

**Board of Directors General Business Meeting Minutes  
Monday, November 13, 2023, at 4:00pm**

**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	Michael Ginsburg, 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:**

Cameron Clark, UAR Collection Services

2 Homeowners In Person; 0 Homeowners Virtual

- 1. Call to order and establish quorum:** President Dennis called the meeting to order at 4:03p.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 6.4 (Rules re Flags etc). A homeowner stated he has reviewed the draft wanted to remind the Board the rules should be clear, understandable, and easy to enforce. He is concerned about whether they are enforceable. He further stated that there are numerous “illegal” flags and yard art items in his neighborhood, meaning thousands of violations will exist with the rules as drafted. Unsure how the HOA will enforce the new rules. The Board thanked him for his comments.
  - Re Item 6.7 (Floodway request). A homeowner provided the Board with his position on why the floodway channel noted in this item, and adjacent to his home, should be improved with irrigation, a drainage channel and other landscaping improvements. He believes noxious weeds exist, and it is a breeding area for mosquitos. The Board thanked him for his comments.

**3. Minutes:**

**3.1 Review & approve September 27, 2023, Board of Directors General Meeting Minutes**

The Board was provided with the draft minutes from the September 27, 2023, Board of Directors General Meeting.

**Motion: Director Black moved to approve the September 27, 2023, Board of Directors General Meeting Minutes. Secretary Naccarato seconded. Motion unanimously carried.**

**4. Finances:**

**4.1 Review & Accept (unaudited) Financial Reports dated Aug. 31, 2023, and Sept. 30, 2023**

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 August 31, 2023, and September 30, 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 September 30th: Operating cash = \$1,104,185. Reserve cash and CD's: Mountainshyre = \$291,308; Caughlin Creek = \$647,568; Whispering Canyon = \$172,054 CRHA = \$796,698; Grand Total = \$1,904,628.
- Through September 30th on an accrual basis, Total (Operating) Income was \$1,883,298; under YTD Budget by \$3,019. At this time, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$1,962,141; under YTD Budget by \$61,403.
- Expense recap: Operating = \$5,517 over budget; Payroll = \$73,876 under budget; R&M = \$37,903 over budget (weed abatement/sheep grazing & replacement of trees/plants damaged during winter); Utilities = \$30,948 under budget.
- Total Reserve Income was \$262,409; over budget by \$26,169. (Over budget due to insurance claim rev. and interest yield.)
- Total Reserve Expenses were \$727,818; 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 August 31, 2023, and September 30, 2023, as presented. Director Black seconded. Motion unanimously carried.**

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

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

#### **6.6 Ratify Agreement with UAR (United Assessment Recovery) for Collection Services**

Cameron Clark, President, and Brandon Wood, General Counsel with UAR joined the meeting virtually for this item.

Attorney Oliphant provided a recap of on-going communications with UAR regarding requested revisions to the UAR Agreement. Specifically, it was requested that UAR comply with the association's governing documents, a provision required of CRHA.

After the last email exchange with a final revision request, C. Clark replied that UAR had decided to resubmit the original (unrevised) agreement back to the Board for consideration.

Discussion ensued between Attorney Oliphant, C. Clark and B. Woods regarding revisions to the Agreement; what was agreed to and what was not recommended by UAR's legal counsel.

An item not agreed to by UAR is the requirement for UAR to comply with the association's governing documents as the UAR employees are not "well-versed" in CRHA's CC&R's.

C. Clark assured the Board that all UAR employees understand and comply with Nevada Statute and the requirements for collection efforts in the state of Nevada.

Additional discussion ensued regarding revisions that would be acceptable to both parties.

It was agreed that there have never been any issues or concerns regarding payment plans and the business relationship between NAS (now UAR) and CRHA.

C. Clark agreed to accept the revised agreement from his Oct. 26, 2023 (at 118pm) email if that is what the Board wants.

**Motion: Director Black moved to approve the redline draft agreement with UAR as provided to Attorney Oliphant in the Oct. 26, 2023 (at 118pm) email. President Dennis seconded. Motion unanimously carried.**

The Board thanked C. Clark and B. Woods for attending and addressing this item.

