

CAUGHLIN RANCH

HOMEOWNERS ASSOCIATION

Board of Directors General Business Meeting Minutes Wednesday, September 27, 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	Allen Black, Director
Steve Bremer, Treasurer	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. Manager/CAM	Shawn Oliphant, Legal Counsel

Guests:

Seth Padovan, PE	Cameron Clark, UAR Collection Services
Kent Hanford, PE	Lisa Ericson, CPM Services (Caughlin Rancher Publisher)

2 Homeowners In Person; 1 Homeowners Virtual

1. **Call to order and establish quorum:** President Dennis called the meeting to order at 6:05p.m. A quorum was established with six (6) 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. This item permits homeowners to give comments regarding items on the agenda.
 - Re Item 7.20. A homeowner relayed his desire for the Board to approve the cost to improve the drainage channel on one side of his home by landscaping it to mirror the greenbelt area on the other side of his home. He recommended digging a channel down the middle and lining it with rocks as well as installing irrigation. He provided additional descriptions of the area and how the drainage channel could be improved.

**The following items were moved up on the agenda to accommodate the schedules of the guests who were attending.*

7.1 Review/Approve Agreement with UAR (United Assessment Recovery) for Collection Services - Cameron Clark, part owner of UAR

C. Clark thanked the Board for allowing him to meet with them today. C. Clark provided an overview of the current services provided to CRHA through NAS Collection Services. Since 2019, UAR has merged with NAS, ATC and Hampton & Hampton collection services.

The purpose of meeting with Board today is to confirm the dissolution of NAS as of October 31, or soon thereafter and request the Board consider UAR's contract for collection services.

The proposed contract with UAR was provided to the Board.

Discussion, questions and answers ensued with C. Clark and Atty Oliphant regarding content of contract, specifically the indemnification clause and clarification that UAR is required to abide by all laws just as CRHA is required to abide by all laws. C. Clark confirmed that UAR should be held accountable when necessary.

Recommended Motion: Secretary Naccarato moved to approve the United Assessment Recovery (UAR) contract subject to revisions to include two provisions (reciprocal representation and indemnification) as approved by Attorney Oliphant; agreement to be ratified at the November meeting. Treasurer Bremer seconded. Motion unanimously carried.

C. Clark clarified that all collections items may continue to be sent to NAS until the UAR contract is finalized. The Board thanked C. Clark for attending.

6.6 Caughlin Creek Units 1-3 Roadway Rehab Project – Status. Seth Padovan, PE

The Roadway Rehab Project in Caughlin Creek (Units 1-3) began on July 24, 2023. On 09.18.2023 the contractor informed Seth Padovan, engineer, that the project was completed. On 09.19.2023 Seth Padovan and Ian Meyer (CME) conducted their inspection of the project.

S. Padovan reported that there is good news and bad news. Good news, the project is substantially completed. Bad news, the project was not easy. There are 34 items on the punch list. CME's testing indicates three out of four samples were short on thickness; two out of four were short on compaction. S. Padovan will issue a mitigation letter to Apex (per the "Orange Book") which will also include liquidated damages per the contract.

Atty Oliphant issued a reminder that the Board has 30 days after receipt of invoice to issue letter of withholding.

Discussion ensued. No action required by the Board at this time.

**6.3 Update on Status of Bridge/Creek Crossing on Alum Creek
- Possibly Review & Approve Contractor Proposals**

Kent Hanford, PE

K. Hanford was in attendance to provide sealed bids from two contractors to perform the construction of the bridge. He also provided an email prior to the meeting as follows:

Lisa, The City of Reno has completed their initial review for the building permit. I anticipate that the permit will be issued in early October. The project is currently out to bid. I anticipate having at least 2 contractor bids for the work. I hope to receive the bids by Monday or Tuesday the week of the board meeting so that the board has an opportunity to review the bids in advance of the meeting. If a contractor is selected, field work would begin near the end of October with completion in Mid-November.

