



October 20, 2025

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

Dear Caughlin Ranch Homeowners Association Members:

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

MEETING DATES/TIME/PLACE: November 17, 2025

12:00p.m. to Finalize Tallying the Secret Ballots
(both hardcopy and electronic)

CRHA Office, 1070 Caughlin Crossing, Reno NV 89519

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

November 19, 2025

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

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

MEETING AGENDAS. Enclosed is the Annual Members Meeting Agenda. The purpose of this meeting is to approve the minutes of last year's meeting, ratify the 2026 Annual Operating and Reserve Budgets, hear Directors and Manager Reports, and announce the results of the election to the Board of Directors. Also enclosed is the Agenda for the Organizational Meeting (to be held immediately following the Annual Members Meeting). The purpose of the Organizational Meeting is for the Board to select their officers for the upcoming year.

If you plan to attend the Annual Members Dinner/Meeting & Budget Ratification, **please RSVP by 4:00p.m. on November 13, 2025 to events@caughlinhoa.com, or call (775) 746-1499. Please note that seating is limited.**

BALLOT FOR ELECTION. PLEASE COMPLETE AND RETURN.

This year, you have two possible ways you can vote.

One option is via electronic voting to elections@vote-now.com. For members who have provided CRHA with email authorization, you will receive your ballot and an identifier code via email. Please follow the voting instructions sent to you by vote-now.com.

The other option is by paper ballot to be returned via U.S. Mail. For members who have not provided CRHA with email authorization, or who have opted out of receiving emails from CRHA, a paper ballot is included with this annual meeting packet. Included in this mailing is a Secret Ballot for the election of Directors. Complete the Secret Ballot, enclose it in the secret ballot envelope, seal and return it in the enclosed return envelope which is pre-addressed to Caughlin Ranch HOA. Mailed and hand-delivered ballots must be received at the CRHA office by **11:00AM on Mon., November 17, 2025**. All hardcopy ballots received at the CRHA office will be counted by volunteer homeowners beginning at 12:00PM on Monday, November 17, 2025.

Information on each candidate is included in this packet. PLEASE BE SURE TO VOTE!

ADDITIONAL ENCLOSURES:

- 2024 Draft Annual Meeting Minutes
- 2026 Annual Operating and Reserve Budgets
- Reserve Study component lists (4 studies) showing the current estimated replacement cost, remaining life and useful life of each major component of the common elements (a copy of each of the full studies is available on the website)
- CRHA's Collection Policy
- CRHA's Rules, Regulations, Violations and Fines Policy
- 2026 Meeting Dates and Disclosure Notice
- 2026 Community Events Calendar
- Revised CRHA Fourth Restated Bylaws
- Revised Investment Policy & Procedures
- Announcement Flyers for Annual Meeting and Annual Angel Tree Program

ASSESSMENTS FOR 2026. The Board of Directors approved the enclosed 2026 Annual Operating and Reserve Budgets at their General Board Meeting on October 1, 2025. Ratification of the enclosed budgets will take place at the meeting scheduled for November 19, 2025.

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

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

The approved budgets include a seven percent (7%) increase in Assessments for 2026 and are listed below by Assessment Class.

Assessment Class	# Units	2025 Quarterly	2026 Quarterly
Class A	1600	\$281.05	\$300.72
Class B	358	\$421.56	\$451.07
Class C	178	\$841.44	\$900.34
Class D	102	\$561.24	\$600.53
Class E	25	\$382.93	\$409.74
Commercial	31	\$.0531/sf	\$.0568/sf

The HOA Board, at the October 1, 2025, General Board Meeting, voted to approve a seven (7) percent assessment increase for 2026 based on significant cost increases, especially in labor costs for the landscape and maintenance (L&M) staff which account for 40% of total operating expenses. In addition to labor costs, the costs of some L&M supplies and asphalt (directly tied to oil prices) required for path and street paving has increased as have utility expenses. Paving is the most significant expense item in the reserve accounts. Each year staffing needs and wages are re-evaluated, as well as paving and landscape-related projects. Steamboat Ditch is utilized for irrigation each summer. If a drought occurs it is possible that access to Steamboat Ditch water may be restricted in future years, requiring reliance on potable water at a greater expense.

Although an apples-to-apples comparison is difficult, CRHA assessments remain below those of other large HOAs such as Somerset, Arrowcreek and Lakeridge Shores. If current inflation trends continue, it

is possible that assessment increases will again be required next year to maintain adequate cash balances. The Board of Directors and the Budget & Finance Committee develop the annual budget utilizing a "zero based" approach. As always, homeowner feedback is welcomed.

Payment coupons for 2026 will be mailed in early December.

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

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

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

You may also make assessment payments online using a credit card or e-check (fees do apply). Please visit: <https://propertypay.firstcitizens.com/>; you will need to have a coupon available at time of payment. They offer a one-time payment process, or you may set up reoccurring payments directly with First Citizens Bank. If you currently pay with reoccurring payments via First Citizens Bank Property Pay, **please update the payment amount due with the new assessment amount for January 1, 2026.**

ADDITIONAL MEETING INFORMATION

Candidate Forum. A Candidate Forum to Meet the Candidates will be held on **Thursday, November 6, 2025, at 5:00p.m.** in the CRHA Office as well as virtually via GoToMeeting. The following is the GoToMeeting link for joining the meeting virtually.

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/275405157>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122) Access Code: 275-405-157

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

Other Meeting Information. The Board of Directors will hold their Executive Session at 4:00p.m. on Monday, November 17, 2025. The General Business Meeting will follow at 5:00 p.m.

Board Orientation/Training is tentatively scheduled for Friday, January 16, 2026, at the CRHA office.

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

OTHER IMPORTANT INFORMATION

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

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

Angel Tree: The 2025 Angel Tree program will be held again this year. The Association continues to partner with Alice Smith Elementary School and Washoe County Senior Services. Starting November 1st through the end of November regular community email blasts will be sent advising the Angel Tree wish lists for school children and seniors. A separate Blanket Drive for Seniors will be conducted again this year.

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

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

The Board of Directors thanks you for your continued support of the Caughlin Ranch HOA community. We look forward to seeing you at Pinocchio's Reno on November 19th for the 2025 Annual Members Meeting and 2026 Budget Ratification Meeting.

Sincerely,



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

Enclosures



2025 ANNUAL MEMBERS MEETING WITH ELECTIONS AND 2026 BUDGET RATIFICATION MEETING AGENDA

This notice and agenda inform you of the date, time, place, and action items of the upcoming scheduled Caughlin Ranch Homeowners Association Annual Meeting of the Members, Budget Ratification and Election. Draft minutes of this meeting will be available to homeowners upon request 30 days after the meeting date (in electronic format at no charge to the unit's owner or, if the association is unable to provide the copy or summary in electronic format, in paper format at a cost not to exceed 25 cents per page for the first 10 pages, and 10 cents per page thereafter). A unit's owner may record on audiotape or any other means of sound reproduction a meeting of the units' owners if the unit's owner, before recording the meeting, provides notice of his or her intent to record the meeting to the other units' owners who are in attendance at the meeting.

Call to Order Mon., November 17, 2025, at 12:00 noon to Open and Tally Secret Ballots

Location: CRHA Office, 1070 Caughlin Crossing, Reno, NV 89519

Meeting will be reconvened Wed., November 19, 2025, at 6:30p.m.

Location: Pinocchio's Reno, 5955 S. Virginia St., Reno, NV 89502

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

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- 1. Call to Order at 12:00 noon on Monday, November 17, 2025**
 - 2. Appointment of Inspector of Elections; Identify Member Volunteers to Open and Tally Secret Ballots**
 - 3. Open and Tally Secret Ballots (both electronic and hardcopy ballots)**
 - 4. Recess**
 - 5. Reconvene & Welcome from Board President following at 6:30 p.m., Wednesday, November 19, 2025**
 - 6. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding any Association matter.** Except in the case of an emergency, no action may be taken upon a matter raised under this item of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken. The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give away his or her allotted time to expand another member's time. In consideration of other members who may wish to present comments and/or concerns, please avoid repetition.
 - 7. Introductions:**
 - Board Members
 - Committee Members; ACC, F&B and Events
 - General Manager & Landscape Superintendent
 - Office Staff
 - Landscape & Maintenance Staff

A quorum of the members is not required to conduct the following business:

- 8. Approval of November 20, 2024 Annual Members Election & 2025 Budget Ratification Meeting Minutes**
- 9. Announce Results of 2026 Operating and Reserve Budget Ratification; Assessment Increase of Seven Percent (7%)**

NRS 116.31151 § 3. states: "...Unless at that meeting a majority of all units' owners, or any larger vote specified in the declaration, reject the proposed budget, the proposed budget is ratified, whether or not a quorum is present. If the proposed budget is rejected, the periodic budget last ratified by the units' owners must be continued until such time as the units' owners ratify a subsequent budget proposed by the executive board."
- 10. Announce results of 2025 Annual Election of Directors; four (4) Board Members will be seated (three 2-year positions; one 1-year position).**
- 11. Adjournment**

Following the Annual Meeting there will be a Board of Directors Organizational Meeting for the purpose of selecting officer positions.



**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
2025 ANNUAL MEMBERS ELECTION AND
2026 BUDGET RATIFICATION MEETING**

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/275405157>

You can also dial in using your phone.

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Board of Directors Organizational Meeting Agenda
Pinocchio's Reno, 5995 S. Virginia St., Reno, NV 89502

Wednesday, November 19, 2025

**Immediately following the 2025 Annual Members Election
& 2026 Budget Ratification Meeting**

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

- 1. Call to order and establish quorum**
- 2. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding items on this agenda.** Except in the case of an emergency, no action may be taken upon a matter raised under this item of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken. The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give away his or her allotted time to expand another member's time. In consideration of other members who may wish to present comments and/or concerns, please avoid repetition.
- 3. Board to Elect 2025 Board of Directors Officers**

*** All Board Officers will be required to also be an Officer on the Nevada State Contractors Board License which requires a background check. ***
- 4. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding any association matters.** The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give away his or her allotted time to expand another member's time. In consideration of other members who may wish to present comments and/or concerns, please avoid repetition.
- 5. Announce Future Meeting Dates & Adjourn *:**
 - Board Orientation / Training on January 16, 2026, at 9:00 a.m. – TENTATIVE
 - Board Agenda Workshop on Monday, January 26, 2026, at 4:00 p.m.; Executive Session Workshop will immediately follow.
 - Board of Directors Executive Session on Wednesday, January 28, 2026, at 5:00 p.m. and General Business Meeting at 6:00 p.m.



Log-In Information:

Board of Directors Organizational Meeting

Wednesday, November 19, 2025, Immediately following the 2025 Annual Members Election & 2026 Budget Ratification Meeting

Please join the meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/275405157>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 275-405-157

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Items identified with an asterisk "" are intended for Board action. NOTICE: NRS 116.31083 provides that each notice of a meeting of the executive board (aka: Board of Directors) must state the time and place of the meeting and include a copy of the agenda for the meeting or the date and location(s) where copies of the agenda may be conveniently obtained by the units' owners. General Business Meeting Agendas are posted on the Caughlin Ranch HOA website and in the brochure box to the right of the entry door of the Association office at 1070 Caughlin Crossing, Reno, NV 89519. You may also call 775-746-1499 to obtain a copy. You are also notified of the rights of a unit's owner to: (a) Have a copy of the minutes or a summary of the minutes of the meeting provided to the unit's owner upon request, and, if required or by the executive board upon payment to the association of the cost of providing the copy to the unit's owners or in electronic format at no cost. (b) Speak to the association executive board unless the executive board is meeting in executive session. (c) A copy of the audio recording of the minutes or a summary of the minutes of the meeting provided to the unit's owner. Any comments made may potentially become a permanent record of the minutes.*



2024 Annual Members & Election and 2025 Budget Ratification Meeting Minutes

Open and Tally Secret Ballots, Monday, November 18, 2024, at 12:00 noon
Location: CRHA Office, 1070 Caughlin Crossing, Reno, NV 89519

Reconvened meeting on Wednesday, November 20, 2024, at 6:30p.m.
Location: Pinocchio's Reno, 5955 S. Virginia St., Reno, NV 89502

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

Board Members in attendance via in-person, teleconference and/or telephone on November 20, 2024:

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

Others in attendance via in-person, teleconference and/or telephone on November 20, 2024:

Lisa Nunley, General Manager
Randy Lisenby, L&M Landscape Superintendent
Sandy Wheeler, Assistant Manager/CAM

80 Homeowners in attendance on November 20, 2024

1. Call to Order at 12:00 noon on Monday, November 18, 2024

GM Nunley called the 2024 Annual Election to order at 12:00 noon for the purpose of counting the annual election ballots.

2. Appointment of Inspector of Elections; Identify Member Volunteers to Open and Tally Secret Ballots

Homeowner Volunteers present to count ballots were Anita Dennis, Chet Mallory, Sue Mallory, Bob McClintock, Brady McClintock, and Joyce Thompson. Inspectors of Election form was signed by all present. Also in attendance was Asst. Mgr. Sandy Wheeler.

3. Open and Tally Secret Ballots

Homeowner Volunteers opened and tallied the ballots.

4. Recess

There being no further current business, the meeting was recessed at 1:16pm.

5. Reconvene & Welcome from Board President following at 6:30 p.m., Wednesday, November 20, 2024

President Dennis reconvened the 2024 Annual Members & Election and 2025 Budget Ratification Meeting at 6:43pm.

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

Except in the case of an emergency, no action may be taken upon a matter raised under this item of the agenda until the matter has been specifically included on an agenda as an item upon which action may be taken. The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give

Caughlin Ranch Homeowners Association
2024 Annual Members Election and 2024 Budget Ratification Meeting Minutes
November 18 & 20, 2024

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.
There were no comments from the homeowners present.

7. Introductions:

President Dennis provided the following introductions and recognition:

- **Board Members – current 2024 Board Members**

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

- **Committee Members; ACC, F&B and Events**

2024 Finance & Budget Committee

- Mike Heffner, Chairperson
- Allen Black
- Phil Schweber
- Joyce Thompson
- Martin Kwitek (new member)
- Peter Broughton (new member)
- Annette Kurtz-Seidenfuss (new member)
- Steve Bremer, Board Liaison

2024 Architectural Control Committee

- Paul Gianoli, Co-chair
- Guy Grimsley, Co-chair
- Jon Ericson
- Bill Houston
- Randy Lisenby, CRHA Landscape Superintendent & NV Licensed Landscape Contractor
- Drew Naccarato, Board Liaison

Professional Advisors:

- Lewis Zaumeyer – Architect
- Seth Padovan – Professional Engineer

2024 Events and Caughlin Rancher Committee

- Michele Attaway, Chairperson
- Lisa Ericson
- Michael Ginsburg
- Al Dennis, Board Liaison
- Myra Chen Neese

- **Office Staff Introductions:**

- General Manager & Landscape Superintendent
 - **General Manager, Lisa Nunley**
 - Lisa is a Nevada Certified Supervising Community Manager and holds her CMCA, AMS and PCAM designations. She has been managing homeowner associations for more than 17 years and is applying for her Large-Scale Manager designation. She has been with Caughlin Ranch HOA for three years and looks forward to many more!
 - **Landscape Superintendent, Randy Lisenby**
 - Randy holds a State of Nevada Contractor's license for Landscaping which allows CRHA to maintain the common areas, make beautification and irrigation improvements, and any other landscaping needs under that contract. He celebrated 31 years with Caughlin Ranch this year, for which we are all grateful.
- Office Staff
 - **Sandy Wheeler– Asst. Mgr./Bookkeeper/Finance Mgr/Licensed Community Association Mgr**
 - Sandy oversees the front office operations (which encompasses a lot!). She also fills the role of Finance Manager (much more than a bookkeeper), is the point-person for supporting the Association's events and is the font of historical knowledge. She just celebrated 12 years with CRHA and we anticipate many more.
 - **Kim Teepe – Licensed Community Association Manager/ACC Coordinator and CC&R Compliance Coordinator**
 - Kim coordinates, presents and follows up on all Architectural Control Committee applications. She serves as the Association's Compliance Coordinator and has been with CRHA for 8 years.
 - **Caren Breslau – Full-time Front Desk Administrator**
 - Caren started with CRHA in Sept. 2023 and just celebrated her one-year CRHA anniversary. She runs the Front Desk operations like a pro and we're very glad she's part of the team!
 - **Janis Laycox – Part-time Front Desk Administrator**
 - Janis has been with CRHA for nearly three years. She provides excellent front desk support alongside Caren, assists with the Association's events, and helps wherever needed.
- **Landscape & Maintenance Staff**
 - **Jose Guardado:** He is Randy's number one. He assists Randy with the management of the crew and projects.
 - **Noe, Irrigation Crew:** He takes care of the pumps and other irrigation items and is a valued part of the team.
 - **Angel,** has just completed his first year on the full-time crew. He works alongside Noe on the Irrigation Crew.
 - **Alejandro,** Planter crew: He is responsible for all the flowers that are planted twice a year and the Holiday Lights crew. He is a perfectionist when it comes to installing the lights.
 - **Martin,** 3 Parks: Each day he is responsible for maintaining all 3 parks, checking the equipment and cleaning the parks. He is also responsible for emptying all the trash cans and filling the doggy stations.
 - **Miguel,** Irrigation Crew: He fixes and maintains all the irrigation and always does a good job.
 - **Marco:** He has become an asset in many areas. He assists with managing seasonal crews and provides translation services when needed.

A quorum of the members is not required to conduct the following business:

8. Approval of November 15, 2023 Annual Members Election & 2024 Budget Ratification Meeting Minutes

MOTION: Homeowner DeeAnn Verdi moved to approve the minutes of the November 15, 2023 Annual Members Election & 2024 Budget Ratification Meeting Minutes as presented; Homeowner Jon Ericson. Motion unanimously carried.

9. Announce Results of 2025 Operating and Reserve Budget Ratification; Assessment Increase of Twenty Percent (20%)

President Dennis provided brief comments regarding the assessment increase for 2025 and provided the following statement regarding Budget Ratification.

NRS 116.31151 § 3. states: "...Unless at that meeting a majority of all units' owners, or any larger vote specified in the declaration, reject the proposed budget, the proposed budget is ratified, whether or not a quorum is present. If the proposed budget is rejected, the periodic budget last ratified by the units' owners must be continued until such time as the units' owners ratify a subsequent budget proposed by the executive board."

Therefore, because a majority of the units' owners did not attend to reject the 2025 budget, it is considered ratified.

10. Announce results of 2024 Annual Election of Directors; four (4) Board Members will be seated.

President Dennis reported that, for this year's elections, there were four (4) Board Member positions available, each for a two-year term. Elected to the Board are: Jon Ericson, Chris Howard, Thomas Keiffer, and Harvey Miller.

President Dennis thanked the outgoing Board Members for all their years of service: Michele Attaway, Steve Bremer and Drew Naccarato.

11. Adjournment

MOTION: VP Ginsburg moved to adjourn the meeting at 7:05p.m.; Treasurer Bremer seconded. Motion unanimously carried.

Following the Annual Meeting there will be a Board of Directors Organizational Meeting for the purpose of selecting officer positions.