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

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

### **5.1 Finance & Budget Committee (F&B); Treasurer Bremer**

President Dennis provided the following report on behalf of Treasurer Bremer.

The Finance & Budget Committee will meet next on March 21, 2024, when they will review the draft 2023 audit. The Committee is looking for a new member as Vince Ames can no longer serve.

### **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:**

- Leaves Leaves Leaves.
- Defensible space final cleaning underway.
- Irrigation systems being shut down; backflow devices removed and stored for the season.
- Final fertilizing of turf completed.
- Holiday Lights being installed.
- Completed our last small landscape projects.
- Mountainshyre and Deer Creek slurry seal of streets completed (SNC).
- Path repair work and slurry seal completed (SNC).
- Pruning shrubs throughout.
- Vandalism at Village Green Park repaired; On-going graffiti removal.
- Graffiti throughout the ranch ongoing.
- All three (3) Parks inspected and cleaned daily.
- Wildlife report: All the usual, plus more deer this year.

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

Sixty-seven (67) applications were reviewed from 09/01/2023 through 10/31/2023. Of those, sixty-one (61) were approved with the standard conditions, three (3) were denied, and three (3) were returned with questions and requests for a 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 provided a recap of Events since the last meeting and upcoming events through the end of the year. Those Events held were the Cross Peak Hike, Fall Bird Walk, Garage Sales, and Octoberfest at Prost. RSVP's for the Annual Members Spaghetti Dinner & Meeting to be held at Pinocchio's Reno is nearly full.

Staff are sending out emails announcing the Angel Tree Program to be held in November. This year there are 50 students from Alice Smith Elementary and 25 Seniors through Washoe County Senior Center. There is also a Blanket Drive for Seniors and a Coat Drive for students.

The 2024 CRHA Community Events Schedule was provided to the Board. The events for next year are very similar to 2023.

### **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, banners, Landscape/Maintenance uniforms, CRHA vehicles have been updated, and HOA office building signage is on order. The Board was provided with a report of the full list of updates. The Branding/Signage Committee has been provided with mockups of the Caughlin Creek and Seasons neighborhood signage and staff are waiting on their input. Also sent to the committee are mockups of the entry signage as designed by YESCo.

The Committee will meet on Thursday Nov. 16<sup>th</sup> to review the final designs and discuss presentation to the Board. More information may be available by the meeting date.

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

The Board met on Tuesday, September 12<sup>th</sup> for a Strategic Planning session to review and update the existing 2020-2024 Strategic Plan. Objectives were reviewed and updated, and GM Nunley will provide the revisions to the plan prior to the next meeting, which is scheduled for Tuesday, December 19<sup>th</sup>. Secretary Naccarato reported that meetings in 2024 will be scheduled to begin the strategic plan for the next 5 years.

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

The following items will be reviewed during the last Executive Session Meeting to be held on Nov 13, 2023:

- Approval of the 09/27/2023 Executive meeting minutes.
- Pending legal action notices as follows:
  - Discussion of the status of a homeowner complaint/dispute involving CRHA and Washoe County regarding potential easement deed associated with recent spur road abandonment.
  - Discussion of license to use common area by homeowner(s).
- Review the Violation Report & fines.
- Review the most recent Architectural Control Committee Report.
- Review Homeowner disputes, appeals and alleged violations.
- Review the Accounts Receivable Aging Report.
- There were no bad debt write-offs.
- Discussion of 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):

- President Dennis, Homeowners Bill Houston and Donn Daggett, and GM Nunley met on October 10<sup>th</sup> with staff members from the City of Reno and Washoe County to discuss the on-going requests by the Association to paint crosswalks and the curbs near crosswalks, install a stop sign, install additional radar signs as well as a few other traffic-calming/safety suggestions. The meeting was productive, but no promises were made by either the County or City.
- CAI Classes attended since the last meeting: GM Nunley attended:
  - the Large Scale Managers Workshop and Conference Oct 4-7;
  - Relevant Case Law: Nevada and Other Jurisdictions (Donna Zanetti, instructor) Oct 19th.

