

Board of Directors General Business Meeting Minutes

Wednesday, January 29, 2025, at 6:00pm

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

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

Thomas Keiffer, President	Michael Ginsburg, Vice President	Al Dennis, Director
Jon Ericson, Secretary	Allen Black, Treasurer	Chris Howard, Director
		Harvey Miller, 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

12 Homeowners in-person; 5 attending virtually

1. **Call to order and establish quorum:** President Keiffer called the meeting to order at 6:13p.m. A quorum was established with seven (7) Board Members present either in person, via teleconference and/or telephone.
2. **Member Comments.** President Keiffer welcomed everyone present and encouraged positive feedback. He also provided a brief overview of guidelines regarding Member Comments to the Homeowners present. This item permits homeowners to give comments regarding items on the agenda.
 - A homeowner wished to speak on Item 7.6 regarding the July Sunday concerts. Many homeowners and residents of nearby communities love this event and the sense of community it provides. Many would be upset if it went away.
 - A homeowner stated support for keeping the concerts as is. She is also concerned about the Board reducing community patrol. There are many incidents that ESI addresses while they are onsite.
 - A homeowner reiterated same comments as previous. Plus, if patrol is cut, Village Green Park vandalism could increase again as in the past which would incur costs for repairs. ESI provides a sense of community and protection of community.
 - A homeowner agreed with previous comments. Also, just as a corporation is owned by shareholders, CRHA owners are stakeholders. The consideration for reducing spending is much broader than just profit/loss. There is also community, safety, and value of services. Value plus Benefit plus Cost.
 - A homeowner spoke to Items 5.1 and 5.2. Last year the roads were paved in his community which he claims were ruined. No one met with him when he requested an onsite meeting. Also, he wants to better understand how the different assessment rates are established.
 - A homeowner spoke in support of the previous homeowner comments regarding keeping the concerts and keeping the community patrol schedule in place.

3. **Minutes:**

3.1 **Review & approve November 18, 2024, Board of Directors General Business Meeting Minutes**

The November 18, 2024, Board of Directors General Meeting Minutes are provided for the Board's review and consideration.

Motion: VP Ginsburg moved to approve the November 18, 2024, Board of Directors General Meeting Minutes as presented. Treasurer Black seconded. Motion carried by majority approval (Secretary Ericson abstained).

3.2 **Review & approve November 20, 2024, Organizational Board Meeting Minutes**

The November 20, 2024, Board of Directors Organizational Meeting Minutes are provided for the Board's review and consideration.

Motion: Treasurer Black moved to approve the November 20, 2024, Board of Directors Organizational Meeting Minutes as presented. President Keiffer seconded. Motion unanimously carried.

4. Finances:

4.1 Review & accept (un-audited) Financial Reports dated Oct. 31, 2024, and Nov. 30, 2024

Treasurer Black presented the following report which was previously provided to the Board of Directors. Per NRS 116.31083 the report includes bank balances for operating and reserve accounts:

- 2024 CD Schedule provided.
- Treasurer Black has been provided with a copy of all the bank/investment statements and associated reconciliations along with the supporting financial reports.
- The Board Members have been provided copies of the GL Balance Sheet by Fund and the Statement of Revenues and Expenses as of October 31, 2024, and November 30, 2024.
- The bank statements are being reconciled and the financial reports reviewed and adjusted as needed monthly by the GL Accountant Tim Cleary and Assistant Manager Wheeler to ensure CRHA is reporting on a true accrual accounting basis.
- The Association's cash position through November 30th:
Operating cash = \$570,768.
Reserve cash and Investments/CD's Total: \$934,534. Breakdown is as follows:
CRHA = \$414,889 Caughlin Creek/Deer Creek = \$113,814
Whispering Canyon = \$157,413 Mountainshyre = \$248,418
- Through November 30th on an accrual basis, Total (Operating) Income was \$2,541,078; over YTD Budget by \$68,223. Currently, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$2,953,866; over YTD Budget by \$101,469.
- Expense recap: Operating = \$24,332 over budget; Payroll = \$55,747 under budget; R&M = \$83,644 over budget; Utilities = \$49,240 over budget.
- Total Reserve Income was \$362,089; over budget by \$14,657.
- Total Reserve Expenses were \$680,597; 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 Black moved to accept the Association's unaudited financial reports dated October 31, 2024, and November 30, 2024, as presented. VP Ginsburg seconded.

