



October 18, 2024

**NOTICE OF ANNUAL MEMBERS MEETING WITH ELECTIONS, BUDGET RATIFICATION & ORGANIZATIONAL MEETING**

Dear Caughlin Ranch Homeowners Association Members:

Notice is hereby given that the Annual Members Meeting, Budget Ratification and Organizational Meetings of the Caughlin Ranch Homeowners Association (CRHA) will be held as follows:

MEETING DATES/TIME/PLACE: November 18, 2024

12:00p.m. to Open and Tally the Secret Ballots

CRHA Office, 1070 Caughlin Crossing, Reno NV 89509

This meeting will recess once the Secret Ballots have been tallied.

November 20, 2024

Spaghetti Dinner served at 5:30p.m./Meeting begins at 6:30p.m.

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

MEETING AGENDAS. Enclosed is the Annual Members Meeting Agenda. The purpose of this meeting is to approve the minutes of last year's meeting, ratify the 2025 Annual Operating and Reserve Budgets, hear Directors and Manager Reports, and announce the results of the election to the Board of Directors. Also enclosed is the Agenda for the Organizational Meeting (to be held immediately following the Annual Members Meeting). The purpose of the Organizational Meeting is for the Board to select their officers for the upcoming year.

If you plan to attend the Annual Members Dinner/Meeting & Budget Ratification, **please RSVP by 4p.m. on November 13, 2024 to [events@caughlinhoa.com](mailto:events@caughlinhoa.com), or call (775) 746-1499. Please note that seating is limited.**

BALLOT FOR ELECTION...PLEASE COMPLETE AND RETURN. Included in this mailing is a Secret Ballot (on yellow paper) for the election of Directors. Information on each candidate is also included. PLEASE SEND IN YOUR VOTE! Complete the Secret Ballot, enclose it in the secret ballot envelope, seal and return in the enclosed return envelope which is pre-addressed to Caughlin Ranch HOA. Mailed and hand-delivered ballots must be received at the CRHA office by **11:00AM on Mon., November 18, 2024**. Ballots will be counted by volunteer homeowners beginning at 12:00PM on Monday, November 18, 2024.

ADDITIONAL ENCLOSURES: 2025 BUDGETS, RESERVE SUMMARIES, COLLECTION POLICY, 2023 ANNUAL MEETING MINUTES, 2025 MEETING DATES

- 2025 Annual Operating and Reserve Budgets
- Reserve Study component lists (4 studies) showing the current estimated replacement cost, remaining life and useful life of each major component of the common elements (a copy of each of the full studies is available on the website)
- CRHA's Collection Policy & Rule/Fine Policy
- 2023 Draft Annual Meeting Minutes
- 2025 Meeting Dates and Disclosure Notice

ASSESSMENTS FOR 2025. The Board of Directors approved the enclosed 2025 Annual Operating and Reserve Budgets at their General Board Meeting on September 25, 2024. Ratification of the enclosed budgets will take place at the meeting scheduled for November 20, 2024.

In accordance with Nevada Law (NRS 116.3115) and with the Association’s governing documents, the Budgets will be ratified regardless of whether a quorum is present unless more than a majority of all unit owners attend and reject the budget.

**Unless the budgets are rejected, the enclosed budgets will be considered as approved and ratified; no further versions will be mailed.**

**The approved budgets include a twenty percent (20%) increase in Assessments for 2025 and are listed below by Assessment Class.**

<b>Assessment Class</b>	<b># Units</b>	<b>2024 Quarterly</b>	<b>2025 Quarterly</b>
Class A	1600	\$234.21	\$281.05
Class B	358	\$351.30	\$421.56
Class C	178	\$701.20	\$841.44
Class D	102	\$467.70	\$561.24
Class E	25	\$319.11	\$382.93
Commercial	30	\$.0443/sf	\$.0531/sf

The HOA Board voted to approve a 20% assessment increase for 2025 based on significant cost increases, especially in labor costs for the landscape and maintenance (L&M) staff which account for 40% of total operating expenses. In addition to labor costs, the costs of some L&M supplies and asphalt (directly tied to oil prices) required for path and street paving has increased as have utility expenses. Paving is the most significant expense item in the reserve accounts. Each year staffing needs and wages are re-evaluated, as well as paving and landscape-related projects. Steamboat Ditch is utilized for irrigation each summer. If a drought resumes it is possible that access to Steamboat Ditch water may be restricted in future years, requiring reliance on potable water at a greater expense.

Although an apples-to-apples comparison is difficult, CRHA assessments remain below those of other large HOAs such as Somersett, Arrowcreek and Lakeridge Shores. If current inflation trends continue, it is possible that assessment increases will again be required next year to maintain adequate cash balances. The Board of Directors and the Budget & Finance Committee develop the annual budget utilizing a "zero based" approach. As always, homeowner feedback is welcomed.

Payment coupons for 2025 will be mailed in early December.

Members who are set up for automated clearing house (ACH) withdrawal of their assessment payment will not receive a coupon book. If you are interested in having your assessment payment automatically deducted via ACH within the first ten (10) days of the first month of each quarter, please contact the Association office. You will need to complete a form and attach a voided check.

**ASSESSMENT PAYMENTS & BANKING OPERATIONS:** The address to mail payments to is: Caughlin Ranch HOA, P.O. Box 52918, Phoenix, AZ 85072-2918. **Checks must be made payable to Caughlin Ranch HOA** with your account number in the notes section to ensure proper processing. This also applies if you use an online banking bill pay service. Without this information, your payment may not be processed properly, resulting in possible late charges. Please call the CRHA office at: (775) 746-1499 if you need your account number.

Assessment Payments are due on the first day of the first month of each quarter and are considered delinquent if payment in-full is not received by the eleventh (11th) day of the first month of each quarter. A \$25.00 Late Fee will be applied monthly to delinquent balances. If you pay by check, you will receive your 2025 coupon book by early to mid-December. If you have not received your coupon book by the end of December, please contact the Association office.

You may also make assessment payments online using a credit card (fees do apply), or by using an e-check for free. Please visit: <https://propertypay.firstcitizens.com/>; you will need to have a coupon available at time of payment. They offer a one-time payment process, or you may set up reoccurring payments directly with First Citizens Bank. If you currently pay with reoccurring payments via First Citizens Bank Property Pay, please update the payment amount due with the new assessment amount for January 1, 2025.

### ADDITIONAL MEETING INFORMATION

**Candidate Forum.** A Candidate Forum to Meet the Candidates will be held on **Thursday, November 7, 2024, at 5:00p.m.** in the CRHA Office as well as virtually via GoToMeeting. The following is the GoToMeeting link for joining the meeting virtually.

**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

Get the app now and be ready when your first meeting starts: <https://meet.goto.com/install>

**Other Meeting Information.** The Board of Directors will hold their Executive Session at 4:00 p.m. on Monday, November 18, 2024. The General Business Meeting will follow at 5:30 p.m. Board Orientation is tentatively scheduled for Friday, January 10, 2025, at the CRHA office.

All meeting agendas, as well as the full Annual mailing packet, will be available on the CRHA website [caughlinhoa.com](http://caughlinhoa.com). You may request a copy of the agendas by emailing [admin@caughlinhoa.com](mailto:admin@caughlinhoa.com) or by calling the office at 775-746-1499. The agendas will be posted at the entrance to the CRHA office and in the Information Boxes located in the common areas.

### OTHER IMPORTANT INFORMATION

**Caughlin Rancher.** This is the official CRHA publication which provides you with all the information about what is happening in the Ranch! It is a bimonthly publication and is mailed to every member. If the member has an off-site address, it is also mailed to their on-site address so that non-member residents stay informed as well. The Rancher includes Board meeting dates, an events calendar and regular updates about work and projects on-going and planned.

**CRHA Website.** Have you visited the website? All things pertaining to Caughlin Ranch HOA may be found here; information, news, documents, events schedules, previous editions of the Caughlin Rancher and more. Please visit [www.caughlinhoa.com](http://www.caughlinhoa.com).

**Angel Tree:** The 2024 Angel Tree program will be held again this year. The Association continues to partner with Alice Smith Elementary School and Washoe County Senior Services. Starting November 1<sup>st</sup> through the end of November, regular community email blasts will be sent advising the Angel Tree

wish lists for school children and seniors. A separate Toy/Coat Drive for Alice Smith Elementary and a Blanket Drive for Seniors will be conducted again this year.

Office staff will be more than happy to assist you with your Angel Tree selection(s). The Angel Tree wish lists for the children and seniors will be available for pick up (or sent via e-mail). Please call ahead 775-746-1499 or email [events@caughlinhoa.com](mailto:events@caughlinhoa.com) so that staff can have your preferred child/senior Angel wish list ready for when you arrive at the office.

**Food Bank of Northern Nevada.** A donation barrel is available in the Association office year-round. The need is even greater during the holiday season, so please help fill the barrel with non-perishable, non-expired foods that will be distributed to families in need here in Northern Nevada.

The Board of Directors thanks you for your continued support of the Caughlin Ranch HOA community. We look forward to seeing you at Pinocchio's Reno on November 20<sup>th</sup> for the 2024 Annual Members Meeting and 2025 Budget Ratification Meeting.

Sincerely,

A handwritten signature in cursive script that reads "Lisa R. Nunley".

Lisa R. Nunley, CMCA, AMS, PCAM  
General Manager / Nevada Certified Supervising Community Manager  
On Behalf of the Caughlin Ranch Homeowners Association Board of Directors

Enclosures



**2024 ANNUAL MEMBERS MEETING WITH ELECTIONS AND  
2025 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 Mon., November 18, 2024, at 12:00 noon to Open and Tally Secret Ballots**  
**Location: CRHA Office, 1070 Caughlin Crossing, Reno, NV 89519**

**Meeting will be reconvened Wed., November 20, 2024, at 6:30p.m.**  
**Location: Pinocchio's Reno, 5955 S. Virginia St., Reno, NV 89502**

***Both sessions will be conducted virtually via GoToMeeting and In-person***

- 
- 1. Call to Order at 12:00 noon on Monday, November 18, 2024**
  - 2. Appointment of Inspector of Elections; Identify Member Volunteers to Open and Tally Secret Ballots**
  - 3. Open and Tally Secret Ballots**
  - 4. Recess**
  - 5. Reconvene & Welcome from Board President following at 6:30 p.m., Wednesday, November 20, 2024**
  - 6. 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.
  - 7. 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:***

- 8. Approval of November 15, 2023 Annual Members Election & 2024 Budget Ratification Meeting Minutes**
- 9. Announce Results of 2025 Operating and Reserve Budget Ratification; Assessment Increase of Twenty Percent (20%)**

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."
- 10. Announce results of 2024 Annual Election of Directors; four (4) Board Members will be seated.**
- 11. 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  
2024 ANNUAL MEMBERS ELECTION AND  
2025 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 20, 2024**

**To be held immediately following the 2024 Annual Members Election  
& 2025 Budget Ratification Meeting**

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

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. **Board to Elect 2025 Board of Directors Officers \***
4. **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.
5. **Announce Future Meeting Dates & Adjourn \*:**
  - Board Orientation/Training Workshop, January 10, 2025 at 9:00 a.m. – TENTATIVE
  - Board Agenda Workshop on Monday, January 27, 2025 at 4:00 p.m.
  - Board of Directors Executive Session on Wednesday, January 29, 2025 at 5:00 p.m. and General Business Meeting at 6:00 p.m.
  - 2024 Audit Review with Board and Finance & Budget Committee on Thursday, March 20, 2025 at 2:00 p.m.

**Log-In Information:**

**Board of Directors Organizational Meeting**

**Wednesday, November 20, 2024, immediately following the 2024 Annual Members Election & 2025 Budget Ratification Meeting**

**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

**Get the app now and be ready when your first meeting starts:**

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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. 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.*

**CAUGHLIN RANCH**  
HOMEOWNERS ASSOCIATION

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

Caughlin Ranch Homeowners Association  
2023 Annual Members Election and 2024 Budget Ratification Meeting Minutes  
November 15, 2023

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.

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.*

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**Drew Naccarato, Secretary**



	A	B	C	D	E
1	<b>APPROVED</b>	<b>2025 BUDGET SUMMARY</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
2	<b>9/25/24</b>		<b>AUDITED</b>	<b>RATIFIED</b>	<b>APPROVED</b>
3		<b>INCOME</b>	<b>10% Increase</b>	<b>10% Increase</b>	<b>20% Increase</b>
4		<b><u>ASSESSMENT REVENUE</u></b>			
5	3110	MEMBERSHIP ASSESSMENTS	2,476,359	2,723,974	3,268,769
6	3115	COMMERCIAL ASSESSMENTS	152,783	167,894	201,473
7	3120	SPECIAL ASSESSMENT 1070 BLDG.	0	0	0
8	3121	SURPLUS APPLICATION	0	0	0
9		<b>TOTAL ASSESSMENT REVENUE</b>	<b>2,629,142</b>	<b>2,891,868</b>	<b>3,470,242</b>
10					
11		<b><u>OTHER REVENUE</u></b>			
12	3150	TRANSFER FEES	20,000	25,000	20,000
13	3160	RESALE/DEMAND PACKAGE	26,566	25,000	25,000
14	3200	INSURANCE CLAIM REVENUE	616	0	0
15	3310	OTHER INCOME	13,589	6,650	7,600
16	3311	VILLAGE GREEN PARK FEES	3,200	4,000	4,000
17	3313	VIOLATION FINES/PENALTIES	7,000	3,000	3,000
18	4305	BAD DEBT	-6,095	-3,000	-3,000
19	3314	DISTRESSED PROPERTIES CLEAN-UP	0	0	0
20	3315	ARCHITECTURAL CONTROL	4,300	3,900	5,000
21	3316	LATE PAYMENT - INTEREST CHARGE	3,842	2,500	2,700
22	3317	OWNER RIMBURSEMENTS	0	0	0
23	3410	LATE PAYMENT - LATE CHARGE	18,682	19,000	19,000
24	3411	OMBUDSMAN FEE REIMBURSEMENT	0	0	0
25	3412	PCE TAX	0	0	0
26	3414	CAUGHLIN CREEK IRRIGATION & REPAIR	0	0	0
27	3417	INTEREST INCOME	2,117	2,500	2,500
28	3418	GAIN (LOSS) ON SALE OF ASSETS (Non-Cash)	0	0	0
29	3421	COLLECTION SERVICE FEES	0	0	0
30	3422	ALUM CREEK PRESERVATION PROJECT	0	0	0
31	3423	MANAGEMENT CONTRACT SERVICES	0	0	0
32	3424	LANDSCAPE CONTRACT SERVICE	86,306	85,000	75,000
33	3590-1	CRHA RESERVE TRANSFER	(213,340)	(223,590)	(335,385)
34	3591-1	MOUNTAINSHYRE RESERVE TRANSFER	(20,222)	(22,062)	(22,163)
35	3592-1	CAUGHLIN/DEER CREEK RESERVE TRANSFER	(45,556)	(56,945)	(67,195)
36	3593	PINE BLUFF RESERVE TRANSFER	0	0	0
37	3594	1070 CC RESERVE TRANSFER	0	0	0
38	3595	WHISPERING CANYON (RH) RESERVE TRANSFER	(29,401)	(38,905)	(40,267)
39	3900	1070 CC - TRANSFER TO CAPITAL	0	0	0
40		<b>TOTAL OTHER REVENUE</b>	<b>(128,396)</b>	<b>(167,952)</b>	<b>(304,210)</b>
41					
42		<b>TOTAL INCOME</b>	<b>2,500,746</b>	<b>2,723,916</b>	<b>3,166,032</b>
43					
44		<b>EXPENSE</b>			
45		<b><u>OPERATING EXPENSE</u></b>			
46	4125	OFFICE RENT	0	0	0
47	4126	COMPUTER SERVICES	43,664	46,000	46,000
48	4127	CAI LAC LOBBYIST	2,263	2,263	2,263
49	4128	GATE REMOTES	1,443	1,500	1,500
50	4129	1070 CC LOAN - PRINCIPAL	29,880	32,402	33,744
51	4129-1	1070 CC LOAN - INTEREST	6,182	4,891	3,553
52	4129-2	1070 CC PRINCIPAL PAYDOWN	0	0	0
53	4130	GENERAL OFFICE	50,482	49,000	51,000
54	4131	OMBUDSMAN	9,618	9,618	9,618
55	4132	ELECTION FOR BOARD	0	5,000	5,000
56	4133	POSTAGE	13,403	20,000	20,000
57	4134	MANAGEMENT CONSULTANT FEE	0	0	0