- GM Nunley is a member of CAI's Education Committee and has recently applied to serve on CAI's Legislative Action Committee.
- Asst. Mgr Wheeler has coordinated employee health benefit packages for all staff.
- GM Nunley and Asst. Mgr Wheeler coordinated the compilation and mailing of the 2023 Annual Meeting Packet.
- ESI has assigned a new officer, John, 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 was completed in October and was a success.
- Much staff and consultant time has been spent on the CCRK/DRCK roadway rehab project. There is on-going communication with the vendor re outstanding repairs and other contract-related items.
- Asphalt pathway maintenance was successfully completed by SNC.
- Caren Breslau is officially the new full-time Administrative Assistant for CRHA..
- A letter to the homeowners of Whispering Canyon with information and a corresponding survey regarding gate hours has been sent.
- Management is working with the new community manager at Vista Pointe to resolve water meter and landscaping obligations. The board president of Vista Pointe will be providing a request to the CRHA Board at the January meeting.
- One new homeowner attended the new homeowner orientation on October 19<sup>th</sup>.
- 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 and other Documents to Permit Construction of Sierra Front Trail Construction on Caughlin Ranch HOA Property and/or Progress Report

GM Nunley reported that Joanne Lowden, Natural Resource Planning Coordinator with Washoe Co., provided the following email for the Board's information.

Hi Lisa, The draft resource reports have been completed and will be submitted to the Forest Service to start the review process this week. Based on the initial survey results, it doesn't look like we will need to change the trail alignment from what is currently proposed. I am planning to hire a surveyor to create a legal description and will start working on the draft trail easement document. I'm hoping to have something ready for you to review in the next few months.

Thanks, [Joanne Lowden, Natural Resource Planning Coordinator](#)  
[Community Services Department | Regional Parks and Open Space](#)  
[jlowden@washoecounty.us](mailto:jlowden@washoecounty.us) | Office: [775-328-2039](tel:775-328-2039) | 1001 E. Ninth St., Reno, NV 89512

### 6.2 Update Status of Bridge/Creek Crossing on Alum Creek

GM Nunley reported that Kent Hanford, PE, provided the following email on 11.09.2023.

Lisa, We expect to have Army Corp of Engineers/NDEP approval any day at which point we can resubmit to the City of Reno for the building permit. I will be talking to the City about expediting their review as there were only a couple comments from their original review, one of which is the Army Corp/NDEP approval. I will send you the contract by Friday for the review by legal counsel and I hope to have it fully executed next week so that we can begin fabrication on the steel. The contractor is ready to begin as soon as we can and I am hopeful that the project can be completed before Christmas. If you have any questions, please let me know. Kent Hanford, P.E. Hanford Consulting, LLC

### **6.3 Review/Consider Request from Eaglesnest HOA to Install Locked Gate at Pedestrian Path**

GM Nunley reported that Chet Mallory, Board President with Eaglesnest HOA (ENA), has provided updated information from the County indicating they are “not against the request for the gate.” A recap of an email string between the County and Donna Zanetti (ENA’s legal counsel) was provided. Per Chet, there are still agreements to be worked out between ENA, the County and CRHA. He is also looking into a similar closure of a walking path on the north (Hawken) side of ENA. It is ENA’s goal to have a formal request to the CRHA Board by the January 2024 meeting. Discussion ensued regarding the CRHA Board’s original request to ENA. They need to provide a legal opinion based on the 1987 Agreement that it is okay to close the paths. Then it will be the CRHA Board who makes the final determination.

GM Nunley was directed to follow up with Chet with a reminder about the 1987 Agreement request. Until the legal opinion is obtained, the Board cannot vote on this matter.

### **6.4 Discuss & Consider Revision to Rules & Regulations: Flags/Signs/Yard Art, etc**

Atty Oliphant provided a recap of the history of rules revisions over the past 5-plus years.

The current revision includes changes to the Flags/Signs/Yard Art rules and only permits those items covered under statute.

Discussion ensued regarding enforcement, timelines, ACC applications for approval, and what rules other associations use. Safety/security signage on homeowner property will need to be included as well as timelines for how long political signs may remain.