Kent Hanford, P.E. Hanford Consulting, LLC

K. Hanford provided two sealed bids, one from APS and the other from Huston High Desert Excavation. Upon opening, the proposal amounts were as follows:

- APS: \$203,824.00

- Huston: \$167,669.00

Discussion ensued regarding difference in amounts, costs to-date, and additional (unexpected) costs. K. Hanford provided explanation of language in proposal. He also confirmed that both contractors were diligent in their approach to bidding the project, and that the proposals are "apples-to-apples."

Discussion and questions ensued, specifically about whether the contract costs can be re-negotiated. Question was posed about whether to "change horses" and consider a different approach. Comments in response included how costs could (and most likely would) continue to increase, and delaying the project would also pose a safety risk as the current condition continues to deteriorate.

K. Hanford relayed that the current structural design is more robust than the original designs because of increased requirements. Also, steel and concrete costs continue to increase.

In reviewing the Huston proposal, Atty Oliphant relayed that the indemnity paragraph in the contract is not acceptable. He recommends striking that provision and replacing it with CRHA standard general contract. S. Padovan will forward the standard contract to K Hanford.

Motion: Director Black moved to accept the Huston proposal in the amount of \$167,669.00 providing that Atty Oliphant negotiate a new indemnity clause that is acceptable. Treasurer Bremer seconded.

Discussion ensued. Atty Oliphant recommended striking their indemnity clause and replace the contract with CRHA's standard general contract.

Amended Motion: Director Black moved to accept the Huston proposal in the amount of \$167,669.00 with the provision that the indemnity clause is removed and replaced with CRHA's general contractor contract. Treasurer Bremer seconded.

Discussion. Director Keiffer inquired about asking for a best and final offer and then negotiate a cost. Additional discussion on this approach. Atty Oliphant stated that there is no statute that prohibits this. GM Nunley indicated that this practice was not her understanding or experience as part of the bid process for HOA's.

Vote: Motion carried by majority vote. (Dennis, Bremer, Naccarato, Black, Attaway in favor; Keiffer opposed)

Motion: Director Black moved that, in the event there is a dispute regarding the contract, the Board authorizes Atty Oliphant to negotiate contract language with Huston. Treasurer Bremer seconded. Motion carried by majority vote. (Dennis, Bremer, Naccarato, Black, Attaway in favor; Keiffer opposed)

5.1 Finance & Budget Committee (F&B); Treasurer Bremer/Committee Chair Mike Heffner
Committee Chair, Mike Heffner, thanked the Board, HOA Staff, F&B Committee, S. Padovan, and others for the time and effort spent in developing the draft 2024 budget to be reviewed later this evening. Items of discussion included cost increases for payment, oil/asphalt. After multiple meetings there were two plausible options for the Board's consideration: a 10% or 15% increase in assessments for 2024. Committee Chair Heffner recommends providing a good explanation to homeowners when the budget is distributed to them.

President Dennis read the following report for Treasurer Bremer who was attending the meeting virtually.

The Finance & Budget Committee met in conjunction with the Board on August 21st to review the draft 2024 Annual Operating and Reserve Budgets as presented by staff.

The following report was submitted by F&B Chair, Mike Heffner:

Regarding the 2024 proposed budget, several conversations were held with management and staff, the Finance and Budget Committee and board members to examine the numbers and assessment options. Subsequently, the following two cash flow scenarios were forwarded to the board in support of a budget decision on September 27th.

- Scenario #4 (attached) assumes a 15% assessment increase in 2024, followed by annual increases of 5%, 4% and 3% in consecutive years. On the positive side, this scenario balances the budget in 2024 and maintains it in balance thereafter with increases only to match inflation. On the negative side, 15% is a historically large assessment. increase.
- Scenario #5 (attached) assumes a 10% assessment increase in 2024 followed by 8%, 8% and 4%. On the positive side, the more modest assessment increase in 2024 is more in line with past increases and balances the budget in 2026 and beyond. On the negative side, two more years of 8% assessment increases after 2024 are required to maintain adequate operating cash and to get revenue and expense into balance.

