

**Caughlin Ranch Homeowners Association  
Board of Directors General Business Meeting Minutes  
6:00PM Wednesday, May 25, 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
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
4 Homeowners	

**1. Call to order and establish quorum:** President Dennis called the meeting to order at 6:08p.m. A quorum was established with six (6) Board Members present either in person, via teleconference and/or telephone.

**2. Member Comments.** There were no comments at this time.

\*The following items were addressed at this juncture in the meeting to accommodate Attorney Oliphant's schedule: Items 5.6, 6.1, 6.2 and 6.4.

**5.6 Executive Session Summary and Pending Legal Action against the Association**

Attorney Oliphant provided the following summary:

The following items were reviewed during the last Executive Session Meeting held on March 23, 2022:

- Approved the 01/26/2022 Executive meeting summary.
- Pending legal action notices as follows:
  - Workers' compensation claim made by a former employee. Discussed the status of the reopened claim. No pending litigation.
  - Discussed the status of the Eastridge common area deeds and communication with attorneys regarding this turnover. The General Manager will be contacting the remaining 4-5 property owners to inquire about the status of the deeds.
  - Discussed the status of a homeowner complaint/dispute involving CRHA, ENA and Washoe County regarding potential easement deed associated with recent spur road abandonment.
  - Discussed license to use common area by homeowner.
  - Discussed the developer turnover of Whispering Canyon.
- Reviewed the Violation Report & fines.
- Reviewed Homeowner disputes, appeals and alleged violations.
- Reviewed the Accounts Receivable Aging Report.
- Discussed Personnel items.

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

To recap: On December 31, 2021, Attorney Oliphant issued a 15-day bond claim letter 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. Most recently, 14 front yards passed inspection and a refund for those deposits was issued to the developer. 11 lots still require additional work to the front yards.

For the common areas, a special inspection certification letter and letter addressing the rockery wall drainpipes was provided by Wood Rodgers "signing off" on the adequacy of the rockery walls.

The developer is waiting for warmer weather to address most of the remaining punch list items, and it is anticipated those items should be completed by the next board meeting.

It is recommended this item be postponed to the next regular meeting.

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

## **6.2 Review & possibly approve License Agreement for common area adjacent to Lot JT-449**

A recap of the history of this item as well as the Board's decision from the last meeting was provided by Attorney Oliphant.

At the last meeting, the Board voted to provide the owner with three options:

- Homeowner to pay for the appraisal per previous board decision, and the resulting annual license fee will be based on those results; or
- Agree to pay the association \$150.00 per year; or
- Remove the improvements.

Attorney Oliphant relayed this decision to the owner's attorney who forwarded to the owner.

The homeowner has appealed to the Board to reverse their decision from the last meeting.

**Motion: Director Black moved to offer the homeowner to pay a one-time fee of \$2,000.00 for a 25-year term with a renewal option of 25 years. Vice President Attaway seconded.**

Discussion ensued regarding the renewal option.

**Amended Motion: Director Black moved to offer the homeowner to pay a one-time fee of \$2,000.00 for a 25-year term with a renewal option of 25 years; renewal subject to agreement by both parties. Vice President Attaway seconded.**

**Resulting vote did not pass with 2 in favor (President Dennis; Director Black) and 4 opposed (Vice President Attaway, Secretary Naccarato, Treasurer Bremer, Director Ginsburg)**

Discussion ensued regarding recording the document, license agreement language, costs for an appraisal and how to communicate today's decisions to the homeowner.

**Motion: Director Ginsburg moved to offer the homeowner to pay \$2,000.00 for 20 years renewable with a mutual agreement by both parties to extend beyond 20 years. President Dennis seconded.**

**Motion carried unanimously.**

## **6.4 Review & possibly approve Eastridge Unit 2 common area deed restriction for Lot ER2-3B**

Attorney Oliphant has been in communication with the attorney for the owners of Lot ER2-3B. The draft common area deed restriction has been rejected by the homeowners. Attorney Oliphant recommends removing this item from the agenda. GM Nunley will be contacting the 4-5 other owners who still have not signed the deeds and an update will be provided at the next meeting.

