

**Board of Directors General Business Meeting Minutes  
Wednesday, September 25, 2024, at 6:00 p.m.**

**Meeting held in-person at the Caughlin Ranch HOA conference room & virtually via GoToMeeting**

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

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

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

Lisa Nunley, General Manager	Shawn Oliphant, Legal Counsel
Sandy Wheeler, Asst. Manager/CAM	Randy Lisenby, Landscape Superintendent

4 Homeowners in-person; 3 attending virtually

- 1. Call to order and establish quorum:** President Dennis called the meeting to order at 6:00p.m. A quorum was established with seven (7) Board Members present either in person, via teleconference and/or telephone.
- 2. Member Comments.** President Dennis provided the information and guidelines regarding Member Comments to the Homeowners present. This item permits homeowners to give comments regarding items on the agenda.
  - A homeowner relayed her concern regarding the proposed rules changes about decorations. Specifically, they do not allow for non-federal/state holidays. She expressed that decorating for holidays fosters community, and this proposed change does not seem reasonable. She requested the Board not make this change. She asked that her written comments become a part of the minutes.
  - Two homeowners from Vista Pointe addressed the Board regarding Agenda Item 6.6. They reiterated their point from the last Board meeting where they stated that Vista Pointe owns the property where the trees are planted, but that does not mean that Vista Pointe should have to pay for maintaining and watering them. They asked that their comments and letter be included as part of the minutes.
  - A homeowner, and Board President, from Vista Pointe HOA addressed the Board regarding Item 6.6. He stated that, because Vista Pointe HOA did not plant the trees, Vista Pointe HOA should not have to pay for their irrigation. He asked the Board to reconsider.

\* The following items, 5.7, 6.3, 6.4, 6.5, 6.6, were moved up on the Agenda to accommodate Attorney Oliphant who was attending virtually. \*

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

The following items were reviewed during the last Executive Session Meeting held September 25, 2024:

- Approval of the 07.24.2024 Executive meeting minutes.
- Pending legal action notices as follows:
  - Discussion of the status of a homeowner complaint/dispute involving CRHA and Washoe County regarding potential easement deed associated with recent spur road abandonment.
  - Discussion of license to use common area by homeowner(s).
  - Discussion and approval to file civil complaint for outstanding fines.
- Review the Violation Report & fines.
- Review the most recent Architectural Control Committee Report.
- Review Homeowner disputes, appeals and alleged violations.
- Review the Accounts Receivable Aging Report.
- Review of bad debt write-offs (if any)
- Discussion of Personnel items.

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

The Board was provided with the redline version of the Rules & Regulations as provided by Attorney Oliphant. Changes focus the flags/signs/yard art portion of the rules. Discussion ensued regarding holiday decorations and adding in other non-federal holidays.

**Motion: President Dennis moved to postpone a decision on this item and move it to the next meeting's agenda. Secretary Naccarato seconded. Motion carried by majority vote. (President Dennis, Treasurer Bremer, Secretary Naccarato, VP Ginsburg, Director Black and Director Attaway in favor; Director Keiffer opposed.)**

Following the motion, GM Nunley was directed to resend samples of other local HOA's rules to the Board for their review.

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

The Board was provided with the proposed revised ACS&G's for review and consideration.

**Motion: President Dennis moved to postpone a decision on this item and move it to the next meeting's agenda. Secretary Naccarato seconded. Motion unanimously carried.**

**6.5 Update on Status of Disengaging from Caughlin Crossing Commercial Center\***

Attorney Oliphant relayed there was nothing new to report. He will continue researching this and will set up a meeting with President Dennis, GM Nunley and himself to further discuss.

**Motion: Secretary Naccarato moved to postpone this item to the next meeting. Treasurer Bremer seconded. Motion unanimously carried.**

**6.6 Review & Possibly Approve Irrigation Reimbursement Agreement for Vista Pointe HOA**

Recap: The trees on the Vista Pointe HOA-owned parcel on the east side of McCarran (APN 041-310-05) are currently being irrigated via a CRHA water meter and the water paid for by CRHA. It is recommended that an agreement be put in place whereby CRHA is reimbursed by Vista Pointe HOA for this water usage (similar to the agreement with Caughlin Creek HOA for reimbursement of irrigation for the landscape islands).

At the General Meeting in July, the Board agreed to authorize Attorney Oliphant and GM Nunley to meet and discuss this with the Vista Pointe HOA Board with the goal of finalizing an agreement to be presented to the CRHA Board for approval. Once approved, it will be provided to the Vista Pointe HOA Board for their review and signature.