	A	B	C	D	E
1	<b>APPROVED</b>	<b>2025 BUDGET SUMMARY</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
2	<b>9/25/24</b>		<b>AUDITED</b>	<b>RATIFIED</b>	<b>APPROVED</b>
58	4135	PRINTING & MAILINGS	20,507	35,000	27,000
59	4136	ACC BACKUP	0	0	0
60	4200	LEGAL SETTLEMENT	0	0	0
61	4201	LEGAL PROJECTS	2,052	10,000	10,000
62	4300	LEGAL	58,246	50,000	50,000
63	4301	ACCOUNTING	19,425	24,000	20,000
64	4302	OUTSIDE CONSULTING	150	8,000	5,000
65	4306	DISTRESSED PROPERTIES CLEAN-UP	0	0	0
66	4307	FENCE REPAIR AGREEMENT	0	0	0
67	4308	MGMT. SERVICES INSURANCE	1,753	1,656	1,656
68	4309	LANDSCAPE SERVICES INSURANCE	2,611	2,825	3,432
69	4310	INSURANCE PACKAGE	100,396	109,677	122,453
70	4320	TAXES, LICENSES & FEES	30,068	35,000	68,751
71	4320-1	FEDERAL INCOME TAX	9,324	3,000	9,000
72	4321	PCE TAX FEE	0	0	0
73	4325	DEPRECIATION (Non-Cash)	0	0	0
74	4326	LOSS - DISPOSAL OF ASSETS (Non-Cash)	0	0	0
75	4330	NEWSLETTER	0	0	0
76	4335	COMMUNITY ACTIVITIES	33,999	30,000	35,000
77	4336	CAUGHLIN RANCHER	0	0	0
78	4360	ALARM MONITORING	1,905	2,000	2,000
79	4361	PATROL SERVICE	56,389	75,500	75,500
80	4373	LANDSCAPE CONTRACT SERVICES EXPENSE	1,707	3,800	2,000
81	4640	CAUGHLIN XING CAM FEE	9,231	10,450	10,450
82	4774	CONSULTING - ROCK WALL	0	0	0
83	4780	STEAMBOAT DITCH ANNUAL FEE & MAINTENANCE	14,905	15,000	15,000
84	4791	CONTINGENCY	0	0	0
85	5000	ARCHITECTURAL CONTROL COMMITTEE	10,990	8,500	10,000
86		<b>TOTAL OPERATING EXPENSE</b>	<b>530,595</b>	<b>595,082</b>	<b>639,920</b>
87					
88		<b><u>OTHER EXPENSE</u></b>			
89	9530	PURCHASE 1070 BLDG.			
90	9540	VILLAGE GREEN PARK IMPROVEMENTS			
91		<b>TOTAL OTHER EXPENSE</b>			
92					
93		<b><u>PAYROLL</u></b>			
94	4100	GENERAL MANAGER	0	0	0
95	4101	ASSISTANT MANAGER	0	0	0
96	4102	OFFICE MANAGER/BOOKKEEPER	0	0	0
97	4103	ADMIN. ASSISTANT/ACC/CC&R	0	0	0
98	4104	OFFICE TEMP.	18,460	0	0
99	4105	SECRETARY / ADMIN. ASSISTANT	0	0	0
100	4106	SALARIES & WAGES - ADMIN.	295,772	354,292	383,330
101	4107	EMPLOYEE BENEFITS - PTO (Non-Cash)	0	0	0
102	4110	PAYROLL TAXES - ADMIN.	33,752	39,163	42,219
103	4111	GROUP MEDICAL INS. - ADMIN.	54,461	69,834	76,728
104	4112	EMPLOYEE SIMPLE IRA - ADMIN.	7,234	8,305	12,250
105	4113	WORKERS COMP. - ADMIN.	1,076	2,105	2,282
106	4114	CONTINUING EDUCATION - ADMIN.	3,954	6,000	6,000
107	4115	STAFF INCENTIVE - ADMIN.	21,250	15,500	25,000
108	4402	SALARIES & WAGES- L&M	463,602	512,668	530,897
109	4405	LANDSCAPE SUPERINTENDENT	0	0	0
110	4406	LANDSCAPE EMPLOYEES	0	0	0
111	4409	SEASONAL WAGES - L&M	374,745	484,110	530,897
112	4410	GROUP MEDICAL INS. - L&M	87,870	114,047	125,447

	A	B	C	D	E
1	<b>APPROVED</b>	<b>2025 BUDGET SUMMARY</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
2	<b>9/25/24</b>		<b>AUDITED</b>	<b>RATIFIED</b>	<b>APPROVED</b>
113	4411	PAYROLL TAXES - L&M AND SEASONAL	100,977	122,164	125,662
114	4412	EMPLOYEE SIMPLE IRA - L&M	8,513	10,315	16,467
115	4413	STAFF INCENTIVE - L&M	15,400	15,500	18,000
116	4414	WORKERS COMP. - L&M AND SEASONAL	10,639	17,931	21,173
117	4415	CONTINUING EDUCATION - L&M	1,200	3,500	3,500
118	4416	SALARIES & WAGES - RIVER RUN	0	0	0
119		<b>TOTAL PAYROLL</b>	<b>1,498,903</b>	<b>1,775,434</b>	<b>1,919,852</b>
120					
121		<b><u>REPAIRS AND MAINTENANCE</u></b>			
122	4142	ENTRANCE GATE REPAIRS	6,874	6,000	6,000
123	4500	MATERIALS/SUPPLIES	33,832	35,000	35,000
124	4501	VANDALISM & DUMP RUN	1,531	1,500	1,500
125	4502	SNOW REMOVAL	5,342	2,500	3,000
126	4503	PORTABLE RESTROOM FACILITY	12,494	14,000	15,000
127	4510	CHEMICALS/FERTILIZERS	14,034	25,000	20,000
128	4520	IRRIGATION REPAIRS	25,306	32,000	32,000
129	4530	PLANT MATERIAL/REPLACEMENT	42,280	25,000	30,000
130	4535	SOD & SEED	6,551	8,000	8,000
131	4537	TREE REMOVAL/PRUNING	0	5,000	10,000
132	4560	FUEL & OIL	34,374	38,000	35,000
133	4570	WEED ABATEMENT	49,500	50,000	65,000
134	4575	FIRE MITIGATION	0	0	0
135	4620	MISCELLANEOUS	1,230	5,000	5,000
136	4625	MISC. PROPERTY REPAIRS	5,723	5,000	5,000
137	4630	TRASH HAULING	27,136	25,000	25,000
138	4705	SMALL EQUIPMENT	3,036	10,000	7,000
139	4706	L&M PHONES	3,036	2,879	0
140	4710	EQUIPMENT MAINTENANCE	52,734	40,000	45,000
141	4730	EQUIPMENT RENTAL	1,452	1,500	1,500
142	4760	SIGN MAINTENANCE/LIGHTS	230	4,000	4,000
143	4770	WATER CONSERVATION PROJECTS	0	0	0
144	4774	CONSULTING - ROCK WALL PROJECT	0	0	0
145	4775	ROCK/STONE WALL REPAIRS	0	0	0
146	4790	UNIFORMS	16,441	14,000	15,000
147	4792	ALUM CREEK PRESERVATION PROJECT	0	0	0
148	4793	INSURANCE CLAIM EXPENSE	355	0	0
149		<b>TOTAL REPAIRS AND MAINTENANCE</b>	<b>343,491</b>	<b>349,379</b>	<b>368,000</b>
150					
151		<b><u>UTILITY</u></b>			
152	4140	TELEPHONE	6,856	6,500	9,700
153	4141	ENTRANCE GATES TELEPHONE & INTERNET	5,245	6,960	6,960
154	4540	IRRIGATION	180,436	225,000	205,000
155	4550	UTILITIES	44,833	45,000	49,000
156	4551	STREET LIGHTS	4,423	4,500	4,500
157	4750	CAUGHLIN CREEK IRRIGATION REIMB.	4,398	2,300	2,300
158		<b>TOTAL UTILITY</b>	<b>246,191</b>	<b>290,260</b>	<b>277,460</b>
159					
160		<b>TOTAL EXPENSE</b>	<b>2,619,180</b>	<b>3,010,155</b>	<b>3,205,232</b>
161					
162		<b>EXCESS REVENUE / EXPENSE</b>	<b>(118,434)</b>	<b>(286,239)</b>	<b>(39,200)</b>
163					
164		<b><u>OTHER EXPENSE</u></b>			
165	9510	WATER PROJECT			
166	9520	WATER PROJECT COMPLETION			
167		<b>TOTAL OTHER EXPENSE</b>			

	A	B	C	D	E
1	<b>APPROVED</b>	<b>2025 BUDGET SUMMARY</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
2	<b>9/25/24</b>		<b>AUDITED</b>	<b>RATIFIED</b>	<b>APPROVED</b>
168					
169					
170		<b>INCOME</b>			
171		<b><u>RESERVE</u></b>			
172	3100	Developer Contributions	0	0	0
173	3200	INSURANCE CLAIM REVENUE	0	0	0
174	3125	RESERVE ASSESSMENT - CRHA	0	0	0
175	4326-1	Gain/Loss on Investments	0	0	0
176	7101	INSURANCE CLAIM REVENUE	0	0	0
177	7105	CAUGHLIN/DEER CREEK RESERVE TRANSFER	45,556	56,945	67,195
178	7120	MOUNTAINSHYRE RESERVE TRANSFER	20,222	22,062	22,163
179	7130	CRHA RESERVE TRANSFER	213,340	223,590	335,385
180	7160	1070 CC RESERVE TRANSFER	0	0	0
181	7170	PINE BLUFF RESERVE TRANSFER	0	0	0
182	7175	WHISPERING CANYON RESERVE TRANSFER	29,401	38,905	40,267
183	7200	OTHER INCOME	0	0	0
184	7900	CAUGHLIN/DEER CREEK INTEREST	12,669	1,500	1,500
185	7910	MOUNTAINSHYRE INTEREST	4,949	700	700
186	7920	CRHA INTEREST	16,119	3,600	3,600
187	7960	WHISPERING CANYON INTEREST	52	675	675
188	7935	PARK IMPROVEMENT CONTRIBUTION	0	0	0
189	7940	1070 CC INTEREST	0	0	0
190	7950	PINE BLUFF INTEREST	0	0	0
191		<b>TOTAL RESERVE</b>	<b>342,308</b>	<b>347,977</b>	<b>471,485</b>
192					
193		<b>TOTAL INCOME</b>	<b>342,308</b>	<b>347,977</b>	<b>471,485</b>
194					
195		<b>EXPENSE</b>			
196		<b><u>OPERATING EXPENSE</u></b>			
197	4130	GENERAL OFFICE	0	0	0
198	4320	TAXES & LICENSES	0	0	0
199	7100	INSURANCE CLAIM REVENUE	0	0	0
200		<b>TOTAL OPERATING EXPENSE</b>	<b>0</b>	<b>0</b>	<b>0</b>
201					
202		<b>EXPENSE</b>			
203		<b><u>RESERVE</u></b>			
204	8110	EQUIPMENT / VEHICLE MAINTENANCE	22,418	128,993	12,746
205	8120	EQUIPMENT ACQUISITION / REPLACEMENT	9,416	0	143,495
206	8140	TRAIL MAINTENANCE	135,144	101,582	97,073
207	8150	MISC. OFFICE EQUIPMENT	12,405	60,605	66,529
208	8160	SIGN MAINTENANCE	0	33,607	89,997
209	8190	1050 MAINTENANCE BUILDING / YARD	7,765	0	3,717
210	8191	IRRIGATION COMPS./POND MAINT.	15,187	30,564	14,134
211	8192	SIDEWALK/CONCRETE REPAIRS & MAINT.	0	0	0
212	8195	CRHA RESERVE UPDATE	1,400	1,435	6,205
213	8197	WEBSITE UPDATE	0	0	13,461
214	8200	PARK IMPROVEMENTS	34,729	7,739	54,768
215	8201	CRHA CONSULTING/ENGINEERING	44,075	8,581	0
216	8203	1070 OFFICE BUILDING	16,843	7,452	68,472
217	8220	CRHA MISC. REPAIRS & MAINT.	6,984	0	1,381
218	8222	SEGMENTAL RETAINING WALL REPAIRS	0	0	0
219	8223	RETAINING AND ROCKERY WALL INSPECTIONS	0	1,716	1,819
220	8230	CAUGHLIN/DEER CREEK ROAD MAINT.	472,774	16,762	701
221	8232	CAUGHLIN/DEER CREEK POND R&M	0	6,802	7,210
222	8233	CAUGHLIN/DEER CREEK MISC R&M - LIGHTING	1,244	0	8,974

	A	B	C	D	E
1	<b>APPROVED</b>	<b>2025 BUDGET SUMMARY</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
2	<b>9/25/24</b>		<b>AUDITED</b>	<b>RATIFIED</b>	<b>APPROVED</b>
223	8240	CRHA ENTRY SIGNS & POWER	0	0	0
224	8250	MOUNTAINSHYRE ROAD MAINT.	45,247	2,101	1,899
225	8260	MOUNTAINSHYRE GATES	18,168	22,744	0
226	8262	MOUNTAINSHYRE RESERVE UPDATE	500	513	1,344
227	8264	MOUNTAINSHYRE CONCRETE REPAIRS	0	1,341	3,648
228	8266	MTNSHYRE CONSULTING/ENGINEERING	4,025	0	0
229	82XX	MOUNTAINSHYRE MISC. REPAIRS		366	5,361
230	82XX	MOUNTAINSHYRE MONUMENT SIGN & LIGHTS		21,303	22,581
231	8270	CAUGHLIN/DEER CREEK GATE REPAIRS	11,731	2,952	5,743
232	8274	CAUGHLIN/DEER CREEK RESERVE UPDATE	500	513	1,551
233	8275	CAUGHLIN/DEER CREEK CONCRETE REPAIRS	0	0	0
234	8276	CC/DC CREEK CONSULTING/ENGINEERING	52,805	0	1,819
235	8280	INSURANCE CLAIM EXPENSE	11,580	0	0
236	8290	VEHICLE ACQUISITION / REPLACEMENT	0	0	52,390
237	8300	CAUGHLIN/DEER CREEK ENTRY SIGNAGE (2)	0	0	0
238	8310	HOLIDAY LIGHTING	1,968	0	0
239	8320	WHISPERING CANYON MISC. IRRIGATION REPAIRS	0	1,304	0
240	8330	WHISPERING CANYON RESERVE STUDY UPDATE	300	0	0
241	8331	WHISPERING CANYON ROAD MAINT.	0	67,854	0
242	8332	WHISPERING CANYON ROCKERY WALL INSPECT.	0	0	2,303
243	8333	WHISPERING CANYON CONSULTING/ENGINEERING	0	4,129	0
244	8334	WHISPERING CANYON MISC. REPAIRS	0	5,867	6,219
245	8335	WHISPERING CANYON PLANT REPLACEMENT	0	10,865	0
246	8336	WHISPERING CANYON RETAINING WALLS	0	2,173	0
247		<b>TOTAL RESERVE</b>	<b>927,208</b>	<b>549,863</b>	<b>695,540</b>
248					
249		<b>TOTAL EXPENSE</b>	<b>927,208</b>	<b>549,863</b>	<b>695,540</b>
250					
251		<b>EXCESS REVENUE / EXPENSE</b>	<b>(584,900)</b>	<b>(201,886)</b>	<b>(224,055)</b>

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**RESERVE STUDY**

Member Distribution Materials

**Caughlin Ranch HOA**

*Update w/o Site Visit Review*

2024 Update

Published - June 10, 2024

Prepared for the 2025 Fiscal Year

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<i>Section III: 30 Year Reserve Funding Plan</i>	<i>Cash Flow Method {c}</i>	3



June 10, 2024

This is a summary of the Reserve Study that has been performed for Caughlin Ranch HOA, (the "Association") which is a Planned Community with a total of 2,293 Lots. This study was conducted in compliance with Nevada *NRS 116.31151 and NRS 116.31152* and is being provided to you as a member of the Association. A full copy is available (through the Association) for review by members of the Association.

The intention of the Reserve Study is to forecast the Association's ability to repair or replace major components as they wear out in future years. This is done utilizing the "Cash Flow Method." This is a method of developing a reserve funding plan where the contributions to the reserve fund are designed to offset the variable annual expenditures from the reserve fund.

Browning Reserve Group, LLC prepared this Update w/o Site Visit Review for the January 1, 2025 - December 31, 2025 fiscal year. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 2.50% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 2.50% per year.

The Reserve Study is not an engineering report, and no destructive testing was performed. The costs outlined in the study are for budgetary and planning purposes only, and actual bid costs would depend upon the defined scope of work at the time repairs are made. Also, any latent defects are excluded from this report.

This reserve study was produced under the responsible charge of Robert W Browning who, pursuant to Nevada regulation R145-06, is a Nevada Reserve Study Specialist (RSS #5).

## **Funding Assessment**

Based on the 30 year cash flow projection, the Association's reserves appear adequately funded as the reserve fund ending balances remain positive throughout the replacement of all major components during the next 30 years.

Nevada statute imposes no reserve funding level requirements. Although one or more of the reserve fund percentages expressed in this report may be less than one hundred percent, those percentages do not necessarily indicate that the Association's reserves are inadequately funded.

The board of directors does not anticipate any special reserve assessment will be required during the current 30-year life of the reserve study to repair, replace, maintain or restore any major component or to provide adequate reserves. (*NAC 116.430 8*)



Reserve Component	Current Replacement Cost	Useful Life	Remaining Life	2024 Fully Funded Balance	2025 Fully Funded Balance	2025 Line Item Contribution based on Cash Flow Method
<b>01000 - Paving</b>	<b>1,136,938</b>	<b>1-30</b>	<b>0-22</b>	<b>664,550</b>	<b>583,695</b>	<b>91,394</b>
<b>02000 - Concrete</b>	<b>5,235</b>	<b>6-8</b>	<b>1-3</b>	<b>3,488</b>	<b>4,290</b>	<b>805</b>
<b>03000 - Painting: Exterior</b>	<b>13,702</b>	<b>5-5</b>	<b>4-4</b>	<b>2,740</b>	<b>5,618</b>	<b>3,280</b>
<b>03500 - Painting: Interior</b>	<b>14,887</b>	<b>10-10</b>	<b>1-1</b>	<b>13,399</b>	<b>15,260</b>	<b>1,655</b>
<b>04000 - Structural Repairs</b>	<b>405,860</b>	<b>10-50</b>	<b>0-21</b>	<b>363,709</b>	<b>75,246</b>	<b>11,892</b>
<b>05000 - Roofing</b>	<b>37,773</b>	<b>25-30</b>	<b>1-24</b>	<b>22,344</b>	<b>24,402</b>	<b>2,083</b>
<b>08000 - Rehab</b>	<b>56,790</b>	<b>1-20</b>	<b>0-19</b>	<b>36,778</b>	<b>12,729</b>	<b>2,848</b>
<b>14000 - Recreation</b>	<b>1,278</b>	<b>10-10</b>	<b>1-1</b>	<b>1,150</b>	<b>1,310</b>	<b>142</b>
<b>17000 - Tennis Court</b>	<b>74,990</b>	<b>7-21</b>	<b>4-11</b>	<b>34,329</b>	<b>41,677</b>	<b>8,073</b>
<b>18000 - Landscaping</b>	<b>21,371</b>	<b>1-20</b>	<b>1-13</b>	<b>8,207</b>	<b>13,404</b>	<b>5,665</b>
<b>18500 - Lakes / Ponds</b>	<b>30,587</b>	<b>1-5</b>	<b>1-2</b>	<b>17,660</b>	<b>26,501</b>	<b>9,239</b>
<b>19000 - Fencing</b>	<b>26,659</b>	<b>10-30</b>	<b>3-16</b>	<b>11,695</b>	<b>13,326</b>	<b>1,900</b>
<b>19500 - Retaining Wall</b>	<b>9,465</b>	<b>2-25</b>	<b>1-19</b>	<b>3,995</b>	<b>5,704</b>	<b>1,876</b>
<b>20000 - Lighting</b>	<b>18,776</b>	<b>10-20</b>	<b>3-19</b>	<b>2,633</b>	<b>4,389</b>	<b>2,285</b>
<b>21000 - Signage</b>	<b>162,430</b>	<b>1-25</b>	<b>0-19</b>	<b>113,570</b>	<b>115,355</b>	<b>10,119</b>
<b>22000 - Office Equipment</b>	<b>110,194</b>	<b>1-9</b>	<b>0-5</b>	<b>73,895</b>	<b>90,074</b>	<b>21,060</b>
<b>23000 - Mechanical Equipment</b>	<b>45,423</b>	<b>15-15</b>	<b>1-14</b>	<b>24,256</b>	<b>27,966</b>	<b>3,939</b>
<b>24000 - Furnishings</b>	<b>88,419</b>	<b>10-15</b>	<b>1-12</b>	<b>64,615</b>	<b>73,147</b>	<b>8,024</b>
<b>24500 - Audio / Visual</b>	<b>2,130</b>	<b>10-10</b>	<b>1-1</b>	<b>1,917</b>	<b>2,183</b>	<b>237</b>
<b>24600 - Safety / Access</b>	<b>23,029</b>	<b>3-6</b>	<b>1-3</b>	<b>18,031</b>	<b>22,643</b>	<b>4,539</b>
<b>25000 - Flooring</b>	<b>34,561</b>	<b>10-20</b>	<b>8-17</b>	<b>11,554</b>	<b>14,454</b>	<b>3,459</b>
<b>25500 - Wallcoverings</b>	<b>7,042</b>	<b>20-20</b>	<b>3-3</b>	<b>5,986</b>	<b>6,496</b>	<b>411</b>
<b>26000 - Outdoor Equipment</b>	<b>458,204</b>	<b>1-30</b>	<b>0-16</b>	<b>194,809</b>	<b>222,399</b>	<b>41,522</b>
<b>27000 - Appliances</b>	<b>6,501</b>	<b>10-15</b>	<b>7-9</b>	<b>2,755</b>	<b>3,324</b>	<b>640</b>
<b>30000 - Miscellaneous</b>	<b>812,702</b>	<b>1-30</b>	<b>0-19</b>	<b>497,213</b>	<b>579,477</b>	<b>94,821</b>
<b>31000 - Reserve Study</b>	<b>12,084</b>	<b>5-5</b>	<b>0-4</b>	<b>8,113</b>	<b>9,358</b>	<b>2,730</b>
<b>32000 - Undesignated</b>	<b>1,347</b>	<b>1-1</b>	<b>1-1</b>	<b>674</b>	<b>1,381</b>	<b>749</b>
Totals	<b>\$3,618,379</b>			<b>\$2,204,062</b>	<b>\$1,995,806</b>	<b>\$335,385</b>
Estimated Ending Balance				<b>\$379,175</b>	<b>\$107,848</b>	<b>\$12.19</b>
Percent Funded				<b>17.2%</b>	<b>5.4%</b>	/Lot/month @ 2293

