

**Caughlin Ranch Homeowners Association
Board of Directors General Business Meeting Minutes
6:00PM Wednesday, November 17, 2021
In person and virtual via GoToMeeting**

Board Members in attendance in-person or 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 in-person or via teleconference and/or telephone:

Sandy Wheeler, Interim General Manager	Randy Lisenby, L & M Superintendent
Kim Teepe, Assistant Manager/CAM	Shawn Oliphant, Attorney
11 Homeowners	

1. **Call to order and establish quorum:** President Dennis called the meeting to order at 5:13p.m. A quorum was established with six (6) Board Members present either in person via teleconference and/or telephone.

2. **Member Comments.**

Caughlin Creek HOA homeowner thanked the landscape crew for cleaning up all the leaves in their neighborhood.

3. **Minutes:**

4.1 **Review & approve September 29, 2021 Board of Directors General Business Meeting Minutes**

There was a typo on the agenda, this item should have been 3.1.

Motion: Director Ginsburg moved to approve the September 29, 2021, Board of Directors General Business Meeting Minutes as presented; Director Getz seconded. Motion carried unanimously.

5. **Finances:**

5.1 **Review & accept (un-audited) Financial Reports dated August 31 and September 30, 2021**

The following report was provided to the Board of Directors which includes bank balances for the operating and reserve accounts:

- Treasurer Bremer advised he 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 August 31 and September 30, 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 September 30th: Operating cash = \$1,281,357
Reserve cash and CD's: Mountainshyre = \$289,391; Caughlin Creek = \$618,419; CRHA = \$847,036; Grand Total = \$1,754,846

- CRHA continues to accrue for the Whispering Canyon reserve contributions based on the Draft 2020 Reserve Study completed by Browning Reserve group and subsequently accepted by the CRHA Board of Directors.
- Through September 30th on an accrual basis, Total (Operating) Income was \$1,713,167; over YTD Budget by \$6,762. At this time, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$1,681,391; under YTD Budget by \$51,995.
- Expense recap: Operating = \$33,650 under budget; Payroll = \$83,318 under budget; R&M = \$45,809 over budget; Utilities = \$19,165 over budget. *NOTE: R&M overage is due to repair work from Pine Haven fire and Utilities is due to Steamboat Ditch being shut down early due to drought conditions.*
- Total (Operating) Excess Revenue / Expense = 43,819; = 58,757 under budget
- Total Reserve Income was \$218,900; under budget by \$(102,250).
- Total Reserve Expenses were \$142,5; 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 August 31 and September 30, 2021 as presented; Director Ginsburg seconded. Motion carried unanimously.

5.2 Review & approve Bad Debt write-offs. There were none.

6. Reports & Updates:

6.1 Finance & Budget Committee (F&B)

Treasurer Bremer advised the F&B will be scheduling to meet with representatives from McClintock Accountancy and GL Accountant Tim Cleary in December to establish a timeline for completion of the 2021 Audit.

6.2 Landscaping & Maintenance Department

L&M Superintendent Lisenby provided the following report:

Miscellaneous Projects / Weekly Maintenance:

- Leaf removal is ongoing. Dumpsters being filled daily.
- Irrigation system has been shut down excluding where trees and sod have been planted.
- Wildflowers have been cut down along with the cattails.
- One last cleaning of defensible space was completed.
- Holiday Lights going up throughout Caughlin Ranch.
- Cleaning parks and emptying trash cans.
- Seasonal crew's last day was 11/19/2021.
- Make trash cans.
- Full-time crew will be reviewing safety and education videos.

Vice President Attaway asked about wildlife in the Ranch. L&M Superintendent Lisenby

advised that he saw the biggest bear ever crossing the street on Plateau Rd. and the usual coyotes, ducks, and geese.

President Dennis shared that he has seen numerous gray squirrels and hawks in his neighborhood.

6.3 Architectural Control Committee (ACC); Secretary Naccarato

Secretary Naccarato advised that there were 75 projects reviewed since the last meeting; 57 were approved, 5 were declined. Meetings are held twice a month except for November and December.

6.4 Community Events; Vice President Attaway

Vice President Attaway advised that the Angel tree gift giving program is under way for 100 children, 25 seniors and a blanket drive for the seniors.

