

**Board of Directors General Business Meeting Minutes  
Wednesday, May 24, 2023 at 6:00pm**

**Meeting held in-person at the Caughlin Ranch HOA conference room & virtually 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	Thomas Keiffer, Director

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

Lisa Nunley, General Manager	Randy Lisenby, L & M Superintendent
Kim Teepe, ACC & Compliance/CAM	Shawn Oliphant, Legal Counsel
<i>Guest Speaker:</i> Seth Padovan, Engineer (For Item 6.7)	
<i>Guest Speaker:</i> Cole Estill, Owner, Victory Sheep Co. (for Item 6.8)	

5 Homeowners In Person; 0 Homeowners Virtual

- 1. Call to order and establish quorum:** President Dennis called the meeting to order at 6:15p.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.
  - A homeowner from Whispering Canyon expressed concern about paying assessments for the past four years, especially since they are not members of the association. An explanation was provided to the homeowner by GM Nunley, President Dennis and Secretary Naccarato about how the Whispering Canyon neighborhood is a part of the Master Association; the common areas have just not been turned over yet by the Developer/Declarant (Tim Lewis Communities). The homeowner inquired about the distribution of assessments and reserve funds. Additional explanations were provided.

\*At this point in the meeting, the Board agreed to move Items 6.7 and 6.8 up on the agenda to accommodate guest speakers who were in attendance to address those items.

**6.7 Open Proposals, Review & Possibly Select Vendor for 2023 Pavement Maintenance (Caughlin Creek/Deer Creek Trails/Streets & other CRHA Trails)  
- And Approval of a Geotechnical Testing and Inspection Proposal from CME  
- Guest Speaker, Seth Padovan, Engineer\***

The Board was provided with the Scope of Work sent to vendors for the 2023 Pavement Maintenance project(s). Engineer, Seth Padovan, was in attendance to answer questions during the bid opening process.

**Caughlin Creek Unit 1-3 Roadway Rehab Project.** Three vendors submitted bids.

- Apex Grading & Paving. \$450,955.08
- West Coast Paving \$626,337.00
- Sierra Nevada Construction (SNC) \$889,002.50

The Board inquired about the differences between the bid amounts. Per Seth, the bids were returned as “apples to apples.” It could be a different in the level of quality, possibly more change orders for the lower bidder, and/or less mobilization costs. Also, SNC is so busy they may have bid themselves out of consideration.

Discussion ensued regarding details of the bids and the paver portion. This is a reserve expense.

**Motion: Director Black moved to approve Apex Grading & Paving as the vendor to perform the 2023 Caughlin Creek Unit 1-3 Paving Project in the amount of \$450,955.08; Treasurer Bremer seconded.**

Discussion ensued regarding contingency approval and 30-day timeline which is included in the contract.  
**Motion unanimously carried.**

**CRHA Asphalt Pavement Maintenance – Paths and Streets.** Two vendors submitted bids.

- Intermountain Slurry Seal. \$303,646.33
- Sierra Nevada Construction (SNC) \$267,823.86

The Board asked Seth about his experience with the vendors. Per Seth, he has used SNC exclusively at CRHA in the past for asphalt pavement maintenance on paths and streets.

**Motion: Director Black moved to approve SNC as the vendor to perform the 2023 CRHA Asphalt Pavement Maintenance for Paths and Streets in the amount of \$267,823.86; Treasurer Bremer seconded. Motion unanimously carried.**

### **Geotechnical Testing & Inspection**

**Motion: Treasurer Bremer moved to approve the Geotechnical Testing & Inspection proposal from CME in the amount of \$11,100.00 as presented. Director Keiffer seconded. Motion unanimously carried.**

Per Seth, anticipated (estimated) start dates are sometime in June for Apex Grading and sometime in the fall for SNC. Seth will be responsible for oversight of both projects.

The Board thanked Seth for attending and answering questions.

## **6.8 Review & Possibly Approve Victory Sheep Contract for Wildfire Prevention Services (Defensible Space)**

At the March 22, 2023 Board Meeting, the Board approved the proposal from Victory Sheep to perform defensible space services utilizing sheep and goats contingent upon approval of a contract to be reviewed and approved in a duly noticed Board Meeting.

The Board was provided with the contract for the grazing services. This contract has been reviewed (and revisions incorporated) by Attorney Oliphant.

Cole Estill, owner of Victory Sheep, was in attendance and answered questions pertaining to the contract. An additional revision will be added to Item 7 “to last approximately to August 1, 2023.”