Discussion by President Keiffer who pointed out the budgeted deficit amount for 2024.

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 Black (Report provided by Chair Mike Heffner)

In preparation for the January 29th board meeting, following are notes from the Finance and Budget Committee.

1. The next formal meeting of F&B will be at 2pm, March 20th to review the draft audit report. The audit results have been consistently excellent, and we expect this trend to continue. Our recommendation to the board to approve the audit will be followed by a presentation to the board meeting on March 26th by the Auditor.

2. During the audit review we also get a first look at the audited 2024 year-end cash balance. This usually provides the basis for the first cash flow projections. However, later this spring the Reserve Specialist will conduct an onsite visit (which occurs every five years). Given the comprehensive nature of the onsite review, we plan to await the finalization of the reserve study before embarking on cash flow projections. F&B will work closely with HOA management, our consultants and the Reserve Specialist to agree on the timing of major reserve expenditures like paving and equipment purchases. These expenditures directly impact reserve transfers which in turn reduce operating cash. The timing of the reserve study should be finalized shortly.

3. On January 14, Mike conducted an F&B orientation session for new F&B and Board members. In addition to outlining the support F&B provides to the board, the session also covered:

- Historical decisions and events affecting our finances from 1984 until today, including how the assessment categories were established
- Four major projects and the lessons learned from each with guidelines going forward
- An analysis of our financial documents - Budget Summary, Balance Sheet and Reserve Studies. What do we learn from each

Board members have been provided an electronic and/or hard copy. A follow up session can be arranged for those unable to attend if requested.

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

Miscellaneous Projects / Weekly Maintenance

- One truck (2007 Ford F-150) caught on fire and is a total loss; will need to replace
- All trucks have been inspected bumper to bumper and serviced
- Mowing equipment has been inspected and serviced
- Crews are removing Holiday Lights
- Uniforms have been ordered for the upcoming season
- Safety Equipment has been ordered (safety glasses, masks, gloves)
- Spring and Summer Flowers have been ordered
- New informational signage has been installed in the Parks
- New fence post for Caughlin Creek is being fabricated
- Fence repair taking place in a few areas
- Hand watering newly planted trees due to a lack of precipitation
- Cleaning up leaves continues
- Graffiti removal throughout the Ranch is ongoing
- All three parks are inspected and cleaned daily

Projects:

- A few monument signs are being repaired

5.3 Architectural Control Committee (ACC); Secretary Ericson

Twenty-seven (27) applications were reviewed from 11/01/2024 through 12/31/2024. Of those, twenty-six (26) were approved with the standard conditions, and one (1) was denied with a request to resubmit with complete information. The ACC meets twice per month on the 2nd and 4th Thursdays, except for November and December when they meet once per month. (A copy of the detailed list of submittals was provided to the Board in their Executive Session packet.)

5.4 Community Events; VP Ginsburg

The Events/Caughlin Rancher Committee met on January 16th to review potential topics and articles for the March/April 2025 edition of The Caughlin Rancher. Discussion also included a brief recap of the events occurring since the last meeting, such as the Annual Members Meeting. The Committee reviewed upcoming events such as the Spring Wine Event scheduled for April 24th, the Cross Peak Hike, and the Spring Bird Walk (date TBD).

Discussion regarding July's Artown concerts also took place. Specifically, 1) food trucks management and information from other events and 2) advertising/food distribution policies.

A copy of the Board-approved 2025 Events Schedule was provided for the Board's information.

5.5 Branding / Signage Ad Hoc Committee; GM Nunley

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. The HOA office building signage, Caughlin Creek (both entries) and Seasons is completed as of August 2024. The Board was provided with a copy of the full update.

After discussion at the November board meeting, staff is working with Julie's Signs on an alternative design to the entry signage at the upper Caughlin Pkwy entrance. A design and quote are forthcoming. The design will be forwarded to Gregg Stokes for his input prior to the next meeting.

The lower entry signage upgrade is currently on hold.