**30 Year Reserve Funding Plan Cash Flow Method**

2024 Update

Prepared for the 2025 Fiscal Year

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Beginning Balance</b>	643,046	379,175	107,848	287,804	273,402	512,142	553,682	610,935	630,792	501,255
<b>Inflated Expenditures @ 2.5%</b>	500,081	612,725	170,039	376,450	136,375	347,632	344,043	393,612	553,198	277,649
<b>Reserve Contribution</b>	223,590	335,385	345,111	355,119	365,417	376,014	386,918	398,139	409,685	421,566
<i>Lots/month @ 2293</i>	8.13	12.19	12.54	12.91	13.28	13.67	14.06	14.47	14.89	15.32
<i>Percentage Increase</i>		50.0%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	12,620	6,013	4,885	6,928	9,698	13,158	14,378	15,330	13,976	14,330
<b>Ending Balance</b>	379,175	107,848	287,804	273,402	512,142	553,682	610,935	630,792	501,255	659,502

	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
<b>Beginning Balance</b>	659,502	817,070	791,685	1,112,504	1,090,859	1,196,179	1,409,211	1,163,627	1,467,841	1,658,805
<b>Inflated Expenditures @ 2.5%</b>	294,453	491,617	162,005	521,483	409,256	319,580	792,305	258,167	392,896	608,559
<b>Reserve Contribution</b>	433,791	446,371	459,316	472,636	486,342	500,446	514,959	529,893	545,260	561,073
<i>Lots/month @ 2293</i>	15.77	16.22	16.69	17.18	17.67	18.19	18.71	19.26	19.82	20.39
<i>Percentage Increase</i>	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	18,229	19,861	23,509	27,202	28,235	32,165	31,763	32,487	38,601	40,877
<b>Ending Balance</b>	817,070	791,685	1,112,504	1,090,859	1,196,179	1,409,211	1,163,627	1,467,841	1,658,805	1,652,196

	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053
<b>Beginning Balance</b>	1,652,196	1,966,635	1,963,678	2,264,897	2,350,303	2,914,372	3,099,380	3,077,972	3,376,601	3,699,278
<b>Inflated Expenditures @ 2.5%</b>	307,582	645,565	362,302	600,615	148,214	555,293	783,045	486,306	490,380	449,370
<b>Reserve Contribution</b>	577,344	594,087	611,316	629,044	647,286	666,057	685,373	705,249	725,701	746,746
<i>Lots/month @ 2293</i>	20.98	21.59	22.22	22.86	23.52	24.21	24.91	25.63	26.37	27.14
<i>Percentage Increase</i>	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	44,677	48,522	52,205	56,978	64,996	74,244	76,264	79,686	87,357	96,199
<b>Ending Balance</b>	1,966,635	1,963,678	2,264,897	2,350,303	2,914,372	3,099,380	3,077,972	3,376,601	3,699,278	4,092,853



**RESERVE STUDY**

Member Distribution Materials

**Caughlin Creek / Deer Creek**

*Update w/o Site Visit Review*

2024 Update

Published - June 03, 2024

Prepared for the 2025 Fiscal Year

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June 03, 2024

This is a summary of the Reserve Study that has been performed for Caughlin Creek / Deer Creek, (the "Association") which is a Planned Community with a total of 178 Units. This study was conducted in compliance with Nevada *NRS 116.31151 and NRS 116.31152* and is being provided to you as a member of the Association. A full copy is available (through the Association) for review by members of the Association.

The intention of the Reserve Study is to forecast the Association's ability to repair or replace major components as they wear out in future years. This is done utilizing the "Cash Flow Method." This is a method of developing a reserve funding plan where the contributions to the reserve fund are designed to offset the variable annual expenditures from the reserve fund.

Browning Reserve Group, LLC prepared this Update w/o Site Visit Review for the January 1, 2025 - December 31, 2025 fiscal year. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 2.50% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 2.50% per year.

The Reserve Study is not an engineering report, and no destructive testing was performed. The costs outlined in the study are for budgetary and planning purposes only, and actual bid costs would depend upon the defined scope of work at the time repairs are made. Also, any latent defects are excluded from this report.

This reserve study was produced under the responsible charge of Robert W Browning who, pursuant to Nevada regulation R145-06, is a Nevada Reserve Study Specialist (RSS #5).

## **Funding Assessment**

Based on the 30 year cash flow projection, the Association's reserves appear adequately funded as the reserve fund ending balances remain positive throughout the replacement of all major components during the next 30 years.

Nevada statute imposes no reserve funding level requirements. Although one or more of the reserve fund percentages expressed in this report may be less than one hundred percent, those percentages do not necessarily indicate that the Association's reserves are inadequately funded.

The board of directors does not anticipate any special reserve assessment will be required during the current 30-year life of the reserve study to repair, replace, maintain or restore any major component or to provide adequate reserves. (*NAC 116.430 8*)

Caughlin Creek / Deer Creek  
Nevada Member Summary  
2024 Update  
Prepared for the 2025 Fiscal Year

<i>Reserve Component</i>	<i>Current Replacement Cost</i>	<i>Useful Life</i>	<i>Remaining Life</i>	<i>2024 Fully Funded Balance</i>	<i>2025 Fully Funded Balance</i>	<i>2025 Line Item Contribution based on Cash Flow Method</i>
<b>01000 - Paving</b>	<b>1,085,376</b>	<b>2-27</b>	<b>0-21</b>	<b>472,766</b>	<b>449,085</b>	<b>47,213</b>
<b>02000 - Concrete</b>	<b>187,028</b>	<b>5-30</b>	<b>4-29</b>	<b>15,902</b>	<b>24,525</b>	<b>8,587</b>
<b>04000 - Structural Repairs</b>	<b>2,518</b>	<b>20-20</b>	<b>15-15</b>	<b>629</b>	<b>774</b>	<b>112</b>
<b>11000 - Gate Equipment</b>	<b>137,528</b>	<b>1-12</b>	<b>0-8</b>	<b>83,966</b>	<b>35,464</b>	<b>6,299</b>
<b>18500 - Lakes / Ponds</b>	<b>7,034</b>	<b>1-1</b>	<b>1-1</b>	<b>3,517</b>	<b>7,210</b>	<b>2,209</b>
<b>20000 - Lighting</b>	<b>46,687</b>	<b>20-40</b>	<b>3-17</b>	<b>35,095</b>	<b>37,293</b>	<b>991</b>
<b>21000 - Signage</b>	<b>12,120</b>	<b>15-20</b>	<b>0-14</b>	<b>10,888</b>	<b>734</b>	<b>407</b>
<b>24600 - Safety / Access</b>	<b>9,122</b>	<b>1-6</b>	<b>0-1</b>	<b>7,663</b>	<b>8,974</b>	<b>916</b>
<b>31000 - Reserve Study</b>	<b>3,603</b>	<b>5-5</b>	<b>0-4</b>	<b>2,347</b>	<b>2,632</b>	<b>461</b>
Totals	<b>\$1,491,016</b>			<b>\$632,773</b>	<b>\$566,691</b>	<b>\$67,195</b>
Estimated Ending Balance				<b>\$242,513</b>	<b>\$290,287</b>	<b>\$31.46</b>
Percent Funded				<b>38.3%</b>	<b>51.2%</b>	/Unit/month @ 178



**Section III**

Caughlin Creek / Deer Creek

**30 Year Reserve Funding Plan Cash Flow Method**

2024 Update

Prepared for the 2025 Fiscal Year

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Beginning Balance</b>	328,944	242,513	290,287	366,532	440,254	162,804	219,941	325,222	239,323	304,760
<b>Inflated Expenditures @ 2.5%</b>	150,431	25,999	11,154	29,800	395,298	59,426	14,742	207,634	57,537	29,489
<b>Reserve Contribution</b>	56,945	67,195	79,290	93,562	110,403	111,838	113,292	114,765	116,257	117,768
<i>Units/month @ 178</i>	26.66	31.46	37.12	43.80	51.69	52.36	53.04	53.73	54.43	55.13
<i>Percentage Increase</i>		18.0%	18.0%	18.0%	18.0%	1.3%	1.3%	1.3%	1.3%	1.3%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	7,055	6,578	8,109	9,960	7,445	4,725	6,730	6,970	6,717	8,722
<b>Ending Balance</b>	242,513	290,287	366,532	440,254	162,804	219,941	325,222	239,323	304,760	401,762

	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
<b>Beginning Balance</b>	401,762	517,434	628,399	752,089	659,823	771,060	869,209	955,264	1,067,013	1,215,683
<b>Inflated Expenditures @ 2.5%</b>	14,975	24,031	15,774	233,709	32,052	49,358	65,380	43,805	11,797	817,983
<b>Reserve Contribution</b>	119,299	120,850	122,421	124,012	125,624	127,257	128,911	130,587	132,285	134,005
<i>Units/month @ 178</i>	55.85	56.58	57.31	58.06	58.81	59.58	60.35	61.14	61.93	62.74
<i>Percentage Increase</i>	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	11,348	14,146	17,043	17,431	17,665	20,250	22,524	24,966	28,181	21,842
<b>Ending Balance</b>	517,434	628,399	752,089	659,823	771,060	869,209	955,264	1,067,013	1,215,683	553,547

	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053
<b>Beginning Balance</b>	553,547	674,412	777,488	924,782	1,016,753	495,418	593,576	583,078	683,863	838,075
<b>Inflated Expenditures @ 2.5%</b>	30,042	52,360	13,022	73,110	682,949	60,089	171,710	63,448	15,101	258,840
<b>Reserve Contribution</b>	135,747	137,512	139,300	141,111	142,945	144,803	146,685	148,592	150,524	152,481
<i>Units/month @ 178</i>	63.55	64.38	65.22	66.06	66.92	67.79	68.67	69.57	70.47	71.39
<i>Percentage Increase</i>	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	15,160	17,925	21,016	23,970	18,669	13,444	14,527	15,641	18,789	19,622
<b>Ending Balance</b>	674,412	777,488	924,782	1,016,753	495,418	593,576	583,078	683,863	838,075	751,338



**RESERVE STUDY**

Member Distribution Materials

**Mountainshyre**

Update w/o Site Visit Review

2024 Update

Published - June 03, 2024

Prepared for the 2025 Fiscal Year

Section	Report	Page
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<i>Section III: 30 Year Reserve Funding Plan</i>	<i>Cash Flow Method {c}</i>	3



June 03, 2024

This is a summary of the Reserve Study that has been performed for Mountainshyre, (the "Association") which is a Planned Community with a total of 58 Units. This study was conducted in compliance with Nevada *NRS 116.31151 and NRS 116.31152* and is being provided to you as a member of the Association. A full copy is available (through the Association) for review by members of the Association.

The intention of the Reserve Study is to forecast the Association's ability to repair or replace major components as they wear out in future years. This is done utilizing the "Cash Flow Method." This is a method of developing a reserve funding plan where the contributions to the reserve fund are designed to offset the variable annual expenditures from the reserve fund.

Browning Reserve Group, LLC prepared this Update w/o Site Visit Review for the January 1, 2025 - December 31, 2025 fiscal year. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 2.50% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 2.50% per year.

The Reserve Study is not an engineering report, and no destructive testing was performed. The costs outlined in the study are for budgetary and planning purposes only, and actual bid costs would depend upon the defined scope of work at the time repairs are made. Also, any latent defects are excluded from this report.

This reserve study was produced under the responsible charge of Robert W Browning who, pursuant to Nevada regulation R145-06, is a Nevada Reserve Study Specialist (RSS #5).

## **Funding Assessment**

Based on the 30 year cash flow projection, the Association's reserves appear adequately funded as the reserve fund ending balances remain positive throughout the replacement of all major components during the next 30 years.

Nevada statute imposes no reserve funding level requirements. Although one or more of the reserve fund percentages expressed in this report may be less than one hundred percent, those percentages do not necessarily indicate that the Association's reserves are inadequately funded.

The board of directors does not anticipate any special reserve assessment will be required during the current 30-year life of the reserve study to repair, replace, maintain or restore any major component or to provide adequate reserves. (*NAC 116.430 8*)



Mountainshyre  
Nevada Member Summary  
2024 Update  
Prepared for the 2025 Fiscal Year

<i>Reserve Component</i>	<i>Current Replacement Cost</i>	<i>Useful Life</i>	<i>Remaining Life</i>	<i>2024 Fully Funded Balance</i>	<i>2025 Fully Funded Balance</i>	<i>2025 Line Item Contribution based on Cash Flow Method</i>
<b>01000 - Paving</b>	<b>480,726</b>	<b>3-22</b>	<b>1-20</b>	<b>51,164</b>	<b>70,011</b>	<b>18,554</b>
<b>02000 - Concrete</b>	<b>3,559</b>	<b>6-8</b>	<b>1-1</b>	<b>3,024</b>	<b>3,648</b>	<b>179</b>
<b>03000 - Painting: Exterior</b>	<b>379</b>	<b>8-8</b>	<b>1-1</b>	<b>331</b>	<b>388</b>	<b>16</b>
<b>05000 - Roofing</b>	<b>1,819</b>	<b>30-30</b>	<b>23-23</b>	<b>424</b>	<b>497</b>	<b>35</b>
<b>11000 - Gate Equipment</b>	<b>95,720</b>	<b>1-12</b>	<b>0-10</b>	<b>51,230</b>	<b>24,573</b>	<b>2,629</b>
<b>20000 - Lighting</b>	<b>710</b>	<b>12-12</b>	<b>1-1</b>	<b>651</b>	<b>728</b>	<b>20</b>
<b>21000 - Signage</b>	<b>23,024</b>	<b>20-30</b>	<b>1-13</b>	<b>21,644</b>	<b>22,989</b>	<b>268</b>
<b>24600 - Safety / Access</b>	<b>4,141</b>	<b>6-6</b>	<b>1-1</b>	<b>3,451</b>	<b>4,245</b>	<b>231</b>
<b>31000 - Reserve Study</b>	<b>3,402</b>	<b>5-5</b>	<b>0-4</b>	<b>2,185</b>	<b>2,425</b>	<b>232</b>
Totals	<b>\$613,478</b>			<b>\$134,104</b>	<b>\$129,502</b>	<b>\$22,163</b>
Estimated Ending Balance				<b>\$247,729</b>	<b>\$241,094</b>	<b>\$31.84</b>
Percent Funded				<b>184.7%</b>	<b>186.2%</b>	/Unit/month @ 58

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Beginning Balance</b>	253,299	247,729	241,094	271,152	285,810	316,927	270,136	310,838	339,527	349,017
<b>Inflated Expenditures @ 2.5%</b>	31,978	34,833	557	18,841	5,503	86,018	1,521	17,755	41,114	2,867
<b>Reserve Contribution</b>	20,222	22,163	24,291	26,623	29,179	31,980	35,050	38,415	42,103	46,145
<i>Units/month @ 58</i>	29.05	31.84	34.90	38.25	41.92	45.95	50.36	55.19	60.49	66.30
<i>Percentage Increase</i>		9.6%	9.6%	9.6%	9.6%	9.6%	9.6%	9.6%	9.6%	9.6%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	6,186	6,035	6,324	6,876	7,441	7,248	7,173	8,029	8,501	9,266
<b>Ending Balance</b>	247,729	241,094	271,152	285,810	316,927	270,136	310,838	339,527	349,017	401,562

	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
<b>Beginning Balance</b>	401,562	452,995	34,862	77,031	95,057	57,951	100,685	99,696	121,943	156,555
<b>Inflated Expenditures @ 2.5%</b>	9,692	479,586	713	25,598	80,495	724	44,962	21,990	10,326	27,964
<b>Reserve Contribution</b>	50,575	55,430	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500
<i>Units/month @ 58</i>	72.67	79.64	59.63	59.63	59.63	59.63	59.63	59.63	59.63	59.63
<i>Percentage Increase</i>	9.6%	9.6%	-25.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	10,550	6,023	1,381	2,125	1,889	1,958	2,474	2,736	3,438	4,083
<b>Ending Balance</b>	452,995	34,862	77,031	95,057	57,951	100,685	99,696	121,943	156,555	174,174

	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053
<b>Beginning Balance</b>	174,174	112,498	155,099	187,746	205,096	196,833	222,859	120,820	135,159	167,174
<b>Inflated Expenditures @ 2.5%</b>	106,715	2,203	13,086	28,999	54,725	20,655	147,782	30,321	13,218	13,191
<b>Reserve Contribution</b>	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500	41,500
<i>Units/month @ 58</i>	59.63	59.63	59.63	59.63	59.63	59.63	59.63	59.63	59.63	59.63
<i>Percentage Increase</i>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	3,539	3,304	4,233	4,850	4,962	5,181	4,243	3,160	3,733	4,533
<b>Ending Balance</b>	112,498	155,099	187,746	205,096	196,833	222,859	120,820	135,159	167,174	200,016



**RESERVE STUDY**

Member Distribution Materials

**Whispering Canyon at  
Caughlin Ranch**

*Update w/o Site Visit Review*

2024 Update

Published - June 04, 2024

Prepared for the 2025 Fiscal Year

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June 04, 2024

This is a summary of the Reserve Study that has been performed for Whispering Canyon at Caughlin Ranch, (the "Association") which is a Planned Community with a total of 44 Lots. This study was conducted in compliance with Nevada *NRS 116.31151 and NRS 116.31152* and is being provided to you as a member of the Association. A full copy is available (through the Association) for review by members of the Association.