**Motion: Director Black moved to approve the contract from Victory Sheep with one revision to Item 7, “to last approximately to August 1, 2023.” Treasurer Bremer seconded. Motion unanimously carried.**

Staff will send out an email blast to all homeowners and letters regarding date of delivery will be provided to the homes directly affected.

## **3. Minutes:**

### **3.1 Review & approve March 22, 2023, Board of Directors General Meeting Minutes**

The Board was provided with the draft minutes from the March 22, 2023, Board of Directors General Meeting.

**Motion: Treasurer Bremer moved to approve the March 22, 2023 Board of Directors General Meeting Minutes. Director Keiffer seconded. Motion unanimously carried.**

**4. Finances:**

**4.1 Review & accept (unaudited) Financial Reports dated Feb. 28, 2023 and Mar. 31, 2023**

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

- 2023 CD Schedule enclosed.
- Treasurer Bremer has been provided with 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 February 28, 2023 and March 31, 2023.
- 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 = \$1,509,045  
Reserve cash and CD's: Mountainshyre = \$298,320; Caughlin Creek = \$663,151; Whispering Canyon = \$34,159 CRHA = \$760,018; Grand Total = \$1,755,648.
- CRHA continues to accrue for the Whispering Canyon reserve contributions.
- Through March 31st on an accrual basis, Total (Operating) Income was \$618,482; under YTD Budget by \$1,611. At this time, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$484,668; under YTD Budget by \$10,366.
- Expense recap: Operating = \$5,094 under budget; Payroll = \$1,469 over budget; R&M = \$5,125 under budget; Utilities = \$1,615 under budget.
- Total (Operating) Excess Revenue / Expense = \$133,813; over budget by \$8,755.
- Total Reserve Income was \$93,490; over budget by \$14,744.
- Total Reserve Expenses were \$117,025; 2023 Reserve Expense Budget = \$868,092.

**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 February 28, 2023 and March 31, 2023; Director Ginsburg seconded. Motion unanimously carried.**

**4.2 Review/Approve draft Reserve Study Updates (without site visit) by Browning Reserve**

Attached are the summary pages from the Reserve Study Updates for CRHA, Caughlin Creek/Deer Creek, Mountainshyre and Whispering Canyon for fiscal year 2024 for the Board's review and approval. Changes from 2023 to 2024 are:

- Caughlin Ranch HOA. 2023 contribution \$213,349.00; 2024 contribution \$222,523.00 (4.3% increase)
- Caughlin Ck/Deer Ck: 2023 contribution \$45,556.00; 2024 contribution \$48,153.00 (5.7% increase)
- Mountainshyre: 2023 contribution \$20,222.00; 2024 contribution \$21,981.00 (8.7% increase)
- Whispering Canyon: 2023 contribution \$34,153.00; 2024 contribution \$38,905.00 (13.9% increase)

Also please note, where costs were currently unknown for the remaining 2023 projects (asphalt and concrete work, bridge at Alum Creek, painting of 1070/1050 Caughlin Crossing), Browning Reserve has indicated they can update these studies once the bids/costs are known.

The complete studies may be found on the Board's tablets (Reserve Studies/2024 Updates).

**Motion: Secretary Naccarato moved to approve the Reserve Study Updates for CRHA, Caughlin Creek/Deer Creek, Mountainshyre and Whispering Canyon as presented and as revised once the costs are known for the remaining 2023 projects, with reports to be ratified at the next meeting. Treasurer Bremer seconded the motion. Motion unanimously carried.**

#### **4.3 Ratify 2022 Tax Return as Prepared by McClintock Accountancy**

The Board was provided with the 2022 Tax Return as prepared and submitted by McClintock Accountancy. Taxes have been paid via EFTPS and the return mailed.

**Motion: Secretary Naccarato moved to ratify the 2022 Tax Return as prepared by McClintock Accountancy. Director Ginsburg seconded the motion. Motion unanimously carried.**

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

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

#### **5.1 Finance & Budget Committee (F&B); Treasurer Bremer & Mike Heffner, Committee Chair**

Treasurer Bremer reported that the Finance & Budget Committee has not met since their last meeting (in March). However, Mike Heffner, Committee Chair, has been in communication with GM Nunley and Treasurer Bremer regarding planning for the 2024 Annual Operating and Reserve Budgets. Staff have begun that planning process and will be presenting the draft 2024 budgets to the Board and F&B Committee prior to their August 21<sup>st</sup> Budget Review meeting.