Motion: Treasurer Black moved to postpone this item to the next General Business Meeting. VP Ginsburg seconded. Motion unanimously carried.

5.6 Strategic Plan Update and Confirm Next Meeting Date; President Keiffer

The following recap was provided to the Board in their Board packet:

Four (4) members of the Board met on Oct. 22, 2024, to begin creating a new plan for 2025-2029.

Those in attendance reviewed the Mission/Vision Statements and Goals, and it was determined to keep those mostly as-is with just a minor revision. During review of the 2020-2024 Plan, staff was directed to begin drafting the 2025-2029 plan by moving any Ongoing or Incomplete items to the new plan as well as adding a few new ideas that were brought up during the meeting.

This new document will be forwarded to the Board prior to the next Strategic Planning Meeting.

President Keiffer noted that the Strategic Plan is important, and it needs to be refreshed to help guide the Association. President Keiffer noted that, with the change in Board members, it is necessary for a new Board member to spearhead this effort. He asked for volunteers from the Board. With no one volunteering, this item will be addressed at a future Board Meeting, and a date for a Strategic Planning Session will follow.

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

The following items were reviewed during the last Executive Session Meeting held on Jan. 29, 2025:

- Approval of the 11.18.2024 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). Two board members were appointed to attend mediation.

- Discussion of 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. The Board heard one (1) in-person appeal and reviewed one (1) written appeal.
- Review the Accounts Receivable Aging Report.
- Review of bad debt write-offs (if any)
- Discussion of Personnel items.

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

In addition to the items on the 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 (virtually) on the 2nd Thursday of each month.
- CAI Classes attended since the last meeting:
 - 1) 3 Hr - Violation Process/Notices – Zoom by Sophie Karadanis, Esq CE.0453000 (12.17.24 – Lisa & Kim)
 - 2) 1 Hr – Elevate your HOA – In Person with June Heydarian CE.0546000 (01.15.25 – Lisa)
 - 3) 2 Hr – Collecting Delinquent Assessments: Primer to Non-Judicial Foreclosure Process with Cameron Clark CE.00499000 (Lisa & Sandy)
- 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 as well as an overview of bills impacting HOA's which are planned for this year's legislative session.
- The newly revised Rules & Regulations and the ACS&G's were mailed to all CRHA members.
- The onsite reserve study visit with Browning Reserve Group will be scheduled soon. An update will be provided to the Board once it has been scheduled.
- Staff have continued their efforts to support the Events program; most recently the Annual Meeting/Homeowner Dinner in November, and looks forward to the upcoming Spring events.
- Asst. Manager Wheeler is completing year-end tasks that include Workers Comp Audit, 1099's for CRHA vendors, Audit Prep, etc.
- Follow up tasks continue from the Annual Elections to onboard new Board Members (set up email addresses, complete NRED registration addendum, update board listing, board orientation/training, new signature cards, update publications, etc).
- Possible Upcoming (non-routine) Agenda Items:
 - CRHA Office Bldg: Possible Window Replacements; Possible wireless mic system for large conference room. Policies: Events, Advertising and Caughlin Rancher Content Policy; Employee Handbook review/revisions

1) Update on Corporate Transparency Act (CTA) Requirements; Attorney Oliphant

The Board was provided with CAI's statement regarding the CTA. In addition, Attorney Oliphant provided additional history about the recent lawsuits and status of the CTA, which is currently on hold (again). In the event compliance is required in the future, CRHA has already complied as all Board Members have provided their information to Attorney Oliphant's office.

- 2) Replacement Vehicle Needed for Landscape Maint. Dept Due to Loss from Engine Fire;** GM Nunley provided a recap of the incident involving one of the Landscape Maintenance vehicles. On January 3rd at approximately 9:30am, the 2007 Ford F-150 experienced an engine fire on Caughlin Pkwy near the large retaining wall. The fire was such that 911 was called to extinguish the flames. The truck was towed back to the office and is a total loss. The Board was provided with photos. An insurance claim was filed the same day with Philadelphia Insurance (via the Association's agent, Assured Partners). On January 22nd, the independent adjuster (IAA) towed the vehicle to their lot. The final report regarding the settlement amount is forthcoming. The vehicle was scheduled for replacement in 2026 per the current reserve study (amount noted in study: \$33,065). This vehicle is used for transporting the mow crew (9 crew members minimum) during the spring/summer season. This year's season starts on March 31st. To ensure the crew's safety, a passenger van (such as Ford Transit 350 series) is being considered as a replacement vehicle. Research indicates a previously owned van may be purchased in the range of \$35K-50K, depending on mileage and options.