**Motion: Director Black moved to remove this item from the agenda. Treasurer Bremer seconded. Motion carried unanimously.**

The Board thanked Attorney Oliphant for attending and providing the foregoing information. The meeting returned to its regularly scheduled items.

### **3. Minutes:**

#### **3.1 Review & approve March 23, 2022 Board of Directors Organizational and General Meeting Minutes**

The Board was provided with the draft minutes from the March 23, 2022, Board of Directors General Meeting.

**Motion: Vice President Attaway moved to approve the March 23, 2022 Board of Directors General Meeting Minutes. Treasurer Bremer seconded. Motion carried unanimously.**

### **4. Finances:**

#### **4.1 Review & accept (un-audited) Financial Reports dated January 31, 2022 (restated), February 28, 2022 and March 31, 2022**

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

- 2022 CD Schedule enclosed.
- 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 March 31, 2022.
- 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 March 31st: Operating cash = \$1,716,854
- Reserve cash and CD's: Mountainshyre = \$292,018; Caughlin Creek = \$634,293; CRHA = \$913,331; Grand Total = \$1,839,642.
- CRHA continues to accrue for the Whispering Canyon reserve contributions based on the 2020 Reserve Study.
- Through March 31st on an accrual basis, Total (Operating) Income was \$554,249; under Budget YTD by \$15,423. At this time, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$409,984; under Budget YTD by \$19,437.
- Expense recap: Operating = \$15,815 under budget; Payroll = \$18,262 under budget; R&M = \$16,826 over budget; Utilities = \$2,185 under budget.
- Total (Operating) Excess Revenue / Expense = \$144,265; over budget by \$4,014.
- Total Reserve Income was \$74,309; under budget by \$(12,215).
- Total Reserve Expenses were \$35,798; 2022 Reserve Expense Budget = \$280,813.

The Board is required to review the Association's financial information in accordance with NRS116.31083. 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 January 31, 2022 (restated), February 28, 2022 and March 31, 2022 as presented; Director Black seconded. Motion unanimously carried.**

#### **4.2 Review/approve draft Reserve Study Financial Updates (w/o site visit) by Browning Reserve**

The summaries for all three reserve study updates were provided to the Board for review and consideration. The full studies were provided separately to the Board on their tablets. It was noted that there is not a significant change from last year's updates.

**Motion: Director Black moved to approve the Reserve Study Financial Updates by Browning Reserve as presented. Treasurer Bremer seconded. Motion unanimously carried.**

#### **4.3 Ratify 2021 Tax Return as Prepared by McClintock Accountancy**

The Board was provided with a copy of the 2021 Tax Return as prepared by McClintock Accountancy and signed by Al Dennis on 4/7/2022. The amount due was \$1,428.00. The return was mailed and the payment made via EFTPS. This was provided to the Board for their information.

Motion: Secretary Naccarato moved to ratify the 2021 Tax Return as prepared by McClintock Accountancy. Director Ginsburg seconded. Motion unanimously carried.

#### **4.4 Review & approve Bad Debt Write-offs** There were none to present at this time.

### **5. Reports & Updates:**

#### **5.1 Finance & Budget Committee (F&B)**

Treasurer Bremer provided the following report (as submitted by Mike Heffner, Chair of the F&B Committee), as an overview of the First Quarter Financials and Cash Flow Projections. CRHA finances through March 31st are in good condition, with net income (net of revenue and expenses) approximately \$4K better than budgeted. Highlights follow:

##### Revenue is \$15K less than budgeted

- Home sales are less than projected resulting in a shortfall of \$7K in transfer fees and resale setup income.
- Landscape contract services are under budget due to overestimating income from the Promontory contract (\$5K).

