

**Caughlin Ranch Homeowners Association
Board of Directors General Business Meeting Minutes
In person and virtual via GoToMeeting
Wednesday, July 28, 2021**

Board Members in attendance via teleconference and/or telephone:

Al Dennis, President	Michele Attaway, Vice President
Drew Naccarato, Secretary	Steve Bremer, Treasurer
Mike Chern, Director	Margaret Getz, Director
Michael Ginsburg, Director	

Others in attendance via teleconference and/or telephone:

Sandy Wheeler, Interim General Manager	Shawn Oliphant, Association Attorney
Randy Lisenby, L & M Superintendent	5 Homeowners

1. Call to Order and Determination of Quorum: President Dennis called the meeting to order at 6:05 p.m. A quorum was established with all seven (7) Board Members present via teleconference and/or telephone.

2. Member Comments: There were none.

3. Minutes:

3.1 Review & approve May 26, 2021, Board of Directors General Business Meeting Minutes Prepared by Interim General Manager Wheeler, reviewed by President Dennis and Secretary Naccarato.

Motion: Director Ginsburg moved to approve the May 26, 2021; Board of Directors General Business Meeting Minutes as presented; Treasurer Bremer seconded. Motion carried unanimously.

1. Finances:

4.1 Review & accept April 30 and May 31, 2021 (unaudited) Financial Reports
Treasurer Bremmer provided the following report:

- **The Board Members have been provided copies of the GL Balance Sheet by Fund and the Statement of Revenues and Expenses as of April 30 and May 31, 2021.**
- **The bank statements are being reconciled and the financial reports reviewed and adjusted as-needed monthly by the GL Accountant and Interim General Manager Wheeler to ensure CRHA is reporting on a true accrual accounting basis.**
- **The Association's cash position through May 31st: Operating cash = \$1,521,036 Reserve cash and CD's: Mountainshyre = \$284,858; Caughlin Creek = \$608,618; CRHA = \$860,471; Grand Total = \$1,753,947**
- **CRHA continues to accrue for the Whispering Canyon reserve contributions based on the 2020 Reserve Study completed by Browning Reserve group and subsequently accepted by the CRHA Board of Directors.**
- **Through May 31st on an accrual basis, Total (Operating) Income was \$929,327; over YTD Budget by \$3,795. At this time, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.**
- **Total (Operating) Expense was \$830,021; over YTD Budget by \$5,975.**

- **Expense recap: Operating = \$2,180 under budget; Payroll = \$14,377 under budget; R&M = \$22,247 over budget; Utilities = \$4,478 over budget.**
- **Total (Operating) Excess Revenue / Expense = \$99,306; under budget by \$(2,180).**
- **Total Reserve Income was \$142,873; under budget by \$(97,120).**
- **Total Reserve Expenses were \$73,996; 2021 Reserve Expense Budget = \$284,345.**

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 April 30 and May 31, 2021, as presented; Director Getz seconded. Motion carried unanimously.

5. Reports & Updates:

5.1 Finance & Budget Committee (F&B);

Treasurer Bremer advised that the F&B Committee and Board will be reviewing the 2022 Budget and policies associated to the budget.

5.2 Landscaping and Maintenance;

L&M Superintendent Lisenby provided the following report:

Miscellaneous Projects / Weekly Maintenance:

- Mowing and weeding weekly.
- Defensible space has been completed once and we have started the second around.
- Irrigation is up and running and all pumps are hooked up and running.
- Steamboat is running until 8/17/21
- Removed several dead trees will replace them when the temperatures cool down.
- Summer flowers have been planted.
- Wildflowers are showing summer colors, mostly yellow.
- Fertilized the common areas.
- Parks are inspected and cleaned daily.

Fire Mitigation:

Additional Fire Mitigation work being done on the Fire access road behind Mountainshyre and in Eastridge behind the water tank and in the common area behind Big Bend. This work consists of removing dead burnt plant material, repairing irrigation, reseeding with our native seed mix and new plant material being replaced in the fall.

Vice President Attaway asked when does the ditch normally get turned off and how that impacts the ponds.

Landscape Superintendent Lisenby advised that it is normally shut off end of September to mid-October. The ponds in the lower green belt are adjacent to a natural underground stream/water and those will continue to have some water in them. Others will become low without the flow from the ditch. We will aerate the low ponds once it becomes necessary as we have done in the past.