The intention of the Reserve Study is to forecast the Association's ability to repair or replace major components as they wear out in future years. This is done utilizing the "Cash Flow Method." This is a method of developing a reserve funding plan where the contributions to the reserve fund are designed to offset the variable annual expenditures from the reserve fund.

Browning Reserve Group, LLC prepared this Update w/o Site Visit Review for the January 1, 2025 - December 31, 2025 fiscal year. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 2.50% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 2.50% per year.

The Reserve Study is not an engineering report, and no destructive testing was performed. The costs outlined in the study are for budgetary and planning purposes only, and actual bid costs would depend upon the defined scope of work at the time repairs are made. Also, any latent defects are excluded from this report.

This reserve study was produced under the responsible charge of Robert W Browning who, pursuant to Nevada regulation R145-06, is a Nevada Reserve Study Specialist (RSS #5).

## Funding Assessment

Based on the 30 year cash flow projection, the Association's reserves appear adequately funded as the reserve fund ending balances remain positive throughout the replacement of all major components during the next 30 years.

Nevada statute imposes no reserve funding level requirements. Although one or more of the reserve fund percentages expressed in this report may be less than one hundred percent, those percentages do not necessarily indicate that the Association's reserves are inadequately funded.

The board of directors does not anticipate any special reserve assessment will be required during the current 30-year life of the reserve study to repair, replace, maintain or restore any major component or to provide adequate reserves. (*NAC 116.430 8*)

Whispering Canyon at Caughlin Ranch  
Nevada Member Summary  
2024 Update  
Prepared for the 2025 Fiscal Year

<i>Reserve Component</i>	<i>Current Replacement Cost</i>	<i>Useful Life</i>	<i>Remaining Life</i>	<i>2024 Fully Funded Balance</i>	<i>2025 Fully Funded Balance</i>	<i>2025 Line Item Contribution based on Cash Flow Method</i>
<b>01000 - Paving</b>	<b>459,526</b>	<b>1-25</b>	<b>0-19</b>	<b>135,017</b>	<b>112,612</b>	<b>24,454</b>
<b>02000 - Concrete</b>	<b>3,047</b>	<b>8-8</b>	<b>6-6</b>	<b>762</b>	<b>1,171</b>	<b>304</b>
<b>03000 - Painting: Exterior</b>	<b>5,798</b>	<b>5-6</b>	<b>1-4</b>	<b>3,191</b>	<b>4,353</b>	<b>772</b>
<b>04000 - Structural Repairs</b>	<b>15,596</b>	<b>2-25</b>	<b>1-19</b>	<b>4,619</b>	<b>6,964</b>	<b>1,725</b>
<b>11000 - Gate Equipment</b>	<b>88,778</b>	<b>1-30</b>	<b>0-23</b>	<b>44,210</b>	<b>38,746</b>	<b>5,295</b>
<b>18000 - Landscaping</b>	<b>41,124</b>	<b>3-25</b>	<b>0-18</b>	<b>24,363</b>	<b>20,554</b>	<b>4,237</b>
<b>19000 - Fencing</b>	<b>19,500</b>	<b>10-30</b>	<b>5-25</b>	<b>4,793</b>	<b>5,896</b>	<b>970</b>
<b>19500 - Retaining Wall</b>	<b>2,247</b>	<b>2-2</b>	<b>1-1</b>	<b>1,124</b>	<b>2,303</b>	<b>792</b>
<b>20000 - Lighting</b>	<b>5,056</b>	<b>15-15</b>	<b>8-8</b>	<b>2,360</b>	<b>2,764</b>	<b>282</b>
<b>21000 - Signage</b>	<b>14,045</b>	<b>15-15</b>	<b>8-8</b>	<b>6,554</b>	<b>7,678</b>	<b>784</b>
<b>30000 - Miscellaneous</b>	<b>9,438</b>	<b>25-25</b>	<b>20-20</b>	<b>1,888</b>	<b>2,322</b>	<b>425</b>
<b>31000 - Reserve Study</b>	<b>1,873</b>	<b>1-5</b>	<b>0-2</b>	<b>1,244</b>	<b>1,290</b>	<b>227</b>
Totals	<b>\$666,027</b>			<b>\$230,124</b>	<b>\$206,652</b>	<b>\$40,267</b>
Estimated Ending Balance				<b>\$157,774</b>	<b>\$193,860</b>	<b>\$76.26</b>
Percent Funded				<b>68.6%</b>	<b>93.8%</b>	/Lot/month @ 44

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Beginning Balance</b>	179,427	157,774	193,860	222,975	269,773	285,908	299,425	240,647	285,421	308,944
<b>Inflated Expenditures @ 2.5%</b>	64,721	8,523	17,707	2,420	35,370	39,917	113,271	11,219	35,046	2,806
<b>Reserve Contribution</b>	38,905	40,267	41,676	43,135	44,645	46,208	47,825	49,499	51,231	53,024
<i>Lots/month @ 44</i>	73.68	76.26	78.93	81.70	84.55	87.52	90.58	93.75	97.03	100.42
<i>Percentage Increase</i>		3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	4,163	4,341	5,146	6,083	6,860	7,226	6,668	6,495	7,338	8,351
<b>Ending Balance</b>	157,774	193,860	222,975	269,773	285,908	299,425	240,647	285,421	308,944	367,513

	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
<b>Beginning Balance</b>	367,513	411,791	471,238	397,649	466,061	521,204	529,908	598,693	667,738	602,537
<b>Inflated Expenditures @ 2.5%</b>	20,222	8,256	143,105	3,098	20,023	69,453	12,610	16,413	153,151	566,805
<b>Reserve Contribution</b>	54,880	56,801	58,789	60,847	62,977	65,181	67,462	69,823	72,267	74,796
<i>Lots/month @ 44</i>	103.94	107.58	111.34	115.24	119.27	123.45	127.77	132.24	136.87	141.66
<i>Percentage Increase</i>	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	9,621	10,902	10,727	10,663	12,188	12,977	13,933	15,635	15,682	8,913
<b>Ending Balance</b>	411,791	471,238	397,649	466,061	521,204	529,908	598,693	667,738	602,537	119,442

	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053
<b>Beginning Balance</b>	119,442	108,984	184,425	242,502	254,765	217,445	244,103	322,775	411,953	460,690
<b>Inflated Expenditures @ 2.5%</b>	90,692	8,304	30,121	79,705	131,983	70,981	23,487	18,384	63,975	7,358
<b>Reserve Contribution</b>	77,414	80,123	82,927	85,829	88,833	91,942	95,160	98,491	101,938	105,506
<i>Lots/month @ 44</i>	146.62	151.75	157.06	162.55	168.24	174.13	180.23	186.54	193.06	199.82
<i>Percentage Increase</i>	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
<b>Special Assessments / Other</b>	0	0	0	0	0	0	0	0	0	0
<b>Interest Pre Tax @ 2.50%</b>	2,820	3,622	5,271	6,139	5,830	5,698	6,999	9,071	10,773	12,744
<b>Ending Balance</b>	108,984	184,425	242,502	254,765	217,445	244,103	322,775	411,953	460,690	571,582

**REVISED DELINQUENT ASSESSMENT COLLECTION POLICY**  
**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION**

Whereas, the Board of Directors finds that timely payment of regular and special assessments, construction penalties and fines, is of critical importance to the Association, and Whereas, the failure of any owner to pay assessments when due creates a cash-flow problem for the Association and causes those owners who make timely payment of their assessments to bear a disproportionate share of the Association's financial obligations.

Pursuant to NRS 116.3116, the Association has a lien on a unit for any construction penalty, assessment, or fines imposed against the unit's owner, plus penalties, fees, charges, late charges, fines, interest and costs of collection are enforceable as assessments and are hereinafter collectively referred to as "Assessments."

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopts the following policies and procedures concerning collection of delinquent Assessments:

1. Assessment due dates. The regular assessment shall be due and payable on the first day of each quarter. Special Assessments shall be due and payable on the due date specified by the Board of Directors in the notice imposing the assessment or in the ballot presenting the special assessment to the members for approval. Regular Assessments shall be delinquent if not paid on or before the 11<sup>th</sup> day of the first month of each quarter. Special Assessments shall be delinquent if not paid on or before ten (10) days after the due date. Construction Penalties shall be delinquent if not paid on or before ten (10) days after the due date. Fines shall be delinquent if not paid on or before ten (10) days after the due date.

2. Late Payment Fees. When an installment payment of an Assessment becomes delinquent, the owner's account with the Association shall be charged with a late payment fee of \$25.00 each month the installment payment remains delinquent in whole or in part.

3. Late Interest Fees. Any assessment for common expenses or installment thereof that is 60 days or more past due bears interest at a rate equal to the prime rate at the largest bank in Nevada as ascertained by the Commissioner of Financial Institutions on January 1 or July 1, as the case may be, immediately preceding the date the assessment becomes past due, plus 2 percent. The rate must be adjusted accordingly on each January 1 and July 1 thereafter until the balance is satisfied.

4. Collection Costs. As provided by law and the Association's governing documents, the Association is also entitled to recover all reasonable costs incurred in collecting delinquent assessments including, but not limited to, the following: (1) the cost of preparing and mailing notices; (2) recording costs; (3) title company charges; (4) legal expenses; (5) management company fees; (6) fees charged by an assessment collection attorney and/or agency; and (7) a dishonored check fee if at any time the Association or its designated agent receives a check/ ACH dishonored by the bank for any reason, an administration charge of up to \$20.00 shall be imposed. The owner shall

be responsible for any other charges imposed by the bank or financial institution. The dishonored check fee shall be paid within ten (10) days after notice of dishonored check is sent to the owner. The Association may also seek damages in accordance with the Nevada Revised Statutes.

5. Servicemember Verification. The Association will provide the unit owners a Military Status Verification Form attached as Exhibit "D" ("Verification Form") to allow the unit owners the opportunity to provide any information required to enable the Association to verify whether he or she is a member of the Military ("Servicemember"), or a dependent of a Servicemember entitled to the protections of State and Federal Servicemember Acts ("Servicemember Acts"). If information required to verify whether a unit's owner or his or her successor in interest is entitled to the protections of the Servicemember Acts has been provided to the Association, the Association shall verify whether the person is entitled to the protections set forth in the Servicemember Acts. If information required to verify whether a unit's owner or his or her successor in interest is entitled to the protections of the Servicemember Acts has not been provided to the Association, the Association shall make a good faith effort to verify whether the person is entitled to the protections set forth in the Servicemember Acts. The Association shall act honestly and fairly when trying to verify whether a unit's owner or his or her successor in interest is entitled to the protections of Servicemember Acts, by (1) providing the unit's owner or his or her successor in interest the Military Status Verification Form; (2) making reasonable efforts to give the unit's owner or his or her successor in interest an opportunity to provide any information required to enable the Association to verify whether the person is entitled to the protections of Servicemember Acts; and (3) making reasonable efforts to utilize all resources available to the Association to verify whether the unit's owner or his or her successor in interest is a Servicemember. The Association shall use the search features provided on <https://scra.dmdc.osd.mil/scra/#/home>, if the information required is available to the Association, and/or [www.Servicememberscivilreliefact.com](http://www.Servicememberscivilreliefact.com). The amount of \$36.40 shall be assessed to the unit owner's account for the cost of the search. Such cost is the current actual cost charged to the Association, without mark-up and will change when/if the cost of the search feature changes. If a unit's owner or his or her successor in interest is a Servicemember, or a dependent of a Servicemember as defined by 50 U.S.C. § 3911 ("Dependent"), the Association shall not initiate the foreclosure of a lien by sale during any period that the Servicemember is on active duty or deployment for a period of one (1) year immediately following the end of such active duty or deployment, unless a court determines that the ability of the Servicemember or Dependent of the Servicemember to comply with the terms of the obligation secured by the Association's lien is not materially affected by the Servicemember's active duty or deployment. Upon application to the court, a Dependent of a Servicemember is entitled to the protections provided to a Servicemember if the ability of the Dependent to make payments required by a lien of the Association is materially affected by the Servicemember's active duty or deployment.



6. Nevada Civil Relief Act Verification. If a person is a federal, tribal or state worker or contractor or household member or landlord of these persons, he or she may be entitled to certain protections granted by the Nevada Civil Relief Act (“NCRA”). The Association will provide the unit owners a NCRA Verification Form attached as Exhibit “E” (“Verification Form”) to allow the unit owners the opportunity to provide any information required to enable the Association to verify whether he or she is entitled to the protections set forth in the NCRA. If a person is entitled to such protections, the Association shall not commence collection of any past due obligation during a shutdown and up to 90 days after the shutdown has ended in the absence of a court order to the contrary. A “shutdown” is a lapse in appropriation that continues through any unpaid payday for the federal, state or tribal worker employed by that federal or state agency or tribal government.

7. Transfer of Account to Collections. Not earlier than 60 days after the obligation becomes past due, the Association will mail to the address on file for the unit’s owner: (a) a schedule of the fees that may be charged if the unit’s owner fails to pay the past due obligation; (b) a proposed repayment plan (“Repayment Plan”); and (c) a notice of the right to contest the past due obligation at a hearing before the executive board and the procedures for requesting such a hearing (“Notice”). The Association will refer the account to an assessment collection attorney or agency for further collection efforts if: within 30 days after providing the information set forth in §§ 6(a), 6(b), and 6(c), (1) the past due obligation has not been paid in full; (2) the unit owner does not contest the past due obligation at a hearing before the executive board under the procedures set forth in the notice; (3) the unit owner contests the past due obligation at a hearing before the executive board, but the executive board upholds the past due obligation; (4) the Repayment Plan is not executed by the unit owner within the timeframe set forth in the Notice; or (5) fails to make a payment under the Repayment Plan within 10 days after the due date of the payment, including any dishonored check fee.

8. Notice of Delinquent Assessment Lien. If: (1) payment for all sums that are then delinquent, including the delinquent Assessment, late charges, interest, dishonored check fees, and costs of collecting the past due obligation have not been made; (2) the Payment Plan is not executed by the unit owner as set forth above; or (3) the unit owner defaults on the terms of the Payment Plan, the assessment collection attorney or agency may record a Notice of Delinquent Assessment Lien in the County Recorder’s office (“Notice of Delinquent Assessment”) provided the Notice set forth above has been given to the unit’s owner and the legal requirements to send the Notice of Delinquent Assessment have been complied with, including the Servicemember Verification notification, and verification that the Servicemember, or Dependent is not entitled to the protections of the Servicemember Acts. PLEASE NOTE THAT THIS IS THE FIRST STEP IN THE FORECLOSURE OF THE PROPERTY. Thereafter, the assessment collection attorney or agency may proceed with the statutory foreclosure process, non-judicial foreclosure, supplemental notices, and/or any other actions the Board of Directors deems necessary which include foreclosure of its assessment lien by sale.

9. The Association will not foreclose on its assessment lien by sale if prohibited by law, or the Association has received notice pursuant to NRS 107.086 that the unit is subject to foreclosure mediation pursuant to that section unless: (1) the trustee of record of the deed of trust records the mediation certificate provided to the trustee pursuant to NRS 107.086(d)(1) or (2); or (2) the unit owner fails to pay any enforceable Assessments pursuant to subsection 1 of NRS 116.3116 that become due during the pendency of foreclosure mediation pursuant to NRS 107.086, other than past due obligations as described in NRS 107.086(10).

10. Statement of Demand. Not later than 10 calendar days after receipt of a written request from the unit's owner, the authorized agent of the unit's owner or the holder of a security interest on the unit for a statement of demand, the Association will furnish a statement of demand to the person who requested the statement setting forth the amount of the Assessments for common expenses and any unpaid obligation of any kind, including management fees, transfer fees, fines, penalties, interest, collection costs, foreclosure fees and attorney's fees currently due from the unit's owner ("Demand"). The Demand remains effective for the period set forth in the Demand which must not be less than 15 business days after the date of delivery by the Association. The Association may charge a fee as authorized by law to provide the Demand, which at the time of adoption of this policy is not more than \$165 to prepare and furnish the Demand, and an additional fee of not more than \$100 to furnish the Demand within 3 days after receipt of a written request for a statement of Demand. The amount of the fee may increase, on an annual basis to the extent allowed by NRS 116.4109, which at the time of adopting this policy allows the fee to increase by a percentage equal to the percentage of increase in the Consumer Price Index (All Items) published by the United States Department of Labor for the preceding calendar year, but must not increase by more than 3 percent each year.

11. Payment Plan Compliance. Failure of a unit owner to remain current on Assessments and obligations arising after the date of the Payment Plan, or failing to comply with the terms of the Payment Plan shall give the Board, the assessment collection attorney and/or its agent, the right to continue the collection process, including assessing Late Payment and Interest Fees, after providing a notice to the owner as provided for in the Payment Plan and proceeding to foreclose its lien pursuant to the Notice of Delinquent Assessment.