##### Operating expenses are \$19K less than budgeted

- Admin salaries plus medical insurance are \$23K under budget to date.
- Other operating expenses are \$16K under budget largely due to lower costs for outside contracted services (legal, lobbyist, patrol services, etc) and lower taxes/licenses expenses.
- Repairs and maintenance expenses are \$17K over budget - the biggest factors are equipment maintenance and sod/seed purchases.
- Good news - Steamboat Ditch started up on schedule the first Monday in May. Bad news - flow is not expected to last through September. The irrigation budget (\$220K) should be adequate if flow lasts at least through August.

##### Bottom line - 1Q net income is very close to budget at +\$4K

##### Cash Flow Projections

Regarding cash flow, in March, the F&B Committee concluded that the cash flow scenario (provided to the Board in their Board Packet) provides a plausible planning basis for 2023 through 2027. It assumes 6% assessment increases annually starting next year to maintain operating cash reserves within target ranges. The recently updated reserve studies did not materially impact the cash flow projections so the committee believes this scenario is a valid starting point in planning the 2023 operating budget.

## **5.2 Landscaping & Maintenance Department**

L&M Superintendent Lisenby provided the following report:

### **Miscellaneous Projects / Weekly Maintenance:**

Installing Backflows for the irrigation systems.

3 water project pumps being repaired.

New snowplow installed on truck.

Uniforms ordered and embroidered with logo in preparation for the April 4<sup>th</sup> start of seasonal crew.

Caughlin Creek monument signs being repaired.

Repaired small equipment bridges.

Working with Seth on Caughlin Glen crossover (the walkway over the creek)

New street signs in MountainShyre.

Ordered spring & summer flowers.

Prune trees.

Remove Holiday Lights / completed.

Rebuild the maintenance trailers / on going.

Truck fleet inspection and repair / on going.

Maintenance equipment inspection and repair / completed.

Concrete pad poured at entrance to maintenance yard;

Small Landscape projects:

- Replace old galvanized pipes with commercial grade plastic pipes

- Repair creeks that carry water to our ponds.

Educational and safety videos for training.

Snow removal when needed.

Parks inspected and cleaned daily.

Wildlife Report: Turtles are back, some coyote sightings, geese & ducks are now dispersed amongst the ponds, and the squirrels are plentiful.

## **5.3 Architectural Control Committee (ACC); Secretary Naccarato**

Secretary Naccarato presented the ACC report and advised that there were 62 projects reviewed to date since the last meeting. Of those, 58 were approved with the standard conditions, 2 needed additional information, and 2 were returned unapproved. The ACC meets twice per month on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays, except for November and December when they meet once per month.

## **5.4 Community Events; Vice President Attaway**

Vice President Attaway provided a review of the 2022 Community Events with particular focus on the upcoming events in June and July. The Spring Birdwalk date has been moved to June 25; Volunteers of America Operation Backpack Fundraiser begins in early July; Artown Concerts in the Park series will be held each Sunday in July (5 total). Bands scheduled for the series include: The Beatles Flashback, Blues Monsters, Sagebrush Rebels, New Wave Crave and Colin Ross.

August 28<sup>th</sup> is the HOA BBQ, A Fall Birdwalk and Cross Peak hike are also planned.

Octoberfest scheduled for October 3<sup>rd</sup> at the Elks Lodge.

Annual Members Meeting and Spaghetti Dinner on November 16<sup>th</sup> at the Elks Lodge

The Events calendar is located on the association's website.

### **5.5 Branding / Signage Ad Hoc Committee; Vice President Attaway**

Vice President Attaway displayed a sample of the existing logo as compared to the proposed logo that was created by Greg Stokes and approved by the Branding/Signage Committee. The proposed logo is a bit more modern, and the color may be slightly different. If approved, management will begin creating a list of signage and other logo'd materials that will need to be updated and a timeline for implementation.

**Motion: Director Black moved to approve the new Caughlin Ranch HOA logo as presented; Treasurer Bremer seconded. Motion unanimously carried.**

### **5.6 Executive Session Summary and Pending Legal Action against the Association**

Attorney Oliphant provided the report earlier in the meeting.