Jon Ericson, Secretary

	A	B	C	D	E
1	APPROVED BY BOARD	2026 BUDGET SUMMARY	2024	2025	2026
2	10/1/25		AUDITED	RATIFIED 11/20/24	APPROVED 10/1/2025
3		INCOME	10% Increase	20% Increase	7% Increase
4		<u>ASSESSMENT REVENUE</u>			
5	3110	MEMBERSHIP ASSESSMENTS	2,723,993	3,268,769	3,497,583
6	3115	COMMERCIAL ASSESSMENTS	167,947	201,473	215,576
7		TOTAL ASSESSMENT REVENUE	2,891,940	3,470,242	3,713,159
8					
9		<u>OTHER REVENUE</u>			
10	3150	TRANSFER FEES	22,400	20,000	30,000
11	3160	RESALE/DEMAND PACKAGE	28,008	25,000	26,126
12	3200	INSURANCE CLAIM REVENUE	0	0	0
13	3310	OTHER INCOME	50,272	7,600	13,000
14	3311	VILLAGE GREEN PARK FEES	2,200	4,000	4,000
15	3313	VIOLATION FINES/PENALTIES	11,400	3,000	3,000
16	3314	DISTRESSED PROPERTIES CLEAN-UP	0	0	0
17	3315	ARCHITECTURAL CONTROL	6,550	5,000	5,000
18	3316	LATE PAYMENT - INTEREST CHARGE	3,906	2,700	4,000
19	3317	OWNER REIMBURSEMENTS	0	0	0
20	3410	LATE PAYMENT - LATE CHARGE	20,600	19,000	20,000
21	3411	OMBUDSMAN FEE REIMBURSEMENT	0	0	0
22	3412	PCE TAX	0	0	0
23	3414	CAUGHLIN CREEK IRRIGATION & REPAIR	0	0	0
24	3417	INTEREST INCOME	4,794	2,500	5,000
25	3418	GAIN (LOSS) ON SALE OF ASSETS (Non-Cash)	2,500	0	0
26	3421	COLLECTION SERVICE FEES	5	0	0
27	3422	ALUM CREEK PRESERVATION PROJECT	0	0	0
28	3423	MANAGEMENT CONTRACT SERVICES	0	0	0
29	3424	LANDSCAPE CONTRACT SERVICE	91,610	75,000	82,500
30	3590-1	CRHA RESERVE TRANSFER	(223,590)	(335,385)	(435,385)
31	3591-1	MOUNTAINSHYRE RESERVE TRANSFER	(22,062)	(22,163)	(24,224)
32	3592-1	CAUGHLIN/DEER CREEK RESERVE TRANSFER	(56,945)	(67,195)	(86,682)
33	3593	PINE BLUFF RESERVE TRANSFER	0	0	0
34	3594	1070 CC RESERVE TRANSFER	0	0	0
35	3595	WHISPERING CANYON (RH) RESERVE TRANSFER	(38,905)	(40,267)	(41,676)
36	3900	1070 CC - TRANSFER TO CAPITAL	0	0	0
37		TOTAL OTHER REVENUE	(97,257)	(301,210)	(395,341)
38					
39		TOTAL INCOME	2,794,683	3,169,032	3,317,818
40					
41		EXPENSE			
42		<u>OPERATING EXPENSE</u>			
43	4125	OFFICE RENT	0	0	0
44	4126	COMPUTER SERVICES	49,492	46,000	50,000
45	4127	CAI LAC LOBBYIST	2,263	2,263	2,263
46	4128	GATE REMOTES	0	1,500	1,500
47	4129	1070 CC LOAN - PRINCIPAL	32,402	33,744	35,136
48	4129-1	1070 CC LOAN - INTEREST	4,913	3,553	2,157
49	4129-2	1070 CC PRINCIPAL PAYDOWN	0	0	0
50	4130	GENERAL OFFICE	53,551	51,000	60,000
51	4131	OMBUDSMAN	9,618	9,618	9,618
52	4132	ELECTION FOR BOARD	0	5,000	5,000
53	4133	POSTAGE	22,080	20,000	16,000
54	4134	MANAGEMENT CONSULTANT FEE	0	0	0
55	4135	PRINTING & MAILINGS	39,570	27,000	20,000

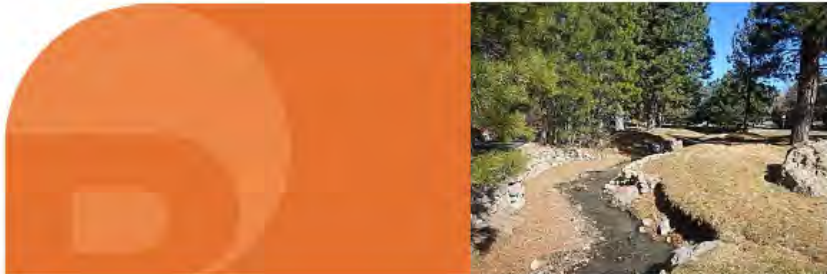
	A	B	C	D	E
1	APPROVED BY BOARD	2026 BUDGET SUMMARY	2024	2025	2026
2	10/1/25		AUDITED	RATIFIED 11/20/24	APPROVED 10/1/2025
56	4136	ACC BACKUP	0	0	0
57	4200	LEGAL SETTLEMENT	0	0	0
58	4201	LEGAL PROJECTS	1,504	10,000	5,000
59	4202	LEGAL - COLLECTION PROCEEDINGS	21,723		10,000
60	4300	LEGAL	90,881	50,000	50,000
61	4301	ACCOUNTING	19,670	20,000	22,000
62	4302	OUTSIDE CONSULTING	225	5,000	4,000
63	4303	FIRE PREVENTION PROJECT	0	0	5,000
64	4305	BAD DEBT	16,601	3,000	3,000
65	4306	DISTRESSED PROPERTIES CLEAN-UP	0	0	0
66	4307	FENCE REPAIR AGREEMENT	0	0	0
67	4308	MGMT. SERVICES INSURANCE	1,656	1,656	1,656
68	4309	LANDSCAPE SERVICES INSURANCE	2,977	3,432	5,446
69	4310	INSURANCE PACKAGE	110,636	122,453	132,327
70	4320	TAXES, LICENSES & FEES	33,916	68,751	69,000
71	4320-1	FEDERAL INCOME TAX	7,269	9,000	9,000
72	4321	PCE TAX FEE	0	0	0
73	4325	DEPRECIATION (Non-Cash)	0	0	0
74	4326	LOSS - DISPOSAL OF ASSETS (Non-Cash)	0	0	0
75	4330	NEWSLETTER	0	0	0
76	4335	COMMUNITY ACTIVITIES	35,364	35,000	35,000
77	4336	CAUGHLIN RANCHER	0	0	0
78	4360	ALARM MONITORING	2,866	2,000	3,000
79	4361	PATROL SERVICE	70,975	75,500	57,900
80	4373	LANDSCAPE CONTRACT SERVICES EXPENSE	1,334	2,000	2,000
81	4640	CAUGHLIN XING CAM FEE	9,231	10,450	7,500
82	4774	CONSULTING - ROCK WALL	0	0	0
83	4780	STEAMBOAT DITCH ANNUAL FEE & MAINTENANCE	14,905	15,000	15,000
84	4791	CONTINGENCY	0	0	0
85	5000	ARCHITECTURAL CONTROL COMMITTEE	7,268	10,000	10,000
86		TOTAL OPERATING EXPENSE	662,890	642,920	648,503
87					
88		<u>OTHER EXPENSE</u>			
89	9530	PURCHASE 1070 BLDG.			
90	9540	VILLAGE GREEN PARK IMPROVEMENTS			
91		TOTAL OTHER EXPENSE			
92					
93		<u>PAYROLL</u>			
98	4104	OFFICE TEMP.	0	0	0
100	4106	SALARIES & WAGES - ADMIN.	349,546	383,330	403,189
102	4110	PAYROLL TAXES - ADMIN.	39,091	42,219	44,194
103	4111	GROUP MEDICAL INS. - ADMIN.	64,726	76,728	59,078
104	4112	EMPLOYEE SIMPLE IRA - ADMIN.	9,305	12,250	12,846
105	4113	WORKERS COMP. - ADMIN.	1,559	2,282	2,986
106	4114	CONTINUING EDUCATION - ADMIN.	6,170	6,000	7,500
107	4115	STAFF INCENTIVE - ADMIN.	25,000	25,000	22,000
108	4402	SALARIES & WAGES- L&M	522,739	530,897	550,417
111	4409	SEASONAL WAGES - L&M	436,192	530,897	522,390
112	4410	GROUP MEDICAL INS. - L&M	110,141	125,447	121,784
113	4411	PAYROLL TAXES - L&M AND SEASONAL	115,590	125,662	131,234
114	4412	EMPLOYEE SIMPLE IRA - L&M	9,824	16,467	13,217
115	4413	STAFF INCENTIVE - L&M	18,000	18,000	18,000
116	4414	WORKERS COMP. - L&M AND SEASONAL	13,393	21,173	23,568

	A	B	C	D	E
1	APPROVED BY BOARD	2026 BUDGET SUMMARY	2024	2025	2026
2	10/1/25		AUDITED	RATIFIED 11/20/24	APPROVED 10/1/2025
117	4415	CONTINUING EDUCATION - L&M	600	3,500	3,500
119		TOTAL PAYROLL	1,721,876	1,919,852	1,935,903
120					
121		<u>REPAIRS AND MAINTENANCE</u>			
122	4142	ENTRANCE GATE REPAIRS	4,200	6,000	6,000
123	4143	CAMERAS - REPAIRS & MAINTENANCE	8,516	0	2,500
124	4500	MATERIALS/SUPPLIES	45,135	35,000	38,000
125	4501	VANDALISM & DUMP RUN	1,581	1,500	1,500
126	4502	SNOW REMOVAL	0	3,000	3,000
127	4503	PORTABLE RESTROOM FACILITY	14,169	15,000	17,000
128	4510	CHEMICALS/FERTILIZERS	18,230	20,000	20,000
129	4520	IRRIGATION REPAIRS	40,485	32,000	32,000
130	4530	PLANT MATERIAL/REPLACEMENT	38,227	30,000	35,000
131	4535	SOD & SEED	0	8,000	5,000
132	4537	TREE REMOVAL/PRUNING	33,250	10,000	25,000
133	4560	FUEL & OIL	33,296	35,000	35,000
134	4570	WEED ABATEMENT	63,500	65,000	62,000
135	4575	FIRE MITIGATION PROJECTS (i.e.: Landscaping)	0	0	10,000
136	4620	MISCELLANEOUS	4,020	5,000	5,000
137	4621	COTTAGES FENCE PAINTING	17,887	0	0
138	4625	MISC. PROPERTY REPAIRS	0	5,000	3,000
139	4630	TRASH HAULING	25,664	25,000	25,000
140	4705	SMALL EQUIPMENT	6,256	7,000	6,000
141	4706	L&M PHONES	2,519	0	0
142	4710	EQUIPMENT MAINTENANCE	55,311	45,000	45,000
143	4730	EQUIPMENT RENTAL	1,502	1,500	3,000
144	4760	SIGN MAINTENANCE/LIGHTS	4,431	4,000	4,500
145	4770	WATER CONSERVATION PROJECTS	0	0	0
146	4774	CONSULTING - ROCK WALL PROJECT	0	0	0
147	4775	ROCK/STONE WALL REPAIRS	0	0	0
148	4790	UNIFORMS	13,130	15,000	15,000
149	4792	ALUM CREEK PRESERVATION PROJECT	0	0	0
150	4793	INSURANCE CLAIM EXPENSE	0	0	0
151		TOTAL REPAIRS AND MAINTENANCE	431,309	368,000	398,500
152					
153		<u>UTILITY</u>			
154	4140	TELEPHONE	5,486	9,700	10,000
155	4141	ENTRANCE GATES TELEPHONE & INTERNET	5,918	6,960	9,000
156	4540	IRRIGATION	276,541	205,000	260,000
157	4550	UTILITIES	44,110	49,000	49,000
158	4551	STREET LIGHTS (Deer Creek)	4,167	4,500	4,500
159	4750	CAUGHLIN CREEK IRRIGATION REIMB.	2,150	2,300	2,300
160		TOTAL UTILITY	338,372	277,460	334,800
161					
162		TOTAL EXPENSE	3,154,447	3,208,232	3,317,706
163					
164		EXCESS REVENUE / EXPENSE	(359,765)	(39,200)	111
165					
171					
172		INCOME			
173		<u>RESERVE</u>			
174	3100	Developer Contributions	0	0	0
175	3200	INSURANCE CLAIM REVENUE	0	0	0

	A	B	C	D	E
1	APPROVED BY BOARD	2026 BUDGET SUMMARY	2024	2025	2026
2	10/1/25		AUDITED	RATIFIED 11/20/24	APPROVED 10/1/2025
176	3125	RESERVE ASSESSMENT - CRHA	0	0	0
177	4326-1	Gain/Loss on Investments	0	0	0
178	7101	INSURANCE CLAIM REVENUE	0	0	0
179	7105	CAUGHLIN/DEER CREEK RESERVE TRANSFER	56,945	67,195	86,682
180	7120	MOUNTAINSHYRE RESERVE TRANSFER	22,062	22,163	24,224
181	7130	CRHA RESERVE TRANSFER	223,590	335,385	435,385
182	7160	1070 CC RESERVE TRANSFER	0	0	0
183	7170	PINE BLUFF RESERVE TRANSFER	0	0	0
184	7175	WHISPERING CANYON RESERVE TRANSFER	38,905	40,267	41,676
185	7200	OTHER INCOME	0	0	0
186	7900	CAUGHLIN/DEER CREEK INTEREST	2,949	1,500	1,500
187	7910	MOUNTAINSHYRE INTEREST	5,278	700	700
188	7920	CRHA INTEREST	16,011	3,600	3,600
189	7960	WHISPERING CANYON INTEREST	409	675	675
190	7935	PARK IMPROVEMENT CONTRIBUTION	0	0	0
191	7940	1070 CC INTEREST	0	0	0
192	7950	PINE BLUFF INTEREST	0	0	0
193		TOTAL RESERVE	366,149	471,485	594,442
194					
195		TOTAL INCOME	366,149	471,485	594,442
196					
197		EXPENSE			
198		<u>RESERVE</u>			
199	8110	EQUIPMENT / VEHICLE MAINTENANCE	19,153	12,746	0
200	8120	EQUIPMENT ACQUISITION / REPLACEMENT	0	143,495	16,902
201	8140	TRAIL MAINTENANCE	133,317	97,073	10,250
202	8150	MISC. OFFICE EQUIPMENT	12,240	66,529	24,944
203	8160	SIGN MAINTENANCE	19,701	89,997	20,551
204	8190	1050 MAINTENANCE BUILDING / YARD	0	3,717	0
205	8191	IRRIGATION COMPS./POND MAINT.	6,404	14,134	12,640
206	8192	SIDEWALK/CONCRETE REPAIRS & MAINT.	2,550	0	0
207	8195	CRHA RESERVE UPDATE	1,400	6,205	1,435
208	8197	WEBSITE UPDATE	0	13,461	13,858
209	8200	PARK IMPROVEMENTS	11,423	54,768	2,737
210	8201	CRHA CONSULTING/ENGINEERING	33,871	0	0
211	8203	1070 OFFICE BUILDING	0	68,472	32,967
212	8220	CRHA MISC. REPAIRS & MAINT.	0	1,381	0
213	8222	SEGMENTAL RETAINING WALL REPAIRS	0	0	0
214	8223	RETAINING AND ROCKERY WALL INSPECTIONS	5,600	1,819	0
215	8225	BRIDGE/WATER WAYCROSSING	189,942	0	0
216	8230	CAUGHLIN/DEER CREEK ROAD MAINT.	49,885	701	0
217	8232	CAUGHLIN/DEER CREEK POND R&M	0	7,210	7,390
218	8233	CAUGHLIN/DEER CREEK MISC R&M	367	8,974	9,243
219	8240	CRHA ENTRY SIGNS & POWER	0	0	0
220	8250	MOUNTAINSHYRE ROAD MAINT.	0	1,899	0
221	8260	MOUNTAINSHYRE GATES	31,478	0	0
222	8262	MOUNTAINSHYRE RESERVE UPDATE	500	1,344	513
223	8263	MOUNTAINSHYRE MISC. REPAIRS	0	5,361	513
224	8264	MOUNTAINSHYRE CONCRETE REPAIRS	3,104	3,648	2,296
225	8265	MOUNTAINSHYRE MONUMENT SIGN & LIGHTS	0	22,581	750
226	8266	MTNSHYRE CONSULTING/ENGINEERING	0	0	0
227	8270	CAUGHLIN/DEER CREEK GATE REPAIRS	54,751	5,743	3,223
228	8274	CAUGHLIN/DEER CREEK RESERVE UPDATE	500	1,551	513

	A	B	C	D	E
1	APPROVED BY BOARD	2026 BUDGET SUMMARY	2024	2025	2026
2	10/1/25		AUDITED	RATIFIED 11/20/24	APPROVED 10/1/2025
229	8275	CAUGHLIN/DEER CREEK CONCRETE REPAIRS	5,967	0	0
230	8276	CC/DC CREEK CONSULTING/ENGINEERING	3,285	1,819	0
231	8280	INSURANCE CLAIM EXPENSE	0	0	0
232	8290	VEHICLE ACQUISITION / REPLACEMENT	0	52,390	37,105
233	8300	CAUGHLIN/DEER CREEK ENTRY SIGNAGE (2)	0	0	0
234	8310	HOLIDAY LIGHTING	2,120	0	0
235	8320	WHISPERING CANYON MISC. IRRIGATION REPAIRS	0	0	1,435
236	8330	WHISPERING CANYON RESERVE STUDY UPDATE	300	0	0
237	8331	WHISPERING CANYON ROAD MAINT.	42,896	0	2,847
238	8332	WHISPERING CANYON ROCKERY WALL INSPECT.	800	2,303	2,358
239	8333	WHISPERING CANYON CONSULTING/ENGINEERING	1,360	0	0
240	8334	WHISPERING CANYON MISC. REPAIRS	0	6,219	3,588
241	8335	WHISPERING CANYON PLANT REPLACEMENT	0	0	0
242	8336	WHISPERING CANYON RETAINING WALLS	0	0	0
243	8337	WHISPERING CANYON GATE R&R	15,922	0	0
244		TOTAL RESERVE	648,835	695,540	208,058
245					
246		TOTAL EXPENSE	648,835	695,540	208,058
247					
248		EXCESS REVENUE / EXPENSE	(282,686)	(224,055)	386,384

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RESERVE STUDY
Member Distribution Materials

Caughlin Ranch HOA

Update w/ Site Visit Review
Final
Published - August 16, 2025
Prepared for the 2026 Fiscal Year

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Section III: 30 Year Reserve Funding Plan	Cash Flow Method {c}	3

August 16, 2025

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

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

Browning Reserve Group, a division of Reserve Advisors, LLC prepared this Update w/ Site Visit Review for the January 1, 2026 - December 31, 2026 fiscal year. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 2.50% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 2.50% per year.

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

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

Funding Assessment

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

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

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

Caughlin Ranch HOA Nevada Member Summary Final Prepared for the 2026 Fiscal Year						
Reserve Component	Current Replacement Cost	Useful Life	Remaining Life	2025 Fully Funded Balance	2026 Fully Funded Balance	2026 Line Item Contribution based on Cash Flow Method
01000 - Paving	1,885,688	1-30	0-21	1,311,143	1,398,365	133,112
02000 - Concrete	5,373	6-8	3-3	3,225	4,040	859
03000 - Painting: Exterior	23,826	5-7	3-5	8,388	12,896	5,117
03500 - Painting: Interior	15,443	10-10	1-1	13,898	15,829	1,763
04000 - Structural Repairs	418,126	10-50	1-20	359,444	378,677	12,994
05000 - Roofing	42,515	25-30	3-23	25,852	28,187	2,381
08000 - Rehab	32,167	10-20	4-18	10,713	12,232	3,040
14000 - Recreation	1,320	10-10	3-3	924	1,082	158
17000 - Tennis Court	77,328	7-21	3-10	41,925	49,657	8,334
18000 - Landscaping	22,030	1-20	0-12	12,169	14,403	7,355
18500 - Lakes / Ponds	31,547	1-5	0-5	11,172	12,287	13,040
19000 - Fencing	27,745	10-30	2-15	13,534	15,261	1,978
19500 - Retaining Wall	440,825	2-25	0-18	116,423	138,633	38,899
20000 - Lighting	41,050	20-20	2-18	5,129	7,361	3,529
21000 - Signage	154,732	1-25	0-21	90,674	89,294	10,168
22000 - Office Equipment	69,717	3-9	0-4	47,313	58,500	13,960
23000 - Mechanical Equipment	82,202	15-15	1-13	58,896	65,986	6,827
24000 - Furnishings	95,062	1-15	0-11	65,478	70,138	8,625
24500 - Audio / Visual	3,230	10-10	9-9	323	662	449
24600 - Safety / Access	30,191	1-6	0-3	17,984	17,463	5,219
25000 - Flooring	31,540	10-20	7-11	13,719	16,543	3,235
25500 - Wallcoverings	7,254	20-20	2-2	6,529	7,064	424
26000 - Outdoor Equipment	479,408	5-30	0-15	201,534	226,108	42,389
27000 - Appliances	6,700	10-15	6-8	3,340	3,939	661
30000 - Miscellaneous	813,329	1-20	0-20	390,080	467,096	107,403
31000 - Reserve Study	11,600	5-5	0-4	8,800	5,248	2,664
32000 - Undesignated	1,400	1-1	1-1	700	1,435	799
Totals	\$4,851,347			\$2,839,310	\$3,118,385	\$435,385
Estimated Ending Balance				\$438,181	\$714,406	\$15.82
Percent Funded				15.4%	22.9%	/Lot/month @ 2293

Section III

Caughlin Ranch HOA

30 Year Reserve Funding Plan Cash Flow Method

Final

Prepared for the 2026 Fiscal Year

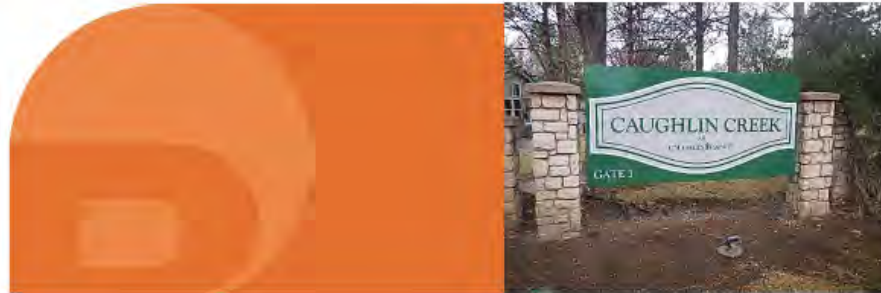
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Beginning Balance	192,607	438,181	714,406	1,008,178	487,902	634,355	272,233	672,190	1,044,387	1,476,865
Inflated Expenditures @ 2.5%	97,599	173,389	262,880	1,174,131	602,787	1,208,700	136,702	187,120	150,227	341,411
Reserve Contribution	335,385	435,385	535,385	635,385	735,385	835,385	935,000	538,125	551,578	565,367
Lots/month @ 2293	12.19	15.82	19.46	23.09	26.73	30.36	19.08	19.56	20.05	20.55
Percentage Increase	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	7,788	14,229	21,266	18,470	13,855	11,192	11,660	21,192	31,127	39,721
Ending Balance	438,181	714,406	1,008,178	487,902	634,355	272,233	672,190	1,044,387	1,476,865	1,740,542

1) Large increases in the funding plan are needed until the paving work is completed on the paths. This is a draft.

	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Beginning Balance	1,740,542	1,493,299	1,702,767	2,071,678	2,509,924	3,038,116	2,156,755	2,554,885	2,693,622	3,127,260
Inflated Expenditures @ 2.5%	866,667	423,979	286,525	242,377	179,965	1,601,149	332,003	614,906	344,291	241,936
Reserve Contribution	579,501	593,989	608,839	624,060	639,662	654,654	672,045	688,846	706,067	723,719
Lots/month @ 2293	21.06	21.59	22.13	22.68	23.25	23.83	24.42	25.03	25.66	26.30
Percentage Increase	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	39,924	39,458	46,598	56,563	68,494	64,134	58,168	64,796	71,863	84,204
Ending Balance	1,493,299	1,702,767	2,071,678	2,509,924	3,038,116	2,156,755	2,554,885	2,693,622	3,127,260	3,693,247

	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054
Beginning Balance	3,693,247	3,927,433	4,176,825	4,450,050	4,940,435	5,640,996	5,958,758	6,675,109	7,012,006	6,406,718
Inflated Expenditures @ 2.5%	601,708	611,017	612,646	424,396	248,895	664,737	299,897	713,861	1,674,777	1,613,162
Reserve Contribution	741,812	760,357	779,366	798,850	818,821	839,292	860,274	881,781	903,826	926,422
Lots/month @ 2293	26.96	27.63	28.32	29.03	29.76	30.50	31.26	32.05	32.85	33.67
Percentage Increase	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	94,082	100,053	106,505	115,932	130,635	143,207	155,974	168,977	185,663	151,596
Ending Balance	3,927,433	4,176,825	4,450,050	4,940,435	5,640,996	5,958,758	6,675,109	7,012,006	6,406,718	5,872,574

August 16, 2025



RESERVE STUDY
Member Distribution Materials

Caughlin Creek / Deer Creek

Update w/ Site Visit Review
Final
Published - August 16, 2025
Prepared for the 2026 Fiscal Year

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

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Browning Reserve Group, a division of Reserve Advisors, LLC prepared this Update w/ Site Visit Review for the January 1, 2026 - December 31, 2026 fiscal year. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 2.50% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 2.50% per year.

