

**Board of Directors General Business Meeting Minutes  
Wednesday, January 28, 2026, 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:**

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

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

Shawn Oliphant, Legal Counsel                      Lisa Nunley, General Manager  
Sandy Wheeler, Asst. Manager/CAM                Randy Lisenby, Landscape Supt.

**Guests:**

Tray Palmer, Wildfire Prevention Consultant  
Cole Estill, Owner of Victory Sheep

4 Homeowners in-person; 2 attending virtually

1. **Call to order and establish quorum:** President Ginsburg 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 Ginsburg 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.  
There were no member comments at this time.

\*The following agenda items were moved up to accommodate the guests who were present.

**8.3 Review & Possibly Approve Community Wildfire Prevention Plan (by Tray Palmer)**

Mr. Palmer provided an overview of the Community Wildfire Prevention Plan (CWPP). This plan, and the Association's focus toward becoming a Fire Wise Community, will put CRHA in priority position to apply for grants.

The CWPP is a 3-5 year document and is very unique because CRHA is located partially in the City of Reno and in Washoe County. It has been reviewed with input by local jurisdictions.

The Board was provided with a copy of the draft plan for consideration. Once approved, Tray will provide it to the appropriate jurisdictions listed on the signature page, and it will then be posted to the website.

The Board thanked Mr. Palmer for attending and for developing the CWPP.

**Motion: Treasurer Bremer moved to approve the Community Wildfire Prevention Plan (CWPP), developed by fire prevention consultant, Tray Palmer, as presented. Director Miller seconded. Motion unanimously carried.**

**8.6 Review & Possibly Approve Proposal from Victory Sheep for Defensible Space Grazing Efforts (Cole Estill)**

Victory Sheep is available again this year to provide sheep and goat grazing services. Owner, Cole Estill, was in attendance to answer any questions regarding the project and the agreement.

Cole thanked the Board for the continued relationship and recommends grazing the same native areas on the western-most slopes of the Association as last year (behind Seasons/Eaglesnest), a portion of the common area along McCarran and the canyon area surrounding Glen Echo on the east side of McCarran. Randy has reviewed and concurs with this assessment. Start date would be sometime between June 1 and 10.

Discussion ensued regarding signage, dogs needing to be on leash, and percentage of goats to sheep.

The proposal (which is the same format as 2025) was provided to the Board for consideration.

- 55 acres along McCarran/canyon by Glen Echo @ \$725/acres = \$41,250.00;

- 200 acres behind Seasons/Eaglesnest \$100/acre = \$20,000.00

- TOTAL PROPOSAL AMOUNT: **\$61,250.00.**

The operating line item for this item in 2026 is \$62,000.00.

The Board thanked Cole for attending and presenting his proposal.

**Motion: Treasurer Bremer moved to approve the proposal from Victory Sheep as presented in the amount of \$61,250.00 to graze 255 acres of CRHA common area. Director Black seconded. Motion unanimously carried.**

\*The meeting returned to its regularly ordered agenda.

### 3. Board Business

#### a. Board Elections Follow-up; Discussion and Assignment of Board Member to fill the One-Year Position

At the November 19, 2025, Annual Meeting, the Board announced the results of the Board Elections as follows:

There were four (4) Board Member positions available, three 2-year positions and one 1-year position (to fill the vacancy from Chris Howard's resignation for which the first year was filled by the appointment of Steve Bremer; the second year of Chris' term still needs to be filled).

Elected to the Board were: Steve Bremer, Al Dennis, Mike Ginsburg and Jeanne Naccarato.

The Board may 1) ask for a volunteer to serve the one-year term, or 2) assign the member with the lowest number of votes to the one-year term.

Al Dennis stated he was willing to serve the one-year term.

**Motion: Director Miller moved to assign the one-year board member term to Al Dennis. Treasurer Bremer seconded. Motion unanimously carried.**

#### 4. Consent Agenda. The proposed Consent Agenda below is presented for the Board's acceptance or revision. President Ginsburg confirmed that all Board Members have reviewed and become familiar with the Consent Agenda items prior to proceeding.

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

##### a. Minutes:

**I. Review & Approve November 17, 2025, Board of Directors General Business Meeting Minutes.** The November 17, 2025, Board of Directors General Meeting Minutes are provided for the Board's review and consideration.

**II. Review & Approve November 19, 2025, Board of Directors Organizational Meeting Minutes.** The November 19, 2025, Board of Directors Organizational Meeting Minutes are provided for the Board's review and consideration.