7.13 Review & Approve CPM Agreement for Caughlin Rancher Publication – Lisa Ericson

Lisa Ericson of CPM provided, for the Board's consideration, a two-year Agreement for the Caughlin Rancher bi-monthly publication. The only significant change to last year's contract is the not-to-

exceed cost to CRHA which was increased to \$2,000.00 from \$1,500.00. Per L. Ericson, this cost to the Association is only if her costs are not met through ad sales.

Motion: Secretary Naccarato moved to approve the two-year Agreement from CPM, with a not-to-exceed cost per publication of \$2,000.00, to publish the Caughlin Rancher for the period 10.01.2023 through 09.30.2025 as presented. VP Attaway seconded. Motion unanimously carried.

7.20 Review & Consider Homeowner Request to Landscape and Irrigate Floodway

A homeowner is requesting the Board consider allocating costs and directing Randy (Landscape Superintendent) to landscape (install plants, irrigate, dig a channel and line with rocks) and increase the maintenance (such as mowing) of the floodway adjacent to their property. A letter from the homeowner and corresponding photos were provided.

Motion: President Dennis moved to postpone a decision on this item until the November meeting. Treasurer Bremer seconded. Motion unanimously carried.

** The meeting resumed to its usual ordered agenda.*

3. Minutes:

3.1 Review & approve July 26, 2023, Board of Directors General Meeting Minutes

The Board was provided with the draft minutes from the July 26, 2023, Board of Directors General Meeting.

Motion: Treasurer Bremer moved to approve the July 26, 2023, Board of Directors General Meeting Minutes. VP Attaway seconded. Motion unanimously carried.

4. Finances:

4.1 Review & accept (unaudited) Financial Reports dated June 30, 2023 and July 31, 2023

President Dennis provided the following report on behalf of Treasurer Bremer who was attending the meeting virtually.

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

- 2023 CD Schedule was provided to the Board.
- 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 June 30, 2023, and July 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 July 31st: Operating cash = \$1,492,669.
Reserve cash and CD's: Mountainshyre = \$291,385; Caughlin Creek = \$683,745; Whispering Canyon = \$172,040 CRHA = \$809,730; Grand Total = \$1,956,900.
- Through July 31st on an accrual basis, Total (Operating) Income was \$1,409,296; under YTD Budget by \$2,026. Currently, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$1,375,446; under YTD Budget by \$104,807.
- Expense recap: Operating = \$6,516 under budget; Payroll = \$54,915 under budget; R&M = \$14,424 under budget; Utilities = \$28,951 under budget.

- Total Reserve Income was \$260,163; over budget by \$25,001. (Over budget due to insurance claim revenue and interest yield.)
- Total Reserve Expenses were \$311,869; 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 unaudited financial reports dated June 30, 2023, and July 31, 2023 as presented. Treasurer Bremer seconded. Motion unanimously carried.

4.2 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

This item was addressed earlier in the meeting.

5.2 Landscaping and Maintenance; L&M Superintendent Lisenby, NV Contractor's Lic #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:

- Defensible space cleanup underway and will continue through the season.
- Normal weekly mowing.
- Assisted with Sheep moving to McCarran common area. The sheep will be loaded up and heading home on Thursday (tomorrow).
- Irrigation systems are running well.
- Fertilized and weeded the summer flowers.
- Still removing broken tree branches from the storms.
- Dealing with the road work in Caughlin Creek; making irrigation repairs, protecting entrance pavers, repairing landscaping, etc.
- Working with SNC on crack sealing in Mountainshyre and Deer Creek.
- Prepping paths for SNC for upcoming slurry seal.
- Pruning shrubs throughout.
- Addressing vandalism repairs at Village Green Park
- Addressing Graffiti cleanup throughout the Ranch.
- All three (3) Parks are inspected and cleaned daily.

