



Board of Directors General Business Meeting Minutes

Wednesday, March 26, 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
Jon Ericson, Secretary

Michael Ginsburg, Vice President
Allen Black, Treasurer

Al Dennis, Director
Harvey Miller, Director

Board Members absent

Chris Howard, 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

Guest, Mike Hendi & Diana Robinson, ESI

Guest, Kendall Galka, McClintock Accountancy (virtually)

6 Homeowners in-person; 2 attending virtually

1. **Call to order and establish quorum:** President Keiffer called the meeting to order at 6:15p.m. A quorum was established with six (6) Board Members present either in person, via teleconference and/or telephone.
2. **Member Comments.** President Keiffer welcomed everyone present and 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 requested GM Nunley read his comments into the record as follows:
To my fellow Caughlin Ranch Homeowners: For the March 26 Meeting of the Caughlin Ranch Board of Directors:
Item 6.3: At the March 26th Meeting the Caughlin Ranch Board of Director's leadership has proposed reducing (or maybe cutting?) the Security Patrol Services to "cut the budget." CRHA has the least incidents of crime due to its proactive security stance than any other area of Washoe County. If Security Services are cut there will be an increase of loud music and property destruction in the park, tagging, vagrancy and subsequent incidents. We have spent a lot on repair and replacement just in the Park. Should we pay more? Is it common sense to cut off one's nose to spite their face especially in these times?
Item 7.4: Victory Sheep Grazing Services: This is critical for defensible space and for the safety of the community and our neighbors' homes.
Item 7.10: Speeding on Caughlin and Village Green Parkway and other roads: Roads surrounding the park need speed controls. More than once I have witnessed potential tragic accidents. We need to safeguard our community.
Thank you, Steve Bremer

***At this juncture, items were moved up on the agenda to accommodate guests and board member, Allen Black, who needed to leave the meeting by 7pm.

4.1 Review & accept (un-audited) Financial Reports dated Dec. 31, 2024, and Jan. 31, 2025

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:

- 2025 CD Schedule was 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 December 31, 2024, and January 31, 2025.
- The bank statements are being reconciled and the financial reports reviewed and adjusted as needed monthly by the GL Accountant and Assistant Manager Wheeler to ensure CRHA is reporting on a true accrual accounting basis.
- The Association's cash position through January 31st:
Operating cash = \$1,182,585.
Reserve cash and Investments/CD's Total: \$1,002,616.
CRHA = \$461,703.16
Whispering Canyon = \$166,879
Caughlin Creek/Deer Creek = \$123,860
Mountainshyre = \$250,174
- Through January 31st on an accrual basis, Total (Operating) Income was \$185,575; under YTD Budget by \$593. At this time, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$226,728; over YTD Budget by \$58..
- Expense recap: Operating = \$66,166 under by budget \$11,108;
Payroll = \$133,622 under budget by \$5,881; R&M = \$18,692 over budget by \$3,969; Utilities = \$8,246 under budget by \$1,119.
- Total Reserve Income was \$117,460; over budget by \$669.
- Total Reserve Expense was \$40,621 under YTD Budget by \$16,615; 2025 Reserve Expense Budget = \$695,540.

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: VP Ginsburg moved to accept the Association's unaudited financial reports dated December 31, 2024, and January 31, 2025, as presented. Director Dennis seconded. Motion unanimously carried.

4.2 Review & accept 2024 Year-end Financial Audit;

- Presented by McClintock Accountancy CPA

Kendall Galka with McClintock Accountancy attended virtually to present the 2024 Year-end Financial Audit. A copy of the Report to the Board, the Financial Audit and the Representation Letter were provided in the packet for the Board's review and consideration.

Ms. Galka provided an overview of the Report to the Board and relayed that the annual audit for Caughlin Ranch HOA once again resulted in an unmodified/clean opinion, which is the highest opinion under the U.S. generally accepted auditing standards.

Motion: Treasurer Black moved to approve the 2024 Year-end Financial Audit as presented by McClintock Accountancy. Secretary Ericson seconded. Motion unanimously carried.

