



**Board of Directors General Business Meeting Minutes  
Wednesday, October 1, 2025, at 6:00pm**

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

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

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

**Board Members absent - none**

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

Lisa Nunley, General Manager   Sandy Wheeler, Asst. Manager/CAM   Randy Lisenby, Landscape Supt.

9 Homeowners in-person; 0 attending virtually

- 1. Call to order and establish quorum:** President Keiffer called the meeting to order at 6:00p.m. A quorum was established with seven (7) Board Members present either in person, via teleconference and/or telephone.
- 2. Member Comments.** President Keiffer welcomed everyone present and provided a brief overview of guidelines regarding Member Comments to the Homeowners present. This item permits homeowners to give comments regarding items on the agenda. However, an exception was made to allow those in attendance to speak on any topic.
  - A homeowner stated he thinks the allocation of funds by the HOA toward improvement of other neighborhoods outweighs that of his neighborhood (The Cottages). Over the past five years he has requested that the creek be rocked in, but it has not happened. Also, there is too much irrigation on the grass as the lawnmowers leave ruts.
  - A homeowner shared that she loves living in Caughlin Ranch HOA. She would like to see improved maintenance of the rock structures and rock walls and less irrigation use as mentioned in the previous comment. The creek area in the greenbelt is overgrown and needs cleaning. There are tree branches over the walking path that a tall person cannot walk under.
  - A homeowner relayed his thanks for all the efforts in response to recent ebike issues. He is concerned about the young men riding motorcycles on walking paths and streets and asked the Board to consider more signage and enforcement.
- 3. Consent Agenda.** The proposed Consent Agenda below is presented for the Board's acceptance or revision. President Keiffer confirmed that all Board Members have reviewed and become familiar with the Consent Agenda items prior to proceeding.

**Motion: Treasurer Black moved to approve the items on the Consent Agenda as presented. Director Miller seconded. Motion unanimously carried.**

- a. Minutes:** Review & approve July 23, 2025, Board of Directors General Business Meeting Minutes  
The July 23, 2025, Board of Directors General Meeting Minutes were provided to the Board for review and consideration.
- b. Reports & Updates:**
  - 1) Finance & Budget Committee.**  
A recap of the most recent F&B Meeting (2026 Draft Budget Review) was provided in the Board's meeting packet. In addition, committee member Martin Kwitek added that "there was a comment from the treasurer expressing the need to boost funding for reserves. Hopefully, this aspect of structural inflation supported by the Browning study can be referenced for consideration by your guidance summary for the Board."

2) Landscaping & Maintenance Dept., including update on Village Green Park Playground Repairs (Superintendent Lisenby)

Miscellaneous Projects / Weekly Maintenance:

- Normal weekly maintenance on-going
- Defensible Space maintenance on-going
- Steamboat ditch turns off on Sept 29<sup>th</sup>
- Irrigation pumps switch over to TMWA on Sept 26<sup>th</sup>
- Sheep project was successful, and they are done for this year.
- Graffiti removal throughout the Ranch is on-going
- All 3 Parks are inspected and cleaned daily
- Coordinating repairs with manufacturer for VGP playground “globe” that was vandalized.

Projects:

- Rubber mulch refresh for Village Green Park playground is completed.
- Small rock wall behind Caughlin Club to control erosion along path is completed.
- Fence repair work along Caughlin Parkway has commenced.

3) Architectural Control Committee. Seventy-two (72) applications were reviewed from 07/01/2025 through 08/31/2025. Of those, sixty-six (66) were approved with standard conditions, one (1) was withdrawn, one (1) was returned for more information, and four (4) were denied. The ACC meets twice per month on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays, except for November and December when they meet once per month. (A copy of the detailed list of submittals was provided to the Board in their Executive Session packet.)

4) Community Events. The Events/Caughlin Rancher Committee met on September 3<sup>rd</sup> to review potential topics and articles for the Nov/Dec 2025 edition of The Caughlin Rancher. Discussion also included planning for events such as Octoberfest and the Annual Meeting. A copy of the Board approved 2025 Events Schedule was provided in the Board’s meeting packet.

