed bids:**

Project Engineer Seth Padovan performed the inspections, prepared the scope of work, and solicited the bids. He advised that he requested proposals from 3 contractors and received bids from 2. Bookkeeper Wheeler opened the sealed bids and read out loud the bid totals for each of the following contractors:

**SNC: \$71,943.27**  
**West Coast Paving: \$119,007.00**

**Motion: Secretary Naccarato moved to approve the 2020 Asphalt Pavement Maintenance Project bid from SNC in the amount of \$71,943.27; Treasurer Black seconded. Director Ginsburg was absent for this vote. Motion carried with a majority vote.**

**7.6 Approve Caughlin Creek Gates I and II entrance paver project:**

Project Engineer Seth Padovan performed the inspections, prepared the scope of work, and solicited the bids. We are proposing to replace the Bomanite with paver stones which he advised was much more economical. Also, he solicited bids from 4 contractors and only 2 responded. Color choice has not yet been selected. GM Olson advised she will contact a few homeowners within the Caughlin Creek and DeerCreek neighborhood to assist with the color selection. Bookkeeper Wheeler opened the sealed bids and read out loud the bid totals for each of the following contractors:

**Supreme Concrete, Inc.: \$66,200.00**  
**APS Group, Inc.: \$78,185.00**

**Motion: Treasurer Black moved to approve the Caughlin Creek Gates I and II entrance paver project bid from Supreme Concrete, Inc. in the amount of \$66,200.00; Vice President Attaway seconded. Director Ginsburg was absent for this vote. Motion carried with a majority vote.**

Engineer Padovan made recommendations regarding the entrance closures during construction; it will be best if each entrance is completely closed while work is in-progress. Residents and guests will be required to use the other gate (I if II is closed and II if I is closed) for entering and exiting the neighborhood. Closure time is expected to be 2 to 3 days at each gate.

GM Olson assured that all homeowners will be noticed, an e-mail blast will be sent, and a notice will be posted on the CRHA website.

**Director Ginsburg re-joined the meeting.**



**7.7 Approve retaining (CMU) wall repairs; open and read aloud sealed bids:**

Engineer Padovan discussed the CMU wall located on Caughlin Pkwy. across from Creek Ridge neighborhood. The plans and scope of work for the repairs were completed by Shields

Engineering. Engineer Padovan reviewed each of the scope of works that contractors submitted.

Bookkeeper Wheeler opened the sealed bids and read out loud the bid totals for each of the following contractors:

**Modole Construction: \$288,705.00**

**R L Wadsworth: \$372,320.00**

**VersaGrade: \$265,647.04 (plus cost for traffic control at \$1,577.40 per day)**

Engineer Padovan advised each bid includes a traffic control cost. VersaGrade listed theirs with the contract amount. Engineer Padovan spoke to the City of Reno regarding traffic control. He did not receive a definitive answer if they would allow for the road to be closed down for 8-hour days and route traffic through the Creek Ridge neighborhood. The City did not indicate that they would permit the closure to be all day or not. If there is only a partial closing for the day or only one lane closed, contractors will require flaggers to control the traffic flow. He recommends that the Board also include a 10% contingency for traffic control to be included with the approval of the bid for the wall repair. Also, the bids are based on digging out 4 feet deep the entire length of the wall and it is possible it may not be necessary to dig that deep, if not there could be a deduction in the cost.

Treasurer Black asked if the monitoring device had recorded any movement of the wall since it was installed.

Engineer Padovan advised there has been no movement detected through 5/15/2020. CFA will be out tomorrow to remeasure due to the recent earthquake activity.

President Dennis commented to Engineer Padovan regarding how the wall was constructed and that the upper 4-foot section does not appear to be constructed using the tie-down system. We do not know why the wall was engineered/installed this way. We have had monitoring devices in place for months and the wall has not moved a lick. President Dennis suggested to continue to monitor the wall for 6 to 12 months. He advised he is hesitant to spend \$300K or more for repairs. He suggested a new engineering report based on there being no movement. He asked Engineer Padovan what his thoughts were.

Engineer Padovan advised there are risks involved with this decision because you have a competent engineer in Joe Shields, he feels the evaluation was very competent and a peer review was completed by Black Eagle who agreed with Mr. Shields' report. He further advised that there could be movement at any time, movement might be caused by a substantial amount of rain and subsequent drainage, "we just do not know when and what will cause the wall to fail".

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Attorney Oliphant commented that it would be good to know if Shields Engineering or Black Eagles evaluations and recommendations have changed given 6 months or so of monitoring with no movement. If there is no current movement and none after the recent earthquake activity, the risk is probably pretty low. He agreed further evaluation and consideration is required. Attorney Oliphant would not object if the Board did not move forward with the wall repairs at this time and elects to monitor for an additional time period. That will give us the opportunity to go back to the engineers to determine if the recommendations remain the same since there has been no movement.

