

**Caughlin Ranch Homeowners Association  
Board of Directors General Business Meeting Minutes  
6:00PM Wednesday, July 27, 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	Margaret Getz, 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
Seth Padovan, Engineer	
4 Homeowners In Person; 2 Homeowners Virtual	

- 1. Call to order and establish quorum:** President Dennis called the meeting to order at 6:03p.m. A quorum was established with seven (7) 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 moved to the beginning of the meeting as a courtesy to Seth Padovan, P.E.

- 6.4 Review/Possibly Approve Proposal for Caughlin Glen Crossover Repairs - Seth Padovan\***  
Seth Padovan P.E. provided a recap and update regarding the Caughlin Glen Crossover Repairs/ Rebuild project. His associate, Kent Hanford P.E., met with L&M Superintendent Lisenby and GM Nunley to discuss design possibilities and a timeline for the project. The timeline for design and RFP's for construction is pushed out due to contractor availability. Proposed design options and proposals may be available at the September meeting. Actual work may not take place until next Spring/Summer.
- 6.5 Review & Possibly Approve Proposals for Trails Maintenance as provided by Seth Padovan\***  
Seth Padovan P.E. provided a summary of the path maintenance schedule that was put into place in 2016. It is a phased maintenance schedule that ensures all the paths and trails are assessed and appropriately maintained. Proposals were solicited from multiple contractors for both Asphalt Path Maintenance and for the Village Green Park Slurry Seal/Overlay of the paths. (The Board was provided with a copy of the RFPs.) Two sealed bids were received for each of the two projects and were opened and action taken as follows:

Asphalt Path Maintenance:

- Intermountain	\$101,546.19
- SNC	\$ 88,470.63

**Motion: Director Black moved to approve the proposal from SNC in the amount of \$88,470.63 for the 2022 Pathway Maintenance work. Secretary Naccarato seconded. Motion carried unanimously.**  
Seth noted that this cost is well under budget.

Village Green Park Slurry Seal/Overlay:

- Apex \$ 63,022.08
- SNC \$ 70,140.00

**Motion: Director Ginsburg moved to approve the proposal from Apex in the amount of \$63,022.08 for the Village Green Park Slurry Seal/Overlay. Treasurer Bremer seconded.**

Discussion ensued regarding the qualifications and quality of work by Apex. Seth provided information that the owner of Apex is new and he is unsure of their performance. SNC is known for their quality work. However, Apex would need to comply with all quality standards for the industry. Discussion continued regarding the cost savings proposed by Apex.

**Motion carried unanimously.**

Seth will contact the contractors and inform them of the Board's selections. He will follow up with staff regarding the scheduling of the work. The Board thanked Seth for attending and presenting the bids to the Board.

\*The meeting returned to its ordered agenda.

**3. Minutes:**

**3.1 Review & approve May 25, 2022 Board of Directors Organizational and General Meeting Minutes**

The Board was provided with draft minutes from May 25, 2022, Board of Directors General Meeting.

**Motion: Treasurer Bremer moved to approve the May 25, 2022 Board of Directors General Meeting Minutes. Director Black seconded. Motion carried unanimously.**

**4. Finances:**

**4.1 Review & accept (unaudited) Financial Reports dated April 30, 2022 and May 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 May 31, 2022.
- The bank statements are being reconciled and the financial reports reviewed and adjusted as-needed monthly by the GL Accountant and the Assistant Manager Wheeler to ensure CRHA is reporting on a true accrual accounting basis.
- The Association's cash position through May 31: Operating cash = \$1,542,878; Reserve cash & CDs: Mountainshyre= \$291,910; Caughlin Creek/Deer Creek= \$645,121; CRHA= \$940,581; Grand Total= \$1,877,612.
- CRHA continues to accrue Whispering Canyon reserve contributions.
- Through May 31st on an accrual basis, Total (Operating) Income was \$918,015; under YTD Budget by \$9,253. At this time, all reserve transfers are being deposited on a quarterly basis due to positive cash flow.
- Total (Operating) Expense was \$799,681; under YTD Budget by \$70,987.