5) Branding / Signage Ad Hoc Committee. The new logo is gradually being incorporated into CRHA. Office stationery, For Rent/For Sale signage, banners, Landscape/Maint uniforms, CRHA vehicles have been updated. In 2024 the HOA office building signage, Caughlin Creek (both entries) and Seasons were completed. Caughlin Crest, Vantage Pointe and Village Green Park signs were repaired and repainted in March 2025 by CRHA Maint Crews. Upper Caughlin entry monument signage was complete in June 2025. A complete listing was provided in the Board’s meeting packet.

6) Community Information, including Caughlin Pkwy Speeding and Remediation Efforts. In addition to the items on this agenda, below are some other highlighted items and projects being addressed by management and staff since the last meeting (the list is not all-inclusive):

- New Homeowner Orientation is held virtually on the 2<sup>nd</sup> Thursday of each month.
- GM Nunley is a member of CAI’s Education Committee and CAI’s Legislative Action Committee for Nevada and attends monthly/quarterly meetings for each committee.
- Staff continues to support the Events program and looks forward to helping organize and facilitate the ongoing and upcoming events.
- Vista Pointe HOA irrigation agreement was fully executed following the March board meeting and landscape crews inspected and repaired the irrigation system. VPHOA has obtained the votes needed to transfer the parcel to CRHA. A proposal for the BLA survey is included in this meeting’s packet for the Board’s consideration.
- The agreement with Tray Palmer was fully executed and Mr. Palmer is in the process of creating the CWPP and Evacuation plans. Update: The Board approved the Evacuation Plan at the July meeting. The CWPP will be developed in conjunction with the City of Reno’s plan which should be completed in late 2025/early 2026.
- Additional No Motorized Vehicles signage was ordered and has been installed at VGP.
- The signed contract for electronic voting was returned to vote-now.com and communication is on-going in preparation for the annual mailer/electronic voting.
- The rubber mulch nuggets were delivered to VGP on Sept. 4<sup>th</sup> and the crew unloaded and spread the nuggets in the playground area same day.

- **Caughlin Parkway Speeding Mitigation Update** (from Harvey Miller 09.17.2025). Reno PD has re-aligned their division heads and Captain Hallert is no longer the head of Traffic. I have re-established a new contact within the Traffic division. The department has had very limited activity in the Caughlin Ranch footprint in the last two months. The majority of their effort has been on McCarran where they have issued over 800 citations. I hope to have more to report within our footprint at the next board meeting. Thank you for being patient. Harvey

#### **4. Finances:**

##### **4.1 Review & accept (un-audited) Financial Reports dated June 30, 2025 & July 31, 2025**

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

- 2025 CD Schedule enclosed.
- Treasurer Black has been provided with a copy of all the bank/investment statements and associated reconciliations along with the supporting financial reports.
- The Board Members have been provided copies of the GL Balance Sheet by Fund and the Statement of Revenues and Expenses as of June 30, 2025, and July 31, 2025.
- The bank statements are being reconciled and the financial reports reviewed and adjusted as needed monthly by the GL Accountant and Assistant Manager Wheeler to ensure CRHA is reporting on a true accounting basis.

- The Association's cash position through July 31st:

##### **BALANCE SHEET**

Operating cash = \$1,115,501.48. – (1B)

Reserve cash and Investments/CD's Total: \$1,201,766.22. – (2B)

CRHA = \$599,472.33 – (3B)

Whispering Canyon = \$186,538.34 – (4B)

Caughlin Creek/Deer Creek = \$155,169.30 – (5B)

Mountainshyre = \$260,592.25 – (6B)

- Through July 31, 2025, on an accrual basis,

##### **REVENUE and EXPENSES REPORT**

- Total Operating Income was \$1,791,891.290 (1); over YTD Budget by \$21,218.79 (2).
- At this time, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$1,755,018.24 (3); under YTD Budget by \$40,012.26 (4).
- Expense recap: Operating = \$381,891.80 (5) over budget by \$11,520.30 (6);  
Payroll = \$933,864.38 (7) under budget by \$77,458.62 (8);  
R&M = \$282,575.18 (9) under budget by \$6,461.18 (10);  
Utilities = \$156,686.88 (11) over budget by \$19,464.88 (12).
- Total Reserve Income was \$363,867.53 (13); over budget by \$11,337.03 (14).
- Total Reserve Expense was \$86,228.48 (15) under YTD Budget by \$369,786.00 (16); 2025 Reserve Expense Budget = \$695,540 (17).

