

**Board of Directors General Business Meeting Minutes
Wednesday, March 25, 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:

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

Guests:

Kendall Galka, McClintock Accountancy Group (virtual)

1 Homeowner attending virtually

1. **Call to order and establish quorum:** President Ginsburg called the meeting to order at 6:03p.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 those present and provided a brief overview of guidelines regarding Member Comments to the Homeowner(s) 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 guest(s) who were present.

4.2 Review & Accept 2025 Year-end Financial Audit; by McClintock Accountancy CPA

Kendall Galka with McClintock Accountancy was in attendance (virtually) to present the 2025 Year-end Financial Audit. A copy of the Report to the Board, the Financial Audit and the Representation Letter were provided to the Board in their meeting packet for review and consideration.

Ms. Galka provided an overview of the 2025 Year-end Financial Audit, including the Report to the Board. She stated that the audit results included a clean opinion on the financials, which is the highest opinion available. There were no significant difficulties in conducting the audit; the HOA team is very capable and was able to provide everything she needed. There were eight (8) audit adjustments of which there were none of significant impact. No differences with management and zero significant findings. There is good oversight in place.

The Board thanked Ms. Galka for her report.

Motion: Director Black moved to approve the 2025 Year-end Financial Audit as presented by McClintock Accountancy. Treasurer Bremer seconded. Motion unanimously carried.

*The meeting returned to its regularly ordered agenda.

3. **Consent Agenda.** The proposed Consent Agenda below was presented for the Board's acceptance or revision. President Ginsburg confirmed that all Board Members had reviewed and become familiar with the Consent Agenda items prior to proceeding.

Motion: Director Black moved to approve the items on the Consent Agenda except for Item(s)

3.b.Landscaping..., 3.b.Fire Adapted Community..., and 3.b. 2025-2029 Strategic Plan Update, which are requested to be moved out of the Consent Agenda and placed on the Regular Meeting Agenda for discussion and possible action. Treasurer Bremer seconded. Motion unanimously carried.

a. Minutes:

Review & Approve January 28, 2026, Board of Directors General Business Meeting Minutes. The January 28, 2026, Board of Directors General Meeting Minutes were provided for the Board's review and consideration.

b. Reports & Updates:

- Finance & Budget Committee. The Finance & Budget Committee met on Thursday, March 19th, along with the CRHA Board, to review the 2025 draft audit as prepared by McClintock Accountancy. Kendall Galka was in attendance to present the audit at today's meeting.
- Architectural Control Committee. Fifty (50) applications were reviewed from 01/01/2026 through 02/28/2026. Of those, forty-five (45) were approved with standard conditions, four (4) denied with a request to resubmit, and one (1) was returned with a request for more information. The ACC meets twice per month on the 2nd and 4th 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/Caughlin Rancher. The Events/Caughlin Rancher Committee met on February 24th to review and select bands for the July Sunday concert series. The Committee met again on Tuesday, March 17th to review potential topics and articles for the May/June 2026 edition of The Caughlin Rancher. Discussion also included discussion about upcoming 2026 Events and some general planning of same. A copy of the Board approved 2026 Events Schedule (with a few date revisions) was provided in the Board's meeting packet for their 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. New signage for Caughlin Creek (both entries) and Seasons are completed. Caughlin Crest, Vantage Pointe and Village Green Park signs were repaired and repainted by CRHA Maint. Crews. The update to the upper Caughlin entry monument signage was completed in June 2025. Additional “No Motorized Vehicles” signs have been installed at Village Green Park. A complete listing 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 February 27th, GM Nunley received an award from CAI for the 2025 Northern Nevada Onsite Manager of the Year. It was presented at CAI Nevada's Annual Gala event in Las Vegas.
 - New Homeowner Orientation is held virtually on the 2nd Thursday of each month. New homeowners from Whispering Canyon attended the March meeting.
 - 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, and signatures from both board presidents obtained. The document has been recorded and an electronic copy received. Still awaiting the original documents from Sanbell.

- Community Wildfire Protection Plan (CWPP) was presented to and approved by the Board at the January meeting. Tray Palmer is currently obtaining all the required signatures from local government entities. Once that has been completed, it will be posted to the website.
- 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 Fire Wise Committee was appointed at the Board's January Board Meeting. A meeting with local fire prevention representatives is being scheduled for April 29, 2026, at which time goals and an action plan will be established to move forward with obtaining the Fire Wise designation.
- 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. These locations are on Caughlin Pkwy and directly adjacent to where the temporary generators are placed during fire season. They are currently working on the location by the Seasons neighborhood and will continue to keep GM Nunley notified of any updates.
- 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.

Items removed from the Consent Agenda are addressed below.