Secretary Naccarato inquired if the smoke has affected the landscape crew. Landscape Superintendent Lisenby stated that the crew has continued to work through the smoke, and they have all been advised that they may leave work should it be affecting them.

Director Getz asked for a wildlife update. Landscape Superintendent Lisenby shared that he has been seeing all types of wildlife including coyotes, deer, ducks, and geese.

Vice President Attaway shared that a young Coopers Hawk visited her yard and caught a dog toy.

Secretary Naccarato shared that the gray squirrel have been lying on the top rail of his fencing trying to stay cool in the heat of the day.

5.3 Architectural Control Committee (ACC):

Secretary Naccarato advised that there were 82 projects reviewed since the last meeting; 77 were approved, 5 were declined. Reminded everyone that the ACC meets twice a month excluding November and December.

5.4 Community Events:

Vice President Attaway advised that the Sage Brush Rebels and Beatles Flashback concerts had been cancelled due to smoke. Sage Brush Rebels are rescheduled for 8/1/2021 6:00 p.m. to 8:00 p.m. and the Beatles Flashback for 8/22/2021 hours will be 5:00 p.m. to 7:00 p.m. because it will be getting darker earlier.

Interim GM Wheeler advised that Caughlin Ranch's team was in currently 4th place for the Operation Backpack program ran by Volunteers of America. The other 4 teams where corporate business donations not a team like CRHA. Our total donation to date is \$3,565.00.

Vice President Attaway provided the following Events schedule:

- 10th Annual CRHA BBQ Village Green Park Sun. Sept. 12th 1:00 pm to 3:00 pm
- Shredding Day – September 17th 9:00 am to 1:00 pm at the office in the parking lot
- Cross Peak Hike – meet at the Caughlin Club at 8:30 am Sept. 18th
- Fall Bird Walk / Watch meet at Caughlin Ranch office 8:00 am Sat. Sept. 25th
- Garage Sales Oct. 1st, 2nd & 3rd 7:00 am to 3:00 pm
- *Oktoberfest - TBD*
- *Trick or Treat & Pup Costume Parade at the CRHA office 3:00 pm to 4:30 pm Thur. Oct. 28th - TBD*
- Angel Tree November 1st through November 30th
- *Annual Homeowner Spaghetti Feed CRHA office Wed. Nov. 17th Beginning at 5:30 pm – TBD*
- 2021 Budget Ratification & 37th Annual Members Meeting at the CRHA office Wed. Nov. 17th beginning at 6:30 pm

Vice President Attaway commended Administrative Assistant Cassidy Gordon on all her work creating the events flyers.

5.5 2021 Strategic Plan:

Secretary Naccarato advised that there was not much to say that wasn't mentioned in the prior board meeting in May. The Board is on track with what the Board had planned.

5.6 Pending Legal Matters & Executive Session Summary:

Attorney Oliphant advised that the Executive meeting was recessed and will resume immediately following the General Board of Director's meeting.

The following items were reviewed during the Executive Session Meeting:

- Approved the 5/26/2021 Executive meeting summary.
- Pending legal action notices as follows:
 - Workers' compensation claim made by a former employee. Claimant wants the workers compensation claim to be reopened.
 - Discussed the status of the Eastridge common area deeds and letters received from attorneys regarding this turnover.
 - Complaint received on January 26, 2021, involves CRHA, ENA and Washoe County. This is a dispute over access of a road owned by Washoe County.
 - Boundary line adjustment legal issue
- Reviewed the Violation Report & fines.
- Properties that were damaged by the fire in November.
- Homeowner disputes and alleged violations.
- Reviewed the Accounts Receivable Aging Report.
- Personnel items.

5.7 Community Information:

Interim GM Wheeler provided the following report:

- As a reminder ESI Patrol service is here 7- days a week between 8:00 am to 4:15 pm through November 1st in a marked vehicle. They will continue to lock and unlock the Village Green parking lot chains nightly. ESI will provide two (2) officers in marked vehicles on Halloween night.
- Office remodel has been completed – replaced carpets, floors in kitchen, storage room and rear bathroom. Installed new front desk station.
- Replaced broken water heater and repairs to ceiling in rear bathroom that were caused by water heater have been completed and painted.
- Bears have been seen during daylight hours in the Alum Creek and West Point neighborhoods. We sent reminder email blast regarding bears.