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

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

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Section III: 30 Year Reserve Funding Plan	Cash Flow Method {c}	3

Funding Assessment

Based on the 30 year cash flow projection, the Association's reserves are **inadequately funded** as the reserve fund ending balances may fail to remain positive throughout the replacement of all major components during the next 30 years. **Additional reserve funding including some combination of increased contributions, special assessments and loans may be necessary to meet all reserve obligations.**

Nevada statute imposes no reserve funding level requirements.

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



Section III
Caughlin Creek / Deer Creek
30 Year Reserve Funding Plan Cash Flow Method
Final
Prepared for the 2026 Fiscal Year

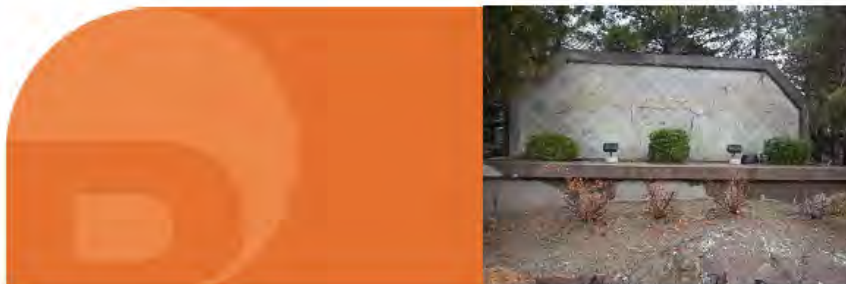
Caughlin Creek / Deer Creek
Nevada Member Summary
Final
Prepared for the 2026 Fiscal Year

Reserve Component	Current Replacement Cost	Useful Life	Remaining Life	2025 Fully Funded Balance	2026 Fully Funded Balance	2026 Line Item Contribution based on Cash Flow Method
01000 - Paving	1,142,117	1-27	0-18	506,476	571,073	58,908
02000 - Concrete	192,626	5-30	3-28	24,634	33,715	10,474
04000 - Structural Repairs	2,600	20-20	14-14	780	933	137
11000 - Gate Equipment	85,227	8-12	0-7	35,606	40,455	8,134
18500 - Lakes / Ponds	7,210	1-1	0-0	7,210	7,390	5,365
20000 - Lighting	48,085	20-40	2-16	37,476	39,773	1,209
21000 - Signage	12,484	15-20	13-19	738	1,419	755
24600 - Safety / Access	9,018	6-6	1-1	7,515	9,243	1,146
31000 - Reserve Study	3,600	5-5	0-4	2,600	1,763	555
Totals	\$1,502,966			\$623,034	\$705,765	\$86,682
Estimated Ending Balance				\$160,998	\$232,166	\$40.58
Percent Funded				25.8%	32.9%	/Unit/month @ 178

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Beginning Balance	107,856	160,998	232,166	320,955	449,918	601,384	106,383	251,625	365,343	521,343
Inflated Expenditures @ 2.5%	17,372	20,369	29,859	24,802	20,187	678,279	33,717	68,440	29,487	14,886
Reserve Contribution ¹	67,195	86,682	111,820	144,248	158,673	174,540	174,540	174,540	174,540	174,540
Units/month @ 178	31.46	40.58	52.35	67.53	74.29	81.71	81.71	81.71	81.71	81.71
Percentage Increase	29.0%	29.0%	29.0%	29.0%	10.0%	10.0%	0.0%	0.0%	0.0%	0.0%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	3,319	4,854	6,829	9,517	12,979	8,738	4,420	7,617	10,947	15,028
Ending Balance	160,998	232,166	320,955	449,918	601,384	106,383	251,625	365,343	521,343	695,924
1) Large recommended reserve contribution increases are necessary in years 2026 - 2030 in order to complete reserve projects and maintain a positive fund balance.										

	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Beginning Balance	695,924	865,622	926,682	1,093,713	1,224,832	1,395,771	1,526,195	1,711,084	1,682,084	1,242,267
Inflated Expenditures @ 2.5%	24,121	135,607	32,452	72,045	35,955	80,189	29,617	245,431	650,461	60,512
Reserve Contribution	174,540	174,540	174,540	174,540	174,540	174,540	174,540	174,540	174,540	174,540
Units/month @ 178	81.71	81.71	81.71	81.71	81.71	81.71	81.71	81.71	81.71	81.71
Percentage Increase	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	19,278	22,127	24,943	28,624	32,353	36,074	39,966	41,891	36,103	32,482
Ending Balance	865,622	926,682	1,093,713	1,224,832	1,395,771	1,526,195	1,711,084	1,682,084	1,242,267	1,388,777

	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054
Beginning Balance	1,388,777	1,576,073	1,762,079	1,925,370	1,870,342	2,068,187	1,002,299	1,173,417	1,344,547	1,311,206
Inflated Expenditures @ 2.5%	23,847	29,745	56,774	276,428	25,319	1,278,335	30,283	34,496	240,669	223,185
Reserve Contribution	174,540	174,540	174,540	174,540	174,540	174,540	174,540	174,540	174,540	174,540
Units/month @ 178	81.71	81.71	81.71	81.71	81.71	81.71	81.71	81.71	81.71	81.71
Percentage Increase	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	36,603	41,212	45,524	46,861	48,624	37,907	26,861	31,086	32,787	32,172
Ending Balance	1,576,073	1,762,079	1,925,370	1,870,342	2,068,187	1,002,299	1,173,417	1,344,547	1,311,206	1,294,733



RESERVE STUDY

Member Distribution Materials

Mountainshyre

Update w/ Site Visit Review
Final

Published - August 16, 2025

Prepared for the 2026 Fiscal Year

Section	Report	Page
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Browning Reserve Group, A Division Of Reserve Advisors, LLC
www.BrowningRG.com

August 16, 2025

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

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

Browning Reserve Group, a division of Reserve Advisors, LLC prepared this Update w/ Site Visit Review for the January 1, 2026 - December 31, 2026 fiscal year. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 2.50% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 2.50% per year.

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

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

Funding Assessment

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

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

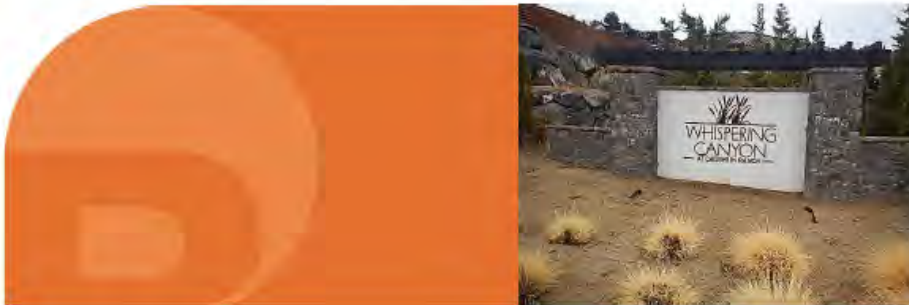
The board of directors does not anticipate any special reserve assessment will be required during the current 30-year life of the reserve study to repair, replace, maintain or restore any major component or to provide adequate reserves. (NAC 116.430 8)

Mountainshyre Nevada Member Summary Final Prepared for the 2026 Fiscal Year						
Reserve Component	Current Replacement Cost	Useful Life	Remaining Life	2025 Fully Funded Balance	2026 Fully Funded Balance	2026 Line Item Contribution based on Cash Flow Method
01000 - Paving	496,299	3-22	0-19	70,976	89,029	20,506
02000 - Concrete	3,661	6-8	0-1	3,288	2,478	188
03000 - Painting; Exterior	500	8-8	1-1	438	513	22
05000 - Roofing	1,873	30-30	22-22	499	576	36
11000 - Gate Equipment	61,109	8-12	2-9	20,093	27,586	2,665
20000 - Lighting	732	12-12	1-1	671	750	21
21000 - Signage	23,724	20-30	3-12	20,840	22,189	297
24600 - Safety / Access	4,265	6-6	2-2	2,843	3,643	251
31000 - Reserve Study	3,400	5-5	0-4	2,400	1,722	237
Totals	\$595,563			\$122,048	\$148,485	\$24,224
Estimated Ending Balance				\$268,512	\$295,630	\$34.80
Percent Funded				220.0%	199.1%	/Unit/month @ 58



Section III
Mountainshyre
30 Year Reserve Funding Plan Cash Flow Method
Final
Prepared for the 2026 Fiscal Year

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Beginning Balance	245,326	268,512	295,630	311,554	320,621	273,180	313,409	345,206	351,264	398,121
Inflated Expenditures @ 2.5%	446,808	475,283	503,929	53,929	57,000	57,000	57,000	57,000	57,000	57,000
Reserve Contribution	77.48	77.48	77.48	77.48	77.48	77.48	77.48	77.48	77.48	77.48
Units/month @ 58	9.3%	9.3%	9.3%	9.3%	9.3%	9.3%	9.3%	9.3%	9.3%	9.3%
Percentage Increase	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	5,903	1,272	2,078	1,884	1,810	2,186	2,339	2,933	3,723	10,431
Ending Balance	31,358	71,645	96,667	55,928	90,677	313,409	345,206	351,264	398,121	446,808
Beginning Balance	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054
Inflated Expenditures @ 2.5%	97,966	131,194	160,389	175,142	168,882	205,175	114,948	123,599	153,499	184,176
Reserve Contribution	9,283	14,066	29,061	50,180	7,996	133,851	33,966	13,193	13,163	1,023
Units/month @ 58	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00	57.00
Percentage Increase	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	2,829	3,600	4,142	4,247	4,618	3,952	2,945	3,421	4,169	5,088
Ending Balance	131,184	160,389	175,142	168,882	205,175	114,948	123,599	153,499	184,176	227,512



RESERVE STUDY

Member Distribution Materials

Whispering Canyon at Caughlin Ranch

Update w/ Site Visit Review

Final

Published - August 18, 2025

Prepared for the 2026 Fiscal Year

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Section III:	30 Year Reserve Funding Plan	
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August 18, 2025

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

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

Browning Reserve Group, a division of Reserve Advisors, LLC prepared this Update w/ Site Visit Review for the January 1, 2026 - December 31, 2026 fiscal year. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 2.50% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 2.50% per year.

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

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

Funding Assessment

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

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

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

Whispering Canyon at Caughlin Nevada Member Sun						
Prepared for the 2026 Fiscal						
Reserve Component	Current Replacement Cost	Useful Life	Remaining Life	2025 Fully Funded Balance	2026 Fully Funded Balance	2026 Line Item Contribution Based on Cash Flow Mett
01000 - Paving	432,806	1-25	1-18	113,013	144,375	26,526
02000 - Concrete	3,139	8-8	5-5	1,177	1,609	307
03000 - Painting: Exterior	5,971	5-6	3-3	2,708	3,890	811
04000 - Structural Repairs	12,591	25-25	18-18	3,526	4,130	544
11000 - Gate Equipment	76,336	6-30	3-22	36,309	44,124	5,471
18000 - Landscaping	42,437	3-25	1-17	18,809	25,299	4,514
19000 - Fencing	20,075	10-30	4-24	5,918	7,077	981
19500 - Retaining Wall	2,300	2-2	1-1	1,150	2,358	816
20000 - Lighting	5,220	15-15	7-7	2,784	3,210	286
21000 - Signage	14,470	15-15	7-7	7,717	8,899	794
30000 - Miscellaneous	9,720	25-25	19-19	2,333	2,790	430
31000 - Reserve Study	1,400	5-5	0-0	1,400	287	194
Totals	\$626,465			\$196,843	\$248,047	\$41,676
Estimated Ending Balance				\$200,752	\$237,613	\$78.93
Percent Funded				102.0%	95.8%	/Lot/month @



Section III
Whispering Canyon at Caughlin Ranch
30 Year Reserve Funding Plan Cash Flow Method
Final
Prepared for the 2026 Fiscal Year

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Beginning Balance	157,463	200,752	237,613	281,071	289,250	305,218	247,183	299,371	327,232	375,674
Inflated Expenditures @ 2.5%	1,400	10,227	6,080	43,507	37,579	112,679	4,059	31,106	13,260	23,195
Reserve Contribution	40,267	41,676	43,135	44,645	46,208	47,825	49,499	51,231	53,024	54,880
Lots/month @ 44	76.26	78.93	81.70	84.55	87.52	90.58	93.75	97.03	100.42	103.94
Percentage Increase	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	4,422	5,412	6,404	7,041	7,339	6,820	6,748	7,736	8,678	9,788
Ending Balance	200,752	237,613	281,071	289,250	305,218	247,183	299,371	327,232	375,674	417,148

	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
Beginning Balance	417,148	481,458	404,764	476,491	529,531	533,139	600,589	678,934	612,641	123,444
Inflated Expenditures @ 2.5%	3,584	146,424	0	22,356	74,693	14,009	7,274	154,506	573,080	85,576
Reserve Contribution	56,801	58,789	60,847	62,977	65,181	67,462	69,823	72,267	74,796	77,414
Lots/month @ 44	107.58	111.34	115.24	119.27	123.45	127.77	132.24	136.87	141.66	146.62
Percentage Increase	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	11,094	10,941	10,880	12,420	13,119	13,997	15,797	15,945	9,087	2,984
Ending Balance	481,458	404,764	476,491	529,531	533,139	600,589	678,934	612,641	123,444	118,266

	2045	2046	2047	2048	2049	2050	2051	2052	2053	2054
Beginning Balance	118,266	190,424	251,230	267,316	210,002	240,327	327,897	417,948	461,983	567,226
Inflated Expenditures @ 2.5%	11,777	27,573	76,145	152,040	67,176	14,605	17,648	68,766	12,969	208,906
Reserve Contribution	80,123	82,927	85,829	88,833	91,942	95,160	98,491	101,938	105,506	109,199
Lots/month @ 44	151.75	157.06	162.55	168.24	174.13	180.23	186.54	193.06	199.82	206.82
Percentage Increase	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Special Assessments / Other	0	0	0	0	0	0	0	0	0	0
Interest Pre Tax @ 2.50%	3,811	5,453	6,402	5,893	5,560	7,015	9,208	10,863	12,706	12,934
Ending Balance	190,424	251,230	267,316	210,002	240,327	327,897	417,948	461,983	567,226	480,453

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

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

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

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

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

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

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

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

Revised Collection Policy
September 2019
2 | Page

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

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

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

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

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

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

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

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

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

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



President, Board of Directors

9/30/19

Date



Secretary, Board of Directors

9/30/19

Date

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United Assessment Recovery, Inc.
6625 S Valley View Blvd, Suite 300
Las Vegas, NV 89118
Phone: (702)983-4000
www.unitecrecovery.com

Schedule of Fees

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

Actual costs of collections pursuant to NAC 116.470

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

Costs may not be all inclusive.

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



FEE SCHEDULE INCLUDING ELECTRONIC DOCUMENT DELIVERY SERVICE

Resale Disclosure Package; Certificate & Documents	\$169.58
<i>Expedite Fee (additional charge if required sooner than 3 business days)</i>	<i>\$100.00</i>
Statement of Demand	\$158.98
<i>Expedite Fee (additional charge if required sooner than 3 business days)</i>	<i>\$100.00</i>
Association (Lender) Questionnaire / PUD Forms	\$105.99
<i>Additional charge for preparing Custom Questionnaire</i>	<i>\$10.00</i>
Updated Statement of Demand	\$79.49
<i>Expedite Fee (additional charge if required sooner than 3 business days)</i>	<i>\$100.00</i>
Documents Only via electronic delivery	no charge

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

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

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

Additional items available for purchase from the CRHA Business Office:

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

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

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

Revised: October 1, 2025

EXHIBIT "B"

REPAYMENT PLAN AND FORBEARANCE AGREEMENT
CAUGHLIN RANCH HOMEOWNERS ASSOCIATION

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

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

I. RECITALS

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

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

II. AGREEMENT

- 1. **Acknowledgement of Recitals.** The Parties acknowledge that the Recitals herein are true and correct statements of fact.
- 2. **Existing Defaults.** Owner acknowledges and agrees that: (a) Owner has defaulted on the obligations and terms of the Governing Documents; (b) the Past Due Obligation set forth above is owed by Owner to Association under the Governing Documents without any defense, right of setoff or counterclaim, and (c) the Association has the immediate right to exercise all rights and remedies provided under the Governing Documents including, without limitation, foreclosure of the Unit to satisfy the Past Due Obligation.
- 3. **Forbearance.** Subject to the terms and conditions of this Agreement, Association agrees to temporarily forbear from exercising its foreclosure and related remedies under the Governing Documents; provided, however, that such agreement to temporarily forbear by Association shall immediately terminate on the earlier of (i) a termination of this Agreement by Association in accordance with the terms hereof; or (ii) the occurrence of an Event of Default (as defined below). The period of time from the date of this Agreement until the termination of Association's forbearance as provided in the previous sentence is referred to herein as the "Forbearance Period." If this Agreement is terminated by reason of item (i) or (ii), above, then Association may exercise all of its rights on account of all Existing Defaults, as well as any additional Events of Default, including, without limitation, proceeding to a foreclosure sale of the Unit to satisfy the Past Due Obligation.
- 4. **Conditions Precedent.** Association's agreement to temporarily forbear from exercising its rights and remedies under the Governing Documents shall be effective when: (1) Association shall have received the fully executed original hereof by all owners of record of the Unit, which must be received by the Association within thirty (30) days of the Effective Date; and, (2) Association's receipt of the first payment required herein.
- 5. **Payment of Past Due Obligation.** The Past Due Obligation must be paid in full within 6 months, provided that the General Manager has the authority to extend the repayment period to no more than 12 months if extraordinary circumstances exist. Only the Board, or a committee authorized by the Board, has the authority to extend the repayment period in excess of 12 months, upon a finding that extraordinary circumstances exist which justify such an extension. Owner agrees to pay the entire Past Due Obligation within _____ months of the Association's mailing of this Agreement, by making _____ (____) equal monthly installments in the amount of _____ ("Monthly Installment"). The initial Monthly Installment must be made at the time this Agreement is provided to the Association. Thereafter, the Monthly Installments are due on the 1st day of each month thereafter and are late if not paid by the 11th day of the month. All payments will be delivered to the Association at 1070 Caughlin Crossing, Reno, NV 89519. Owner understands and acknowledges that payment of the Past Due Obligation is in addition to

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Owner

Owner

Caughlin Ranch Homeowners
Association
By: Its General Manager

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Exhibit "C"

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

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

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

CONTEST OF PAST DUE OBLIGATION CAUGHLIN RANCH HOMEOWNERS ASSOCIATION

1. Unit Address relating to past due obligation: _____
 2. Name of Unit Owner(s): _____
 3. Past Due Obligation being Contested: _____

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

Regular Assessment	<input type="checkbox"/>
Special Assessment	<input type="checkbox"/>
Fine	<input type="checkbox"/>
Construction Penalty	<input type="checkbox"/>
Interest	<input type="checkbox"/>
Collection Costs and/ or Attorney's fees	<input type="checkbox"/>
Other	<input type="checkbox"/>
 6. Amount of past due obligation being contested: _____
 7. Basis for past due obligation being contested: (attach additional sheet(s) if necessary)

 8. Do you request to address the Association's Board of Directors or Committee appointed by the Association's Board of Directors when they consider this Contest?
No ☐ Yes ☐ If Yes, would you like the matter discussed and considered in an executive session or an open meeting.

Executive Session	<input type="checkbox"/>
Open Meeting	<input type="checkbox"/>
- Dated this ____ day of _____, 20____ By: _____

MILITARY STATUS VERIFICATION FORM

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

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

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

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

PLEASE PRINT:

CHECK ONE THAT APPLIES: SERVICEMEMBER _____ DEPENDENT * _____ NEITHER _____

FULL NAME _____ DATE OF BIRTH _____

TELEPHONE NUMBER _____ UNIT ADDRESS _____

MAILING ADDRESS _____ BRANCH OF MILITARY _____

MILITARY ID NUMBER _____ DATE ENTERED INTO SERVICE _____

DATE SERVICE ENDED (if applicable) _____

DATE OF DEPLOYMENT (if applicable) _____ DATE RETIRED (if applicable) _____

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

Unit's Owner Signature

Date

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

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

VERIFICATION:

_____ Servicemember Active Duty or Deployment

_____ Dependent

_____ Court determination of ability to make payments

Association Representative

Date

Exhibit "E"

CAUGHLIN RANCH HOMEOWNERS ASSOCIATION

NEVADA CIVIL RELIEF ACT:

Federal, State and Tribal Workers/Contractors and Landlords ("NCRA")

Lot Owner's Name: _____

Lot Address: _____

Mailing Address, if different: _____

Phone: _____ E-mail: _____

Employee's Name: _____

Employee's Employer: _____

Employer's Address: _____

Employer's Phone Number: _____

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

_____ A federal worker/contractor

_____ A state worker/contractor

_____ A tribal worker/contractor

_____ A household member of one of the above

_____ A landlord of a federal, state or tribal worker or contractor

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

Signature: _____

Printed Name: _____

Date: _____

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**CAUGHLIN RANCH HOMEOWNERS ASSOCIATION
REVISED RULES & REGULATIONS, VIOLATION & FINE POLICY,
AND CONSTRUCTION PENALTY SCHEDULE
EFFECTIVE: January 1, 2025**

To: All Members of the Caughlin Ranch Homeowners Association ("Association")

Chapter 116 of the Nevada Revised Statutes ("NRS") requires the Board of Directors of the Association to provide notice to all members or unit owners of the applicable provisions of the Association's governing documents that form the basis for the Association's Administrative Rules and Fine Structure.

