

**Caughlin Ranch Homeowners Association
Board of Directors General Business Meeting Minutes
6:00PM Wednesday, September 28, 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

24 Homeowners In Person; 2 Homeowners Virtual

1. **Call to order and establish quorum:** President Dennis called the meeting to order at 6:07p.m. A quorum was established with seven (7) Board Members present either in person, via teleconference and/or telephone.
2. **Member Comments.** President Dennis provided the information and guidelines regarding Member Comments to the Homeowners present. No Homeowners chose to comment at this time.

3. Minutes:

3.1 Review & approve July 27, 2022 Board of Directors General Meeting Minutes

The Board was provided with draft minutes from July 27, 2022, Board of Directors General Meeting.

Motion: Director Allen moved to approve the July 27, 2022 Board of Directors General Meeting Minutes. Treasurer Bremer seconded. Motion carried unanimously.

4. Finances:

4.1 Review & accept (unaudited) Financial Reports dated June 30, 2022 and July 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 July 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 July 31, 2022: Operating cash = \$1,597,294.22; Reserve cash & CDs: Mountainshyre= \$296,199.00; Caughlin Creek/Deer Creek= \$652,149.00; CRHA= \$938,845.00; Grand Total= \$1,887,193.00.
- CRHA continues to accrue Whispering Canyon reserve contributions based on a preliminary reserve study performed in 2020.
- Through July 31, 2022, and on an accrual basis, Total (Operating) Income was \$1,277,479.00; this is under YTD Budget by \$7,383.00. At this time, all reserve transfers are being deposited on a quarterly basis due to positive cash flow.
- Total (Operating) Expense was \$1,248,259.00; this is under YTD Budget by \$88,049.00.

- Expense recap: Operating = \$42,122.00 under budget; Payroll = \$39,389.00 under budget; R&M = (\$475.00) over budget; Utilities = \$7,013.00 under budget.
- Total (Operating) Excess Revenue/Expense = \$29,220.00 under budget YTD.
- Total Reserve Income was \$219,894.00; this is under budget by \$705.00.
- Total Reserve Expenses were \$125,058.00; 2022 Reserve Expense Budget = \$280,813.00.

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 June 30, 2022 and July 31, 2022 as presented; Director Allen 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 provided the report, stating the Finance & Budget Committee met in conjunction with the Board of Directors on August 22, 2022 in a Budget Workshop to review the draft 2023 budget(s) to be presented for the Board's consideration at today's meeting.

Following the Budget Workshop, the F&B Committee provided the Board with their recommendation to approve the 2023 Annual Operating and Reserve Budgets with a ten (10) percent increase in assessments. A copy of the email from the F&B Committee was provided to the Board.

5.2 Landscaping & Maintenance; L&M Superintendent Lisenby, NV Contractor's Lic. #0081131 Miscellaneous Projects / Weekly Maintenance In addition to the daily landscape maintenance tasks, the following projects were addressed.

- Irrigation systems being repaired and adjusted daily.
- Irrigation start times are being reduced to once per watering day.
- Steamboat Ditch was turned off on October 3rd.
- Maintenance Crews are mowing weekly along with cleaning planter beds and trimming shrubs.
- Maintenance Crews are finishing their first round of defensible space clearing.
- 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.
- Turned the water off to 90% of the Wildflowers.
- Installed a new memorial bench in lower Caughlin Ranch.
- Parks are inspected and cleaned daily.
- 12 dead trees have been cut down and will be replaced this Fall.
- 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 two memorial benches near the first set of ponds on lower Caughlin Pkwy.

5.3 Architectural Control Committee (ACC); Secretary Naccarato

Secretary Naccarato presented the ACC report and advised that there were 69 projects reviewed from 07/01/2022 to 08/31/2022. Of those, 64 were approved with the standard conditions, 4 were returned unapproved, and 1 was on hold pending legal/Board review and response. The ACC meets twice per month on the 2nd and 4th Thursdays, except for November and December when they meet once per month. (A copy of the detailed list of submittals was provided to the Board with their Executive Session packet.)