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

Ninety (90) applications were reviewed from 07/01/2023 through 08/31/2023. Of those, eighty-eight (88) were approved with the standard conditions, one (1) was denied, and one (1) was approved upon appeal to the Board. 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 in their Executive Session packet.)

5.4 Community Events/Caughlin Rancher; Vice President Attaway

VP Attaway provided a recap of Events since the last meeting and upcoming events through the end of the year. Those Events include the Annual Members BBQ, Cross Peak Hike, Fall Bird Walk, Garage Sales, Octoberfest at Prost, and Annual Members Spaghetti Dinner & Meeting to be held at Pinocchio's Reno.

The Angel Tree program will take place again this year in November.

The Events/Caughlin Rancher Committee met on September 6th to review potential topics and articles for the Caughlin Rancher. Also discussed were upcoming events for Fall 2023, with special emphasis on Oktoberfest (Oct 12th) and the Annual Meeting & Dinner (Nov 15th).

5.5 Branding / Signage Ad Hoc Committee; Vice President Attaway

VP Attaway reported that the Committee is in receipt of sign designs for neighborhood and the front entry. Need feedback from all committee members; GM Nunley to schedule a meeting to review and discuss so a recommendation can be made to the Board.

The Board was provided with a listing of logo'd items and the status of updating those items to the new logo.

5.6 Strategic Plan Update; Secretary Naccarato

Secretary Naccarato reported that the Board met on Tuesday, September 12th for a Strategic Planning session to review and update the existing 2020-2024 Strategic Plan. Objectives were reviewed and updated and another meeting will be scheduled before the end of the year.

The Strategic Plan provides continuity for the Board going forward; more so than a regular operational plan. It is broader in nature.

GM Nunley is actively working to update the Strategic Plan revisions from the September 12th session and will forward it to the Board once completed.

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 September 27, 2023:

- Approved the 07/26/2023 Executive meeting minutes.
- Pending legal action notices as follows:
- 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).
- Reviewed the Violation Report & fines.
- Reviewed the most recent Architectural Control Committee Report.
- Reviewed Homeowner disputes, appeals and alleged violations.
- 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):

- Attempts to obtain an update from the County via Commissioner Alexis Hill regarding speeding concerns on Caughlin Parkway continued. The last update indicated a traffic study was partially completed and rapid flashers were installed at the pedestrian crossing by Alum Creek Bridge (at Sourdough Circle). The restriping of several of the pedestrian crossings for the week of 4-24 never took place, and there have not been answers to our requests for other traffic calming measures. President Dennis, Bill Houston, Donn Daggett and GM Nunley met on Tuesday, July 11th to discuss next steps to try and get the City/County to respond to numerous requests for assistance.

GM Nunley reached out to Sheriff Balaam's office with a request to meet and was directed to Capt. Zirkle. He was only able to provide assistance with a request for increase in patrols. He suggested trying to get an item on a County Commission Meeting Agenda and/or contacting the City again for service requests.

- CAI Classes attended since the last meeting: Caselaw Update – Maintenance Obligations & Premises Liability (GM Nunley). GM Nunley will be attending the Large Scale Managers Workshop and Conference Oct 4-7.
- Lisa and Sandy spent time preparing the draft 2024 budget for the Board's review and consideration.
- ESI has assigned a new officer, Billi, to CRHA.
- Erlach Computer Consulting has initiated a Cyber Security Training Program. Regular emails have been sent out with training videos. Please let us know if you have questions.
- The Victory Sheep grazing project has continued to go well. Projects will be completed by October 15th.
- Much staff time has been spent (especially by Randy) on the CCRK/DRCK roadway rehab project. Regular contact with Seth has been required for updates on scheduling and issues associated with the Apex project.
- Asphalt pathway maintenance will be addressed in early fall by SNC.
- The HOA buildings painting project began on July 24th and was completed in approximately two weeks.
- Caren Breslau is being trained as an Administrative Assistant to replace Maura Montez who is moving out of the Reno area.
- Sandy has successfully coordinated the installation of a phone line to the vehicle gate at Whispering Canyon. Next steps include downloading all gate remote info into DoorKing and notifying homeowners of manual entry codes and the process to obtain new and/or replacement fobs.
- Management is working with the new community manager at Vista Pointe to resolve water meter and landscaping obligations.
- Two new homeowners attended the new homeowner orientation on September 14th.
- Upcoming (non-routine) Agenda Items:
 - CRHA Office Bldg:
 - Possible Window Replacements; Upgrade Lighting Fixtures throughout;
 - 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