12. Reporting. The Board of Directors shall approve all write-offs of debt at Board Meetings. Additionally, the Community Manager shall provide timely updates and reports as necessary.

This revised policy was duly adopted by the Board of Directors at a noticed Board of Directors meeting on September 25, 2019.

Revised Collection Policy

September 2019

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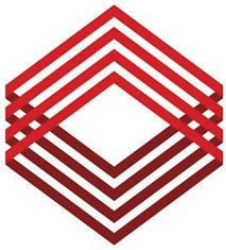
  
\_\_\_\_\_  
President, Board of Directors

9/30/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary, Board of Directors

9/30/19  
\_\_\_\_\_  
Date

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### Schedule of Fees

Demand or intent to lien letter .....	\$240
Notice of delinquent assessment lien .....	\$520
Intent to notice of default letter.....	\$145
Notice of default .....	\$640
Intent to notice of sale letter.....	\$145
Notice of sale .....	\$440
Intent to conduct foreclosure sale .....	\$40
Conduct foreclosure sale .....	\$200
Prepare and record transfer deed .....	\$200
Payment plan agreement – One-time set-up fee .....	\$50
Payment plan breach letter .....	\$40
Release of notice of delinquent assessment lien .....	\$50
Notice of rescission fee .....	\$50
Bankruptcy package preparation and monitoring .....	\$160
Mailing fee per piece for demand or intent to lien letter, notice of delinquent assessment lien, notice of default and notice of sale .....	\$3.20
Insufficient funds fee .....	\$30
Escrow payoff demand fee .....	\$240
Substitution of agent document fee.....	\$50
Postponement fee .....	\$120
Foreclosure fee .....	\$240

*Actual costs of collections pursuant to NAC 116.470*

Posting and publishing.....	Actual costs without increase or markup
Trustee’s sale guarantee .....	Actual costs without increase or markup
Recordings for notice of liens, notice of defaults and notice of HOA sale .....	Actual costs without increase or markup
Mailing costs .....	Actual without increase or markup
Reasonable attorney’s fees and actual costs .....	Actual without increase or markup

*Costs may not be all inclusive.*

United Assessment Recovery is a debt collector and is attempting to collect a debt. Any information obtained will be used for that purpose. Please be advised that this document constitutes neither a demand for payment of the referenced debt nor a notice of personal liability to any recipient thereof who might have received a discharge of such debt in accordance with applicable bankruptcy laws. This notice is being sent merely to comply with applicable state law governing foreclosure of liens pursuant to Chapter 116 of Nevada Revised Statutes.



**FEE SCHEDULE INCLUDING  
ELECTRONIC DOCUMENT DELIVERY SERVICE**

Resale Disclosure Package; Certificate & Documents	\$164.80
<i>Expedite Fee (additional charge if required sooner than 3 business days)</i>	<i>\$103.00</i>
Statement of Demand	\$154.50
<i>Expedite Fee (additional charge if required sooner than 3 business days)</i>	<i>\$103.00</i>
Association (Lender) Questionnaire / PUD Forms	\$103.00
<i>Additional charge for preparing Custom Questionnaire</i>	<i>\$10.00</i>
Updated Statement of Demand	\$77.25
<i>Expedite Fee (additional charge if required sooner than 3 business days)</i>	<i>\$103.00</i>
Documents Only via electronic delivery	no charge

*All orders are processed within ten (10) calendar days of receipt. Expedite fees will apply to Resale Disclosure Package, Statement of Demand and updated Statement of Demand orders required sooner than three (3) business days.*

*Please note that Caughlin Ranch HOA (CRHA) cannot refund your fees once an order has been processed. Be sure to review your order carefully before placing it. Also, the fees cannot be refunded if a sale is cancelled.*

*By placing your order, you are verifying that you are the seller or seller's authorized agent who is authorized to order and retrieve any personal information on the seller's behalf; whether for resale disclosure or any other purpose.*

**Additional items available for purchase from the CRHA Business Office:**

1. CRHA approved FOR SALE and FOR RENT signs *at cost \**
2. Entry/exit remote gate fobs *at cost \**

***\*Prices are determined by adding applicable taxes and pro-rated freight to the actual cost.***

**All sales are final and include sales tax and shipping; prices may vary due to shipping costs. CRHA is not responsible for repairing or replacing gate fobs. CRHA does not sell batteries.**

*Revised: September 26, 2022*

**1070 Caughlin Crossing  
Reno, NV 89519**

## EXHIBIT "B"

### REPAYMENT PLAN AND FORBEARANCE AGREEMENT CAUGHLIN RANCH HOMEOWNERS ASSOCIATION

THIS REPAYMENT PLAN AND FORBEARANCE AGREEMENT (the "Agreement") is made effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, ("Effective Date") by and between: (i) Caughlin Ranch Homeowners Association (the "Association"); and (ii) \_\_\_\_\_ and \_\_\_\_\_ ("Owner") the owners of the residential property located within the Association at \_\_\_\_\_, Reno, NV 895\_\_ ("Unit"). Owner and the Association are collectively referred to as the "Parties."

Pursuant to NRS 116.31162, NRS 116.31151, and the Association's Delinquent Assessment Collection Policy ("Policy"), the Association may not mail a notice of delinquent assessments or take any action to collect a past due obligation from a unit owner until the Association mails the unit owner, a schedule of fees, a Notice of Right to Contest the past due obligation, and a proposed repayment plan. On September 25, 2019, the Association's Board of Directors adopted this Revised Agreement as the proposed repayment plan to be offered to unit owners who have a past due obligation to the Association.

#### I. RECITALS

- A. The Unit is located within the Association and is subject to the Declaration of Covenants Conditions and Restrictions ("CC&R's") and all amendments and supplements thereto, as well as the rules and regulations adopted by the Association, including without limitation its Delinquent Assessment Collection Policy ("Rules and Regulations") and under applicable Nevada law (collectively referred to as the "Governing Documents")
- B. The Owner is obligated to pay assessments, construction penalties, fines, fees, collection costs and other charges levied pursuant to the Governing Documents and the Association's Board of Directors has the authority and obligation to collect such sums from Owner.
- C. As of the Effective Date of this Agreement, Owner has past due obligations to the Association in the amount of \_\_\_\_\_, inclusive of which includes all past due assessments, special assessments, late fees, interest, construction penalties, fines, fees, collection costs, as well as any other costs and fees now owed ("Past Due Obligation"). The Owner's failure to pay the Past Due Obligation is referred to herein as the "Existing Default."
- D. The Association has offered the repayment plan on the terms and conditions set forth in this Agreement. Owner may accept this Agreement by executing the same and delivering this Agreement to the Association by personal delivery, or certified or registered mail, return receipt requested, at 1070 Caughlin Crossing, Reno, NV 89519 within thirty (30) days of the Effective Date.
- E. By executing this Agreement, Owner requests that Association temporarily forbear from exercising its rights and remedies under the Governing Documents, and Association has agreed to temporarily forbear such rights, subject to the terms and conditions contained herein and without waiving any right to the Past Due Obligation.

NOW THEREFORE, for and in consideration of the mutual covenants herein, the Parties agree as follows:

## II. AGREEMENT

1. **Acknowledgement of Recitals.** The Parties acknowledge that the Recitals herein are true and correct statements of fact.

2. **Existing Defaults.** Owner acknowledges and agrees that: (a) Owner has defaulted on the obligations and terms of the Governing Documents; (b) the Past Due Obligation set forth above is owed by Owner to Association under the Governing Documents without any defense, right of setoff or counterclaim, and (c) the Association has the immediate right to exercise all rights and remedies provided under the Governing Documents including, without limitation, foreclosure of the Unit to satisfy the Past Due Obligation.

3. **Forbearance.** Subject to the terms and conditions of this Agreement, Association agrees to temporarily forbear from exercising its foreclosure and related remedies under the Governing Documents; provided, however, that such agreement to temporarily forbear by Association shall immediately terminate on the earlier of (i) a termination of this Agreement by Association in accordance with the terms hereof; or (ii) the occurrence of an Event of Default (as defined below). The period of time from the date of this Agreement until the termination of Association's forbearance as provided in the previous sentence is referred to herein as the "Forbearance Period." If this Agreement is terminated by reason of item (i) or (ii), above, then Association may exercise all of its rights on account of all Existing Defaults, as well as any additional Events of Default, including, without limitation, proceeding to a foreclosure sale of the Unit to satisfy the Past Due Obligation.

4. **Conditions Precedent.** Association's agreement to temporarily forbear from exercising its rights and remedies under the Governing Documents shall be effective when: (1) Association shall have received the fully executed original hereof by all owners of record of the Unit, which must be received by the Association within thirty (30) days of the Effective Date; and, (2) Association's receipt of the first payment required herein.

5. **Payment of Past Due Obligation.** The Past Due Obligation must be paid in full within 6 months, provided that the General Manager has the authority to extend the repayment period to no more than 12 months if extraordinary circumstances exist. Only the Board, or a committee authorized by the Board, has the authority to extend the repayment period in excess of 12 months, upon a finding that extraordinary circumstances exist which justify such an extension. Owner agrees to pay the entire Past Due Obligation within \_\_\_ months of the Association's mailing of this Agreement, by making \_\_\_ (\_\_\_) equal monthly installments in the amount of \_\_\_\_\_ ("Monthly Installment"). The initial Monthly Installment must be made at the time this Agreement is provided to the Association. Thereafter, the Monthly Installments are due on the 1<sup>st</sup> day of each month thereafter and are late if not paid by the 11<sup>th</sup> day of the month. All payments will be delivered to the Association at 1070 Caughlin Crossing, Reno, NV 89519. Owner understands and acknowledges that payment of the Past Due Obligation is in addition to



Owner's responsibility to stay current on all obligations owed to the Association, including, without limitation, all assessments, fines, penalties and interest accrued after the Effective Date of this Agreement. If at any time the Association or its designated agent receives a check/ACH dishonored by the bank for any reason, an administration charge of up to \$20.00 shall be imposed. The Owner shall be responsible for any other charges imposed by the bank or financial institution. The dishonored check fee shall be paid within ten (10) days after notice of dishonored check is sent to the Owner.

6. **Events of Default.** The occurrence of one or more of the following shall constitute an "Event of Default" within the meaning of this Agreement:

- a. Owner shall fail to abide by or observe any term, condition or covenant of this Agreement, including, without limitation, Owner fails to pay the initial Monthly Installment or any subsequent Monthly Installment by the 11<sup>th</sup> day of the month in which it is due.
- b. Owner fails to stay current on any obligation due to the Association which are enforceable as assessments pursuant to NRS 116.3116(1) other than the Past Due Obligation.
- c. Owner sells, conveys, or transfers ownership in the Unit in which case the entire Past Due Amount shall be paid to Association, along with the required transfer fee prior to such sale, conveyance or transfer.
- d. Any Owner becomes insolvent or makes an assignment for the benefit of creditors; or a custodian, trustee or receiver is appointed for any Owner or the Unit.
- e. Any other creditor of any Owner commences foreclosure proceedings against the Unit or otherwise exercises any of its rights or remedies as a result of a default by such Owner, or a judgment is entered in favor of any Owner; or
- f. There shall exist or occur any event or condition which Association in good faith believes impairs, or is substantially likely to impair, the prospect of payment.

Upon the occurrence of any Event of Default or at any time thereafter, Association may declare all amounts owed under this Agreement or the Governing Documents due and payable in full and terminate this Agreement and Association shall be entitled to the immediate exercise of all its rights and remedies available to it under all of the Governing Documents and applicable law.

7. **Costs, Expenses and Attorneys' Fees.** Owner shall pay to Association the full amount of all payments, advances, charges, costs and expenses, including attorneys' fees (including outside counsel fees and all allocated costs of Association's in-house counsel), expended or incurred by Association in connection with Past Due Obligation and any Event of Default set forth in this Agreement. Without in any way limiting the foregoing, Owner hereby reaffirms its agreement under the applicable Governing Documents to pay or reimburse Association on demand for certain costs and expenses incurred by Association, as allowed by the Governing Documents.

8. **No Waiver.** The execution of this Agreement and acceptance of any payment related hereto shall not be deemed to be a waiver of any Event of Default, including the Existing Defaults. Owner acknowledges that Association is not waiving the Existing Defaults but is simply agreeing to forbear from exercising its rights with respect to the Existing Defaults to the

extent expressly set forth in this Agreement. Owner acknowledges that Association has made no representations as to what actions, if any, Association will take after the Forbearance Period, and Association must and does hereby specifically reserve any and all rights and remedies it has with respect to the Existing Defaults and each other default or Event of Default that may occur.

9. **Release.** In consideration of the Association's agreements and forbearance from action as provided herein, Owner hereby releases, the Association, its officers, directors and agents, from any and all claims, demands, rights and causes of action of any kind, related to the Past Due Obligations.

10. **Legal Counsel.** Association has provided Owner thirty days to review this Agreement with its counsel of choice and recommends that Owner consult with its counsel of choice before executing this Agreement as it contains important provisions which may affect rights Owner has under Nevada law. Owner hereby warrant and represent to Association that they consulted with and received advice from legal counsel of their choice with respect to this Agreement or they have had an opportunity to consult with legal counsel of their choice and have made the decision not to consult with legal counsel.

11. **Cumulative Rights.** Each right, power or remedy herein conferred upon Association in the Governing Documents is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to Association at law or in equity. No delay or omission by Association in the exercise of any right, power or remedy shall impair any such right, power or remedy or the right of any such party to resort thereto at a later date. Nor shall any such delay or omission be construed to be waiver of any default.

12. **Severability of Provisions.** Any provision of this Agreement that is prohibited or unenforceable shall be ineffective to the extent of such portion without invalidating the remaining provisions of this Agreement.

13. **No Third-Party Reliance.** No third party shall be entitled to rely upon this Agreement or to have any of the rights or benefits hereunder.

14. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile transmission shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes.

**THE SIGNATURES BELOW ACKNOWLEDGE THAT EACH PARTY HAS READ AND UNDERSTANDS THE FOREGOING PROVISIONS AND THOSE SUCH PROVISIONS ARE REASONABLE AND ENFORCEABLE.**

**EACH SIGNATURE BELOW ALSO ACKNOWLEDGES THAT HE/SHE HAS SIGNED THIS AGREEMENT AS HIS/HER/ITS OWN FREE AND VOLUNTARY ACT, THAT EACH PARTY ACKNOWLEDGES THAT THIS IS AN IMPORTANT AND BINDING LEGAL CONTRACT WHICH EFFECT EACH PARTIES RIGHTS UNDER NEVADA LAW.**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Caughlin Ranch Homeowners  
Association  
By: Its General Manager

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## Exhibit "C"

### **NOTICE OF RIGHT TO CONTEST PAST DUE OBLIGATION CAUGHLIN RANCH HOMEOWNERS ASSOCIATION**

Pursuant to Caughlin Ranch Homeowners Association's ("Association") Revised Delinquent Assessment Collection Policy ("Policy") and the requirements of SB280, the Association Board of Directors hereby adopts the following notice of the right to contest past due obligations at a hearing before the executive board and the procedures for requesting such a hearing.

1. Pursuant to NRS 116.31162 as amended by SB280 and SB306, a unit owner in the Association has a right to contest a past due obligation at a hearing before the Association's executive board.
2. To exercise the right to contest a past due obligation at a hearing before the Association's executive board, the unit owner must hand deliver, certified or registered mail, return receipt requested, the attached "Contest of Past Due Obligation" form to the Association at 1070 Caughlin Crossing, Reno, NV, 89519.
3. The Contest of Past Due Obligation must be received by the Association within thirty (30) days of the date the Association mails its notice of past due obligations, along with a schedule of the fees that may be charged if the unit owner fails to pay the past due obligation and a proposed repayment plan.
4. The Association's Board of Directors will consider the Contest of Past Due Obligation in the executive session at its next regularly scheduled meeting provided the Contest of Past Due Obligations is received at the Association's office at least 10 days before the next regularly scheduled meeting. Contest of Past Due Obligations received within 10 days of the next regularly scheduled meeting will not be heard until the next subsequent regularly scheduled meeting. Normally scheduled meetings are listed on the Association's website at [www.caughlinhoa.com](http://www.caughlinhoa.com).
5. The unit owner contesting the past due obligation will have a reasonable opportunity to contest the past due obligation and address the Association's Board of Directors, or a committee appointed by the Association's Board of Directors. This will occur in an executive session unless the unit owner requests in writing that an open hearing be conducted by the executive board in its normal open meeting.
6. The unit owner will be entitled to attend the portions of the executive session or open meeting related to the past due obligation but is not entitled to attend the deliberations of the Board of Directors.
7. If the unit owner requests in writing that an open hearing be conducted, the unit owner is entitled to present its contest with counsel, and to present evidence and testimony of witnesses, is entitled to due process, as set forth in the standards adopted by regulation by the Commission on Common Interest Communities.

**CONTEST OF PAST DUE OBLIGATION  
CAUGHLIN RANCH HOMEOWNERS ASSOCIATION**

1. Unit Address relating to past due obligation: \_\_\_\_\_

2. Name of Unit Owner(s): \_\_\_\_\_

3. Past Due Obligation being Contested: \_\_\_\_\_  
\_\_\_\_\_

4. Date of Notice of Past Due Obligation from the Association: \_\_\_\_\_

(This form must be received by delivered to the Association by hand deliver, certified or registered mail, return receipt requested, to 1070 Caughlin Crossing, Reno, NV, 89519 within 30 days of the Notice of Past Due Obligation).

5. Type of Past Due Obligation:

- Regular Assessment
- Special Assessment
- Fine
- Construction Penalty
- Interest
- Collection Costs and/  
or Attorney's fees
- Other

6. Amount of past due obligation being contested: \_\_\_\_\_

7. Basis for past due obligation being contested: (attach additional sheet(s) if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Do you request to address the Association's Board of Directors or Committee appointed by the Association's Board of Directors when they consider this Contest?

No  Yes  If Yes, would you like the matter discussed and considered in an executive session or an open meeting.

- Executive Session
- Open Meeting

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_

**MILITARY STATUS VERIFICATION FORM**

**ATTENTION UNIT OWNER (OR UNIT'S OWNER SUCCESSOR IN INTEREST):**

Pursuant to Nevada Senate Bill 33 (SB 33), **if you are a servicemember or a dependent of a servicemember**, you may be entitled to certain protections pursuant to SB 33 regarding the foreclosure of a lien for unpaid assessments. This Form is being provided to afford you an opportunity to provide any information required to enable the Association to verify whether you are entitled to the protections of SB 33.