5.4 Community Events; Vice President Attaway

Vice President Attaway provided a report to the Board. This year's July Artown concerts enjoyed banner attendance with no smoke. Thanks to staff who have been so helpful this year with events. VP Attaway asked Assistant Manager Sandy Wheeler to provide additional information on events. This year's annual barbeque was a success with over 200 in attendance.

Oktoberfest will be held at the Elks Lodge on October 3rd; RSVP's are needed. A Sock Drive and Raffle will be a part of this event.

The Angel Tree Program and Senior Blanket Drive which support a local elementary school and senior center will be held again this year during the month of November. A coat drive is scheduled for January.

The Events Committee met in August and September to discuss plans for upcoming events.

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

5.5 Branding / Signage Ad Hoc Committee; Vice President Attaway

At a previous 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.

a) Review Schedule for Updating Signage and Other Logo'd Items

A list (in-progress) of signage and other logo'd materials to be updated was provided to the Board. The first five (5) monuments signs recommended to be replaced include the Caughlin Creek monument signs (2) and the Caughlin Ranch entry signs (3). After discussion, it was clarified that the Caughlin Creek monument signs should coincide with what the Board approved at a previous meeting. Vice President Attaway noted that the "Welcome to Juniper Trails" sign on Plateau needs to be added to the list.

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 July 27, 2022:

- Approved the 05/25/2022 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, communication with attorneys regarding pending turnover(s), and action on how to proceed.

- 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 as well as others.
- 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, if any.

5.7 Community (and other important) Information; GM Nunley

In addition to items addressed in this meeting, GM Nunley provided some highlights on projects and issues which have taken place since the last meeting:

- On August 16-19 the Village Green Park pathways were resurfaced by Apex Paving. The project was successful and was overseen by Seth Padovan and Randy Lisenby.
- Candidate Nomination Forms have been distributed via the Caughlin Rancher in anticipation of the annual Board elections in November.
- Budget preparation was conducted during July and August for presentation at the Workshop in August and final presentation to the Board during this meeting.
- Staff efforts (led by Sandy) resulted in a full and well-attended annual Residents' BBQ. Those attending were generous in the donations to the Food Bank Fundraiser.
- Coordination with the property manager of Caughlin Crossing Commercial Center for the office parking lot resurfacing is in process and should be completed sometime this Fall.
- Kim and Lisa have been providing support and assistance to Caughlin Creek HOA Board as they work to transition to a new management company.
- In September, Washoe County performed micro-surfacing (asphalt work) on Caughlin Parkway from Sourdough Circle to Sawbuck.
- Lisa took CAI's M-310 class (management company administration) in September; she also virtually attended CIC Commission Workshop on September 13th (a follow up email with the results was sent to the Board).
- 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.
- Al Dennis, Homeowners Bill Houston and Donn Daggett, and Lisa Nunley met at Caughlin Ranch with Commissioner Alexis Hill on September 15th to discuss concerns about vehicle speeding on Caughlin Pkwy. Commissioner Hill was receptive to the concerns and provided positive comments on the County's ability to assist with some of the requested recommendations. She stated there would be follow up from her office in approximately one month. The follow up letter sent to Commission Hill was provided to the Board.

- a) **Provide Board with Follow Up Info in Response to Homeowner Concern re Mountainshyre Gate**
GM Nunley provided a recap and response as follows. During homeowner comments at the July 27, 2022 Board Meeting, a homeowner from Mountainshyre expressed concern and requested action be taken so that his, and other Mountainshyre residents', motorcycles can activate the exit gate when they approach (and also so they don't have to purchase a remote for the exit gate operator).

Lisa and Sandy met with the technician from Sierra Gate Controls on 08.31.2022 to inquire if anything further can be installed so that motorcycles are recognized by the loop system.

Mike with Sierra Gate Controls confirmed that the previous loop system would recognize a motorcycle to activate the gate to open. New loops were added (and existing loops replaced) because the original builder did not install loops at outside of the exit gate and vehicles were getting hit by the gate because there was no loop sensor to keep the gate open.

