

**Caughlin Ranch Homeowners Association
Board of Directors General Business Meeting Agenda
6:00 p.m. Wednesday, September 29, 2021
In person and virtual via GoToMeeting**

Board Members in attendance via teleconference and/or telephone:

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

Others in attendance via teleconference and/or telephone:

Sandy Wheeler, Interim General Manager	Randy Lisenby, L & M Superintendent
Kim Teepe, Assistant Manager/CAM	6 Homeowners

Board Member Absent

Mike Chern, Director

1. Call to order and establish quorum: President Dennis called the meeting to order at 6:06 p.m. A quorum was established with six (6) Board Members present via teleconference and/or telephone.

2. Member Comments. There were none

3. Minutes:

3.1 Review & approve July 28, 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 July 28, 2021; Board of Directors General Business Meeting Minutes as presented; Director Getz seconded. Motion carried unanimously.

4. Finances:

4.1 Review & accept June 30 and July 31, 2021 (unaudited) Financial Reports

Treasurer Bremer provided the following report:

- Treasurer Bremer has been provided a copy of all the bank/investment statements and associated reconciliations along with the supporting financial reports.
- The Board Members have been provided copies of the GL Balance Sheet by Fund and the Statement of Revenues and Expenses as of June 30 and July 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 July 31st: Operating cash = \$1,560,433
Reserve cash and CD's: Mountainshyre = \$289,387; Caughlin Creek = \$618,352; CRHA = \$893,579; Grand Total = \$1,801,318
- 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 July 31st on an accrual basis, Total (Operating) Income was \$1,294,471; over YTD Budget by \$10,871. At this time, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$1,271,248; under YTD Budget by \$12,332.
- Expense recap: Operating = \$15,669 under budget; Payroll = \$30,175 under budget; R&M = \$29,749 over budget; Utilities = \$3,762 over budget.
- Total (Operating) Excess Revenue / Expense = \$23,222; under budget by \$23,203.
- Total Reserve Income was \$213,214; under budget by \$(99,720).
- Total Reserve Expenses were \$98,477; 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 June 30 and July 31, 2021 as presented; Director Ginsburg seconded. Motion carried unanimously.

4.2 Review & approve Bad Debt write-offs

Total amount \$11,333.07; \$10,507 fines only foreclosure conducted on 6/11/21; \$263 fines & mailing fees due to a noticing issue and \$540.07 unclaimed cost associated to vehicle accident.

Motion: Secretary Naccarato moved to approve the Bad Debt write-offs for a total amount of \$11,333.07 as presented; Treasurer Bremer seconded. Motion carried unanimously.

5. Reports & Updates:

5.1 Finance & Budget Committee (F&B):

The 2022 Budget Workshop was held with the Board of Directors, F&B Committee members and staff who attended both in person and virtually. The main concern once again was in regard to the Seasonal staffing and if CRHA will be able to continue to maintain as well as attract staff.

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 are over halfway on completion of the second round.
- Steamboat was turned off 8/19/21.
- Irrigation systems are being adjusted and repaired weekly, will be shutting off one start time due to cooler temperatures.
- Removed several dead trees will replace them this fall.
- Wildflower areas are being cut down and raked.
- We have started aerating the ponds to keep them healthy.
- Parks inspected and cleaned daily.
- The tennis courts at Village Green Park have been resurfaced & look beautiful.
- Replacement parts for the zip line and orbiter have been received and work started on 9/24/21.

Fire Mitigation work is continuing in the Mountainshyre fire access road and behind the water tank in Eastridge along with common area behind Bid Bend.

- Planted 70 trees in the Eastridge neighborhood common area.
- Reseeding with our native seed mix.

Director Ginsburg inquired about the ponds and if CRHA was having any issues with algae. If there are signs posted that tell people to stay out of the ponds and how many turtles are in the ponds.

Superintendent Lisenby advised that there are 2 ponds that could have issue due to the geese and ducks feces. The crew has been moving the aerators from pond to pond as well as removing any algae that is visible. If the algae takes over it would require chemical treatment. There are signs posted to stay out of the ponds. Also, since the patrol service has been here there seems to be less dogs in the ponds. There are lots and more keep showing up.