Please take a moment to review and complete this form if you are a servicemember or a dependent of a servicemember. Please return this form to the Association at the address listed above, **along with your Military ID Number or any other information you wish to provide to verify whether you are entitled to the protections of SB 33. If we are unable to verify, you may be required to present the original Common Access Card or Uniformed Services ID Card to our office. DO NOT MAKE A COPY.**

The Association is required to verify whether a unit owner is a servicemember or dependent entitled to protections under SB 33 and must make reasonable efforts to utilize all resources available, including conducting an online search which is an actual cost to the Association. **If you are NOT a servicemember or dependent of a servicemember and do not wish to be assessed a charge for the Association to conduct a mandatory search before proceeding with the collection process, please mark below indicating you are neither a servicemember nor a dependent.**

PLEASE PRINT:

CHECK ONE THAT APPLIES: SERVICEMEMBER \_\_\_\_\_ DEPENDENT \* \_\_\_\_\_ NEITHER \_\_\_\_\_

FULL NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ UNIT ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ BRANCH OF MILITARY \_\_\_\_\_

MILITARY ID NUMBER \_\_\_\_\_ DATE ENTERED INTO SERVICE \_\_\_\_\_

DATE SERVICE ENDED (If applicable) \_\_\_\_\_

DATE OF DEPLOYMENT (If applicable) \_\_\_\_\_ DATE RETIRED (If applicable) \_\_\_\_\_

I certify under penalty of perjury that the information provided herein is accurate and truthful.

\_\_\_\_\_

\_\_\_\_\_

Unit's Owner Signature

Date

\* If you are a dependent of a servicemember, you may be entitled to the protections of SB 33 upon application to a court of competent jurisdiction if your ability to make payments required by the Association's lien for assessments is materially affected by the servicemember's active duty or deployment. If you are seeking the protections of SB 33, please provide the required court determination.

----- (For Association Use Only, Do Not Write Below This Line) -----

VERIFICATION:

\_\_\_\_\_ Servicemember Active Duty or Deployment

\_\_\_\_\_ Dependent

\_\_\_\_\_ Court determination of ability to make payments

\_\_\_\_\_  
Association Representative

\_\_\_\_\_  
Date

Exhibit "E"

**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION**  
**NEVADA CIVIL RELIEF ACT:**  
**Federal, State and Tribal Workers/Contractors and Landlords ("NCRA")**

Lot Owner's Name: \_\_\_\_\_

Lot Address: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Employee's Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

I am eligible for protection under the NCRA because I am (check one):

\_\_\_\_\_ A federal worker/contractor

\_\_\_\_\_ A state worker/contractor

\_\_\_\_\_ A tribal worker/contractor

\_\_\_\_\_ A household member of one of the above

\_\_\_\_\_ A landlord of a federal, state or tribal worker or contractor

I agree to provide additional information to the Association upon its request to verify employment or eligibility for the protections afforded under the NCRA. I further agree that the Association may use this information to verify my eligibility. When I am no longer eligible for these protections, I agree to notify the Association within 15 days of my change in status.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_





## Caughlin Ranch Homeowners Association Board of Directors 2025 Meeting and Other Important Dates

Below are the dates for the 2025 Board of Directors' Agenda Workshops, Executive Sessions, General Business Meetings, and the 2025 Annual Members/2026 Budget Ratification Meetings. An updated meeting notice which will include the details on how upcoming meetings will be conducted (in-person and/or virtually) will be posted on the Caughlin Ranch website at: [www.caughlinhoa.com](http://www.caughlinhoa.com).

Homeowners are welcome to attend Agenda Workshops and the Board's General Business Meetings. Executive Sessions are closed unless a homeowner has requested to meet with the Board or has been invited for the purpose of addressing outstanding assessments and/or unresolved violations.

January 10 <sup>th</sup>	<i>Board Orientation Workshop 9:00 a.m. - TENTATIVE</i>
January 27 <sup>th</sup>	Board Agenda Workshop 4:00 p.m.
January 29 <sup>th</sup>	Executive Session 5:00 p.m. / Board General Business Meeting 6:00 p.m.
March 20 <sup>th</sup>	<i>2024 Audit Review with Finance &amp; Budget Committee 2:00 p.m.</i>
March 24 <sup>th</sup>	Board Agenda Workshop 4:00 p.m.
March 26 <sup>th</sup>	Executive Session 5:00 p.m. / Board General Business Meeting 6:00 p.m.
May 19 <sup>th</sup>	Board Agenda Workshop 4:00 p.m.
May 21 <sup>st</sup>	Executive Session 5:00 p.m. / Board General Business Meeting 6:00 p.m.
July 21 <sup>st</sup>	Board Agenda Workshop 4:00 p.m.
July 23 <sup>rd</sup>	Executive Session 5:00 p.m. / Board General Business Meeting 6:00 p.m.
August 21 <sup>st</sup>	<i>2026 Budget Review Workshop 4:00 p.m. with Finance &amp; Budget Committee</i>
Sept 22 <sup>nd</sup>	Board Agenda Workshop 4:00 p.m. (Final 2025 Budget Review)
Sept 24 <sup>th</sup>	Executive Session 5:00p.m. / Board General Business Meeting 6:00p.m.(Approve 2025 Budget)
Nov 6 <sup>th</sup>	<i>Candidate Forum; Meet the Candidates 5:00 p.m. (if necessary)</i>
Nov 17 <sup>th</sup>	<i>Annual Ballot Deadline 11:00 a.m. (if necessary)</i> Call 2025 Annual Meeting to Order at 12:00 Noon to open and tally Secret Ballots; Recess once completed. Board Executive Session 4:00 p.m. / General Business Meeting 5:30 p.m.
Nov 19 <sup>th</sup>	Re-convene 2025 Annual Members Election & 2025 Budget Ratification Meeting at 6:30 p.m. A brief Organizational Meeting will immediately follow the 2025 Annual Members Election/2026 Budget Ratification Meeting.

This meeting calendar serves as notice pursuant to NRS 116.31083 for the scheduled meetings of the Board of Directors. Dates and times are subject to change. Please visit the Caughlin Ranch website ([www.caughlinhoa.com](http://www.caughlinhoa.com)) for up-to-date information regarding Caughlin Ranch Meetings and Workshops. The Board of Directors' General Business Meeting Agendas are posted on the Caughlin Ranch website not less than ten (10) days prior to each meeting. Members may also call the Association office at: (775) 746-1499 or e-mail: [admin@caughlinhoa.com](mailto:admin@caughlinhoa.com) to obtain agenda copies. The CRHA office is located at 1070 Caughlin Crossing, Reno, NV 89519.



Board Meeting agenda content may be modified up to the start of the Board Meeting due to specific circumstances under NRS116.31083 (11) as it relates to occurrences that: “(a) could not have been reasonably foreseen, (b) affects the health, welfare and safety of the units’ owners or residents of the common-interest community; (c) requires the immediate attention of, and possible action by, the executive board; and (d) makes it impracticable to comply with the provisions of sub-section 2 or 5.” The Board will disclose any such changes at the beginning of the Board Meeting, where applicable.

Board Agenda Workshop agendas do not have a published agenda for distribution, as the intent of the workshop is to further review and define the agenda for the next scheduled Board Meeting. This session is open to the membership for observation and limited input during a designated portion of the meeting. No substantive discussion or action (vote) will be taken by the Board on any matter discussed or reviewed at a workshop.

Executive Session meeting agendas will not be published. Only those matters as described under NRS116.31085 shall be discussed and acted upon in executive session. These meetings are closed to the membership.

During Board Meetings, Owners have the right to speak to the Board. The designated period for this is devoted to comments from property owners and discussion of those comments related to items on the agenda. Please note that the Board has the authority to limit the time for individual comments. A time limit of two minutes has been allotted per individual. No individual can give away their allotted time to expand another individual’s time.

A copy of the audio recording of the Board Meeting, the minutes or a summary of the minutes of the meeting shall be provided to the unit’s owner upon request at no charge.



**2025 CRHA COMMUNITY EVENTS**

<b>Event</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>
Spring Wine	Wed. April 10th or 17th or 24th	TBD - Blackrock Wine tent.	5:00 pm to 7:00 pm
Cross Peak Hike	Saturday, May 17th	Corner of Caughlin Pkwy & Longknife Rd	9:00 am to 11:00 am
Garage Sales	Fri., Sat. & Sun. June 6th, 7th, & 8th	Individual garages / yards CRHA will advertise the event and compile the addresses of those participating	7:00 am to 3:00 pm
Spring Bird Walk / Watch	Sat. June 7th or 21st or 28th	Meet at CRHA parking lot	8:00 am to 10:00 am
Shredding Day	Sat. June 21st	Village Green Park	9:00 am to 12:00 pm
Operation BackPack	June 15th thru August 12th - <i>Tentative</i>	TBD	8:00 am to 5:00 pm
Artown Concerts in the Park	Every Sunday in July July 6th, 13th, 20th, & 27th	Village Green Park Amphitheater	6:00 pm to 8:00 pm
CRHA Annual BBQ	Sat. August 23rd	Village Green Park	Noon to 3:00 pm
Fall Bird Walk / Watch	Sat. Sept. 20th	Meet at CRHA parking lot	8:00 am to 10:00 am
Cross Peak Hike	Sat. Oct. 18th	Corner of Caughlin Pkwy & Longknife Rd	9:00 am to 11:00 am
Garage Sales	Fri., Sat. & Sun. Oct. 3rd, 4th, & 5th	Individual homes / yards	7:00 am to 3:00 pm
Oktoberfest	Thurs. Oct. 9th	TBD OR PROST	5:00 pm to 7:00 pm
Angel Tree	November 1st through 30th	CRHA Office	8:00 am to 5:00 pm
Annual Homeowner Dinner	Wed. Nov. 19th	TBD	5:30 to 6:30 pm
41st Annual Members Meeting & 2026 Budget Ratification	Wed. Nov. 19th	TBD	Beginning at 6:30 pm

Approved by the Board on 09/25/2024

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**CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION**  
**2024 ANNUAL ELECTION SOLICITATION AND 2025 BUDGET RATIFICATION**

Caughlin Ranch HOA (CRHA) is soliciting Association Members to serve on the CRHA Board of Directors beginning in November 2024. If you are interested in serving your community, please complete and return the attached 3-page Board Candidate Nomination Form (BCNF) to the Caughlin Ranch office via mail, fax, e-mail or hand-delivery.

Address: 1070 Caughlin Crossing, Reno, NV 89519

Fax: 775-746-8649

E-mail: admin@caughlinhoa.com

The completed BCNF must be received in the Caughlin Ranch HOA office no later than 4:00 p.m. on Wednesday, October 16, 2024. Please contact the Caughlin Ranch office to confirm your BCNF was received. (Caughlin Ranch staff cannot be held responsible for documents which are not received.)

The completed BCNF forms will be mailed to all CRHA Members in the 2024 Annual Election and 2025 Budget Ratification Meeting Packet.

There are four (4) Board Members whose terms expire in November: Michele Attaway, Steve Bremer, Thomas Keiffer, and Drew Naccarato. Directors serve 2-year terms. A total of seven (7) Board Members serves the Caughlin Ranch HOA community.

If more than four (4) candidate forms are received by members who are eligible to serve, the BCNFs and a secret ballot will be mailed to all CRHA Members no later than Monday, October 28<sup>th</sup>. A Candidate Forum may be held at 5:00 p.m. on Thursday, November 7<sup>th</sup> prior to the ballot deadline of Monday, November 18<sup>th</sup>.

If four (4) or fewer eligible candidates return a BCNF, no election or Candidate Forum will be held. CRHA Members will be advised in the 2024 Annual Election and 2025 Budget Ratification Meeting Packet that the Board Candidate forms received are enclosed and those candidates will be seated on the Board of Directors at the close of the 2024 Annual Election and 2025 Budget Ratification Meeting on November 20, 2024.

*Board Members cannot be compensated for their time, there is no assessment discount, they are required to attend at least 3 meetings every-other-month in a calendar year, are expected to serve on at least one standing committee, and may be asked to serve as a liaison to a standing committee and/or as an Officer of the Board. They are required to agree to comply with all applicable federal, state and local laws and regulations, and the CRHA governing documents. They will be further required to be kept informed of laws, regulations and developments relating to common-interest communities, which means attending at least one (1) three-hour seminar each year.*

Please consider providing the following voluntary information:

E-mail address: bhammejeune@yahoo.com Contact No: (775) 233-2449

Occupation: Retired USAF

Mailing address (if different): \_\_\_\_\_

**Thank you for your interest in serving on the Caughlin Ranch Board of Directors. Please contact General Manager Lisa Nunley at: gmnunley@caughlinhoa.com or (775) 746-1499 if you require further assistance.**



# BOARD CANDIDATE NOMINATION FORM

This form must be sent out to each unit owner at least 30 days before the preparation of election ballots.

A meeting of the units' owners must be held at least once each year, at which time ballots for the election of members of the executive board must be opened and counted. The election for Caughlin Ranch Homeowners' Association has been scheduled for 11/20/2024. There will be 4 vacancies, 2-year Terms. If you are a unit owner interested in running for the association's board of directors, please complete and submit the following information:

YOUR NAME Steve Bremer

ADDRESS OF UNIT OWNED 4555 Village Green Pkwy Reno, NV  
(Street) (City) (State)

ELIGIBILITY (place 'T' for true, 'F' for false on the lines below):

- T I do not reside in a unit with, am not married to, am not domestic partners with, or related by blood, adoption or marriage to another person who is also a member of the executive board or is an officer of the association.
- F I do not stand to gain any personal profit or compensation of any kind from a matter before the executive board.
- F I do not perform the duties of community manager for this association, nor does my spouse, parent or child, by blood, marriage or adoption.
- T (Master Association) I do not perform the duties of community manager for the master association, or any association that is subject to the governing documents of a master association, nor does my spouse, parent or child, by blood, marriage or adoption.
- T In this community, I am: the record owner of a unit; an officer, employee, agent or director of a corporate owner of a unit; a trustee or designated beneficiary of a trust that owns a unit; a partner of a partnership that owns a unit; a member or manager of a limited-liability company that owns a unit; or a fiduciary of an estate that owns a unit.  
**NOTE:** If you are not the record owner, you must file proof in the records of the association that you are associated with the corporate owner, trust, partnership, limited-liability company or estate and identify the unit or units owned.

If you are deemed eligible, your name will be placed on the ballot and your disclosures (page 2) will be distributed to each member of the association. In order to complete the nomination process, you *must* complete and submit page 2 of this form.

**The executive board has determined to use the "duly elected" process described below:**  
NRS 116.31034(5)... "If, at the closing of the prescribed period for nominations for membership on the executive board, the number of candidates nominated for membership on the executive board is equal to or less than the number of members to be elected to the executive board at the election, then: (a) The association will not prepare or mail any ballots to units' owners pursuant to this section; and (b) The nominated candidates shall be deemed to be **duly elected** to the executive board at the meeting of the units' owners at which the ballots would have been counted pursuant to paragraph (e) of subsection 15." In this scenario, candidates may reside with or be related to another board member, unless one of them owns 75% or more units in the community and together these owners would constitute a majority of the board.

YOUR SIGNATURE Steve Bremer DATE 9/17/24

RETURN COMPLETED FORM TO Caughlin Ranch HOA, 1070 Caughlin Crossing, Reno, NV 89519  
BY October 16, 2024 by 4:00 PM (late or incomplete submissions will not be accepted).

If you are deemed eligible and would like to communicate **campaign material**, other than the one page Candidate Informational Statement, directly to units' owners at your own expense, you can request to receive a list of mailing addresses in the community (not to include any names): in paper format at a cost not to exceed 25¢ per page for the first 10 pages and 10¢ per page thereafter; by compact disc at a cost of not more than \$5; or by email at no cost. At the time of request, you will be required to provide a signed written statement stating that you will not use the list of addresses for any purpose other than communicating campaign material. If you refuse to sign this statement, the association or its agent may refuse your request for addresses.

# BOARD CANDIDATE NOMINATION FORM

*This form must be sent out to each unit owner at least 30 days before the preparation of election ballots.*

A meeting of the units' owners must be held at least once each year, at which time ballots will be opened and counted to determine those elected to the executive board, or candidates will be deemed to be duly elected to the executive board. The annual meeting for Caughlin Ranch Homeowners' Association has been scheduled for 11/20/2024. The unit owner listed below submitted his/her nomination form and was deemed eligible to serve on the association's board of directors:

CANDIDATE NAME Steve Bremer

As required pursuant to NRS 116.31034(9), please see the candidate's disclosure statements below:

## REQUIRED DISCLOSURES

Please disclose any financial, business, professional or personal relationship or interest that would result or would appear to a reasonable person to result in a potential conflict of interest if you were to be elected to serve as a member of the executive board:

None

Please disclose whether or not you are a member in good standing, meaning that you have no unpaid and/or past due assessments or construction penalties due to the association:

I am a member of good standing

Not being in good standing or having a perceived conflict of interest does not make a candidate ineligible pursuant to Chapter 116. Pursuant to NRS 116.3103(1), however, "officers and members of the executive board are subject to conflict of interest rules governing the officers and directors of a nonprofit corporation," and pursuant to NRS 116.31031(9), a member of the executive board cannot participate in any hearing or cast any vote relating to a fine if the member has not paid all assessments which are due to the association.

Candidates further have the option to complete and submit a **Candidate Informational Statement** along with this form to provide voting members with additional information as to their qualifications and reasons for running. The informational statement must be no longer than a single, typed page and cannot contain any defamatory, libelous or profane information (see next page). Unless otherwise requested, this statement will be sent to unit owners before the election, at the association's expense.



# BOARD CANDIDATE NOMINATION FORM

*This form must be sent out to each unit owner at least 30 days before the preparation of election ballots.*

## CANDIDATE INFORMATIONAL STATEMENT

Candidates have the option to use this space to tell units' owners a little bit more about themselves and why they should be elected to sit on the association's board of directors. This statement must be no longer than a single, typed page and cannot contain any defamatory, libelous or profane information. If completing by hand, please make sure the information is legible.

CANDIDATE NAME           Steve Bremer          

I had the good fortune of serving my country over 28 years and four years in the Caughlin Ranch Board of Directors. I am a firm believer of giving back to the community I live in. As a homeowner and Board member I will continue to strive to work towards all improvements in our community are executed in a judicious and fiduciary manner as the current Board has carried out their duties and responsibilities in these past years. In the last HOA we lived in I served on the Board during all our years living there and served in several positions, including Treasurer/Financial Analyst using my skills I learned years ago in Graduate School.