- *Landscaping & Maintenance Dept.*, including update on Village Green Park Playground Repairs. Landscape Superintendent Randy Lisenby reported the following:

Miscellaneous Projects / Weekly Maintenance:

- Seasonal crew starts on 3/30/26
- Spring cleanup begins on 3/30/26
- Steamboat Ditch is scheduled to turn on May 1st.
- Have begun turning on irrigation system and making repairs. Bushes and trees are being irrigated.
- Spring flowers are scheduled for mid-April
- Tree pruning continues throughout the Ranch
- Holiday Lights removal is complete
- Repairing and repainting a few monument signs
- Inspecting and repairing all the maintenance equipment (Mowers, weed eaters , blowers, chainsaws)
- Inspecting and repairing Trucks and Trailers; a major engine and front end rebuild completed on one of the irrigation trucks (to extend its life)
- Ordering safety equipment has been completed (Safety glasses, face mask, gloves)
- Ordering of uniforms has been completed
- Graffiti removal throughout the Ranch ongoing
- All 3 Parks are inspected and cleaned daily

Projects :

- Repair of leaking mainline in Village Green Park. Both the 4-inch and the 1-1/4" lines are being replaced.
- Repair of outlet creek from gate 24 off Steamboat Ditch

Village Green Park Playground Repairs:

- As of 03.13.2026, the Orbit Spinner manufacturer anticipates production on the repair parts to begin on Monday, 03.16.2026. Production will take one week and then it will be shipped to us. The rep stated he will contact the certified installer (based in Utah) to arrange for the installation.
There are about a dozen customers waiting for this part; we are second in the queue.
He expects the parts to arrive (and hopefully the install to take place) the week of March 23rd.
Updated signage has been posted on the Orbit Spinner, but we continue to receive reports of children and their parents removing the caution tape and signage.

Cottages Thank You Message:

A resident from The Cottages sent a Thank You message to Randy and the Crew. It is provided for the Board's information.

- *Fire Adapted Community/Fire Wise Committee Update.* At the January Board Meeting, the Board appointed the Fire Wise Committee who will begin working with Fire Prevention Consultant, Tray Palmer, and the representatives from other local fire prevention organizations. A meeting has been scheduled for April 29th at 2pm with Tray and the fire prevention reps; an email has been sent to the Committee notifying them of same. The purpose of the meeting is to establish goals and action items to achieve those goals so that CRHA may work toward the Fire Wise community designation.

- *2025-2029 Strategic Plan Update.* The Board met on March 10th to review the Mission and Vision Statements and the Strategic Plan as updated at the last meeting in late 2024. Some general revisions were made. The next meeting will be held on April 22nd. At that meeting, ideas for additions to the plan will be discussed and decided upon.

4. Finances:

4.1 Review & accept (un-audited) Financial Reports dated Dec. 31, 2025 & Jan. 31, 2026

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

- 2026 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 December 31, 2025, and January 31, 2026.
- 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 January 31st:

BALANCE SHEET

Operating cash = \$353,172.02. – (1B)

Reserve cash and Investments/CD's Total: \$1,453,926.32. – (2B)

CRHA = \$779,252.36 – (3B)

Caughlin Creek/Deer Creek = \$191,012.48 (5B)

Whispering Canyon = \$207,208.95 – (4B)

Mountainshyre = \$276,442.53 – (6B)

- Through January 31st on an accrual basis,

REVENUE and EXPENSES REPORT

- Total (Operating) Income was \$181,214.90 (1); over YTD Budget by \$4,699.65 (2).
At this time all reserve transfers are being deposited on a quarterly basis due to the positive cash flow.
- Total (Operating) Expense was \$175,420.55 (3); under YTD Budget by \$7,332.45 (4).

- Expense recap:
 - Operating = \$52,893.92 (5) under budget by \$1,484.08 (6);
 - Payroll = \$97,791.91 (7) under budget by \$5,333.09 (8);
 - R&M = \$15,811.75 (9) under budget by \$280.25 (10);
 - Utilities = \$8922.97 (11) under budget by \$235.03 (12).
- Total Reserve Income was \$148,753.21 (13); over budget by \$1,222.46 (14).
- Total Reserve Expense was \$0.00 (15) YTD Budget by \$0.00 (16);
2026 Reserve Expense Budget = \$208,058.00 (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 December 31, 2025 and January 31, 2026, as presented. Director Miller seconded. Motion unanimously carried.

4.2 Review & accept 2025 Year-end Financial Audit; by McClintock Accountancy CPA
This item was addressed earlier in the meeting.

4.3 Review & approve Bad Debt Write-offs. None for this meeting.

5. Reports & Updates:

5.1 Executive Session Summary and Pending Legal Action against the Association

Pursuant to NRS 116.31085 subsection 6, the following items were reported as reviewed during the last Executive Session Meeting held on March 25, 2026:

- Approval of the January 28, 2026, 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.
 - Discussion of the status of two complaints 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 (two were in-person).
- 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 (if any).