##### b. Reports & Updates:

- **Finance & Budget Committee.** The Finance & Budget Committee has not met since their budget review meeting in August. They will meet again on March 19, 2026, for the annual audit review meeting. Marty Kwitek, F&B Chair, sent the following message on 1.18.2026:

While it is early in the review cycle it would be helpful to understand & report a quarterly burn rate for the annual budget. To date there has been a bonus related to very little snow removal activity but this could change in a week. A quarterly report can provide some insight as to whether the homeowners contributions (rate increases) are impacting a balanced operation.

Perhaps the budget committee with your assistance can concentrate on the anticipated reserve events for this year? Our "opportunity cost" topic is water usage and how to respond to tmwa which is driving conservation of resources. If there is a way to chip away at 1% or 2% of public water usage zones per year it could help contain costs.

Best regards, Marty

- Landscaping & Maintenance Dept., including update on Village Green Park Playground Repairs

**Miscellaneous Projects / Weekly Maintenance:**

- Normal weekly maintenance on-going
- Seasonal clean up of leaves (and more leaves) is taking place
- Tree pruning taking place throughout Ranch
- Removal of Holiday lights takes place end of January
- Repair and repaint various neighborhood monument signs
- Inspecting and repairing all maintenance equipment (mowers, weed eaters, blowers, chainsaws, etc)
- Inspecting and repairing trucks and trailers
- Ordering safety equipment (safety glasses, face masks, gloves, etc)
- Ordering uniforms for the upcoming season
- Graffiti removal throughout the Ranch is on-going
- All 3 Parks are inspected and cleaned daily

**Projects:**

- Repair of leaking mainline in Village Green Park
- Repair of outlet creek from gate 24 off Steamboat Ditch

**Village Green Park Playground Repairs:**

- As of 01.26.2026, the orbit spinner manufacturer is waiting for the specially designed ball bearings to be shipped from Germany. They are expected to arrive in approximately two weeks, and then one week to construct the new parts, and then another week to arrange for the installation. The new anticipated timeline for the orbit spinner repair is the end of February.

- Architectural Control Committee. Fifty-three (53) applications were reviewed from 11/01/2025 through 12/31/2025. Of those, forty-eight (48) were approved with standard conditions, three (3) were denied with a request to resubmit, one (1) was approved and is waiting for a variance, and one (1) was returned with a request for more information. 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.)
- Community Events. The Events/Caughlin Rancher Committee met on January 13<sup>th</sup> to review potential topics and articles for the Mar/Apr 2026 edition of The Caughlin Rancher. Discussion also included a review of the upcoming 2026 Events and some general planning same. A copy of the Board approved 2026 Events Schedule (with a few date revisions) is provided for the Board's information.
- Branding / Signage Ad Hoc Committee. The new logo is gradually being incorporated into CRHA – stationery, For Rent/Sale signage, banners, L&M uniforms, CRHA vehicles, 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 CRHA Maint. Crews. The upper Caughlin entry monument signage was completed in June 2025. Additional “No Motorized Vehicles” signs have been installed at Village Green Park. A full updated list was provided to the Board.

- Community Information, including BLA with Vista Pointe HOA; 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):

- On Nov. 5<sup>th</sup>, GM Nunley received confirmation that her Large-Scale Manager Designation (LSM) application had been approved! She is 1 of 140 community managers worldwide who have received this designation. She will be recognized at the CAI National Conference in 2026.
- 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 obtained the votes needed to transfer the parcel to CRHA and the CRHA board approved the BLA survey agreement from Sanbell at the last regular meeting. Ryan Cook with Sanbell has facilitated approval through the City and County. Signatures from board presidents of both associations are needed on the plans and documentation to be recorded. Vista Pointe still needs to sign.
- Community Wildfire Protection Plan (CWPP) is being developed by Tray Palmer in conjunction with the City of Reno's plan which should be included in today's packet for the Board's consideration.
- Additional No Motorized Vehicles signage was ordered and has been installed at VGP. Similar signage will be installed at the entrance to high-usage pathways.
- The electronic voting with vote-now.com for November's annual board elections went well.
- The Fire Wise Townhall was held on December 3<sup>rd</sup> at 5pm in the CRHA conference room. Of the 30 RSVP's, 17 attended. We have received interest from a few homeowners regarding serving on the committee.
- The City of Reno is in the planning stages to redesign the sewer pump station located at the entrance to Whispering Canyon. They are unsure at this point if they will need to increase the easement area but will keep us updated on the planning process.
- TMWA will be replacing and making improvements to three (3) booster pump stations (BPS) in the Caughlin Area Feb. 1 to May 1, 2026. This is at the same location as the temporary generators. Supt Lisenby and GM Nunley will be meeting with them in early December to coordinate any landscaping concerns.
- Caughlin Parkway Speeding Mitigation Update - Harvey Miller. As of the date of this report, Harvey did not have anything new to report. He may provide a report at the meeting.

