



2023 Annual Election and 2024 Budget Ratification Meeting Minutes

Wednesday, November 15, 2023 at 6:30pm

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

Meeting conducted virtually via GoToMeeting and In-person

Board Members in attendance via teleconference and/or telephone:

Al Dennis, President	Michael Ginsburg, Director
Drew Naccarato, Secretary	Thomas Keiffer, Director
Allen Black Director	

Others in attendance via teleconference and/or telephone:

Lisa Nunley, General Manager
Randy Lisenby, L&M Landscape Superintendent
Sandy Wheeler, Assistant Manager/CAM

51 Homeowners

1. Call to Order and Welcome from Board President.

President Dennis called the 2023 Annual Members & Election and 2023 Budget Ratification Meeting to order at 6:43pm.

2. Member Comments:

A Member inquired about when the zipline in the play area at Village Green Park will be repaired. Per Superintendent Lisenby, the parts are on order.

3. 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: Thomas Keiffer
 - Director: Mike Ginsburg

• 2023 Committee Members; ACC, F&B and Events

Finance & Budget

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

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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 Lewis Zaumeyer – Architect
 - o Seth Padovan – Professional Engineer
 - o Dale Carlon – Arborist (retired mid-year)
- Drew Naccarato (Board Secretary) serves as the Board Liaison

Events

- Michele Attaway – Chairperson
- Lisa Ericson
- Mike Ginsburg
- Myra Chen Neese – new member for 2024
- Al Dennis (Board President) serves as the Board Liaison

• **Office Staff Introductions:**

- General Manager & Landscape Superintendent
 - **General Manager, Lisa Nunley**
 - o 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 16 years and is working toward obtaining her Large-Scale Manager designation in 2024. She has been with Caughlin Ranch HOA for two years and looks forward to many more!
 - **Landscape Superintendent, Randy Lisenby**
 - o 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. He celebrated 30 years with Caughlin Ranch this year, for which we are all grateful.
- Office Staff
 - **Sandy Wheeler– Office/Asst. Manager/Bookkeeper aka Finance Manager/Licensed Community Association Manager**
 - o 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 11 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**
 - o Kim coordinates, presents and follows up on all Architectural Control Committee applications. She also serves as the Association's Compliance Coordinator. She has been with CRHA for 7 years.

- **Caren Breslau – Full-time Front Desk Administrator**
 - o Caren started with CRHA in September when Maura moved away. She has taken on many responsibilities in her position and we are very happy she has joined us!
- **Janis Laycox – Part-time Front Desk Administrator**
 - o Janis has been with CRHA since early 2022. She filled in full-time last year when Maura was on maternity leave, and we look forward to her continuing to provide excellent support along with Caren.
- **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.
 - **Angel,** a new full-time member of the team. He works alongside Noe on the Irrigation Crew.
 - **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 the parks. 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:

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

MOTION: Director Black moved to approve the minutes of the November 16, 2022 Annual Members Election & 2023 Budget Ratification Meeting Minutes as presented; Secretary Naccarato seconded. Motion unanimously carried.

5. Announce Results of 2024 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 2024 budget, it is considered ratified.

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

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

President Dennis reported that, for this year's elections, there were three (3) positions available, each for a two-year term.

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Three (3) incumbent candidates ran for the Board. Because the number of candidates were equal to the number of positions to be elected, the incumbents are automatically seated. (NRS116.31034 5.(a)(b))

The Board Members being seated are: Al Dennis, Allen Black and Michael Ginsburg.

- At this point in the meeting, President Dennis made a presentation to Superintendent Randy Lisenby of a framed Caughlin Rancher article recognizing him for his 30 years of service to the Association. Superintendent Lisenby expressed his thanks to everyone in attendance for their support over the years.

7. Adjournment

MOTION: Secretary Naccarato moved to adjourn the meeting at 7:02p.m.; Director Black 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