Vista Pointe HOA's next meeting is Thursday, Sept 26<sup>th</sup> at 5pm. Attorney Oliphant will attend via phone; GM Nunley and President Dennis will be present at the meeting.

**Motion: Secretary Naccarato moved to postpone this item until the next regularly scheduled General Board Meeting. Treasurer Bremer seconded.**

Discussion ensued regarding whether the irrigation can be removed without harming the trees. Per Landscape Superintendent Lisenby, they can die if there is no snow during the winter months. They are currently being watered 3 times per week.

**Motion unanimously carried.**

\*The meeting returned to its regularly ordered agenda.\*

**3. Minutes:**

**3.1 Review & Approve July 24, 2024 Board of Directors General Business Meeting Minutes**

The July 24, 2024, Board of Directors General Meeting Minutes were provided to the Board for their review and approval.

**Motion: Treasurer Bremer moved to approve the Board of Directors General Meeting minutes from July 24, 2024, as presented. Director Black seconded. Motion unanimously carried.**

**4. Finances:**

**4.1 Review & accept (un-audited) Financial Reports dated June 30, 2024, and July 31, 2024**

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

- 2024 CD Schedule enclosed.
- Treasurer Bremer has been provided with a copy of all the bank/investment statements and associated reconciliations along with the supporting financial reports.
- The Board has been provided copies of the GL Balance Sheet by Fund and the Statement of Revenues and Expenses as of June 30, 2024, and July 31, 2024. The full set of financials is also provided to the Board on their Board tablets.
- The bank statements are being reconciled and the financial reports reviewed and adjusted as needed on a monthly basis by the GL Accountant and Assistant Manager Wheeler to ensure CRHA is reporting on a true accrual accounting basis.
- The Association's cash position through July 31st: Operating cash = \$1,216,902.  
Reserve cash and Investments/CD's Total: \$898,890
  - CRHA = \$398,457
  - Whispering Canyon = \$151,898
  - Caughlin Creek/DeerCreek = \$110,263
  - Mountainshyre = \$238,272
- Through July 31st on an accrual basis, Total (Operating) Income was \$1,557,294; over YTD Budget by \$23,580. Currently, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$1,072,565; over YTD Budget by \$41,659.
- Expense recap: Operating = \$6,734.39 over budget (due to legal expenses); Payroll = \$25,184 under budget; R&M = \$50,961.57 over budget; Utilities = \$9,146.95 over budget (1 pump not in service).
- Total Reserve Income was \$268,184; over budget by \$8,284.
- Total Reserve Expenses were \$612,251; 2024 Reserve Expense Budget = \$549,863.

**The Board is required to review the Association's financial information in accordance with NRS 116.31083. The Association is following paragraph (b) of subsection 2 of NRS 116.3115 and confirms that reserve funds have not been used for daily maintenance.**

**Motion: Treasurer Bremer moved to accept the Association's unaudited financial reports dated June 30, 2024, and July 31, 2024, as presented. Secretary Naccarato seconded. Motion unanimously carried.**

**4.2 Review & approve Bad Debt write-offs.** None for this meeting

**5. Reports & Updates:**

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

The F&B Committee and Board of Directors met on August 22<sup>nd</sup> for the Budget Workshop. A detailed report from that meeting will be reviewed under Item 7.13 "Review and Approve 2025 Annual Operating and Reserve Budgets."

## **5.2 Landscaping & Maintenance Dept.; L&M Superintendent Lisenby**

### ***Miscellaneous Projects / Weekly Maintenance***

- Maintenance crew on normal summer schedule  
(Mowing, weeding, irrigation and defensible space along with small projects)
- Sheep have completed their project for this year
- Some new monument signs have been installed in Caughlin Creek and Seasons
- Crews continue working on defensible space
- Third fertilization of turf is complete
- Non-fruit-bearing trees planted to replace fruit trees that were cut down in the winter
- Small Rock-wall repair work completed in River Run
- Rock work throughout the Ranch is ongoing
- DI drainage cleaned out
- Fence repairs completed in a few areas
- Red curbs being touched up
- Village Green Park playground equipment repaired
- Graffiti removal throughout the ranch ongoing
- All three parks are inspected and cleaned daily
- The Steamboat Ditch shut down for the season on Saturday, September 21<sup>st</sup>.
- Wildlife update: Sightings include: Bobcat, coyotes, deer, and a bear on video at Caughlin Creek

### ***Future Projects :***

- Some wildflower areas will be converted to trees and shrubs to conserve water
- Some small planter areas will be given a little face lift (7 circle planter beds)
- We will be planting a few trees this fall to replace the ones that died this year

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

Forty-nine (49) applications were reviewed from 07/01/2024 through 08/31/2024. Of those, forty-five (45) were approved with the standard conditions, one (1) was denied, two (2) were returned with a request to resubmit with more information, and one (1) was withdrawn. The ACC meets twice per month on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays, except for November and December when they meet once per month. (A copy of the detailed list of submittals was provided to the Board in their Executive Session packet.)

