



2025 Annual Members & Election and 2026 Budget Ratification Meeting Minutes

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

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

Reconvened meeting on Wednesday, November 19, 2025, at 6:30p.m.

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

Both sessions were conducted virtually via GoToMeeting and In-person

Board Members in attendance via in-person, teleconference and/or telephone on November 19, 2025:

Michael Ginsburg, Vice President/Acting President

Allen Black, Treasurer

Steve Bremer, Director

Jon Ericson, Secretary

Al Dennis, Director

Harvey Miller, Director

Others in attendance via in-person, teleconference and/or telephone on November 19, 2025:

Lisa Nunley, General Manager

Randy Lisenby, L&M Landscape Superintendent

Sandy Wheeler, Assistant Manager/CAM

80 Homeowners in attendance on November 19, 2025 (none attended virtually).

1. Call to Order at 12:00 noon on Monday, November 17, 2025

GM Nunley called the 2025 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 and confirm electronic voting tally were Carol Pallesen and Joyce Thompson. The Inspectors of Election form was signed by all present. Also in attendance was Asst. Mgr. Sandy Wheeler.

3. Open and Tally Secret Ballots (both electronic and hardcopy ballots)

Homeowner Volunteers opened and tallied the ballots.

4. Recess

There being no further current business, the meeting was recessed at 12:30pm.

5. Reconvene & Welcome from Board Vice President/Acting President, Wednesday, November 19, 2025

VP Ginsburg reconvened the 2025 Annual Members & Election and 2026 Budget Ratification Meeting at 6:36pm.

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.

- A homeowner asked the Board to continue to evaluate the budget to maintain the level of assessments. He also relayed that there is heavy traffic in the "circle drive" by the elementary school. Can the Board ask the city to install traffic calming.
- A homeowner commented that the flashing lights by the school don't work. Staff noted that this belongs to the City of Reno and a message can be sent to them via Reno Direct. Staff will also follow up.
- A homeowner who lives in the Cottages asked if a light can be installed on Caughlin Pkwy at the crosswalk by the Cottages. Director Miller provided an update on his efforts to reduce speeding on the Parkway. He is working with the City of Reno Police Dept regarding speeding on Caughlin Pkwy and Village Green Pkwy and hopes for allocation of funds for traffic calming efforts.
- A homeowner commented about a blind curve on Village Green Pkwy. Can additional signage and traffic calming be installed.
- A homeowner commented that he hears shooting above Pinehaven. A brief discussion ensued about the Association's efforts to report illegal behavior in this area.
- A homeowner agreed that blinking pedestrian lights would help on the Parkway, especially with all the wildlife. She reminded those in attendance to not feed the geese.
- A homeowner asked if trees along the pathways could be trimmed up. He was encouraged to contact the office with the specific locations.

7. Introductions:

VP Ginsburg provided the following introductions and recognition:

- Mike Heffner, outgoing Chairperson for the Finance & Budget Committee.
VP Ginsburg thanked Mr. Heffner for his years of volunteer service and provided an overview of Mr. Heffner's accomplishments while serving Caughlin Ranch HOA.
Mike moved to Caughlin Ranch in 2001 with wife, Barbara. He joined the Board in 2010 through 2015.
A member of the Finance & Budget Committee for ten-plus years
On the F&B he keeps cash flow reports updated and assists with budget development every year.
He oversaw the Water Project in 2012.
He encourages other homeowner involvement and volunteerism – for example, he has been working with Marty Kwitek on F&B to "take over the reins."
VP Ginsburg presented him with a framed photo with Mike Heffner's favorite cottonwood tree.
- **Board Members – current 2025 Board Members**
 - Michael Ginsburg, Vice President/Acting President
 - Jon Ericson, Secretary
 - Allen Black, Treasurer
 - Al Dennis, Director
 - Steve Bremer, Director
 - Harvey Miller, Director

Caughlin Ranch Homeowners Association
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- **Committee Members; ACC, F&B and Events**

2025 Finance & Budget Committee

- Mike Heffner, Chairperson
- Allen Black, Board Liaison
- Phil Schweber
- Joyce Thompson
- Martin Kwitek
- Peter Broughton
- Steve Bremer

2025 Architectural Control Committee

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

Professional Advisors:

- Lewis Zaumeyer – Architect
- Seth Padovan – Professional Engineer

2025 Events and Caughlin Rancher Committee

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

- **Office Staff Introductions:**

- General Manager & Landscape Superintendent
 - **General Manager, Lisa Nunley, CMCA, AMS, LSM, PCAM**
 - **Landscape Superintendent, Randy Lisenby**
- Office Staff
 - **Sandy Wheeler**– Asst. Mgr./Bookkeeper/Finance Mgr/Licensed Community Association Mgr
 - **Kim Teepe** – Licensed Community Association Manager/ACC Coordinator and CC&R Compliance Coordinator
 - **Katie Lund** – Full-time Front Desk Administrator
 - **Janis Laycox** – Part-time Front Desk Administrator
- **Landscape & Maintenance Staff**
 - **Jose**, Foreman
 - **Noe**, Irrigation Crew
 - **Angel**, Irrigation Crew
 - **Alejandro**, Planter crew

- **Martin**, 3 Parks
- **Miguel**, Irrigation Crew
- **Marco**, Seasonal Crew Manager

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

MOTION: Homeowner T. Laird moved to approve the minutes of the November 20, 2024 Annual Members Election & 2025 Budget Ratification Meeting Minutes as presented; Homeowner R. Weaver seconded. Motion unanimously carried.

9. Announce Results of 2026 Operating and Reserve Budget Ratification; Assessment Increase of Seven Percent (7%)

VP Ginsburg provided brief comments regarding the assessment increase for 2026 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 2026 budget, it is considered ratified.

10. Announce results of 2025 Annual Election of Directors; four (4) Board Members will be seated (three 2-year positions; one 1-year position)

VP Ginsburg reported that, for this year's elections, there were four (4) Board Member positions available, three 2-year positions and one 1-year position. Elected to the Board are: Steve Bremer, Al Dennis, Mike Ginsburg and Jeanne Naccarato.

VP Ginsburg also announced that, at this week's Board Meeting, Allen Black was appointed to fill the one-year vacancy caused by Thomas Keiffer's resignation.

11. Adjournment

MOTION: C. Fey moved to adjourn the meeting at 7:06p.m.; C. Herrin 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