#### **5.2 Landscaping and Maintenance; L&M Superintendent Lisenby, NV Contractor's License #0081131**

**Superintendent Lisenby presented his report to the Board.**

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

**In addition to the daily landscape maintenance tasks, the following projects were addressed:**

- Seasonal crew started 4/4/2023. We are currently 4 crewmembers short of a full crew.
- Spring cleanup still ongoing throughout the Ranch.
- Irrigation system is up and running. Steamboat Ditch turned on May 23<sup>rd</sup> and will run through approximately October 1<sup>st</sup>. All pumps will be running by tomorrow.
- Planted spring annual flowers.
- Replacing 35 trees damaged and removed due to the winter storms.
- Still removing broken tree branches throughout all common areas resulting from the storms.
- Fertilized turf for the first time this season.
- The issues resulting from snow melt are beginning to slow down.
- 2 New memorial benches installed in Caughlin Ranch.
- Purchased a used F-150 to replace one of the older trucks.
- Purchased replacements of small maintenance equipment. (Weedeaters, Chainsaws & 2 30" lawn mowers)
- New Caughlin Ranch logo decals installed on the maintenance trucks (and Ford Escape).
- Attended Stormwater Compliance class earlier in the year.
- All three (3) Parks are inspected and cleaned daily.

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

Sixty-two (62) applications were reviewed from 03/01/2023 through 04/30/2023. Of those, fifty-six (56) were approved with the standard conditions, four (4) were denied, one (1) was withdrawn by the homeowner, and one (1) was returned unapproved with suggestions for resubmittal. 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. (A copy of the detailed list of submittals was provided to the Board in their Executive Session packet.)

### **5.4 Community Events/Caughlin Rancher; Vice President Attaway**

VP Attaway reminded everyone that committee members are: Mike Ginsburg, Lisa Ericson, Al Dennis (Board Liaison) and herself.

VP Attaway provided a recap of recent and upcoming events.

Crosspeak Hike was a great event with 25+ joining the hike.

Community Garage Sale is scheduled for the first weekend of June (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>).

The Spring Birdwalk is scheduled for Saturday, June 10<sup>th</sup>.

Shredding Day event will be held on Saturday, June 24<sup>th</sup>. 2 boxes/bags of shredding may be given in exchange for FoodBank donations.

Concerts at Village Green Park will be held again this July in conjunction with Artown. Bands this year are:

- New Wave Crave – July 2
- Left of Centre – July 9
- Mighty Mike Schermer – July 16
- King Hippo – July 23
- Beatles Flashback – July 30

The Committee will meet again on May 31<sup>st</sup> to finalize the topics and articles for the July/August edition of the Caughlin Rancher.

A copy of the updated 2023 CRHA Community Events was provided to the Board in their meeting packet.

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

The new logo is gradually being incorporated into CRHA. Office stationery, the For Rent/For Sale signage, and Landscape/Maintenance uniforms. The most recent addition is the logo on the CRHA vehicles. The Branding Committee met on April 11<sup>th</sup> for a presentation by Gregg Stokes for entry signage ideas. Gregg agreed to fine tune a few of the sign ideas to provide to local sign companies for design creation. YESCO will be included for an RFP on upper and lower entry signs.

### **5.6 Strategic Plan Update; Secretary Naccarato**

Secretary Naccarato provided an overview of the March 30<sup>th</sup> Strategic Planning Session.

The Board was scheduled to meet on Thursday, May 18, 2023 for a Strategic Plan review and update. The date will be rescheduled so the Board may review the 2020-2024 Strategic Plan, updated action items and discuss ideas for future plans.

Staff has updated the objectives and the Board will need to review and provide input on any possible revisions.

Later this year, the goal is to start on a new 5-year plan for 2025-2029.

Secretary Naccarato further explained why the Board has developed and continues to expand its Strategic Plan. The Strategic Plan advanced the mission of the Caughlin Ranch community as a whole and its vision.