I. BACKGROUND

In 1984, the Association was formed, the Association's By-Laws were adopted by the Board of Directors ("Board"), and the Declaration of Protective Covenants for Caughlin Ranch was recorded on August 8, 1984, as Document No. 942122 in the official records of Washoe County, Nevada, and was amended multiple times including a comprehensive Amended Declaration of Covenants, Conditions and Restrictions, recorded on December 11, 2015, as Document No. 4540950 in the official records of Washoe County, Nevada ("Declaration" or "CC&Rs"). The Declaration benefits and burdens each property within Caughlin Ranch (the "Community").

Pursuant to NRS 116.31065, the CC&R's as amended, and the Association's Bylaws, the Association may adopt rules and regulations which are consistent with the governing documents of the Association and fines and penalties which may be imposed to remedy violations of the governing documents.

The Board adopted Rules and Fine Structures effective on November 17, 2003, September 1, 2011, November 20, 2013, April 6, 2015, December 2, 2019, January 2, 2021 and September 28, 2022 ("Previous Rules and Fine Structure"). These Rules and Regulations are intended to amend and supersede the Previous Rules and Fine Structure. This revision was approved by the Board of Directors on, November 18, 2024, and became effective on January 1, 2025.

Section III of the CC&R's includes 35 residential restrictions that affect all properties within the Community ("Residential Restrictions"). In addition, the Architectural Control Committee ("ACC") and the Board have adopted specific guidelines and policies, which are applicable to all properties within the Community, including a comprehensive Architectural Control Standards and Guidelines Handbook ("ACS&G's"), adopted March 22, 2017 and effective October 20, 2017; amended September 23, 2020, and effective January 2, 2021; amended November 16, 2022 and effective January 1, 2023, and amended November 18, 2024 and effective January 1, 2025 which incorporate previous guidelines and policies¹, and have the authority to adopt future specific guidelines and policies; (collectively the

¹ The specific guidelines and policies previously adopted and which apply in addition to these Rules and Regulations include without limitation:

- a. Architectural Review for Residential and Non-Residential Project Plans
- b. Satellite Dish Regulations
- c. Political Signs
- d. Wind Machine/Turbines – Adopted January 11, 2012
- e. Solar Guidelines – Adopted May 9, 2012
- f. Snow Removal Policy – Adopted July 11, 2012
- g. Advertising Guidelines – Adopted August 8, 2012
- h. Revised Fence Guidelines – Adopted September 23, 2020 and Effective January 2, 2021
- i. Sidewalk and Landscaping Guidelines – Adopted July 10, 2013
- j. Revised General Landscape Requirements – Adopted March 18, 2020
- k. Revised Delinquent Assessment Collection Policy – Adopted September 25, 2019
- l. Revised Tree Growth, Maintenance and Fire Fuels Reduction Policy – Adopted July 10, 2013
- m. Common Area Tree Removal & Replacement Policy – Adopted May 20, 2015 and Effective July 6, 2015
- n. Common Area Memorial Bench Guidelines – Adopted September 23, 2015 and Amended May 29, 2019

"Guidelines and Policies").

These Rules and Regulations shall be used in conjunction with, and as a complement, to the CC&R's, Bylaws, Articles of Incorporation, the Residential Restrictions, and the Guidelines and Policies (collectively the "Governing Documents").

Violation of these Rules and Regulations and the Governing Documents may be enforced in accordance with the terms hereof, the Governing Documents, and as allowed pursuant to applicable Nevada law.

II. RULES & REGULATIONS

In addition to the Governing Documents, the following Rules & Regulations shall apply to all properties within the Community:

1. Nothing shall be done or kept within the Community which would result in an increase or cancellation of the Association's insurance. (CC&R's Article III, GG)
2. Owners shall be responsible for the actions of their tenants, guests, and any other person(s) deriving their right to use the common areas from the owners. Owners shall also be responsible for ensuring their tenants, guests and invitees are aware of, and comply with, the Rules & Regulations, and Governing documents. If an Owner, a tenant or an invitee of an Owner violates any provision of the Governing Documents, or these Rules and Regulations, the Board may impose a fine against the Owner, the tenant or the invitee of the Owner to the fullest extent allowed by the NRS and this Violation & Fine Policy. (CC&R's Article VII, A)
3. No illegal or hazardous substances shall be brought upon any portion of the Community except normal household substances in such quantities as is customary for private household use. (CC&R's Article III, G)
4. All Improvements or visible modifications to home or structure which can be seen from the exterior of the structure, such as but not limited to, replacing windows, doors, exterior painting, adding or replacing exterior light fixtures, roof or exterior modifications, or adding or making changes to the home or other structures, which can be seen from the exterior of the home or structure, shall be pre-approved in writing by the Architectural Control Committee (ACC) prior to the commencement of any work. The only exception is for like-kind (color, quantity, size, etc.) replacement of items which have already been approved. Re-painting of an existing color which was previously approved shall not

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- o. Architectural Control Standards and Guidelines Handbook – Adopted March 22, 2017; Eff. October 20, 2017; amended September 23, 2020, and effective January 2, 2021; and amended November 16, 2022 and effective January 1, 2023
 - p. Final Development Standards Handbook – Recorded May 30, 2002
 - q. Anti-Violence/Harassment Policy for the Health, Welfare and Safety of the Board of Directors, Committees, Community Manager, Agents and Residents – Adopted November 14, 2018
 - r. Subdivision Rules and Regulations adopted July 27, 2016, Revised on September 28, 2022 and November 16, 2022; Effective January 1, 2023
 - s. Caughlin Ranch Homeowners Association Policy for Common Area Encroachments – Adopted November 16, 2022; Revised May 24, 2023, further Revised July 26, 2023

require prior written approval unless required by the owner's sub-association. However, it is incumbent upon the Owner to verify the existing color was previously approved. (CC&R's Article IV, C, #2)

5. All Improvements or visible modifications to a Lot or Parcel including front, side and backyards, such as but not limited to, removing or installing trees (non-fruit bearing only) and shrubs, rockery walls, fencing, pavers, walkways, gazebos, trellises, swimming pools, play structures, such as swings, slides and trampolines, water features, hot tubs, spas, statues, treehouses, etc. shall be pre-approved in writing by the ACC prior to the commencement of any work or installation of the item. This applies to vacant, improved, and unimproved Lots, and front, side and back yards. The ONLY exception is for like-kind (quantity, size, etc.) replacement of flowers, groundcovers and shrubs that are listed in "Choosing the Right Plants" published by the University of Nevada Cooperative Extension, updated December 2013. All plantings shall comply with the plant spacing requirements detailed in the Architectural Control Standards & Guidelines (ACS&G's) Handbook. (CC&R's Article IV, C, #2)

6. Privately owned and common area trees shall be pruned in accordance with the ANSI A300 (Part 1) – 2017 Pruning Guidelines. Privately owned and common area trees shall not be, topped or removed without prior written approval from the ACC. A written report from a Certified Arborist must accompany each request to remove a tree. CRHA does not permit the removal of healthy trees to enhance or protect views.

7. Fruit bearing trees, vines, etc., shall not be permitted without ACC approval due to their attractiveness to wildlife.

8. The ACC may require homeowners to solicit neighbor comments when a project submitted for review consideration does not conform to the established standards or guidelines and would therefore require a variance in order to obtain final approval.

9. As a result of failure to receive prior written approval from the ACC for any project requiring ACC approval, the ACC may require removal of the improvement or restoration to its original state or condition. Additionally, construction penalties may be assessed in accordance with the Construction Penalty Schedule and fines in accordance with the fine schedule attached hereto. In addition, the owner(s) will be invited to attend a Compliance Hearing to address and clarify the ACC approval requirements and process. (CC&R's Article IV, C, 2)

10. Construction work hours shall be limited to 7:00 A.M. to 6:00 P.M. Monday through Saturday. Construction work shall not be permitted on Sunday. (CC&R's Article III, Z)

11. Maintenance work, except for snow removal and other safety considerations, that generates noise which can be heard outside the home or Lot, such as but not limited to, sawing, drilling, power washing, hammering, blowing, mowing, etc., shall be limited to 7:00 A.M. to 6:00 P.M. Monday through Saturday. Noise generating maintenance work shall be permitted on Sunday from 12:00 noon to 3:00 P.M. (CC&R's Article III, G)

12. Dumping and/or the release of any materials, liquid or solid, into lakes, ponds, streams, creeks, ditches and/or storm drains within the Community is strictly prohibited. (CC&R's Article III, G)

13. Hunting, boating, swimming, ice skating, and walking on the ice of common area ponds shall not be permitted within the Community. Fishing of any kind shall not be permitted. Trapping of any fish, crustaceans, turtles, or wildlife, etc. shall not be permitted.

14. Repairing of vehicles, or parking or storing of inoperable, unregistered and/or unsightly (as determined by the Board of Directors) vehicles shall not be permitted within the Community unless they are repaired or stored entirely within an enclosed garage or other pre-approved structure so as not to be visible from any Lot, street or common area within the Community. Vehicles shall be parked on concrete or asphalt surfaces designated for parking. Parking shall not be allowed on bare, rocked or landscaped areas. CC&R's Article III, G & Q)

15. No travel trailer, utility trailer, campers, motor home (R.V.), house trailer, boat or boat trailer, other watercraft or corresponding trailer, or other type of trailer ("Trailers"), nor any All Terrain Vehicle (ATV), Off Road Vehicle (ORV) or similar type, or Commercial Vehicle, shall be parked within the Development for more than forty-eight (48) consecutive hours nor for more than five (5) days in a thirty (30) day consecutive period, unless kept within a fully enclosed roofed garage so as not to be visible from any street, Lot, Parcel, or Common Area. Commercial Vehicles are vehicles which meet any of the following criteria: (a) vehicles which have an overall length of more than twenty-four feet (24'); or exceeds eight feet six inches (8' 6") in width; (b) has a gross vehicle weight rating, weight, gross combination weight rating or gross combination weight of 26,002 pounds or more; (c) is designed to transport 16 or more passengers, including the driver; or (d) is used in the transportation of hazardous materials. Company owned vehicles which do not meet the definition of Commercial Vehicles may park in the driveway of his or her unit overnight, and on their personal days off up to two days per week, if the person is the unit's owner or is a tenant of a unit's owner and brings the vehicle to his or her unit pursuant to his or her employment with the entity which owns the vehicle. This policy does not prevent a utility service vehicle, a law enforcement vehicle, or an emergency service vehicle from parking in the Community to the extent expressly allowed pursuant to NRS 116.350, provided the Association may require that a person parking a utility service vehicle, law enforcement vehicle or emergency services vehicle, provide written confirmation from his or her employer that the person is qualified to park his or her vehicle in the Community pursuant to NRS 116.350.

Any Trailers or Commercial Vehicles which are parked or stored in violation of the CC&R's or the Rules & Regulations may be towed to a public garage or storage yard to the full extent authorized by law. (CC&R's Article III, L)

16. During construction, remodeling and/or disaster abatement, containers, utility trailers, pods or dumpsters may be placed on individual Lots or driveways for the removal of trash and construction debris. Trash and debris shall be properly contained so it is not allowed to become wind-blown. (CC&R's Article III, L)

17. Except for authorized maintenance and compliance inspection vehicles, and motorized wheelchairs, scooters or other motorized units used for mobility purposes by persons with a disability or medical need to use the motorized unit, motorized vehicles (including, but not limited to, all-terrain and off-road vehicles, razors, side by sides, scooters, mopeds, Segways, hoverboards, etc.) shall not be permitted on the sidewalks, dirt trails, paved paths, walkways, or common areas. (CC&R's Article III, Q)

18. Signs, Flags and Lot Numbers. Except as set forth below, or as otherwise set forth in the Governing Documents, no signs, flags, banners, messages, postings, posters, billboards, advertising devices, decorations, or structures or signs of any kind may be posted, installed or displayed on any Lot or Parcel to be visible from the outside of the Lot or Parcel, except upon application to and receipt of written permission from the Committee, with the following exceptions:

- a. One (1) pre-approved Coughlin Ranch "For Sale" or "For Rent" sign which may be purchased from the Association office and posted on the Lot while the Lot is for sale or rent, and must be removed within 48 hours of sale or lease;
- b. One (1) "Open House" or "Estate Sale" sign may be posted on the Lot where the event is taking place not more than forty-eight (48) hours prior to the event, and removed within 48 hours following the event.
- c. Political signs may be displayed but only to the extent expressly allowed by statute. A political sign is a sign that expresses support for or opposition to a candidate, political party or ballot question in any federal, state or local election or any election of an association. Political signs may be displayed on an owner's Lot subject to any applicable provision of law governing the posting of political signs. Political signs shall not exceed twenty-four by thirty-six inches (24" by 36") in size, be posted on any common area, or be electronic or lit-up. Political signs shall only be allowed during an election period as defined by applicable federal, state or local law, and must be posted and removed in accordance with the applicable federal, state or local law. If there is no applicable law defining the election period, political signs may be posted from the first day of filing for the election, and removed no later than ten days after the general election conducted under federal, state or local law. Only one (1) political sign may be posted for each candidate, political party or ballot question. Political signs must also comply with the adopted Guidelines and Policies.
- d. Flags. The flag of the United States of America and U.S. Military flags may be displayed on an Owner's Lot in accordance with the Federal Flag Code. The flag of the State of Nevada may be displayed on an Owner's Lot in accordance with the Nevada Flag Code. Prior written approval from the Committee is required before any flagpole may be installed. Flags which are part of Holiday or Special Occasion Decorations are allowed to the extent set forth in Section e. below.
- e. Holiday and Special Occasion Decorations. Owners may display traditional holiday and special occasion decorations of the kinds normally displayed in single family residential neighborhoods, which are not offensive, and are of reasonable size and scope, and which

do not disturb other Owners and residents by excessive light or sound emission or by causing an unreasonable amount of spectator traffic. Decorations for holidays and other special occasions shall not be installed any earlier than the first of the month the holiday or special occasion falls in or 21 days prior to the holiday or special occasion, whichever is a longer period, and shall be removed no later than the 14 days following the holiday or special occasion, except for December holidays. December holiday decorations and lighting may be installed up to fourteen (14) days before Thanksgiving, and shall be removed no later than the last full weekend in January. December holiday decorations and lighting may not be lit-up any sooner than the day before Thanksgiving.

- f. Address Numbers. All residences shall have a designated address number that is clearly readable from the street front on the house, mailbox and/or curb.
- g. Security or safety signs to warn of security systems or recordings, the boundary of private property, or warning of hazardous or dangerous conditions on any Lot or Parcel, may be allowed upon application to, and receipt of written permission from, the Committee.

The Committee shall reject applications for any signs, flags, banners, messages, postings, posters, billboards, advertising devices, decorations, structures or application for any similar device or material which are not allowed by the rules set forth above, or required to be allowed by law.

(CC&R's Article III, H.)

19. No animals shall be kept or maintained on any Lot except the usual household pets not kept for commercial purposes, which shall be kept in an enclosure, suitable carrier, or an enclosed yard so as not to become a nuisance. When not in a yard or on a Lot, all animals must be kept on a leash held by a person capable of controlling the animal. The number of cats shall not exceed seven (7) and the number of dogs shall not exceed three (3) per Lot. Household pets shall not unreasonably interfere with the comfort, privacy or safety of other owners within the Development. Horses, cattle, chickens and sheep are allowed on specific custom neighborhood Lots only if such use is an allowed use in the Supplemental Declaration or CC&R's applicable to such Lot. Pet owners shall immediately clean-up the solid waste left by their animal(s) from any area within the Community. Pet waste shall be removed from the individual Lots so it is not allowed to create odors, attract insects, or become a nuisance to neighboring Lots or Common Areas.

Report loose and/or dangerous animals to the Association and to Washoe County Animal Services at: (775) 322-dogs (3647). The address of the animal's owner is required in order for the Association to take any action. Report nuisance barking to Washoe County Animal Services.

Any animal deemed to be dangerous by a governing authority shall either be required to be contained and restrained at all times by an adult capable of controlling the animal or it may be required to be removed from the community if it poses an imminent threat to public safety. (CC&R's Article III, I)

20. Outdoor Gas Fireplaces/Pits: Self-contained outdoor gas fireplaces shall be permitted with ACC approval and must be operated and maintained in accordance with Truckee Meadows Fire Protection District Regulations which requires, at the minimum, a fifteen (15) foot clearance from adjacent

structures and shall have properly fitted covers which serve as spark arrestors. In-ground and/or open fire pits shall not be permitted anywhere within the Community.

21. Solid waste trash/garbage shall be properly contained before it is placed into the trash receptacle and the lid shall be properly closed so that trash cannot spill out or become wind-blown. Solid waste trash/garbage shall not be placed or stored outside the trash receptacle. Properly bagged yard clippings and landscaping debris may be placed or stored outside the trash receptacle. Trash receptacles and recycle bins shall be stored in such a manner that the containers are screened from view except when the containers are within the collection area for pick-up. Owners and residents WITH approved “animal-resistant” trash containers may place their garbage and recycling containers in the collection area for pick-up the evening before pick-up.

Owners and residents WITHOUT approved “animal-resistant” trash containers shall be required to place their garbage and recycling containers in the collection area for pick-up the morning of pick-up. All garbage and recycling containers shall be removed from the collection area no later than the evening of the pick-up day. Waste Management offers a pick-up service, at no additional charge, to verifiably disabled and elderly residents. This includes pick-up of “animal-resistant” containers.

The Washoe County Health District requires homeowners acquire an animal-resistant container after two (2) violations within one (1) year or less when an animal gains access to the trash. Caughlin Ranch will report these incidents to the Washoe County Health District. **(CC&R's Article III, J)**

22. Installation of an antenna or satellite dish (“Devices”) is limited to Devices that do not exceed thirty-nine and thirty-seven hundredth inches (39.37”) in diameter (in accordance with 47 C.F.R. Section 1.4000), and shall be mounted in the least conspicuous location where they will cause the least nuisance or eyesore to their neighbors and still provide an acceptable quality signal. The Association may inspect the location and require the owner to move the antenna to a less obtrusive location which will not unreasonable delay or prevent installation, maintenance, use of the antenna or preclude reception of an acceptable quality. Devices no longer in use shall be promptly removed from sight. The Owner or occupant shall also comply with the adopted Guidelines and Policies related to such Devices. **(CC&R's Article III, K)**

23. The Association has no rights, title, or ownership of the private Caughlin Club fitness center, pool or tennis courts and these Rules & Regulations are not intended to apply to the facility or its private property.

24. Individual garage/yard sales on privately owned Lots shall be permitted only on Friday, Saturday and/or Sunday during the first full weekend in June and during the first full weekend in October from 7:00 A.M. to 3:00 P.M. Signs advertising garage sales may not be posted on any common areas. A list of participating addresses can be obtained from the Association office. Estate Sales may be held on Friday, Saturday and/or Sundays from 7:00 a.m. to 3:00 p.m. within thirty (30) days of the deceased's death who occupied the property where the sale is held or within thirty (30) days prior or subsequent to the owner permanently vacating the property due to age, health or disability. Open Houses may be held on Friday, Saturday and/or Sundays from 7:00 a.m. to 3:00 p.m.

25. Commercial activities shall not be permitted anywhere in the Caughlin Ranch common areas or parks without the prior approval of the Board. This includes, but is not limited to, “pop-up boutiques”, food and/or merchandise trucks and stands, vendor sales, etc.

26. It is unlawful for any person to engage in any sport, amusement or occupation likely to impede the passage of pedestrians upon any walking surface and of vehicles upon any street. Portable basketball hoops, sport nets/goals, etc. shall not be placed on any public walking or driving surfaces.

27. All Lots and parcels, whether vacant or improved, occupied or unoccupied, and any improvements placed thereon, shall at all times be maintained in such a manner as to prevent their becoming unsightly, unsanitary or a hazard to health. The Board of Directors shall have the sole discretion in the determination of what is considered unsightly, unsanitary, and/or hazardous. Such maintenance responsibilities include, without limitation, the repair and reconstruction of a sidewalk, curb and gutter, trail constructed of concrete or asphalt, paving stones, pavers or similar type materials in the public right-of-way that abuts the property of the owner if the owner and/or owner's vegetation caused the need for such repair or reconstruction, or as required by the Guidelines and Policies.

28. The general maintenance of the same shall include, without limitation, sweeping, removal of snow, ice and weeds, and maintenance of any grass, shrubs or trees that encroach into the public right-of-way which may include removal and treatment of roots with an herbicidal fabric and/or tree root barrier. Noxious weeds shall be promptly removed. The most common noxious weeds to the Caughlin Ranch area are: Common St. Johnswort, Hoary cress (Whiteweed), Purple loosestrife, and several varieties of thistle. *Note: The complete list of Nevada's noxious weeds can be found on the State of Nevada Department of Agriculture website at: http://agri.nv.gov/Plant/Noxious_Weeds/Noxious_Weed_List/. **(CC&R's Article III, D)***

29. The discharge of weapons or firearms, including pellet/BB guns, and the use of high-powered laser lights are not permitted within the Community.

30. Feeding, attracting, and/or harassment of wildlife shall not be permitted within the community, provided that each Lot may have up to two bird feeders. The Nevada Division of Wildlife (NDOW) recommends the removal of bird feeders (seed and liquid) at dusk in an effort to avoid attracting wildlife such as bears and raccoons.

31. Water in private pools, ponds, water features, etc., shall not be allowed to become stagnant so as to attract insects or create odors.

32. Portable basketball hoops, sport nets/goals, etc. shall be permitted within the Community on the individual Lots only and shall be kept in good repair so they do not become unsightly. Owners shall be required to obtain prior written approval from the ACC before a permanent basketball hoop or backboard may be installed. **(CC&R's Article III, EE)**

33. The use of camera equipped drones and/or unmanned aerial vehicles (UAV's) for photographing and/or videoing common areas, parks and trails, etc., and/or another parties' private property within CRHA without the express permission of the property owner is strictly prohibited. Drones and/or

UAV's shall not be used to harass, stalk or bully any homeowner, resident, guest, service provider and/or employee of CRHA.