A vehicle will need to be available mid-March to prepare for the seasonal crew's start date.

Motion: VP Ginsburg moved to direct L&M Superintendent Lisenby and GM Nunley to locate and purchase a vehicle that meets the needed requirements, prior to March 31st, with a cost between \$35,000 and \$50,000, but not-to-exceed \$50,000. Secretary Ericson seconded.

Discussion and a request by the Board to try to keep the cost closer to \$35,000.

Motion unanimously carried.

6. Unfinished Business:

6.1 Update on Status of Disengaging from Caughlin Crossing Commercial Center

A message has been sent to Dickson Property Management informing them of the proposed approach to CRHA's disengaging from Caughlin Crossing Commercial Center (CCCC), along with a request that their legal counsel review and provide an opinion to the CCCC Board.

- Review and Possibly Approve 2025 CCCC Management Agreement

CRHA has received a new management agreement from Dickson Commercial Group (DCG) for the 2025 management of CCCC. Per Attorney Oliphant, the agreement does not meet the requirements outlined in NRS 116, and DCG does not think they have to comply with statute. They have been provided with suggested revisions to the agreement but have chosen to not incorporate them. The Board was provided with an excerpt from the property manager with information regarding the agreement. Attorney Oliphant recommends not approving or signing this agreement.

Motion: Treasurer Black moved to not approve the 2025 management agreement for CCCC as submitted by Dickson Commercial Group. VP Ginsburg seconded. Motion unanimously carried.

6.2 Review & Possibly Approve Irrigation Reimbursement Agreement for Vista Pointe HOA

The Board was provided with a recap of this item in their Board packet.

Additionally, Attorney Oliphant drafted an agreement (provided to the Board) which was reviewed by the Board at their July 2024 meeting. Per the Board's direction, Attorney Oliphant, GM Nunley and former President Dennis met with the Vista Pointe HOA Board in November 2024 with the goal of finalizing an agreement to be presented to the CRHA Board for approval. VPHOA's legal counsel agreed to coordinate any revisions with the VPHOA Board and forward to Attorney Oliphant. As of the date of this report, VPHOA's legal counsel is still working with the VPHOA Board to complete their response to the agreement. The VPHOA Board met on 01/23/2025 and their attorney informed Attorney

Oliphant she would provide the red-lined copy of the agreement for today's meeting. No revisions have been provided. Attorney Oliphant has issued a February 11, 2025, deadline so that the final agreement will be in place prior to the startup of irrigation (most likely in April).

Motion: VP Ginsburg moved to postpone this item until the next regularly scheduled General Board Meeting. Treasurer Black second. Motion unanimously carried.

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

At the November 2024 General Meeting, the Board approved a motion to direct staff to continue with a signage plan to install additional Leash Your Pets and No Motorized Vehicles signs based on the proposal provided by TrafficBuilders (\$70.50 per sign). Staff is in the process of finalizing a plan but has temporarily put this on hold per recent input from President Keiffer.

Motion: President Keiffer moved to suspend this effort and remove the item from the Agenda. Director Miller seconded. Motion unanimously carried.

7. New Business:

7.1 Ratify Board Action by Unanimous Consent for Appointment of Members to Architectural Control Committee, Finance & Budget Committee, & Events/Caughlin Rancher Committee

Changes to a few of the Association's committees occurred following the Annual Meeting and Elections. Therefore, new committee members and board liaisons needed to be appointed.

In mid-December, an email was sent to the Board requesting Board Action by Unanimous Consent in Lieu of a Meeting so that these changes could become effective for the committees to effectively function.