#### **5.4 Community Events; Director Attaway**

The Events/Caughlin Rancher Committee met on August 28<sup>th</sup> to review potential topics and articles for the November/December edition of The Caughlin Rancher. Discussion also included a brief recap of the very successful July concert series and Annual Residents' BBQ, and the upcoming events and related planning for Oktoberfest and the November Annual Meeting. The proposed 2025 Events calendar was provided to committee members at that meeting. A copy of the updated 2024 CRHA Community Events Schedule is provided in the packet as well as the proposed 2025 Events Schedule (presented for approval later in the meeting).

Asst. Manager Wheeler provided an update on the upcoming Caughlin Cares events. Those include November/December Angel Tree opportunities for Alice Smith Elementary School students and also Washoe County Senior Program. In addition to the Angel Trees, a Toy & Coat Drive will take place for the students, and a Blanket Drive for the Seniors. In October, CRHA will hold its annual Socktober donation drive. Donations may be made at the Oktoberfest event and in the office all month long. Socks will be donated to Project 150, Kids Kottage and Washoe County Senior Center.

#### **5.5 Branding / Signage Ad Hoc Committee; Director Attaway**

The new logo is gradually being incorporated into CRHA. Office stationery, the For Rent/For Sale signage, banners, Landscape/Maintenance uniforms, CRHA vehicles have been updated, and the HOA office building signage is completed as of August 2024. The Board was provided with an updated list. Most recently approved signs are Caughlin Creek (2 entrances) and Seasons.

GM Nunley relayed a possible alternative to new entry signage at the upper Caughlin Pkwy entrance. She suggested making repairs and repainting the stucco entry planter beds and then reusing the existing Caughlin Ranch letters and adding a new Pinecone to match the new pinecone logo. This would be less expensive than what has been previously discussed. The lower entry can be addressed next year. GM Nunley will work to obtain a design to be presented to the Board at an upcoming meeting.

#### **5.6 Strategic Plan Update and Confirm Next Meeting Date; Drew Naccarato**

The Board last met on Thursday, April 25<sup>th</sup> to conduct an overview of the status of the 2020-2024 Strategic Plan. The next meeting date is scheduled for Tuesday, Oct. 22<sup>nd</sup> at 4pm. The purpose of this meeting is to begin creating a new plan for 2025-2029, which will then become a rolling plan at the end of each year. Another meeting date will be scheduled in the first quarter of 2025 to finalize the 2020-2024 plan. That date will be set as it gets closer.

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

This item was addressed earlier in the meeting.

#### **5.8 Community Information & Possible Future Agenda Item(s); GM Nunley**

In addition to the items on this agenda, below are some other highlighted items and projects being addressed by management and staff since the last meeting (the list is not all-inclusive):

- New Homeowner Orientation is held (currently virtually only) on the 2<sup>nd</sup> Thursday of each month.
- CAI Classes attended since the last meeting:
  - 1) CAI Govt & Public Affairs and LAC Members JOINT Virtual Meeting/Exchange (08.13 – Lisa)
  - 2) 3 Hr. Meetings & Elections...Making Sure it is Right CE.0211000-CAM (08.15 – Lisa/Kim)
- GM Nunley is a member of CAI's Education Committee and CAI's Legislative Action Committee for Nevada and attends monthly meetings for each committee. At the recent LAC meeting, an update

was provided on the status of the Corporate Transparency Act. CAI is actively taking steps to advocate on behalf of HOA's nationwide to eliminate the requirement for HOA's or, at the very least, to postpone the implementation of this act for one year. You can read a complete update at: <https://www.caionline.org/Advocacy/Priorities/CTA/Pages/default.aspx>. As of right now, all HOA's need to be prepared to submit the required documentation by 12.31.2024.