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

**Motion:** VP Ginsburg moved to accept the Association's unaudited financial reports dated June 30, 2025, and July 31, 2025, as presented. Director Bremer seconded. Motion unanimously carried.

**4.2 Review & approve Bad Debt write-offs.** There are no Bad Debt Write-offs at this time.

**5. Reports & Updates:**

**5.1 Executive Session Summary and Pending Legal Action against the Association; Attorney Oliphant**  
(Per NRS 116.31085 subsection 6)

Pursuant to NRS 116.31085 subsection 6, the following items are being reported as reviewed during the last Executive Session Meeting held on October 1, 2025:

- Approval of the July 23, 2025, Executive meeting minutes.
- Pending legal action notices as follows:
  - Discussion of the status of a homeowner complaint/dispute involving CRHA and Washoe County regarding potential easement deed associated with recent spur road abandonment. This item is almost complete.
  - Discussion of civil complaint and Sheriff's sale for outstanding fines. This item is resolved.
- Review the Violation Report & fines.
- Review the most recent Architectural Control Committee Report.
- Review Homeowner disputes, appeals and alleged violations.
- Review the Accounts Receivable Aging Report.
- Review of bad debt write-offs (if any)
- Discussion of Personnel items.

**6. Unfinished Business:**

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

The CCCC Board met on July 30<sup>th</sup> for what was their Annual Meeting (An impromptu board meeting was held following the Annual Meeting to discuss regular business). At that meeting, discussion took place regarding CRHA's request to be removed as a member of the Association. Their legal counsel had provided verbal recommendation to the PM that CRHA should not be permitted to disengage from CCCC because it would increase assessments for other members. Discussion indicated that the majority of the members are not in favor of CRHA being permitted to disengage from the CCCC Association. The PM for CCCC followed up with a request for common area cost information from CRHA which was sent prior to their September 23<sup>rd</sup> meeting.

The CCCC Board met on September 23<sup>rd</sup> and reviewed 2026 budget scenarios, including a budget where CRHA would only pay for those items attributed to them and no longer paying for things such as landscaping, snow removal, water, asphalt, etc. Because a primary voting member was not in attendance, a follow up meeting is scheduled for October 22<sup>nd</sup> for budget approval.

**7. New Business:** \*Item 7.14 was moved up on the agenda to accommodate the vendor in attendance.

**7.14 Review and Possibly Approve Agreement with CPM Services for Bi-Monthly Newsletter (The Caughlin Rancher) Effective 10.01.2025-09.30.2027**

The Board was provided for consideration a 2-year Agreement for the publication of the Caughlin Rancher effective 10.01.2025. There is no significant change to the previous two-year contract (from 2023).

**Motion: President Keiffer moved to approve the 2-year Agreement from CPM for the publication of the Caughlin Rancher for the period 10.01.2025 through 09.30.2027 as presented. Director Dennis seconded. Motion carried by majority vote (T. Keiffer, M. Ginsburg, A. Black, A. Dennis. S. Bremer and H. Miller in favor; J. Ericson abstained).**

\*The meeting returned to its regularly ordered agenda.

**7.1 Review and Possibly Approve Revisions to Investment Policy and Procedures**

During the last budget workshop, there was discussion about investing operating funds (over and above the 6-month benchmark) in higher-yield accounts. The current investment policy mentions operating and reserve funds but only refers to reserve funds when listing the specifics for investments.