- Expense recap: Operating = \$31,194 under budget; Payroll = \$26,283 under budget; R&M = \$4,039 over budget; Utilities = \$17,549 under budget.
- Total (Operating) Excess Revenue/Expense = \$118,333; over budget by \$61,733.
- Total Reserve Income was \$146,318; under budget by \$1,743.
- Total Reserve Expenses were \$66,503; 2022 Reserve Expense Budget = \$280,813.

**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 April 30, 2022 and May 31, 2022 as presented; Secretary Naccarato seconded. Motion unanimously carried.**

**4.2 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 notified the Board that the Finance & Budget Committee has not met since the last meeting but will be participating in the 2023 Budget Review Workshop on August 22<sup>nd</sup> along with the Board of Directors.

### **5.2 Landscaping & Maintenance; L&M Superintendent Lisenby, NV Contractor's Lic. #0081131** **Miscellaneous Projects / Weekly Maintenance**

- Irrigation systems being repaired and adjusted daily.
- Maintenance Crews are mowing weekly along with cleaning planter beds and trimming shrubs.
- Maintenance Crews are 3/4 through the first round of defensible space cleaning.
- Second fertilizer application is completed.
- Refreshed paint on some of the red curbs.
- Working with engineers, Seth Padovan and Kent Hanford, on Caughlin Glen crossover replacement.
- Summer Flowers planted throughout the community at end of June.
- Turned the water off to 90% of the Wildflowers.
- Installed a new memorial bench in lower Caughlin Ranch.
- The new Bobcat Utility Vehicle was delivered on July 14<sup>th</sup> and is already in full service mode.
- Parks are inspected and cleaned daily.
- Landscape crews are assisting with the Sunday Concerts in the Park during the month of July.
- Small Landscape projects this season:
  - Removing some dirt and rocks in Alum Creek around the crossovers.
  - Replacing some of the plants along lower Caughlin Pkwy.
  - Installing a memorial bench near the first set of ponds on lower Caughlin Pkwy.
  - Replacing metal culverts in Alum Creek (River Run) with commercial grade plastic pipes.

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

Secretary Naccarato presented the ACC report and advised that there were 82 projects reviewed from 05/01/2022 to 06/30/2022. Of those, 75 were approved with the standard conditions, 2 needed

additional information, and 3 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 July Artown Concerts in the Park; it has been a great series with the only issue being the bathrooms closing early. Many thanks to Jose and Miguel for all their support during the event. The recent Shredding Event and Food Drive (for the Food Bank of Northern Nevada) was a success. The Food Drive brought in 428 pounds of food and \$196.00, which equals 945 meals for families in the community.

The Volunteers of America Backpack fundraiser is currently accepting donations. See the fliers on how to donate online. CRHA is currently in 4th place with \$774.00 raised thus far.

The Spring Birdwalk was a success.

Movies in the Park will be rescheduled to next year.

Other upcoming events include: August 28th HOA BBQ, A Fall Birdwalk September 10th, Fall Cross Peak hike on September 17th; Garage Sale first weekend of October, October Fest on Oct 3rd at the Elks Lodge (with music, brats and beer), Angel Tree Nov 1-30, and Homeowners' Annual Dinner at the Elks Lodge on November 16th.

An updated Events Calendar was provided to the Board and is also located on the association's website.

#### **a) Discuss & Consider Request for Non-Sponsor Exhibitor/Vendor Booth at HOA Events**

The Board was provided with a request from Don Barnard who is a non-sponsor exhibitor/vendor for gun safety. He is requesting permission to set up a booth at the Sunday Concerts on the Green event (HOA event). (Additional information on the organization located at [www.giffords.org](http://www.giffords.org).)

Currently, there is no policy which provides guidance for this request. The Board was provided with the Advertising Guidelines policy as well as a copy of a vendor-sponsor contract for the Board's review in considering this request.

Discussion ensued regarding how to determine if this request can be approved or not approved given that no policy currently exists.

Vice President Attaway recommended researching other policies, such as through CAI and other local HOA's, for best practices and then develop a policy which is reviewed and approved by legal counsel.