Vice President Attaway asked where the turtles go in the wintertime.

Superintendent Lisenby advised they go to the bottom of the ponds to hibernate.

President Dennis asked if any of the ponds have been tested.

Superintendent Lisenby advised no; the ponds are in good shape.

President Dennis asked Superintendent Lisenby how he felt about seasonal staffing.

Superintendent Lisenby stated he believes CRHA should be fine because staff receives paid holidays off, a bonus and are treated well. Homeowners constantly show the crew their appreciation.

5.3 Architectural Control Committee (ACC);

Secretary Naccarato provided the following report:

There were 75 projects reviewed since the last meeting; 72 were approved, 3 were declined. Meetings are held twice a month except for November and December.

President Dennis asked if CRHA provided recommendations to the homeowners whose requests were denied.

Secretary Naccarato advised that the response will include recommendations and/or references to the CC&Rs.

5.4 Community Events:

Vice President Attaway advised that there were between 20-25 participants for the shredding event. This event would be best if held on a weekend day and it was recommended to conduct it at the Village Green Park with food trucks. The Park set up would allow for homeowners to drive up, drop off their shredding and drive off.

Vice President Attaway provided the following report:

- **Garage Sales Oct. 1st, 2nd & 3rd 7:00 am to 3:00 pm**
- **Oktoberfest – CANCELED**
- **Trick or Treat & Pup Costume Parade – CANCELED**

- **Angel Tree November 1st through November 30th – in person and virtual.**
- **Annual Homeowner Spaghetti Feed – CANCELED**

- **2021 Budget Ratification & 37th Annual Members Meeting at the CRHA office Wed. Nov. 17th beginning at 6:30 pm – Virtually and in person – RSVPs will be required due to limited space.**

5.5 2021 Strategic Plan:

Secretary Naccarato referred to the article that he wrote that was published in The Rancher September/October edition. The Plan is a road map for current and new board members.

5.6 Pending Legal Matters & Executive Session Summary:

President Dennis provided the following report:

The following items were reviewed during the Executive Session Meeting:

- Approved the 7/28/2021 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.
- Homeowner disputes and alleged violations.
- Reviewed the Accounts Receivable Aging Report.
- Personnel items.

5.7 Community Information:

Interim GM Wheeler provided the following report:

SB186 has had the largest impact on associations and was referred to as a "Budget Buster". It required associations to mail and email all notices to owners. We will now be required to mail agendas for each board meeting/workshop. We had hoped that we would be able to save money by emailing updated documents and other notices but now we must mail them. Instead of being able to be more progressive and email notices we are now being forced to go back in time. This change also has impacted the budget.

The 2022 budget that was reviewed at the 2022 Budget workshop in August has been increased by \$22,600 for cost associated to mailing notices; the breakdown is as follows:

Line item 4130 Office Supplies \$2,000 for paper product & stationary

Line item 4133 Postage \$8,000.00 for additional mailings

Line item 4135 Printings & Mailings \$12,600

Duck Crossing signs have been installed along Caughlin Parkway in the lower ponds area. Unfortunately ducks as well as geese continue to be killed by drivers. Drivers are either speeding, not paying attention or distracted in some manner. Three geese were killed Thursday last week, lady who reported it was in tears when she called to report the incident. We will install more in hopes to get people to slow down. We have also received calls from owners advising that they too have almost been hit.

3 vehicle accidents on Caughlin Pkwy in August:

- 8/6/21 took out electrical box close to Buckaroo – no damage to common area.
- 8/10/21 hit stone pillar on bridge close to Caughlin Creek/Deer Creek entrance I – no damage to common area.
- 8/30/21 Lower Caughlin Pkwy by 1st pond – damaged fencing, plants, walking trail and landed in the pond. The vehicle was reported stolen – no coverage from vehicle owner's insurance – CRHA's deductible is \$2,500; the material cost including labor were just under \$1,000.