All seven (7) Board Members unanimously replied Yes in agreement (via email) to the recommended changes as outlined below:

1. Architectural Control Committee. Appoint homeowner member, Drew Naccarato, to serve as a member of the Architectural Control Committee for a period of two years. Appoint Board Secretary, Jon Ericson, to serve as Board Liaison of the Architectural Control Committee for a period of one year.
2. Finance & Budget Committee. Appoint homeowner member, Steve Bremer, to serve as member of the Finance & Budget Committee for a period of two years. Appoint Board Treasurer, Allen Black, to serve as Board Liaison of the Finance & Budget Committee for a period of one year.
3. Events/Caughlin Rancher Committee. Appoint Board Member, Al Dennis, to serve on the Events/Caughlin Rancher Committee for a period of two years. Appoint Board Vice President, Michael Ginsburg, to serve as Board Liaison of the Events/Caughlin Rancher Committee for a period of one year.

Motion: Treasurer Black moved to ratify the Board Action by Unanimous Consent in Lieu of a Meeting for the approval of committee member and liaison appointments as noted above. Director Miller seconded. Motion unanimously carried.

**The Consent form will be signed and attached to the minutes.*

7.2 Review and Possibly Approve Purchase of Snowplow Attachment to Replace Snowplow Damaged in Vehicle Fire

On January 3rd, the 2007 Ford F-150 experienced an engine fire resulting in a total loss of the vehicle and, subsequently, the snowplow attachment. A replacement is necessary to meet contractual agreements with multiple sub associations and for CRHA's private streets.

The Board was provided with a proposal from Jordan's in the amount of \$6,961.17 for a new snowplow attachment. Installation on a truck will be performed by a separate vendor.

Motion: VP Ginsburg moved to approve the proposal from Jordan's in the amount of \$6,961.17 for a new snowplow attachment. Director Dennis seconded.

Discussion ensued regarding installation costs, insurance reimbursement, details on contracts with sub associations.

Amended Motion: VP Ginsburg moved to approve the proposal from Jordan's for a new snowplow in the amount of \$6,961.17, plus additional labor costs for installation, for a total amount not to exceed \$10,000. Director Dennis seconded. Motion unanimously carried.

7.3 Review and Possibly Approve Reduction in CRHA-sponsored lunches/dinners for CRHA Committee Meetings and Board of Directors Meetings

President Keiffer relayed to the Board his suggestion to reduce costs by eliminating Board dinners and Committee lunches. A schedule of annual costs for Committee and Board meals was provided to the Board. The total cost for 2024 was \$4,663.76, or .134% of the annual budget, or \$2.04 annual per unit owner.

A homeowner requested permission to comment. He stated that the Committees and the Board deserve some kind of "pat on the back" for dedicating their time to the Association. A meal while they work seems justified.

Motion: President Keiffer moved to eliminate dinners and lunches as proposed on the schedule.

Motion dies for lack of a second.

Director Miller conveyed that keeping this practice in place is just a small token of appreciation that the Association shows to volunteers.

7.4 Review and Possibly Approve Reduction to ESI's Community Patrol Schedule

President Keiffer stated that the current annual budget for ESI's patrol service is \$75,000. He agrees that there is value, especially on the weekends, but doesn't think there is value on Thursday or early Sunday afternoon. Comments were made that services may be increased by a schedule of 4pm to midnight as opposed to 130pm to 1130pm. Other comments included consideration of a reduced schedule during winter months.

Staff provided that ESI also locks/unlocks Village Green Park each evening/morning, provides support at the July concerts and provides any additional officers for miscellaneous issues when needed.

Research and discussion with ESI staff indicates the busiest days are Fridays and Saturdays during the off-season, and Fridays, Saturdays and Sundays during the Summer months.

Motion: VP Ginsburg moved to postpone this item to the next regular meeting to allow staff to meet with ESI and obtain alternative proposals as follows 1) Sept 1 to May 1 (Winter) Fri/Sat/Sun nights, and 2) May 1-Sept 1 (Summer) Thurs/Fri/Sat/Sun nights. Director Dennis seconded.

Discussion ensued. A homeowner requested permission to speak. He asked the Board to consider the value of service to homeowners and to consult with homeowners before making a decision. In other words, "let the customer decide."

Motion unanimously carried.