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

- Guest Presenter: Mike Hendi, CEO, ESI Security Services

In response to the Board's directive during the January meeting, Staff met with Mike Hendi (owner) and Diana Robinson (supervisor) of ESI to relay the Board's request for alternate proposals for Sept 1 to May (Fri/Sat/Sun) and May 1 to Sept 1 (Thurs/Fri/Sat/Sun), with a change of hours to 4pm to midnight.

Mr. Hendi was in attendance and provided a Powerpoint overview of the types of services the ESI officers provide while onsite, such as unwanted subjects, surveillance of the parks for vandalism, patrol of ponds

for fishing, e-bikes complaints, etc. On patrol days, ESI receives an average of 17 dispatch calls; off days, an average of 9-11 calls.

Discussion ensued regarding change to patrol hours. Mr. Hendi explained that the current schedule was established after analyzing when most issues occur. This reduces the number of police calls for the community. A change to the hours will affect this.

Mr. Hendi was requested to conduct additional research/assessment of types of issues by day and hour and what happens throughout the hour.

(At 6:50pm, and as previously noticed to the Board, Director Allen excused himself from the meeting.)

The Board was provided with the alternate proposals in their board packet as previously requested.

However, the proposals were not reviewed or discussed.

Motion: President Keiffer moved to postpone this item to the next meeting. VP Ginsburg seconded. Motion unanimously carried.

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

3. Minutes:

3.1 Review & approve Jan. 29, 2025, Board of Directors General Business Meeting Minutes

The Board was provided with the January 29, 2025, Board of Directors General Meeting Minutes for their review and consideration.

Motion: VP Ginsburg moved to approve the January 29, 2025, Board of Directors General Meeting Minutes as presented. Secretary Ericson seconded. Motion unanimously carried.

4. Finances, cont.:

4.2 Review & accept 2024 Year-end Financial Audit; - Presented by McClintock Accountancy CPA

This item was addressed earlier in the meeting.

4.3 Review & approve draft 5-year Reserve Study (with onsite visit) by Browning Reserve

The 5-year Reserve Study (with onsite visit) for fiscal year 2026 was conducted in March by Browning Reserve Group. There are a total of four (4) studies; Caughlin Ranch HOA, Caughlin Creek/DeerCreek, Mountainshyre and Whispering Canyon. The studies were delivered on Tuesday, March 18, 2025. After a cursory review, a more in-depth review with revisions will be needed before presenting the studies to the Board for consideration.

Motion: VP Ginsburg moved to postpone this item to the next regularly scheduled meeting. Director Dennis seconded. Motion unanimously carried.

4.4 Review & approve Bad Debt write-offs

There are no Bad Debt write-offs at this time.

5. Reports & Updates:

5.1 Finance & Budget Committee (F&B) from Chair, Mike Heffner; Treasurer Black

Committee Chair, Mike Heffner, provided the report in Treasurer Black's absence.

Members of F&B (Martin Kwitek, Steve Bremer and Peter Broughton), the Board (Harvey Miller, Al Dennis and Mike Ginsburg via video) met on March 20th with management and staff to review the draft audit report. First, we congratulate Lisa, Sandy and Tim for another excellent report from McClintock. The discussion covered:- HOA internal controls to prevent fraud; Accounting adjustments to reconcile cash balances; Credit losses; Income items that result in tax liability; Elements of the Reserve Study

(useful life, unit costs and timing) and their impact on reserve transfers; The issue regarding segregation of duties.

The group was impressed with the controls in place and the impressive command of the issues demonstrated by Sandy and Lisa.

Also discussed was the methodology and assumptions used to prepare the cash flow projections which illustrate the financial health of the HOA going forward. When the current Reserve Studies are completed and approved in the coming weeks, we will prepare the first drafts of cash flow for 2026 and beyond. By summer we should have a more accurate outlook on paving and labor costs which will be incorporated into the August cash projections which form the basis for F&B recommendations to the board for the 2026 budget.