34. All solar panel installations shall be pre-approved in writing by the ACC. The Board is authorized to adopt Rules and Regulations related to the installation and maintenance of solar panels. City and/or county approval shall not override the Governing Documents. The solar panels and framing shall be minimally reflective and shall not be installed where glare may negatively impact a neighboring property.

35. No residential Lot shall be rented by the owner thereof for Transient Commercial Use. No restrictions contained in this section shall prohibit an Owner from leasing or renting his or her residence for periods longer than 30 consecutive calendar days. **(ACS&G's III., 4.3)**

"Transient commercial use" is defined as the use of a unit, for remuneration, as a hostel, hotel, inn, motel, resort, vacation rental, or other form of transient lodging if the term of the occupancy, possession or use of the unit is for less than 30 consecutive calendar days ("Transient Commercial Use"). "Remuneration" means any compensation, money, rent, or other valuable consideration given in return for the occupancy, possession or use of a unit."

36. Running through some Lots are concrete swales or valley gutters that are intended to channel irrigation overflow and storm water to natural sloughs, creeks, or other intended drainage points. Concrete swales or valley gutters shall not be altered or obstructed. They must be kept free and clear of debris, landscape materials, plantings, rocks, etc. Blocked valley gutters can cause irrigation and storm water to flood and possibly damage private property and common areas.

37. During the yearly budget preparation process, the Board of Directors will review the Rules & Regulations to determine if any revisions are required. The Board will also review any written comments or suggestions received since the last revision and any legislative actions that may affect the Rules & Regulations. If the Board of Directors determines revisions are required, action to revise the Rules & Regulations will be included on the November Board of Directors meeting agenda, or sooner if the Board of Directors determines revisions are required before the November meeting.

38. The City of Reno's Municipal Code and the Washoe County Code requires the property owner to remove snow and ice from sidewalks adjacent to an owner's property. Such snow and ice from an owner's property, and the sidewalks adjacent to the owner's property shall be removed promptly and in no event, longer than twenty-four (24) hours of a storm event. The sidewalk must be cleared of snow and ice from one end of the property-line to the other end.

III. FINES FOR VIOLATION OF GOVERNING DOCUMENTS AND RULES & REGULATIONS

Without limiting the Association's remedies as set forth in the Governing documents, or as allowed by law, violations of the Governing Documents and these Rules and Regulations may be addressed in accordance with the following procedures.

A. Enforcement Procedures - In enforcing the violations of the Governing Documents and the Rules and Regulations, the Association will comply with the most current version of NRS Chapter 116, including NRS 116.31031, which at the time of adoption of these Rules and Regulations provides in summary, in part, as follows:

1. Reports of alleged violations must be submitted in writing to the Association office. **A Caughlin Ranch address is required in order for staff to follow-up.** Pictures with a date and time stamp (if possible) are required if staff is unable to photograph the alleged violation.
2. Within a reasonable time after the discovery of the alleged violation, the unit's owner and, if different, the person against whom the fine will be imposed has been provided with:
 - (a) written notice specifying in detail the alleged violation, the proposed action to cure the alleged violation, the amount of the fine, and the date, time and location for a hearing on the alleged violation;
 - (b) providing a clear and detailed photograph of the alleged violation, if the alleged violation relates to the physical condition of the unit, the grounds of the unit, or an act or a failure to act of which it is possible to obtain a photograph; and
 - (c) a reasonable opportunity to cure the alleged violation or to contest the alleged violation at the hearing.
3. The Board may appoint a committee, with not less than three members all of which must have paid all assessments which are due to the Association, to satisfy the Board's obligation to conduct hearings on alleged violations and to impose fines ("Committee").
4. The Board or Committee must schedule the date, time and location for the hearing on the alleged violation so that the unit's owner and, if different, the person against whom the fine will be imposed is provided with a reasonable opportunity to prepare for the hearing and to be present at the hearing. The owner or other person to be fined may appear, be represented by counsel, and be heard at the hearing.
5. The Board or Committee must hold a hearing before it may impose the fine, unless the fine is paid before the hearing or unless the unit's owner and, if different, the person against whom the fine will be imposed executes a written waiver of the right to the hearing or fails to appear at the hearing after being provided with proper notice of the hearing.

Hearings shall be conducted by the Board or the Committee on an informal basis, which shall not be bound by formal rules of evidence. The Board may adopt such reasonable rules as it deems advisable covering the conduct of such hearings.

The Board or Committee may render a decision on the violation and:

- a. Dismiss the matter;
- b. Assess a fine commensurate with the severity of the violation and require payment within 30 days;

- c. Postpone the assessment of the fine and direct Association staff or the owner to provide more information. In the event the owner is required to provide more information, and the owner fails to provide the information by the required deadline, the Board or Committee may decide the issue based only on the information before the Board or Committee;
 - d. Grant reasonable variances or adjustments to the amount of the fine where literal application thereof, in the opinion of the Board or Committee, will create hardship to the homeowner and will not be materially detrimental or injurious to other Association members; or
 - e. The owner will be notified by mail of the Hearing Committee's decision, including the assessment of fines or construction penalties, if any.
6. The minutes of the meeting shall contain a written statement of the results of the hearing and the fine or penalty, if any, imposed, and a notice of the results of the hearing shall be mailed to the owner within a reasonable amount of time after the hearing.
 7. If the Committee renders a decision on a violation and/or fine, the decision may be appealed to the Association's Board by the Association's General Manager or the owner or person to be fined. The appeal to the Board must be made in writing and must set forth the reasons the owner believes the Hearing Committee's decision should be changed. All written appeals must be received at the Association's office within ten (10) days of the Hearing Committee's decision, or, if the owner was not present when the decision was made, the date the Hearing Committee's decision is mailed to the owner. The Board will review a timely appeal at the next regularly scheduled executive session so long as the appeal can be timely included on the Agenda for that meeting. The Association will notify the owner by regular mail of the date and time of the executive meeting when the appeal will be heard. If the owner does not appear at the scheduled meeting, the Board will proceed to decide the appeal based on the materials submitted by Association staff and the appellant. In deciding the appeal, the Board will have the same options as set forth above and is not bound by the decision of the Committee. If the owner is not present at the meeting, there will be a written response sent to the homeowner regarding the Board's decision.
 8. In addition to imposing a fine, the unit owner or tenant upon whom the fine was imposed will be prohibited from voting on matters related to the Community or using the common elements in the Community.
 9. If a fine is imposed and the violation is not cured within 14 days, or within any longer period that may be established by the Board or Committee, the violation shall be deemed a continuing violation. Thereafter, the executive board may impose an additional fine for the violation for each 7-day period or portion thereof that the violation is not cured. Any additional fine may be imposed without providing the opportunity to cure the violation and without the notice and an opportunity to be heard, and is not subject to any limitation on the amount of fines allowed.
 10. A fine may be imposed against a unit's owner for a violation of the Governing Documents or these Rules and Regulations committed by an invitee of the unit's owner or the tenant of the

unit's owner: (a) participated in or authorized the violation; (b) had prior notice of the violation; or, (c) had an opportunity to stop the violation and failed to do so.

11. A fine may not be imposed for a violation that is the subject of a construction penalty imposed pursuant to NRS 116.310305.
12. If requested by a person upon whom a fine was imposed, not later than 60 days after receiving any payment of a fine, the Association shall provide the person a statement of the remaining balance owed.

B. Fine Schedule and Remedies

1. **Violations of the Residential Restrictions, Guidelines and Policies not subject to Construction Penalties and Rules and Regulations will be subject to the fines set forth below.**
 - a. Health, Safety, or Welfare Violations. If the violation poses an imminent threat of causing a substantial adverse effect on the health, safety, or welfare of the unit's owners or residents of the Community, the amount of the fine must be commensurate with the severity of the violation and must be determined by the Board or Committee in accordance with the Governing Documents and will be at least \$100.00 per day plus any expenses incurred by the Association to mitigate, remediate or correct Health, Safety, or Welfare violation(s) that are not immediately resolved by the owner.
 - b. Other Violations. If the violation does not pose an imminent threat of causing a substantial adverse effect on the health, safety, or welfare of the unit's owners or residents of the Community, the amount of the fine must be commensurate with the severity of the violation and must be determined by the Board or Committee in accordance with the Governing Documents, but the amount of the fine must not exceed \$100 for each violation or a total amount of \$1,000 per hearing. The minimum fine for a violation is \$100 for the first occurrence, and \$100 per week for a continuing violation. The limitations on the amount of the fine do not apply to any charges or costs that may be collected by the Association if the fine becomes past due.
2. **Construction Penalty Schedule.** The Association may impose and enforce a construction penalty against a unit's owner who fails to adhere to a schedule or requirements of the Board or ACC for the commencement, completion, or issuance of a permit for the construction of a unit or an improvement to the unit. The construction penalties will be \$250 per violation, and \$250 per week for a continuing violation.
3. **Costs of Collection, Attorney's Fees and Costs and Liens.**
 - a. The Association has a lien on a unit as allowed by law, including without limitation, for the following:
 1. Any construction penalty that is imposed against the unit's owner pursuant to NRS 116.310305;
 2. Any assessment, including, without limitation, annual, special or reserve assessments, levied against that unit;

3. Any fine imposed against the unit's owner;
 4. Any penalties, fees, charges, late charges, fines and interest charged pursuant to paragraphs (j) to (n), inclusive, of subsection 1 of NRS 116.3102.
- b. Failure to pay any penalty or fine shall be deemed to be a continuing violation of the Rules and Regulations of the Association.
 - c. Fines may be collected in like manner as delinquent assessments and, until paid, shall constitute a lien on the property of the offender in like manner as a delinquent assessment, and may be enforceable as such in accordance with the provisions of the Governing Documents, including, without limitation, the Association's Delinquent Assessment Collection Policy.
 - d. The Association may not foreclose a lien by sale based on a fine or penalty for a violation of the Governing Documents or these Rules and Regulations to the extent prohibited by NRS 116.31162, unless the violation poses an imminent threat of causing a substantial adverse effect on the health, safety, or welfare of the unit's owners or residents of the Community, or the penalty is imposed for failure to adhere to a schedule required pursuant to NRS 116.310305.
 - e. The Association is entitled to collect attorneys' fees and costs to cover the cost of collecting any past due obligation, including any fine or penalty as provided in the Governing Documents, these Rules and Regulations and as provided by law, including, without limitation, NRS 116.310313, NRS 116.3116 thru 116.31168, and any statute adopted prior to or subsequent to these Rules and Regulations allowing for the recovery of fees to cover the costs of collecting any past due obligation.

The Association is entitled to collect attorney's fees and costs to cover the cost of collecting any past due obligation regardless of whether the past due obligation is collected by the Association itself, or any person acting on behalf of the Association. The limitations of fees and costs recoverable by regulation, if any, are included in the Association's Delinquent Assessment Collection Policy.
 - f. Any past due fine must not bear interest if prohibited by statute, but the Association is entitled to collect any fees, including attorneys' fees, or costs incurred by the Association to enforce the payment of the past due fine.


4. Cumulative Remedies. The fine schedule and remedies set forth in these Rules and Regulations are in addition to and not a substitute for any other remedies the Association may elect to enforce under the Governing Documents or law.

The Association reserves the right at any time to proceed, at law or in equity, to prevent the occurrence, continuation or violation of any provision of the Governing Documents or these Rules and Regulations. When appropriate, the Board will direct its counsel to file for Arbitration in accordance with Chapter 38 of NRS, when circumstances warrant legal action.

Revised at a duly noticed Board of Directors Meeting on November 18, 2024.



Board President



Board Secretary

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Caughlin Ranch Homeowners Association Board of Directors 2026 Meeting and Other Important Dates

Below are the dates for the 2026 Board of Directors' Agenda Workshops, Executive Sessions, General Business Meetings, and the 2026 Annual Members/2027 Budget Ratification Meetings. An updated meeting notice which will include the details on how upcoming meetings will be conducted (in-person and/or virtually) will be posted on the Caughlin Ranch website at: www.caughlinhoa.com.

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

January 16 th	<i>Board Orientation/Training Workshop 11:00 a.m.</i>
January 26 th	Board Agenda Workshop 4:00 p.m.
January 28 th	Executive Session 5:00 p.m. / Board General Business Meeting 6:00 p.m.
March 19 th	<i>2025 Audit Review with Finance & Budget Committee 2:00 p.m.</i>
March 23 rd	Board Agenda Workshop 4:00 p.m.
March 25 th	Executive Session 5:00 p.m. / Board General Business Meeting 6:00 p.m.
May 12 th	<i>Reserve Study Reports Review with Finance & Budget Committee 2:00 p.m.</i>
May 18 th	Board Agenda Workshop 4:00 p.m.
May 20 th	Executive Session 5:00 p.m. / Board General Business Meeting 6:00 p.m.
July 27 th	Board Agenda Workshop 4:00 p.m.
July 29 th	Executive Session 5:00 p.m. / Board General Business Meeting 6:00 p.m.
August 20 th	<i>2027 Budget Review Workshop with Finance & Budget Committee 4:00 p.m.</i>
September 28 th	Board Agenda Workshop 4:00 p.m. (Final 2027 Budget Review)
September 30 th	Executive Session 5:00p.m. / Board General Business Meeting 6:00p.m.(Approve 2027 Budget)
Nov 5 th	<i>Candidate Forum; Meet the Candidates 5:00 p.m. (if necessary)</i>
Nov 16 th	<i>Annual Ballot Deadline 11:00 a.m. (if necessary)</i> Call 2026 Annual Meeting to Order at 12:00 Noon to open and tally Secret Ballots; Recess once completed. Board Executive Session 4:00 p.m. / General Business Meeting 5:00 p.m.
Nov 18 th	Re-convene 2026 Annual Members Election & 2027 Budget Ratification Meeting at 6:30 p.m. A brief Organizational Meeting will immediately follow the 2026 Annual Members Election/2027 Budget Ratification Meeting.

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



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

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

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

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

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

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2026 CRHA COMMUNITY EVENTS

Event	Date	Location	Time
Spring Wine	Wed. April 10 th , 17th or 24th	TBD	5:00pm to 7:00pm
Farm Stand - Reno Food Systems	May TBD	3295 Mayberry Drive	TBD
Garage Sales	Fri., Sat. & Sun. June 5th, 6th, & 7th	Individual homes/ yards. CRHA will advertise the event and compile the addresses of those participating	7:00am to 3:00pm
Shredding Day	Sat. June 13th	Village Green Park	9:00am to 12:00pm
Spring Bird Walk / Watch	Sat. June 27th	Meet at CRHA parking lot	8:00am to 10:00am
Operation BackPack	July 1st thru July 31st - <i>Tentative</i>	Drop off - CRHA office	8:00am to 5:00pm
Artown Concerts in the Park	Every Sunday in July July 5th, 12th, 19th, & 26th	Village Green Park Amphitheater	6:00pm to 8:00pm
CRHA Annual BBQ	Sat. August 22rd	Village Green Park	Noon to 3:00pm
Fall Bird Walk / Watch	Sat. Sept. 19th	Meet at CRHA parking lot	8:00am to 10:00am
Garage Sales	Fri., Sat. & Sun. Oct. 2nd, 3rd, & 4th	Individual homes/yards	7:00am to 3:00pm
Oktoberfest	Thurs. Oct. 15th	TBD	5:00pm to 7:00pm
Angel Tree	November 1st through 30th	CRHA Office	8:00am to 5:00pm
Annual Homeowner Dinner	Wed. Nov. 18th	TBD	5:30pm to 6:30pm
42nd Annual Members Meeting & 2027 Budget Ratification	Wed. Nov. 18th	TBD	6:30pm

Board Approved 10/1/2025

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FOURTH RESTATED BYLAWS
OF THE
CAUGHLIN RANCH HOMEOWNERS'
ASSOCIATION

ARTICLE I
Offices

Section 1. **PRINCIPAL OFFICE.** The principal office for the transaction of the business of the Association is hereby fixed and located at 1070 Caughlin Crossing, Reno, Nevada, 89519. The Board of Directors is hereby granted full power and authority to change said principal office from one location to another in Washoe County.

Section 2. **OTHER OFFICES.** Branch or subordinate offices may at any time be established by the Board of Directors at any place or places where the Association is qualified to do business.

ARTICLE II
Definitions

Section 1. **ARTICLES.** "Articles" means the Articles of Incorporation of the Association.

Section 2. **ASSOCIATION.** "Association" means the Caughlin Ranch Homeowners' Association, a Nevada nonprofit corporation.

Section 3. **BOARD.** "Board" means the Board of Directors of the Association.

Section 4. **BYLAWS.** "Bylaws" mean the Bylaws of the Association.¹

Section 5. **DECLARATION.** "Declaration" is the Declaration of Protective Covenants covering the Development, recorded on August 8, 1984 as Document No. 942122, Official Records of Washoe County, Nevada, an amendment thereto recorded on August 29, 1984 as Document No. 946585, Official Records of Washoe County, Nevada, an amendment thereto dated December 28, 1984 recorded as Document No. 978124, Official Records of Washoe County, Nevada, an amendment thereto dated February 25, 1988 recorded as Document No. 1229040, Official Records of Washoe County, Nevada, an amendment thereto recorded June 10, 1988 as Document No. 1252480, Official Records of Washoe County, Nevada, an amendment thereto recorded in November 1994 as Document No. 1851932 in Book 4198, pg. 0740-0743, Official Records of Washoe County, Nevada, an amendment thereto recorded February 28, 1996 as Document No. 1971751, Official Records of Washoe County, Nevada, an amendment thereto recorded May 22, 1996 as Document No. 1997262, Official Records of Washoe County, Nevada, an amendment thereto recorded as November 20, 1998 as Document No. 2277352, Official Records of Washoe County, Nevada, and all additional amendments, supplemental declarations, or other recorded

documents intended by the Developer or any subsequent Declarant, as protective covenants covering the Development.

Section 6. **DEVELOPER.** "Developer" is any entity which develops a portion of the Development from time to time.

Section 7. **DEVELOPMENT.** "Development" is Caughlin Ranch, a planned unit development in Reno and Washoe County, Nevada, said development consisting of 2,534 single family Lots, together with common areas as shown on maps of the Development recorded from time to time, all in accordance with the Master Plan of Caughlin Ranch.

Section 8. **DIRECTOR.** "Director" means an elected or appointed member of the Board.

Section 9. **LOT.** "Lot" means any numbered single family lot shown on a recorded map of the Development or any living unit within a multiple family dwelling within the Development.

Section 10. **MAP.** "Map" means the maps of the Development as they are from time to time recorded.

Section 11. **MEMBERSHIPS.** "Memberships" are defined in Article Sixth of the Articles of Incorporation of this Association. There shall be one Membership for each Lot within the Development.

Section 12. **MEMBER.** "Member" means any Owner of a Lot within the Development.

Section 13. **NON-RESIDENTIAL LAND USE.** "Non-residential Land Use" means either a Lot or parcel that is used for any purpose other than residential use, be that either single family, multiple family or rental dwelling use. Examples of non-residential land use would be commercial, office building, day care centers, athletic clubs, restaurants and other like uses.

Section 14. **OWNER.** "Owner" means:

- (a) Any person or legal entity that holds fee simple title to any Lot, unit, or parcel within the Development.
- (b) Any person or legal entity who has contracted under a recorded contract of sale to purchase fee title to a Lot, in which case the seller under said agreement shall cease to be the Owner while said agreement is in effect.

Section 15. **PARCEL.** "Parcel" means any portion of the Development other than a Lot.

Section 16. **SINGLE FAMILY DWELLING.** "Single Family Dwelling" means a residential dwelling for the Owner and his immediate family, his casual guests and his domestic servants and domestic employees, which dwelling is constructed on a Lot designated in the Supplemental Declaration as a single family residential Lot.

ARTICLE III
Membership, Evidence and Transfer

Section 1. **MEMBERSHIP LEDGER.** The Association shall keep a ledger showing the Owner of each Lot within the Development and such Owner's Lot address and mailing address if different from the Lot address ("Membership Ledger"). The Membership Ledger shall be revised annually to reflect any changes to the Owner of any Lot within the Development.

Section 2. **TRANSFER.** Memberships in the Association are transferable only upon the conveyance of the Lot to which such Membership is appurtenant, and any other attempted transfer or assignment of such Membership shall be void. Transfers of record which occur by reason of the

¹ The original By-Laws of the Caughlin Ranch Homeowners' Association were adopted by the Board of Directors on July 16, 1984, and amended by the Board of Directors on August 16, 1993, November 23, 1998, August 9, 1999, and October 18, 1999. On May 5, 2008, the Board of Directors adopted the FIRST RESTATED BYLAWS OF THE CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION. On January 9, 2013, the Board of Directors adopted the SECOND RESTATED BYLAWS OF THE CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION. On March 28, 2018, the Board of Directors adopted the THIRD RESTATED BYLAWS OF THE CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION. All references to any of the previously adopted bylaws shall be deemed to specifically refer to these Restated Bylaws.

conveyance of any Lot subsequent to the initial conveyance from the Developer, or a successor Developer, shall be subject to a fee of \$300.00 to be paid from escrow by seller and to the payment of all indebtedness to the Association of the Member whose Membership is transferred. In the event a contract of sale to purchase fee title to a Lot is in escrow pending full payment of the purchase price of the Lot, the transferor (seller) may deliver to the transferee (buyer) a proxy to vote on any matter as a Member of the Association.

ARTICLE IV **Meetings of Members**

Section 1. **PLACE OF MEETINGS.** All annual meetings of Members and all other meetings of Members shall be held either at the principal office or any other place within Washoe County, State of Nevada, which may be designated by the Board of Directors.

Section 2. **ANNUAL MEETINGS.** The annual meetings of Members shall be held at least once each year on any business day within a three (3) week period in November, after the first day of November, provided, however, that said day shall not fall upon a legal holiday and shall be held within 1 year of the last annual meeting.