- Erlach Computer Consulting continues with their on-going Cyber Security Training Program. Regular emails have been sent out with training videos. Please let us know if you have questions.
- Lisa and Sandy met in September with representatives from Assured Partners to review insurance renewal proposals provided for this meeting.
- Staff have continued their efforts to support summer events. Caren has designed flyers and oversees their distribution, signs are being ordered as needed, and staff will be attending/supporting events. Sandy has been the primary point person.
- GM Nunley met with KPro Painting regarding a start date and other details for the Cottages Fence Painting Project (to begin Oct 4th). Official Notification Letters were sent to all homeowners and residents whose fences will be painted.
- Street sweeping took place on Aug. 26th in Whispering Canyon as a follow up from the slurry seal projects earlier this year.
- Rockery Wall Inspections have begun. Seth Padovan will provide a report once completed.
- Numerous reports of young men on electric bikes riding fast and erratically on walking paths (also fishing in lower ponds) have prompted GM Nunley to request additional ESI officer patrols from 5pm-9pm. This is a temporary measure to hopefully reduce this activity.
- Lisa and Al attended a recent Caughlin Crossing Commercial Center (CCCC) board meeting. Discussion topics included landscaping items (trees, landscape contracts), annual budget, and the possibility of CRHA separating itself from the subassociation. CCCC is waiting for CRHA to provide information before they take any action.
- Elections, Annual Meetings, and required documentation are being prepped for mailing mid-Oct.
- Possible Upcoming (non-routine) Agenda Items:
- CRHA Office Bldg:
  - Possible Window Replacements; Possible wireless mic system for large conference room
  - Policies: Events Advertising & Caughlin Rancher Content Policy; Employee Handbook review

## **6. Unfinished Business:**

### **6.1 Review & Possibly Approve Easement and other Documents to Permit Construction of Sierra Front Trail Construction on Caughlin Ranch HOA Property and/or Progress Report**

At the July Meeting, the Board approved the Public Use Trail Easement Deed and Agreement. The document is fully executed and was recorded on 08.28.2024. A copy is provided for the Board's information. No other action is required at this time.

The Board directed GM Nunley to remove this item from the agenda until such time action is required.

### **6.2 Review and Consider Request from Eaglesnest HOA to Install Locked Gate at Pedestrian Path**

GM Nunley has reached out to Eaglesnest HOA for an update. Board President, Chet Mallory, states the County has been unwilling to meet with them regarding this issue. They continue with their attempts for a meeting and/or to obtain a written document from the County. No action required at this time. The Board directed GM Nunley to remove this item from the agenda until such time action is required.

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

This item was addressed earlier in the meeting.

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

This item was addressed earlier in the meeting.

**6.5 Update on Status of Management Agreement from Caughlin Crossing Commercial Center (CCCC) and Possibility of Disengaging from CCCC**

This item was addressed earlier in the meeting.

**6.6 Review & Possibly Approve Irrigation Reimbursement Agreement for Vista Pointe HOA**

This item was addressed earlier in the meeting.

**6.7 Review & Possibly Approve Installation of additional "Leash your Pets" & "No Motorized Vehicles" Signs**

At the General Meeting in July, the Board approved a motion to direct staff to propose a draft budget, schedule and design for a signage plan for additional "Leash you Pets" and "No Motorized Vehicles" signs to be placed at intervals along the walking paths and trails.

This project is in process and will be presented at the next regularly scheduled General Board Meeting.

**Motion: Secretary Naccarato moved to postpone this item until the next regularly scheduled General Board Meeting. Treasurer Bremer seconded. Motion unanimously carried.**

**6.8 Review & Possibly Appoint New Members to the Finance & Budget Committee**

A vacancy exists on the Finance & Budget Committee (Vince Ames) and the Board has been informed that Mike Heffner is looking to reduce his involvement on the committee as he plans to do more traveling. In response to the notice in the Rancher about the F&B vacancy, four (4) applications were received; one (1) has withdrawn due to scheduling challenges. Applicants are: **Peter Broughton, Annette Kurtz-Seidenfuss, and Martin Kwitek**. Their applications were provided to the Board. The applicants met with Board and Committee Members on Sept. 18<sup>th</sup> for an informal "Meet & Greet." Per the F&B Committee Charter, the committee may consist of up to seven (7) members. Currently, there are four (4) members. Therefore, the Board may appoint up to three (3) members.

**Motion: President Dennis moved to appoint Peter Broughton, Annette Kurtz-Seidenfuss, and Martin Kwitek to the Finance & Budget Committee effective immediately. Secretary Naccarato seconded. Motion unanimously carried.**

**7. New Business:**

**7.1 Review & Approve Eaglesnest HOA Landscape/Snow Removal Services Agreement 01.01.2025 through 12.31.2025**

The Board was provided with the Eaglesnest HOA Landscape/Snow Removal Services Agreement for 2025 for consideration. The substantial changes include a ten (10) percent increase in annual base service fee and updated hourly rates to reflect the increase in wages.