7.5 Review and Possibly Approve Elimination of Physical Mailers (except those required by statute)

The Board was provided with a chart depicting postage costs for 2024. Total costs for 2024 are \$22,196 (or \$9.68 annually per unit owner). The budget for 2025 is \$20,000.

Currently, statute allows for electronic mailing of most notices for those unit owners who have provided email addresses to the association, except for those who have opted out. Statute governing these requirements is located in NRS 116.31034 (ballots/elections), NRS 116.31068 (required notices). Most notices may be sent electronically except those outlined in NRS 116.3116-31168 inclusive. CRHA sends the Annual Mailer (with assessment and election information) and any revised governing documents via USPS to ensure that all members of the Association receive the information. It is the goal for 2025 to set up electronic voting for the annual election. Electronic voting will require the services of a third-party vendor. To begin sending notices electronically, upgraded software may need to be purchased.

Motion: VP Ginsburg moved to postpone this item until the next regular meeting while staff provides more information on electronic voting and other email/USPS requirements. Secretary Ericson seconded.

Discussion ensued regarding the two large expenses during 2024 (annual meeting mailer and rules revisions mailer). A homeowner requested permission to speak. He reminded the Board that this item about communications has potential pitfalls. Homeowners don't always look at their emails, and they may claim to have not received important communications unless sent via U.S. Mail.

The Board directed staff to try and save mailing costs where they are able.

Motion unanimously carried.

7.6 Review and Possibly Approve Reduction to July's Artown Sunday Concerts at Village Green Park

The Board was provided with a chart outlining all costs for the 2024 July Artown Sunday Concert Series. After deducting the sponsor funds received, the total cost for all four (4) concerts was \$10,671.56 or \$4.66 annually per unit owner.

In response to the agenda, homeowners have been submitting their comments which were provided to the Board in their packet. Discussion ensued regarding feedback in favor of keeping the concerts as is. Ideas on how to reduce costs/increase revenue were presented, such as increasing sponsorships.

Attorney Oliphant indicated his firm may be interested in advertising.

Motion: VP Ginsburg moved to not reduce anything related to the July concert series. Director Miller seconded.

Discussion ensued. Director Miller voiced concern that any reduction would be a pitfall to the community.

Motion unanimously carried.

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.

- **Statement regarding Petition received from CRHA Homeowners regarding recent Rules & Regulations revisions**

The Board was provided with a copy of a petition received at the office on November 19th. 35 names are listed on the petition which states, "Petition from Caughlin Ranch homeowners in opposition to changes/amendments to CC&R's RE: rules and regulations revisions concerning banners, signs, holiday decorations." There is no date on the petition (except the office stamp) so it is unclear which revision the homeowners were opposed to (as there were more than a few presented to the Board).

The petition was received after the final revisions were approved by the Board (on Nov 18th), and the petition does not meet requirements set forth in NRS 116.31087 for the Board to take action. Per Attorney Oliphant's recommendation, it is provided for the Board's information and will be attached to the minutes of this meeting.

- A homeowner inquired if the Board is considering an item for the Strategic Plan for evacuation in the event of a fire. She mentioned Living With Fire (no cost) as a resource. She also noted that staff has done a "wonderful job on defensible space" and hopes the efforts and conversations can continue.
- A homeowner addressed the Board regarding a neighbor whose home she alleges has numerous CC&R violations which impacts the aesthetic of the community. She recently sent a letter with the information to the HOA. GM Nunley responded that she could not provide information as it would violate the confidentiality of the homeowner. She then requested a meeting with staff which she did not think was productive as nothing was done to protect her rights. She stated her list of concerns with the neighboring property. She wishes there could be more transparency in the HOA where there is a balance between protecting a homeowner's privacy while considering the obligation of all compliant residents.
- A homeowner commented regarding fire concern. He recommended the fire dept conduct a cursory audit and provide a recommendation to the Board about possible action. He suggested the Board pursue any available grants for fire prevention efforts.
- Secretary Ericson followed up on an earlier homeowner comment about the paving project in Whispering Canyon. Clarification was made that it was a CRHA project performed by SNC on private streets. Secretary Ericson relayed that sometimes slurry projects are initially a mess, but they do smooth out.
- A homeowner commented on the Fire Safe designation that Somerset has obtained. It's possible that this designation may help with insurance rates.
- A homeowner addressed the Board. He has lived in CRHA since 1987 and loves living here. He knows that CRHA has experienced a few fires and wants the Board about parties and pallets used for bonfires that take place behind Caughlin Ranch by the electric station. He doesn't want to worry about the fire hazard and hopes the Association can do something about that.