Attorney Oliphant agreed the Board should have a policy in place before making a decision.

**Motion: Secretary Naccarato moved to not approve the request from Don Barnard to set up a non-sponsor exhibitor/vendor booth at the Sunday Concerts on the Green pending a future time when a policy is in place governing such action. Treasurer Bremer seconded. Motion unanimously carried.**

Management was directed to work with the Events Committee to develop a policy for legal counsel review.

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

At the last Board Meeting, the Board approved the proposed logo design as submitted. Since that time, Gregg Stokes (committee member and designer) has submitted the formal artwork in electronic format for use in updating Caughlin Ranch HOA signage and other logo'd materials. Staff is currently developing a list of items to be updated along with a corresponding timeline. This list will be presented at the September Board Meeting.

## **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 Executive Session Meeting held on May 25, 2022:

- Approved the 03/23/2022 Executive meeting minutes.
- 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 pending turnover(s).
  - 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 Common Area Turnover of Tim Lewis Community, Whispering Canyon
- Reviewed the Violation Report & fines.
- Reviewed Homeowner disputes, appeals and alleged violations.
- Reviewed the Accounts Receivable Aging Report.
- Discussed Personnel items.

## **5.7 Community (and other important) Information; GM Nunley**

GM Nunley provided some highlights that have taken place since the last meeting:

- A thank you note was received from Catey Barber, Counselor at Alice Smith Elementary School, for the Angel Tree Donations given by CRHA last December. A copy of her note was provided to the Board and will be include in the next Caughlin Rancher.
- Community Patrols by ESI continue on their usual schedule (Thursday through Sunday, 10 hr/shift). Nothing out of the ordinary to report at this time.
- TMWA coordinated placement of temporary generators along Caughlin Parkway. Randy and his crew helped clear planter areas so that the generators would not block walking paths. TMWA followed up with a press release last week which will be sent via email-blast and posted on the website.
- On the morning of June 6th, staff discovered that a vehicle had driven off the road (southbound at S. McCarran, parallel to Caughlin Cross) and ran through the concrete fence. There was also landscaping damage. The vehicle was no longer there, but there was evidence of broken fenders, tail/headlights and other misc vehicle parts. A police report and insurance claim was filed and we are working with the insurance adjuster. She has been provided with a proposal from Sierra Design Concrete. Reimbursement for landscaping/irrigation repairs is not covered as part of the claim.
- The Annual NRED Registration and payment (due by July 31st) has been submitted. Also, the State Annual List of Officers has been updated and Business License renewed.
- In early June, it was discovered that an operating account check had been stolen out of a vendor's mailbox. To protect the association, the operating account was closed and a new account opened. Many thanks to Accounting Specialist/Assistant Manager Sandy Wheeler for all the time and energy she spent overseeing and managing this complicated process.

- On that subject, Sandy and Lisa took a Banking Fraud class sponsored by CAI on July 15th. All the effort to change bank accounts was validated by learning that check fraud is one of the top ways associations lose funds.
- On July 22nd, the Sheriff's Dept followed up with their commitment to install a temporary radar recording trailer on Caughlin Pkwy. Homeowners Bill Houston and Donn Daggett are in communication with the Sheriff's Dept and will provide us with a the follow up reports.

## 6. Old Business:

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

GMNunley provided the following:

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, 27 front yards have passed inspection and a refund for those deposits was issued to the developer. 3 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 was given a date of July 8<sup>th</sup> to complete the remaining common area items. An inspection was held that date with L&M Superintendent Lisenby, GM Nunley, Asst Mgr Wheeler, Seth Padovan, Jeremy Kunter with EPS, and Marshall Herman of Tim Lewis (builder). The majority of the remaining punch list items were completed, with just a few repairs remaining.

Some gate work remains to be completed, as well as providing a copy of the As-Built plans for irrigation. The developer has been notified that a final Reserve Study will need to be provided. It is recommended this item be postponed to the next regular meeting.

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

### 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 decisions from previous meetings was provided by Attorney Oliphant.