The new loops that were installed are the most updated style of loops that work with the gate system, and they are the only loops available on the market right now. There currently is no loop system that will recognize motorcycles. That is why remotes were integrated with the exit operator and residents may purchase a remote at cost for \$28.65. Using a remote will ensure they can safely exit the gate. Adding an additional loop (as requested by the homeowner) is not a solution. Nor is adding a push-button system because the button would need to be on the right side, and the location would encroach on homeowner property.

It was acknowledged that it is inconvenient to have to use a remote to exit the gate, but it is the best and safest solution at this time.

- The homeowner addressed the Board and reiterated his complaint about the gate not recognizing his motorcycle. He distributed letters from other homeowners in Mountainshyre who own motorcycles. Management will review the letters and will follow up.

6. Old Business:

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

Attorney Oliphant provided the following information:

It has been a long process toward the turnover of this neighborhood from Tim Lewis Communities (TLC) to CRHA. Before the Board can accept the turnover, TLC needs to provide a full reserve study with site visit (completed by a reserve specialist), then they need to pay their share of the reserve funding to cover the costs as outlined in the reserve study. Once done, a final inspection is conducted. The developer must then complete any final items resulting from that inspection.

Attorney Oliphant invited the owners present to forward any concerns regarding the common area (along with a photo) to management. The engineer who will be present during the final inspection will review those concerns and will work with management to develop the final "punch list."

Once the foregoing is done, and the items on the punch list are resolved by the developer, then the Board may consider acceptance of the common areas.

At this time, the Board permitted owners from Whispering Canyon to ask questions (with a two-minute time limit).

- A homeowner (not from Whispering Canyon) stated a swale in the northwest area of the neighborhood is eroded behind homes in the cul de sac. The hillside is eroding and needs shoring up. Per Attorney Oliphant, we will have to review the plans. If it was not on the plans, TLC is not responsible for fixing it but it can be added to a punch list to be addressed.
- A homeowner spoke about the seeding effort on the hillsides which should help with stabilization.
- A homeowner inquired about the status of the vehicle gate and expressed concerns about safety and security. It is currently closed from 6:30pm to 6:30am. The homeowner also suggested there

be more communication to the community regarding the turnover process; they are unaware of the status. Homeowners were reminded that the Board addresses this item at every Board meeting.

- Multiple homeowners expressed concerns about the vehicle gate being open during the day. There have been issues with thefts and other security concerns. A homeowner noted that he understands CRHA cannot make changes to the gate at this time, but TLC is not doing anything either.
- A homeowner commented on communication issues with Tim Lewis; they do not provide any follow up action. The homeowner asked to see a punch list and suggested setting up a timeframe for items to be completed.
- Discussion ensued. Attorney Oliphant suggested that management send an email approximately two weeks prior to the final inspection letter homeowners know they would need any additional items by a specific date. Attorney Oliphant provided further explanation about the Improvement Agreement (the document TLC signed when they initially began the development). The Board has had to remind them all along the about the requirements of the agreement and has conducted numerous courtesy inspections. Front yards have finally all be completed. They now need to complete common areas and provide reserve study/funding.
During discussion it was clarified that the punch list items are only for the common area. Homeowners must communicate directly with TLC regarding repairs to their property.
- A homeowner inquired about snow removal.
 - The streets are privately owned by TLC. Once it's turned over, CRHA will be responsible.
- A homeowner stated that the CRHA should sue TLC so that they are pressured to take care of gates, landscaping, trash, etc.
 - The homeowner was provided an explanation regarding the legal process and constraints.
- A homeowner inquired about the reserve assessments that have been paid by homeowners. The homeowner asked if they could use the Vista Pointe Pool.
 - Approximately \$103,000.00 has been accrued toward the reserve fund. The Vista Pointe Pool is for Vista Pointe homeowners only.
- A homeowner expressed concerns about costs and gates.
- A homeowner stated they would provide their punch list items and asked to meet informally after all items are provided.

Additional discussion ensued regarding the foregoing homeowner concerns.

The Board was provided with additional details in their Board packet.