**Motion: Treasurer Bremer moved to approve the Eaglesnest HOA Landscape/Snow Removal Services with an annual base fee amount of \$24,782.00 for the period 01.01.2025 -12.31.2025 as presented. VP Ginsburg seconded. Motion unanimously carried.**

**7.2 Review & Approve Caughlin Creek HOA Landscape Services Agreement 01.01.2025 through 12.31.2025**

The Board was provided with the Caughlin Creek HOA Landscape Services Agreement for 2025 for consideration. The substantial changes include a ten (10) percent increase in annual base service fee and updated hourly rates to reflect the increase in wages.

**Motion: Treasurer Bremer moved to approve the Caughlin Creek HOA Landscape Services Agreement for an annual base fee amount of \$31,596.00 for the period 01.01.2025-12.31.2025 as presented. VP Ginsburg seconded. Motion unanimously carried.**

**7.3 Review & Approve Promontory Pointe HOA Landscape/Snow Removal Services Agreement 01.01.2025 through 12.31.2025**

The Board was provided with the Promontory Point HOA Landscape and Snow Removal Services Agreement for 2025 for consideration. The substantial changes include a ten (10) percent increase in annual base service fee and updated hourly rates to reflect the increase in wages.

**Motion: Treasurer Bremer moved to approve the Promontory Point HOA Landscape and Snow Removal Services Agreement for an annual base fee amount of \$15,985.20 for the period 01.01.2025-12.31.2025 as presented. VP Ginsburg seconded. Motion carried by majority vote (Director Black recused himself as he is on the Promontory Pointe HOA Board.)**

**7.4 Review & Approve Discontinuing Offer of Landscape/Snow Removal Services to Caughlin Crossing Commercial Center effective 01.01.2025**

The new property managers for Caughlin Crossing Commercial Center (CCCC) have put the 2025 landscape/snow removal services contract out to bid but did not include Caughlin Ranch HOA. They inquired if CRHA would be increasing its contract amount for 2025, but then also informed the Board they found a vendor who could provide the services for \$200 less per month.

Superintendent Lisenby does not wish to provide a contract to CCCC for 2025 and respectively asks the Board to discontinue the offer for services as of January 1, 2025, when the current contract expires.

**Motion: Treasurer Bremer moved to discontinue offering a contract for services to Caughlin Crossing Commercial Center effective 01.01.2025. VP Ginsburg seconded. Motion unanimously carried.**

**7.5 Review & Approve Preventative Maintenance Agreement with Sierra Gate & Control for Caughlin Creek Gates 1&2 and Mountainshyre Gates Effective 01.01.2025 – 12.31.2026 (24 mo)**

The Preventative Maintenance Agreement with Sierra Gate & Control for Caughlin Creek Gates 1&2 and the Mountainshyre Gates expires 12.31.2024. A two-year agreement in the amount of \$3,600/year (\$900/quarter) effective 01.01.2025 for the same services was provided for the Board's consideration.

**Motion: VP Ginsburg moved to approve the Preventative Maintenance Agreement with Sierra Gate & Control for Caughlin Creek Gates 1&2 and Mountainshyre Gates in the amount of \$3,600/year (\$900/quarter) effective 01.01.2025-12.31.2026 (24 months) as presented. Treasurer Bremer seconded. Motion unanimously carried.**

**7.6 Review & Approve Preventative Maintenance Agreement with Sierra Gate & Control for Whispering Canyon Gates Effective 01.01.2025 – 12.31.2026 (24 months)**

The Preventative Maintenance Agreement with Sierra Gate & Control for Whispering Canyon Gates expires 12.31.2024. A two-year agreement in the amount of \$1,200/year (\$300/quarter) effective 01.01.2025 for the same services was provided for the Board's consideration.



**Motion:** VP Ginsburg moved to approve the Preventative Maintenance Agreement with Sierra Gate & Control for Whispering Canyon Gates in the amount of \$1,200/year (\$300/quarter) effective 01.01.2025-12.31.2026 (24 months) as presented. Secretary Naccarato seconded. Motion unanimously carried.

**7.7 Review & Approve Annual Landscape (General) and Management (Professional) Services Liability Insurance Renewals Effective 10.01.2024** This item combined with Item 7.8 below.