6. Unfinished Business: None for this meeting.

7. New Business:

7.1 Appoint Annette Kurtz-Seidenfuss to the Fire Adapted Community/Fire Wise Committee

Homeowner, Annette Kurtz-Seidenfuss, has requested to join the Fire Adapted/Fire Wise Community Committee. The Board was provided with her application.

Motion: Treasurer Bremer moved to appoint homeowner Annette Kurtz-Seidenfuss to the Fire Adapted/Fire Wise Community Committee. Director Black seconded. Motion unanimously carried.

7.2 Review & Possibly Approve Request for Letter of Support for Rectangular Flashing Beacon near Plateau and Caughlin Pkwy

Loren Chilson, Principal of GCW Engineers, contacted the office inquiring if the CRHA Board of Directors would be willing to provide a Letter of Support for their request to Washoe County to install a rectangular flashing beacon at the crosswalk near the intersection of Plateau and Caughlin Parkway.

A homeowner (who wishes to remain anonymous) has engaged GCW and intends to pay for the installation of the beacon. GM Nunley confirmed with Mr. Chilson that the beacon would be installed on Washoe County property and maintained by the County if they were to agree to the placement of the beacon.

A copy of the letter with details was included in the meeting packet.

Motion: Treasurer Bremer moved to approve the request to provide a Letter of Support to GCW for their effort in obtaining approval from Washoe County to install a rectangular flashing beacon at the intersection of Plateau and Caughlin Pkwy. Director Black seconded. Motion carried by majority vote (M. Ginsburg, A. Dennis, S. Bremer, A. Black, H. Miller, J. Naccarato in favor; J. Ericson abstained).

7.3 Ratify Approval of APS Proposal for Concrete Repair at HOA Office

210 SF of concrete panels in front of the HOA office are cracked and in need of replacement. APS provided a proposal in the amount of \$3,150 to remove/replace the concrete. This maintenance item was over the \$2,500 limit for the GM to approve, so President Ginsburg signed the proposal in the event APS could get to that project right away. This is a reserve expense.

Motion: Director Black moved to ratify the approval of the proposal from APS in the amount of \$3,150 for concrete removal/replacement in front of the HOA office. Secretary Ericson seconded. Motion unanimously carried.

7.4 Review & Possibly Approve Earthquake Insurance Coverage Renewal eff. 05.01.2026

As of 03.19.2026, CRHA's insurance agent has been unable to obtain the quote for the renewal of Earthquake coverage as the carrier will not release renewal quotes until 30 days prior to the effective date. Therefore, the Board will need to ratify the renewal at the next board meeting.

7.5 Review & Possibly Approve Purchase of Articulating Boom Lift for Landscape Maint.

Last year the Bucket Lift Truck was retired from the fleet inventory. The Landscape Maintenance Dept. still has need for a lift for holiday decorations installation and tree trimming/pruning throughout the year. Randy is looking for a suitable replacement and estimates for a 20-foot articulating boom lift are approximately \$20,000. This is a reserve expense and the equipment will replace the 1986 bucket lift truck in the reserve study.

Motion: VP Dennis moved to approve the purchase of an articulating boom lift in an amount not-to-exceed \$20,000. Secretary Ericson seconded. Motion unanimously carried.

7.6 Review & Possibly Approve Quote for Copper Rock from Oxborrow Trucking for Village Green Park Hillside Rock Project

As part of the Village Green Park improvements for 2026, Randy would like to add rock to the lower portion of the hillside along the pathway near the upper portion of the park. A quote from Oxborrow Trucking & Landscape Materials in the amount of \$7,770.00 for 185 tons of 3x10 copper rock was provided for the Board's consideration.

Motion: Director Black moved to approve the quote from Oxborrow Trucking & Landscape Materials in the amount of \$7,770.00 for 185 tons of 3x10 copper rock as presented. Treasurer Bremer seconded. 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.
- No comments at this time.
- 9. Announce Future Meeting Dates & Recess/Adjourn**
- **Wednesday, Apr 22, 2026** - Board Strategic Planning Workshop 2:00 p.m.
 - **Wednesday, Apr 29, 2026** - Fire Wise Committee Meeting 2:00 p.m.
 - **Tuesday, May 12, 2026** - 2027 Reserve Studies Update Review with F&B and Board 2:00p.m.
 - **Monday, May 18, 2026** - Board Agenda Workshop 4:00 p.m.
 - **Wednesday, May 20, 2026** - Board Executive Session 5:00 p.m.
Board General Business Meeting 6:00 p.m.

Motion: Treasurer Bremer moved to adjourn the meeting at 6:49pm; Secretary Ericson seconded. Motion unanimously carried.

Jon Ericson, Secretary Board of Directors
Caughlin Ranch Homeowners Association