

**Caughlin Ranch Homeowners Association
Board of Directors General Business Meeting Minutes
6:00PM Wednesday, January 26, 2022
Meeting held 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	Allen Black, Director

Others in attendance in-person or via teleconference and/or telephone:

Lisa Nunley, General Manager	Randy Lisenby, L & M Superintendent
Sandy Wheeler, Assistant Manager/CAM	Shawn Oliphant, Legal Counsel
Kim Teepe, Assistant Manager/CAM	
7 Homeowners	

1. Call to order and establish quorum: President Dennis called the meeting to order at 6:11p.m. A quorum was established with seven (7) Board Members present either in person, via teleconference and/or telephone. Homeowners who were in attendance introduced themselves.

2. Member Comments.

Clarification was made that homeowner/committee member comments could be made during the Finance & Budget Committee item later in the meeting.

3. Minutes:

3.1 Review & approve November 17, 2021 Board of Directors Organizational and General Meeting Minutes

The Board was provided with the draft minutes from the November 17, 2021, Board of Directors Organizational and General Meeting Minutes

Motion: Director Black moved to approve the November 17, 2021 Board of Directors Organizational and General Meeting Minutes. Director Getz seconded. Motion carried unanimously.

4. Finances:

4.1 Review & accept (un-audited) Financial Reports dated Oct 31 and Nov 30, 2021

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

- 2021 CD Schedule was provided to the Board.
- 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 October 31 and November 30, 2021.
- The bank statements are being reconciled and the financial reports reviewed and adjusted as-needed monthly by the GL Accountant and Assistant Manager Wheeler to ensure CRHA is reporting on a true accrual accounting basis.
- The Association's cash position through November 30th: Operating cash = \$1,172,161;
Reserve cash and CD's: Mountainshyre = \$287,235; Caughlin Creek = \$627,717; CRHA = \$894,480;
Grand Total = \$1,809,432

- 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 November 30th on an accrual basis, Total (Operating) Income was \$2,075,184; over YTD Budget by \$11,222. At this time, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$2,140,222; under YTD Budget by \$93,570.
- Expense recap: Operating = \$39,383 under budget; Payroll = \$108,570 under budget; R&M = \$38,727 over budget; Utilities = \$15,656 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 - At November 30th, the year-to-date Operating Fund revenues under expenses resulted in a deficit of \$65,038. This is \$104,793 better than the budgeted deficit of \$169,831 at November 30th. The deficit at December 31st year end was budgeted to be \$90,000.
- Total Reserve Income was \$218,900; under budget by \$(102,250).
- Total Reserve Expenses were \$151,392; 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: Director Black moved to accept the un-audited Financial Reports dated October 31 and November 30, 2021, as presented; Director Ginsburg seconded. Motion unanimously carried.

4.2 Review & approve Bad Debt write-offs. There were none at this time.

5. Reports & Updates:

5.1 Finance & Budget Committee (F&B)

Treasurer Bremer advised the F&B meeting is scheduled for March 15, 2022 at 2:00pm. In addition to the usual monthly financial report review, the committee will 1) discuss cash flow projections, 2) review the draft reserve studies, and 3) review the 2021 audit.

Mike Heffner, F&B Chair, provided additional information regarding the F&B's plans to evaluate cash flow and costs so they can send their findings to the Board.

5.2 Landscaping & Maintenance Department

L&M Superintendent Lisenby provided the following report:

Miscellaneous Projects / Weekly Maintenance:

Winter schedule

- Clean up from December storms: High Wind, High Water, Multiple-Day snow storm
- Assembled 2 new picnic tables: 1 in VGPark, 1 behind Caughlin Glen
- Assembled 5 new trash cans
- Ordered wildflower seed (notified that increase in pricing this season due to weather conditions)
- Will order spring & summer flowers next month
- Prune trees

- Backhoe work in the greenbelt
- Remove Holiday Lights / completed this week
- Rebuild the maintenance trailers / on going
- Truck fleet inspection and repair / on going
- Maintenance equipment inspection and repair / on going
- Small Landscape projects
- Educational and safety videos for training
- Snow removal when needed
- Parks inspected and cleaned daily

A homeowner inquired about snow removal efforts on sidewalks near his home. It was determined the area in question belongs to the shopping center. Additional discussion ensued regarding snow removal and areas of CRHA responsibility.

5.3 Architectural Control Committee (ACC); Secretary Naccarato

President Dennis provided the report and advised that there were 49 projects reviewed to date since the last meeting. Of those, 37 were approved with conditions, 1 was declined, and 1 needed more information. The ACC meets twice per month (2nd and 4th Thursdays).

5.4 Community Events; Vice President Attaway

Vice President Attaway provided an update as follows: The Angel Tree Gift Giving Program served 100 children and 22 seniors. 62 blankets were donated by CRHA members and provided to the senior center. Vice President Attaway thanked the staff for managing these programs and a thank you to Al and Anita Dennis for helping with the gift wrapping.

The first Village Green Concert is scheduled for July 3rd with Beatles Flashback. If anyone has band ideas, please contact the office.