**Motion: Director Black moved to postpone approval so that a provision for safety/security signs may be included. Secretary Naccarato seconded. Motion unanimously carried.**

### **6.5 Review & Approve Revision to ACS&G’s (to update various items)**

GM Nunley reported that there are numerous proposed revisions to the ACS&G’s and staff are working to provide an updated draft for the next General Meeting. However, there is one pressing item from the ACC for the Board’s consideration at this meeting. In the ACS&G’s, it states, “The ACC may adopt Rules and Regulations specifying acceptable colors of stains and paints.” There are several neighborhoods with exterior paint “color books,” but there are no specific rules requiring homeowners to select a paint scheme from the color books. The ACC requests a rule that states: *“If a homeowner requests to repaint their home a color scheme which does not match a selection from the color book for their neighborhood, and the ACC approves the requested color scheme, the request will be forwarded to the Variance Committee for final approval or denial.”*

**Motion: Director Black moved to approve the proposed language regarding exterior paint colors as presented. Secretary Naccarato seconded. Motion unanimously carried.**

### **6.6 Ratify Agreement with UAR (United Assessment Recovery) for Collection Services**

This item was addressed earlier in the meeting.

**6.7 Review and Consider Homeowner Request to Landscape and Irrigate Floodway**

At the September 27, 2023, meeting, a homeowner requested the Board consider making landscaping improvements to the flood channel, APN 220-072-27. At that meeting the Board decided to postpone a decision. Since the September meeting the homeowner has provided additional information and requests which are provided for the Board's consideration.

President Dennis asked Supt. Lisenby to provide his input. Supt. Lisenby explained that the area is a common area flood channel and native area. The Steamboat Ditch gates open and drain into this common area. It initially went untouched but is now cleared for defensible space purposes. During dry years it is mowed. Supt. Lisenby further explained it was designed 40 years ago and not intended to be irrigated. Adding irrigation would incur substantial costs.

Discussion and questions/answers ensued. Attorney Oliphant cautioned about improving native common areas as others who live adjacent to common area may also want improvements made. President Dennis asked Supt. Lisenby for his recommendation. He recommends not adding any landscaping or irrigation; Adding a drainage channel/trench is feasible, to which the homeowner acknowledged this is what he would like to see done.

**Motion: Director Ginsburg moved to obtain an estimate to regrade the flood channel to drain excess water. Director Black seconded. Motion unanimously carried.**

**7. New Business:**

**7.1 Review & Approve 2023/2024 Staff Compensation Plan**

The Board was provided with the 2024 Staff Compensation Plan (as previously presented and approved during the 2024 budget review) and the 2023 Bonus Schedule for consideration.

**Motion: Director Ginsburg moved to approve the 2024 Staff Compensation Plan and the 2023 Bonus Schedule as presented. Secretary Naccarato seconded. Motion unanimously carried.**

**7.2 Review & Approve Employee Health Insurance Policies Effective 12.01.2023**

The Board was provided with the Employee Health Insurance Policies for consideration as follows: Medical Health package coverage with Hometown Health renews 12/01/23 in the amount of \$168,888.96/year (\$25,510.80 increase). Vision coverage with Hometown Health renews 12/01/23 in the amount of \$922.08/year (no increase). Basic Life & AD&D coverage with Principal renews 12/01/23 in the amount of \$652.08/year (\$35.64 increase).

**Motion: Director Ginsburg moved to approve the Health Benefits Coverage (for Medical Health package, Vision, Basic Life & AD&D) for an annual amount of \$170,463.12 eff. 12.01.2023 as presented. Secretary Naccarato seconded. Motion unanimously carried.**

**7.3 Review & Approve Workers Compensation Insurance Policy eff. 01/01/2024**

Per Alpine Insurance, the Workers Comp carrier does not release quotes more than 30 days prior to the effective date of January 1. The current year's premium is \$16,624.00. While the agent does not anticipate an increase, the Board has approved a budgeted amount of \$20,036.00 for 2024.

**Motion: Director Ginsburg moved to approve a not-to-exceed amount of \$20,036.00 for Workers Comp policy, effective January 1, 2024, with the final premium amount to be ratified at the January 24, 2024, General Board Meeting. Secretary Naccarato seconded. Motion unanimously carried.**

**7.4 Review & Approve BEST Life Dental Insurance Renewal Eff 12/01/2023**

The Board was provided for consideration the employee Dental insurance policies with Best Life effective 12/01/2023 in the amount of \$4,674.84/year (no increase).