Section 3. **SPECIAL MEETINGS.** Special meetings of the Members, for any purpose whatsoever, may be called at any time by the President, by a majority of the Board of Directors, or by a written petition signed by the Memberships constituting at least ten percent (10%) of the voting power of the Association and served on the Board of Directors or Community Manager for the Association. Notice of such special meetings shall be given in accordance with the requirements of the Nevada Revised Statutes, including NRS 116.3108. Notices of any special meeting shall specify in addition to the place, day, and hour of such meetings, the purpose or purposes for which the special meeting is called.

Section 4. **NOTICE OF MEETINGS.** Notice of all Member meetings must be given in accordance with the requirements of the Nevada Revised Statutes (NRS Chapter 116), provided that an action that may be taken at a regular or special meeting of Members may be taken without a meeting, provided the provisions of NRS 116.311(9) are satisfied. If a Member gives no different address to the Association in writing, notice shall be deemed to have been given to the Member if sent by mail addressed to the Lot within the Development to which such Membership is appurtenant. Written notice to a Member by electronic mail (e-mail), sent by the Association at the request of the Member to an electronic mail address designated in writing by the unit's Owner, shall be deemed the equivalent of written notice. Once an electronic mail address is provided by a Member in writing, the Association is authorized to use that electronic address for sending all future notices until notified in writing by the Member of a new address or request to discontinue notice by electronic mail.

Section 5. **MINUTES OF MEETINGS.** The Secretary or other officer specified in the bylaws shall cause minutes of the meetings to be recorded or otherwise taken at each meeting of the units' Owners. Not more than 30 days after each such meeting, the Secretary or other officer specified in the bylaws shall cause the minutes, or a summary of the minutes, of the meeting to be made available to the units' Owners. A copy of the minutes, or a summary of the minutes, must be provided to any unit's Owner upon request and, if required by the Executive Board, upon payment to the Association of the cost of providing the copy to the unit's Owner in accordance with Chapter 116 of the Nevada Revised Statutes. An electronic copy of the minutes or summary of the minutes shall be provided in electronic format, if available, at no cost to a unit's Owner.

Section 6. **QUORUM.** Except as provided in NRS 116.31034, a quorum is present throughout any meeting of the Members if persons entitled to cast twenty percent (20%) of the votes in the Association are present by any combination of in person, by proxy, absentee ballots or by a ballot vote without a meeting as set forth in NRS 116.311(9). The Members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum. This provision

does not change the number of votes that are required under the NRS Chapter 116, the Articles, or the Declaration for taking action on any particular matter.

Section 7. **ADJOURNED MEETINGS, AND NOTICE THEREOF.** In the absence of a quorum, no business may be conducted by the Members at any meeting. Any Members' meeting, annual or special, when a quorum is present, may be adjourned from time to time by the vote of a majority of the Membership entitled to vote, the holders of which are either present in person or represented by proxy thereat when a proxy is allowed to conduct business. When any Members' meeting, either annual or special, is adjourned for thirty (30) days or more, notice of the new date, time and place, of the adjourned meeting shall be given as in the case of an original meeting.

Section 8. **VOTING AT MEETINGS.** All voting at meetings of the Members shall be in accordance with the Nevada Revised Statutes. Every Member entitled to vote shall have the right to vote in person or by proxy the number of Memberships standing in his or her own name on the Membership Ledger of the Association.

Section 9. **PROXIES.** Proxies must comply with the provisions of NRS 116.311. Before a vote may be cast pursuant to a proxy, the proxy holder must comply with the provisions of NRS 116.311, including, without limitation, the proxy must be dated, not purport to be revocable without notice, must designate the meeting for which it is executed, and must designate the specific item on the agenda for which the Member has executed the proxy. For each specific item designated in the proxy, the proxy must state whether the holder of the proxy must cast a vote in the affirmative or the negative on behalf of the Member or no vote by proxy will be valid for that particular item. A proxy terminates immediately after the conclusion of the meeting, and any recessed sessions of the meeting, for which it is executed. A vote may not be cast pursuant to a proxy for the election or removal of a Member of the Board of the Association.

Section 10. **BALLOTS IN LIEU OF MEETING.** Any action that may be taken at a regular or special meeting of Members may be taken without a meeting, provided the provisions of NRS 116.311(9) are satisfied. In such a vote, the Association will notify the Members that the vote will be taken by ballot and deliver a paper or electronic ballot to each Member entitled to vote on the matter. The ballot must set forth each proposed action and provide an opportunity to vote for or against the action and indicate the number of responses needed to meet the quorum requirement and the votes necessary to approve each matter (other than election or removal of Directors). The Association will specify the time and date by which a ballot must be delivered to the Association to be counted which will at least be three (3) days after the date the Association delivers the ballot and inform the Members of the time and date which other Members wishing to deliver information regarding the subject of the vote may do so. Unless the Board determines reasonable cause exists otherwise, whenever a vote is conducted by ballot without a meeting, the Association shall cause a secret ballot and a return envelope to be sent to the mailing address of each Member entitled to vote on the matter. The return envelope will indicate the lot number and unit address to allow the Association to verify that the secret ballot is cast by the Member having the right to vote, however, the ballot will not have this identifying information. The Association will count the secret written ballots as they are returned. The Association may extend the time to receive ballots, with notice to the Members who have not yet cast a ballot, if the number of ballots received by the deadline to be counted, is insufficient to meet the quorum requirement, or the number of votes required by the Association's Declaration, if different than the quorum requirement.

Section 11. **ENTRY OF NOTICE.** Whenever any Member entitled to vote has been absent from any meeting of Members, whether annual or special, an entry in the minutes of that meeting, to the effect that notice has been duly given shall be conclusive and incontrovertible evidence that due notice of such meeting was given to such Member, as required by law and the Bylaws of the Association.

ARTICLE V
Directors and Elections

Section 1. **POWERS.** Subject to limitations of the Articles of Incorporation, the Bylaws, the provisions of applicable law and the provisions of the Declaration as to action to be authorized or approved by the Members, and subject to the duties of Directors as prescribed by the Bylaws and applicable laws, the business and affairs of the Association and all corporate powers shall be exercised by or under the authority and control of the Board of Directors. The Board may delegate the management of the activities of the Association to any person or persons, a management company, a general manager, or committees, however composed, or otherwise delegate any function of the Board, provided that the activities and affairs of the Association shall be managed, and all corporate powers shall be exercised under the ultimate direction of the Board. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Directors shall, without limitation, have the following powers:

(A) To select and remove all officers, agents, and employees of the Association, prescribe such powers and duties for them as may not be inconsistent with law, with the Articles of Incorporation or the Bylaws, fix their compensation, and require from them security for faithful service.

(B) To conduct, manage and control the affairs and business of the Association, and to make such rules and regulations that are not inconsistent with law, with the Articles of Incorporation or the Bylaws, as they may deem appropriate.

(C) To change the principal office for the transaction of the business of the Association from one location to another within Washoe County; to fix and locate from time to time one or more subsidiary offices of the Association within or without the State of Nevada; and to designate any place in Washoe County, Nevada for the holding of any meeting.

(D) To cause Memberships to be reflected on the Membership Ledger from time to time, upon such terms as may be consistent with the Articles of Incorporation, the Declaration and these Bylaws.

(E) To borrow money and incur indebtedness for the purpose of the Association, and to cause to be executed and delivered, in the Association name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations or other evidences of debt and securities.

(F) To appoint an executive committee and other committees, and to delegate to the executive committee any of the powers and authority of the Board in the management of the business and affairs of the Association, except the power to declare dividends and to adopt, amend or repeal Bylaws. The executive committee shall be composed of one or more Directors.

(G) To levy assessments and to do all things provided by and in the manner required by the Articles of Incorporation and the Declaration.

(H) To impose construction penalties pursuant to NRS 116.310305.

(I) To impose fines and other sanctions pursuant to NRS 116.31031.

(J) To enter grounds of a unit to conduct maintenance or remove or abate a public nuisance pursuant to NRS 116.310312.

(K) To take any other action or exercise any power granted to the Board in the Articles of Incorporation, the Declaration and the provisions of Nevada law, including, without limitation, those powers expressly set forth in NRS 116.3102 and the remainder of NRS Chapter 116.

Section 2. **NUMBER OF DIRECTORS AND QUALIFICATIONS.** The authorized number of Directors of the Association shall be seven (7) until changed by amendment of the Articles of Incorporation or by an Amendment of these Bylaws. All Directors must be Members in good standing of the Association and current on all assessments, fines and penalties. No reduction of the authorized number of Directors shall have the effect of removing any director prior to the expiration of the Director's term of office.

Section 3. **ELECTION OF BOARD MEMBERS.** The election of any Director of the Board must be conducted in accordance with the Nevada Revised Statutes 116.31034 in existence at the time of the election. The ballots will be mailed, and the election of the Directors will occur, so the results of the election will be announced at the annual meeting of Members unless the election was conducted pursuant to a special meeting of the Members. To comply with NRS 116.3106(1)(h), the procedure set

forth below is a summary of the election process set forth in NRS 116.31034 at the time these Third Restated Bylaws were adopted:

(a) Not less than 30 days before an election ballot is mailed, the Association shall cause notice to be given to each eligible unit Owner of the unit Owner's eligibility to serve as a Director on the Board ("Eligibility Notice").

(b) An eligible unit Owner may nominate himself or herself for membership on the Board by submitting a nomination to the Board within 30 days after the Eligibility Notice is mailed.

(c) The Eligibility Notice will provide that if at the expiration of 30 days after the mailing of the Eligibility Notice, the number of candidates nominated for membership on the Board is equal to or less than the number of Directors to be elected to the Board at the election, then the Association will not prepare or mail any ballots to Members and the nominated candidates shall be deemed to be duly elected to the Board at the meeting of the Members at which the ballots would have been counted.

(d) If at the expiration of 30 days after the mailing of the Eligibility Notice, the number of candidates nominated for membership on the Board is equal to the number of Directors to be elected to the Board at the election, then the nominated candidates shall be deemed to be duly elected to the Board at the meeting of the Members at which the ballots would have been counted.

(e) If at the expiration of 30 days after the mailing of the Eligibility Notice, the number of candidates nominated for membership on the Board is less than the number of Directors to be elected to the Board at the election, then the Board may fill the remaining vacancies by appointment by the Board at a meeting of the Board held after the candidates are elected pursuant to section 3(d) above. Any such Director appointed by the Board shall serve as a Director until the next regularly scheduled election of Directors. A Director elected to a previously appointed position which was temporarily filled by Board appointment may only be elected to fulfill the remainder of that term.

(f) If at the expiration of 30 days after the mailing of the Eligibility Notice, the number of candidates nominated is greater than the number of Directors to be elected to the Board, then the Association shall prepare and mail ballots to the units' Owners and conduct an election for membership on the Board pursuant to NRS 116.31034.

(g) The Secretary or other officer specified in the bylaws of the Association shall cause a secret ballot and a return envelope to be sent, prepaid by United States mail, to the mailing address of each Lot within the Development or to any other mailing address designated in writing by the unit's Owner and as shown on the Membership Ledger.

(h) Each unit's Owner must be provided with at least 15 days after the date the secret written ballot is mailed to the unit's Owner to return the secret written ballot to the Association or the representative designated by the Association to receive and count the ballots ("Ballot Representative").

(i) A quorum is not required for the election of any Director of the Board.

(j) Each Member shall be entitled to one vote per Lot owned by such Member as shown on the Association's Membership Ledger at the time of the vote. There shall be no cumulative voting as defined in NRS 82.331.

(k) Only the secret written ballots that are returned to the Ballot Representative by the deadline set forth in the notice contained with the ballot will be counted to determine the outcome of the election.

(l) The secret written ballots must be opened and counted at the annual meeting of the Members held pursuant to NRS 116.3108(1) at the Association's office, the Ballot Representative's office, or any other location set forth in the Notice of Meeting. A quorum is not required to be present when the secret written ballots are opened and counted at the meeting.

(m) The incumbent Directors of the Board and each person whose name is placed on the ballot as a candidate for membership on the Board may not possess, be given access to, or participate in the opening or counting of the secret written ballots that are returned to the Ballot Representative before those secret written ballots have been opened and counted at a meeting of the Association.

(n) The new Board Directors will be elected based on the number of votes received by each candidate. The candidate receiving the most votes will fill the first vacancy. If additional vacancies exist, the candidate with the second highest number of votes will fill the second vacancy and the candidate with the next highest number of votes will fill any additional

vacancies so that all vacancies are filled by the candidates receiving the most votes for that vacancy. The results of the election will be announced at each annual meeting of the Members.

Section 4. TERMS AND STAGGERED TERMS. The Board of Directors shall serve in two-year terms. There is no limitation on the number of terms a Director may serve on the Board of Directors. The terms shall be staggered in such a manner that, to the extent possible, an equal number of Directors of the Board of Directors are elected at each election. The terms of each Director of the Board of Directors will commence and expire on the date of the "Organization Meeting" in accordance with Article V, Section 8 of these Bylaws after the number of years of that Board Director's term.

Section 5. REMOVAL. Any Director may be removed from the Board, with or without cause, if a removal election is conducted in accordance with the Nevada Revised Statutes 116.31036. A removal election may be called if a written petition is received by the Association, signed by Lot Owners constituting at least ten percent (10%) of the total number of Lots in the Association, which is mailed, return receipt requested, or served by a process server to the Board or the Community Manager for the Association. If a valid petition calling for the removal of a Director, is received, the following steps will occur:

- (a) The Secretary or other officer specified in the bylaws of the Association shall cause a secret ballot and a return envelope to be sent, prepaid by United States mail, to the mailing address of each Member shown on the Membership Ledger
- (b) At least 15 days must be provided to return the secret written ballot to the Association or the representative designated by the Association to receive and count the ballots ("Removal Representative").
- (c) Only the secret written ballots that are timely returned to the Removal Representative may be counted to determine the outcome of the recall.
- (d) The secret written ballots must be opened and counted at a meeting of the Association which may be noticed to be held at the Association, or the Removal Representative's office, or any other location set forth in the Notice of Meeting. A quorum is not required to be present when the secret written ballots are opened and counted at the meeting.
- (e) The incumbent Directors of the Board, including, without limitation, the Director who is subject to the removal, may not possess, be given access to or participate in the opening or counting of the secret written ballots that are returned to the Removal Representative before those secret written ballots have been opened and counted at a meeting of the Association.
- (f) The Board shall set the date for the special meeting to count the votes of the removal election so that the special meeting is held not less than 15 days or more than 90 days after the date on which the petition is received.
- (g) A Director will be removed from the Board if such removal election is held pursuant to the Nevada Revised Statutes and the number of votes cast in favor of removal constitutes:
 1. At least 35 percent of the total number of voting Members of the Association; and
 2. At least a majority of all votes cast in that removal election.

(h) In addition to the Membership's power to remove a Director of the Board, the Board may declare vacant and remove a Director on the Board who has been declared of unsound mind by a final order of court, convicted of a felony after election as a Director, or been found by a final order or judgment of any court after election as a Director to have breached any fiduciary duty arising under the law, or the Board Director has failed to attend four consecutive Board meetings without being excused by the Board.

Section 6. VACANCIES.

(a) A vacancy or vacancies in the Board of Directors shall be deemed to exist in case of the death, resignation or removal of a director, if the Director is not in good standing as a Member of the Association, or if the Members fail at any annual or special meeting of Members at which any Director or Directors are elected to elect the full authorized number of Directors to be voted for at that meeting due to a lack of candidates submitting their name to be elected as a Director, or the number of Director's is increased by an amendment to the

Bylaw.

(b) Any Director may resign effective upon giving written notice to the President or the Secretary, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be appointed by the Board before such time to take office when the resignation becomes effective.

(c) Vacancies in the Board may, at the discretion of the Board, be filled by appointment by majority vote of the Board. Such vacancies may be filled as they occur and not on an annual basis. Each Director so appointed shall hold office until the expiration of the term of the replaced Director, or until the next regularly scheduled election of Directors is held, whichever is sooner. A Director elected to a position which was temporarily filled by Board appointment, may only be elected to fulfill the remainder of that term.

(d) During the period of a vacancy, the Board shall retain all powers to act, notwithstanding the fact that the Board during that period may not have the required number of Directors.

Section 7. PLACE OF MEETING. Regular meetings of the Board of Directors shall be held at any place within Washoe County which has been designated in the notice of such meeting, by resolution of the Board or by written consent of all Directors of the Board. In the absence of such designation regular meetings shall be held at the principal office of the Association.

Section 8. ORGANIZATION MEETING. Within sixty (60) days following each annual meeting of Members, the Board of Directors shall hold a regular meeting for the purpose of organization, election of officers, and the transaction of other Association business.

Section 9. REGULAR MEETINGS. Regular meetings of the Board shall be held at such times as may be determined by the Board, which shall not be less often than once every one hundred (100) days and must be held at a time other than during standard business hours at least twice annually. At least once every quarter, and not less than once every one hundred (100) days, the Board will review the financial information required to be reviewed by NRS 116.31083(6).

Section 10. SPECIAL MEETINGS. Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the President, or, if he is absent or unable or refuses to act, by any three Directors. Written notice of the time and place of special meetings shall be delivered personally to the Directors or sent to each Director by mail or other form of written communication, charges prepaid, addressed to him or her at his or her address as it is shown upon the records of the Association, or if it is not so shown on such records or is not readily ascertainable, at the place in which the meetings of the Directors are regularly held. In case such notice is transmitted in writing, it shall be deposited in the United States mail in the place in which the principal office of the Association is located at least forty-eight (48) hours prior to the time of the holding of the meeting. In case such notice is delivered as above provided, it shall be so delivered at least twenty-four (24) hours prior to the time of the holding of the meeting. Such transmission as above provided shall be due, legal and personal notice to such Director.

Whenever any Director has been absent from any special meeting of the Board of Directors, an entry in the minutes to the effect that notice has been duly given shall be conclusive and incontrovertible evidence that due notice of such special meeting was given to such Director, as required by law and the Bylaws of the Association. Notice of the special meeting must be given in accordance with NRS 116.31083.

Section 11. ALTERNATIVE MEANS FOR PARTICIPATING AT MEETING. Directors of the Board, or any members of a committee designated by the Board, may participate in a meeting through electronic communications, videoconferencing, teleconferencing or other available technology which allows the participants to communicate simultaneously or sequentially and constitutes presence in person at the meeting.

Section 12. PROCEDURAL RULES OF MEETINGS. Meeting of the Board must be conducted in accordance with the requirements of Nevada Revised Statutes Chapter 116 but shall not be required to be conducted in accordance with *Robert's Rules of Order* or any other meeting procedural

requirements not expressly set forth in Nevada Revised Statutes Chapter 116. Any irregularity of any meeting may subsequently be ratified and approved as set forth in NRS 82.281.

Section 13. **UNANIMOUS CONSENT IN LIEU OF MEETING.** Any action required or permitted to be taken at any meeting of the Board of Directors, may be taken without a meeting if, before or after the action, a written consent thereto is signed by all of the Directors of the Board. Such consent in lieu of meeting shall be as valid and as effective in all respects as if passed by the Board in a meeting. The unanimous consent in lieu of meeting shall be filed with the corporate records and made part of the minutes of the meetings.

Section 14. **QUORUM.** A majority of the Directors in office at the time a vote is taken shall be necessary to constitute a quorum for the transaction of business, except to adjourn as hereinafter provided. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors, unless a greater number be required by law or by the Articles of Incorporation.

Section 15. **ADJOURNMENT.** A majority of the Directors may adjourn any Board or executive session meeting to meet again at a stated day and hour; provided, however, that in the absence of a quorum, a majority of the Directors present at any Directors' meeting, either regular or special, may adjourn from time to time until the time fixed for the next regular or special meeting of the Board. Notice of the time and place of continuing an adjourned meeting need not be given if the time and place was fixed at the initial meeting before it was adjourned.

Section 16. **FEES AND COMPENSATION.** Directors shall not receive any stated salary for their services as Directors, but Directors of the Board may be reimbursed for all expenses incurred in attending to the Association's affairs. Nothing herein contained shall be construed to preclude any Director from serving the Association in any other capacity as an officer, agent, employee or otherwise, and receiving the compensation therefore.

Section 17. **INDEMNIFICATION.** If a Director is named as a respondent or sued for liability for actions undertaken in his or her role as a Director, the Association shall indemnify the Director for his or her losses or claims, and undertake all costs of defense, unless it is proven that the Director acted with willful or wanton misfeasance or with gross negligence. After such proof, the Association is no longer liable for the cost of defense and may recover costs already expended from the Director who so acted. Nothing herein shall limit any right to defense or indemnification a Director serving on the Board, or as an Officer of the Board, may have under law, or under any other document related to the Association, including, without limitation any right to defense and indemnification provided in the Articles of Incorporation and any amendment thereto.

ARTICLE VI

Officers

Section 1. **OFFICERS.** The officers of the Association shall be a President, a Secretary and a Treasurer. The Association may also have, at the discretion of the Board of Directors, one or more Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as may be appointed in accordance with the provisions of this Article. Officers must be Directors. One person may hold two or more offices.

Section 2. **ELECTION.** The officers of the Association, except such officers as may be appointed in accordance with the provisions of Section 3 of this Article, shall be appointed by a majority of the Board of Directors on an annual basis at the Organizational Meeting and each shall hold office until a replacement is appointed.

Section 3. **SUBORDINATE OFFICERS, ETC.** The Board of Directors may appoint such other officers as the business of the Association may require, each of whom shall hold office for such

period, have such authority and perform such duties as are provided in the Bylaws or as the Board of Directors may from time to time determine.

Section 4. **REMOVAL AND RESIGNATION.** Any officer may be removed, either with or without cause, by a majority of the Directors at the time in office, at any regular or special meeting of the Board. Any officer may resign at any time by giving written notice to the Board of Directors or to the President or to the Secretary of the Association. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. **VACANCIES.** A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled by a majority vote of the Board of Directors as the vacancy occurs and not on an annual basis.