### **5.7 Community Information**

GM Nunley reported the following:

- With the change of seasons to warmer weather we're noticing more residents and others taking advantage of the walking trails and beauty of Caughlin Ranch. We've also noticed a slight increase in "issues" such as graffiti, transient persons loitering/sleeping in common areas, parties in the common areas, unauthorized trailer parking, late-night parties, etc. ESI continues with the Thursday through Sunday patrol service. However, it may be necessary to add some extra patrols if issues increase beyond what the current schedule can support.
- TMWA will be strategically placing 3 generators in common areas along Caughlin Pkwy to power their systems in anticipation of NV Energy cutting off the power during high wind events. Currently, this is just for the "fire season" but the plan is to place permanent equipment. Lisa and Randy will be meeting with them onsite this Friday. Discussion ensued.
- A meeting with Sheriff Balaam and staff to discuss speeding on Caughlin Parkway was held on Tuesday, May 24 with President Dennis, GM Nunley, and homeowners Bill Houston and Don Daggett. The meeting was productive and potential plans for traffic control and enforcement was discussed.
- On-going education regarding trash container rules continues by providing homeowners with courtesy notices and information on animal resistant containers available through Waste Management.

## **6. Old Business:**

**6.1 Review & possibly accept common area turnover of Ridge Hollow neighborhood (aka: Whispering Canyon)** Attorney Oliphant provided the report earlier in the meeting.

**6.2 Review & possibly approve License Agreement for common area adjacent to Lot JT-449**  
Attorney Oliphant provided the report earlier in the meeting.

**6.3 Possible appointment of Consulting Member (architect/residential designer) to ACC**  
GM Nunley has reached out to three architects as potential replacements for the open position (architect/residential designer) on the ACC. One, Lewis Zaumeyer, has accepted the position to serve pending the Board's approval. The Board was provided with additional information, including positive comments from Gail Ritchie (current ACC Architect) and the fact that Mr. Zaumeyer has previously served on the committee in the mid-2000's. A brief discussion ensued.

**Motion: Vice President Attaway moved to appoint Lewis Zaumeyer to serve on the Architectural Control Committee (ACC). Director Ginsburg seconded. Motion unanimously carried.**

**6.4 Review & possibly approve License Agreement for common area adjacent to Lot JT-449**  
Attorney Oliphant provided the report earlier in the meeting.

**7. New Business:**

**7.1 Ratify Proposal from Sierra Gate & Controls for Mountainshyre Gate Repairs**

The Board was provided with a proposal from Sierra Gate & Controls in the amount of \$4,921.83 to repair the Mountainshyre gate (replace 4 sets of hinges). This proposal was approved by President Dennis so that parts could be ordered and repairs scheduled. (The gate has been repaired.)

**Motion: Secretary Naccarato moved to ratify the proposal from Sierra Gate & Controls in the amount of \$4,921.83 for the repair of the Mountainshyre gate. Treasurer Bremer seconded. Motion carried unanimously.**

**7.2 Ratify Alpine Insurance Policy Renewal for Earthquake Coverage**

The Board was provided with the renewal notice and documentation from Alpine Insurance for Earthquake Coverage. The renewal amount is \$3,075.44. Renewal date with payment due was 5/1/2022

**Motion: Secretary Naccarato moved to ratify the Earthquake Renewal coverage from Alpine Insurance in the amount of \$3,075.44 (effective 05/01/2022). Vice President Attaway seconded. Motion carried unanimously.**

**7.3 Review/Possibly Approve Annual Maint Agmt for Pump System from Bruce MacKay**

The Board was provided with a proposal from Bruce MacKay Pump & Well in the amount of \$1,500.00 for a once per year annual maintenance service of 10 pumps for the irrigation system. Superintendent Lisenby provided additional information regarding type of service the vendor provides, which is electrical systems and pump operations. CRHA maintenance staff will continue to provide the general maintenance as usual.