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

Miscellaneous Projects / Weekly Maintenance

- Seasonal crews start on 3/31/2025.
- Provided assistance to Browning Reserve Group onsite reserve study visit in March.
- Attended two classes provided by Nevada Extension College of Agriculture, Biotechnology & Natural Resources, in conjunction with Living With Fire. Certifications obtained for:
 1. Home Hardening Training (learning about building fire resilient communities)
 2. Defensible Space Training for Landscape Professionals
- 2019 Ford Transit Passenger Van purchased to replace truck lost to truck fire.
- New snowplow was purchased to replace the melted plow.
- All Trucks inspected bumper to bumper and serviced.
- All Mowing equipment inspected and serviced.
- Uniforms have been ordered for the 2025 season.
- Safety Equipment ordered (safety glasses, masks, gloves).
- Spring and Summer Flowers ordered.
- New informational signage (rules and other notices) installed in the Parks.
- New fence posts for Caughlin Creek being fabricated.
- Fence repair in process for various common areas.
- Cleaning up leaves continues and is ongoing.
- Graffiti removal throughout the Ranch is ongoing.
- All three Parks are inspected and cleaned on a daily basis.

Additional discussion:

- Randy has been notified that Steamboat Ditch will be turned on the first part of May.
- Question regarding runoff and dirt on the walking path at the park. Randy plans to install trees and rockwork drainage channels.
- Question if sheep can be kept 50 feet off the fenceline behind Pinebluff Ct. Yes.

Projects:

- A few monument signs are being repaired: The Cottages, Caughlin Crest, Vantage, Village Green Park, Eastridge Park & Juniper Trails

5.3 Architectural Control Committee (ACC); Secretary Ericson

Seventy-two (72) applications were reviewed from 01/01/2025 through 02/28/2025. Of those, sixty-seven (67) were approved with the standard conditions, one (1) was withdrawn and resubmitted, and four (4)

were denied (2 resubmitted, 1 will be appealed, and 1 is anticipated to be resubmitted). 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 March 19th to review potential topics and articles for the May/June 2025 edition of The Caughlin Rancher. Discussion also included planning for the upcoming Spring Wine Event scheduled to be held at Skyline Kitchen on April 24th from 5pm-7pm. The Committee reviewed other upcoming events such as the May 17th Cross Peak Hike, the Spring Bird Walk (date TBD), and the June 21st Shredding Event.

The bands have been booked for July's Artown concert series, and other planning is also in process.

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

During this meeting, VP Ginsburg may provide additional updates on other events held since the last meeting along with information about upcoming events.

5.5 Branding / Signage Ad Hoc Committee; GM Nunley

- Review & possibly approve entry sign design and proposal

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. A complete update was provided in the board packet.

After discussion at the November – and subsequent - board meetings, staff has been working with Julie's Signs on an alternative design to the entry signage at the upper Caughlin Pkwy entrance. The new design (reviewed and approved by the Branding Committee) and quote was provided for the Board's consideration. The lower entry signage upgrade is currently on hold.

Motion: Director Dennis moved to approve the Caughlin Pkwy entrance sign design and quote in the amount of \$2,993.74 as provided by Julie's Signs. 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 last 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. At the Jan. 29, 2025, Board Meeting, there were no volunteers to lead this effort.

President Keiffer asked for a volunteer to lead the Strategic Plan effort. After hearing no response, President Keiffer indicated he will defer this item to the next meeting.

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 on March 26, 2025:

- Approval of the 01.29.2025 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 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 (1 in-person; 3 written).
- Review the Accounts Receivable Aging Report.
- Review of bad debt write-offs (if any)
- Discussion of Personnel items (1 workers comp issue).

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 2nd Thursday of each month.
- CAI Classes attended since the last meeting:
 - 1) 3 Hr - Perils of Deferred Maintenance, Leach Kern etc CE.0456000 (02.13.25 – Lisa)
 - 2) 1 Hr – Time Mgt, Tonya Bates – CE.0582000 (03.12.25 – Lisa)
- 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 a review of all bills impacting HOA’s which are being presented to the legislature during this year’s session. To learn about what bills are being presented and their status, please sign up for CAI’s Grassroots at <https://caineveda.org/grassroots/>.
- The onsite reserve study visits with Browning Reserve Group took place during March. As reported earlier in the meeting, studies were delivered on 03.18.2025 and revisions are necessary before presenting the studies to the Board.
- Staff continues to support the Events program and looks forward to helping organize and facilitate the upcoming Spring Wine Event.
- Asst. Manager Wheeler and Accountant, Tim Cleary, have worked together with McClintock Accountancy to complete the draft audit for the Board’s approval in today’s meeting.
- Final steps and paperwork have been completed with Philadelphia Insurance, and we are awaiting the payout for the 2007 Ford F150 claim.