**7.8 Review & Approve Annual Crime, Cyber Liability, Commercial Insurance Package, Umbrella, and Directors & Officers/Employment Practices Insurance Renewals Effective 10.01.2024**  
 The Board was provided with the renewal package for the above referenced insurance coverages (Agenda Items 7.7 & 7.8). Below is a premium comparison between 2024 and the proposed renewals for 2025. There is an overall increase of \$12,783.00 which is primarily attributed to the Commercial Package/Umbrella, and Crime/D&O.

Premium Comparison		
COVERAGE	Expiring Premium	Renewal Premium
**Commercial Package	\$75,991.00	\$83,649.00
Commercial Umbrella	\$13,459.00	\$16,059.00
Crime/D&O	\$14,731.00	\$16,649.00
*General Liability (Landscaping)	\$2,825.00	\$3,432.00
Professional Liability	\$1,656.00	\$1,656.00
Commercial Cyber	\$1,596.00	\$1,596.00
<b>TOTAL PREMIUM</b>	<b>\$110,258.00</b>	<b>\$123,041.00</b>

**Motion:** Secretary Naccarato moved to approve the Association’s Insurance Premium Renewals as presented for renewal period Oct 1, 2024 through Oct 1, 2025, in the amount of \$123,041.00. VP Ginsburg seconded. Motion unanimously carried.

**7.9 Review & Approve Proposed 2025 Board Meetings & Other Important Dates Calendar**

The Board was provided with the proposed 2025 Board Meetings and Other Important Dates Calendar for consideration. Strategic Planning Sessions are not yet noted on the calendar and will be inserted as soon as those dates are agreed upon by the Board.

**Motion:** Treasurer Bremer moved to approve the 2025 Board Meetings and Other Important Dates Calendar as presented. VP Ginsburg seconded. Motion unanimously carried.

**7.10 Review & Approve Proposed 2025 Community Events Calendar**

The Board was provided with the proposed 2025 Community Events Calendar for consideration.

**Motion:** Treasurer Bremer moved to approve the 2025 Community Events Calendar as presented. VP Ginsburg seconded. Motion unanimously carried.

**7.11 Review & Approve Proposed 2025 Architectural Control Committee Meeting Schedule**

The Board was provided with the 2025 Architectural Control Committee Schedule for consideration.

**Motion:** Treasurer Bremer moved to approve the 2025 Architectural Control Committee Schedule as presented. Director Black seconded. Motion unanimously carried.

**7.12 Review & Approve Agreement with McClintock Accountancy for 2024 Annual Audit and Tax Prep**

The Board was provided with McClintock Accountancy's proposal to provide 2024 Annual Audit and Tax Preparation services. The fee for the audit is \$10,500.00 and \$1,550.00 for the income tax return. (The cost for 2023 services was of \$10,250.00 for the audit and \$1,550.00 for the income tax return.)

**Motion: Treasurer Bremer moved to approve the proposal from McClintock Accountancy in the amount of \$10,500.00 for the 2024 Annual Audit, and \$1,550.00 for the 2024 Tax Return Preparation as presented. Director Black seconded. Motion unanimously carried.**

**7.13 Review & Approve 2025 Annual Operating and Reserve Budgets**

The Board was provided with briefing notes from Mike Heffner, Chair of the F&B Committee, from the F&B/Board Budget Workshop held on August 22<sup>nd</sup> as well as the most recent cash flow report. The proposed 2025 Annual Operating and Reserve Budgets follows these notes and are provided for the Board's review and consideration.

The F&B Committee recommends a 20% increase for 2025. Also included for the Board's comparison are a 10% and 15% increase. The full excel worksheets are provided separately on the Board's tablets.

**Motion: Treasurer Bremer moved to approve the 2025 Operating and Reserve Budgets with a twenty percent (20%) increase as presented. VP Ginsburg seconded.**

Discussion ensued regarding trying to reduce the overall budget by \$50K, even though this would still mean a significant assessment increase. Other discussion included costs for salaries.