**Motion: Director Black moved to approve the BEST Life Dental Insurance coverage effective 12/01/2023 in the amount of \$4,674.84/year as presented. Director Ginsburg seconded. Motion unanimously carried.**

**7.5 Review & Approve Short term/Long term/life by Principal Life Insurance Coverage Eff 12/01/2023**

The Board was provided for consideration the following employee insurance policies: Short Term Disability with Principal renews 12/01/2023 for \$4,762.80/year (\$264.60 increase); Long Term Disability with Principal renews 12/01/2023 in the amount of \$52,795.67/year (no increase).

**Motion: Director Ginsburg moved to approve the Short Term Disability and Long Term Disability Insurance Coverage with Principal Life effective 12/01/2023 in the amount of \$57,558.47/year as presented. Director Black seconded. Motion unanimously carried.**

**7.6 Review & Approve Proposal from Action Electric - Bitterroot Timeclock & Wiring Repairs/Replacement**

The irrigation timeclock and wiring needs replacement at the Bitterroot location. Supt. Lisenby has obtained a proposal for the Board's consideration from Action Electric in the amount of \$6,073.99 to complete the needed work. This is a reserve expense.

**Motion: Director Ginsburg moved to approve the proposal as presented from Action Electric in the amount of \$6,073.99 to complete the irrigation timeclock and wiring repairs/replacement. President Dennis seconded. Motion unanimously carried.**

**7.7 Review & Approve Proposal from Tree Master for Pine Tree Trimming and Dead Wood Cleanup in Caughlin Creek/Deer Creek Neighborhoods**

Supt. Lisenby met with the arborist from Tree Master to assess the condition of trees in Caughlin Creek/DeerCreek neighborhoods and obtained a proposal for the Board's consideration in the amount of \$26,000.00 to trim pine trees and perform deadwood cleanup. This is an operating expense.

**Motion: Director Ginsburg moved to approve the proposal as presented from Tree Master in the amount of \$26,000.00 to perform pine tree trimming and deadwood cleanup. President Dennis seconded. Motion unanimously carried.**

**7.8 Review/Approve Quote from Village Management Software (VMS) for Web-based Hosting**

GM Nunley reported that Village Management Software (VMS) is the Association's database and accounting software. Currently, the Association supports a desktop version only. It is recommended that the office migrate to web-based hosting which will allow remote access (helpful during winter when snow events prevent staff from driving to the office) and timely software updates.

The current annual cost is \$1,128.00. The base annual fee for web-based hosting is \$4,620.00 (\$385.00/month); an increase of \$3,492.00 per year. Migration would be coordinated by the Association's IT provider, Erlach Computer Consulting. This is an operating expense.

Discussion ensued regarding budget, efficiency, and security.

**Motion: Director Ginsburg moved to approve the agreement from Team Soft Solutions as presented in the amount of \$4,620.00 per year for VMS web-based hosting. President Dennis seconded. Motion unanimously carried.**

**7.9 Review & Approve Proposal from APS for HOA Front Entry Office Improvements**

In an effort to improve workplace health & safety, a proposal was obtained from APS to modify the front lobby area of the office, separating it from the office area. The proposal in the amount of \$8,220.00 was provided for the Board's consideration. This is a reserve expense.



**Motion: Director Ginsburg moved to approve the proposal from APS in the amount of \$8,220.00 as presented to perform the improvements to the front lobby area of the HOA office. President Dennis seconded. Motion unanimously carried.**

**7.10 Review & Approve Proposal from Office1 for HOA Office Copier**

GM Nunley reported that the office copier has been experiencing intermittent failures recently and, due to its age, its components and software are no longer supported.

Office1, the vendor who provided the current copier and maintenance services, has provided a proposal for a replacement copier, a Ricoh IMC 4510, in the amount of \$13,289.53.

This item is scheduled for replacement in 2024 in the most recent updated reserve study.