ESI Patrol service will continue to be here 7 days a week 8:00 a.m. to 4 p.m. through 10/31/2021. They will be here during the evening on 10/28, 10/29, 10/30 and 10/31 during the Nevada Day/Halloween Holiday weekend. Starting the first week of November the patrol service times will change to 2:00 p.m. till midnight on Thursday, Friday, Saturday, and Sundays through the winter months.

The shredding event was held on 9/17/21 at the office. Rob from Document Destruction recommended having the event in an area that would allow vehicles to drive up, drop off the shredding and drive away. He shared that they do events similar to that with food trucks and other vendors. This event is best on a Saturday, more people are able to participate. I recommend that we do it at the Village Green Park and perhaps with food trucks.

President Attaway shared the attempts that were made last year to paint the curb on Caughlin Pkwy. red in order to keep people from near misses while parked drivers open their car doors. This request was denied by the City of Reno.

Secretary Naccarato commented about the number of vehicles speeding and proposed that homeowners call the police to report the speeding.

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

Interim GM Wheeler advised there has been no response from Tim Lewis Homes. She explained that recently we were advised that a new employee was assigned to CRHA turnover but is on medical leave till 11/1/2021. Recommends Attorney Oliphant write letter to Tim Lewis Homes regarding turnover of common area parcels.

6. Old Business:

6.1 Ratify cost to replace loops for Exit gate at Caughlin Creek gate 1:

The gate tech. discovered the center loop detector was showing that the loop failed. Tested the loop detector and it is working properly. Tested the loop and could not get a tone. Cut back the loop wire and still could not get a tone. The center loop is damaged underground. In order to replace the center, loop we will have to cut through the outside safety loop as well. He

disconnected the center loop and loop detector. The gates will close and work normally. The cost was \$1,930.77.

Motion: Treasurer Bremer moved to ratify cost to replace loops for Exit gate at Caughlin Creek gate 1 as presented; Director Getz seconded. Motion carried unanimously.

6.2 Ratify Tree Master cost for removal of cottonwood trees and to prune multiple common area trees:

Superintendent Lisenby asked that we contact Tree Master to prune the larger cottonwoods. There is a large cottonwood tree located right on Caughlin Pkwy across from the Pine Bluff neighborhood, this is being removed, a couple of large cottonwood limbs in the Cottages neighborhood and the row of cottonwood trees located on the trail in Deer Creek between Aspen Creek and Quail Creek. The cost was \$4,700.

Motion: Director Ginsburg moved to ratify Tree Master cost for removal of cottonwood trees and to prune multiple common area trees as presented; Treasurer Bremer seconded. Motion carried unanimously.

6.3 Ratify APS Group Inc quote to replace concrete walkway leading to conference exterior door:

The walkway leading to the west side conference room door off of Caughlin Crossing had raised panels. The cost was \$3,456.00.

Motion: Secretary Naccarato moved to ratify APS Group Inc quote to replace concrete walkway leading to the conference exterior door as presented; Treasurer Bremer seconded. Motion carried unanimously.

6.4 Ratify cost for new computer station for Landscape Superintendent Lisenby:

Superintendent Lisenby computer station was an old laptop that stopped working properly. The cost was \$1,714.03.

Motion: Vice President Attaway moved ratify cost for new computer station for Landscape Superintendent Lisenby as presented; Treasurer Bremer seconded. Motion carried unanimously.

7. New Business:

7.1 Approve Eaglesnest HOA Landscape Contract Services agreement 1-1-2022 through 12-31- 2022:

Includes a 5% increase for monthly service fees and all hourly labor rates. No other changes in service.

Motion: Vice President Attaway moved to approve the Eaglesnest HOA Landscape Contract Services agreement 1-1-2022 through 12-31-2022 as presented; Director Ginsburg seconded. Motion carried unanimously.

7.2 Approve Caughlin Creek HOA Management Services agreement 1-1-2022 through 12-31-2022:

Includes a 5% increase and all other services are still the same.