Engineer Padovan added that the assessment was not based on measurement of movements but the position of the wall and that it is leaning. Not sure if the lack of movement would change the decisions. The monitoring system was installed as an alternative to installing fall protection which was quite costly.

President Dennis shared that this started because a cap stone had come loose and had fallen; it was not a block that had fallen. The L&M crew replaced the cap stone.

Treasurer Black agreed that we should go back to the engineers with the monitoring report info. and see if he agrees that the wall still needs significant repairs.

Engineer Padovan advised that Joe Shields has been getting the monitoring reports and he does not believe that will change his mind.

President Dennis commented that CRHA asked the Engineer to evaluate the wall. If we just leave it alone and continue to monitor it, would that be a problem?

Engineer Padovan advised that the original request was because the cap stone fell and when Engineer Shields performed the visual inspection, it did not appear to be an issue until the light hit the wall and it was apparent that the top section was outward leaning so he started investigating that, it was never based on movement.

Attorney Oliphant agreed with President Dennis and Treasurer Black's suggestion to find out if the engineer's opinion is still that it needs to be repaired or not. He also noted that if a bid is approved, the insurance coverages need to be verified to assure they meet the requirements.

Vice President Attaway asked Engineer Padovan what else can cause movement in a wall besides earthquakes, and was the drainage inspected. When the wall is repaired will there be any earthquake proofing included?

Engineer Padovan advised that drainage could be an issue, water saturation increased the weight of the soil. He advised that we need to ask Engineer Shields if any seismic reinforcement is included in the scope of work.

Vice President Attaway asked if the monitoring of the wall would continue and if something did happen an emergency board meeting could be called.

President Dennis answered yes to both questions. Attorney Oliphant asked if the bids have a time limit.

Engineer Padovan advised there is a 30-day calendar limit, but he will ask for an extension.

**Motion: Treasurer Black motioned to table the retaining (CMU) wall repairs contract approval to the next Board of Directors meeting to allow for additional information to be obtained; Director Getz seconded. Vice President Attaway opposed. Motion carried with majority vote.**

**7.8 Approve purchase of new office laptop:**

GM Olson advised that we do not have the need to replace any workstations in 2020. Due to the shut-down, we have found that we have the need for another office laptop.

**Motion: Vice President Attaway moved to approve purchase of new office laptop as presented; Treasurer Black seconded. Motion carried unanimously.**

**7.9 Approve Change Order to Retaining Wall Construction Management Agreement:**

GM Olson advised a Change Order was necessary in order for Engineer Padovan to help facilitate the repair process.

Engineer Padovan advised that the Board should hold off on this until the next meeting as it goes with the wall repair.

**Motion: Vice President Attaway motioned to table the approve Change Order to Retaining Wall Construction Management Agreement to the next Board of Director's meeting; Treasurer Black seconded. Motion carried unanimously.**

**7.10 Approve 1070 Caughlin Crossing Reserve Expenditures for Furnishings and Flooring:**

GM Olson advised that the 2020 Reserve Study and Budget includes funds (\$25,469) to replace the reception desk/cabinets and the office flooring. The flooring has exceeded its useful life and the reception desk is literally falling apart. If the cost is not prohibitive, we are considering replacing the carpeting with an alternate flooring option.

**Motion: Secretary Naccarato moved to approve 1070 Caughlin Crossing Reserve Expenditures for Furnishings and Flooring as presented; Treasurer Black seconded. Motion carried unanimously.**

**8. Member Comments:**

Director Ginsburg asked when the park will be opening now that some regulations have been lifted and all other parks have opened. Also, can reflectors be added to the chains to be seen better at night.

GM Olson advised she will be speaking to staff regarding what parts of the parks will be opened.

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

*It is unknown at this time if the July Board Meeting will be conducted in person or electronically. We apologize in advance for any inconvenience.*

- Board Agenda Workshop at 4:00 p.m. on Monday, July 13, 2020

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- **Board of Directors Executive Session at 5:00 p.m. and General Business Meeting at 6:00 p.m. on Wednesday, July 15, 2020**

**Motion: Treasurer Black moved to adjourn the meeting at 7:41 p.m.; Secretary Naccarato seconded. Motion carried unanimously.**

*Subsequently approved at a duly noticed Board of Directors Meeting on July 15, 2020.*

A handwritten signature in cursive script, reading "Drew Naccarato", written in black ink.

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Drew Naccarato, Secretary Board of Directors  
Caughlin Ranch Homeowners Association