



Board of Directors General Business Meeting Agenda - *REVISED*

Reno Elks Lodge, 597 Kumle Lane, Reno, NV 89509

Wednesday, November 16, 2022 6:30 p.m.

Will be conducted virtually via GoToMeeting and In-person

- 1. Call to order and establish quorum**
- 2. Member Comments:** This time is devoted to Association Members who have comments and/or concerns regarding items on this agenda. Except in the case of an emergency, no action may be taken upon a matter raised under this item of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken. The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give away his or her allotted time to expand another member's time. In consideration of other members who may wish to present comments and/or concerns, please avoid repetition.
- 3. Minutes:**
 - 3.1 Review & approve September 28, 2022 Board of Directors General Business Meeting Minutes *
- 4. Finances:**
 - 4.1 Review & accept (un-audited) Financial Reports dated August 31 and September 30, 2022 *
 - 4.2 Review & approve Bad Debt write-offs *
- 5. Reports & Updates:**
 - 5.1 Finance & Budget Committee (F&B); Steve Bremer
 - 5.2 Landscaping & Maintenance Dept.; L&M Superintendent Lisenby
 - 5.3 Architectural Control Committee (ACC); Secretary Naccarato
 - 5.4 Community Events; Vice President Attaway
 - 5.5 Branding / Signage Ad Hoc Committee; Vice President Attaway
 - 5.6 Executive Session Summary and Pending Legal Action against the Association; Attorney Oliphant
 - 5.7 Community Information; GM Nunley
- 6. Old Business:**
 - 6.1 Accept common area turnover of Ridge Hollow neighborhood (aka: Whispering Canyon) *
 - 6.2 Review & possibly approve Easement Agreement for common area adjacent to Lot JT-449 *
 - 6.3 Review & Consider Request to Permit Construction of Sierra Front Trail on Caughlin Ranch HOA Property*
 - 6.4 Review & Approve Creek Crossing (Caughlin Glen) Design Proposal *
 - 6.5 Review & Approve Revision to Village Green Park Use and Special Event Permit Application
 - 6.6 Review & Possible Decision On Homeowner Concern regarding Concrete Swale in Common Area
- 7. New Business:**
 - 7.1 Review & Approve 2022/2023 Staff Compensation Plan *
 - 7.2 Review & Approve Workers Compensation Insurance Policy eff. 01/01/2023 *
 - 7.3 Review & Approve BEST Life Dental Insurance Renewal Eff 12/01/2022 *
 - 7.4 Review & Approve Assured Partners Ancillary Coverage Eff 12/01/2022 *
 - 7.5 Ratify Concrete Repair Change Order from SNC for Office Parking Lot *
 - 7.4 Ratify Mountainshyre Gate Repairs for Additional Sensors (motorcycles) from Sierra Gate & Controls *
 - 7.5 Review & Approve Revision to Rules & Regulations *
 - 7.6 Review & Approve General Manager Contract *
 - 7.7 Review & Approve Policy re Board Process for Granting Permanent Non-Revocable Easement *
 - 7.8 Review & Consider Homeowner Request to Remove Two Common Area Pine Trees

8. **Member Comments:** This time is devoted to Association Members who have comments and/or concerns regarding any association matters. The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give away his or her allotted time to expand another member's time. In consideration of other members who may wish to present comments and/or concerns, please avoid repetition.
9. **Announce Future Meeting Dates & Adjourn *:**
- Board Orientation / Training December 2, 2022 at 9:00 a.m. – TENTATIVE
 - Finance & Budget Meeting – Audit Planning Session – December 7, 2022 @ 2pm
 - Board Agenda Workshop on Monday, January 23, 2023 at 4:00 p.m.; Executive Session Workshop will immediately follow.
 - Board of Directors Executive Session on Wednesday, January 25, 2023 at 5:00 p.m. and General Business Meeting at 6:00 p.m.

Workshop - Review of November 16, 2022 Board Meeting Agenda to be held on Monday, November 14, 2022, beginning at 4:00 PM

Please join the Workshop from your computer, tablet, or smartphone:

<https://global.gotomeeting.com/join/235350861>

You can also dial in using your phone.