President Dennis advised that there is a concern about the insurance coverage of the Community Association Manager while performing the manager's duties for Caughlin Creek HOA. It is recommended to table this item to the next meeting while CRHA works with the insurance broker to be assured that there is proper insurance coverage.

Tabled to next meeting.

7.3 Approve Caughlin Creek HOA Landscape Contract Services agreement 1-1-2022 through 12-31-2022:

Superintendent Lisenby agreed to supplying the services to CCRK HOA and provide a sealed bid, it was awarded to CRHA. The contract includes a 5% increase from the 2019 contract period for monthly service fees and all hourly labor rates. No other changes in service.

Motion: Director Ginsburg moved to approve Caughlin Creek HOA Landscape Contract Services agreement 1-1-2022 through 12-31-2022 as presented; Treasure Bremer seconded. Motion carried unanimously.

7.4 Approve Landscape (General) and Management (Professional) Services Liability Insurance renewals:

Landscape General Liability Insurance premium is \$2,500.00 and Management Professional Services Insurance premium is \$1,440.00.

Motion: Vice President Attaway moved to approve Landscape (General) and Management (Professional) Services Liability Insurance renewals as presented; Director Ginsburg seconded. Motion carried unanimously.

7.5 Approve Crime, and Cyber Liability, Commercial Insurance Package, Umbrella, and Directors and Officers / Employment Practices Insurance renewals:

The following are the insurance premiums for each line of insurance for a total of \$81,749.00: Commercial Cyber premium is \$1,608.00, Commercial Insurance Package premium is \$63,651.00, Commercial Umbrella premium is \$5,825.00, Crime and D&O premiums \$10,665.00.

Motion: Treasurer Bremer moved to approve the Crime, and Cyber Liability, Commercial Insurance Package, Umbrella, and Directors and Officers / Employment Practices Insurance renewals as presented; Vice President Attaway seconded. Motion carried unanimously.

7.6 Approve Employee Insurance Policies eff. 12/01/21:

Premium increase for the group benefits package for current employees (total of 9 at this time) is 3.39%. The 2022 Budget includes estimated premium costs for new General Manager position.

Motion: Vice President Attaway moved to approve the Employee Insurance Policies eff. 12/01/21 as presented; Treasurer Bremer seconded. Motion carried unanimously.

7.7 Approve Proposed 2022 Meeting and Other Important Dates:

Includes the Board of Director's meetings and workshops dates and payroll dates and Holidays.

Motion: Secretary Naccarato moved to approve Proposed 2022 Meeting and Other Important Dates as presented; Director Ginsburg seconded. Motion carried unanimously.

7.8 Approve Proposed 2022 Community Events / Dates:

The Board was supplied the schedule for proposed events and tentative dates.

Vice President Attaway advised that it contains the Wine, Garage Sales, Concerts in the park, Bird walk, Cross Peak Hike, the Annual Members meeting dinner and we will be investigating having a Movie in the Park event. The Events Schedule will be posted to the website for all.

Motion: Secretary Naccarato moved to approve Proposed 2022 Community Events / Dates as presented; Director Ginsburg seconded. Motion carried unanimously.

7.9 Approve 2022 ACC meeting schedule:

Includes 2 meetings each month except November and December due to Holidays.

Motion: Treasurer Bremer moved to approve the 2022 ACC meeting schedule as presented; Director Getz seconded. Motion carried unanimously.

7.10 Approve 2-Year Rancher Agreement with CPM Services:

There are no changes noted.

Motion: Vice President Attaway moved to approve 2-Year Rancher Agreement with CPM Services as presented; Director Ginsburg seconded. Motion carried unanimously.

7.11 Approve 2-Year Accounting/Consulting Agreement with Tim Cleary and Associates, LLC:

Only change was regarding fixed assets. Staff and Tim Cleary will be working to complete a full inventory of all property owned by the association. Rates stay the same.

Motion: Vice President Attaway moved to approve the 2-Year Accounting/Consulting Agreement with Tim Cleary and Associates, LLC as presented; Treasurer Bremer seconded. Motion carried unanimously.