The following 2022 events are subject to change:

- Spring Wine tasting: April 14th Location & Time TBD
- Garage Sales; individual lots: June 4th, 5th, & 6th
- Spring Bird Walk/Watch; meet at Caughlin Ranch office 8:00 am June 11th
- Cross Peak Hike; meet at the Caughlin Club – Date and time TBD
- Shredding Day: June 18th 9:00 a.m. to 1:00 p.m. Office or Village Green Park
- Operation Backpack: June 15th through August 12th – Tentative
- Concerts in the Village Green Park: All five (5) Sundays in the month of July
- Movie In the Park: June, August, or September TBD
- Annual Homeowner Appreciation BBQ at the Village Green Park: August 28th
- Fall Bird Walk/Watch; meet at Caughlin Ranch office parking lot 9:00 am: Sept. 10th
- Garage Sales; individual lots: October 1st, 2nd, & 3rd
- Oktoberfest: October 13th Location & Time TBD
- Angel Tree: November 1st through 30th
- Budget Ratification & Annual Members Meeting & Dinner: Nov. 16 Location & Time TBD

Vice President Attaway commented that the gift lists that are being provided make shopping great. Interim GM Wheeler responded that the list and all the work is done by Carla at Alice Smith EM. Carla makes contact with the parents and assists in getting the lists distributed and given to our office for the Angel Tree program.

6.5 Branding / Signage Ad Hoc Committee; Vice President Attaway

Vice President Attaway advised that the committee will meet in the future.

6.6 Executive Session Summary and Pending Legal Action against the Association

Attorney Oliphant provided the following summary:

Pending legal action notices as follows:

- Workers' compensation claim made by a former employee. Claimant wants the workers compensation claim to be reopened.
- Complaint received on January 26, 2021, involves CRHA, ENA and Washoe County.

The following items were reviewed during the Executive Session Meeting:

- Discussed the possibility of litigation related to the items noted above
- Reviewed and approved the Executive Summary from the last Executive Session Meeting
- Reviewed the Violation Report & fines
- Reviewed the Accounts Receivable Aging Report
- Homeowner Claims
- Discussed personnel matters

6.7 Community Information

Interim GM Wheeler provided the following:

Trash/recycle cans are not to be put out any earlier than the morning (Mondays) of pickup. There has been increased bear activity throughout CRHA including a bear that broke into a house. One homeowner reported 29 trash cans having been placed out on a Sunday afternoon/night in a neighborhood that has 106 homes. That means 28% of the neighborhood violated the CC&Rs.

ESI Patrol service will be here 4 days a week 2:00 p.m. to 11:30 p.m. on Thursday, Friday, Saturday, and Sundays through the winter months. In an effort to stop the placement of trash/recycle cans out early ESI is now working with our office to provide photos of trash/recycle cans that are put out early on Sundays. This started the 1st Sunday in November.

7. Old Business:

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

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

7.2 Accept common area turnover of Ridge Hollow neighborhood (aka: Whispering Canyon)

President Dennis advised that this is not ready for turnover and this needs to be tabled to the next meeting.

Motion: Secretary Naccarato moved to table the Common Area turnover of Ridge Hollow neighborhood to the next Board of Directors meeting; Director Ginsburg seconded. Motion to table this item carried unanimously.

8. New Business:

8.1 Approve 2021/2022 Staff Compensation Plan

Motion: Treasurer Bremer moved to approve the 2021/2022 Staff Compensation Plan as presented; Director Ginsburg seconded. Motion carried unanimously.

8.2 Approve Workers Compensation Insurance Policy eff. 01/01/22

Interim GM advised the renewal date is 1/1/2022 usually carrier does not release quotes more than 30 days in advance because the quote is only good for 30 days. Requesting a not to exceed

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in the amount of \$20,452 the 2022 budget amount. We will ratify the actual premium costs at the January meeting.

Motion: Secretary Naccarato moved to approve a not to exceed \$20,452 for the Workers Compensation Insurance Policy eff. 01/01/2022; Vice President Attaway seconded. Motion carried unanimously.

8.3 Approve Caughlin Crossing Commercial Center Landscape Maintenance Agreements eff. 01/01/22 through 12-31-2022

President Dennis advised there is a 5% increase for monthly service fees and all hourly labor rates. No other changes in service.

Motion: Director Ginsburg moved to approve the Caughlin Crossing Commercial Center Landscape Maintenance Agreements eff. 01/01/22 through 12-31-2022 as presented; Secretary Naccarato seconded. Motion carried unanimously.