Section 6. **PRESIDENT.** The President shall be the chief executive officer of the Association and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and officers of the Association. He or she shall preside at all meetings of the Members at which votes on Association business are to be taken and at all meetings of the Board of Directors. He or she shall be ex-officio a member of all the standing committees, including the executive committee, if any, and shall have the general powers and duties of management usually vested in the office of president of an Association, and shall have such other powers and duties as may be prescribed by the Board of Directors or by the Bylaws. The President may prepare, execute, certify and record validly adopted amendments to the Declaration on behalf of the Association.

Section 7. **VICE PRESIDENT.** In the absence or disability of the President, the Vice Presidents in order of their rank as fixed by the Board of Directors, or if not ranked, the Vice President designated by the Board of Directors, shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors or the Bylaws.

Section 8. **SECRETARY.** The Secretary shall keep, or cause to be kept, a book of minutes at the principal office or such other place as the Board of Directors may order, of all meetings of Directors and Members, with the time and place of the meetings, whether regular or special, and if special, how authorized, the notice given, the names of those present at Directors' meetings, the number of shares present or represented at Members' meetings and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office, a Membership Register. The Secretary shall give, or cause to be given, notice of all the meetings of the Members and of the Board of Directors required by the Bylaws or by law to be given and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

Section 9. **TREASURER.** The Treasurer shall keep and maintain or cause the Association to keep and maintain, adequate and correct accounts of the properties and business transactions of the Association as required by NRS Chapter 116, including accounts of its assets, liabilities, receipts, disbursements, gains and losses and all financial information necessary for the Association to comply with NRS 116.4109. The books of account shall at reasonable times be open to inspection by any Director or Association Member. The Treasurer shall deposit, or caused to be deposited, all monies and other valuables in the name and to the credit of the Association with such depositories as may be designated by the Board of Directors. He or she shall disburse, or cause to be disbursed, the funds of the Association as may be ordered by the Board of Directors; shall render to the President and Directors, whenever they request it, an account of all of his or her transactions as Treasurer and of the financial condition of the Association, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

Section 10. **INDEMNIFICATION.** The Association, to the maximum extent permitted by the Law, may indemnify its officers, directors and other agents against expenses, judgments, fines,

settlements and other amounts incurred in connection with any proceeding arising by reason of the fact that any such person is or was an officer, Director or agent of the Association and shall have the power to advance to such persons expenses incurred in defending any such proceedings. Nothing herein shall limit any right to defense or indemnification an officer of the Board may have under law, or under any other document related to the Association, including, without limitation any right to defense and indemnification provided in the Articles of Incorporation and any amendment thereto.

ARTICLE VII

Assessments

Section 1. **GENERAL.** The Association shall have the power to levy annual, special and reserve assessments as herein set forth. All such assessments shall be uniform within each class except as otherwise provided herein or in the Declaration by virtue of the location of the Lot or Lots to which the Membership is appurtenant. There shall be no assessments by the Association for maintenance and/or repair to improvements within the common areas owned or controlled exclusively by Owners of multiple family Lots.

Section 2. **ANNUAL ASSESSMENTS.** Within ninety (90) days prior to the commencement of each calendar year, the Board shall consider the current and future needs of the Association and in light of those needs shall fix by resolution the amount of annual assessment for purposes other than capital improvements or major acquisitions to be levied against each Lot in the Development, which amount shall be a debt of the Owner thereof at the time such charge is made except as set forth in Section 6 below respecting new units. Annual assessments may be paid quarterly in January, April, July, and October on the first day of each of said months or monthly, as determined by the Board.

Section 3. **SPECIAL ASSESSMENTS.** Special assessments may be made by the Board upon an affirmative vote of a majority of the Members of the Association whose Lots are to be so assessed, upon a determination by the Board that such assessment is necessary for capital improvement to Association property or for purposes related to the health, safety and/or welfare of such Lot Owners or for the acquisition of additional Association property or for the benefit of the Association Members. No such special assessment shall be levied without first having a hearing of the Members affected thereby on at least twenty (20) days written notice to such Members. Special assessments may be made by the Board without notice or hearing against any Lot to secure the liability of the Owner thereof to the Association for any breach of the provisions of the Declaration by such Owner, which breach shall require the expenditure of funds by the Association by virtue of such breach. The amount of any special assessment levied by the Association shall be paid to it on or before the date fixed by resolution of the Board.

Section 4. **RESERVE ASSESSMENT.** Pursuant to NRS 116.3115(2)(b), the Board, without seeking or obtaining the approval of the Members of the Association, may impose any necessary and reasonable assessments against each Lot and Owner to establish adequate reserves for the repair, replacement and restoration of the major components of the Development which the Association is obligated to maintain, repair, replace or restore or to establish or to carry out or establish a funding plan for such repair, replacement and restoration.

Section 5. **NOTICE.** The Secretary of the Association shall mail or caused to be mailed to each Owner whose Lot is assessed written notice of each annual, special or reserve assessment and the time and manner for payment thereof at least two (2) weeks prior to the time that such assessment or any installment thereof is due and payable to the Association.

Section 6. **NEW UNITS.** The Lots in new units created by the recordation of a map in the office of the Washoe County Recorder showing such units shall be subject to pay the next installment of the previously established annual, special or reserve assessment due after first sale of a single family Lot by the Developer thereof.

Section 7. **COLLECTION AND LIEN.** The Association has a lien on a unit as allowed by law, including without limitation, for the following:

1. Any construction penalty that is imposed against the unit's Owner pursuant to NRS 116.31035;
2. Any assessment, including, without limitation, annual, special or reserve assessments, levied against that unit;
3. Any fine imposed against the unit's Owner;
4. Any penalties, fees, charges, late charges, fines and interest charged pursuant to paragraphs (j) to (n), inclusive, of subsection 1 of NRS 116.3102.

Section 8. **PRIORITY OF LIEN.** Conveyance of any Lot shall not affect any lien or assessments provided herein. Such lien shall be prior to all other liens and encumbrances on a unit except as expressly set forth in NRS 116.3116(2).

Section 9. **ENFORCEMENT.** The lien provided for herein may be enforced pursuant to the applicable provisions of Nevada Revised Statutes Chapter 107 and 116, including without limitation, NRS 107.090 and NRS 116.3116 through NRS 116.31168.

Section 10. **PROOF OF PAYMENT.** Upon request by an Owner, the Association shall furnish a statement certifying that all assessments then due have been paid or indicating the amount then due.

Section 11. **SUSPENSION.** The Association shall not be required to transfer Memberships on its books or to allow the exercise of any rights or privileges of Membership on account thereof, including voting rights, to any Owner or to any person claiming under them unless and until all assessments and charges to which they are subject have been brought current.

Section 12. **ATTORNEY'S FEES AND COSTS OF COLLECTION.** The Association is entitled to collect attorney's fees and fees to cover the cost of collecting any past due obligation as provided in these Bylaws, the Declaration and as provided by law, including, without limitation, NRS 116.310313, NRS 116.3116 thru 116.31168 and any statute adopted prior to or subsequent to these Bylaws.

Section 13. **CONSEQUENCES OF DELINQUENCY.** A Member whose assessments are delinquent shall not be in good standing and shall not be qualified to vote, to be a candidate as a member of the Board, to be an officer of the Board, or to participate in business meetings of the Association, and shall not be entitled to rights and privileges of Members until the assessments are fully paid.

Section 14. **FISCAL YEAR.** The Board may adopt a fiscal year other than the calendar year.

ARTICLE VIII

Miscellaneous

Section 1. **RECORD DATE AND CLOSING MEMBERSHIP BOOKS.** The Board of Directors may fix a time, in the future, not exceeding twenty (20) days preceding the date of any meeting of Members or election of Directors, as a record date for the determination of the Members entitled to notice of and to vote at any such meeting or in such election, and in such case only Members of record who are not delinquent on the payment of assessments, fines or penalties on the date so fixed shall be entitled to notice of and to vote at such meetings or election, notwithstanding any transfer of any Membership on the books of the Association after any record date fixed as aforesaid. The Board of Directors may close the books of the Association against transfers of Memberships during the whole or any part of any such period.

Section 2. **INSPECTION OF CORPORATE RECORDS.** Upon written request of a Member, the Association, within 21 days after receiving the written request, shall make available the books, records and other papers of the Association for review by the Member at the Association's

business office in accordance with NRS 116.31175. The records will be provided in electronic format at no charge to the Member if the Association keeps the records in electronic format, or for the actual cost of preparing a copy if the records are not kept electronically at the rates set forth in NRS 116.31175. Nothing herein shall require the Association to allow inspection of the personnel records of the employees of the Association, the records of the Association relating to another unit's Owner, or any documents, including, without limitation, minutes of a Board meeting, a reserve study or budget, if the minutes or document is in the process of being developed for final consideration by the Board, and has not been placed on an agenda for final approval by the Board.

Section 3. **CHECKS, DRAFTS, ETC.** All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Association, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Board of Directors and as set forth in these Bylaws, the Declaration or the Articles of Incorporation.

Section 4. **ANNUAL REPORT AND ACCOUNT.** Not less than 30 days or more than 60 days before the beginning of the fiscal year of the Association, the Board shall cause to be prepared and distributed to each unit's Owner, a copy of the budget for the daily operation of the Association and for required reserves, or a summary of those budgets with a notice that the budgets are available for review and copying at the business office of the Association. In addition, the Association shall

Section 5. **CONTRACT, ETC. HOW EXECUTED.** The Board of Directors, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents to enter into any contract, deed or lease or execute any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the Association by any contract or engagement or to pledge its credit to render it liable for any purpose or to any amount.

Section 6. **AMENDMENTS AND INSPECTION OF BYLAWS.** The Bylaws may be amended by a majority vote of the Directors, or by the affirmative vote of a majority of the Membership. The Association shall keep in its principal office for the transaction of business the original or a copy of these Restated Bylaws as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by the Members at all reasonable times during office hours.

Section 7. **RULES AND REGULATIONS AND ENFORCEMENT THEREOF.** The Board shall from time to time adopt such rules and regulations as it may deem advisable to govern the use of the Development by its Members and others. The Board shall establish methods of enforcing such rules and regulations and may include in designated methods the imposition of established penalties, fines or suspension of Membership privileges during the period of violation. The Association may impose and enforce a construction penalty against a unit's Owner who fails to adhere to a schedule as required by the Association for the commencement, completion or issuance of a permit for the construction of a unit or an improvement to the unit. Failure to pay any penalty or fine shall be deemed to be a continuing violation of the rules and regulations of the Association. Fines may be collected in like manner as delinquent assessments and, until paid, shall constitute a lien on the property of the offender in like manner as a delinquent assessment, and may be enforceable as such in accordance with the provisions of the Declaration, these Bylaws and the Nevada Revised Statutes. No fine may be imposed nor, shall Membership privileges be suspended for violation of Rules and Regulations of the Association unless, within a reasonable time after the discovery of the violation, the person against whom the fine will be imposed has been provided with:

(a) Written notice specifying the details of the violation, the amount of the fine, and the date, time and location for a hearing on the violation, sent to the unit's address within the Development or to such other address as may appear on the Membership Ledger of the Association;

(b) A reasonable opportunity to contest the violation at hearing conducted by the Board, or a committee with not less than three members, appointed by the Board to conduct hearings on violations and to impose fines, unless the Member executes a written waiver of the right to the hearing;

(c) A finding by a majority of the Board, or the committee appointed by the Board, that a violation occurred. Hearings shall be conducted by the Board or the committee appointed by the Board on an informal basis which shall not be bound by formal rules of evidence. The Board may adopt such reasonable rules as it deems advisable covering the conduct of such hearings. The Board may establish a schedule of fines for violation of rules and regulations which schedule shall be available to the Membership. No fines shall be imposed in the absence of an established schedule of fines prior to the alleged violation.

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, being the President and the Vice President of CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION, a Nevada nonprofit corporation, does hereby certify that the foregoing Fourth Restated Bylaws were duly adopted as the Fourth Restated Bylaws of said Association by the Board of Directors on the 1st day of October 2025.

By: Thomas Keiffer, President

STATE OF NEVADA)

: ss.

COUNTY OF WASHOE)

This instrument was acknowledged before me on the 7 day of October 2025 by Thomas Keiffer as President of the Caughlin Ranch Homeowners Association.

Notary Public

By: Michael Ginsburg, Vice President

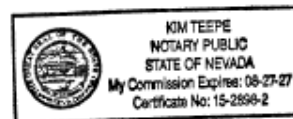
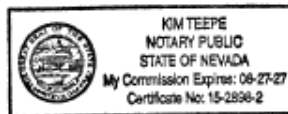
STATE OF NEVADA)

: ss.

COUNTY OF WASHOE)

This instrument was acknowledged before me on the 6 day of October 2025, by Michael Ginsburg as Vice President of the Caughlin Ranch Homeowners Association.

Notary Public



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REVISED INVESTMENT POLICY AND PROCEDURES

AUTHORITY AND PURPOSE:

WHEREAS the Caughlin Ranch Homeowners Association (Association) is a Nevada Corporation duly organized and existing under the Laws of the State of Nevada; and

WHEREAS, it is the intent of the Executive Board to memorialize their investment policy for funds in the reserve and operating accounts, and

WHEREAS, Owners have a right to know how their funds are being invested in both the reserve and operating accounts, and

WHEREAS, it is the intent of the Executive Board to ensure that the funds are also available as needed to properly protect, enhance and preserve the assets of the corporation, and

WHEREAS, it is the intent of the Executive Board to be in compliance with applicable Nevada laws,

NOW THEREFORE, BE IT RESOLVED:

That the Association's reserve accounts' assets shall be invested to achieve the following objectives:

- 1) Promote and ensure the preservation of the reserve fund's principal.
- 2) Structure maturities to ensure the availability of assets.
- 3) Investment costs should be minimized.
- 4) Funds should be invested with professional managers who have sound credentials.
- 5) Achieve long term investment performance based on lowest risk at highest return, and

That the Association's operating accounts' assets that exceed six (6) months of operating expenses may be invested to achieve the following objectives:

- 1) Promote and ensure the preservation of the operating fund's principal.
- 2) Structure maturities to ensure the availability of assets, with a timeframe for investments not-to-exceed 12 months.
- 3) Investment costs should be minimized.
- 4) Funds should be invested with professional managers who have sound credentials.
- 5) Achieve long-term investment performance based on lowest risk at highest return.

To ensure compliance with Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC), the Executive Board shall deposit or invest, or cause to be deposited or invested, all funds of the Association at a financial institution which:

- a) Is located in Nevada;
- b) Is qualified to conduct business in Nevada; or
- c) Has consented to be subject to the jurisdiction, including the power to subpoena, of the courts of Nevada and the Division of Real Estate.

In addition, except as otherwise provided by the governing documents, the Association shall deposit, maintain and invest all funds of the Association:

- a) In a financial institution whose accounts are insured by the Federal Deposit Insurance Corporation (FDIC), the National Credit Union Share Insurance Fund (NCUSIF) or the Securities Investor Protection Corporation (SIPC);
- b) With a private insurer approved pursuant to NRS 678.755; or
- c) In a government security backed by the full faith and credit of the Government of the United States.

A calendar of Certificate of Deposit (CD) maturity dates shall be kept by the Community Manager and shall be included with the financial information provided to the Executive Board prior to each regular Board of Directors Meeting.

The Community Manager shall be authorized, with the written consent of the Treasurer and at least one other Officer, to transfer, invest and/or re-invest cash, money market and/or CD funds within the Association's existing financial institutions. Written consent from a majority of the Executive Board shall be required in order to transfer or invest funds in financial institutions not currently in possession of Association funds.


To remain in compliance with NRS and the NAC, funds in the reserve account(s) of the Association required by paragraph (b) of subsection 2 of NRS 116.3115 shall not be withdrawn without the signatures of at least two (2) members of the Executive Board. Funds in the operating account(s) shall not be withdrawn without the signatures of at least two (2) members of the Executive Board or at least one (1) member of the Executive Board and the Community Manager, unless it is to transfer money to the reserve account of the Association at regular intervals or to make automatic payments for utilities, in which case the signatures set forth above are not required.

At least once every one hundred (100) days, unless Nevada law or the Declaration or Bylaws of the Association impose more stringent standards, the Executive Board shall review, at a minimum, the following financial information at each of its regular meetings:

- a) A current year-to-date financial statement of the Association;
- b) A current year-to-date schedule of revenues and expenses for the operating and reserve account(s), compared to budget for those accounts;
- c) A current reconciliation of the operating account(s) of the Association;
- d) A current reconciliation of the reserve account(s) of the Association;
- e) The latest account statements prepared by the financial institutions in which the accounts of the Association are maintained; and
- f) The current status of any civil action or claim submitted to arbitration or mediation in which the Association is a party.

Adoption: This resolution was adopted at the January 26, 2011, Board of Directors Meeting and subsequently revised at a duly noticed Board of Directors Meeting on July 10, 2013, and again on October 1, 2025.



President

Secretary

CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION
2025 ANNUAL ELECTION SOLICITATION AND 2026 BUDGET RATIFICATION

Caughlin Ranch HOA (CRHA) is soliciting Association Members to serve on the CRHA Board of Directors beginning in November 2025. If you are interested in serving your community, please complete and return the attached 3-page Board Candidate Nomination Form (BCNF) to the Caughlin Ranch office via mail, fax, e-mail or hand-delivery.

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

The completed BCNF must be received in the Caughlin Ranch HOA office no later than 4:00 p.m. on Wednesday, October 15, 2025. Please contact the Caughlin Ranch office to confirm your BCNF was received. (Caughlin Ranch staff cannot be held responsible for documents which are not received.)

The completed BCNF forms will be sent to all CRHA Members in the 2025 Annual Election and 2026 Budget Ratification Meeting Packet.

There are four (4) positions open for the 2025 Election: three (3) 2-year terms and one (1) 1-year term. There are three (3) Board Members whose 2-year terms expire in November: Allen Black, Al Dennis, and Michael Ginsburg. There is one (1) Board Member whose position is open for a one-year term. Steve Bremer is currently filling that position due to Chris Howard's resignation in May 2025. A total of seven (7) Board Members serves the Caughlin Ranch HOA community.

If more than four (4) candidate forms are received by members who are eligible to serve, the BCNFs and a secret ballot will be sent to all CRHA Members on or about Monday, October 20th. A Candidate Forum may be held at 5:00p.m. on Thursday, November 6th prior to the ballot deadline of Monday, November 17th at 11:00a.m.

If four (4) or fewer eligible candidates return a BCNF, no election or Candidate Forum will be held. CRHA Members will be advised in the 2025 Annual Election and 2026 Budget Ratification Meeting Packet that the Board Candidate forms received are enclosed and those candidates will be seated on the Board of Directors at the close of the 2025 Annual Election and 2026 Budget Ratification Meeting on November 19, 2025.

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

Please consider providing the following voluntary information:

E-mail address: black64@gmail.com Contact No: 973-295-8316

Occupation: Retired

Mailing address (if different): 45 Promontory Pointe

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

BOARD CANDIDATE NOMINATION FORM

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

A meeting of the units' owners must be held at least once each year, at which time ballots for the election of members of the executive board must be opened and counted. The election for Caughlin Ranch Homeowners' Association has been scheduled for 11/19/2025. There will be 4 vacancies, Three (3) 2-year Terms, and One (1) 1-year Term. If you are a unit owner interested in running for the association's board of directors, please complete and submit the following information:

YOUR NAME

ALLEN BLACK

ADDRESS OF UNIT OWNED

(Street)

45 Promontory Pointe Reno

(City)

(State)

NV

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

T

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

T

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

T

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

T

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

T

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

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

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

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

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

YOUR SIGNATURE

Allen Black

DATE

9/23/25

RETURN COMPLETED FORM TO

Caughlin Ranch HOA, 1070 Caughlin Crossing, Reno, NV 89519

BY

October 15, 2025 by 4:00 PM

(late or incomplete submissions will not be accepted).

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

BOARD CANDIDATE NOMINATION FORM

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CANDIDATE NAME Allen Black

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

REQUIRED DISCLOSURES

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

NONE

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

I am a member in good standing

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

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

BOARD CANDIDATE NOMINATION FORM

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CANDIDATE INFORMATIONAL STATEMENT

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

CANDIDATE NAME Allen Black

I have been on the CRHA board for several years and currently am the board treasurer. My first priority is to persevere or enhance property value to the homeowners. Secondly is minimize the cost of operations as much as possible while maintaining the first priority. This has been a challenge over the last several years due to inflation and the labor market in Reno. We all love CRHA community and wish to keep it beautiful.

**CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION
2025 ANNUAL ELECTION SOLICITATION AND 2026 BUDGET RATIFICATION**

Caughlin Ranch HOA (CRHA) is soliciting Association Members to serve on the CRHA Board of Directors beginning in November 2025. If you are interested in serving your community, please complete and return the attached 3-page Board Candidate Nomination Form (BCNF) to the Caughlin Ranch office via mail, fax, e-mail or hand-delivery.

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

The completed BCNF must be received in the Caughlin Ranch HOA office no later than **4:00 p.m. on Wednesday, October 15, 2025**. Please contact the Caughlin Ranch office to confirm your BCNF was received. (Caughlin Ranch staff cannot be held responsible for documents which are not received.)

The completed BCNF forms will be sent to all CRHA Members in the 2025 Annual Election and 2026 Budget Ratification Meeting Packet.

There are four (4) positions open for the 2025 Election: three (3) 2-year terms and one (1) 1-year term. There are three (3) Board Members whose 2-year terms expire in November: Allen Black, Al Dennis, and Michael Ginsburg. There is one (1) Board Member whose position is open for a one-year term. Steve Bremer is currently filling that position due to Chris Howard's resignation in May 2025. A total of seven (7) Board Members serves the Caughlin Ranch HOA community.

If more than four (4) candidate forms are received by members who are eligible to serve, the BCNFs and a secret ballot will be sent to all CRHA Members on or about Monday, October 20th. A Candidate Forum may be held at 5:00p.m. on Thursday, November 6th prior to the ballot deadline of Monday, November 17th at 11:00a.m.

If four (4) or fewer eligible candidates return a BCNF, no election or Candidate Forum will be held. CRHA Members will be advised in the 2025 Annual Election and 2026 Budget Ratification Meeting Packet that the Board Candidate forms received are enclosed and those candidates will be seated on the Board of Directors at the close of the 2025 Annual Election and 2026 Budget Ratification Meeting on November 19, 2025.