A proposed revision was made and sent to Attorney Oliphant for review and comments, and the final draft, with changes highlighted, were provided to the Board for consideration.

**Motion: Director Dennis moved to approve the revised Investment Policy and Procedures as presented. Director Bremer seconded. Motion unanimously carried.**

**7.2 Review and Possibly Approve Revisions to Bylaws of the Caughlin Ranch HOA**

During the last budget review meeting, discussion took place about how to increase the association's revenue. One idea was to increase the Transfer Fees to \$300 (from \$200). To be able to increase the fees, a revision to the Bylaws is necessary. A proposed revision was drafted and sent to Attorney Oliphant for review and comments. The Board was provided with the final draft for consideration.

**Motion: Treasurer Black moved to approve the revised Bylaws as presented. Director Miller seconded.**

Discussion ensued regarding the question of how to increase the fees in the future if the Board chose to do so. A revision of the By-Laws would need to take place.

**Motion unanimously carried.**

**7.3 Ratify Approval of Bear Mountain proposal for Tree Removal**

A proposal from Bear Mountain Arborist to remove a Jeffrey Pine in the greenbelt common area, and in the amount of \$4,500.00, was approved administratively with written consent from the Board President & Vice President (per the GM's Delegation of Authority policy). A copy of the signed proposal and emails from President Keiffer and VP Ginsburg are attached.

**Motion: Director Dennis moved to ratify the approval of the Bear Mountain Arborist proposal in the amount of \$4,500.00. Director Bremer seconded. Motion unanimously carried.**

**7.4 Review and Possibly Approve Boundary Line Adjustment Survey Services Proposal for Vista Pointe Parcel from Sanbell-Nevada**

Attorney Oliphant provided a recap of recent events. Vista Pointe HOA obtained the number of votes needed to transfer the parcel of land to CRHA via a boundary line adjustment. The next step in the process is to have the area surveyed. The Board was provided with a proposal from Sanbell-Nevada in the amount of \$7,300.00 for survey services to support a boundary line adjustment. Attorney Oliphant recused himself from the review of the proposal because he was the original creator. Seth Padovan, PE, reviewed and submitted his revisions to Ryan Cook at Sanbell-Nevada. Revisions were accepted as presented.

**Motion: Treasurer Black moved to approve the proposal from Sanbell-Nevada in the amount of \$7,300.00, plus additional expenses as outlined in the proposal, for survey services to support a boundary line adjustment on the Vista Pointe HOA parcels APN 041-310-05 and 041-502-01. VP Ginsburg seconded. Motion unanimously carried.**

**7.5 Review and Possibly Approve Eaglesnest HOA Landscape/Snow Removal Services Agreement 01.01.2026 through 12.31.2026**

The Eaglesnest HOA Landscape/Snow Removal Services Agreement for 2026 was provided for the Board's consideration. The substantial changes include a ten (10) percent increase in annual base service fee and updated hourly rates to reflect the increase in wages.

**Motion: Director Bremer moved to approve the Eaglesnest HOA Landscape/Snow Removal Services Agreement with annual base fee amount of \$27,264.00 for the period 01.01.2026 -12.31.2026 as presented.**

**7.6 Review and Possibly Approve Promontory Pointe HOA Landscape/Snow Removal Services Agreement 01.01.2026 through 12.31.2026**

The Promontory Point HOA Landscape and Snow Removal Services Agreement for 2026 was provided for the Board's consideration. The substantial changes include a ten (10) percent increase in annual base service fee and updated hourly rates to reflect the increase in wages.

**Motion:** Director Miller moved to approve the Promontory Point HOA Landscape and Snow Removal Services Agreement for an annual base fee amount of \$17,584.00 for the period 01.01.2026-12.31.2026 as presented. Director Bremer seconded. Motion carried by majority vote. (T. Keiffer, M. Ginsburg, J. Ericson, A. Dennis. S. Bremer and H. Miller in favor; A. Black abstained).