The Board has provided the homeowner with four options based on a temporary license. Subsequent to that action, Attorney Oliphant has conducted additional research and has located statute that allows for easements to be granted to homeowners.

Attorney Oliphant recommends the Board offer the homeowner an easement, which is permanent and non-revocable, in exchange for payment of the appraisal price, for which the appraisal is to be paid by the homeowner.

**Motion: Director Black moved to offer the homeowner an easement, which is permanent and non-revocable, in exchange for payment of the appraisal price, for which the appraisal is to be paid by the homeowner. Director Ginsburg seconded.**

Discussion ensued. It was confirmed that the appraised value will need to be approved by the Board before a final document can be issued.

**Motion unanimously carried.**

**6.3 Update and Status of Eastridge Area Quit Claim Deeds**

This item is on the Executive Session agenda.

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

This item was addressed earlier in the meeting.

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

This item was addressed earlier in the meeting.

**6.6 Review & Consider Request to Permit Construction of Sierra Front Trail on Caughlin Ranch HOA Property**

Recap: 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 for review. The Board reviewed the request at the May meeting and directed management to forward to Attorney Oliphant for review and response.

The Board was provided with Attorney Oliphant's response. To summarize, NRS 116.3102 permits the association to regulate the use of common elements. While the common elements may not be conveyed, the Association may grant easements. Therefore, the Board may grant permission for trails to be built on the Association's parcel. If they decide to do so, there are two primary concerns. 1) Who is responsible to maintain, and pay the cost to maintain, the new trails; and, 2) liability for those injured while using the trail.

The Board directed staff to contact Kevin Joell and ask questions 1 and 2 above, as well as inquiring about the process for them to reserve funds for ongoing maintenance.

**Motion: Director Ginsburg moved to postpone this item to a future meeting for review of additional information. Treasurer Bremer seconded. Motion unanimously carried.**

**7. New Business:**

**7.1 Consider Acceptance of Gail Ritchie's Resignation from ACC**

Gail Ritchie, Architect, has recently resigned from his professional position on the ACC as he and his family will be doing more traveling and he will be unable to respond to ACC requests. The Board was provided with his resignation letter (The Board approved his replacement at a previous Board Meeting.)

**Motion: Secretary Naccarato moved accept Architect, Gail Ritchie's, resignation from the Architectural Control Committee. Treasurer Bremer seconded. Motion unanimously carried.**

**7.2 Discuss and Consider Continuation of Management Services for Caughlin Creek HOA**

Recent Board discussions at previous board meetings indicate that CRHA master association does not intend to continue to manage CRHA sub associations. The one remaining sub association currently being managed by CRHA master association is Caughlin Creek HOA, which has been managed by the master since 2017. (This would not impact the landscape maintenance services currently being provided under a separate contract.)

If the Board decides today to not move forward with managing the sub association, it would give Caughlin Creek HOA ample time to find another management company.

CRHA legal counsel does not recommend that the master association manage its own sub associations. An example provided was that of legal counsel representing both a contractor and sub contractor at the same time; it can't be done. There is too much potential for conflict.

**Motion: Director Black moved to not continue providing management services for Caughlin Creek HOA as of January 1, 2023. Treasurer Bremer seconded.**

Discussion ensued regarding 1) the pros and cons of current management vs previous management companies, 2) which association would prevail in the event of a conflict between the two associations, 3) whether Caughlin Creek HOA was contacted prior to today's meeting.

**Motion carried in the affirmative with 5 in favor (A. Dennis, M. Attaway, S Bremer, A. Black, M. Ginsburg; and 2 opposed (D. Naccarato, M. Getz).**

### **7.3 Discuss and Consider Removal of BBQ Grills and Fire Pit at CRHA Parks**

The Village Green Park has two open barbeque grills and an empty fire pit located between the tennis courts and the restrooms. There is a potential fire risk if embers reach surrounding trees (which are irrigated and are healthy). There is no water source/spigot near the grills/fire pit to extinguish hot coals. This item was presented to the Board for discussion and to consider removal to prevent possible fires. Photos were provided to the Board for their review.