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

At this time, the Board moved up Item 7.15 on the Agenda to accommodate Lisa Ericson's CPM proposal presentation.

7.15 Review & Approve CPM Agreement for Caughlin Rancher Publication

Lisa Ericson of CPM presented an overview of her proposal for publication services for the Caughlin Rancher. CPM is currently in the second year of the 2-year agreement with CRHA. Ms. Ericson is requesting the Board consider a revision to the existing agreement to account for increased postage and printing rates for the Caughlin Rancher. Revised agreement is provided for the Board's consideration.

Recommended Motion: Secretary Naccarato moved to approve the Agreement from CPM for the publication of the Caughlin Rancher with a not to exceed cost of \$1,500.00 for the period

10.01.2022 through 09.30.2023 as presented. Treasurer Bremer seconded. Motion unanimously carried.

The meeting returned to its ordered agenda.

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

At the last meeting, Attorney Oliphant informed the Board that, per NRS116.3102, the Board could grant the owner a permanent easement, rather than a revocable license. The homeowner and his counsel have agreed to the easement, but the parties have not agreed on the price for the easement. The Association has offered to grant the easement based on an appraisal obtained by the homeowner. Homeowner obtained an appraiser who stated he could not value the property because there were no comparable sales to use. The homeowner then offered to pay the same square footage price he purchased his property 20 years ago. The Association offered to grant the easement based on the current land sales square footage price. That information was provided to the homeowner and counsel; the amount equaled approximately \$5,000.00. Homeowner's counsel then informed the Board he will pay a 50 percent discount, or \$2,500.00, for the easement. (The Board was provided with an email from Attorney Oliphant with additional details.)

Discussion ensued and it was agreed that the Board needs a standardized fee going forward to apply to other similar requests as well.

Motion: Director Ginsburg moved to put this item on hold until a generalized plan for permanent/non-revocable easements can be developed. Director Black seconded. 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 & 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. Attorney Oliphant reviewed the request and recommended the Board respond with additional questions regarding responsibility for trails maintenance (and related costs), liability and reserve funding for future trails maintenance.

An email has been sent to Mr. Joell and a response was received from Joanne Lowden, Natural Resource Planner with Washoe County. The Board was provided with a copy of the email.

Per Attorney Oliphant, the Board's concerns are addressed in the email from Ms. Lowden. The next step would be for the Board to decide if they wish to move forward.

Discussion ensued and questions posed regarding specific location, proximity to homes and impact on residents. President Dennis clarified that this is just conceptual at this time. The Board would like more information regarding plan with location, proximity to residents, planned use and materials and any other information. GM Nunley will email Ms. Lowden with these questions.

Motion: Secretary Naccarato moved to postpone any decisions pending receipt of additional information. Treasurer Bremer seconded. Motion unanimously carried.

6.5 Review & Approve Creek Crossing (Caughlin Glen) Design Proposal *

GM Nunley provided an update. Seth Padovan's associate, Kent Hanford, is working on getting costs together for the creek crossing. He is working with an engineer to create a proposal for the design stage. He was unable to complete this for today's meeting, but should have it ready for the November 16th meeting. The proposal will accompany plans for three (3) possible design options along with a cost to build.

Motion: Secretary Naccarato moved to postpone this item to the next meeting. Director Black seconded. Motion unanimously carried.

7. New Business:

7.1 Review & Approve Eaglesnest HOA Landscape/Snow Removal Services Agreement 01.01.2023 through 12.31.2023

The Board was provided with the Eaglesnest HOA Landscape/Snow Removal Services Agreement for 2023 for consideration. The substantial changes include an 8 percent increase in annual base service fee and updated hourly rates to reflect the increase in wages.

Motion: Director Black moved to approve the Eaglesnest HOA Landscape/Snow Removal Services with an annual base fee amount of \$20,860.29 for the period 01.01.2023 through 12.31.2023 as presented. Secretary Naccarato seconded. Motion unanimously carried.