5.8 Status of Whispering Canyon's common area turn-over to CRHA:

Interim GM Wheeler advised it was noted during a drive through inspection that some punch list items have been completed. Attempts to reach who is handling the common area turnover at the builder's office has been difficult. Reached one staffer and emailed all punch list items to her and she assured me that she will be speaking directly to Tim Lewis owner of the company. We will continue to work toward the turnover to be completed by end of year.

6. Old Business:

6.1 Approve cost to reseal/repair Village Green Park tennis courts

President Dennis advised that the tennis courts are in dire need of repair. Superintendent Lisenby contacted numerous companies for proposals. He was advised by all that we would not be able to get on their schedules until next year. With his concern that by delaying the repairs and winter coming the cost to repair will increase, there is no temporary patching that can be done. We researched the cost for previous repair of the tennis courts. In 2014 the cost was \$20,400; current proposal is for \$25,800. The contractor advised that he will be able to schedule the repairs in August. President Dennis agreed the repairs are needed and need to be completed as soon as possible. Further delay will be costlier, and the crack is only getting larger and could become a hazard and it may be necessary to close the courts until repairs can be completed.

Director Getz asked for clarification on what work was to be completed.

President Dennis read the scope of work from the proposals. Landscape Superintendent Lisenby advised that CRHA will install new nets.

Motion: Treasurer Bremer moved to approve the cost to reseal/repair the Village Green Park tennis courts as presented; Director Ginsburg seconded. Motion carried unanimously.

6.2 Ratify cost to install new Click2Enter and KNOX lock box at the Mountainshyre gate Interim GM Wheeler advised that a phone call from Reno Fire Department on 7/6/21 received advising that the Click2Enter device was not working and that there is no KNOX box installed on the gate. They advised the gates will need to remain open until repairs/replacements are installed. The Click2Enter was installed 7/27/21 and the KNOX lock box was installed today 7/28/21 and the gates will be returned to their normal closed 24/7 operation.

Motion: Secretary Naccarato moved to ratify cost to install new Click2Enter and KNOX lock box at the Mountainshyre gate as presented; Treasurer Bremer seconded. Motion carried unanimously.

7. New Business:

7.1 Approve PPHOA Landscape Contract Services agreement 11-1-2021 through 11-30-2022

PPHOA request Landscape Contract for 11-1-21 to 11-30-22 for landscaping and snow removal for the Board to review at their August meeting. The contract includes a 5% increase for all labor and the monthly service fee increased to \$1,557.36 from \$1,483.20. We bill them April through November as per their request and we bill for snow as services are performed. There was no increase last year and the board advised increases are necessary as CRHA continues to pay higher labor fees for seasonal workers.

Attorney Oliphant advised to make changes to the agreement; Paragraph 4.1 to specify the services being provided, relabeled Addendum D to Addendum C and added an additional disclosure required in Addendum D.

Secretary Naccarato asked for clarification regarding snow removal.

Interim GM Wheeler advised that the streets are owned by Promontory Pointe HOA and as such pay CRHA for the snow removal services.

Motion: Treasurer Bremer moved to approve the PPHOA Landscape Contract Services agreement 11-1 2021 through 11-30-2022 as presented; Vice President Attaway seconded. Motion carried unanimously.

7.2 Approve Sierra Gate and Control proposals for installation of new loops, safety pads and safety chains to top of each Mountainshyre gate

Interim GM Wheeler advised that there are loops missing and without them the gate does not know that a vehicle is present and will close, causing damage to any vehicle in the way as well as to the gates themselves. It is necessary to install safety pads and chains to the top of the gate so if hinges fail the gate will be caught by the chains and prevent them from falling and causing damage and/or harm to anything within the area of the gates. *She provided the report from the gate company and confirmed that the UL 325 is a voluntary standard, with the exception being the state of Nevada, where UL 325 compliance is required by law.*

Motion: Director Ginsburg moved to approve Sierra Gate and Control proposals for installation of new loops, safety pads and safety chains to top of each Mountainshyre gate as presented; Treasurer Bremer seconded. Motion carried unanimously.