# BOARD CANDIDATE NOMINATION FORM

This form must be sent out to each unit owner at least 30 days before the preparation of election ballots.

A meeting of the units' owners must be held at least once each year, at which time ballots for the election of members of the executive board must be opened and counted. The election for Caughlin Ranch Homeowners' Association has been scheduled for 11/20/2024. There will be 4 vacancies, 2-year Terms. If you are a unit owner interested in running for the association's board of directors, please complete and submit the following information:

YOUR NAME JON ERICSON

ADDRESS OF UNIT OWNED 4565 VILLAGE GREEN PKWY  
(Street) (City) (State)

ELIGIBILITY (place 'T' for true, 'F' for false on the lines below):

T I do not reside in a unit with, am not married to, am not domestic partners with, or related by blood, adoption or marriage to another person who is also a member of the executive board or is an officer of the association.

T I do not stand to gain any personal profit or compensation of any kind from a matter before the executive board.

T I do not perform the duties of community manager for this association, nor does my spouse, parent or child, by blood, marriage or adoption.

T (Master Association) I do not perform the duties of community manager for the master association, or any association that is subject to the governing documents of a master association, nor does my spouse, parent or child, by blood, marriage or adoption.

T In this community, I am: the record owner of a unit; an officer, employee, agent or director of a corporate owner of a unit; a trustee or designated beneficiary of a trust that owns a unit; a partner of a partnership that owns a unit; a member or manager of a limited-liability company that owns a unit; or a fiduciary of an estate that owns a unit.

**NOTE:** If you are not the record owner, you must file proof in the records of the association that you are associated with the corporate owner, trust, partnership, limited-liability company or estate and identify the unit or units owned.

If you are deemed eligible, your name will be placed on the ballot and your disclosures (page 2) will be distributed to each member of the association. In order to complete the nomination process, you *must* complete and submit page 2 of this form.

The executive board has determined to use the "duly elected" process described below:

NRS 116.31034(5)... "If, at the closing of the prescribed period for nominations for membership on the executive board, the number of candidates nominated for membership on the executive board is equal to or less than the number of members to be elected to the executive board at the election, then: (a) The association will not prepare or mail any ballots to units' owners pursuant to this section; and (b) The nominated candidates shall be deemed to be **duly elected** to the executive board at the meeting of the units' owners at which the ballots would have been counted pursuant to paragraph (e) of subsection 15." In this scenario, candidates may reside with or be related to another board member, unless one of them owns 75% or more units in the community and together these owners would constitute a majority of the board.

YOUR SIGNATURE [Signature]

DATE 9/26/24

RETURN COMPLETED FORM TO Caughlin Ranch HOA, 1070 Caughlin Crossing, Reno, NV 89519  
BY October 16, 2024 by 4:00 PM (late or incomplete submissions will not be accepted).

If you are deemed eligible and would like to communicate **campaign material**, other than the one page Candidate Informational Statement, directly to units' owners at your own expense, you can request to receive a list of mailing addresses in the community (not to include any names): in paper format at a cost not to exceed 25¢ per page for the first 10 pages and 10¢ per page thereafter; by compact disc at a cost of not more than \$5; or by email at no cost. At the time of request, you will be required to provide a signed written statement stating that you will not use the list of addresses for any purpose other than communicating campaign material. If you refuse to sign this statement, the association or its agent may refuse your request for addresses.

# BOARD CANDIDATE NOMINATION FORM

*This form must be sent out to each unit owner at least 30 days before the preparation of election ballots.*

A meeting of the units' owners must be held at least once each year, at which time ballots will be opened and counted to determine those elected to the executive board, or candidates will be deemed to be duly elected to the executive board. The annual meeting for Caughlin Ranch Homeowners' Association has been scheduled for 11/20/2024. The unit owner listed below submitted his/her nomination form and was deemed eligible to serve on the association's board of directors:

CANDIDATE NAME JON ERICSON

As required pursuant to NRS 116.31034(9), please see the candidate's disclosure statements below:

## REQUIRED DISCLOSURES

Please disclose any financial, business, professional or personal relationship or interest that would result or would appear to a reasonable person to result in a potential conflict of interest if you were to be elected to serve as a member of the executive board:

Married to Lisa Ericson, publisher of
the Caughlin Rancher magazine.

Please disclose whether or not you are a member in good standing, meaning that you have no unpaid and/or past due assessments or construction penalties due to the association:

YES - member in good standing.

Not being in good standing or having a perceived conflict of interest does not make a candidate ineligible pursuant to Chapter 116. Pursuant to NRS 116.3103(1), however, "officers and members of the executive board are subject to conflict of interest rules governing the officers and directors of a nonprofit corporation," and pursuant to NRS 116.31031(9), a member of the executive board cannot participate in any hearing or cast any vote relating to a fine if the member has not paid all assessments which are due to the association.

Candidates further have the option to complete and submit a **Candidate Informational Statement** along with this form to provide voting members with additional information as to their qualifications and reasons for running. The informational statement must be no longer than a single, typed page and cannot contain any defamatory, libelous or profane information (see next page). Unless otherwise requested, this statement will be sent to unit owners before the election, at the association's expense.





**CANDIDATE INFORMATIONAL STATEMENT**  
**for**  
**JON ERICSON**

I am a 3rd generation Nevadan and lifelong resident of Reno. I attended Hunter Lake Elementary, Swope Middle School, Reno High School and UNR. I received a Bachelor of Science degree in Civil Engineering from “Harvard on the Hill” (a.k.a. UNR).

I am a registered Civil Engineer in the state of Nevada and a licensed Professional Traffic Operations Engineer.

I worked in the private sector for more than 15 years in Northern Nevada then moved to the City of Sparks where I finished out my career for more than 21 years, starting as the Transportation Manager then promoted to City Engineer in 2017.

Working for the City, I attended and presented at numerous City Council, Planning Commission and RTC Board meetings.

My family and I moved to Caughlin Ranch almost 18 years ago. We raised our kids here and plan to stay here for the rest of our years. We love it here!

I have been a member of the Caughlin Ranch ACC (Architectural Control Committee) for 5 years and having recently retired would like to get more involved with the HOA.



**CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION  
2024 ANNUAL ELECTION SOLICITATION AND 2025 BUDGET RATIFICATION**

Caughlin Ranch HOA (CRHA) is soliciting Association Members to serve on the CRHA Board of Directors beginning in November 2024. If you are interested in serving your community, please complete and return the attached 3-page Board Candidate Nomination Form (BCNF) to the Caughlin Ranch office via mail, fax, e-mail or hand-delivery.

Address: 1070 Caughlin Crossing, Reno, NV 89519  
Fax: 775-746-8649  
E-mail: admin@caughlinhoa.com

The completed BCNF must be received in the Caughlin Ranch HOA office no later than 4:00 p.m. on Wednesday, October 16, 2024. Please contact the Caughlin Ranch office to confirm your BCNF was received. (Caughlin Ranch staff cannot be held responsible for documents which are not received.)

The completed BCNF forms will be mailed to all CRHA Members in the 2024 Annual Election and 2025 Budget Ratification Meeting Packet.

There are four (4) Board Members whose terms expire in November: Michele Attaway, Steve Bremer, Thomas Keiffer, and Drew Naccarato. Directors serve 2-year terms. A total of seven (7) Board Members serves the Caughlin Ranch HOA community.

If more than four (4) candidate forms are received by members who are eligible to serve, the BCNFs and a secret ballot will be mailed to all CRHA Members no later than Monday, October 28<sup>th</sup>. A Candidate Forum may be held at 5:00 p.m. on Thursday, November 7<sup>th</sup> prior to the ballot deadline of Monday, November 18<sup>th</sup>.

If four (4) or fewer eligible candidates return a BCNF, no election or Candidate Forum will be held. CRHA Members will be advised in the 2024 Annual Election and 2025 Budget Ratification Meeting Packet that the Board Candidate forms received are enclosed and those candidates will be seated on the Board of Directors at the close of the 2024 Annual Election and 2025 Budget Ratification Meeting on November 20, 2024.

*Board Members cannot be compensated for their time, there is no assessment discount, they are required to attend at least 3 meetings every-other-month in a calendar year, are expected to serve on at least one standing committee, and may be asked to serve as a liaison to a standing committee and/or as an Officer of the Board. They are required to agree to comply with all applicable federal, state and local laws and regulations, and the CRHA governing documents. They will be further required to be kept informed of laws, regulations and developments relating to common-interest communities, which means attending at least one (1) three-hour seminar each year.*

Please consider providing the following voluntary information:

E-mail address: chris@chrishoward.us Contact No: 775-240-4236

Occupation: RETIRED

Mailing address (if different): 3945 SOURDOUGH CIRCLE RENO, NV. 89519

**Thank you for your interest in serving on the Caughlin Ranch Board of Directors. Please contact General Manager Lisa Nunley at: gmnunley@caughlinhoa.com or (775) 746-1499 if you require further assistance.**



# BOARD CANDIDATE NOMINATION FORM

This form must be sent out to each unit owner at least 30 days before the preparation of election ballots.

A meeting of the units' owners must be held at least once each year, at which time ballots for the election of members of the executive board must be opened and counted. The election for Caughlin Ranch Homeowners' Association has been scheduled for 11/20/2024. There will be 4 vacancies, 2-year Terms. If you are a unit owner interested in running for the association's board of directors, please complete and submit the following information:

YOUR NAME CHRISTOPHER P. HOWARD

ADDRESS OF UNIT OWNED 3945 SOURDOUGH CIRCLE RENO NV 89519  
(Street) (City) (State)

ELIGIBILITY (place 'T' for true, 'F' for false on the lines below):

- I do not reside in a unit with, am not married to, am not domestic partners with, or related by blood, adoption or marriage to another person who is also a member of the executive board or is an officer of the association.
- I do not stand to gain any personal profit or compensation of any kind from a matter before the executive board.
- I do not perform the duties of community manager for this association, nor does my spouse, parent or child, by blood, marriage or adoption.
- (Master Association) I do not perform the duties of community manager for the master association, or any association that is subject to the governing documents of a master association, nor does my spouse, parent or child, by blood, marriage or adoption.
- In this community, I am: the record owner of a unit; an officer, employee, agent or director of a corporate owner of a unit; a trustee or designated beneficiary of a trust that owns a unit; a partner of a partnership that owns a unit; a member or manager of a limited-liability company that owns a unit; or a fiduciary of an estate that owns a unit.  
**NOTE:** If you are not the record owner, you must file proof in the records of the association that you are associated with the corporate owner, trust, partnership, limited-liability company or estate and identify the unit or units owned.

If you are deemed eligible, your name will be placed on the ballot and your disclosures (page 2) will be distributed to each member of the association. In order to complete the nomination process, you *must* complete and submit page 2 of this form.

The executive board has determined to use the "duly elected" process described below:

NRS 116.31034(5)... "If, at the closing of the prescribed period for nominations for membership on the executive board, the number of candidates nominated for membership on the executive board is equal to or less than the number of members to be elected to the executive board at the election, then: (a) The association will not prepare or mail any ballots to units' owners pursuant to this section; and (b) The nominated candidates shall be deemed to be **duly elected** to the executive board at the meeting of the units' owners at which the ballots would have been counted pursuant to paragraph (e) of subsection 15." In this scenario, candidates may reside with or be related to another board member, unless one of them owns 75% or more units in the community and together these owners would constitute a majority of the board.

YOUR SIGNATURE Chris Howard DATE 10/14/24

RETURN COMPLETED FORM TO Caughlin Ranch HOA, 1070 Caughlin Crossing, Reno, NV 89519  
BY October 16, 2024 by 4:00 PM (late or incomplete submissions will not be accepted).

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# BOARD CANDIDATE NOMINATION FORM

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CANDIDATE NAME CHRISTOPHER HOWARD

As required pursuant to NRS 116.31034(9), please see the candidate's disclosure statements below:

## REQUIRED DISCLOSURES

Please disclose any financial, business, professional or personal relationship or interest that would result or would appear to a reasonable person to result in a potential conflict of interest if you were to be elected to serve as a member of the executive board:

<i>NONE</i>

Please disclose whether or not you are a member in good standing, meaning that you have no unpaid and/or past due assessments or construction penalties due to the association:

<i>MEMBER IN GOOD STANDING</i>

Not being in good standing or having a perceived conflict of interest does not make a candidate ineligible pursuant to Chapter 116. Pursuant to NRS 116.3103(1), however, "officers and members of the executive board are subject to conflict of interest rules governing the officers and directors of a nonprofit corporation," and pursuant to NRS 116.31031(9), a member of the executive board cannot participate in any hearing or cast any vote relating to a fine if the member has not paid all assessments which are due to the association.

Candidates further have the option to complete and submit a **Candidate Informational Statement** along with this form to provide voting members with additional information as to their qualifications and reasons for running. The informational statement must be no longer than a single, typed page and cannot contain any defamatory, libelous or profane information (see next page). Unless otherwise requested, this statement will be sent to unit owners before the election, at the association's expense.





Chris Howard

775-240-4236

[chris@chrishoward.us](mailto:chris@chrishoward.us)

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#### Professional Preparation

- BA Economics, Stanford University 1968
- MBA, Santa Clara University 1970
- CMA (Certified Management Accountant) 1975
- CMC (Certified Management Consultant) 1988
- Passed Institute Business Appraisers Certification Examination 1993

#### Appointments

- C.E.O/Director/Principal  
Northstar Investors, Inc. – private holding company, 2002-2023
- Managing partner  
Nevada Ventures – venture capital fund, 1999-2007
- Managing Principal  
Howard Consulting Group, Inc. 1989-2001
- Manager  
Grant Thornton, CPAs, 1987-1989
- Managing Principal  
Howard and Associates 1985-1987
- C.O.O/C.F.O/Director  
Heath Tech management, Inc., 1981-1985
- Treasurer/C.F.O  
Pioneer Industries, inc. 1977-1981
- Operations Manager  
Jensen Tools and Alloys, Inc., 1974-1977
- Consultant  
Ernst & Young, CPAs, 1972-1974

#### Synergistic Activities

- State of Nevada Entrepreneurship Task Force 2000-2004
- State of Nevada Entrepreneurship Task Force 2015-2021
- Board Member – Nevada Capital Investment Corporation 2011-2014
- Faculty Supervisor, Graduate Fellowship for UNR funded by the U.S. Dept. of Energy 2010

Chris was the director of the Entrepreneurship initiative for the UNR School of Business and was also a faculty member, overseeing the Entrepreneurship Academic curriculum.

Over the past 37 as a corporate principal or venture capital partner, Chris bought, sold, and/invested in 28 companies.

Chris has also sat on numerous boards such as U.S. Bank and Q &D construction.

Chris was a part time faculty member at UNR Business school for 30 years.

Chris and his family have lived in Caughlin Ranch since 2003

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**CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION**  
**2024 ANNUAL ELECTION SOLICITATION AND 2025 BUDGET RATIFICATION**

Caughlin Ranch HOA (CRHA) is soliciting Association Members to serve on the CRHA Board of Directors beginning in November 2024. If you are interested in serving your community, please complete and return the attached 3-page Board Candidate Nomination Form (BCNF) to the Caughlin Ranch office via mail, fax, e-mail or hand-delivery.

Address: 1070 Caughlin Crossing, Reno, NV 89519  
Fax: 775-746-8649  
E-mail: admin@caughlinhoa.com

The completed BCNF must be received in the Caughlin Ranch HOA office no later than 4:00 p.m. on Wednesday, October 16, 2024. Please contact the Caughlin Ranch office to confirm your BCNF was received. (Caughlin Ranch staff cannot be held responsible for documents which are not received.)

The completed BCNF forms will be mailed to all CRHA Members in the 2024 Annual Election and 2025 Budget Ratification Meeting Packet.

There are four (4) Board Members whose terms expire in November: Michele Attaway, Steve Bremer, Thomas Keiffer, and Drew Naccarato. Directors serve 2-year terms. A total of seven (7) Board Members serves the Caughlin Ranch HOA community.

If more than four (4) candidate forms are received by members who are eligible to serve, the BCNFs and a secret ballot will be mailed to all CRHA Members no later than Monday, October 28<sup>th</sup>. A Candidate Forum may be held at 5:00 p.m. on Thursday, November 7<sup>th</sup> prior to the ballot deadline of Monday, November 18<sup>th</sup>.

If four (4) or fewer eligible candidates return a BCNF, no election or Candidate Forum will be held. CRHA Members will be advised in the 2024 Annual Election and 2025 Budget Ratification Meeting Packet that the Board Candidate forms received are enclosed and those candidates will be seated on the Board of Directors at the close of the 2024 Annual Election and 2025 Budget Ratification Meeting on November 20, 2024.

*Board Members cannot be compensated for their time, there is no assessment discount, they are required to attend at least 3 meetings every-other-month in a calendar year, are expected to serve on at least one standing committee, and may be asked to serve as a liaison to a standing committee and/or as an Officer of the Board. They are required to agree to comply with all applicable federal, state and local laws and regulations, and the CRHA governing documents. They will be further required to be kept informed of laws, regulations and developments relating to common-interest communities, which means attending at least one (1) three-hour seminar each year.*

Please consider providing the following voluntary information:

E-mail address: thomas@caughlinhoa.com Contact No: 858-775-3642

Occupation: Real Estate Developer / Attorney

Mailing address (if different): \_\_\_\_\_

**Thank you for your interest in serving on the Caughlin Ranch Board of Directors. Please contact General Manager Lisa Nunley at: gmnunley@caughlinhoa.com or (775) 746-1499 if you require further assistance.**



# BOARD CANDIDATE NOMINATION FORM

This form must be sent out to each unit owner at least 30 days before the preparation of election ballots.