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

The Board was provided with CAI’s statement regarding the CTA. Attorney Oliphant also indicated that boards will no longer be required to provide personal identification information. However, CRHA is not impacted as the Board has already provided their information.

6. Unfinished Business:

6.1 Update on Status of Disengaging from Caughlin Crossing Commercial Center (CCCC)

A message was sent to Dickson Property Management (DPM) 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. Jen with DPM acknowledged the message and stated it would be included on the agenda for the next CCCC Board Meeting on 4.16.2025.

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

Attorney Oliphant provided an overview of the history of this item and why the agreement is being considered. It has been more than a year of negotiations thus far. Recently, Superintendent Lisenby suggested that VPHOA deed the property to CRHA. As of now, VPHOA is open to this idea.

The agreement being presented is a one-year agreement which gives VPHOA the opportunity to obtain homeowner approval. Then a Boundary Line Adjustment will need to be coordinated. In the meantime, costs to install a water meter will be split between VPHOA and CRHA, and VPHOA will be billed for irrigation costs. Discussion ensued regarding metering; would CRHA be considered a utility? Per Attorney Oliphant, the document provided regarding this question applies to Landlords and Mobile Home Parks, so it is his opinion that CRHA would not be considered a utility. After further discussion, Attorney Oliphant will insert the verbiage, “as allowed by Nevada law.”

Motion: President Keiffer moved to approve the Irrigation Reimbursement Agreement for Vista Pointe HOA as revised, but wait to execute agreement until after Vista Pointe HOA agrees. Secretary Ericson seconded. Motion unanimously carried.

6.3 Review and Possibly Approve Reduction to ESI’s Community Patrol Schedule

- Guest Presenter: Mike Hendi, CEO, ESI Security Services

This item was addressed earlier in the meeting.

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

GM Nunley provided a recap:

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 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.

At the last meeting the Board postponed this item so staff could gather more information regarding electronic voting. GM Nunley has been in communication with Vote-Now.com Election Services and has obtained information and an estimate for an annual mailer with election/ballot processing services via electronic means as well as hard-copy mailing (information provided in board packet). The breakdown for estimate purposes was 50/50 (email/hard-copy).

Discussion ensued regarding pricing, bid requirements, email authorization process.

Motion: Director Dennis moved to postpone this item to the next meeting to allow time for email authorization forms to be returned after the Rancher publication. VP Ginsburg seconded. Motion unanimously carried.

7. New Business:

7.1 Review & Accept Resignation of Annette Kurtz from Finance & Budget Committee

Annette Kurtz was appointed to the Finance & Budget Committee in September 2024. She has respectfully resigned from the Committee due to personal scheduling conflicts. The Board was provided with Ms. Kurtz’ resignation notice.

Motion: VP Ginsburg moved to approve the resignation of Annette Kurtz from the Finance & Budget Committee effective immediately. Secretary Ericson seconded. Motion unanimously carried.

7.2 Review/Possibly Approve Easement Agreement for Common Area adjacent to Lot JT-449

Attorney Oliphant provided a brief recap. This item has been on the Board's agenda for a few years. A portion of the driveway was built on common area. It was approved in 2009, but the property was never transferred to the owner. Additional information was provided regarding the past three years' negotiations. Today for consideration, the Board is provided with the final Easement Agreement, signed by the unit owner, for use of the Common Area adjacent to Lot JT-449. Once the Board approves and signs, the unit owner will issue payment as outlined in the Agreement and the Association will cause the document to be recorded.

Motion: VP Ginsburg moved to approve the Easement Agreement for Common Area adjacent to Lot JT-449 as presented. Director Miller seconded. Motion unanimously carried.