**5. Finances:**

**5.1 Review & accept (un-audited) Financial Reports dated Oct 31, 2025 & Nov 30, 2025**

Treasurer Bremer presented the following report to the Board of Directors which includes bank balances for the operating and reserve accounts:

- 2025 CD Schedule enclosed.
- Treasurer Bremer 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 October 31, 2025, and November 30, 2025.
- The bank statements are being reconciled and the financial reports reviewed and adjusted as needed monthly by the GL Accountant and Assistant Manager Wheeler to ensure CRHA is reporting on a true accrual basis.

- The Association's cash position through September 30th:  
BALANCE SHEET  
Operating cash = \$718,665.00. – (1B)  
Reserve cash and Investments/CD's Total: \$1,308,442.23. – (2B)  
CRHA = \$671,990.12 – (3B)  
Whispering Canyon = \$196,732.52 – (4B)  
Caughlin Creek/Deer Creek = \$169,388.93 – (5B)  
Mountainsyre = \$270,380.66 – (6B)
- Through November 30, 2025, on an accrual basis,  
REVENUE and EXPENSES REPORT
- Total (Operating) Income was \$2,948,614.83 (1); over YTD Budget by \$81,139.83 (2).  
At this time, all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$2,907,985.69 (3); under YTD Budget by \$128,676.31 (4).
- Expense recap: Operating = \$544,482.85 (5) under budget by \$45,912.15 (6);  
Payroll = \$1,681,172.64 (7) under budget by \$140,456.36 (8);  
R&M = \$364,188.94 (9) over budget by \$5,156.94 (10);  
Utilities = \$318,141.26 (11) over budget by \$52,535.26 (12).
- Total Reserve Income was \$489,572.13 (13); over budget by \$18,633.13 (14).
- Total Reserve Expense was \$103,403.39 (15) under YTD Budget by \$573,570.61 (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: Director Black moved to accept the Association's unaudited financial reports dated October 31, 2025, and November 30, 2025, as presented. Secretary Ericson seconded. Motion unanimously carried.**

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

## **6. Reports & Updates:**

**6.1 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 January 28, 2026:

- Approval of the November 17, 2025, Executive meeting minutes.
- Pending legal action notices as follows:
  - Discussion of the status of a homeowner complaint/dispute involving CRHA, Eaglesnest HOA, a homeowner and Washoe County regarding potential easement deed associated with recent spur road abandonment.
  - Discussion of the status of a complaint with the Nevada Real Estate Division
- Review the Violation Report & fines.
- Review the most recent Architectural Control Committee Report.
- Review Homeowner disputes, appeals and alleged violations; one (1) virtual/in-person appeal, and three (3) written appeals.
- Review the Accounts Receivable Aging Report, including decisions on Notices to Publish from the collection company.

- Review of bad debt write-offs (if any).
- Discussion of Personnel items regarding a former employee's workers comp claim.

**7. Unfinished Business:**

**7.1 Update on Status of Disengaging from Caughlin Crossing Commercial Center (CCCC) and 2026 Budget Approval Update**

The CCCC Board met on October 22<sup>nd</sup> as a follow-up to their September 23<sup>rd</sup> meeting. 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. It was clear after discussion that the majority of the members are not in favor of CRHA being permitted to disengage from the CCCC Association. Further discussion and agreement was made regarding the final budget which would remove CRHA from the primary common area costs, thereby reducing the CRHA's annual assessment payments to CCCC by approximately \$7,000.00. The final approval of the budget was made via email and a copy was provided in the Board's meeting packet for their information.

This item will be removed from future agendas.

**8. New Business:**

**8.1 Appointment of Architect to Architectural Control Committee (ACC)**

Luke Dragovich, a local architect, was referred to CRHA by Jon Ericson. GM Nunley spoke at length with Mr. Dragovich on 01.22.2026 and he verbally indicated he would like to serve on the CRHA ACC.

His license information has been verified.

He has been provided with the ACC Charter, Confidentiality Agreement, ACC Application, 2026 ACC Meeting Schedule and has been directed to the website to review the ACS&G's and other governing documents. His application is provided for the Board's information.

He is unable to Wednesday's meeting due to a previous engagement.

**Motion: Director Black moved to appoint Luke Dragovich as the professional architect to the CRHA ACC for a two-year term (through November 2027). Treasurer Bremer seconded. Motion unanimously carried.**

**8.2 Appoint Committee for Fire Adapted Nevada (Fire Wise)**

As directed by Tray Palmer and the other fire agency representatives at the December 3<sup>rd</sup> Townhall, a committee must be established that is made up of homeowners, board members and staff to help facilitate actions and tasks required to establish CRHA as a Fire Adapted / Fire Wise Community.

The three (3) board members who attended the December 3<sup>rd</sup> Townhall have volunteered to serve on the committee. GM Nunley and one other staff member will be part of the committee.