7.3 Approve Sierra Gate and Control proposals for installation of safety pads and safety chains to top of each of the Caughlin Creek Gate 1 and Gate 2 gates

Interim GM Wheeler advised that there are loops missing and without them the gates does not know that a vehicle is present and will close, causing damage to any vehicle in the way as well as to the gates themselves. It is necessary to install safety pads and chains to the top of the gate so if hinges fail the gate will be caught by the chains and prevent them from fall and causing damage and/or harm to anything within the area of the gates. *She provided the report from the gate company and confirmed that the UL 325 is a voluntary standard, with the exception being the state of Nevada, where UL 325 compliance is required by law.*

Motion: Director Ginsburg moved to Approve Sierra Gate and Control proposals for installation of safety pads and safety chains to top of each of the Caughlin Creek Gate 1 and Gate 2 gates as presented; Director Getz seconded. Motion carried unanimously.

7.4 Approve All Pro Security proposal for 5 new cameras at CRHA office

The original camera system that was purchased from Costco in 2014 is now obsolete. The company Q-See went under during the Covid-19 lockdown and now their product is no longer serviceable, nor can we get support assistance for them. Contacted our IT company late last year who was able to do a work around process until recently when it became too cumbersome as well as requiring the use of Internet Explorer which is not a secure browser. They recommended that new cameras be purchased. Obtained a proposal from the same company, All Pro Security, who installed the cameras at the gates and 3 cameras here at the office. They are able to use the existing cabling and system to add the new cameras too.

Motion: Secretary Naccarato moved to approve All Pro Security proposal for 5 new replacement cameras at CRHA office as presented; Director Chern seconded. Motion carried unanimously.

7.5 Appoint Search Committee for new General Manager

President Dennis advised the necessity to form a committee to find a new General Manager. It was suggested to appoint the Review Committee to be the Search Committee.

During the discussion Director Chern commented that it would be more useful for rest of the Board to have more regular updates during the process. Keep us informed.

Secretary Naccarato inquired if the Search Committee could get input from other sources, including other homeowners.

President Dennis stated that they could not get a quorum of The Board, but it does not restrict us from the number of other homeowners who could be involved.

President Dennis stated that the committee will have authorization to place a job posting, review resumes, interview candidates, and possibly make an offer of employment on the contingency of the Board of Directors approval at a meeting. He referred the questions to Attorney Oliphant.

Attorney Oliphant stated that the final decision must be made at a notice Board of Directors Meeting by placing it on an agenda. The Committee can update the board via email, but no decision can be made outside of a noticed meeting and there cannot be a back-and-forth discussion, this must be done in a meeting. If the decision needs to be made outside of a board meeting and The Board if all are in agreeance then a “Unanimous Consent Outside of a Meeting” could be done and he could draft that if necessary. If it is not going to be unanimous then it would need to be pushed to the next board meeting. The meeting could be continued but you must provide a date when the meeting will be reconvened. The meeting must be notice if there is going to be a quorum of the board there must be a notice of meeting.

Director Chern advised that in a previous search two candidates appeared before the board at a meeting.

Interim GM Wheeler advised that if the Board sets a date for a meeting to discuss the new General Manager applicant(s) we can post it in the upcoming Rancher edition.

Attorney Oliphant followed up by advising that the Board should appoint the committee tonight, the committee will gather applications, narrow the potential applicants down to 1 or 2, conduct interviews. Once this has all been completed the committee may then provide their recommendation to the Board of Directors at a notice meeting.

Motion: Director Ginsburg moved to appoint President Dennis, Secretary Naccarato and Vice President Attaway to the Search Committee for a new General Manager; Treasurer Bremer seconded. Discussion ensued. Motion carried unanimously.

7.6 Appoint 2022 Budget Review Committee

President Dennis advised that he added this to the agenda and that we don't need a committee for this. We have the Interim GM working with the GL Accountant to create the draft 2022 budget and once it is complete can be forwarded to the F&B Committee.

No action was taken.

8. Member Comments: There where none.

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Board of Directors Meeting
July 28, 2021

9. Announce Future Meeting Dates & Adjourn:

2022 Budget Review Workshop on Monday, August 23, 2021, at 4:00 p.m.

Board Agenda Workshop on Monday, September 27, 2021, at 4:00 p.m.; Executive Session Workshop will immediately follow.

Board of Directors Executive Session on Wednesday, September 29, 2021, at 5:00 p.m. and General Business Meeting at 6:00 p.m.

We anticipate that these meetings will be held virtually and in person.

Motion: Secretary Naccarato moved to adjourn the meeting at 7:02 p.m.; Director Ginsburg seconded. Motion carried unanimously.

Subsequently approved at a duly noticed Board of Directors Meeting on September 29, 2021.

Drew Naccarato, Secretary Board of Directors
Caughlin Ranch Homeowners Association