7.3 Review/Possibly Approve Proposal from Erlach for New Computer at Asst Mgr/Bookkeeping Station

GM Nunley reported that the bookkeeping workstation was last replaced in 2018 and is beginning to struggle with certain applications. Erlach Computer Consulting has provided a quote for a new laptop with docking station in the amount of \$2,599.54. (Note: \$5,967.00 is listed in the reserve study for replacement of two workstations. It is not anticipated that another workstation will need replacement this year, barring any unforeseen circumstances.)

Motion: VP Ginsburg moved to approve the quote from Erlach Computer Consulting for a new laptop/docking station for the bookkeeper workstation in the amount of \$2,599.54 as presented. Secretary Ericson seconded. Motion unanimously carried.

7.4 Review/Possibly Approve Proposal from Victory Sheep for Defensible Space Grazing Services

GM Nunley reported that Victory Sheep is available again this year to provide sheep and goat grazing services. Owner, Cole Estill, is unable to attend today as he is in Washington DC advocating on behalf of Nevada Grazers Association. Cole recommends grazing the same areas as last year; the native areas behind Seasons and Eaglesnest, and a portion of the common area along McCarran. Randy has reviewed and concurs with this assessment. Attorney Oliphant commented that the proposal/agreement is in line with last year's agreement which meets the requirements for the Association.

Attached is Cole Estill's proposal with parcel maps outlining the noted areas.

- 60 acres along McCarran @ \$725/acres = \$43,500.00;
- 200 acres behind Seasons/Eaglesnest @ \$100/acre = \$20,000.00
- TOTAL PROPOSAL AMOUNT: **\$63,500.00.**

The operating line item for this item in 2025 is \$65,000.00.

Motion: VP Ginsburg moved to approve the proposal from Victory Sheep as presented in the amount of \$63,500.00 to graze 260 acres of CRHA common area. Director Miller seconded. Motion unanimously carried.

7.5 Review & Possibly Approve Earthquake Insurance Coverage Renewal eff. 05.01.2025

GM Nunley reported that the Association has been notified that its current insurance carrier for earthquake coverage is non-renewing the policy which expires on May 1, 2025. Assured Partners is working to obtain an alternate policy but is unable to get us a quote until 20-30 days prior to the effective date.

The cost of earthquake insurance for the period May 1, 2024, to May 1, 2025 was \$4,251.59.

To facilitate continued coverage, it is recommended to approve the renewal with a not-to-exceed cost, and the final cost to be ratified at the next regular meeting.

Motion: VP Ginsburg moved to approve the renewal of earthquake insurance coverage for the period May 1, 2025, to May 1, 2026 as facilitated by Assured Partners for a cost not-to-exceed \$5,000.00. Secretary Ericson seconded the motion.

Discussion ensued regarding terms and conditions.

Amended Motion: VP Ginsburg amended his motion to approve the renewal of earthquake insurance coverage for the period May 1, 2025, to May 1, 2026 as facilitated by Assured Partners, and as long as it does not materially alter the terms of coverage. Secretary Ericson seconded the motion. Motion unanimously carried.

7.6 Ratify Board Action by Unanimous Consent for Approval of Temporary License Agreement for Common Area Access Lot DCRK-203

GM Nunley reported that, in February, homeowners of Lot DCRK-203 contacted the office with a request for their contractor to access the rear of their home for the purpose of making repairs to their foundation. Attorney Oliphant drafted a Temporary License Agreement for Common Area Access (provided in the board's packet) and the Board approved it via Unanimous Consent in Lieu of a Meeting.

Motion: VP Ginsburg moved to ratify the Board Action by Unanimous Consent in Lieu of a Meeting for the approval of the Temporary License Agreement for Common Area Access for Lot DCRK-203. Secretary Ericson seconded. Motion unanimously carried.

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

7.7 Review & Possibly Approve Addition to Approved Mulch List as Recommended by ACC

GM Nunley reported that, at the February 13, 2025, ACC Meeting, the Committee agreed to recommend to the Board that an Organic Compost product be added to the list of Approved Mulch/Ground Coverings. A sample of the product was provided for the Board's inspection and consideration during the meeting. Discussion ensued regarding wind concerns.