**Motion: Secretary Naccarato moved to approve the proposal from Bruce MacKay Pump & Well in the amount of \$1,500.00 for annual pump maintenance services. Treasurer Bremer seconded. Motion carried unanimously.**

**7.4 Review & Possibly Approve Proposal for Caughlin Glen Crossover Repairs as provided by Seth Padovan**

GM Nunley informed the Board that Seth Padovan (engineer) is continuing to work on this item. It is anticipated the proposal will be available for the Board's consideration at the July meeting.

**Motion: Director Allen moved to postpone this item to the July 27, 2022 General Meeting. Treasurer Bremer seconded. Motion carried unanimously.**

**7.5 Review & Possibly Approve Proposals for Trails Maintenance as provided by Seth Padovan**

GM Nunley informed the Board that Seth Padovan (engineer) continues to work on this item. It is anticipated the proposal(s) will be available for the Board's consideration at the July meeting.

**Motion: Director Ginsburg moved to postpone this item to the July 27, 2022 General Meeting. Vice President Attaway seconded. Motion carried unanimously.**

**7.6 Review for Consideration an RFP for Management Services from Eagles Nest HOA**

The Board was provided with an RFP from EaglesNest HOA for Management Services (to be effective 08/04/2022). The EaglesNest Board is requesting the CRHA Board participate in their solicitation of bids. If the Board chooses to participate in the RFP process, there is a corresponding CD with documents referenced in the RFP that will be provided.

**Motion: Director Black moved that the CRHA Board not participate in the EaglesNest HOA RFP Process for management services. Vice President Attaway seconded. Motion carried unanimously.**

**7.7 Review for Consideration Request to Permit Construction of Sierra Front Trail on Caughlin Ranch HOA Property**

GM Nunley reported that, in late March, Kevin Joell, a local trail advocate who is working with Washoe County Parks and the US Forest Service, contacted GM Nunley to inquire about the possibility of those entities working with CRHA to extend the Sierra Front Trail through Caughlin Ranch HOA Common Areas. Mr. Joell provided some background and corresponding maps which were provided to the Board for review. (attached) for review. GM Nunley let Mr. Joell know that this request would need to be forwarded to the CRHA Board. If the Board is open to this project taking place on CRHA property, it is recommended that Attorney Oliphant be involved to verify the legality and potential issues.

Discussion ensued regarding whether the association can permit this on its property.

**Motion: Director Black moved to refer this to Attorney Oliphant for legal review to determine the legality and feasibility of permitting construction of Sierra Front Trail on Caughlin Ranch HOA Property. Vice President Attaway seconded. Motion unanimously carried.**

**8. Member Comments:**

- A homeowner from Alum Creek commented that the grounds are beautiful in the Caughlin Parkway area but would like to see something done about the walkways and debris in the Alum Creek area. L&M Superintendent Lisenby responded that the crew was there yesterday and today working on those projects. Work should be completed.
- A homeowner stated he purchased a home in December 2021. He was informed via escrow there were no violations on the property, but he recently received a violation notice because his gate is incorrectly stained. The homeowner provided the board with a recap of the interaction and correspondence with staff and let the Board know that new homeowners should not be informed they do not have violations if there is a violation on the property. Asst Manager Wheeler provided additional information to the homeowner about the escrow process and documents that the HOA provides versus what is provided via the escrow process.

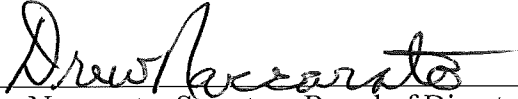
**10. Announce Future Meeting Dates & Adjourn:**

- Board Agenda Workshop on Monday, July 25<sup>th</sup> at 4:00 p.m.; Executive Session Workshop will immediately follow.
- Board of Directors Executive Session on Wednesday July 27<sup>th</sup> at 5:00 p.m. and General Business Meeting at 6:00 p.m.



Caughlin Ranch Homeowners Association  
Board of Directors Meeting  
May 25, 2022

**Motion: Director Ginsburg moved to adjourn the meeting at 7:34p.m.; Director Black seconded.  
Motion unanimously carried.**

  
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Drew Naccarato, Secretary Board of Directors  
Caughlin Ranch Homeowners Association