### **5.7 Executive Session Summary and Pending Legal Action against the Association; Attorney Oliphant**

The following items were reviewed during the last Executive Session Meeting held on May 24, 2023 (this meeting was recessed and will reconvene following this meeting):

- Approved the 03/22/2023 Executive meeting minutes.
- Pending legal action notices as follows:
- Discussed the status of the Eastridge common area deeds, communication with attorneys regarding pending turnover(s), and action on how proceed.
- Discussed the status of a homeowner complaint/dispute involving CRHA and Washoe County regarding potential easement deed associated with recent spur road abandonment.
- Discussed license to use common area by homeowner(s).
- Discussed Common Area Turnover of Tim Lewis Community, Whispering Canyon
- Reviewed the Violation Report & fines.
- Reviewed the most recent Architectural Control Committee Report.
- Reviewed Homeowner disputes, appeals and alleged violations. One in-person appeal took place.
- Reviewed the Accounts Receivable Aging Report.
- There were no bad debt write-offs.
- Discussed Personnel items.

### **5.7 Community (and other important) Information & Future Agenda Item(s); GM Nunley**

In addition to the items on this agenda, below are some other highlighted items and projects being addressed by management and staff since the last meeting (the list is not all-inclusive):

- As a follow-up to a recent meeting with Commissioner Alexis Hill regarding speeding concerns on Caughlin Parkway, she has informed us that a Traffic Policy process was initiated before winter and staff will perform the second phase after roads are clear. Rapid Flashers at the pedestrian crossing for the Alum Creek bridge (at Sourdough Circle) were installed in late April. Restriping of several of the pedestrian crossings was scheduled for the week of 4-24, but we have not observed that it has been completed yet. They were also scheduling speed and volume studies will be scheduled for Juniper Creek and Hackamore (which is outside of Caughlin Ranch and not near the Parkway. This data will inform if there is additional traffic calming required. We have not received any further updates; I have reached out to Commissioner Hill for more information.
- Randy and his crew have been extremely busy making the Ranch look beautiful. Their hard work is very much appreciated! Special thank you for cleaning up the bonfire remains, old furniture and wooden pallets in the common area near the storage facility and NV Energy station.
- Lisa attended a CAI sponsored continuing education classes (via Zoom) on April 7<sup>th</sup> “Handling FHA Accommodation Requests & Preparing for HUD Claims,” and again on April 18<sup>th</sup>, “Lawsuits, Litigation, Judgments and the Impact on the Association.”
- Concrete swale at 1600 Caughlin Creek was removed per the Board’s decision at the Nov 2022 meeting.
- Lisa and Sandy are in the beginning stages of 2024 budget prep.

- Reports are increasing regarding persons fishing in the ponds, dogs off leash in the greenbelt areas and on walking paths, solicitors in the neighborhoods, and large parties at night on weekends on Caughlin Ranch common area near the storage facility. There is room in the Community Patrol budget to increase hours during June, July, and August to help address these reports and concerns.
- Upcoming (non-routine) Agenda Items:
  - CRHA Office Bldg:
    - Possible Window Replacements; Upgrade Lighting Fixtures throughout;
    - Repair (install?) HVAC in small conference room
    - Possible wireless mic system and acoustic improvements for large conference room
  - Cottages Fences: CRHA Painting
  - Policies:
    - Events, Advertising and Caughlin Rancher Content Policy
    - Employee Handbook review/revisions
    - Flag/Sign/Yard Art rule revision/clarification

## **6. Old Business:**

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

#### **- Possibly Accept Deeds and Approve Bond Release Letter**

The following is the most recent update since the last meeting regarding the common area turnover efforts with Tim Lewis Communities (TLC) for Ridge Hollow / Whispering Canyon.

In accordance with the Improvement Agreement:

- At the March 22, 2023, General Board Meeting, the Board accepted the common areas.
- The Developer (TLC) was notified of this action on March 23, 2023.
- On April 25, 2023, TLC recorded the Notice of Completion (a copy provided to the Board).

Next steps are: 45 days after recording of the Notice of Completion (June 9, 2023 is day 45), the Developer is to deed each Common Area Parcel to the Association by Grant Bargain and Sales Deed. Title issues would also need to be worked out.

- The Board of Directors will need to approve the Grant Bargain and Sales Deeds and the Bond Release letter in a Board Meeting. Therefore, it is recommended that the Board recess this meeting and reconvene at a time convenient to Board Members possibly during the week of June 12, 2023.

### **6.2 Review & Approve Revised Common Area Encroachment Policy**

At the November 16, 2022, General Board Meeting, the Board approved the Policy for Common Area Encroachments. Since then, more has been learned about insurance coverage with respect to the additional insured requirement. This revision removes the Additional Insured requirement as homeowner policies will not permit this. The Board was provided with a redline and a clean copy for their information.