Motion: Director Miller moved to approve the Organic Compost product be added to the list of Approved Mulch/Ground Coverings as recommended by the ACC. VP Ginsburg seconded. Motion unanimously carried.

7.8 Review/Possibly Approve Proposal from Tray Palmer for Development of Community Wildfire Protection Plan, Risk Assessment, Emerg. Evac. Plan, & Firewise Adaptive USA Community Sign-on

In response to the Board's discussion and directive, CRHA management met with former Reno Fire Chief, Tray Palmer, now a Fire Safety Consultant, to discuss fire prevention efforts and possible grant opportunities. Mr. Palmer outlined the steps needed to become a Firewise Adaptive USA Community which would then allow for CRHA to apply for potential grant opportunities.

Those steps include the development of a Community Wildfire Protection Plan (CWPP), Risk Assessment, and Evacuation Plan. Once these things are in place, then the process to sign on as a Firewise Adaptive USA Community may occur. Mr. Palmer's proposal to facilitate accomplishing the foregoing tasks in the amount of \$4,200.00 is provided for the Board's consideration. (He is unable to attend the meeting today due to family vacation plans.)

Motion: VP Ginsburg moved to approve the proposal from Tray Palmer, Fire Safety Consultant, to facilitate the development of a Community Wildfire Protection Plan, Risk Assessment, Emergency Evacuation Plan and Firewise Adaptive USA Community Sign-on in the amount of \$4,200.00 as presented. Director Dennis seconded. Motion unanimously carried.

7.9 Review & Possibly Approve Change to Board Meeting Dates for May and September 2025 Meetings

Currently, dates for the May and September 2025 Board Meetings are: May 19th and 21st, and September 22nd and 24th. Due to conflicts with GM Nunley's schedule in May and Jon Ericson's schedule in September, the following dates are proposed:

- Tuesday, May 27th – Board Workshop 4pm
- Wednesday, May 28th – Board Executive Session 5pm and General Meetings 6pm
- Monday, September 29th – Board Workshop 4pm
- Wednesday, October 1st – Board Executive Session 5pm and General Meetings 6pm

Motion: Secretary Ericson moved to approve the proposed change to the May and September 2025 Board Meeting schedule as presented (new dates May 27 & 28, and September 29 & Oct 1). President Keiffer seconded. Motion unanimously carried.

The revised Board Meeting schedule will be updated and forwarded to the Board, posted on the website and in the community message boards, and updated in the next Caughlin Rancher.

7.10 Discuss speeding on Caughlin Parkway and other roads and whether the Board should take action to install more speed bumps or designated crosswalks with flashing lights.

President Keiffer led the discussion about speeding on Caughlin Pkwy. Discussion included past parkway improvements, meetings held with Sheriff Balaam, Washoe County Commission Alexis Hill and other County and City staff members. GM Nunley has provided a history of meetings and other information to the Board.

Motion: President Keiffer moved to appoint Director Miller as the Board representative to pursue remediation for speeding on Caughlin Parkway and Village Green Parkway. VP Ginsburg seconded. Motion unanimously carried.

7.11 Discuss potential cost saving measures and whether the Board can take action to reduce other operating costs

President Keiffer led the discussion regarding cost saving measures. Some ideas included savings in legal fees. After a brief discussion about consent agendas, Attorney Oliphant offered to obtain an opinion from the Nevada Real Estate Division on whether the Board may use a consent agenda for its General Board Meetings.

7.12 Discuss potential grant opportunities and whether the Board can take action to pursue other federal, state, or local grants

President Keiffer led a brief discussion on this item. It was agreed to take a “wait and see” approach to see what the feds do.

8. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding any association matters

There were no member comments.

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

- **Tuesday, May 27, 2025** - Board Agenda Workshop 4:00 p.m.
- **Wednesday, May 28, 2025**- Board Executive Session 5:00p.m./Board General Business Mtg 6:00p.m.

Motion: Director Miller moved to adjourn the meeting at 842p.m.; Secretary Ericson seconded. Motion unanimously carried.