7.2 Review & Approve Caughlin Creek HOA Landscape Services Agreement 01.01.2023 through 12.31.2023

The Board was provided with the Caughlin Creek HOA Landscape Services Agreement for 2023 for consideration. The substantial changes include an 8 percent increase in annual base service fee, updated hourly rates to reflect the increase in wages, and removal of the Snow Removal item (streets are plowed as part of the CRHA master association snow removal efforts).

Motion: Director Ginsburg moved to approve the Caughlin Creek HOA Landscape Services contract with an annual base fee amount of \$26,595.96 for the period 01.01.2023 through 12.31.2023 as presented. Director Getz seconded. Motion unanimously carried.

7.3 Review & Approve Promontory Pointe Landscape/Snow Removal Services Agreement 01.01.2023 through 12.31.2023

The Board was provided with the Promontory Pointe HOA Landscape/Snow Removal Services Agreement for 2023 for consideration. The substantial changes include an adjustment to coverage period to include a full year of snow removal services, an 8 percent increase in annual base service fee and updated hourly rates to reflect the increase in wages.

Motion: Director Ginsburg moved to approve the Promontory Pointe HOA Landscape/Snow Removal Services contract with an annual base fee amount of \$13,455.60 for the period 11.01.2022 through 12.31.2023 as presented. Treasurer Bremer seconded. Motion passed with six (6) in favor and one (1) abstention (Director Black, owner in Promontory Pointe).

7.4 Review & Approve Caughlin Crossing Commercial Center Landscape/Snow Removal Services Agreement January 1, 2023 through December 31, 2023

The Board was provided with the Caughlin Crossing Commercial Center Landscape/Snow Removal Services Agreement for 2023 for consideration. The substantial changes include an 8 percent increase in annual base service fee and updated hourly rates to reflect the increase in wages.

Motion: Director Ginsburg moved to approve the Caughlin Crossing Commercial Center Landscape/Snow Removal Services contract with an annual base fee amount of \$17,120.28 for the period 01.01.2023 through 12.31.2023 as presented. Secretary Naccarato seconded. Motion unanimously carried.

7.5 Review & Approve Landscape (General) and Management (Professional) Services Liability Insurance Renewals Effective 10.01.2022. This Item is combined with the following Item 7.6.

7.6 Review & Approve Crime, Cyber Liability, Commercial Insurance Package, Umbrella, and Directors & Officers/Employment Practices Insurance Renewals Effective 10.01.2022

Items 7.5 and 7.6 are combined on the Insurance Premium Summary spreadsheet which was provided to the Board. Overall, the increase in premiums is \$11,841.56, bringing the total annual cost to \$100,606.00. Alpine Insurance is pursuing other bids for the Umbrella Premium, as that saw an increase of \$6,634.00.

Motion: Treasurer Bremer moved to approve the Association's Insurance Premium Renewals as presented for the period Oct 1, 2022 through Oct 1, 2023, in the amount of \$100,606.00. Director Getz seconded. Motion unanimously carried.

7.7 Review & Approve Employee Health Insurance Policies Effective 12.01.2022

The Employee Health Insurance Premiums renew effective 12.1.2022. Hometown Health's annual premium for Medical coverage is \$130,074.00, which is an increase of \$22,721.64.

Hometown Health's annual premium for Vision coverage is \$596.64, which is an increase of \$3.96.

Motion: Treasurer Bremer moved to approve the Employee Health Insurance Premium Renewals (Medical and Vision) as presented for renewal period Dec 1, 2022 through Dec 1, 2023, in the amount of \$130,670.64. Director Ginsburg seconded. Motion unanimously carried.

7.8 Review & Approve Revision to Village Green Park Use and Special Event Permit Application (to update fee schedule)

After communicating with Attorney Oliphant regarding this item, it was determined that this document requires a full legal review and redraft, to be presented at November Meeting.

Motion: Secretary Naccarato moved to postpone this item to the November 16, 2022 General Board Meeting. Treasurer Bremer seconded. Motion unanimously carried.

7.9 Review & Approve Revision to ACC Charter (to update Professional Compensation)

Minor revisions are presented for the ACC Charter to include addition of professional compensation for solar additions and arborist review. Attorney Oliphant has reviewed the proposed changes.