**Motion: Treasurer Bremer moved to approve the Revised Common Area Encroachment Policy as presented. Director Black seconded the motion. Motion unanimously carried.**

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

The Board was provided, for their review and consideration, a revised Easement Agreement for the common area adjacent to Lot JT-449. This revision reflects the change to the Common Area Encroachment Policy.

The homeowner, through his legal counsel (who has approved this agreement), has been provided with the new easement agreement and the price as previously provided. As of 05/24/2023, the signed and notarized easement agreement has not been delivered to the office. Numerous requests have been made to the homeowner for the document.

**Motion: Secretary Naccarato moved to postpone the Easement Agreement until the next regularly scheduled meeting; Treasurer Bremer seconded. Motion unanimously carried.**

**6.4 Review & Possibly Approve Easement and other Documents to Permit Construction of Sierra Front Trail Construction on Caughlin Ranch HOA Property**

At the last Board Meeting, the Board moved to tentatively approve the request to permit construction of the Sierra Front Trail on Caughlin Ranch HOA property with final approval to be ratified after all easement, insurance and other documents have been provided, reviewed by legal counsel and approved.

As part of the process to develop the Trail Easement and Maintenance Agreement, Joanne Lowden with Washoe County has submitted a Right of Entry request to the Board so the County's consultant may complete the surveys within the proposed trail alignment which will be used to develop the legal description for the Agreement. Attorney Oliphant has reviewed and added an indemnity clause which was approved by Ms. Lowden. The Right of Entry Agreement was provided to the Board for their consideration. The Trail Easement and Maintenance Agreement will be provided for Board approval at a future meeting.

**Motion: Director Black moved to approve the Right of Entry request from Washoe County as presented; Treasurer Bremer seconded. Motion unanimously carried.**

**6.5 Update on Status of Bridge/Creek Crossing on Alum Creek**

At the March 22, 2023, General Board Meeting, the Board was provided with an update from Kent Hanford, engineer and associate of Seth Padovan, on the permitting and engineering of the Bridge/Creek Crossing at Alum Creek. The goal was to have the necessary work completed to obtain the City of Reno building permit by June 1<sup>st</sup>, at which point it will go out to bid.

The most recent update from Kent Hanford as of May 18<sup>th</sup> is as follows:

*Lisa, We are running a little behind on the project. The civil engineer has prepared preliminary drawings and the structural engineer is starting his drawings this week. The State and Army Corp permitting has been prepared and coordinated with the agencies. Currently, I anticipate submittal for building permit to the City of Reno in mid-June with the permit ready to be issued in mid-July. I expect to issue the RFP to contractors by that time or sooner depending on the building permit comments we receive. I estimate the construction would likely begin sometime in September. If you have any questions, please let me know.*

No action was required by the Board.

**6.6 Review & Consider Request from Eaglesnest HOA to Install Locked Gate at Pedestrian Path**

At the March 22, 2023, Board Meeting, the Board reviewed this request from Eaglesnest HOA and decided to return it to Eaglesnest so they could conduct their due diligence and provide a legal opinion from Eaglesnest HOA legal counsel on whether it is legally possible to close the walking path.

As of this meeting, the Eaglesnest Board is still working with their legal counsel. An update will be provided at the July meeting.

No action was required by the Board.



**6.7 Open Proposals, Review & Possibly Select Vendor for 2023 Pavement Maintenance (Caughlin Creek/Deer Creek Trails/Streets & other CRHA Trails)**

**- And Approval of a Geotechnical Testing and Inspection Proposal from CME**

**– Guest Speaker, Seth Padovan, Engineer**

This item was addressed earlier in the meeting.

**6.8 Review & Possibly Approve Victory Sheep Contract for Wildfire Prevention Services (Defensible Space)**

This item was addressed earlier in the meeting.

**7. New Business:**

**7.1 Review & Consider Request from Whispering Canyon Homeowner(s) re Assessments**

A homeowner in Whispering Canyon has provided a letter to the Board requesting they consider a “rollback of the association rate increase (from 2023) to residents of Whispering Canyon, since our development is an anomaly within the association’s purview. Further the new 2023 rate should not be instituted for our residents until the first full-time billing cycle following the final inclusion of the development into the association.”

To assist the Board with discussion, the Board was provided with excerpts from the CC&R’s and statute regarding the Board’s responsibilities for establishing and collecting assessments.

The Board engaged in discussion regarding the requirement to fund reserves and there being no other legal way to do that without collecting assessments. It was also confirmed that the Whispering Canyon neighborhood is a part of the Association; the common area has not yet been turned over by the developer.

