

Board of Directors General Business Meeting Agenda - REVISED

Monday, November 13, 2023 @ 4:00p.m.

Will be conducted virtually via GoToMeeting and In-person at the CRHA Offices

**** Log-in Information is on Page 2 of the Agenda ****

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 27, 2023, Board of Directors General Business Meeting Minutes *
4. **Finances:**
 - 4.1 Review & accept (un-audited) Financial Reports dated August 31, 2023, and September 30, 2023*
 - 4.2 Review & approve Bad Debt write-offs *
5. **Reports & Updates:**
 - 5.1 Finance & Budget Committee (F&B); **Treasurer 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 Strategic Plan Update & Set Next Meeting Date; **Drew Naccarato**
 - 5.7 Executive Session Summary and Pending Legal Action against the Association; **Attorney Oliphant**
 - 5.8 Community Information & Possible Future Agenda Item(s); **GM Nunley**
6. **Old Business:**
 - 6.1 Review & Possibly Approve Easement and other Documents to Permit Construction of Sierra Front Trail Construction on Caughlin Ranch HOA Property and/or Progress Report*
 - 6.2 Update Status of Bridge/Creek Crossing on Alum Creek/Possibly Review/Approve Contractor Proposals*
 - 6.3 Review and Consider Request from Eaglesnest HOA to Install Locked Gate at Pedestrian Path *
 - 6.4 Discuss & Consider Revision to Rules & Regulations: Flags/Signs/Yard Art, etc *
 - 6.5 Review & Approve Revision to ACS&G's (to update various items) *
 - 6.6 Ratify Agreement with UAR (United Assessment Recovery) for Collection Services *
 - 6.7 Review and Consider Homeowner Request to Landscape and Irrigate Floodway *
7. **New Business:**
 - 7.1 Review & Approve 2023/2024 Staff Compensation Plan *
 - 7.2 Review & Approve Employee Health Insurance Policies Effective 12.01.2023 *
 - 7.3 Review & Approve Workers Compensation Insurance Policy eff. 01/01/2024 *
 - 7.4 Review & Approve BEST Life Dental Insurance Renewal Eff 12/01/2023 *
 - 7.5 Review & Approve Short term/ Long term/life by Principal Life Insurance Coverage Eff 12/01/2023 *
 - 7.6 Review & Approve Proposal from Action Electric - Bitterroot Timeclock and Wiring Repairs/Replacements

- 7.7 Review & Approve Proposal from Tree Master for Pine Tree Trimming and Dead Wood Cleanup in Caughlin Creek/Deer Creek Neighborhoods
- 7.8 Review & Approve Quote from Village Management Software (VMS) for Web-based Hosting *
- 7.9 Review & Approve Proposal from APS for HOA Front Entry Office Improvements
- 7.10 Review & Approve Proposal from Office1 for HOA Office Copier
- 7.11 Ratify Change Order from SNC for Walking Paths
- 7.12 Review and Consider Moving the December 15th Board Orientation to a Date in January *
- 7.13 Appoint Members to the Architectural Control Committee *
- 7.14 Appoint Members to the Finance & Budget Committee *
- 7.15 Appoint Members to the Events Committee *
- 7.16 Review and Approve General Manager Contract *

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 or Recess *:

- **Friday, Dec 15, 2023 - Board Orientation / Training 9:00 a.m. - TENTATIVE**
- **Monday, Jan 22, 2024 - Board Agenda Workshop at 4:00 p.m.; Exec. Session Workshop follows**
- **Wednesday, Jan 24, 2024 - Board of Directors Executive Session at 5:00 p.m.
- General Business Meeting at 6:00 p.m.**
- **Thursday, Mar 21, 2024 - 2023 Audit Review with Finance & Budget Committee at 2:00 p.m.**

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Log in information below:

Board of Directors General Business Meeting

Monday, November 13, 2023, 4:00 PM

If joining remotely, 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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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.

**2023 ANNUAL MEMBERS MEETING WITH ELECTIONS AND
2024 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: November 15, 2023 @ 6:30 p.m.

Location: Pinocchio's Reno, 5995 S. Virginia St., Reno, NV 89502

***Both sessions will be conducted virtually via GoToMeeting and In-person
(Log in information is on Page 2)***

1. Call to Order and Welcome from Board President at 6:30 p.m.

2. 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.

3. 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:

4. Approval of November 16, 2022 Annual Members Election & 2023 Budget Ratification Meeting Minutes.

5. Announce Results of 2024 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."

6. Announce results of 2023 Annual Election of Directors; Three (3) Board Members will be seated.

7. Adjournment

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



**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
2023 ANNUAL MEMBERS ELECTION AND
2024 BUDGET RATIFICATION MEETING**

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Board of Directors Organizational Meeting Agenda
Pinocchio's Reno, 5995 S. Virginia St., Reno, NV 89502

Wednesday, November 15, 2023

**Immediately following the 2023 Annual Members Election
& 2024 Budget Ratification Meeting**

*To be conducted virtually via GoToMeeting and In-person
(Log in information is on Page 2)*

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3. **Board to Elect 2024 Board of Directors Officers ***

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5. **Announce Future Meeting Dates & Adjourn *:**
 - Board Orientation / Training December 15, 2023 at 9:00 a.m. – TENTATIVE
 - Board Agenda Workshop on Monday, January 22, 2024 at 4:00 p.m.; Executive Session Workshop will immediately follow.
 - Board of Directors Executive Session on Wednesday, January 24, 2024 at 5:00 p.m. and General Business Meeting at 6:00 p.m.

Log-In Information:

Board of Directors Organizational Meeting

Wednesday, November 15, 2023, Immediately following the 2023 Annual Members Election & 2024 Budget Ratification Meeting

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