Motion: Secretary Naccarato moved to approve the revisions to the ACC Charter as presented. Director Black seconded. Motion unanimously carried.

7.10 Review & Approve Revision to ACS&G's (to update various items)

Pages 9 and 10 of the ACS&G's have been revised to include County Recording Fees and to remove the list of professional fees and refer owners to the list in the ACC Charter. Attorney Oliphant has reviewed the proposed changes.

Motion: Director Allen moved to approve the revisions to the ACS&G's as presented. Treasurer Bremer seconded. Motion unanimously carried.

7.11 Review & Approve Revision to Rules & Regulations, Violation & Fine Policy, and Construction Penalty Schedule (to update various items)

Pages with revisions were presented for consideration as follows: #15. Add: Other watercraft...; #36 Remove paragraph permitting HOA-utilized drones for compliance inspections; IIIB.1.b. Correct the fine amounts and other verbiage to be consistent with NRS 116.31031; revise approval date. Attorney Oliphant has reviewed the proposed changes.

Motion: Director Ginsburg moved to approve the revisions to the Rules & Regulations as presented. Treasurer Bremer seconded. Motion unanimously carried.

7.12 Review & Approve Proposed 2023 Meeting and Other Important Dates Calendar

The Proposed 2023 Board Meeting and Other Important Dates Calendar was provided for the Board's consideration. Dates are subject to change.

Motion: Secretary Naccarato moved to approve the 2023 Meeting and Other Important Dates Calendar as presented. Director Black seconded. Motion unanimously carried.

7.13 Review & Approve Proposed 2023 Community Events Calendar

The Proposed 2023 Community Events Calendar was provided for the Board's consideration. Dates and events are subject to change.

Motion: Director Black moved to approve the 2023 Community Events Calendar as presented. Director Getz seconded. Motion unanimously carried.

7.14 Review & Approve Proposed 2023 Architectural Control Committee Schedule

The Proposed 2023 Architectural Control Committee Schedule was provided for the Board's consideration. Dates are subject to change.

Motion: Treasurer Bremer moved to approve the 2023 Architectural Control Committee Schedule as presented. Secretary Naccarato seconded. Motion unanimously carried.

7.15 Review & Approve CPM Agreement for Caughlin Rancher Publication

This item was addressed earlier in the meeting.

7.16 Review & Approve Agreement with McClintock Accountancy for 2022 Annual Audit/Tax Prep

The Board was provided with McClintock Accountancy's proposal to provide 2022 Annual Audit and Tax Preparation services for a fee of \$10,000.00 for the audit and \$1,550.00 for the income tax return. (The proposal for 2021 services was \$9,800.00 for the audit and \$1,525.00 for the income tax return.) Provided for the Board's consideration.

Motion: Director Black moved to approve the proposal from McClintock Accountancy for the 2022 Annual Audit in the amount of \$10,000.00 and the 2022 Tax Preparation for \$1,550.00 as presented. Director Ginsburg seconded. Motion unanimously carried.

7.17 Review & Approve Agreement with Erlach Computer Consulting eff. 10.01.2022

The Board was provided with Erlach Computer Consulting's proposal for the administration and maintenance of CRHA's computer systems and network. Erlach is the existing vendor for this service and staff are satisfied with their services. The service selected is "Pro Managed Services" at a cost of \$2,179.44 per month for two years effective 10.01.2022. Provided for the Board's consideration.

Motion: Treasurer Bremer moved to approve the proposal as presented from Erlach Computer Consulting for the Pro Managed Services at \$2,179.44 per month for two years effective 10.01.2022. Director Black seconded. Motion unanimously carried.

7.18 Review & Approve 2023 Annual Operating and Reserve Budgets

The Board was provided with the proposed 2023 Annual Operating and Reserve Budgets for their consideration. This budget includes a 10% assessment increase as recommended by the F&B Committee and as reviewed by the Board of Directors and the F&B Committee during the Budget Review Workshop on August 22nd. The spreadsheet is attached, and the full excel worksheets were provided separately on the Board's tablets.