**Motion carried by majority vote. (President Dennis, Treasurer Bremer, VP Ginsburg, Director Black and Director Attaway in favor; Secretary Naccarato and Director Keiffer opposed.)**

**8. 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.  
- No member comments at this time.

**9. Announce Future Meeting Dates & Adjourn/Recess:**

- **Thursday, Nov. 7<sup>th</sup>** - Candidate Forum; Meet the Candidates, 5:00 p.m. (if necessary)
- **Monday, Nov. 18<sup>th</sup>** - Annual Ballot Deadline, 11:00 a.m. (if necessary)  
Call 2024 Annual Meeting to Order at 12:00 p.m.; Open/tally Secret Ballots (if necessary). Recess meeting once ballots are counted.  
- Board Executive Session 4:00 p.m.  
- General Business Meeting 5:30 p.m.
- **Wednesday, Nov. 20<sup>th</sup>** - Re-convene 2024 Annual Members Election & 2025 Budget Ratification Meeting at 6:30 p.m.  
- Organizational Meeting will immediately follow the 2024 Annual Members Election/2025 Budget Ratification Meeting
- **Friday, Jan. 10<sup>th</sup>** - Board Orientation/Training 9:00 a.m. - TENTATIVE

Caughlin Ranch HOA  
Board of Directors General Business Meeting  
September 25, 2024

**Motion: At 7:36pm, President Dennis moved to recess the meeting to a date in October to be determined. Secretary Naccarato seconded. Motion unanimously carried.**



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Drew Naccarato, Secretary Board of Directors  
Caughlin Ranch Homeowners Association

Attachments (2)

September 25 Caughlin BOD Meeting, Agenda Item 6.6

Regarding Item 6.6, we would like to augment and expand on our July statement on this matter. To this end, we have a letter to the Board.

As we noted in our July statement, the fact that Vista Pointe owns property should not exclude Vista Pointe from services provided by Caughlin Ranch to other Assessment Class A communities, such as Westpoint, that pay the same Caughlin Ranch dues. Our letter outlines ALL the services that Caughlin Ranch provides to other Class A communities but that are not provided to Vista Pointe. Vista Pointe homeowners must pay Caughlin Ranch dues as well as Vista Pointe dues for these services. We are asking for equitable treatment the same as other Caughlin Ranch Assessment Class A communities, either by having Caughlin Ranch perform these services, with no change in our dues -- (there are legal remedies available to make this happen) -- or by reimbursing Vista Pointe homeowners for the cost of the services.

We request that this statement and our letter be attached to the meeting minutes.

3775 Brighton Way  
Reno NV 89509  
September 25, 2024

Caughlin Ranch Board of Directors  
1070 Caughlin Crossing  
Reno NV 89509

**Subject: Request that Caughlin Ranch (CR) provide same services to Vista Pointe (VP) homeowners as are provided to other Assessment Class A communities OR reimburse VP homeowners for costs incurred for these services.**

We have lived in Vista Pointe (VP), a sub-association of Caughlin Ranch (CR), for over 10 years. During these 10 years, we have witnessed what we believe are unfair and consequential reductions and withholding of services for VP, an Assessment Class A community of the parent association (CR). CR policies have caused us, as well as the rest of VP homeowners, an unnecessary, unfair and significant financial burden to cover costs that other Class A communities are not required to pay.

Any essential service not provided by CR must be provided by VP, such that VP homeowners pay for those services through VP assessments. VP homeowners therefore pay double for the following services, through both their CR Class A assessments and their VP assessments.

### **Item 1. Maintenance of Pine Trees along McCarran Blvd**

In our July 24, 2024 statement to the CR Board, we argued that VP should receive the same irrigation and landscape maintenance services provided to other Assessment Class A communities, such as Westpoint, that pay the same Caughlin Ranch dues and also have the pine trees planted contiguous to their properties.

### **Item 2. Fire protection**

CR provides fire protection to surrounding CR communities (Caughlin Crest, Westpoint, Whispering Vine, others) for the cost of their CR dues.

VP fire protection should be a CR responsibility because VP canyons border the communities listed above, and the master association should ensure the fire safety of ALL CR communities. And as a matter of equity, VP should receive the same fire protection services that other CR communities receive.

VP does have an excellent fire protection company, and we would encourage CR to investigate using this company for other CR properties.

### **Recommended Course of Action(s)**

- CR take over all fire protection responsibilities for VP which would also enhance fire protection for other CR communities. It would be equitable as fire protection is included in the assessments of the surrounding communities.
- VP provide a dedication of land or other legal remedy for VP properties on which CR would provide fire protection.
- CR reimburse VP homeowners (individually or through VPHOA) for fire protection costs.

### **Item 3. Entrance sign for VP, Westpointe and Whispering Vine**

In 2018, VP was required to pay 1/3 (\$2,575.39) of the cost of the entrance sign at McCarran Blvd and Greensburg Circle. The CR property manager stated that VP homeowners were not covered in the reserve account for this project and had to pay CR for our 1/3 apportionment of the sign.

Westpoint residents were not required to pay for the sign as the cost of the sign was paid for from their CR HOA dues.

VP homeowners paid the same dues as Westpoint residents for both operating and reserve account apportionment of the dues.