United States: +1 (646) 749-3122

Access Code: 235-350-861

Board of Directors General Business Meeting

Wednesday, November 16, 2022, 6:30 PM

Please join the meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/275405157>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 275-405-157

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Items identified with an asterisk "" are intended for Board action. NOTICE: NRS 116.31083 provides that each notice of a meeting of the executive board (aka: Board of Directors) must state the time and place of the meeting and include a copy of the agenda for the meeting or the date and location(s) where copies of the agenda may be conveniently obtained by the units' owners. The Agenda may be revised up to 72 hours prior to the date of the meeting and at Board discretion.*

General Business Meeting Agendas are posted on the Caughlin Ranch website and in the brochure box to the right of the entry door of the Association office at 1070 Caughlin Crossing, Reno, NV 89519. You may also call 775-746-1499 to obtain a copy. You are also notified of the rights of a unit's owner to: (a) Have a copy of the minutes or a summary of the minutes of the meeting provided to the unit's owner upon request, and, if required or by the executive board upon payment to the association of the cost of providing the copy to the unit's owners or in electronic format at no cost. (b) Speak to the association executive board unless the executive board is meeting in executive session. (c) A copy of the audio recording of the minutes or a summary of the minutes of the meeting provided to the unit's owner. Any comments made may potentially become a permanent record of the minutes.

**2022 ANNUAL MEMBERS MEETING WITH ELECTIONS AND
2023 BUDGET RATIFICATION MEETING AGENDA**

This notice and agenda is to inform you of the date, time, place, and action items of the upcoming scheduled Caughlin Ranch Homeowners Association Annual Meeting of the Members, Budget Ratification and Election. Draft minutes of this meeting will be available to homeowners upon request 30 days after the meeting date (in electronic format at no charge to the unit's owner or, if the association is unable to provide the copy or summary in electronic format, in paper format at a cost not to exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter). A unit's owner may record on audiotape or any other means of sound reproduction a meeting of the units' owners if the unit's owner, before recording the meeting, provides notice of his or her intent to record the meeting to the other units' owners who are in attendance at the meeting.

Call to Order Mon., November 14, 2022, at 12:00 noon to Open and Tally Secret Ballots
Location: CRHA Office, 1070 Caughlin Crossing, Reno, NV 89519

Meeting will be reconvened Wed., November 16, 2022, following the 6:30p.m. General Board Meeting
Location: Reno Elks Lodge, 597 Kumle Lane, Reno, NV 89509

Both sessions will be conducted virtually via GoToMeeting and In-person

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- 1. Call to Order at 12:00 noon on Monday, November 14, 2022**
 - 2. Appointment of Inspector of Elections; Identify Member Volunteers to Open and Tally Secret Ballots**
 - 3. Open and Tally Secret Ballots**
 - 4. Recess**
 - 5. Reconvene and Welcome from Board President following the 6:30 p.m. General Board Meeting on Wednesday, November 16, 2022**
 - 6. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding any Association matter.** Except in the case of an emergency, no action may be taken upon a matter raised under this item of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken. The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give away his or her allotted time to expand another member's time. In consideration of other members who may wish to present comments and/or concerns, please avoid repetition.
 - 7. Introductions:**
 - Board Members
 - Committee Members; ACC, F&B and Events
 - General Manager & Landscape Superintendent
 - Office Staff
 - Landscape & Maintenance Staff

A quorum of the members is not required to conduct the following business:

- 8. Approval of November 17, 2021 Annual Members Election & 2022 Budget Ratification Meeting Minutes.**
- 9. Announce Results of 2023 Operating and Reserve Budget Ratification; Assessment Increase of Ten Percent (10%)**

NRS 116.31151 § 3. states: "...Unless at that meeting a majority of all units' owners, or any larger vote specified in the declaration, reject the proposed budget, the proposed budget is ratified, whether or not a quorum is present. If the proposed budget is rejected, the periodic budget last ratified by the units' owners must be continued until such time as the units' owners ratify a subsequent budget proposed by the executive board."
- 10. Announce results of 2022 Annual Election of Directors; four (4) Board Members will be seated.**
- 11. Adjournment**

Following the Annual Meeting there will be a Board of Directors Organizational Meeting for purposes of selecting officer positions.



**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
2022 ANNUAL MEMBERS ELECTION AND
2023 BUDGET RATIFICATION MEETING**

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/275405157>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122) Access Code: 275-405-157

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**Board of Directors Organizational Meeting Agenda
Reno Elks Lodge, 597 Kumle Lane, Reno, NV 89509**

Wednesday, November 16, 2022

**Immediately following the 2022 Annual Members Election
& 2023 Budget Ratification Meeting
*To be conducted virtually via GoToMeeting and In-person***

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3. **Board to Elect 2023 Board of Directors Officers ***
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Log-In Information:

Board of Directors Organizational Meeting

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