

# CAUGHLIN RANCH

HOMEOWNERS ASSOCIATION

2022 Annual Election and 2023 Budget Ratification Meeting Minutes  
Wednesday, November 14 & 16, 2022  
CRHA Office (11.14.2022) & Reno Elks Lodge (11.16.2022)

**Board Members in attendance via teleconference and/or telephone:**

Al Dennis, President	Michele Attaway, Vice President
Drew Naccarato, Secretary	Steve Bremer, Treasurer
Michael Ginsburg, Director	Margaret Getz, Director      Allen Black, Director

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

Lisa Nunley, General Manager  
Randy Lisenby, L&M Landscape Superintendent  
Kim Teepe, Assistant Manager/CAM  
Shawn Oliphant, Association Attorney  
3 Homeowners

**12:00 p.m. Monday, November 14, 2022:**

- 1. Call to Order** (a quorum is not required).  
GM Nunley called the meeting to order at Noon. Asst. Manager Wheeler also in attendance.
- 2. Appointment of Inspector of Elections; Identify Member Volunteers to Open and Tally Secret Ballots**  
CRHA Members volunteering to open and tally secret ballots were:  
Vince and Diana Ames, Lisa Ericson, Phil Schweber, Chet Mallory and Jan Webster.  
All Members signed the Inspector of Elections form.
- 3. Secret Ballots** were opened and tallied by the six (6) homeowners in attendance.
- 4. Motion: Vince Ames moved to recess the Annual Meeting at 1:24pm; Diana Ames seconded. Motion unanimously carried.**

**The meeting will be reconvened on November 16, 2022 at the Reno Elks Lodge immediately following the Annual Dinner and General Board Meeting.**

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**Wednesday, November 16, 2022:**

- 5. Reconvene and Welcome from Board President following the 6:30pm General Board Meeting on Wednesday, November 16, 2022**  
President Al Dennis called the 2022 Annual Members & Election and 2023 Budget Ratification Meeting to order at 8:14p.m. and welcomed those present. (A quorum is not required.)
- 6. Member Comments:**  
There were no Member comments at this time.

## **7. Introductions & Recognition:**

President Dennis provided the following introductions and recognition:

- **Board Members – Introduce current Board Members:**

- Board President: Al Dennis
- Vice President: Michele Attaway
- Secretary: Drew Naccarato
- Treasurer: Steve Bremer
- Director: Allen Black
- Director: Margaret Getz
- Director: Mike Ginsburg

- **Committee Members; ACC, F&B and Events**

### ACC

- Guy Grimsley – co-Chairperson
- Paul Gianoli – co-Chairperson
- Jon Ericson
- Bill Houston
- Randy Lisenby – CRHA Landscape Superintendent and licensed Landscape Contractor
- Professional Advisors:
  - o Gail Richie – Architect (retired/resigned mid-year)
  - o Lewis Zaumeyer – Architect (appointed mid-year)
  - o Seth Padovan – Professional Engineer
  - o Dale Carlon – Arborist
- Drew Naccarato (Board Secretary) serves as the Board Liaison

### Finance & Budget

- Mike Heffner – Chairperson
- Vince Ames
- Allen Black
- Joyce Thompson
- Phil Schweber
- Steve Bremer (Board Treasurer) serves as the Board Liaison

### Events

- Michele Attaway – Chairperson
- Lisa Ericson
- Mike Ginsburg

- **Office Staff Introductions:**

- General Manager & Landscape Superintendent
  - **General Manager, Lisa Nunley**
    - Lisa is a Nevada Certified Supervising Community Manager and holds her CMCA, AMS and PCAM designations. She has been managing homeowner associations for more than 15 years. She is just finishing up her first year as GM at Caughlin Ranch and looks forward to many more!
  - **Landscape Superintendent, Randy Lisenby**
    - Randy holds a State of Nevada Contractor's license for Landscaping which allows CRHA to maintain the common areas, make beautification and irrigation improvements, and any other landscaping needs under that contract. We are grateful for his 29+ years with CRHA.
- Office Staff
  - **Sandy Wheeler– Office/Asst. Manager/Bookkeeper aka Finance Manager/Licensed Community Association Manager**
    - Sandy oversees the front office operations (which encompasses a lot!). She also fills the role of Finance Manager (much more than bookkeeper), is the point-person for supporting the Association's events, and is the font of historical knowledge. She just celebrated 10 years with CRHA and we anticipate at least 10 more.
  - **Kim Teepe – Licensed Community Association Manager/Asst. Manager/ACC Coordinator and CC&R Compliance Coordinator**
    - Kim served as the Manager of record for Caughlin Creek Sub-Association in 2022. She also coordinates, presents and follows up all Architectural Control Committee applications. She serves as the Association's Compliance Coordinator. She has been with CRHA for 6 years.
  - **Maura Montez-Webb – Full-time Front Desk Administrator**
    - Maura started with CRHA early this year. She has taken on many responsibilities in her position and we are very happy she joined us! She will be welcoming her first child in late November.
  - **Janis Laycox – Part-time Front Desk Administrator**
    - Janis also started with CRHA earlier this year. She provides excellent support with Maura and will be taking on more responsibility while Maura is on maternity leave.
- Landscape & Maintenance Staff
  - Jose Guardado: He is Randy's number one. He assists Randy with the management of the crew and projects.
  - Noe, Irrigation Crew: He takes care of the pumps and other irrigation items, and is a valued part of the team.
  - Alejandro Chavez Avila, Planter crew: He is responsible for all the flowers that are planted twice a year and the Holiday Lights crew. He is a perfectionist when it comes to installing the lights.
  - Martin Villa Venegas, 3 Parks: Each day he is responsible for maintaining all 3 parks, checking the equipment and cleaning them. He is also responsible for emptying all the trash cans and filling the doggy stations.
  - Miguel Velasquez, Irrigation Crew: He fixes and maintains all the irrigation and always does a good job.
  - Marco Martinez: He has become an asset in many areas. He assists with managing seasonal crews and provides translation services when needed.



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

**1. Approval of November 17, 2021 Annual Members Election & 2022 Budget Ratification Meeting Minutes.**

**MOTION: Director Black moved to approve the minutes of the November 17, 2021 Annual Members Election & 2022 Budget Ratification Meeting Minutes as presented; Treasurer Bremer seconded.**  
**Motion unanimously carried.**

**2. Announce Results of 2023 Operating and Reserve Budget Ratification; Assessment Increase of Ten Percent (10%)**

President Dennis provided the following statement regarding Budget Ratification.

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."

Therefore, because a majority of the units' owners did not attend to reject the 2023 budget, it is considered ratified.

There is a Ten (10) percent increase in assessments beginning January 1, 2023.

**3. Announce results of 2022 Annual Election of Directors; four (4) Board Members will be seated.**

President Dennis reported that, for this year's elections, there were four (4) positions available, each for a two-year term.

Three (3) incumbents ran for the Board and were re-elected. They are: Michele Attaway, Steve Bremer, and Drew Naccarato. A new member, Thomas Keiffer, has also been elected. Congratulations to Thomas, and many thanks to Kouros Farro for his candidacy. The Board looks forward to his running again in the future, and perhaps participating on committees, etc.

Discussion ensued regarding the order of meetings. A change will be made for next year so more homeowners can attend.

**4. Adjournment**

**MOTION: Director Allen moved to adjourn the meeting at 8:30p.m.; Treasurer Bremer seconded.**  
**Motion unanimously carried.**

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



Drew Naccarato, Secretary