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

Please consider providing the following voluntary information:

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

Occupation: USAF Imagery Analysis and operations Intelligence Officer (Retired) and CFO

Mailing address (if different): _____

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

1070 Caughlin Crossing, Reno, NV 89519 • (o) 775.746.1499 / (f) 775.746.8649
www.caughlinhoa.com

BOARD CANDIDATE NOMINATION FORM

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YOUR NAME Steve Bremer

ADDRESS OF UNIT OWNED 4555 Village Green Parkway Reno Nevada
(Street) (City) (State)

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

T

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

T

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

T

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

T

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

T

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

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

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

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

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

YOUR SIGNATURE

Steve Bremer

DATE 8 Sep 25

RETURN COMPLETED FORM TO

Caughlin Ranch HOA, 1070 Caughlin Crossing, Reno, NV 89519

BY

October 15, 2025 by 4:00 PM

(late or incomplete submissions will not be accepted).

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

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CANDIDATE NAME Steve Bremer

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

REQUIRED DISCLOSURES

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

None

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

I am a member of Good Standing

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

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

Steve Bremer 2025 Annual Election Candidate Statement

Board Member Commitment and Vision

Commitment to the Community

As a Board member, I am dedicated to maintaining and improving our community while ensuring fiscal responsibility. My main goals are to keep dues reasonable without compromising our quality of life, enhance transparency and resident participation, support our incredible staff, and help the Board adapt to the evolving needs of our community.

Approach to Board Service

A thorough understanding of the budget is essential for effective Board service. My approach is to identify financial strengths and areas that need further attention. With the community's diverse interests and opinions, it is crucial to listen to all voices and understand different perspectives. While the responsibilities can be challenging, my 28 years in the military and experience as a Chief Financial Officer have equipped me to manage these interests and effectively advocate for initiatives that benefit everyone. I am committed to listening, representing your interests, and promoting positive change as a Board member.

Professional Experience and Community Engagement

My 28 years of military service have developed my leadership, strategic thinking, and problem-solving abilities—skills that are essential to addressing the Board's challenges. Serving as a Chief Financial Officer has given me the expertise to analyze budgets, identify opportunities for improvement, and ensure the responsible management of our resources. I am attuned to community concerns, including issues like speeding, defensible spaces, and fostering a strong sense of community. I am dedicated to engaging with residents, considering every perspective, and making decisions together. I value ongoing communication and believe a well-informed, united community is key to progress. You can count on my leadership, presence and advocacy at every meeting.

Vision for Positive Change

I am truly excited for the opportunity to contribute to our community as a Board member. I promise to listen, engage, and advocate for all members, working toward making our community an even better place to live. Now is the time for positive change, and I am ready to help guide this transformation for everyone's benefit.



CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION

2025 ANNUAL ELECTION SOLICITATION AND 2026 BUDGET RATIFICATION

Caughlin Ranch HOA (CRHA) is soliciting Association Members to serve on the CRHA Board of Directors beginning in November 2025. If you are interested in serving your community, please complete and return the attached 3-page Board Candidate Nomination Form (BCNF) to the Caughlin Ranch office via mail, fax, e-mail or hand-delivery.

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

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If four (4) or fewer eligible candidates return a BCNF, no election or Candidate Forum will be held. CRHA Members will be advised in the 2025 Annual Election and 2026 Budget Ratification Meeting Packet that the Board Candidate forms received are enclosed and those candidates will be seated on the Board of Directors at the close of the 2025 Annual Election and 2026 Budget Ratification Meeting on November 19, 2025.

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

Please consider providing the following voluntary information:

E-mail address: al@caughlinhoa.com Contact No: 775-827-0883

Occupation: Insurance Agent

Mailing address (if different): 158A Wheatgrass Dr, Reno, NV 89509

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

1070 Caughlin Crossing, Reno, NV 89519 • (o) 775.746.1499 / (f) 775.746.8649
www.caughlinhoa.com

BOARD CANDIDATE NOMINATION FORM

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YOUR NAME Al Dennis

ADDRESS OF UNIT OWNED 1584 Wheatgrass Dr, Reno, 89509
(Street) (City) (State)

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

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

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

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

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

T In this community, I am: the record owner of a unit; an officer, employee, agent or director of a corporate owner of a unit; a trustee or designated beneficiary of a trust that owns a unit; a partner of a partnership that owns a unit; a member or manager of a limited-liability company that owns a unit; or a fiduciary of an estate that owns a unit.
NOTE: If you are not the record owner, you must file proof in the records of the association that you are associated with the corporate owner, trust, partnership, limited-liability company or estate and identify the unit or units owned.

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

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

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

YOUR SIGNATURE Al Dennis

DATE 9/18/25

RETURN COMPLETED FORM TO Caughlin Ranch HOA, 1070 Caughlin Crossing, Reno, NV 89519

BY October 15, 2025 by 4:00 PM (late or incomplete submissions will not be accepted).

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

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CANDIDATE NAME Al Dennis

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

REQUIRED DISCLOSURES

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

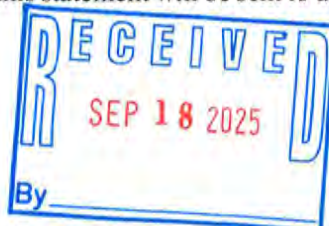
None

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

I am a member in good standing per above

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

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BOARD CANDIDATE NOMINATION FORM

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CANDIDATE INFORMATIONAL STATEMENT

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

CANDIDATE NAME Al Dennis

I am a current member of the CBHOA Board. I have served for more than 10 years in various officer roles. I am the sole memory of the past 10+ years as I have been involved in all of the activities and I have attended all required ~ and offered ~ training.

I take the position of board member serious and I strive to learn all of the programs and procedures required to meet the demands of keeping Caughlin Ranch beautiful & safe. I attend all of my assigned meetings and I have been on many committees with our association.

Coming up to speed with our many policies and procedures takes much effort & time. I would like to be able to continue to volunteer my time to continue.

BOARD CANDIDATE NOMINATION FORM

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

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

YOUR NAME Michael Ginsburg

ADDRESS OF UNIT OWNED 4690 Sommerville Way Reno NV
(Street) (City) (State)

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

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

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

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

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

YOUR SIGNATURE 

DATE 9-17-2025

RETURN COMPLETED FORM TO
BY

(late or incomplete submissions will not be accepted).

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

BOARD CANDIDATE NOMINATION FORM

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

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

CANDIDATE NAME Michael Ginsburg

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

REQUIRED DISCLOSURES

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

None

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

I am member in good standing

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

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

BOARD CANDIDATE NOMINATION FORM

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

CANDIDATE INFORMATIONAL STATEMENT

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

CANDIDATE NAME Michael Ginsburg

Please see the attached for my Candidate information Sheet

Mike Ginsburg - Caughlin Ranch Board of Directors

I am a third generation Reno resident and with my wife Dana, we raised our three daughters in the Caughlin Ranch area for a total of 33 years. All three Daughters graduated Reno High School and all three have graduated college with two of them going to Nevada and the youngest going off to Gunnison Colorado – Western State Colorado University to follow her dream to swim in college. The three of them are currently using their degrees in the disciplines they graduated with and the youngest is now in her third year of residency at the University of Nevada (UNR)

I have been employed at NV Energy for the past Forty years and my current position is Manager of New Business Design.

I am currently on the Board of Directors for Caughlin Ranch 2019-2025 and I was also on the board from 2003-2008.

Besides the Caughlin Ranch Board I have done lots of volunteering in our community.

I am currently on the City of Reno neighborhood advisory board - ward 2. In December of 2024 I completed 12 years on the City of Reno parks and recreation commission and served as the chairman for many of those years.

My wife and I have been doing Triathlons (Swim-Bike-Run) for the past 32 years and we have participated in races in 17 states and 6 countries. Since 1998 I have been the President of the Reno Area Triathletes and the race director of the Pyramid Lake Triathlon for the past 21 years. The rare feature with this event and with our triathlon club is we give all the proceeds from the race back to the community, over \$120,000 to local non-profits (our Volunteer groups) over those years.

For the past 20 years I have been the meet director for the NIAA high school Regional and State swim meets, receiving the official of the year award twice once in 2010 and once again in 2019.

My proudest accomplishment in my volunteer career has been with the Sierra Nevada Community Aquatics (SNCA), a group that has worked tirelessly for the last 17 years to bring the new pool to the Moana site.

I love living in the Caughlin Ranch area and there is no better place in Reno to call home. I am running for the board of directors because I truly care about what happens in our neighborhoods.



CAUGHLIN RANCH HOMEOWNERS' ASSOCIATION
2025 ANNUAL ELECTION SOLICITATION AND 2026 BUDGET RATIFICATION

Caughlin Ranch HOA (CRHA) is soliciting Association Members to serve on the CRHA Board of Directors beginning in November 2025. If you are interested in serving your community, please complete and return the attached 3-page Board Candidate Nomination Form (BCNF) to the Caughlin Ranch office via mail, fax, e-mail or hand-delivery.

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

The completed BCNF must be received in the Caughlin Ranch HOA office no later than 4:00 p.m. on Wednesday, October 15, 2025. Please contact the Caughlin Ranch office to confirm your BCNF was received. (Caughlin Ranch staff cannot be held responsible for documents which are not received.)

The completed BCNF forms will be sent to all CRHA Members in the 2025 Annual Election and 2026 Budget Ratification Meeting Packet.

There are four (4) positions open for the 2025 Election: three (3) 2-year terms and one (1) 1-year term. There are three (3) Board Members whose 2-year terms expire in November: Allen Black, Al Dennis, and Michael Ginsburg. There is one (1) Board Member whose position is open for a one-year term. Steve Bremer is currently filling that position due to Chris Howard's resignation in May 2025. A total of seven (7) Board Members serves the Caughlin Ranch HOA community.

If more than four (4) candidate forms are received by members who are eligible to serve, the BCNFs and a secret ballot will be sent to all CRHA Members on or about Monday, October 20th. A Candidate Forum may be held at 5:00p.m. on Thursday, November 6th prior to the ballot deadline of Monday, November 17th at 11:00a.m.

If four (4) or fewer eligible candidates return a BCNF, no election or Candidate Forum will be held. CRHA Members will be advised in the 2025 Annual Election and 2026 Budget Ratification Meeting Packet that the Board Candidate forms received are enclosed and those candidates will be seated on the Board of Directors at the close of the 2025 Annual Election and 2026 Budget Ratification Meeting on November 19, 2025.

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

Please consider providing the following voluntary information:

E-mail address: Eddie@eddielorton.com Contact No: (775) 741-4741

Occupation: Investor self Employed

Mailing address (if different): 3601 Glen Echo Ln. Reno, NV. 89509

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

BOARD CANDIDATE NOMINATION FORM

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

A meeting of the units' owners must be held at least once each year, at which time ballots for the election of members of the executive board must be opened and counted. The election for Caughlin Ranch Homeowners' Association has been scheduled for 11/19/2025. There will be 4 vacancies, Three (3) 2-year Terms, and One (1) 1-year Term. If you are a unit owner interested in running for the association's board of directors, please complete and submit the following information:

YOUR NAME George "Eddie" Lorton

ADDRESS OF UNIT OWNED 3601 Glen Echo Ln. Reno Nevada
(Street) (City) (State)

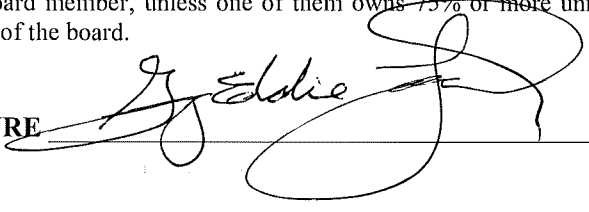
ELIGIBILITY (place 'T' for true, 'F' for false on the lines below):

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

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

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

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

YOUR SIGNATURE  DATE 10-8-25

RETURN COMPLETED FORM TO Caughlin Ranch HOA, 1070 Caughlin Crossing, Reno, NV 89519
BY October 15, 2025 by 4:00 PM (late or incomplete submissions will not be accepted).

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

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A meeting of the units' owners must be held at least once each year, at which time ballots will be opened and counted to determine those elected to the executive board, or candidates will be deemed to be duly elected to the executive board. The annual meeting for Caughlin Ranch Homeowners' Association has been scheduled for 11/19/25. The unit owner listed below submitted his/her nomination form and was deemed eligible to serve on the association's board of directors:

CANDIDATE NAME George "Eddie" Lorton

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

REQUIRED DISCLOSURES

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

None

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

None

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

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

BOARD CANDIDATE NOMINATION FORM

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CANDIDATE INFORMATIONAL STATEMENT

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CANDIDATE NAME George Eddie Jorton

I have a sheet attached

My name is George Eddie Lorton and I am seeking election to the Caughlin Homeowner's Association Board of Directors for a two year term. I have been a Nevada native for 63 years and a member of this association for 10 years.

I have extensive experience in property management owning several properties throughout the years in other states and in Nevada ranging from residential, commercial and vacation rentals. I have also owned investment businesses and other service companies including a large recycling company in Reno.

Why I am running:

- We are seeing large increases in dues from 10% in 2023 and 20% in 2024 and now we are looking at another increase in 2025
- I am a businessman and know how to manage a budget and get things done on limited resources
- I have a record of success in business
- I have experience in forensic auditing and business analysis
- I also served on the HOA board of Galena Country Estates for 5 years

I am well connected and well versed with county and city ordinances and know how to utilize the various ordinances for the HOA's benefit.

Listening to members of the association is important to me and I am available at all times to our fellow members.

I can be contacted at 775-741-4323 or at Eddie@eddielorton.com

Thank you for your consideration and I look forward to serving you, my fellow neighbors.

Best Regards,

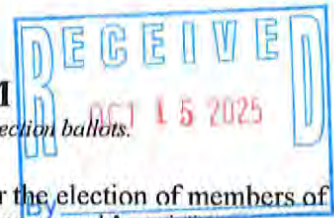
A handwritten signature in black ink, appearing to read 'George Eddie Lorton', with a large, stylized flourish extending from the end of the signature.

George Eddie Lorton

This page is left intentionally blank.

BOARD CANDIDATE NOMINATION FORM

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



A meeting of the units' owners must be held at least once each year, at which time ballots for the election of members of the executive board must be opened and counted. The election for Caughlin Ranch Homeowners' Association has been scheduled for 11/19/2025. There will be 4 vacancies, Three (3) 2-year Terms, and One (1) 1-year Term. If you are a unit owner interested in running for the association's board of directors, please complete and submit the following information:

YOUR NAME

Jeanne Naccarato

ADDRESS OF UNIT OWNED

3055 Chinook Creek Rd Reno, NV
(Street) (City) 89519 (State)

ELIGIBILITY (place "T" for true, "F" for false on the lines below):

T

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

T

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

T

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

T

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

T

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

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

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

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

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

YOUR SIGNATURE

JNaccarato

DATE

10/15/2025

RETURN COMPLETED FORM TO

Caughlin Ranch HOA, 1070 Caughlin Crossing, Reno, NV 89519

BY October 15, 2025 by 4:00 PM (late or incomplete submissions will not be accepted).

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A meeting of the units' owners must be held at least once each year, at which time ballots will be opened and counted to determine those elected to the executive board, or candidates will be deemed to be duly elected to the executive board.

The annual meeting for Caughlin Ranch Homeowners' Association has been scheduled for 11/19/25.

The unit owner listed below submitted his/her nomination form and was deemed eligible to serve on the association's board of directors:

CANDIDATE NAME Jeanne Naccarato

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

REQUIRED DISCLOSURES

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

N/A

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

I am a member in good standing.

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

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

BOARD CANDIDATE NOMINATION FORM

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CANDIDATE INFORMATIONAL STATEMENT

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CANDIDATE NAME Jeanne Naccarato

Please see attached.

Candidate Information Statement

Name: Jeanne Naccarato

I have been a resident of Caughlin Ranch for 12 years. I believe I would be an asset to the Caughlin Ranch HOA Board because of my Board and business experience on various local non-profit boards and community involvement. In addition, I feel qualified to serve the Caughlin Ranch Community because:

- I regularly attend the Caughlin Ranch HOA General Board Meetings
- My family and I support the Caughlin Ranch Community Events.
- I have served as President of my Soroptimist International of Truckee Meadows Board twice (2018 and 2024) and served on that Board in other offices for over 10 years.
- I serve as Treasurer on the Caughlin Creek HOA Board in my 8th year.
- I am a longtime educator with a BA and MBA in Secondary Education/Special Education. I currently volunteer 4-6 hours each week at Caughlin Ranch Elementary School in my granddaughter's kindergarten class teaching Language Arts.

I am committed to the well-being and prosperity of Caughlin Ranch. I love living here and walking our beautifully maintained trails and observing the various wildlife that inhabit our common areas. Then too, my grandchildren enjoy playing in our parks and taking the annual bird walks. Caughlin Ranch is our home and I would be honored to serve on the Caughlin Ranch Board.



2025 ANNUAL MEMBERS ELECTION MEETING

12:00 noon Monday, November 17, 2025;

Open and Tally Secret Ballots (both hardcopy and electronic)

Caughlin Ranch HOA Office, 1070 Caughlin Crossing Reno, NV 89519;

Reconvene on Wednesday, November 19, 2025, at 6:30pm

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

*Both sessions will be conducted virtually via GoToMeeting and In-person
(see agenda for log-in information)*

SECRET BALLOT

HOW TO VOTE:

- Each unit/lot has One (1) vote for each vacant position on the Board.
- There are Four (4) vacant positions, three 2-year terms and one 1-year term.
- Each unit/lot is entitled to cast four (4) votes.
- Cumulative voting is not permitted; *you may not cast more than one (1) vote per nominee. If more than four (4) votes are cast below, or if more than one vote per nominee is cast, the ballot will be considered invalid and will not be tallied.*
- Please refer to the Board Candidate Nomination Forms enclosed for information on the nominees. Due to the requirements of NRS 116.31034, write-in votes or nominations from the floor cannot be accepted. You may only vote for the nominees whose names are pre-printed on this Secret Ballot.
- The Secret Ballots sent in via U.S. Mail in sealed envelopes will be entered into the electronic voting system by the third-party election agent, vote-now.com. Any Secret Ballots that are hand-delivered to the HOA office will be opened and entered into the electronic voting system tallied by volunteers beginning at 12:00 noon on Monday, November 17, 2025, when the 2025 Annual Members Election Meeting is called to order. Any votes sent in electronically via email with vote-now.com will be added to the hardcopy ballots for the final tally. This portion of the meeting is strictly for the purpose of opening and tallying the Secret Ballots at the CRHA office in Reno, NV. The meeting will be conducted both virtually via GoToMeeting and in-person.
- The 2025 Annual Members Election Meeting will be recessed after the Secret Ballots are tallied. The Annual Meeting will be reconvened on Wednesday, November 19, 2025, at 6:30pm. (See heading above for location and time information.) Announcement of the election results will be made at the reconvened meeting. Members/owners are permitted to view the ballot counting process. (Board Members, nominees and staff are not permitted to open or tally the Secret Ballots.)

ONLINE VOTING. For members who have provided CRHA with an email authorization, or who have not opted out of receiving emails from CRHA, you will receive an email from elections@vote-now.com with the voting information and a unique credential at the start of the voting period. This email will also include your annual meeting agenda and other important annual information. Follow the instructions in the email on how to vote.

SECRET BALLOT VIA SEALED ENVELOPE: A Secret Ballot and two (2) envelopes are enclosed. 1) Complete and insert the Secret Ballot into the small **SECRET BALLOT RETURN ENVELOPE** and seal it. 2) Place the sealed Secret Ballot Return Envelope into the envelope addressed to Election for Caughlin Ranch HOA. This two-envelope process is required by NRS 116 and is intended to maintain the confidentiality of the voting member.

The Secret Ballot must be received by 11:00a.m. on Monday, November 17, 2025, at the office of Caughlin Ranch Homeowners Association in Reno, NV to be included in the ballot count.

SECRET BALLOT*

Vote Selection

Nominees (In alphabetical order)

☐

Allen Black

☐

Steve Bremer

☐

Al Dennis

☐

Michael Ginsburg

☐

George "Eddie" Lorton

☐

Jeanne Naccarato

***Reminders:**

- **No cumulative voting.**
- **Choose up to, but not more than, four (4) candidates.**

**41st Annual Homeowners Dinner and
2025 Annual Meeting & 2026 Budget Ratification
Wednesday, November 19, 2025**

Pasta Dinner

RSVP Required by 4 pm on Thursday, Nov. 13, 2025



Limited Seating

5:30 - 6:30 pm

Pinocchio's Reno

5995 S. Virginia St. Reno, NV



events@caughlinhoa.com

775-746-1499

Raffle



A Variety of Gift cards and Gift Certificates!

Tickets \$5 each or 5 for \$20 Cash Only

All money raised will benefit the Angel Tree Program



**2025 Annual Meeting and
2026 Budget Ratification
6:30 pm**

Organizational Meeting Immediately Following



Caughlin Cares – Angel Tree & Blanket Drive Help Make the Holidays Brighter!

The Angel Tree Gift Giving Program is a wonderful way to help those in need during the holidays.

We are collecting new clothes, toys, and hobby items for:

📁 25 children and 25 seniors

★ Starting November 1st-28th

You can pick up a wish list from the Caughlin Ranch HOA office or call/email us to have one sent to you by email.

☎ **Phone: 775-746-1499** ✉ **event@caughlinhoa.com**

Once you have a wish list, please:

✓ Shop for the gifts, fulfill the entire list. ✓ Wrap them (we can help!)



Senior Blanket Drive (5th Annual)!

We are also collecting new throw blankets to help keep our seniors warm this winter.

Simply drop one off at the office during business hours.

📍 Drop-Off Location: Caughlin Ranch HOA Office

1070 Caughlin Crossing, Reno, NV

🕒 Monday – Friday | 8:00 AM – 5:00 PM

💬 Need help wrapping gifts?

Our friendly staff is happy to assist you!

Let's work together to spread joy and meet real needs this holiday season!

www.caughlinhoa.com