Discussion included comments regarding the process to develop the budgets, the F&B's contribution, and the comparison of 10-year forecasts. Both the F&B Committee and the Board agree that a 10% increase in assessments is required to cover operating costs for 2023.

Motion: Treasurer Bremer moved to approve the 2023 Operating and Reserve Budgets as presented. Director Black seconded. Motion unanimously carried.

7.19 Review & Approve General Manager Performance Review Committee & Procedure

The General Manager Performance Review Procedure and corresponding Review Form was provided for the Board's consideration and use. Per President Dennis, the Board is required once per year to conduct a formal review and appraisal on the General Manager. This is due for the next meeting. Three board members need to be appointed (one being the Board President)

Motion: President Dennis moved to confirm the appointment of President Dennis, Secretary Naccarato, and Treasurer Bremer to the General Manager Review Committee for 2022-2023.

Treasurer Bremer seconded.

Discussion ensued. Review forms have already been sent out to the Board; President Dennis would like them returned within the next two weeks.

Motion unanimously carried.

7.20 Review & Discuss Homeowner Concern regarding Concrete Swale in Common Area

A homeowner has expressed his disagreement with a recent installation of a concrete swale in the common area behind his home. The Board was provided with the homeowner's email wherein he specifies the reasons why and requests its removal.

The Board invited the Homeowner to present his concerns.

The homeowner presented concerns regarding the functionality and aesthetics of the concrete swale behind his home. He stated he thinks it looks "awful" and objects to the plans for the landscape crew to add fill dirt; he doesn't think the dirt will be clean.

He stated he has never had a drainage problem behind his house. President Dennis reminded him that he has stated the rockery wall behind his home has been impacted by drainage issues.

The homeowner suggested installing a french drain or a trench with a liner instead and then offered to remove and dispose of the swale.

In response to the question from the Board about how the decision was made to install a swale, Asst Mgr Wheeler shared that the previous manager had a conversation with the Homeowner in 2021 about the drainage impact on the rockery wall and this was the resulting plan.

A board member suggested that the engineer, Seth Padovan, should inspect.

In response to the Homeowner's statement that the HOA should have to comply with the same aesthetic requirements as homeowners, Attorney Oliphant relayed that the ACS&G's govern homeowner property, not the common areas.

Motion: Director Black moved to postpone a decision until more information can be obtained about, and the engineer scheduled to inspect, the concrete swale. Secretary Naccarato seconded. Motion unanimously approved.

8. Member Comments:

- A homeowner expressed his dissatisfaction with the ACC process. He stated the process to obtain ACC approval is "arbitrary and capricious." Some of his specific issues were with how approvals are determined and processed, the requirements to purchase HOA signage for projects, and having to have signatures notarized. He further conveyed his disagreement with having photos taken of the completed work, especially when the electrical panels for the solar system were in his garage; he did not want anyone from the HOA in his garage. The Board thanked the homeowner.

9. Announce Future Meeting Dates & Adjourn:

- Thursday, Nov 3rd - Candidate Forum: Meet the Candidates 5:00p.m. (if necessary)
- Monday, Nov 14th - Annual Ballot Deadline 11:00am (if necessary)
Call 2022 Annual Members Meeting to Order at 12:00p.m.; Open/Tally Secret Ballots (if necessary). Recess meeting once ballots are counted.
- Monday, Nov 14th - Board Agenda Workshop at 4:00p.m.
- Monday, Nov 14th - Board of Directors Executive Session at 5:30p.m.
- Wednesday, Nov 16th - Reconvene 2022 Annual Members Meeting/2023 Budget Ratification Meeting at 6:30p.m. at The Elks Lodge (597 Kumle Ln, Reno, NV 89509)
- Board of Directors Organizational Meeting & General Board Meeting will immediately follow the 2022 Annual Member Meeting/2023 Budget Ratification Meeting

Motion: Secretary Naccarato moved to adjourn the meeting at 8:35p.m.; Director Ginsburg seconded. Motion unanimously carried.



Drew Naccarato, Secretary Board of Directors
Caughlin Ranch Homeowners Association