### **Recommended Course of Action(s)**

- CR reimburse VP homeowners (individually or through VPHOA) for the sign cost improperly imposed on VP.

### **Item 4. Maintenance and irrigation of all VP Common Areas, including areas surrounding the pool and tennis court**

CR provides landscape maintenance and irrigation for all common areas, including recreation areas, in CR communities. VP does not receive any common area maintenance and irrigation services from CR, and VP homeowners pay the same dues as other Class A communities. The VP common areas include the VP east entrance, both canyons, and the greenspaces mentioned below.

The VP "greenspace" common area includes a path, large grass areas, and a parking lot that many other CR community members use to walk themselves and their dogs. The path is not part of the official CR path; however, it is used by many non-VP walkers. (VP has a pool and tennis court which are fenced off from the "greenspace" area. The pool and tennis court are the primary reason for VP being a sub-association of CR.)

Where convenient to CR (i.e., path on VP property which is part of CR's master path plan), CR does landscaping and watering. If CR extends its non-maintenance policy to this path, VP could simply close the path portion on VP property.

**Recommended Course of Action(s)**

- CR maintain the path and common areas that are used by many non-VP walkers.
- VP provide a dedication of land or other legal remedy for VP properties on which CR would provide landscape maintenance and irrigation services.
- CR reimburse VP homeowners (individually or through VPHOA) for common area maintenance and irrigation.

**Item 5. Snow Removal for the sidewalk bordering on VP common area**

CR provides snow removal for sidewalks bordering on common area to surrounding CR communities (Caughlin Crest, Westpoint, others) for the cost of their CR dues.

VP does not receive snow removal from CR, and VP homeowners pay the same dues as other Class A communities.

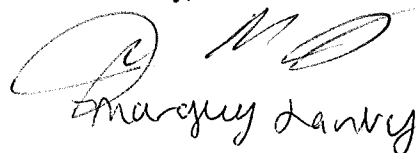
**Recommended Course of Action(s)**

- CR perform snow removal on VP common area sidewalks.
- CR reimburse VP homeowners (individually or through VPHOA) for snow removal.
- 

Regrettably, there seems to be a pattern of the master association "bullying" a small sub- association, which does not have the funds to retain legal counsel (while the sub-association members are paying for the attorney representing CR interests.)

We are prepared to take this issue to the Nevada Real Estate Board, as we ourselves are senior citizens and neither we - nor Vista Pointe HOA - can afford legal representation.

Sincerely,



John and Margery Landry

My name is Amy Brazil, and I live at 1697 Aspen Creek Rd in Deercreek.

I am commenting on the proposed changes to the Rules & Regulations regarding Holiday Decorations. I am not sure what prompted the suggested changes. Were their complaints on homeowner decorations?

Specifically, I take exception to:

1. The rule requiring permission for flags, and other items visible from outside the lot.
2. The restriction to only federally or state-recognized holidays for decorations.

First, this implies each homeowner must obtain permission before hanging a seasonal or holiday flag from their home. The new rules state only the US or Military flags do not need permission. Why? This seems to restrict colorful seasonal, or holiday flags, which many homeowners enjoy displaying.

Second, the restriction to federally recognized holidays eliminate decorating for Halloween, Valentine's Day, St. Patrick's Day, Easter, etc. etc. and other seasonal events like Summer and Fall. This means only July 4th, Thanksgiving, and Christmas are allowed, as the other federal holidays are typically marked by a US flag alone.

Decorating for holidays fosters community and belonging. These celebrations bring neighbors together, creating a cohesive and friendly neighborhood. Limiting decorations excludes many cultural and personal holidays important to our diverse community. Many families, especially those with young children, have long-standing traditions of decorating for these holidays. For example, nationally, over 82% of homeowners decorate for Halloween! And holiday decorations boost the economy, with Halloween alone expected to generate \$11 billion in 2024.

I contacted other master planned communities - Arrow Creek, Juniper Ridge, and Wingfield Springs, and they do not limit the type of holiday's residents can decorate for. So why is Caughlin Ranch restricting their homeowners – this is punitive and excessive in my opinion.

We can all agree on when decorations can go up and come down and for decorations to be tasteful, but it is not reasonable for CR HOA to deny homeowners the enjoyment and traditions of decorating for all holidays (cultural, traditional and federal).

I respectfully ask that limiting decorations to only federal or state holidays be deleted from the proposed changes. And, regarding flags, I ask that they be put back under Holiday Decorations as they were before, unless you want to approve everyone's seasonal flags every month.