**7.7 Review and Possibly Approve Caughlin Creek HOA Landscape Maintenance Services Agreement 01.01.2026 through 12.31.2026**

The Caughlin Creek HOA Landscape Services Agreement for 2026 was provided for the Board's consideration. The substantial changes include a ten (10) percent increase in annual base service fee and updated hourly rates to reflect the increase in wages.

**Motion:** VP Ginsburg moved to approve the Caughlin Creek HOA Landscape Services Agreement for an annual base fee amount of \$34,752 for the period 01.01.2026-12.31.2026 as presented. Director Bremer seconded. Motion unanimously carried.

**7.8 Review and Possibly Approve Annual Insurance Renewals Effective 10.01.2025 (Landscape/General & Management/Professional Liability, Crime, Cyber Liability, Commercial Insurance Package, Umbrella and Directors & Officers/Employment Practices)**

The renewal package for the above referenced insurance coverages was provided to the Board for consideration. Below is a premium comparison between 2025 and the proposed renewals for 2026. There is an overall increase of \$11,936.00 which is primarily attributed to the Commercial Package/Umbrella, and Crime/D&O.

Premium Comparison		
COVERAGE	Expiring Premium	Renewal Premium
**Commercial Package	\$83,649.00	\$88,087.00
Commercial Umbrella	\$16,059.00	\$19,194.00
Crime/D&O	\$16,649.00	\$18,998.00
*General Liability (Landscaping)	\$3,432.00	\$5,446.00
Professional Liability	\$1,656.00	\$1,656.00
Commercial Cyber	\$1,596.00	\$1,596.00
<b>TOTAL PREMIUM</b>	<b>\$123,041.00</b>	<b>\$134,977.00</b>

**Motion:** Director Dennis moved to approve the Association's Insurance Premium Renewals as presented for renewal period Oct 1, 2025 through Oct 1, 2026, in the amount of \$134,977.00. Secretary Ericson seconded. Motion unanimously carried.

**7.9 Approve Date (12/03/2025) for Townhall: How to Become a Firewise Adapted Community**

As part of the process to increase homeowner awareness and involvement in the community's fire prevention efforts, representatives from Reno Fire Dept, NV Divn of Forestry and Truckee Meadows Fire & Rescue have offered to hold a Townhall to teach residents about how to become a Firewise Adapted Community. The date that works for all entities involved is **Wednesday, December 3<sup>rd</sup>, from 5pm to 7pm**. Location will be the HOA large conference room unless RSVP's warrant a larger venue (CR Elem).

**Motion: Director Miller moved to approve the date for a Firewise Adapted Community Townhall of December 3, 2025, from 5pm to 7pm, to be held in the CRHA conference room. VP Ginsburg seconded. Motion unanimously carried.**

**7.10 Review and Possibly Approve 2026 Board Meetings & Other Important Dates Calendar**

The Board was provided with the proposed 2026 Board Meetings and Other Important Dates Calendar for consideration.

**Motion: VP Ginsburg moved to approve the 2026 Board Meetings and Other Important Dates Calendar as presented. Secretary Ericson seconded. Motion unanimously carried.**

**7.11 Review and Possibly Approve Proposed 2026 Community Events Calendar**

The Board was provided with the proposed 2026 Community Events Calendar for consideration.

**Motion: President Keiffer moved to approve the 2026 Community Events Calendar as presented. Director Bremer seconded. Motion unanimously carried.**

**7.12 Review and Possibly Approve Proposed 2026 Architectural Control Comm Meeting Calendar**

The Board was provided with the proposed 2026 Architectural Control Committee Meeting Calendar for consideration.

**Motion: President Keiffer moved to approve the 2026 Architectural Control Committee Meeting Calendar as presented. Director Dennis seconded. Motion unanimously carried.**

**7.13 Review and Possibly Approve Agreement with McClintock Accountancy for 2025 Annual Audit & Tax Prep**

McClintock Accountancy has provided their proposal to provide 2025 Annual Audit and Income Tax Preparation services for a fee of \$11,000.00 for the audit and \$1,550.00 for the income tax return. (The agreement for 2024 services was \$10,500.00 for the audit and \$1,550.00 for the income tax return.) Provided for the Board's consideration.