6. Old Business:

6.1 Review & possibly approve Easement Agreement for common area adjacent to Lot JT-449

The homeowner, through his legal counsel, has been provided with the new easement agreement and the price as previously provided. The homeowner is now refusing to sign and pay the amount as outlined in the agreement. This item is now being addressed in Executive Session. No action required by the Board in this meeting.

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

The Board was provided with the following 09.13.2023 email update from Kevin Joell with Sierra Trailworks.

Hi Lisa, I don't believe there would be any significant update. The bio/plant surveys and archaeological surveys are now both complete and the reports are being compiled and written. That may take a few months. Then they get submitted to the USFS for review which generally also takes several months before they start on the approval document. Kj

No action is requested by the Board for this meeting.

The Trail Easement and Maintenance Agreement will be provided for Board approval at a future meeting.

**6.3 Update on Status of Bridge/Creek Crossing on Alum Creek
- Possibly Review & Approve Contractor Proposals**

This item was addressed earlier in the meeting.

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

At the March 22nd Board Meeting, the Board reviewed this request from Eaglesnest HOA and returned 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.

Motion: Director Black moved to remove this item from the Agenda. Treasurer Bremer seconded. Motion unanimously carried. Staff was directed to notify the Eaglesnest HOA Board.

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

Attorney Oliphant reported on this item.

At the July 26, 2023, General Meeting, the Board decided to revise the rules for Flags/Signs/Yard Art to keep in line with what is permitted per state statute. Furthermore, homeowners would not have the option to apply to the ACC for items outside of what is permitted in the rules.

However, the CC&R's allow applications to the ACC; the ACC could then determine if it is not permitted.

Attorney Oliphant provided a recap of the redline version of the revised rules which was provided to the Board for their review and consideration. GM Nunley noted that the political sign rules will need to have a timeline specified; the Association can no longer use the City of Reno's timeline as they no longer enforce their previous rule.

GM Nunley was directed to contact other Associations and request a copy of their rules.

Motion: President Dennis moved to postpone a decision on the revised rules until the November General Meeting. Treasurer Bremer seconded. Motion unanimously carried.

*Director Keiffer excused himself from the meeting as he had another obligation (8:07pm).

6.6 Caughlin Creek Units 1-3 Roadway Rehab Project – Status – Seth Padovan PE

This item was addressed earlier in the meeting.

**6.7 Victory Sheep – Grazing Project – Ratify Agreements Approved by Unanimous Consent
- Provide Update on Projects**

Two additional projects have been approved with Victory Sheep since the first grazing project commenced.

- 1) APN 041-481-15, a 3.517 acre parcel adjacent to Vista Pointe common area. This project only required a Right of Entry Agreement as there was no charge to the Association for the grazing services; only the provision of water for the sheep. (Victory Sheep was contracted with Vista Pointe for grazing services on the adjoining parcels.) The project should be completed by October 5, 2023.
- 2) APN's 220-093-11 and 218-030-01, 13.873 acres and 1.409 acre parcels respectively. These parcels are along the west side of McCarran just north of upper Caughlin Pkwy. The cost for grazing is \$725.00 per acre and the project should be completed by October 5, 2023.