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

Interim GM Wheeler advised that Attorney Oliphant reviewed the contract; corrected a typo and he also deleted the Indemnification paragraph. At this time, we have not received a response from Sierra Gate and Control regarding the requested changes to the agreement and IGM Wheeler recommends tabling this item to the next Board of Directors meeting.

Motion: Secretary Naccarato moved to table the Preventative Maintenance Agreement for Caughlin Creek Gate I and II and Mountainshyre item to the next Board of Directors meeting; Director Ginsburg seconded. Motion to table this item carried unanimously.

8.5 Approve United Assessment Recovery Agreement for past due assessment collections

Interim GM Wheeler advised that Attorney Oliphant requested the addition of the indemnity paragraph which has always been in our agreements with NAS. We have not heard back from UAR regarding our revision request, item needs to be tabled to next meeting.

Motion: Vice President Attaway moved to table the United Assessment Recovery Agreement for past due assessment collections item to the next Board of Directors meeting; Treasurer Bremer seconded. Motion to table this item was carried unanimously.

8.6 Appoint Members to the Architectural Control Committee

President Dennis advised that these are 2-year appointments, request is to re-appoint existing members Paul Gianoli, Guy Grimsley as Co-chairs, John Ericson, Bill Houston, Randy Lisenby to the ACC as members and Gail Richie, Chuck Matetich, Seth Padovan, and Dale Carlon as professional consultants

Motion: Secretary Naccarato moved to re-appoint Paul Gianoli, Guy Grimsley as Co-chairs, John Ericson, Bill Houston, Randy Lisenby to the ACC as members and Gail Richie, Chuck Matetich, Seth Padovan, and appoint Dale Carlon as professional consultants to the Architectural Control Committee as presented; Director Getz seconded. Motion carried unanimously.

8.7 Appoint Members to the Finance & Budget Committee

President Dennis advised that these are 2-year appointments, request is to re-appointing Mike

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Heffner, Chairperson, Allen Black, Vince Ames, Joyce Thompson, and new member request from Phil Schweber. Phil is a Caughlin Creek homeowner and a retired finance

professional and CPA, application included. Longtime member Larry Morris will not be rejoining the committee and we extend our gratitude for his many years on the F&B Committee and assistance in acquisitions of vehicles when CRHA needs to purchase a vehicle. His assistance and knowledge was invaluable.

Motion: Secretary Naccarato moved to re-appoint Mike Heffner, Chairperson, Allen Black, Vince Ames, Joyce Thompson and appoint new member Phil Schweber to the Finance and Budget Committee; Director Getz seconded. Motion carried unanimously.

8.8 Appoint Members to the Events Committee

President Dennis advised that these are 2-year appointments, request is to re-appoint Michele Attaway, Chairperson, Lisa Ericson, and Mike Ginsburg.

Motion: Vice President Attaway moved to re-appoint Michelle Attaway, Lisa Ericson, and Mike Ginsburg to the Events Committee; Director Ginsburg seconded. Motion carried unanimously.

8.9 Review and Approve New General Manager Contract

President Dennis advised that after an exhausting search the Search Committee recommends Lisa Nunley for the position of General Manager for Caughlin Ranch HOA. During the process there were numerous recommendations for Lisa Nunley for this position including staff. Our new GM comes to Caughlin Ranch with nearly 30 years of property and management-related experience; the last 15 as a Nevada Certified Community Association Manager. During those 15 years, she has managed 20-plus associations in the Northern Nevada area. She is a Supervising CAM and holds 3 designations: CMCA, AMS and the highest designation available to Community Association Managers – a PCAM. She is a long-time resident of the Reno/Sparks area, and currently lives in Spanish Springs with her husband, Delbert. Please welcome our new GM, Lisa Nunley.

Lisa Nunley was present and thanked the Board for this opportunity.

Motion: Secretary Naccarato moved to approve the New General Manager Contract as presented; Vice President Attaway seconded. Motion carried unanimously.

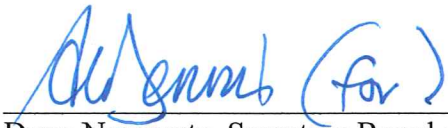
9. Member Comments: There were none at this time.

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.

Motion: Secretary Naccarato moved to adjourn the meeting at 5:56 p.m.; Director Ginsburg seconded. Motion carried unanimously.

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Drew Naccarato, Secretary Board of Directors
Caughlin Ranch Homeowners Association