**Motion: Director Black moved to direct management to remove the two (2) charcoal barbeque grills and one (1) fire pit at Village Green Park. Treasurer Bremer seconded.**

Discussion ensued and it was noted that the other two parks also have barbeque grills. A question was posed about the need to consult with the City of Reno Parks Dept on whether CRHA needs their permission. It was clarified that CRHA owns Village Green Park (and the other 2 smaller parks).

**Amended Motion: Director Black moved to direct management to remove all of the barbeque grills at all three (3) parks as well as the one (1) fire pit at Village Green Park, subject to acknowledgement by the City of Reno. Treasurer Bremer seconded. Motion unanimously carried.**

### **7.4 Ratify Two (2) Proposals from Sierra Design Concrete for locations at Aspen Creek Rd**

Attached are two proposals (\$4,050.00 and \$2,535.00) from Sierra Design Concrete for work on Aspen Creek Rd. These proposals were approved on July 15, 2022, so that work could proceed while the vendor was onsite.

**Motion: Director Ginsburg moved to ratify the two proposals from Sierra Design Concrete totaling \$6,585.00 as presented for work on Aspen Creek Rd. Treasurer Bremer seconded. Motion unanimously carried.**

### **7.5 Discuss and Consider Revision(s) to Village Green Park Rental Agreement**

Recently, a homeowner inquired about renting the Village Green Park facilities (gazebo with sink etc, volleyball court, horseshoe pits) for a birthday party. The homeowner has objected to the special event insurance requirement per the Association's application process.

The Board was provided with the homeowner's request for an exemption from this requirement. The Board was provided with Attorney Oliphant's email opinion.

Attorney Oliphant provided an overview of the application process and the Association's responsibilities with respect to the rental of the park facilities.



The 1987 agreement with Washoe County permits the HOA to make reasonable rules for the park. Neither the City nor the County require insurance from renters; however, they have immunity from liability for anything over \$150K. Caughlin Ranch does not have that immunity.

The Association's insurance broker quoted costs for a one-time special event policy to be anywhere from \$250-450 (with/without alcohol). Attorney Oliphant and President Dennis conducted additional research and located a range of \$75-120 for a one-time special event policy.

The Association's insurance broker also provided information about underwriter expectations for the Association when renting the park facilities. If insurance coverage from renters is not provided, the Association's policy could be dropped.

With an average cost of \$100 for a one-time special events policy for the exclusive use of the park facilities, combined with the possibility of the Association's insurance being canceled, it is reasonable to consider keeping this rule in place.

More discussion took place regarding the Board's fiduciary duties and responsibilities.

Attorney Oliphant recommended keeping the insurance policy in place and also conduct another review of the Park Rental Agreement and Policy.

**Motion: Director Allen moved to keep the insurance requirement for the park rentals in place and request legal counsel review of the entire Village Green Park Rental Agreement for any required revisions. Also, inform homeowner that insurance requirement will not be waived. Treasurer Bremer seconded. Motion unanimously carried.**

#### **8. Member Comments:**

- A homeowner from Mountainshyre addressed the Board regarding concerns he has with the operations of the exit gate as it pertains to motorcyclists. To summarize, for the exit gate to open for a motorcyclist, it requires the use of an additional gate remote which is an additional purchase. The homeowner believes there is a "fix" that can be implemented which will not require the gate remote which, in turn, will alleviate any safety concerns for other motorcyclists who make unsafe exits from the community. (The homeowner's written comments are attached to the minutes per his request.)

#### **9. Announce Future Meeting Dates & Adjourn:**

- **2023 Budget Workshop on Monday, August 22<sup>nd</sup> at 4:00p.m.**
- Board Agenda Workshop on Monday, September 26<sup>th</sup> at 4:00 p.m.; Executive Session Workshop will immediately follow.
- Board of Directors Executive Session on Wednesday September 28<sup>th</sup> at 5:00 p.m. and General Business Meeting at 6:00 p.m.

**Motion: Director Black moved to adjourn the meeting at 7:47p.m.; Treasurer Bremer seconded. Motion unanimously carried.**



Drew Naccarato, Secretary Board of Directors  
Caughlin Ranch Homeowners Association