Motion: Secretary Naccarato moved to ratify the two agreements with Victory Sheep as presented and approved by Unanimous Consent in Lieu of a Meeting. Treasurer Bremer seconded. Motion unanimously carried.

6.8 Ratify Final Reserve Study Update Reports from Browning for 2024 Fiscal Year

The Board has previously approved the Browning Reserve Group's Reserve Study Update Reports contingent upon Browning updating the reports with final asphalt costs. This has been completed and the final summary reports are attached.

Motion: Director Black moved to ratify the final Reserve Study Update Reports as provided by Browning Reserve Group for the 2024 Fiscal Year. Treasurer Bremer seconded. Motion unanimously carried.

7. New Business:

7.1 Review/Approve Agreement with UAR (United Assessment Recovery) for Collection Svcs
This item was addressed earlier in the meeting.

7.2 Review/Approve Eaglesnest HOA Landscape/Snow Removal Svcs Agmt 01.01.24-12.31.24
The Board was provided with the Eaglesnest HOA Landscape/Snow Removal Services Agreement for 2024 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 \$22,529.04 for the period 01.01.2024 through 12.31.2024 as presented. Secretary Naccarato seconded. Motion unanimously carried.

7.3 Review/Approve Caughlin Creek HOA Landscape Svcs Agmt 01.01.2024-12.31.2024
The Board was provided with the Caughlin Creek HOA Landscape Services Agreement for 2024 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 Caughlin Creek HOA Landscape Services Agreement with an annual base fee amount of \$28,724.04 for the period 01.01.2024 through 12.31.2024 as presented. Treasurer Bremer seconded. Motion unanimously carried.

7.4 Review/Approve Promontory Pte Landscape/Snow Removal Svcs Agmt 01.01.24-12.31.24
The Board was provided with the Promontory Point HOA Landscape and Snow Removal Services Agreement for 2024 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: President Dennis moved to approve the Promontory Point HOA Landscape and Snow Removal Services Agreement with an annual base fee amount of \$14,532.00 for the period 01.01.2024 through 12.31.2024 as presented. Treasurer Bremer seconded. Motion carried by majority vote (Dennis, Bremer, Naccarato, Attaway in favor; Black recused himself – he is a member of the Promontory Pointe Board).

7.5 Review & Approve Caughlin Crossing Commercial Center Landscape/Snow Removal Services Agreement January 1, 2024 through December 31, 2024

The Board was provided with the Caughlin Crossing Commercial Center Landscape/Snow Removal Services Agreement for 2024 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 Caughlin Crossing Commercial Center Landscape and Snow Removal Services Agreement with an annual base fee amount of \$18,490.08 for the period 01.01.2024 through 12.31.2024 as presented. President Dennis seconded. Motion unanimously carried.

7.6 Review & Approve Landscape (General) and Management (Professional) Services Liability Insurance Renewals Effective 10.01.2023
AND

7.7 Review & Approve Crime, Cyber Liability, Commercial Insurance Package, Umbrella, and Directors & Officers/Employment Practices Insurance Renewals Effective 10.01.2023

The Board was provided with the renewal package for the above referenced insurance coverages. Below is a premium comparison between 2023 and the proposed renewals for 2024.

There is an overall increase of \$13,341.00 which is primarily attributed to the Commercial Package, and Crime/D&O.

Premium Comparison		
COVERAGE	Expiring Premium	Renewal Premium
**Commercial Package	\$67,606.00	\$75,991.00
Commercial Umbrella	\$12,459.00	\$13,459.00
Crime/D&O	\$10,931.00	\$14,731.00
*General Liability (Landscaping)	\$2,669.00	\$2,825.00
Professional Liability	\$1,656.00	\$1,656.00
Commercial Cyber	\$1,596.00	\$1,596.00
TOTAL PREMIUM	\$96,917.00	\$110,258.00

Motion: President Dennis moved to approve the Association's Insurance Premium Renewals as presented for renewal period Oct 1, 2023 through Oct 1, 2024, in the amount of \$110,258.00. Secretary Naccarato seconded. Motion unanimously carried.