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

- **Thursday, Mar. 20, 2025** - 2024 Audit Review w/Board and Finance & Budget Comm. 2:00 p.m.
- **Monday, Mar. 24, 2025** - Board Agenda Workshop 4:00 p.m.
- **Wednesday, Mar. 26, 2025** - Board Executive Session 5:00 p.m.
Board General Business Meeting 6:00 p.m.

Motion: President Keiffer moved to adjourn the meeting at 8:04p.m.; VP Ginsburg seconded. Motion unanimously carried.

Jon Ericson, Secretary Board of Directors
Caughlin Ranch Homeowners Association

Attachments (2)

**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Action by Directors through Unanimous Consent in Lieu of a Meeting

AUTHORITY AND PURPOSE FOR THE ACTION AND CONSENT:

WHEREAS, the Caughlin Ranch Homeowners Association (CRHA) is a Nevada Non-Profit Corporation duly organized and existing under the laws of the State of Nevada;

WHEREAS, NRS 82.271(2) and Article V Section 13 of the Second Restated Bylaws give the Board authority to take action without a board meeting with unanimous consent of the Board;

WHEREAS, Changes have taken place on multiple committees following the November 18, 2024, Annual Meeting and Elections.

WHEREAS, To conduct Association business, it is necessary that new committee members and corresponding Board liaisons be appointed by the Board prior to the Association's next Board Meeting.


NOW THEREFORE, on this 13th day of December 2024, the Board of Directors hereby waives any requirements for notice of a meeting or conducting a meeting and hereby approves the following action:

1. Architectural Control Committee.
 - Appoint homeowner member, Drew Naccarato, to serve as a member of the Architectural Control Committee for a period of two years.
 - Appoint Board Secretary, Jon Ericson, to serve as Board Liaison of the Architectural Control Committee for a period of one year.
2. Finance & Budget Committee.
 - Appoint homeowner member, Steve Bremer, to serve as a member of the Finance & Budget Committee for a period of two years.
 - Appoint Board Treasurer, Allen Black, to serve as Board Liaison of the Finance & Budget Committee for a period of one year.
3. Events/Caughlin Rancher Committee.
 - Appoint Board Member, Al Dennis, to serve on the Events/Caughlin Rancher Committee for a period of two years.
 - Appoint Board Vice President, Michael Ginsburg, to serve as Board Liaison of the Events/Caughlin Rancher Committee for a period of one year.
4. This Unanimous Consent of the Board shall be made part of the minutes of the January 29, 2025, Meeting.

We agree to the above noted action.


BY:


Thomas Keiffer, President


Michael Ginsburg, Vice President


Al Dennis, Director


Jon Ericson, Secretary


Allen Black, Treasurer, Director


Harvey Miller, Director


Christopher Howard, Director



Delivered by Danina Howard
3945 Sourdough Cir / lin

Petition from homeowners in opposition to changes/amendments to CC&R'S

RE: rules and regulations revisions
concerning banners, signs, holiday
decorations

PRINT NAME	ADDRESS	SIGNATURE
Grae Thomas	Glennys Ct	Grae Thomas
DON DAVIS	3845 Raper Ct	Don Davis
KEVIN CASSIDAY	3859 Vistacrest Dr	Kevin Cassidy
Patricia Morones	4008 Whingalump	Patricia Morones
Denise Myke	3650 Hemlock Way	Denise Myke
Gini Brittenham	3890 Vistacrest	Gini Brittenham
Michael Vistrock	3490 Vistacrest	Michael Vistrock
MARK O'DRISCOLL	2016 Brighton Ct	Mark O'Driscoll
Robert Nicken	4005 Whingalump	Robert Nicken
Richelle O'Driscoll	2016 Brighton Ct	Richelle O'Driscoll
Connie Davies	3461 Churchakolor	Connie Davies
Hannah Bens	3701 Ranchview	Hannah Bens