A meeting of the units' owners must be held at least once each year, at which time ballots for the election of members of the executive board must be opened and counted. The election for Caughlin Ranch Homeowners' Association has been scheduled for 11/20/2024. There will be 4 vacancies, 2-year Terms. If you are a unit owner interested in running for the association's board of directors, please complete and submit the following information:

YOUR NAME Thomas Keiffer

ADDRESS OF UNIT OWNED 3940 Sawdough Cir. Reno NV  
(Street) (City) (State)

ELIGIBILITY (place 'T' for true, 'F' for false on the lines below):

- I do not reside in a unit with, am not married to, am not domestic partners with, or related by blood, adoption or marriage to another person who is also a member of the executive board or is an officer of the association.
- I do not stand to gain any personal profit or compensation of any kind from a matter before the executive board.
- I do not perform the duties of community manager for this association, nor does my spouse, parent or child, by blood, marriage or adoption.
- (Master Association) I do not perform the duties of community manager for the master association, or any association that is subject to the governing documents of a master association, nor does my spouse, parent or child, by blood, marriage or adoption.
- In this community, I am: the record owner of a unit; an officer, employee, agent or director of a corporate owner of a unit; a trustee or designated beneficiary of a trust that owns a unit; a partner of a partnership that owns a unit; a member or manager of a limited-liability company that owns a unit; or a fiduciary of an estate that owns a unit.  
**NOTE:** If you are not the record owner, you must file proof in the records of the association that you are associated with the corporate owner, trust, partnership, limited-liability company or estate and identify the unit or units owned.

If you are deemed eligible, your name will be placed on the ballot and your disclosures (page 2) will be distributed to each member of the association. In order to complete the nomination process, you *must* complete and submit page 2 of this form.

The executive board has determined to use the "duly elected" process described below:

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YOUR SIGNATURE Thomas Keiffer DATE 9/8/2024

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CANDIDATE NAME Thomas Keiffer

As required pursuant to NRS 116.31034(9), please see the candidate's disclosure statements below:

## REQUIRED DISCLOSURES

Please disclose any financial, business, professional or personal relationship or interest that would result or would appear to a reasonable person to result in a potential conflict of interest if you were to be elected to serve as a member of the executive board:

<i>None</i>

Please disclose whether or not you are a member in good standing, meaning that you have no unpaid and/or past due assessments or construction penalties due to the association:

<i>I am a member in good standing.</i>

Not being in good standing or having a perceived conflict of interest does not make a candidate ineligible pursuant to Chapter 116. Pursuant to NRS 116.3103(1), however, "officers and members of the executive board are subject to conflict of interest rules governing the officers and directors of a nonprofit corporation," and pursuant to NRS 116.31031(9), a member of the executive board cannot participate in any hearing or cast any vote relating to a fine if the member has not paid all assessments which are due to the association.

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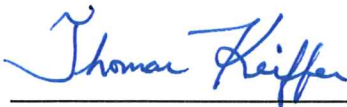
**Thomas Keiffer**  
**Candidate Informational Statement**

Dear Caughlin Ranch Homeowners:

I am seeking reelection for a 2<sup>nd</sup> term as Director on the Caughlin Ranch HOA Board because I want to fix our budget and restore fiscal responsibility, increase Board transparency and homeowner engagement, and preserve our trails and common areas.

- (i) Fix the Budget and Restore Fiscal Responsibility – our HOA is operating at a deficit despite significant assessment increases (i.e., 10% in 2023, 10% in 2024, and 20% in 2025). As Director, I will continue to vote to reduce our operating expenses, stop unnecessary expenditures, instill budget discipline, eliminate our budget deficit, and replenish reserves so Caughlin Ranch can be a going concern for future generations. If expenditures are not properly forecasted in an approved budget, they should not be incurred. I am willing to take on unpopular positions and be the lone or minority vote for the long-term financial health of Caughlin Ranch.
  
- (ii) Increase Board transparency and homeowner engagement – I believe our community would benefit if there was greater communication and engagement between homeowners and the Board. I would like to increase HOA meeting attendance by emailing homeowners a virtual attendance link before Board meetings. In addition, I would like to increase transparency into the Board’s decision-making process by emailing homeowners the approved minutes after Board meetings. Engaged and informed homeowners will help the Board focus on material and relevant issues, and ultimately make better decisions.
  
- (iii) Preserve Trails and Common Areas – I will continue to prioritize our trails and natural green spaces because they support our home values.

Sincerely,



---

Thomas Keiffer

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**CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION**  
**2024 ANNUAL ELECTION SOLICITATION AND 2025 BUDGET RATIFICATION**

Caughlin Ranch HOA (CRHA) is soliciting Association Members to serve on the CRHA Board of Directors beginning in November 2024. If you are interested in serving your community, please complete and return the attached 3-page Board Candidate Nomination Form (BCNF) to the Caughlin Ranch office via mail, fax, e-mail or hand-delivery.

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Fax: 775-746-8649  
E-mail: admin@caughlinhoa.com

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If four (4) or fewer eligible candidates return a BCNF, no election or Candidate Forum will be held. CRHA Members will be advised in the 2024 Annual Election and 2025 Budget Ratification Meeting Packet that the Board Candidate forms received are enclosed and those candidates will be seated on the Board of Directors at the close of the 2024 Annual Election and 2025 Budget Ratification Meeting on November 20, 2024.

*Board Members cannot be compensated for their time, there is no assessment discount, they are required to attend at least 3 meetings every-other-month in a calendar year, are expected to serve on at least one standing committee, and may be asked to serve as a liaison to a standing committee and/or as an Officer of the Board. They are required to agree to comply with all applicable federal, state and local laws and regulations, and the CRHA governing documents. They will be further required to be kept informed of laws, regulations and developments relating to common-interest communities, which means attending at least one (1) three-hour seminar each year.*

Please consider providing the following voluntary information:

E-mail address: hmillerv775@gmail.com Contact No: 775-721-2324

Occupation: Retired

Mailing address (if different): \_\_\_\_\_

**Thank you for your interest in serving on the Caughlin Ranch Board of Directors. Please contact General Manager Lisa Nunley at: gmnunley@caughlinhoa.com or (775) 746-1499 if you require further assistance.**

# BOARD CANDIDATE NOMINATION FORM

This form must be sent out to each unit owner at least 30 days before the preparation of election ballots.

A meeting of the units' owners must be held at least once each year, at which time ballots for the election of members of the executive board must be opened and counted. The election for Caughlin Ranch Homeowners' Association has been scheduled for 11/20/2024. There will be 4 vacancies, 2-year Terms. If you are a unit owner interested in running for the association's board of directors, please complete and submit the following information:

YOUR NAME Harvey Miller

ADDRESS OF UNIT OWNED 4871 East Creek Ridge Trail Reno NV  
(Street) (City) (State)

ELIGIBILITY (place 'T' for true, 'F' for false on the lines below):

- T I do not reside in a unit with, am not married to, am not domestic partners with, or related by blood, adoption or marriage to another person who is also a member of the executive board or is an officer of the association.
- T I do not stand to gain any personal profit or compensation of any kind from a matter before the executive board.
- T I do not perform the duties of community manager for this association, nor does my spouse, parent or child, by blood, marriage or adoption.
- T (Master Association) I do not perform the duties of community manager for the master association, or any association that is subject to the governing documents of a master association, nor does my spouse, parent or child, by blood, marriage or adoption.
- T In this community, I am: the record owner of a unit; an officer, employee, agent or director of a corporate owner of a unit; a trustee or designated beneficiary of a trust that owns a unit; a partner of a partnership that owns a unit; a member or manager of a limited-liability company that owns a unit; or a fiduciary of an estate that owns a unit.  
**NOTE:** If you are not the record owner, you must file proof in the records of the association that you are associated with the corporate owner, trust, partnership, limited-liability company or estate and identify the unit or units owned.

If you are deemed eligible, your name will be placed on the ballot and your disclosures (page 2) will be distributed to each member of the association. In order to complete the nomination process, you *must* complete and submit page 2 of this form.

The executive board has determined to use the "duly elected" process described below:

NRS 116.31034(5)... "If, at the closing of the prescribed period for nominations for membership on the executive board, the number of candidates nominated for membership on the executive board is equal to or less than the number of members to be elected to the executive board at the election, then: (a) The association will not prepare or mail any ballots to units' owners pursuant to this section; and (b) The nominated candidates shall be deemed to be **duly elected** to the executive board at the meeting of the units' owners at which the ballots would have been counted pursuant to paragraph (e) of subsection 15." In this scenario, candidates may reside with or be related to another board member, unless one of them owns 75% or more units in the community and together these owners would constitute a majority of the board.

YOUR SIGNATURE [Signature] DATE 12 Oct 2024

RETURN COMPLETED FORM TO Caughlin Ranch HOA, 1070 Caughlin Crossing, Reno, NV 89519  
BY October 16, 2024 by 4:00 PM (late or incomplete submissions will not be accepted).

If you are deemed eligible and would like to communicate **campaign material**, other than the one page Candidate Informational Statement, directly to units' owners at your own expense, you can request to receive a list of mailing addresses in the community (not to include any names): in paper format at a cost not to exceed 25¢ per page for the first 10 pages and 10¢ per page thereafter; by compact disc at a cost of not more than \$5; or by email at no cost. At the time of request, you will be required to provide a signed written statement stating that you will not use the list of addresses for any purpose other than communicating campaign material. If you refuse to sign this statement, the association or its agent may refuse your request for addresses.



# BOARD CANDIDATE NOMINATION FORM

*This form must be sent out to each unit owner at least 30 days before the preparation of election ballots.*

A meeting of the units' owners must be held at least once each year, at which time ballots will be opened and counted to determine those elected to the executive board, or candidates will be deemed to be duly elected to the executive board. The annual meeting for Caughlin Ranch Homeowners' Association has been scheduled for 11/20/2024. The unit owner listed below submitted his/her nomination form and was deemed eligible to serve on the association's board of directors:

CANDIDATE NAME Harvey Miller

As required pursuant to NRS 116.31034(9), please see the candidate's disclosure statements below:

## REQUIRED DISCLOSURES

Please disclose any financial, business, professional or personal relationship or interest that would result or would appear to a reasonable person to result in a potential conflict of interest if you were to be elected to serve as a member of the executive board:

None

Please disclose whether or not you are a member in good standing, meaning that you have no unpaid and/or past due assessments or construction penalties due to the association:

I am a member in good standing.

Not being in good standing or having a perceived conflict of interest does not make a candidate ineligible pursuant to Chapter 116. Pursuant to NRS 116.3103(1), however, "officers and members of the executive board are subject to conflict of interest rules governing the officers and directors of a nonprofit corporation," and pursuant to NRS 116.31031(9), a member of the executive board cannot participate in any hearing or cast any vote relating to a fine if the member has not paid all assessments which are due to the association.

Candidates further have the option to complete and submit a **Candidate Informational Statement** along with this form to provide voting members with additional information as to their qualifications and reasons for running. The informational statement must be no longer than a single, typed page and cannot contain any defamatory, libelous or profane information (see next page). Unless otherwise requested, this statement will be sent to unit owners before the election, at the association's expense.




I am excited to express my interest in serving on the board of directors for the Caughlin Ranch Home Owners Association. With extensive business experiences and deep community involvement, I am committed to guiding our association in a manner that best serves the interests of our residents while ensuring fiscal responsibility.

My qualifications are as follows:

- I am a proud graduate from the University of California, Berkeley, where I acquired a strong foundation in critical thinking and leadership skills.
- Having lived in Reno for over 45 years, I possess a profound understanding of our community's values and needs.
- As a resident of Caughlin Ranch for over 25 years, I have witnessed the evolution of our neighborhood and am dedicated to preserving the charm and attractiveness that initially drew us here.
- As a retired business professional, I bring a wealth of knowledge in strategic planning and financial oversight to ensure that our association operates efficiently and effectively.
- My leadership experience as a past president of the Reno Sunrise Rotary has equipped me with collaborative skills and a commitment to service that I will bring to the board.
- Additionally, I have served as a guest lecturer at the University of Nevada, Reno, allowing me to stay connected with current community issues and trends.
- I am also honored to be a founding board member of Hot August Nights, which highlights my dedication to promoting community events and enhancing our local culture.

I believe that my background and experiences make me well-suited to contribute positively to the Caughlin Ranch Home Owners Association. Together, we can maintain and enhance the quality of life for all residents in our beloved community. Thank you for considering my candidacy.

  
Hawey Miller  
15 Oct 2024  

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**CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION**  
**2024 ANNUAL ELECTION SOLICITATION AND 2025 BUDGET RATIFICATION**

Caughlin Ranch HOA (CRHA) is soliciting Association Members to serve on the CRHA Board of Directors beginning in November 2024. If you are interested in serving your community, please complete and return the attached 3-page Board Candidate Nomination Form (BCNF) to the Caughlin Ranch office via mail, fax, e-mail or hand-delivery.

Address: 1070 Caughlin Crossing, Reno, NV 89519

Fax: 775-746-8649

E-mail: admin@caughlinhoa.com

The completed BCNF must be received in the Caughlin Ranch HOA office no later than 4:00 p.m. on Wednesday, October 16, 2024. Please contact the Caughlin Ranch office to confirm your BCNF was received. (Caughlin Ranch staff cannot be held responsible for documents which are not received.)

The completed BCNF forms will be mailed to all CRHA Members in the 2024 Annual Election and 2025 Budget Ratification Meeting Packet.

There are four (4) Board Members whose terms expire in November: Michele Attaway, Steve Bremer, Thomas Keiffer, and Drew Naccarato. Directors serve 2-year terms. A total of seven (7) Board Members serves the Caughlin Ranch HOA community.

If more than four (4) candidate forms are received by members who are eligible to serve, the BCNFs and a secret ballot will be mailed to all CRHA Members no later than Monday, October 28<sup>th</sup>. A Candidate Forum may be held at 5:00 p.m. on Thursday, November 7<sup>th</sup> prior to the ballot deadline of Monday, November 18<sup>th</sup>.

If four (4) or fewer eligible candidates return a BCNF, no election or Candidate Forum will be held. CRHA Members will be advised in the 2024 Annual Election and 2025 Budget Ratification Meeting Packet that the Board Candidate forms received are enclosed and those candidates will be seated on the Board of Directors at the close of the 2024 Annual Election and 2025 Budget Ratification Meeting on November 20, 2024.

***Board Members cannot be compensated for their time, there is no assessment discount, they are required to attend at least 3 meetings every-other-month in a calendar year, are expected to serve on at least one standing committee, and may be asked to serve as a liaison to a standing committee and/or as an Officer of the Board. They are required to agree to comply with all applicable federal, state and local laws and regulations, and the CRHA governing documents. They will be further required to be kept informed of laws, regulations and developments relating to common-interest communities, which means attending at least one (1) three-hour seminar each year.***

Please consider providing the following voluntary information:

E-mail address: drewnacc@yahoo.com Contact No: 405-388-9611

Occupation: Retired

Mailing address (if different): \_\_\_\_\_

**Thank you for your interest in serving on the Caughlin Ranch Board of Directors. Please contact General Manager Lisa Nunley at: gmnunley@caughlinhoa.com or (775) 746-1499 if you require further assistance.**

# BOARD CANDIDATE NOMINATION FORM

This form must be sent out to each unit owner at least 30 days before the preparation of election ballots.

A meeting of the units' owners must be held at least once each year, at which time ballots for the election of members of the executive board must be opened and counted. The election for Caughlin Ranch Homeowners' Association has been scheduled for 11/20/2024. There will be 4 vacancies, 2-year Terms. If you are a unit owner interested in running for the association's board of directors, please complete and submit the following information:

YOUR NAME Drew T. Naccarato

ADDRESS OF UNIT OWNED 3855 Chinook Creek Rd. Reno, NV  
(Street) (City) (State)

ELIGIBILITY (place 'T' for true, 'F' for false on the lines below):

- T I do not reside in a unit with, am not married to, am not domestic partners with, or related by blood, adoption or marriage to another person who is also a member of the executive board or is an officer of the association.
- T I do not stand to gain any personal profit or compensation of any kind from a matter before the executive board.
- T I do not perform the duties of community manager for this association, nor does my spouse, parent or child, by blood, marriage or adoption.
- T (Master Association) I do not perform the duties of community manager for the master association, or any association that is subject to the governing documents of a master association, nor does my spouse, parent or child, by blood, marriage or adoption.
- T In this community, I am: the record owner of a unit; an officer, employee, agent or director of a corporate owner of a unit; a trustee or designated beneficiary of a trust that owns a unit; a partner of a partnership that owns a unit; a member or manager of a limited-liability company that owns a unit; or a fiduciary of an estate that owns a unit.  
**NOTE:** If you are not the record owner, you must file proof in the records of the association that you are associated with the corporate owner, trust, partnership, limited-liability company or estate and identify the unit or units owned.

If you are deemed eligible, your name will be placed on the ballot and your disclosures (page 2) will be distributed to each member of the association. In order to complete the nomination process, you *must* complete and submit page 2 of this form.

**The executive board has determined to use the "duly elected" process described below:**

NRS 116.31034(5)... "If, at the closing of the prescribed period for nominations for membership on the executive board, the number of candidates nominated for membership on the executive board is equal to or less than the number of members to be elected to the executive board at the election, then: (a) The association will not prepare or mail any ballots to units' owners pursuant to this section; and (b) The nominated candidates shall be deemed to be **duly elected** to the executive board at the meeting of the units' owners at which the ballots would have been counted pursuant to paragraph (e) of subsection 15." In this scenario, candidates may reside with or be related to another board member, unless one of them owns 75% or more units in the community and together these owners would constitute a majority of the board.

YOUR SIGNATURE Drew T. Naccarato DATE 9/26/2024

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CANDIDATE NAME Drew T. Naccarato

As required pursuant to NRS 116.31034(9), please see the candidate's disclosure statements below:

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September 26, 2024

## Drew T. Naccarato

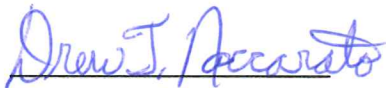
### Candidacy for Caughlin Ranch Homeowners Association Board

As a homeowner residing in Caughlin Ranch, an interested member of this community and a current CRHOA Board member, I submit this application to continue serving our community on the CRHOA board. Since becoming a board member in November 2017, I have served as the board liaison on the Architecture Control Committee, attended many training seminars on Nevada Residential and HOA statutes, and I've been Secretary of the board since September 2018.

Prior to entering into retirement I worked in business and state government for 42 years, mostly in leadership and senior management positions in Information Technology. Managing and directing Budgets, Staffing, Strategic Planning and projects as well as interacting with other leaders and negotiating optimal outcomes have been excellent preparation for many of the duties and responsibilities of a CRHOA Board officer and member.

Caughlin Ranch is a great place to live and enjoy life. I have the time and desire to continue serving on the Caughlin Ranch board. If re-elected, serving my fellow Caughlin Ranch homeowners will continue to be an honor and privilege.

Drew T. Naccarato



September 26, 2024

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