The committee is hopeful that the Homeowners BBQ will be held in August, as well as an Oktoberfest in October.

The list of community events for 2022 is posted on the website and updates will be posted there for upcoming events.

5.5 Branding / Signage Ad Hoc Committee; Vice President Attaway

Vice President Attaway advised that the committee will be reconvening. She also shared a sample of the proposed logo to be presented for consideration.

5.6 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. Discussed the status of the reopened claim.
- Discussed the status of the Eastridge common area deeds and letters received from attorneys regarding this turnover.
- Discussed the status of a homeowner complaint/dispute involving CRHA, ENA and Washoe County regarding access of a spur road owned by Washoe County. A Hearing with Washoe County Planning Commission took place on Feb 4, 2022 for the abandonment of the spur road to the owners

fronting the road. The Commission voted in favor of the abandonment. There is a pending lawsuit that still exists.

- Boundary line adjustment legal issue

The following items were reviewed during the last Executive Session Meeting:

- Approved the 09/09/2021 Executive meeting summary.
- Reviewed the Violation Report & fines.
- Reviewed Homeowner disputes, appeals and alleged violations.
- Reviewed the Accounts Receivable Aging Report.
- Discussed Personnel items.

5.7 Community Information

GM Nunley reported the following:

There has been much communication with homeowners who have been provided courtesy notices about trash cans being placed out at night prior to pickup. They have been provided with information on how to obtain an animal-proof trash container.

ESI continues to provide community patrol services Thursdays through Sundays. They have been particularly helpful in providing input about trash can violations.

GM Nunley thanked everyone who has been helping her learn about Caughlin Ranch HOA. The Board, committee members, and the staff (Sandy, Gloria, Kim and Randy) have been patient and very forthcoming with a plethora of information.

6. Old Business:

6.1 Review & possibly accept common area turnover of Ridge Hollow neighborhood (aka: Whispering Canyon)

The Board was provided with a copy of the 15-day bond claim letter issued by Attorney Oliphant on December 31, 2021 to Tim Lewis Communities. With Attorney Oliphant's assistance, GM Nunley has been in communication with TLC and Seth Padovan, and all involved are working toward the completion of outstanding punch list items. This process is ongoing.

Motion: Director Black moved to postpone this item to the next regularly scheduled General Board Meeting; Treasurer Bremer seconded. Motion unanimously carried.

6.2 Ratify Workers Comp Insurance Coverage Costs

At the November 17, 2021 meeting, the Board approved a not-to-exceed cost of \$20,452.00 for the Workers Compensation Insurance coverage effective 01/01/2022, with the decision to be ratified at today's meeting. The actual amount of the policy came in at \$22,750.00.

Motion: Director Black moved to reconsider the not-to-exceed amount of \$20,452.00 as approved in the November 17, 2021 meeting for workers compensation insurance coverage and instead approve the actual policy amount of \$22,750.00; Vice President Attaway seconded. Motion unanimously carried.

6.3 Review & approve Preventative Maintenance Agreement with Sierra Gate & Control for Caughlin Creek Gates I and II and Mountainshyre Gate

This item is carried over from the November 17, 2021 meeting. The original and revised contracts from Sierra Gate & Control were provided to the Board. The revised contract eliminates the

Indemnification clause. As of this date, Sierra Gate & Control has not confirmed if the revised contract is acceptable.

Motion: Treasurer Bremer moved to postpone this item to the next regularly scheduled General Board Meeting; Director Getz seconded. Motion unanimously carried.

6.4 Review & approve United Assessment Recovery (UAR) Agreement for past due assessment collections services

Attorney Oliphant has reviewed the UAR Agreement provided by UAR and provided alternative language for the indemnification portion of the agreement. The agreement and alternative language were provided to the Board for review. The revisions have been forwarded to UAR and their response is forthcoming.

Motion: Director Black moved to postpone this item to the next regularly scheduled General Board Meeting; Treasurer Bremer seconded.

Discussion ensued. Any collections services are covered under the current NAS contract. Attorney Oliphant provided an explanation regarding the proposed language.

Motion unanimously carried.

7. New Business:

7.1 Ratify concrete repairs to three (3) locations

Three (3) areas of concrete repair were identified in late 2021. Sierra Design Concrete provided proposals and a commitment to schedule the work within a reasonable time frame if proposals were approved before the end of the year.

Proposals approved were as follows:

1) Proposal #7570 for a total of \$8,790.00.

Motion: Director Black moved to ratify the decision to approve proposal #7570 from Sierra Design Concrete in the amount of \$8,790.00; Treasurer Bremer seconded. Motion unanimously carried.

2) Proposal #7577 for a total of \$13,650.00.

Motion: Director Ginsburg moved to ratify the decision to approve proposal #7577 from Sierra Design Concrete in the amount of \$8,790.00; Treasurer Bremer seconded. Motion unanimously carried.

3) Proposal #7569 for a total of \$10,545.00.

Motion: Director Ginsburg moved to ratify the decision to approve proposal #7569 from Sierra Design Concrete in the amount of \$8,790.00; Treasurer Bremer seconded. Motion unanimously carried.