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

This item is recommended to be continued to the next regular meeting.

Motion: President Dennis moved to continue this item to the next regular meeting. Director Black seconded. Motion unanimously carried.

7.9 Review & Approve Revision to Rules & Regulations (to update various items) *

This item is recommended to be continued to the next regular meeting.

Motion: President Dennis moved to continue this item to the next regular meeting. Director Black seconded. Motion unanimously carried.

7.10 Review & Approve Proposed 2024 Board Meetings and Other Important Dates Calendar

The Board was provided with the proposed 2024 Board Meetings and Other Important Dates Calendar for review and consideration. Strategic Planning Sessions are not yet noted on the calendar and will need to be inserted as soon as those dates are agreed upon by the Board.

Motion: President Dennis moved to approve the 2024 Board Meetings and Other Important Dates Calendar as presented. Director Black seconded. Motion unanimously carried.

7.11 Review & Approve Proposed 2024 Community Events Calendar

The Board was provided with the proposed 2024 Community Events Calendar for review and consideration.

Motion: President Dennis moved to approve the 2024 Community Events Calendar as presented. Director Black seconded. Motion unanimously carried.

7.12 Review & Approve Proposed 2024 Architectural Control Committee Schedule

The Board was provided with the proposed 2024 Architectural Control Committee Schedule for review and consideration.

Motion: President Dennis moved to approve the 2024 Architectural Control Committee Schedule as presented. Director Black seconded. Motion unanimously carried.

7.13 Review & Approve CPM Agreement for Caughlin Rancher Publication

This item was addressed earlier in the meeting.

7.14 Review/Approve Agreement w/McClintock Accountancy for 2023 Annual Audit & Tax Prep

The Board was provided, for their review and consideration, the McClintock Accountancy proposal to provide 2023 Annual Audit and Tax Preparation services for a fee of \$10,250.00 for the audit and \$1,550.00 for the income tax return. (The proposal for 2022 services was \$10,000.00 for the audit and \$1,550.00 for the income tax return.)

Motion: President Dennis moved to approve the proposal from McClintock Accountancy for the 2023 Annual Audit in the amount of \$10,250.00, and the 2023 Tax Preparation for \$1,550.00 as presented. Treasurer Bremer seconded. Motion unanimously carried.

7.15 Review & Approve Agreement with Tim Cleary & Associates eff 01.01.2024 – 12.31.2025

The Board was provided, for review and consideration, a 2-year Agreement from Tim Cleary & Associates for professional accounting services.

Motion: Director Black moved to approve the 2-year Agreement from Tim Cleary & Associates for professional accounting services for the period 10.01.2023 through 09.30.2025 as presented. Treasurer Bremer seconded. Motion unanimously carried.

7.16 Review/Approve Mailbox/Post/Standard Fence Colors for Alum Creek Patio Homes HOA

On 09.14.2023 Alum Creek Patio Homes HOA submitted a request to the CRHA ACC for approval of new Mailbox/Post and Standard Fence Colors. The request was unanimously approved by the ACC and is now provided to the Board for final approval. Details of the request and paint colors were provided to the Board.

Motion: Director Black moved to approve the Mailbox/Post and Standard Fence Colors for Alum Creek Patio Homes HOA as submitted. President Dennis seconded. Motion unanimously carried.

7.17 Review & Approve Purchase of New (Additional) Snowplow Attachment

Superintendent Lisenby has requested an additional snowplow attachment for the 2010 Ford Ranger. This additional snowplow allow the crews to plow snow from cul de sacs and other smaller areas that the larger trucks are unable to access.

The Board was provided with a quote from Jordan's in the amount of \$10,681.21. This is initially an operating expense as it does not replace a current component in the reserve study. When it needs to be replaced, it will be a reserve expense.