**Motion: Treasurer Black moved to approve the proposal from McClintock Accountancy in the amount of \$11,000.00 for the 2025 Annual Audit, and \$1,550.00 for the 2025 Income Tax Return Preparation as presented. Director Miller seconded. Motion unanimously carried.**

**7.14 Review and Possibly Approve Agreement with CPM Services for Bi-Monthly Newsletter (The Caughlin Rancher) Effective 10.01.2025-09.30.2027**

This item was addressed earlier in the meeting.

**7.15 Review & Possibly Approve Agreement with Tim Cleary & Assoc. eff 01.01.26–12.31.27**

The Board was provided for consideration a 2-year Agreement from Tim Cleary & Associates for professional accounting services. The hourly rate has increased from \$100/hour to \$105/hour, and additional services are noted on Addendum A. (Note: Tim Cleary invoiced the Association for approximately 80 hours in 2024.)

**Motion: Director Miller moved to approve the 2-year Agreement from Tim Cleary & Associates for professional accounting services for the period 01.01.2026 through 12.31.2027 as presented. Director Bremer seconded. Motion unanimously carried.**

#### **7.16 Review and Possibly Approve 2026 Annual Operating and Reserve Budgets**

A recap of the F&B/Board Budget Workshop, held on August 21<sup>st</sup>, and the most recent cash flow report, is provided in the meeting packet for the Board's information.

The proposed 2026 Annual Operating and Reserve Budgets follows these notes and are provided for the Board's review and consideration.

The F&B Committee recommends a 7% increase for 2026. Also included for the Board's comparison are 10%, 8% and 5% increases. The full excel worksheets are also provided separately on the Board's tablets.

**Motion:** VP Ginsburg moved to approve the 2026 Operating and Reserve Budgets with a seven (7) percent increase as presented. Director Miller seconded.

Discussion ensued. Treasurer Black shared that the F&B Committee reviewed the budget in-depth. Reserve studies/contributions control a portion of the increase as paving is a significant impact. Cuts were made where possible, but the increase is necessary.

**Motion unanimously carried.**

**8. Member Comments: This time is devoted to Association Members who have comments and/or concerns regarding any association matters.** The Board has the authority to limit the time for individual comments. A time limit of two (2) minutes per member has been allotted. No member can give away his or her allotted time to expand another member's time. In consideration of other members who may wish to present comments and/or concerns, please avoid repetition.

- A letter from homeowner regarding usage of Alum Creek corridor was provided in the meeting packet for the Board's review.
- An email message from a homeowner who attended the Annual Residents' BBQ was provided in the meeting packet for the Board's review.
- An email message from a homeowner expressing concerns and requesting Board action regarding ebikers behavior at Village Green Park was provided in the meeting packet for the Board's review and was read aloud at the meeting per the homeowner's request.

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

- **Thursday, Nov. 6<sup>th</sup>** - Candidate Forum; Meet the Candidates, 5pm (if necessary)
- **Monday, Nov. 17<sup>th</sup>** - Annual Ballot Deadline, 11am (if necessary)  
Call 2025 Annual Meeting to Order at 12:00pm;  
Open/tally Remaining Secret Ballots (if necessary).  
Recess meeting once ballots are counted.  
- Board Executive Session 4:00 p.m. / - General Business Meeting 5:30pm
- **Wednesday, Nov. 19<sup>th</sup>** - Re-convene 2025 Annual Members Election & 2026 Budget  
Ratification Meeting at 6:30pm  
- Organizational Meeting will immediately follow the 2025 Annual  
Members Election/2026 Budget Ratification Meeting
- **Wednesday, Dec. 3<sup>rd</sup>** - Townhall: How to Become a Firewise Adapted Community – 5pm–7pm
- **Friday, Jan. 16<sup>th</sup>** - Board Orientation/Training 10am - TENTATIVE

**Motion:** Director Dennis moved to adjourn the meeting at 7:02p.m.; VP Ginsburg seconded. **Motion unanimously carried.**