7.2 Review & possibly approve License Agreement for common area adjacent to Lot JT-449

Attorney Oliphant has been actively working with the lot owner's legal counsel to finalize the language in the agreement which is not quite ready yet. The proposed agreement (provided to the Board) is between CRHA and the lot owner for the use of 510 sq ft of the common area as a portion of the driveway. The two main issues are 1) term length, and 2) price. Discussion ensued regarding these items. The Board agreed that the owner should pay for the appraisal which would assist in determining a price.

Motion: Director Allen moved to postpone a decision until the language of the agreement can be finalized; Vice President Attaway seconded. Motion unanimously carried.

Discussion ensued. Attorney Oliphant requires direction from the Board on the term of the agreement.

Amended Motion: Director Black moved to postpone a decision until the language of the agreement can be finalized. Such language to include 25-year license agreement beginning with year 2009, with the lot owner conducting an assessment of valuation on the property utilizing a licensed appraiser. Vice President Attaway seconded. Motion unanimously carried.

7.3 Review & possibly approve purchase of Bobcat Utility Vehicle (to replace current)

L&M Superintendent Lisenby presented information and details on the type of vehicle he is researching. He is in the process of contacting vendors to obtain information and pricing for a Bobcat Utility Vehicle to replace the current utility vehicle.

Motion: Director Black moved to postpone this item to the next regularly scheduled General Board Meeting when proposals are ready for review; Vice President Attaway seconded. Motion unanimously carried.

7.4 Review & possibly approve purchase of additional snowplow blade attachment

L&M Superintendent Lisenby requested the Board's consideration in purchasing an additional (third) snowplow blade attachment. The additional snow removal services to Whispering Canyon, and heavy snow events, require the additional piece of equipment. GM Nunley stated this would be a newly acquired component, and therefore the expense would be paid from the operating account and added to the reserve study schedule as a future component replacement.

The Board was provided with a proposal from Jordan's Truck & Trailer Equipment Sales & Service in the amount of \$8,985.35 for the purchase and installation of a snowplow blade attachment.

Motion: Treasurer Bremer moved to approve the proposal in the amount of \$8,985.35 from Jordan's Truck & Trailer for the purchase and installation of a new snowplow blade attachment; Vice President Attaway seconded. Motion unanimously carried.

7.5 Accept resignation of John Charles (Chuck) Matetich from ACC

GM Nunley reported that at the December 2, 2021 ACC Meeting, Chuck Matetich announced his resignation from the ACC. No official written resignation was presented. However, an email from Mr. Matetich with his final billing and a comment that it "has been a privilege..." was provided to the Board as confirmation of his resignation.

Motion: Director Ginsburg moved to accept the resignation of John Charles (Chuck) Matetich from the Architectural Control Committee; Vice President Attaway seconded. Motion unanimously carried.

7.6 Possible appointment of Consulting Member (architect/residential designer) to ACC

GM Nunley reported that potential replacements for the open architect/residential designer position are being considered, and a new member will be presented to the Board for their consideration at the next regular meeting.

Motion: Vice President Attaway moved to postpone this item to the next regularly scheduled General Board Meeting; Treasurer Bremer seconded. Motion unanimously carried.

7.7 Review/possibly approve Eastridge Unit 2 common area deed restriction for Lot ER2-3B

Attorney Oliphant reported on his communications with the attorney for the owners of Lot ER2-3B. He has drafted a common area deed restriction with verbiage to address the owners' concerns. This document is still being reviewed by the owners' and their counsel.

Motion: Director Black moved to postpone this item to the next regularly scheduled General Board Meeting; Treasurer Bremer seconded. Motion unanimously carried.

7.8 Review & possibly approve Proposal from Padovan Consulting for Bid Preparation and Construction Management of 2022 Pavement Maintenance

GM Nunley provided the Board with a proposal from Seth Padovan, P.E., of Padovan Consulting for the 2022 Bid Preparation and Construction Management of Pavement Maintenance for the asphalt trails and pavement areas. This is a two-part bid. 1. Maintenance Review and Bid Preparation for the lump sum fee of \$5,400.00; and 2. Construction Management for a not-to-exceed cost of \$4,500.00. Total proposal amount is: \$10,000.00.

Motion: Director Black moved to approve the proposal from Padovan Consulting for Bid Preparation and Construction Management of Pavement Maintenance for a total, not-to-exceed, price of \$10,000.00; Treasurer Bremer seconded. Motion unanimously carried.

8. Member Comments:

- A homeowner expressed appreciation for Seth Padovan, P.E. of Padovan Consulting. His assistance with the reserve study reviews and the retaining wall project has been invaluable.

10. Announce Future Meeting Dates & Adjourn:

- Board Agenda Workshop on Monday, March 21st at 4:00 p.m.; Executive Session Workshop will immediately follow.
- Board of Directors Executive Session on Wednesday March 23rd at 5:00 p.m. and General Business Meeting at 6:00 p.m.

Motion: Director Ginsburg moved to adjourn the meeting at 7:09p.m.; Director Getz seconded. Motion unanimously carried.



Drew Naccarato, Secretary Board of Directors
Caughlin Ranch Homeowners Association