During the Board’s discussion, the homeowner invited himself to address the Board. He reiterated the points from his letter and requested a refund for services he believes he has not received.

Attorney Oliphant reiterated that once a lot comes into the Association it must be assessed. The developer has also paid assessments on all of the lots prior to being sold to homeowners. It is unfortunate the developer did not provide the services promised to homeowners.

Secretary Naccarato commented that he does not see how to grant the homeowner’s request and still comply with CC&R’s and state statute.

**Motion: Director Black moved to postpone this item to the next meeting. Motion died due to no second.**

**Motion: Director Keiffer moved to deny the homeowners’ request to “rollback” the association rate increase from 2023 for Whispering Canyon homeowners due to the Board’s obligation to apply assessments per CC&R’s and statute to all lots; Treasurer Bremer seconded. Motion unanimously carried.**

**7.2 Open Bids, Review & Possibly Select Vendor for HOA Office, Maint Bldg & Fence Repainting**

At the March 22, 2023, Board Meeting the Board was provided with a copy of the Scope of Work (developed by Danny Costa at Kelly Moore Paints) to repaint 1050 and 1070 Caughlin Crossing buildings and the fence at 1050 Caughlin Crossing. On March 24, 2023, the Scope of Work with an RFP was distributed to five (5) vendors. Those vendors are: APS, Battle Born Painting, Brush Bros, K Pro Painting, and MP Garcia Painting.

Of those five vendors, two returned bids. Those vendors are APS and K Pro Painting.

The Board was provided with the APS and K Pro Painting proposal (without the costs) for review.

GM Nunley stated she has previously worked with both vendors.

Bids were opened and the proposals were as follows:

- APS \$23,514.00
- K Pro \$15,465.00

This is a reserve expense.

**Motion: Secretary Naccarato moved to approve the proposal as presented from K Pro Painting in the amount of \$15,465.00 to repaint 1050 and 1070 Caughlin Crossing buildings and the fence at 1050 Caughlin Crossing. Treasurer Bremer seconded. Motion unanimously carried.**

### **7.3 Review & Possibly Approve Proposal from Erlach Consulting for New Laptop**

The oldest laptop (purchased in early 2019) will no longer hold a charge. The reserve study shows a laptop replacement for 2023 in the amount of \$2,786.00. Erlach has provided a proposal for a new Dell laptop in the amount of \$2,441.59. This is a reserve expense.

**Motion: Secretary Naccarato moved to approve the proposal from Erlach Computer Consulting as presented for a new (replacement) laptop in the amount of \$2,441.59. Treasurer Bremer seconded. Motion unanimously carried.**

### **7.4 Review & Possibly Approve Proposal from KDSound for Install of Acoustic Panels in Conference Room**

In an on-going effort to improve the acoustics in the large conference room, which will also enhance audio recordings of Board Meetings (required by statute), staff met with Kelly at KDSound for his professional input. The Board was provided with a proposal and sample photos for the purchase and installation of seven (7) 2'x8'x4" Acoustic Panels (color to blend with paint scheme) in the amount of \$2,752.62. This is initially an operating expense, but can be moved to the reserve study for future. Discussion ensued regarding placement and if there was a need for the panels. VP Attaway commented that those with hearing aids and issues would benefit. Director Black expressed concern about the cost possibly affecting the reserve fund balance.

**Motion: President Dennis moved to postpone this item for further research and review. Director Black seconded. Motion unanimously carried.**

### **7.5 Review Possibly Approve Proposal from APS for Maintenance Bldgs/Fencing Repairs**

In preparation for the upcoming HOA office buildings painting project, some significant repairs to the maintenance building, carport, shed and fencing need to be completed. APS has made a site visit and provided a proposal (provided to the Board) in the amount of \$9,732.00. This is a reserve expense.

**Motion: Director Black moved to approve the proposal from APS for Maintenance Buildings and Fencing Repairs as presented in the amount of \$9,732.00. Secretary Naccarato seconded. Motion unanimously carried.**

### **7.6 Review & Possibly Approve CRHA Office Fragrance Policy**

In response to an employee's request for accommodation, the Board was provided with a proposed Office Fragrance Policy which was developed with the assistance of HR Attorney Bonnie Drinkwater's office. This will be applicable to all office staff (not the landscape maintenance team) and will be incorporated into the Employee Handbook. If approved, it will become effective immediately.

