

**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
2021 ANNUAL MEMBERS ELECTION AND
2022 BUDGET RATIFICATION MEETING AGENDA
1070 CAUGHLIN CROSSING, RENO, NV 89519**

**Call to Order at 12:00 noon on Monday, November 15, 2021 to open and tally Secret Ballots;
Meeting will be reconvened at 6:30 p.m. on Wednesday, November 17, 2021
*Both will be conducted virtually via GoToMeeting and In-person***

- 1. Call to Order at 12:00 noon on Monday, November 15, 2021**
- 2. Solicit and identify volunteer members to open and tally Secret Ballots**
- 3. Open and tally Secret Ballots**
- 4. Recess**
- 5. Reconvene and welcome from Board President at 6:30 p.m. Wednesday, November 17, 2021**
- 6. 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.
- 7. Introductions:**
 - Board Members
 - Committee Members; ACC, F&B and Events
 - New General Manager & Landscape Superintendent
 - Office Staff
 - Landscape & Maintenance Staff

A quorum of the members is not required to conduct the following business:

- 8. Accept Final Draft of November 16, 2021 and December 2, 2021 Annual Members Election and 2021 Budget Ratification Meeting Minutes. ***
- 9. Announce results of 2022 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."
- 10. Announce results of 2021 Annual Election of Directors; four (4) Board Members will be seated.**
- 11. 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.
- 12. Adjourn 2021 Annual Members Election and 2022 Budget Ratification Meeting ***

A Board of Directors Organizational Meeting will immediately follow.

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

**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
2021 ANNUAL MEMBERS ELECTION AND
2022 BUDGET RATIFICATION MEETING**

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

<https://global.gotomeeting.com/join/614181765>

You can also dial in using your phone.
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**Caughlin Ranch Homeowners Association
Board of Directors General Business Meeting Agenda
1070 Caughlin Crossing Reno, NV 89519
Wednesday, November 17, 2021 5:00 p.m.
*Will be conducted virtually via GoToMeeting and In-person***

- 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. Minutes:**
 - 4.1 Review & approve September 29, 2021 Board of Directors General Business Meeting Minutes *
- 5. Finances:**
 - 5.1 Review & accept (un-audited) Financial Reports dated August 31 and September 30, 2021 *
 - 5.2 Review & approve Bad Debt write-offs *
- 6. Reports & Updates:**
 - 6.1 Finance & Budget Committee (F&B); Steve Bremer
 - 6.2 Landscaping & Maintenance Dept.; L&M Superintendent Lisenby
 - 6.3 Architectural Control Committee (ACC); Secretary Naccarato
 - 6.4 Community Events; Vice President Attaway
 - 6.5 Branding / Signage Ad Hoc Committee; Vice President Attaway
 - 6.6 Executive Session Summary and Pending Legal Action against the Association; Attorney Oliphant
 - 6.7 Community Information; IGM Wheeler
- 7. Old Business:**
 - 7.1 Approve Caughlin Creek HOA Management Services agreement 1-1-2022 through 12-31-2022 *
 - 7.2 Accept common area turnover of Ridge Hollow neighborhood (aka: Whispering Canyon) *
- 8. New Business:**
 - 8.1 Approve 2021/2022 Staff Compensation Plan *
 - 8.2 Approve Workers Compensation Insurance Policy eff. 01/01/22 *
 - 8.3 Approve Caughlin Crossing Commercial Center Landscape Maintenance Agreements eff. 01/01/22 through 12-31-2022 *
 - 8.4 Approve Preventative Maintenance Agreement for Caughlin Creek Gate I and II and Mountainshyre *
 - 8.5 Approve United Assessment Agreement for past due assessment collections *
 - 8.6 Appoint Members to the Architectural Control Committee *
 - 8.7 Appoint Members to the Finance & Budget Committee *
 - 8.8 Appoint Members to the Events Committee *
 - 8.9 Review and Approve New General Manager Contract *
- 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 *:**

- Board Orientation / Training December 10th, 9:00 a.m. – TENTATIVE
- Board Agenda Workshop on Monday, January 24th at 4:00 p.m.; Executive Session Workshop will immediately follow.
- Board of Directors Executive Session on Wednesday January 26th at 5:00 p.m. and General Business Meeting at 6:00 p.m.

Workshop - Review of November 17th Board Meeting Agenda on Monday, November 15, 2021, beginning at 4:00 PM

Please join the Workshop from your computer, tablet, or smartphone:
<https://global.gotomeeting.com/join/235350861>

You can also dial in using your phone.
 United States: +1 (646) 749-3122
 Access Code: 235-350-861

Board of Directors General Business Meeting Wednesday, November 17, 2021, 6:30 PM

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 Access Code: 614-181-765

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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. 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.



**Caughlin Ranch Homeowners Association
Board of Directors Organizational Meeting Agenda
1070 Caughlin Crossing Reno, NV 89519
Wednesday, November 17, 2021 – Virtual & In-person
Immediately following the 2021 Annual Members Election
and 2022 Budget Ratification Meeting
*Both will be conducted virtually via GoToMeeting and In-person***

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. **Appoint 2022 Board of Directors Officers ***

4. **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 *:**
Board Orientation / Training December 10th, 9:00 a.m. – TENTATIVE
January 24th Board Agenda Workshop 4:00 p.m.
January 26th Board of Directors General Business Meeting in-person and virtually via GoToMeeting. In-person will be held at the CRHA's 1070 Caughlin Crossing Reno NV office.

Board of Directors Organizational Meeting

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