7.12 Approve McClintock Accountancy Corp. 2021 Audit and Tax Return agreement:

The 2021 audit work is expected to cost \$9,800 and the tax return \$1,525. This was as per the 2-yr agreement that was approved September 2020.

Motion: Secretary Naccarato moved to approve the McClintock Accountancy Corp. 2021 Audit and Tax Return agreement as presented; Director Getz seconded. Motion carried unanimously.

7.13 Approve Preventative Maintenance Agreement for Caughlin Creek Gate I and II and Mountainshyre:

The agreement was not received prior to the meeting.

This was tabled.

7.14 Approve 2022 Budget:

Interim GM Wheeler advised there is no assessment increase recommended. The Proposed 2022 Budget projects a \$181,668 budget overrun which will help to decrease CRHA's operating cash balance. The 2022 Budget workshop was held on 8/22/2021 and was attended by Board members and Finance & Budget Committee members. With the L&M benefits premium coming in lower cost than expected by \$9,600 this allowed for reallocation and an increase in the seasonal staff's wages by .25 per hour per seasonal staff member. At the budget workshop there was great concern about the current work shortage and CRHA being able to retain as well as attract the necessary seasonal staff members for the 2022 season. Superintendent Lisenby will be able to either increase hourly wages or use the funds to increase the bonus amounts to keep and/or attract seasonal staff. The line item for L&M full-time staff incentive was increase by \$1,500 as well. All tax and workers compensation line items have been increased to substantiate these increases.

Homeowner made note of The Real Estate division's communication that will pause enforcement of section 1.7 of S.B. 186 for 120 days or until certification of the revised statute has been completed.

Interim GM Wheeler advised that it is best that CRHA include the additional mailing cost in the 2022 Budget due to SB186's requirement that notices to homeowners must be mailed and emailed. It will be best if CRHA emails and mails these items to assure that if after the 120 days it is still required as it is currently written we will not have to restart the processes for violation hearings or pre-collection notices.

President Dennis agreed with the recommendation to increase the budget to cover mailing costs as the Board of Directors is unsure how the wording of a law that has been passed can be changed after the fact.

Motion: Treasurer Bremer moved to approve the 2022 Budget as presented; Vice President Attaway seconded. Motion carried unanimously.

7.15 Review and Approve New General Manager Contract:

President Dennis said that the employment attorney has been working on the General Manager contract. The contract will be prepared for the November meeting.

This item was tabled.

8. Member Comments:

Deer Creek homeowner inquired about the "Private Property" signs located in Caughlin Creek common areas; what is the purpose. Also, one is now missing.

President Dennis said that the signs were installed to deter non-homeowners from parking within CCRK/DCRK neighborhood to access the trails.

Superintendent Lisenby will check for the missing sign.

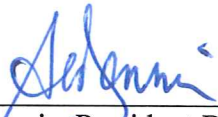
9. Announce Future Meeting Dates & Adjourn:

- Nov 4th - Candidate Forum; Meet the Candidates 5:00 p.m. (if necessary)
- Nov 15th - Annual Ballot Deadline 11:00 a.m. (if necessary)
Call 2021 Annual Meeting to Order at 12:00 noon to open and tally Secret Ballots (if necessary); Recess 2021 Annual Meeting once completed
Board Agenda Workshop 4:00 p.m.
- Nov 17th - Executive Session 4:30 p.m.
Re-convene/Convene 2021 Annual Members Election and 2022 Budget Ratification Meeting 6:30 p.m.
- Board General Business & Organizational Meeting will immediately follow the 2021 Annual Members Election and 2022 Budget Ratification Meeting

Motion: Vice President Attaway moved to adjourn the meeting at 7:37 p.m.; Secretary Naccarato seconded. Motion carried unanimously.

Subsequently approved at a duly noticed Board of Directors Meeting on November 17, 2021.

Caughlin Ranch Homeowners Association
Board of Directors Meeting
September 29, 2021



Al Dennis, President Board of Directors
Caughlin Ranch Homeowners Association