Four homeowners, Scott Smith, Jerry Eykelbosh, Elizabeth Morse, Melba Ksiazek, and Tim Fulton (possibly), have expressed an interest in serving. Most of their committee applications are provided in the board's meeting packet.

Per Tray Palmer, the first order of business will be to develop an Action Plan. Kelli with the Division of Forestry will be involved in the meetings.

**Motion: Treasurer Bremer moved to appoint board members Mike Ginsburg, Harvey Miller and Jeanne Naccarato, staff members GM Nunley and Sandy Wheeler, and homeowners Scott Smith, Jerry Eykelbosh, Elizabeth Morse, Melba Ksiazek, and Tim Fulton, to the Fire Adapted Community (FAC) Committee. Secretary Ericson seconded. Motion unanimously carried.**

**8.3 Review & Possibly Approve Community Wildfire Prevention Plan (by Tray Palmer)**

This item was addressed earlier in the meeting.

**8.4 Review & Approve (4) Proposals from Browning Reserve Group for Financial Updates without Site Visit for: Caughlin Ranch HOA, Caughlin Creek/DeerCreek, Mountainshyre & Whispering Canyon**

The following proposals from Browning Reserve Group for completion of Financial Updates without a Site Visit were provided for the Board's consideration:

- Caughlin Ranch HOA	\$1,600.00
- Caughlin Creek/DeerCreek	\$ 575.00
- Mountainshyre	\$ 575.00
- Whispering Canyon	\$ 500.00
<b>TOTAL AMT:</b>	<b>\$3,250.00 (This is a reserve expense.)</b>

The last financial updates without a site visit were conducted in 2024 (2025 studies were completed as an onsite visit). The cost for 2024 studies were:

- Caughlin Ranch HOA	\$1,400.00
- Caughlin Creek/DeerCreek	\$ 500.00
- Mountainshyre	\$ 500.00
- Whispering Canyon	\$ 300.00
<b>TOTAL AMT:</b>	<b>\$2,700.00</b>

**Motion: Treasurer Bremer moved to approve the four (4) proposals from Browning Reserve Group for completion of Financial Updates without a Site Visit for the total amount of \$3,250.00 as presented. Director Black seconded. Motion unanimously carried.**

**8.5 Review & Possibly Approve Proposal from Padovan Consulting for Bid Prep and Construction Management of 2026 Pavement Maintenance**

In 2026, all paths will be evaluated for pavement maintenance needs, with special focus on Village Green Park and some newer paths which may need slurry seal (Phase 4). Attached are the proposals from engineer, Seth Padovan/Padovan Consulting. Attorney Oliphant abstained from commenting on the agreement as he originally created the agreement which Seth uses for his projects.

<b>- Pavement Maintenance of Pathways</b>	
Preconstruction services & RFB Prep	\$4,800.00
Construction Administration	\$160.00/hr; NTE 16 hours (\$2,560.00)
<b>TOTAL:</b>	<b>\$7,360.00</b>

**Motion: Treasurer Bremer moved to approve the proposal as presented from Padovan Consulting for the 2026 Pavement Maintenance in the total amount of \$7,360.00. Secretary Ericson seconded. Motion unanimously carried.**

**8.6 Review & Possibly Approve Proposal from Victory Sheep for Defensible Space Grazing Efforts**

This item was addressed earlier in the meeting.

**8.7 Strategic Plan Update & Confirm Next Meeting Date**

All Board Members are encouraged to attend the Strategic Plan Update session. The Board was provided with some possible dates for consideration; February 19<sup>th</sup> at 2pm is a tentative date. Once a date/time is confirmed, GM Nunley will review and update the Strategic Plan per the last session in 2024 and forward it to the Board for review in preparation of the meeting.

- 9. 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 homeowner presented notes on behalf of a neighbor regarding riders of ebikes at Village Green Park. Specifically, they are most prevalent at 3:30pm and are damaging property and endangering themselves and park visitors. She requested someone from the Association visit the park at that time and observe what takes place. This "volatile behavior" by under-18 ebikers is concerning, and their safety also needs to be considered.
- 10. Announce Future Meeting Dates & Recess/Adjourn**
- **Thursday, Mar. 19, 2026** - 2025 Audit Review w/Board & F&B Committee 2:00p.m.
  - **Monday, Mar. 23, 2026** - Board Agenda Workshop 4:00 p.m.
  - **Wednesday, Mar. 25, 2026** - Board Executive Session 5:00 p.m.  
Board General Business Meeting 6:00 p.m.

**Motion: Treasurer Black moved to adjourn the meeting at 6:44pm; Secretary Ericson seconded. Motion unanimously carried.**

---

Jon Ericson, Secretary Board of Directors  
Caughlin Ranch Homeowners Association