**Motion: Director Ginsburg moved to approve the Office Fragrance Policy as presented. Treasurer Bremer seconded. Motion unanimously carried.**

**7.7 Ratify Earthquake Insurance Policy Renewal from Alpine Insurance**

The Earthquake Insurance Policy Renewal from Alpine Insurance was due 05.01.2023. The amount of the annual renewal policy (full policy provided to the Board) is \$4,075.00 (which is \$1K more than last year).

**Motion: Director Black moved to ratify the annual Earthquake Insurance Policy Renewal from Alpine Insurance in the amount of \$4,075.00. Treasurer Bremer seconded. Motion unanimously carried.**

**7.8 Ratify Office/Maint Bldg Pest Control Annual Services Contract with Summit IPM**

Ant infestation in the office and on-going mice in the maintenance area (including vehicles) requires treatment. The Board was provided with an annual services contract in the amount of \$485.00 with Summit IPM which was previously signed by President Dennis.

**Motion: Director Blacked moved to ratify the annual services contract with Summit IPM in the amount of \$485.00 for pest control services. Treasurer Bremer seconded. Motion unanimously carried.**

**7.9 Review & Possibly Approve Alum Creek HOA New Neighborhood Paint Color Schemes**

On May 11, 2023, The ACC reviewed and approved an application/submittal from Alum Creek HOA Board of Directors for new Neighborhood Paint Color Schemes. Next step is for the CRHA Board to grant final approval. The new color book was available for viewing during the meeting.

**Motion: Secretary Naccarato moved to approve the new Neighborhood Paint Color Schemes for Alum Creek HOA as approved by the ACC. Director Ginsburg seconded. Motion unanimously carried.**

**7.10 Discuss & Consider Revision to Rules & Regulations: Flags/Signs/Yard Art**

The office is receiving more complaints regarding flags, signs, and yard art that do not fit into any of the established rules. Kim, during her compliance tours, is also observing more of the same. The ACC has determined that the flags with a written message are considered signs. Some homeowners will remove them when they receive the courtesy notice, and others are disputing the notice (for various reasons).

For the Board's discussion, they were provided with recent correspondence with Attorney Oliphant, excerpts from statute, existing HOA rules and examples of some of the flags/signs/yard art.

**Motion: President Dennis moved to postpone this agenda item to another meeting to give the Board time to review and develop amendment(s) to existing policies to better clarify standards. Director Black seconded. Motion unanimously carried.**

**8. Member Comments:**

- A homeowner spoke about Agenda Item 7.10. They live near the elementary school and try to teach their children to be kind to one another. He wants to fly a flag with corresponding statements. He believes the rules on flags etc are vague, enforced inconsistently and wants the association to clarify; he has a pending application to the ACC.

Attorney Oliphant explained the history of the existing rules and asked the homeowner, "what would you recommend?" The homeowner did not have an immediate response. Discussion ensued. President Dennis explained that Item 7.10 will allow the Board to develop rules that will be standard and specific. He further invited the homeowner to join the Ad Hoc Committee to review and provide recommendations to the Board.

**9. Announce Future Meeting Dates & Adjourn (or Recess):**

- Board Agenda Workshop on Mon., July 24, 2023 at 4:00 p.m.; Exec. Session Workshop will follow.
- Board of Directors Executive Session on Wednesday, July 24, 2023 at 5:00 p.m. and General Business Meeting at 6:00 p.m.
- Budget Review Workshop, Mon., August 21, 2023 at 4:00 p.m. with Board & Finance & Budget Comm
- Strategic Planning Session TBD
- Reconvened Board Meeting TBD

**Motion: Director Black moved to recess the meeting at 8:35p.m., with the reconvened meeting date in June to be determined; Treasurer Bremer seconded. Motion unanimously carried.**

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**Caughlin Ranch Homeowners Association  
Minutes, cont.**

**Board of Directors General Business Meeting - Reconvened  
Thursday, June 29, 2023 at 5:00pm**

**Meeting held in-person at the Caughlin Ranch HOA conference room & virtually 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	Thomas Keiffer, Director

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

Lisa Nunley, General Manager	Randy Lisenby, L & M Superintendent
Sandy Wheeler, Asst. Mgr/CAM	Shawn Oliphant, Legal Counsel

6 Homeowners In Person; 0 Homeowners Virtual

1. **Call reconvened meeting to order and establish quorum:** President Dennis reconvened the meeting at 5:01p.m. A quorum was established with seven (7) Board Members present either in person, via teleconference and/or telephone.

