



## 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

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

- **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.**

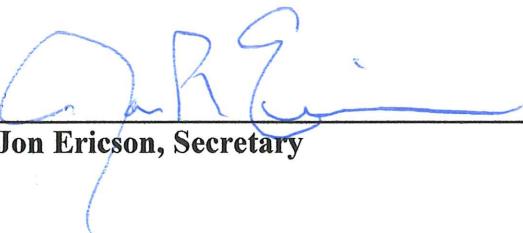
President Dennis reported that, for this year's elections, there were four (4) Board Member positions available, each for a two-year term. Elected to the Board are: Jon Ericson, Chris Howard, Thomas Keiffer, and Harvey Miller.

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