Caughlin Ranch

Petition from homeowners in opposition to changes/amendments to CC&R'S

RE: rules and regulations revisions
concerning banners, signs, holiday
decorations

PRINT NAME	ADDRESS	SIGNATURE
J.L. Arnold	3704 Ranchview Court	J.L. Arnold
T.J. Thomas Jones	3706 Ranchview Court	T.J. Thomas Jones
Gitty Umrigar	3664 Hemlock Way	Gitty Umrigar
Gayle Robin	3660 Hemlock Way	Gayle Robin
Michael Sharp	3655 Hemlock Way	Michael Sharp
Heather Unger	3661 Hemlock Way	Heather Unger
Jim McCann	3653 Casanova Way	Jim McCann
Monora Logan	Home - Logan	3709 Ranchview Court
Marlene Siddall	3712 Ranchview	Marlene Siddall
Sarah Yturvide	3862 Vistacrest Dr	Sarah Yturvide
Jeff Scott	3744 Ranchview Court	Jeff Scott
Melissa Thompson	4782 Cougar Creek	Melissa Thompson
B. H. Mc Guinn	6035 E. FAIRWAY	B. H. Mc Guinn
Devon McCarthy	3861 Vistacrest Dr	Devon McCarthy

RE: rules and regulations revisions concerning banners, signs, holiday decorations

[illegible]

Petition from homeowners in opposition to changes/amendments to CC&R'S

RE: rules and regulations revisions concerning banners, signs, holiday decorations

PRINT NAME	ADDRESS	SIGNATURE
Brenda G. Van Houck	3296 Alum Creek Ct	Brenda G. Van Houck
Laura Galindo	3950 Sourdough Cir	Laura Galindo
Marie Woods	3965 Sourdough	Marie Woods
Lisa Bruce	4131 Somerville	Lisa Bruce
Tracy Glover	5035 Landy Bank Ct Reno 89519	Tracy Glover

**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS**

Action by Directors through Unanimous Consent in Lieu of a Meeting

AUTHORITY AND PURPOSE FOR THE ACTION AND CONSENT:

WHEREAS, the Caughlin Ranch Homeowners Association (CRHA) is a Nevada Non-Profit Corporation duly organized and existing under the laws of the State of Nevada;

WHEREAS, NRS 82.271(2) and Article V Section 13 of the Second Restated Bylaws give the Board authority to take action without a board meeting with unanimous consent of the Board;

WHEREAS, Changes have taken place on multiple committees following the November 18, 2024, Annual Meeting and Elections.

WHEREAS, To conduct Association business, it is necessary that new committee members and corresponding Board liaisons be appointed by the Board prior to the Association's next Board Meeting.


NOW THEREFORE, on this 13th day of December 2024, the Board of Directors hereby waives any requirements for notice of a meeting or conducting a meeting and hereby approves the following action:

1. Architectural Control Committee.
 - Appoint homeowner member, Drew Naccarato, to serve as a member of the Architectural Control Committee for a period of two years.
 - Appoint Board Secretary, Jon Ericson, to serve as Board Liaison of the Architectural Control Committee for a period of one year.
2. Finance & Budget Committee.
 - Appoint homeowner member, Steve Bremer, to serve as a member of the Finance & Budget Committee for a period of two years.
 - Appoint Board Treasurer, Allen Black, to serve as Board Liaison of the Finance & Budget Committee for a period of one year.
3. Events/Caughlin Rancher Committee.
 - Appoint Board Member, Al Dennis, to serve on the Events/Caughlin Rancher Committee for a period of two years.
 - Appoint Board Vice President, Michael Ginsburg, to serve as Board Liaison of the Events/Caughlin Rancher Committee for a period of one year.
4. This Unanimous Consent of the Board shall be made part of the minutes of the January 29, 2025, Meeting.

We agree to the above noted action.

BY:


Thomas Keiffer, President


Michael Ginsburg, Vice President


Al Dennis, Director


Jon Ericson, Secretary


Allen Black, Treasurer, Director


Harvey Miller, Director


Christopher Howard, Director