**6. Old Business:**

**6.1 Review & possibly accept common area turnover of Ridge Hollow (Whispering Canyon)  
- Possibly Accept Deeds and Approve Bond Release Letter**

The following is the most recent update since the last meeting regarding the common area turnover efforts with Tim Lewis Communities (TLC) for Ridge Hollow / Whispering Canyon.

In accordance with the Improvement Agreement:

- At a previous board meeting the Board accepted the common area. The Developer (TLC) was notified and they recorded the Notice of Completion and officially informed all of their vendors.
- The required 45 days have elapsed (as outlined in the Improvement Agreement).

Next steps are: 45 days after recording of the Notice of Completion the Developer is to deed each Common Area Parcel to the Association by Grant Bargain and Sales Deed.

The Board of Directors then needs to accept the Grant Bargain and Sales Deed and approve the Bond Release letter in a Board Meeting.

The Board was provided with the Grant Bargain and Sales Deed and the Bond Release Letter for their consideration. Also provided for the Board's information was the title insurance schedule from First American Title and the estimated Settlement Statement.

Attorney Oliphant offered additional information. There have been no new liens during the past 45 days; therefore, no reason to not accept the Grant Bargain and Sales Deed. The Association has purchased the standard policy for title insurance.

There is one revision recommended for the Grant Bargain and Sales Deed. Since there are zero taxes to prorate, the phrase, "**Subject to 1. All general and special taxes for the current fiscal year**" should be removed.

The date of the title policy and date of closing will be updated once the revision to the deed is made and sent to Title.

Discussion ensued regarding the Bond Release Letter and a confirmation that President Dennis will be the signer on any closing related documents.

**Motion: Director Black moved to accept the Grant Bargain and Sales Deed with revisions as submitted by legal counsel; Treasurer Bremer seconded. Motion unanimously carried.**

**Motion: Director Black moved to approve the Bond Release Letter as presented; Director Ginsburg seconded. Motion unanimously carried.**

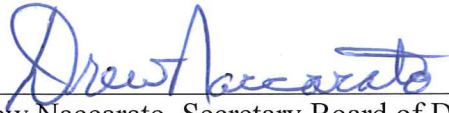
- **Member Comments.** President Dennis entertained questions from the homeowners present and reminded them of the guidelines regarding Member Comments.
  - A homeowner from Whispering Canyon relayed congratulations to the Board for action taken in today's meeting. He also stated he is not receiving emails even though he has provided an updated homeowner information form. And his name is not on the gate system. He reiterated his concern about paying the increase in assessments for 2023, does not agree with Article 6 of the CC&R's, and wants a credit to be applied to all Whispering Canyon homeowners as he does not believe the Whispering Canyon homeowners are in the association. Attorney Oliphant reminded the homeowner that the Whispering Canyon homeowners have always been in the association.
  - A homeowner from the Evergreen neighborhood expressed dissatisfaction with the landscaping in his neighborhood. He provided photos to the Board for their information.
  - A homeowner from Whispering Canyon informed the Board that the overhead sprinklers on the hillsides (that were hydroseeded last year) are not on. It's important to save the hillside before it's too late. Staff assured the homeowner that this would be the first priority after taking ownership of the common area.
  - A homeowner from Whispering Canyon inquired about who is responsible for the rockery walls behind their homes. After determining that the rockery walls were on homeowner property, he was informed that it is his responsibility. He also relayed a concern about a raised sidewalk by the mailbox near his home. He was told that the association is responsible and will take care of the repairs. He thanked the Board.

Caughlin Ranch HOA  
Board of Directors General Business Meeting  
May 24, 2023 & June 29, 2023 (reconvened)

**Announce Future Meeting Dates & Adjourn (or Recess):**

- Board Agenda Workshop on Mon., July 24, 2023 at 4:00 p.m.; Exec. Session Workshop will follow.
- Board of Directors Executive Session on Wednesday, July 26, 2023 at 5:00 p.m. and General Business Meeting at 6:00 p.m.
- Budget Review Workshop, Mon., August 21, 2023 at 4:00 p.m. with Board & Finance & Budget Comm
- Strategic Planning Workshop - TBD

**Motion: Secretary Naccarato moved to adjourn the meeting at 5:25p.m.; Treasurer Bremer seconded. Motion unanimously carried.**



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Drew Naccarato, Secretary Board of Directors  
Caughlin Ranch Homeowners Association