**Motion: Director Ginsburg moved to approve the proposal from Office1 as presented for a replacement copier, a Ricoh IMC 4510, in the amount of \$13,289.53. Secretary Naccarato seconded. Motion unanimously carried.**

**7.11 Ratify Change Order from SNC for Walking Paths**

During the recent walking paths project by SNC, it was necessary to add additional asphalt to maintain proper and adequate thickness. A change order was approved in the amount of \$4,890.00.

**Motion: Director Black moved to ratify the change order from SNC in the amount of \$4,890.00 for the walking path asphalt patching project. President Dennis seconded. Motion unanimously carried.**

**7.12 Review and Consider Moving the December 15th Board Orientation to a Date in January**

Due to limited staffing in the office on Friday, December 15<sup>th</sup>, it is requested that the Board Orientation Session tentatively scheduled for that date be moved to a date in January 2024.

Suggested dates are: Friday, January 12<sup>th</sup> at 9am or Friday, January 26<sup>th</sup> at 9am.

**Motion: Director Black moved to reschedule the Board Orientation session from December 15<sup>th</sup> to January 12, 2024, at 9:00am. President Dennis seconded. Motion unanimously carried.**

**7.13 Appoint Members to the Architectural Control Committee**

The following members of the Architectural Control Committee are requesting to be reappointed:

Jon Ericson, Paul Gianoli, Guy Grimsley, Bill Houston, and Randy Lisenby (voting members).

Seth Padovan as professional engineer consultant (architect to be presented at the January meeting).

Secretary Drew Naccarato serves as the Board Liaison.

**Motion: Director Black moved to appoint the following members to the Architectural Control Committee for 2024-2025: Jon Ericson, Paul Gianoli, Guy Grimsley, Bill Houston and Randy Lisenby. Also appointed is Seth Padovan as professional engineer, Secretary Naccarato as Board Liaison. Director Ginsburg seconded. Motion unanimously carried.**

**7.14 Appoint Members to the Finance & Budget Committee**

The following members of the Finance & Budget Committee are requesting to be reappointed:

Allen Black, Mike Heffner, Joyce Thompson and Phil Schweber. Treasurer Steve Bremer is the Board Liaison. (President Al Dennis attends as a Board representative.)

**Motion: President Dennis moved to appoint the following members to the Finance & Budget Committee for 2024-2025: Allen Black, Mike Heffner, Joyce Thompson, and Phil Schweber. Treasurer Bremer to serve as Board Liaison. Director Ginsburg seconded. Motion unanimously carried.**

**7.15 Appoint Members to the Events Committee**

The following members of the Events / Rancher Committee are requesting to be reappointed:

Michele Attaway, Mike Ginsburg, and Lisa Ericson. Additionally, Myra Chen Neese has submitted her application to the Committee. President Al Dennis serves as the Board Liaison.

**Motion: President Dennis moved to appoint the following members to the Events / Rancher Committee for 2024-2025: Michele Attaway, Mike Ginsburg, Lisa Ericson and Myra Chen Neese, with President Dennis as Board Liaison. Director Ginsburg seconded. Motion unanimously carried.**

#### **7.16 Review and Approve General Manager Contract**

The Board was provided, for their consideration, the General Manager's Contract effective January 1, 2024.

**Motion: Director Ginsburg moved to approve the General Manager's Contract effective January 1, 2024 as presented. Director Black seconded. Motion unanimously carried.**

GM Nunley thanked the Board.

#### **8. Member Comments:**

- GM Nunley read into the record a letter from a homeowner with concerns about parking on Longknife Rd.

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

- Wednesday, November 15, 2023:
  - 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, January 12, 2023: Board Orientation / Training at 9:00 a.m.
- Board Agenda Workshop on Monday, January 22, 2024, at 4:00 p.m.; Exec. Session Workshop follows
- Board of Directors Executive Session on Wednesday, January 24, 2024, at 5:00 p.m. and General Business Meeting at 6:00 p.m.

**Motion: Director Black moved to recess the meeting at 6:38 p.m.; Secretary Naccarato seconded. Motion unanimously carried.**



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Drew Naccarato, Secretary Board of Directors  
Caughlin Ranch Homeowners Association