Motion: Director Black moved to approve the purchase of a new snowplow attachment as quoted by Jordan's in the amount of \$10,681.21. Treasurer Bremer seconded. Motion unanimously carried.

7.18 Review & Approve Replacement of All Light Fixtures in Village Green Park

Recently, two light fixtures at Village Green Park were vandalized (the fixtures were cut off the top of the light posts). Since then, the entire park has experienced issues with the lighting. Action Electric is working to restore the operation of the lights, but the lights are original and they cannot guarantee their repair will last. It is recommended to replace all 20 pole top light fixtures with LED pole top fixtures.

Superintendent Lisenby provided input. The existing lights were installed before he came on board 30 years ago. They are so old that parts are no longer available.

The Board was provided with a proposal from Action Electric in the amount of \$34,728.56 to remove and replace 20 pole top light fixtures, and install a digital timer switch. Action will utilize existing in-ground circuitry. This is a reserve expense.

Discussion ensued regarding whether there are any remaining tax credits available through the City of Reno. Superintendent Lisenby to check with Action on whether there is some type of protective sleeve to help reduce vandalism.

Motion: Director Black moved to approve the proposal as presented from Action Electric in the amount of \$34,728.56 to replace the 20 existing pole top light fixtures. Treasurer Bremer seconded. Motion unanimously carried.

7.19 Ratify purchase of two computer stations (1=ACC; 1=GM)

GM Nunley reported that two (2) computer stations need to be replaced; one (1) for ACC (Kim's desktop) and one (1) for the GM which will be replaced with a laptop for office and remote use. (The GM's current workstation will be relocated to the Front Desk as the front desk workstation is outdated and not able to support certain software.)

Two quotes from Erlach have been approved via the GM's Delegation of Authority in the amounts of \$1,316.50 (ACC) and \$2,173.16 (GM).

Motion: Director Black moved to ratify the purchase of two computer stations in the amounts of \$1,316.50 (for ACC) and \$2,173.16 (for the GM) as previously approved. Secretary Naccarato seconded. Motion unanimously carried.

7.20 Review & Consider Homeowner Request to Landscape and Irrigate Floodway

This item was addressed earlier in the meeting.

7.21 Review & Approve 2024 Annual Operating and Reserve Budgets

The proposed 2024 Annual Operating and Reserve Budgets were provided for the Board's review and consideration. There are two scenarios provided by the F&B Committee for the Board's consideration. They include both a 10% and 15% increase as reviewed by the Board of Directors and

the F&B Committee during the Budget Review Workshop on August 21st. The Board was provided with the budget spreadsheets for additional, detailed, review.

Discussion ensued regarding the two proposed options and their impact. Details about specific cost increases were discussed.

Motion: Director Black moved to approve the 2024 Operating and Reserve Budgets with a ten (10) percent increase as presented. Secretary Naccarato seconded.

Discussion continued regarding items impacting the assessment increase: payroll, repairs & maintenance, replacements, etc.

Vote: Motion unanimously carried.

8. Member Comments:

There were no comments.

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

- Monday, November 13, 2023:
 - Annual Ballot Deadline at 11:00 a.m.;
 - Call 2023 Annual Meeting to Order at 12:00 noon to open and tally Secret Ballots; Recess;
 - Board General Business Meeting at 4:00 p.m. / Executive. Session 5:30 p.m. (or immediately following General Meeting)
- Wednesday, November 15, 2023:
 - Reconvene 2023 Annual Members Election & 2024 Budget Ratification Meeting at 6:30 p.m.
 - Organizational Meeting will immediately follow the 2023 Annual Members Election/2024 Budget Ratification Meeting
- Friday, December 15, 2023: Board Orientation / Training at 9:00 a.m. (Tentative)

Motion: Secretary Naccarato moved to recess the meeting at 8:47 p.m.; President Dennis seconded. Motion unanimously carried.



Drew Naccarato, Secretary Board of Directors
Caughlin Ranch Homeowners Association